



Staff Meeting: November 3, 2009

Location: Kennewick Office 11:30 AM – 12:20 PM

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

Absent: None

Recorded by: Jenn Nighbor

Agenda Items:

- **Klickitat Drawings**

Everyone will have two full days to review these drawings and provide a list of potential concerns. List of concerns will be forwarded to Harbor Engineering and the Tribe by November 17th.

Nov. 2-3

Scott to complete his review of the drawings by today.

Nov. 4-5

Alan to review the drawings.

Nov. 9-10

Darren to receive drawings and review onsite at Prosser. Take what you will need to have a comfortable workspace at Prosser.

Nov. 12-13

Troy to review the drawings.

Nov. 16

Don to review and provide comments to Harbor Engineering and the Tribe.

- **Vacations**

Darren: Dec. 18 – Jan 3 (Back to work on Jan. 4)

Everyone needs to be aware of Personal Time as it does not carryover.

- **Budget for FY10**

There are two events that will leave an excess amount of money in the budget.

Options:

1. Go to BPA and ask for a budget reduction.
2. Add another Field Technician to the Kennewick Office to ramp up for additional workload with Klickitat Project.

Additional Field Technician would allow the time for Kennewick Staff to cross-train.

We don't have the personnel resources to even do half duplex or the Willamette and extra person would allow for these projects to happen.

PIT tag Q&A – Alan's time has been spent on testing tags and not in the field and another Field Technician would allow for a more balanced workload.

New Destron tag is coming along in Spring and more tags are coming down the pike.

What skills do we want the new Field Technician to have?

Ability to complete GMCs in the field, conduit experience, technical writing (SOPs), possible networking skills. Instrument/Electronics tech type person.

Budget Items – guys need to get Don a list of 5 items each by December 1st.

- **Half Duplex Equipment**

Pros:

Make the systems robust and maintainable from a distance.

Will make them work with our current system.

Cons:

Will eat up all the time of the new Field Technician.

Add more workload to the Kennewick Field Office Technicians.

- **Electrical Training**

24 hours of continuing education required by birthday in 2010.

Meeting adjourned at 12:20 PM.