



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Minutes of Board of Directors' Meeting – January 16, 2020  
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: Jeff Rola, Susan Altman, Gen Hubert, Leslie Clark, Colin Wills, William Kuhn, Robin Vora, Rex Barber (director emeritus)

Staff present: None (Todd Peplin was excused/absent)

Other attendees: Lars Santana, NRCS; Kate Fitzpatrick, Deschutes River Conservancy; Ron Nelson, Deschutes River Conservancy; Shon Rae, COID; Craig Horrell, COID; Phil Chang, candidate for Deschutes County Commissioner

Order of business:

1. Call to order & introductions: The meeting was called to order at 9:00 a.m. in the Lyon Room of the Deschutes County office; everyone present introduced themselves.
2. Public comments:
  - a. Craig Horrell: offering support as part of chair of DBBC; sees SWCD as vital for moving forward. There's an opportunity here and would like to offer help, including from COID's financial staff. He thinks that the faster the district can get back on track, the faster we can do good work. The on-farm component is critical and would like to help us get back to a functioning group that can do something better with regard to on-farm assistance.
  - b. Ron Nelson: offering support as well. The DRC is formed on partnerships and views SWCD as a vital partnership. Thinks SWCD is indispensable for on-farm projects. Discussion by board on help from other agencies – in general the offer of support is appreciated; however, Susan expressed concern about the optics from a political perspective of the district receiving a large amount of money (in-kind services) from an NGO. Susan would like feedback from Eric Nusbaum on what that looks like and if it is allowed. Robin agreed with the concern regarding public perception if we take long-term support from the irrigation districts, and that we needed to be seen as an independent organization. Craig Horrell said he understood and that he was thinking of a MOU for 3 months, possibly renewable for another 3 months.

- c. Craig's offer of allowing financial staff to help the district would be for "x" amount of hours until the district's finances are cleaned up. It would be a "kickstart" for the SWCD. Trying to help the district get out of a grant-to-grant cycle. Jeff would be happy to work with Leslie and COID to accept assistance to get our financials set up so that we can continue to go forward. Colin suggests writing up an MOU. Craig wants there to be a clear understanding of roles and responsibilities and understands the optics. Leslie would like permission from the board to work directly with COID staff to present our financials to them in order for them to be able to help us.
  - d. **Motion #1 made by Jeff Rola, seconded by William Kuhn:** Jeff Rola, Leslie Clark, and Colin Wills will serve as a sub-committee to create a Memorandum of Understanding to work with COID on DSWCD financials. Unanimous approval.
  - e. Phil Chang: interested in talking about SWCD capacity. Running for commissioner; had worked for Sen. Jeff Merkley, worked in forest restoration. Did graduate research on NRCS and SWCD so understands role of these agencies with regard to conservation, specifically for private landowners in rural communities. Would be interested in integrating with his campaign the idea of promoting an assessment for SWCD. Has seen examples of local governments securing low-interest loans for financing for homeowners. William Kuhn thanks Phil for attending the meeting. Candidates have been invited to join our meetings in the past to have a discussion and we will continue that. Robin asked Phil if he thought that the county would support funding a part-time grant-writer for SWCD. Phil thinks the idea of using a small amount from the general fund to support the district's efforts is a good idea. Jeff thinks that COIC might also be a good resource for providing assistance.
3. Agency reports: NRCS is ramping up staff for engineers and conservation technicians. February 11<sup>th</sup> is a local working group meeting in Redmond; morning session is forestry-related and afternoon session is irrigation-related. This is a process to help NRCS understand where they should be focusing their efforts. This year they are working on three active contracts in the Cloverdale area related to TSID RCPP. Continuing high tunnel initiative (national) which ties into urban agriculture world, as well as organic initiative (national). Forestry CIS in the hopper as well as taking forestry CIS and turning into a joint chiefs proposal next fall. Hopefully develop an irrigation CIS (will be discussed in the working group). Interest in doing an RCPP in Smith Rock area. They are hoping to use the OWEB grant when the time is right to develop two success stories: one on on-farm work and also on fuels-reduction work around La Pine area. There is a new engineer who will be starting in about a month, bringing them back up to three engineers. An intern is converting to full-time soil conservationist next month.
  4. Secretary's report – Approval of the minutes: Table approving December minutes until February meeting to clarify comments from Todd's report.
  5. Treasurer's report: Defer treasurer's report until we have Quickbooks settled. Leslie did deliver a financial status report. The district did receive OWEB payment 12/27/19 that we were hoping to receive. We paid all payroll taxes to IRS for December. The district's bank balance is \$9,109. There are no pending invoices on Todd's desk at this point. The district won't have any problems with payroll this month. Leslie did make the \$967 payment to Tank Law and will continue to pay the \$172 monthly payment to pay it off by June 30, 2020. Leslie spent a couple hours with Stacy from Jefferson SWCD to understand how to bill invoices specific to each grant in Quickbooks; our system is currently essentially a check register. The SWCD books do not show what is going on with unrestricted funds. Robin Vora met someone who is a Quickbooks specialist and will get her contact information to the board. Gen indicated that we need someone who understands how Quickbooks relates to grants because it can be very different from standard business entries. ODA says that Tank Law and HR Answers do not have to be paid out of unrestricted funds; because they are HR-related issues the funds can come out of capacity funds. Money can be moved around within grants – we are not mandated to pay staff \$60/hour because it was built into the grant; if we have extra funds it can be moved to another use within the grant.

