

# MEDFORD IRRIGATION DISTRICT

## Regular Board Meeting Minutes

### April 10<sup>th</sup>, 2024 @ 1:30 pm

Present: Dennis O'Donoghue, Matt Borman, Tom Brookins, Sean Naumes; Jack Friend: Manager/Secretary  
Absent: Henry Vaninetti

**Call meeting to order:** Vice Chair O'Donoghue called the meeting to order at 1:34 p.m.

**Minutes:** The regular board meeting minutes on March 13<sup>th</sup>, 2024, were reviewed. Vice Chair O'Donoghue asks if there are any comments or corrections to the minutes. Vice Chair O'Donoghue called for a motion to approve the regular board meeting minutes presented for March 13<sup>th</sup>, 2024. Director Brookins motions to approve the amended March 13<sup>th</sup>, 2024, minutes, Director Borman seconds the motion, and the motion carries.

**Financials:** Friend: The canal bank repair expense is a little high. We have completed 3 good size jobs and have a small one (30 yards) currently. We need to budget a little more next budget due to rising materials prices. The other line item is the computers. We needed to update our system with a new server and are using the old server as a second backup. We have updated 3 of our 4 computers as well. We did have a grant from SDAO for match funds up to \$5K. Tammi was able to get pre-lien letters out before we charged them on May 1<sup>st</sup>. The repairs equipment line is over, due to the track hoe needing replacement pins and other necessary parts. Yard maintenance is up due to the decaying dead rat in the attic above the front door which smelled horrendous. The company did a one-time fee of sealing up the shop to the office area in the attic for any potential future creatures. They are an all-natural pest control company. Safe for the people and wildlife animals. We will continue our contract for monthly inspections and maintenance around the building for a healthier environment for people and our employees. Vice Chair O'Donoghue: What is the OWRD line item for 2K?

Friend: The OWRD helps with sensors, water rights, and in-stream items within reason. The financial reports for March 2024 were reviewed. Vice Chair O'Donoghue asks if there are any comments or corrections to the finances.

Motion: Vice Chair O'Donoghue called for a motion to approve the financial reports presented for March 2024. Director Borman motions to approve the March 2024 financials, Director Naumes seconds the motion, and the motion carries.

**Delinquent Accounts:** Flanakin: I modified the list with suggestions from Director Brookins. Pre-lien letters were sent out on the second of April. Hopefully, we will generate more payments this month.

Director Naumes: Have we had more people requesting payment plans this year?

Flanakin: We had one additional request, and all are paying on time. I was going to suggest a couple of items, now that we have gotten our feet wet with foreclosures, which had a great response. The attorney fees are reimbursed to us when their bill is finally paid. The current plan with 2 years and up is working well. The 5-year foreclosure plan I feel with the amount that is owing and keeps accruing year after year is money that we need during the year to help with our budgeting. Changing the 5-year to the 3-year mark would help our outstanding figures lower due to a shorter period allowed by MID to be delinquent.

Friend: One thing to note, the water rights and the admin process are timely and costly to MID. Using this as a tool to keep our receivables down and paid promptly is the goal.

Director Borman: How would you introduce this to the patrons and when would you think would be a suitable time?

Flanakin: I suggest that the financial policy by the end of the year to be implemented as of the next billing cycle 2025. We can make the change, modify the new policies coming up, and send it to the patrons before the next billing cycle along with a notice to those who will be impacted by this new rule.

**Administration:** Friend: Crews have been running frost protection water through the canals while finalizing projects from the work lists. The canals are at 50% capacity to Horns Creek. We have put in our diversions and are ready to start Bear Creek diversion at any time. Streamflow has been consistent and RRVID is starting to pull water at Bradshaw Drop to start wetting their canals. The crew is doing one final 30-yard shotcrete job downstream of the McCaskey spillway on Thursday. We can push the water through to the end of the system at that time to

flush and prepare for the season. Snowpack on the south side is melted out reading 0” at Howard Prairie. The collection system is still bringing water into Howard currently. The southern system combined map attached shows 60,567 a/f of storage. That is 52% of capacity and 70% of average for April 8, 2024. Our current allotment is 2,374.71 a/f. We had 893 a/f of carry-over from 2023. Our 2023 allotment reached its max on May 24<sup>th</sup>, 2023, with 4,112.96 a/f. We have some catching up to do with less snowpack to rely on. We will be keeping an eye on how well that recovers between now and when the reservoirs stop filling. The snowpack on the north side looks good. Fourmile SWE is 120% @30.6”. Billy Creek SWE is 158% @ 27.7”. Fish Lake SWE is 284% @ 10.8”. Fourmile is at 33% with 5,26 a/f. That is 64% of the average. Fish Lake is at 60% with 4,683 a/f. That is 94% of the average. We can refer to the FCA District Portal for updates on the projects the district is working on. I recommend staying on the path that we are on.

**Old Business:** Friend: I finished my review of the policy and procedures. I am good with it to be passed.

Director Brookins: For the “Purpose” it lists “Stakeholders”. Can that be changed to “Patrons”?

Friend: Yes, we could change that to another description of owners.

Director Naumes: I have not looked at the policy, however, if I can take another look at the updated one, I would be able to vote on it. If the board would like to pass it today, I will have to abstain, not knowing the exact verbiage that it contains.

Friend: I have to say that is not a drastic change from the current policy and procedures. Just a few upgrades.

