



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Minutes of Board of Directors' Meeting – June 20, 2019

Meeting location: Deschutes County Office – 1300 NW Wall Street, Bend, OR 97701

Current Board Members

Director Zone 1 (Redmond)	Leslie Clark, Treasurer
Director Zone 2 (Sisters)	William Kuhn, Co-Chair
Director Zone 3 (Tumalo)	Jeff Rola, Co-Chair
Director Zone 4 (Alfalfa)	Susan Altman, Secretary
Director Zone 5 (South County & La Pine)	Colin Wills
Director At-Large #1	Robin Vora
Director At-Large #2	Gen Hubert

Directors present: Susan Altman, Leslie Clark, Gen Hubert, William Kuhn, Jeff Rola, Colin Wills, Robin Vora

Staff present: Tammy Harty, Manager

Other attendees: Teresa deBardelaben, ODA

Order of business:

1. Call to order: the meeting was called to order at 9:00 a.m.; all directors were present.
2. Secretary report: The May 30 minutes were presented and approved with one edit.
 - a. **Motion #1 made by Robin Vora, seconded by Gen Hubert, and unanimously approved:**
Approve the May 30 board minutes.
3. Treasurer report: Leslie Clark had a question on the definition of “admin expenses” and commented that she would like to develop an accounting/expense policy to account for every charge. Susan Altman requested to receive reports with more notice, not the morning of the meeting. William Kuhn asked if the district’s funds have been transferred to First Interstate Bank. Leslie commented that the account has been opened but funds not transferred yet. Rex Barber still signs checks for the Columbia Bank account and he needs to get off the account. We also need to have one of the authorized signatories get their name on the Columbia Bank account. Susan had the resolution from the January meeting authorizing the signers and gave it to Leslie to take to Columbia Bank so she can sign checks and then get the funds transferred. Next meeting we will have further discussion about financial policies, such as getting all receipts with descriptions and charge codes. Jeff Rola is going to do research into the policies that have been adopted over the past five years.
 - a. **Motion #2 made by Jeff Rola, seconded by Leslie Clark, and unanimously approved:** Receive the financial report.
4. Priority business
 - a. ODA 2019-2021 Scope of Work (SOW): Tammy presented the ODA SOW to the directors who had questions about the funds allocation. Tammy explained that it is her best guess on how much time we’ll use and it is just an estimate today. For some categories, Teresa deBardelaben does a lot of work; there is also flexibility between the tasks.
 - i. **Motion #3 made by Jeff Rola, seconded by Leslie Clark, and unanimously approved:**
Approve the ODA Scope of Work as presented.
 - b. ODA 2019-2021 Focus Area Action Plan (FAAP): Tammy presented the ODA FAAP to the directors and explained that it represents 25% of the SOW. The directors had questions on blank spaces in the plan. Teresa deBardelaben said that as it stands the plan would not be approved because it is incomplete; however, she did inform Tammy of what needed to be

achieved in order for it to be approved. There was discussion of how to proceed since this document needs to be approved by the board in order to be accepted and finalized by the ODA.

- i. Motion #4 made by Leslie Clark, seconded by Jeff Rola, and unanimously approved:**
Approve the FAAP based on final approval of the ODA. Tammy is to send the board the final copy.
 - c. Work Plan accomplishments 2018-2019: Tammy reviewed the Work Plan accomplishments for 2018-2019. Tammy discussed funds and where we stand this year and what grant funds we'll be able to roll over into next year. ODA funds have to be used in the fiscal year. The district has no SIA funds left over this year, and those funds come from making a funds request; meaning, we only get bits of the funds as we use them. Susan asked how long it takes to get funds. Tammy said about three months for ODA funds and 3-6 weeks for OWEB funds. The whole grant process takes about a year and each funding source has their own rules and requirements; we get just one shot at it per year. Todd Peplin's contract ended with NACD – he coordinated his vacation time with the funding gap. Depending on grant funding creates a problem for having steady staff because funds are not guaranteed.
 - d. Work Plan 2019-2020: Tammy presented the Work Plan for 2019-2020. Robin Vora requested one change – to amend the four priorities strategies to read “including but not limited to...” in order to keep the language more general so that the district may pursue other opportunities as they come up.
 - i. Motion #5 made by Leslie Clark, seconded by Jeff Rola, unanimously approved:**
Approve the 2019-2020 Work Plan as amended above.
 - e. Budget 2018-2019: Tammy presented the 2018-2019 budget. Robin Vora requested that the format be changed to show consolidated numbers on one sheet.
 - f. Budget 2019-2020: Tammy went through the next budget and explained the sources of the matching funds (examples are ODA, irrigation districts, land owners, and in-kind). The board reviewed the line items on the income page and also the expenses. Robin Vora expressed concern over the high pay and benefits of our district compared to other districts, which averages \$45/hour plus full insurance premiums paid. Tammy said that she bills \$66 per hour for grants and all funding sources approve that rate. Robin thinks more money should go to projects on the ground versus overhead. Leslie asked if there is a district policy on salary and Jeff indicated it is determined individually per hire and that this current salary and benefits structure had been approved by the board.
 - i. Motion #6 made by Jeff Rola, seconded by Leslie Clark, and majority approved:**
Approved the 2019-2020 budget. Robin Vora voted against.
 - g. Anti-harrasment policy: Tammy passed around the anti-harrasment policy that was distributed prior to the last board meeting. Tammy Harty and all directors signed.
5. Agency reports: Teresa deBardelaben of the ODA reviewed enforcement cases in LaPine. One was a neighbor dispute about right to farm and groundwater contamination. The second was about 100 livestock living on .5 acre. The owner needs to clean up manure and come up with a management plan with a suggestion by ODA on limiting livestock.
6. Long-range Plan review: Gen Hubert sent a revised document this morning; since no one had time to read it she read through her copy and provided a summary of changes made – mostly it was cleaning up the document and word-smithing so that it had a consistent voice and writing style. Gen suggested a change to the mission statement.
 - a. Motion #7 made by Susan Altman, seconded by Colin Wills, and unanimously approved:**
Adopt the new mission statement of “Providing local leadership, education, motivation, and assistance to the citizens of Deschutes County for responsible, efficient stewardship of our soil, water and other natural resources.”

