



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

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.

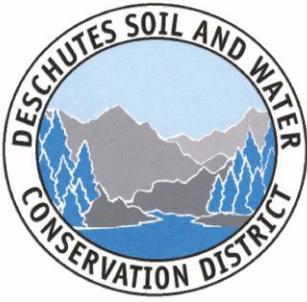
William Kuhn thanked the board for their preparedness for today's meeting.

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