



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Minutes of Board of Directors' Meeting – October 17, 2019  
Meeting location: Deschutes County Office 1300 NW Wall Street, Bend

**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, Rex Barber (director emeritus)

Staff present: Todd Peplin, program lead/planner

Other attendees: Lars Santana, NRCS district conservationist; Victoria Fischella, NRCS CREP planner; Paula Latasa, observer

Order of business:

1. Call to order & introductions: The meeting was called to order at 9:03 a.m.; all directors were present; all present introduced themselves.
2. Secretary's report – Approval of the minutes:
  - a. September 19 minutes had an amendment presented by Todd Peplin to clarify his report from that meeting.  
**Motion #1 made by Leslie Clark, seconded by Gen Hubert, and unanimously approved: Approve September 19 minutes as amended.**
  - b. September 25 minutes were presented.  
**Motion #2 made by Leslie Clark, seconded by William Kuhn, and unanimously approved: Approve September 25 minutes as presented.**
3. Treasurer's report:
  - a. Bank accounts: Leslie Clark updated the board on the status of QuickBooks and the change-over of such since the manager resigned. The district does not yet have QuickBooks at our fingertips; Leslie has been tracking the finances via bank reports. The Columbia Bank account balance is zero and that account needs to be closed out – an authorized signer will need to do that. The First Interstate Bank account has \$2,900 in it.
  - b. Outstanding bills: We have received a \$1,500 bill from HR Answers, which was a surprise as we didn't realize they would be billing us. The district has a back-taxes issue. For 2015, \$5,762.15 is

owed in payroll taxes; for 2018, \$569.11 is owed, per a letter from the IRS. Leslie will need to talk to Jackie (bookkeeper) about these back taxes to see what documentation she has about what has been paid. She also needs to get the MacTec bill to Jackie. There's an SDIS outstanding bill for worker's comp.

- c. Manager: Jeff Rola has given Tammy Harty the information to sign up for COBRA. Tammy will need to pay the premiums through the district on a monthly basis.

4. Agency Reports / Public Comment:

- a. Lars Santana said that there is a technical assistance grant through OWEB that the district has and needs to decide how to utilize – possibly for irrigation and water management with landowners. The 2020 fiscal year started on October 1; CIS is in place and will remain the same. Colin Wills asked what is the technical assistance money and is it on-farm? Lars said off-hand he's not sure how much is left. Todd Peplin said that the total amount was \$63,712 and we only spent \$3,500 of it.
- b. Victoria Fischella introduced herself. She is new to NRCS and came from the Middle Deschutes Watershed. She handed out a brochure about the CREP – Conservation Reserve Enhancement Program. It is a state-federal partnership cost-share program to protect waterways. Funding is frozen at this time until national headquarters releases the money and she is supposed to hear from OWEB soon if the position is funded for the biennium.
- c. Paula Latasa is interested in what the district is doing. She does biological consulting for land use, resource conservation, wildlife protection, and renewable energy.

5. District Operations:

- a. Todd Peplin discussed the stakeholder grant for South Deschutes County and North Klamath County. ODF, OSU Extension, Project Wildfire, Central Oregon Cohesive Strategy Initiative, ODFW, NRCS, Deschutes County USFS, and Walker Range Fire Protection will all partner on this project. The goal is to amplify efforts in fuel reduction, forest health conservation, and wildlife protection through landowner engagement and increase private landowner participation so NRCS and USFS can be successful in their financial assistance programs. The project is to conduct three neighborhood forums in areas designated as high risk for fire. A neighborhood forum consist of seven workshops which will promote awareness and understanding of forest health and initiate landowners to conduct forest practices on their lands. Robin Vora asked what SWCD's role would be. Todd said we'd be the main coordinator providing outreach to landowners along with providing technical assistance. The project would help build capacity for the DSWCD in addressing forest-related issues in Deschutes County. Robin asked about bringing in ODOT because of wildlife; Todd said we will be working with the County on this project.
- b. Jeff Rola had sent out his report previous to the meeting and reviewed the program and operational needs of the district and priorities thereof: cash flow, workload analysis, hiring vs. outsourcing vs. partnering to get the work done. Robin asked if anyone has gotten into QuickBooks enough to account for the grant funding. Jeff said that he needs to meet with Jackie to reconcile the grants. Tammy's name is on all the grants and that needs to change. There's a lot of administrative clean-up that needs to be done to understand cash flow, budgeting, and planning.
- c. Jeff would like to have a development committee that focuses on partnerships and finding money; he asked the board to think about if they would like to serve on the board and it will be discussed at the next meeting.
- d. The files that Tammy kept at home need to be moved to the district office. Todd said there is filing room and that there is a way to keep files under lock and key. He recommended putting documents digitally onto an external hard drive as well. Bill Kuhn and Susan Altman will work with Todd on a document retention plan.

- e. Leslie Clark brought up the bookkeeping issue and that we are working with a bookkeeper with whom we do not have a contract. At this point the bookkeeper is just balancing the checkbook and doing payroll. We need to transfer the files that she has onto a district computer and we need to have QuickBooks on that computer so we can read all of the data. The QuickBooks information will then need to go to our financial auditor and the audit needs to be submitted to the Secretary of State's office by the end of the year.
- f. Jeff and Todd will work on doing an inventory of district assets. The question remains what to do about Todd's cell phone service, as he used to be on Tammy's plan (which is paid through October). Todd has a district phone, he just needs district service.
- g. Jeff will talk to ODA about board communication guidelines.
- h. The next meeting will be at the NRCS office in Redmond.

6. Directors' reports:

- a. William Kuhn thanked the board for their work and participation.
- b. Robin Vora handed out copies of the Habitat Conservation Plan meeting brochure.
- c. Leslie Clark had no report.
- d. Colin Wills said Wickiup is 30,000 acre feet right now.
- e. Susan Altman mentioned the Sage-grouse LIT meeting November 13<sup>th</sup>; she'll be attending on behalf of work and invited other board members to attend.
- f. Gen Hubert said that the Deschutes River Conservancy board just finished justice, equity, diversity, and inclusion training and suggested it might be something for the DSWCD to do. A lot of foundations require it for grant funding. Might it be something the SDAO would offer at a meeting? Jeff will look into it.
- g. Rex Barber went to a Deschutes River Collaborative meeting.
- h. Jeff Rola will be going to the OACD annual convention at Eagle Crest November 6 & 7 where Todd & Jeff will do a presentation. Todd said there's also a DEQ information session on 10/22 at the Bend Parks & Rec office.

The next board meeting will be on November 21, 2019 from 9 to 11 a.m. at the NRCS office in Redmond.

There being no further business, the meeting was adjourned at 11:46 a.m.

*Susan Altman*

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Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting  
October 17, 2019**

Motions made:

Vote result

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**Motion #1 made by Leslie Clark, seconded by Gen Hubert:**

Approve September 19 minutes as amended.

Unanimously approved

**Motion #2 made by Leslie Clark, seconded by William Kuhn:**

Approve September 25 minutes as presented.

Unanimously approved