6. Resolution: 2020 Harassment, Discrimination, and Retaliation Policy. Colin forwarded the Special Districts' policy which was created by HR Solutions.
  - a. **Resolution 2020-1:** Accept and adopt as amended the "Harassment Discrimination and Retaliation Policy" – unanimous approval.
7. Urban Agriculture grant discussion: Jeff took the initiative to pursue a grant through NACD's Urban Ag program to improve small-farm irrigation. Colin noted that Tammy's name is on application as manager and it should not be. Also the section about district capacity notes that we have a part-time manager when the district does not – it is misleading. Colin and Gen commented that they do not wish to micro-manage grant writing but that this should have been shown to the board first before submitting. Robin indicated he would like to see the grant before submitting so we have a chance to review for typos, for example. If there are ties to NRCS, Lars would be happy to review a future grant application for clarity. When we get a new manager, the board would be interested in reviewing grant applications for the first six months.
8. Continuing items
  - a. Personnel Committee progress: Current needs are primarily to keep a technician. A handout of the position description was passed out. The committee asked that the board review and get back to them with specific questions or comments for incorporation into the next committee meeting.
  - b. Workload Committee progress: No updates since last meeting because there have been no changes to the budget with increased grant funding.
  - c. FY18/19 Audit status: No update.
9. New Grants Updates
  - a. NACD Urban Agriculture
  - b. OWEB/Stakeholder Grant
  - c. National Forest Foundation
10. Directors' reports:
  - a. Susan – no report
  - b. Gen – no report
  - c. Rex – Rex commented that he is listed as DSWCD representative at other board meetings he attends – can he continue to do so? Gen suggested checking with Eric Nusbaum about that because if he is making comments on behalf of the board without board direction that could put the board in an awkward position. Bill asked that Rex let the board know so that others know what is coming up and a director has the opportunity to attend. Jeff will talk to Eric about it. Robin suggested that Rex state he is not necessarily representing the DSWCD Board when he expresses an opinion at various water meetings he attends, and his board role should be just to bring back information to share with the board.
  - d. Colin – going to NRCS meeting on February 11; going to Deschutes Basin Water Collaborative Workgroup meeting on February 12 at Redmond City Hall room 208 from 1 to 3 p.m.
  - e. Leslie – went to NRCS meeting last week to talk about RCPP and CIS; COID will be working with DRC and NRCS to get a grant put together by November to do some on-farm projects.
  - f. Robin – went to the Prineville LIT Sagegrouse meeting. BLM and ODFW had an overall conservation plan from 2015 that faded and they are trying to get it going again. The focus is Brothers and Paulina Sagegrouse areas. They meet once every two months.
  - g. William – has been looking into districts holding wildlife conservation easements and some of them seem to be making some money off of it; might that be a future endeavor for our district?
  - h. Jeff – see written report for update.
11. 2020 Board positions: defer to next meeting.

The next board meeting will be on February 25<sup>th</sup> in the NRCS office in Redmond.

There being no further business, the meeting was adjourned at 11:55 a.m.

*Susan Altman*

---

Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting  
January 16, 2020**

Motions made:

Vote result

---

**Motion #1 made by Jeff Rola, seconded by William Kuhn:**

Unanimous approval

Jeff Rola, Leslie Clark, and Colin Wills will serve as a sub-committee to create a Memorandum of Understanding to work with COID on DSWCD financials.



---

**BOARD OF DIRECTORS**

[Leslie Clark](#)  
Zone 1 Director, Treasurer

[William Kuhn](#)  
Zone 2 Director, Co-Chair

[Jeff Rola](#)  
Zone 3 Director, Co-Chair

[Susan Altman](#)  
Zone 4 Director, Secretary

[Colin Wills](#)  
Zone 5 Director

[Robin Vora](#)  
Director-at-Large (#1)

[Gen Hubert](#)  
Director-at-Large (#2)

---

**STAFF**

[Vacant](#)  
Manager

[Todd Peplin](#)  
Conservation Technician

---

**CONTACT**

DESCHUTES SWCD  
625 SE Salmon Ave, Suite 7  
Redmond, OR 97756  
SWCD Phone: 541-923-2204

**Resolution of the Deschutes Soil and Water Conservation District**

Resolution # 2020-1

A Resolution Adopting the 2020 Anti-Harassment Discrimination and Retaliation Policy

**Whereas** by unanimous agreement of the full board of the Deschutes Soil and Water Conservation District directors; therefore,

**Be It Resolved** that on January 16, 2020 the directors unanimously voted to adopt the attached 2020 Anti-Harassment, Discrimination, and Retaliation Policy. This replaces the previous policy in the district's employee handbook.

---

Jeff Rola, Co-Chair

---

William Kuhn, Co-Chair

---

Susan Altman, Secretary

---

Leslie Clark, Treasurer

---

Colin Wills, Director

---

Robin Vora, Director

---

Gen Hubert, Director

Date of Board Action: January 16, 2020