Director Brookins: What are the charges and fees for transfers? Do we have a schedule we go by?

Friend: Yes, we can include it in the next board packet. We do want to talk about our fee schedule anyway. We were just talking about it a couple of days ago. The county raises its fees quite often. We need to look at evaluating our fee schedule and make some changes. Going through the list would not affect the patrons. It would only affect the patrons who are repeatedly delinquent.

Director Brookins: Are all patrons charged the administration fee per tax lot? For instance, for the patrons on Erline Way, there are 3 that are in a subdivision, they share their access to the water. Do they pay the admin fee for each?

Friend: The rules and regulations do speak about sub-district patrons and there are provisions by law to have an agreement with the district to administer the bills to each homeowner. We do not bill for the private line subdivision. We bill direct to each patron for each of their tax lots.

Director Naumes: It is up to you all if you would like to pass this or wait until the next meeting.

All agree to vote at the next meeting on the Policies & Procedures.

**New Business:** Flanakin: As we stated at the beginning of the meeting we spoke about our auditors (Molatore, Scroggin, Peterson & Co., LLP) we have received their engagement letter for the 2023 audit year. They included a letter explaining their increase in fees. It is because of the need to hire additional employees to manage the increasing caseloads. For the most part, it is the standard letter that they send every year. We will be getting a quote for the single audit as well for the next year due to us receiving over 750K in federal funds. We just need to review and approve for Jack to sign.

Vice Chair O’Donoghue: Motion: Vice Chair O’Donoghue called for a motion to approve the manager to sign the auditor's engagement letter for the 2023 Audit. Director Naumes motions to approve the manager to sign the auditor’s engagement letter for the 2023 Audit, Director Brookins seconds the motion, and the motion carries.

Friend: There is a two-page email regarding the joint system canal project. I have been speaking with Energy Trust. I permitted them to speak with Maddie at FCA about the system improvement plan at the Bradshaw Drop. Brian from RRVID has his 32” pipe that was designed to withstand the pressures of that pipeline itself at the Bradshaw Drop where the two canals split. Once we build out this joint system canal, we are going to need to burn off the pressure because his system will not handle the pressure of the new pipe system. We have a choice of modeling to decide if we want to burn off the pressure there as well and potentially have cheaper less expensive piping from there down if it is only going to be a low enough PSI where people would still need pumps. We’re not providing enough pressure to not have pumps and we can get a lot more piped in a short amount of time. For now, since we are doing the Watershed Plan EIS and the Joint Canal Piping Project, this is the time to talk about hydro again. Energy Trust said that there is a potential project there now. It’s worth it knowing that Energy Trust is opening up funding for us and RRVID to do a study Community Renewal Energy Grant. It has a lot of money being thrown at it. FCA is offering to do all the heavy lifting because it is another energy project, and we are just finishing the one we currently have. The Energy Trust would fund that for which the Grant would not pay. It is a 50K study

with an engineering firm and would likely dovetail into the watershed plan EIS. We have a couple of years, and we can complete that study now and make it part of the PL566 construction project. We would be looking at 25K from the grant program and Energy Trust would cover the remainder. As long as it does not come out of our budget, we are 100% a go. I am just looking to inform you of this project and get approval to move forward. If we do proceed, that would be another item in our portal that you all could track as well.

**FYI: Friend:** The modernization update, all projects are moving forward as projected. Many items on my docket to work through, such as signing contracts, and economic questionnaires. Phase one JSC update is in our court at the moment. Our legal team is reviewing our agreement with RRVID for the above-the-drop to ensure that the verbiage is correct moving forward with the financial portion of the project. The EPA portion of the project is approved. The watershed planning is moving along. They are walking through the potential construction area surveying and looking for habitats and different species. Regarding the energy update, we are still working through the last little bit of interconnection and finding out if we are going to downsize our solar based on Pacific Power going through the whole scoping process with the site, we were at letting us know that the prior sales associate that we used to work with, had submitted an application earlier had sized us down by 400. There is also a protest that I mentioned at the last meeting regarding the bidding process. One of the companies didn't complete the application correctly. We gathered our information and submitted it to our counsel to draft a letter to send to them. Trout Unlimited's response to OWRD JSCG, Phase 1, opened up a public comment and Trout Unlimited commented that we should be held to a standard. They want an agreement that our funding should require us to allow 25% of in-stream going down the canal for the fish and other wildlife.

Ricky from OSU wants to present a collaboration through funding from the College Of Agriculture for testing multiple sites for water quality and a conservation project of water sampling from the natural water point above to when the district and natural water source run parallel and where the systems come back together. There is a nuclear magnetic resonance machine. He is trying to conceptualize how an irrigation district may be beneficial to water quality going through the area. This is an isotopic analysis where to quantify the water loss through seepage, versus evaporation. He can calculate how long a portion of water is actually in the system. He is trying to expand his research to southern Oregon and contacted the OSU extension office to see if we would be interested. Three samplings across the season and 70 sites are what he is looking for. He would like to publish this as well in a journal.

Director Brookins: Were you able to get the information regarding the above-ground water tanks we talked about at the last meeting?

Friend: It's Craw USA. It is still on the list and will get back to you with more information.

**Adjourn:** 2:39 pm

**Executive Session:** Call to order: 2:44 pm

**Adjourn:** 2:56 pm

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Dennis O'Donoghue – Vice Chair

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Jack Friend – District Manager/Secretary