

COLUMBIA IRRIGATION DISTRICT BOARD MEETING  
June 17, 2022

**CALL TO ORDER**

President Shawver called the meeting to order at 10:01 a.m. Present at the meeting were:

Vincent Shawver, President  
Neil Martin, Vice President  
Dallas Ayde, Director  
Sherri Thackham, Director  
Marilyn Dickenson, Director

Curt Strifert, Secretary/Manager  
Maura Monk, Administrative Assistant

**Guests:** None

**APPROVAL OF AGENDA**

Director Martin motioned to approve the agenda as submitted. Director Ayde seconded the motion. Motion carried.

**PUBLIC COMMENT**

None.

**CONSENT AGENDA**

**Minutes of June 3, 2022**

Director Martin motioned to approve the minutes of June 3, 2022. Director Ayde seconded the motion. Motion carried.

**OLD BUSINESS**

**Department of Natural Resources Update**

Mr. Strifert reported that he is still waiting on the final contract and appraisal. Mr. Strifert sent an email to DNR on June 7<sup>th</sup> and is hoping to have a response before the next Board meeting.

**Owens Pit Interlocal Agreement**

Mr. Strifert reported on the status update for the Interlocal Agreement. The changes that were made to the agreement were incorporated and it is still pending Benton County legal and their Boards review.

**CID Newsletter**

The Board reviewed the newsletter. Mr. Strifert will add the newsletter to the July 1<sup>st</sup> meeting agenda for final review. Staff will provide estimates from a couple of vendors for printing.

**Policy Approvals**

Copies of the revised policies were presented to the Board for their review and approval. Additional corrections were made to the Bylaws. Article IV – Board of Directors Meetings – First sentence, add “The Directors shall meet on the first and third Fridays of each month to conduct business of the District. Changes made to the second sentence, remove “it will be held the following Friday” and add “the meeting will be rescheduled to an agreed upon date at the Boards discretion. “If a meeting falls on a legal holiday, the meeting will be rescheduled to an agreed

upon date at the Boards discretion.” The changes to the Bylaws will be reviewed for approval at the next meeting.

Approved policies/procedures:

Policy 1.3 – Declaration of Emergency and Emergency Response

Director Thackham motioned to approve Policy 1.3 – Declaration of Emergency and Emergency Response. Director Ayde seconded the motion. Motion carried.

Policy 2.1 – Employee Recognition and Annual Safety Meeting

Director Thackham motioned to approve Policy 2.1 – Employee Recognition and Annual Safety Meeting  
Director Ayde seconded the motion. Motion carried.

Procedure 2.10 – Service Recognition and Annual Safety Meeting

Director Thackham motioned to approve Procedure 2.10 – Service Recognition and Annual Safety Meeting  
Director Ayde seconded the motion. Motion carried.

Policy 4.1 – Canal and Piped Facilities Management

Director Thackham motioned to approve Policy 4.1 – Canal and Piped Facilities Management. Director Ayde seconded the motion. Motion carried.

Procedure 5.1 – Purchasing Procedure

Director Thackham motioned to approve Procedure 5.1 – Purchasing Procedure. Director Ayde seconded the motion. Motion carried.

Procedure 5.3 – District Credit Cards

Director Thackham motioned to approve Procedure 5.3 – District Credit Cards. Director Ayde seconded the motion. Motion carried.

Policy Review

The Board reviewed Policy 1.2 – Proposing, writing, formatting, authorizing, and revising Policies and Procedures.

The following changes were made:

B.1: Change to read “Policy – A policy states *the* District’s Position concerning the conduct, management, or plan of action in/on a particular area within the district business scope.”

B.2.: Change to read “Policy Initiation – A draft policy and the applicable procedures through which the policy is carried out may be created or proposed by any Employee, Director, or Patron of the District or as directed by the Board of Directors (BOD) *and* District Manager.”

B4: Change to read “Policy Authorization - Initial policies and all succeeding revisions shall be approved by a *motion from the BOD.*” The Board also recommended removing “Section C. References” from this policy. They recommended that “references” be removed from all policies. The changes to Policy 1.2 will be reviewed for approval at the next meeting. The Board will continue to review the other pending policies at a future board meeting.

**Shop Break-In**

Mr. Strifert gave an update on the shop break-in. Everything has been replaced and the claim has been closed with Enduris.

## **NEW BUSINESS**

### **Operations Report**

Mr. Strifert reported that work orders have slowed down. Mr. Strifert reported the water allotment should not be a problem this year since the average rainfall is 207 percent of normal. The District applied a minor weed treatment.

### **Encroachment Permits**

Mr. Strifert reported that the District will start working on sending letters to patrons that are impeding on the right-of-way. They will be asked to either remove the impediment or apply for a Right-of-Way Use Permit, subject to Board approval.

### **Grant Discussion**

Mr. Strifert proposed the District apply for a grant for seven Rubicon gates. The District has six operating Rubicon gates and has received a cost-share grant for four additional Rubicon gates to be installed this off-season. If the District applies and receives a grant for the seven remaining Rubicon gates it will complete the project for the lower section of the canal. The installation of automated gates allows the district to operate the canal at more accurate levels and with more efficiency. Director Ayde motioned to apply for the grant for the seven Rubicon gates. Director Thackham seconded the motion. Motion carried.

## **DIRECTOR DISCUSSION**

The Board discussed the increasing fuel costs and the need to adjust the amount budgeted for those costs in the next budget.

## **ADJOURNMENT**

President Shawver adjourned the meeting at 12:30 p.m.

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Vincent Shawver, President

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Neil Martin, Vice President

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Sherri Thackham, Director

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Dallas Ayde, Director

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Marilyn Dickenson, Director

ATTEST:

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Curt Strifert, Secretary/Manager