Tammy Harty suggested taking the budget out of the LRP; Colin Wills agrees. Robin Vora thinks it should be included.

- b. **Motion #8 made by Jeff Rola, seconded by Colin Wills, and majority approved:** The Long-range Plan is approved with the new mission statement and without the budget included. Robin Vora voted against.
7. Pursuant to ORS 192.660(2), the board went into executive session from 11:46 a.m. to 12:04 p.m.
8. SDAO Conflict Resolution: Following the executive session discussion, the following decision was made.
 - a. **Motion #9 made by Jeff Rola, seconded by Leslie Clark, and unanimously approved:** Pursue a conflict resolution session with Rob Mills of SDAO.
9. Safety meeting: A number of safety tips were offered:
 - a. Review "Safe Personnel" programs online through SDAO
 - b. Use an OSHA checklist for safety standards and practices
 - c. Don't text and drive and/or use handheld devices while driving
 - d. Drive safely in the wintertime
 - e. Wear personal protective equipment when out in the field
10. The minutes from the June 6th Long-range Plan Committee were approved by that committee.
11. Directors' reports: None.
12. No public comments.

William Kuhn thanked the board for their preparedness for today's meeting.

Having no further business, the meeting was adjourned at 12:11 p.m.

The next board meeting is July 18th at the Deschutes County office at 1300 NW Wall Street in Bend.

Susan Altman

Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting
June 20, 2019**

Motions made:	Vote result
<p>Motion #1 made by Robin Vora, seconded by Gen Hubert, and unanimously approved: Approve the May 30 board minutes.</p>	Unanimous
<p>Motion #2 made by Jeff Rola, seconded by Leslie Clark, and unanimously approved: Receive the financial report.</p>	Unanimous
<p>Motion #3 made by Jeff Rola, seconded by Leslie Clark, and unanimously approved: Approve the ODA Scope of Work as presented.</p>	Unanimous
<p>Motion #4 made by Leslie Clark, seconded by Jeff Rola, and unanimously approved: Approve the FAAP based on final approval of the ODA. Tammy is to send the board the final copy.</p>	Unanimous
<p>Motion #5 made by Leslie Clark, seconded by Jeff Rola, unanimously approved: Approve the 2019-2020 Work Plan as amended above.</p>	Unanimous
<p>Motion #6 made by Jeff Rola, seconded by Leslie Clark, and majority approved: Approved the 2019-2020 budget.</p>	Majority approval; Robin Vora voted nay
<p>Motion #7 made by Susan Altman, seconded by Colin Wills, and unanimously approved: Adopt the new mission statement of "Providing local leadership, education, motivation, and assistance to the citizens of Deschutes County for responsible, efficient stewardship of our soil, water and other natural resources."</p>	Unanimous
<p>Motion #8 made by Jeff Rola, seconded by Colin Wills, and majority approved: The Long-range Plan is approved with the new mission statement and without the budget included.</p>	Majority approval; Robin Vora voted nay
<p>Motion #9 made by Jeff Rola, seconded by Leslie Clark, and unanimously approved: Pursue a conflict resolution session with Rob Mills of SDAO.</p>	Unanimous