

**THREE SISTERS IRRIGATION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING  
MINUTES  
OCTOBER 1, 2024, 10:00 AM**

**CALL TO ORDER:** DON BOYER @ 10:12AM

**IN ATTENDANCE:** Don Boyer, President; Karl Nulton, Vice President; Marc Thalacker, Secretary/Treasurer; Emilia Ellington, Financial Administrative Manager , Jim Williams; Hydro and Operations Manager

**ALSO IN ATTENDANCE:** Jackie Elwing, Joe Elwing, Tracey Karshner

**ANNOUNCEMENTS:**

**ACTION ITEMS:**

**A. CONSIDERATION OF MINUTES OF PREVIOUS MEETING(S)**

**a. Regular BOD meeting minutes 9/06/2024**

Motion to approve minutes as presented. Approved after Jim Williams included in attendance

**Motion: Karl Nulton                      Second: Marc Thalacker                      Vote: Unanimous**

**B. BOARD MONTHLY REVIEW OF FINANCIAL TRANSACTIONS**

The board reviewed the following reports: Transaction detail report, Checks and Transactions to be Approved Reports for 1110, 1140, and 1250 LGIP; Bank Account Balances; Voided Check Report, Loan Balances, Balance Sheet, Accounts Receivable

**a. Previous month's transaction report**

The board reviewed the Monthly Transaction Report.

Motion to approve transactions detailed report as presented.

**Motion: Don Boyer                      Second: Karl Nulton                      Vote: Unanimous**

**b. Checks to be Approved 9/01/2024 -9/30/2024**

**i. FIB Checking Acct 1110**

The board reviewed the Checks to be Approved Report.

Motion to approve checks, E-pay's and ACH's as presented.

**Motion: Don Boyer                      Second: Karl Nulton                      Vote: Unanimous**

**c. ii. FIB Main Canal Project Acct 1140 9/01/2024 -9/30/2024**

The board reviewed the Checks to be Approved Report.

Motion to approve checks, E-pay's and ACH's as presented.

**Motion: Don Boyer                      Second: Karl Nulton                      Vote: Unanimous**

**d. iii. Local Government Investment Pool Acct. 1250 9/01/2024 -9/30/2024**

No Motion needed, but moved to approve the transfer of \$80,000 for DEQ loan

**Motion: Don Boyer                      Second: Karl Nulton                      Vote: Unanimous**

**e. Reconciled credit card and bank statements to be approved**

**Motion: Marc Thalacker    Second: Don Boyer    Vote: Unanimous**

**C. FINANCIAL MANAGER BUDGET REPORTS (OPERATING, CAPITAL & HYDRO BUDGET REPORTS)**

242 Incentive program missed due to non-notification. Register to receive future notifications.

**D. NEW ITEMS**

- Hire Kyle Gorman GSI for well. Discussions have begun and will continue as the need approaches.
- 2019 Audit Completed, 2019 POA and 2018 POA to be signed. Documents have been signed and delivered.
- Engagement Letter and Prior Auditor Letter to be signed by BOD. Signed and delivered.
- Pauly Rogers Change Order to be approved. Approved and paid.
- Move November BOD from the 5th to the 12th . Approved.
- Updated Handbook to be discussed. Emilia to make updates and resend.
- Mobile Texting. Approved to subscribe.
- Communication Policy. Adjustments recommended. Emilia to adjust and resend.
- New Payroll Procedure Policy and banking access. Discussions have begun and policy will be adjusted based on Marc and Emilia going to 1<sup>st</sup> Interstate bank.
- QuickBooks online in November. Approved and Emilia will begin the migration immediately.
- 2 new wells to be built with BOR funds. Deadline for the grant is next month and Emilia will begin writing the grant immediately with help from Marc
- Mistake found in the 2019 Audit financial report. Paulie Rogers, the auditor, has been notified.
- Executive meeting for the end of Emilia Ellington's probationary period for Tuesday, October 8<sup>th</sup> at 8AM.
- BioMed to be updated with current CDL license carriers
- Hurtley N had a pipe burst and patrons questioned who would be responsible. The board said based on the agreement, All Hurtley N patrons will be responsible.

**E. CONSTRUCTION REPORT**

**F. OLD BUSINESS AND MANAGERS REPORT**

- a. Signing of Documents
- b. McKenzie Hydroelectric Facility
- c. Operational Technology
- d. Anadromous Reintroduction & HCP
- e. Operations and Maintenance repaired
- f. LPID Project Update.

**NEW BUSINESS:**

**LETTERS TO THE BOARD:**

**MOTION TO ADJOURN MEETING:**

**WATER USER'S CONCERNS & COMMENTS**

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**Don Boyer, President** **DATE**

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**Karl Nulton, Vice President** **DATE**

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**Marc Thalacker, Secretary/Treasurer** **DATE**