



Staff Meeting: January 22, 2008

09:00-10:10 AM

Location: Kennewick Office

**Attendees:** Don Warf, Alan Brower, Darren Chase, Troy Humphrey & Jenn Nighbor

**Absent:** Scott Livingston

**Recorded by:** Jenn Nighbor

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### Agenda Items:

- **Lowe's Receipt** – We are missing a Lowe's receipt for \$ 9.97.  
Please check your desks, and let me know, Glenda needs the receipt.

- **Office Move** - February 4-18, 2008

Can you work overtime on Feb. 9 & 10?

Darren – Yes, off on Feb. 14 & 15, but can work Feb. 16 & 17

Troy – Yes

Alan – Yes, but need to come in later on Feb. 9

Electrical will be done and inspected before we begin to move.

Will have all new cable and leave the fiber optic bulkheads in place for future use.

Quiet Room move, Feb 11-13 or the week of Feb. 18.

Lab will shut down the morning of Feb. 4.

- **Pit Tag Steering Committee Meeting**

Sullivan Dam - We will not be taking over the dam until additional funds come in. Dam is 10 miles from Portland. If we do take over the dam, Don will write up a list of things that need to happen prior to takeover.

Wiki Pages – A big hit as they provide valuable information.

Alan to move forward to enhance wiki pages.

- **ARRT**

Troy - Talk to Tammy about location at BCC

Concerned with this being a possible tripping hazard, yellow color identifier to raise awareness?

Conduit Run – how to get into building?

Buy micro PLC to stay within the 50 feet.

Stepper Motor – will take 3-4 weeks for delivery, not sure about the screw

Will talk about the ordering schedule at a later time.

- **SOPs**

Alan – Categories SOP to be finished up today.

Everyone needs to read this SOP.

Everyone needs to add their categories & need to go back to old pages and fix.

New categories to be discussed prior to being added.

Document name: [SOP Wiki Categories](#)

Troy – Completed SOPs to be approved by Scott and can be used for credit this year. Scott to cross-train with Troy this winter.

- **Ladder Inspections**

### **McNary**

Need to decide what we want to do at McNary – Replace antenna or let go until next year?

How to replace our antenna?

Getting old antenna out will be challenging, would have to get it over the handrail or take out the handrail.

Can we break up the old antenna?

Antenna is at least 9 inches of fiberglass, which pose challenges in the cutting process. Fiberglass heats up and gums up the blades.

We have a week and a half until water up.

Decision – abandon replacement at this time.

Darren - Compile PIT Event explaining why no antenna replacement this year.  
Will watch it and attempt to power. Coil ID # 09

J Box Replacement – no help from the facility.

MC1 down from Feb. 4-27, water up on Feb. 28.

J Box work to be completed after the office move on Feb. 18.  
This should be enough time before water up on Feb. 28.

### **Ice Harbor**

North Shore to go down in February, D is having issues.

Troy – Inspection and measurements on Feb. 4

### **Clark & Easton**

Having Timer Tag Issues

Starband - Equipment has been ordered and should be in hand Jan. 28 – Feb. 4.

Darren – will need 2 week lead time if Starband installs equipment.

### **Acc. Ponds**

Will pull screens March 14 and then pull boards every other week after that.

## **Lower Granite**

Facility ordered the wrong cylinders and there is now a ¼” gap. Concerned about descaling.

Troy – Send out an email and cc Mike. Not ok to have wrong parts.

- **Tag Testing – Feb. 26 & 27 ?**

Test on 1 tall and 1 short antenna.

Sandy wants to test 5 tags of each type at each location.

Alan – Nail down delivery of 8.5mm tags from Roger

Darren – Verify dam remains dewatered and talk to Brad about replacing J box on MC1.

- **Hazardous Energy Control Program (HECP) – Walla Walla District**

The Corps has implemented changes including, anyone who enters the ladder has to take test and have their own clearance.

Scott & Troy have to take test. We may want to give Sandy a heads up on training.

Tests to be scheduled and completed prior to any work completed on ladder.

Darren - Check with Brad to verify if Alan & Darren’s clearance from Ice Harbor will hold up & when testing is available.

- **GMCs**

John Day – Darren to replace board

MC1 – Lower end needs a tune (Alan)

Ice Harbor – D needs a tune (Alan)

## **Other News:**

### **Reminders:**

Calling in Sick - Call the most senior person in the office and leave a message on Don’s voicemail.

Office – clean-up coffee spills and the microwave

Meeting adjourned at 10:10 AM to begin Safety Meeting.