

WESTLAND IRRIGATION DISTRICT

Special Board Meeting October 5, 2017

A Special Board Meeting was held at the Stafford Hansell Government Center, 915 SE Columbia Drive, Hermiston Oregon, October 5, 2017.

Board members present were Bob Levy, Jack Bellinger, Jordan Bennett, and Cynthia Parks. Others also present were Mike Wick, General Manager; Tami Sherer, Office Manager; Bobby Bailey, Supervisor. Patrons present were Ray Vogt, Rob Cox, and Leroy Smart. Visitors present were George Dunkel and John Stein from SDAO.

Priority Planning is a one day program that assists leadership teams to quickly assess both current and future priorities and begin the steps necessary to address them immediately.

George Dunkel called the workshop to order at 8:35am.

The process started with clearly defining goals, current and new. A SWOT analysis was completed determining the organizations strengths, current weaknesses, opportunities (current and future) and threats to future success. A draft of action steps were written.

The Priority Planning Workshop adjourned at 2:30pm.



Robert Levy, Chairman



Tami Sherer, Secretary designee

WESTLAND Irrigation District

Priority Plan

2017-2019

Water Supply and Source

Research and/or obtain additional supply sources

Identify water loss within system, (reduce)

Expand winter recharge

Negotiate with Tribe over water rights settlement

Water Supply and Source Action Steps:

Develop a process for finding leaks

Review past studies

Mass Balance Study

Lining of ditches

Revisit County Line Water Improvement District

Activate negotiations with Tribe, Bob, Jack and Mike assigned

Continue to develop avenues to access Columbia River water

Communications

With Patrons

With Tribe

With other Districts

With State and Federal Agencies

With Local and State Policy Makers

With each other, Board/Staff

Communications Action Steps:

With Patrons:

Improve Newsletter, frequency, hard copy and electronic

Update website and evaluate use, possible expansion

Evaluate yearend report, content, delivery, etc.

Review content and agenda of Annual Meeting

Review options for distribution of news to patrons, (face book, email, snapchat, text, etc.).

With Tribe:

Seek opportunities to meet with, interact with leaders

Seek meeting with Tribal TNT

Seek meeting for entire Board

With Other Districts:

Regular meetings between General Managers

Possible joint Board Meetings

Possible Operations level encounters

Internal Board/Staff

Email as tool

Email use guidelines

Prioritizing needs

Infrastructure Improvement and Maintenance

A line diversion gate control, improve

Temporary Dam at Westland Dam re-pair

Improve water flow in B line

Repair/replace turnout gates where needed
Gravel Pit, spill place on A line, recover water?
Control of water at end of A line
Underground pipeline, repair etc.
Determine pump efficiencies
Improved technology/Telemetry
Contingency/Emergency Plan

Infrastructure and Maintenance Action Steps:

Prioritize above list
Budget for improvements
Present options to Board/Budget Committee
Seek alternative funding sources/Grants etc.

Training and Education

Staff:

On the job, (New Employee)
Technical, Computer Assisted Drawing, Quick Books, Etc.
Ethics
Public Meetings
Public Contracting
Public Records
Customer Service/Communications

Board:

Role and Responsibilities
Ethics

Public Meetings

Public Contracting

Public Records

SDAO Conference (Irrigation related conferences and training)

Patrons:

Who we are and how we operate

Training Action Steps:

Provide Customer Service/Communications training

Develop training/education request procedures

Provide incentive for advanced training

Allow for staff interactions, networking with peers etc.

Staffing

Determine needs for current and future District needs

Replacement/Succession Plan

Recruitment and hiring policy

Performance appraisal policy

Personnel policies/Employee Handbook

Job Descriptions

Evaluations

Expectations

Staffing Action Steps:

Ensure that Board/Patron expectations and staff capabilities align

Ensure patron expectations and Board expectations align

Create succession plan

Develop/review personnel policies

Review/Develop Job Descriptions

Develop and utilize effective personnel evaluation system at all levels