



## DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Minutes of Board of Directors' Meeting – August 15, 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

Staff present: Tammy Harty, Manager; Todd Peplin, Conservation Technician

Other attendees: Kris Knight, Deschutes Watershed Council Director

### Order of business:

1. Call to order: The meeting was called to order at 9:03 a.m.; a quorum was present.
2. Introductions: Kris Knight, the new director of the Deschutes Watershed Council, introduced himself. He said the DWC has three program focus areas – education, restoration, and monitoring. Jeff Rola is looking forward to a partnership with the DWC.
3. Secretary report: Susan Altman presented the minutes from the June 20 board meeting and July 18 work session. There was one correction by Tammy Harty to the June 20 notes; no corrections to the July 18 notes.
  - a. **Motion #1 made by Jeff Rola, seconded by Gen Hubert, and unanimously approved:** Approve June 20 board meeting minutes with one correction as noted.
  - b. **Motion #2 made by Leslie Clark, seconded by Jeff Rola, and unanimously approved:** Approve July 18 work session minutes as presented.
4. Treasurer report: Financial reports and the June Columbia Bank statement had been delivered to board members in advance of the meeting. It was requested of Tammy to have reports presented with fixed dates to coincide with bank statements. Bills are still getting paid from the Columbia Bank account and the monies need to be transferred to First Interstate Bank. This needs to be done to coincide with the district's grant schedule. Tammy Harty indicated that this should be done by October – she will be receiving a couple grants in the next 2-3 weeks so we need to have the Columbia Bank account still open. William Kuhn asked how this could be streamlined and that it is helpful to move the money as soon as possible to get the FIB account going.

Gen Hubert questioned the gap on the listed check numbers in the June bank statement. They don't show on the July statement, either. Tammy didn't have the May statement on-hand to check to see if they were on there.

Susan Altman had questions on the P&L statement regarding payroll which led to the question about Todd Peplin's employment status. Todd is considered a "limited duration" employee, so the district does pay payroll taxes for him. He is not a "contractor" – he doesn't do work for others or pay his own payroll taxes.

The board needs to give Tammy Harty authority to set up online banking with First Interstate Bank and also to apply for a credit card from FIB.

- a. **Motion #3 made by Leslie Clark, seconded by Susan Altman to approve a resolution granting Tammy Harty the authority to access online banking and apply for a district credit card with First Interstate Bank.** There was discussion about the credit card and setting daily or monthly limits and developing credit card policies. Jeff Rola is going to check with the bank on policy for public agencies. William Kuhn says the policy should tie in with the budget and available funds. Susan Altman suggested setting a monthly limit versus daily limit and also setting alerts for the credit card to be delivered to either a co-chair or the treasurer to alert when a charge is made. Leslie Clark will share the COID credit card policy with the board. Result: **No vote.**
  - b. **Resolution #1: Introduced by Leslie Clark, seconded by Susan Altman, and unanimously approved:** Approve Tammy Harty to set up online banking with First Interstate Bank.
  - c. **Motion #4 made by Leslie Clark, seconded by Jeff Rola, and unanimously approved:** Receive the treasurer's report.
5. Staff updates: Todd Peplin spent all month on the NRCS grant and getting EQIP plans together.

Todd Peplin mentioned a landowner project he's working on at the confluence of Indian Ford and Whychus Creek. The new owner of the property is doing a land management plan with the county in order to get a permit to build a new house (the old house has been demolished). There was a manure issue with the old owner and that has been fixed. This property ties in a few opportunities – manure exchange, riparian plan, watershed plan, and a conservation plan. William Kuhn asked where all the money comes from for these projects; Todd indicated the ODA as it ties in to Whychus Creek.

Todd said the fair was a big success and he's seen a big increase conservation plan interest. Pat Jones is a volunteer who has been working on brochures and also going through the district's history so we can tell the Deschutes SWCD story.

Todd talked about the Central Oregon Cohesive Strategy Initiative which is a stakeholder's engagement grant from OWEB to engage landowners in South County to improve forest lands, increase wildlife habitat. Eventually there will be designated EQIP funds to become a Joint Chiefs Initiative. Tammy said this will be the first time writing a stakeholders' grant. Jeff asked the size of the grant. Todd said there is no maximum limit for a stakeholders' grant; there will be lots of in-kind funding and he'll be working on this for the budget. This will be capacity-building and could use a FTE for the next 2-3 years.

Todd is working with Libby Stahancyk on a proposal for sage grouse out by Hampton Butte. The money for this will come from Taylor Grazing Act funds and the money will go toward materials for a fencing project at Pine Mountain Ranch. The landowner pays for labor.

Tammy Harty said there has been an increase in paperwork and reports required for funding requests. We don't get more money to cover this increase in administrative work. We are second on the list to get paid by the ODA for the new biennium. The district has approximately 60 hours in the "other"

category (Task #7 in the Scope of Work) – how do we want to spend those hours? Tammy will be looking for direction on that.

6. Priority Business:

The contract with Winkel CPA for the financial review was presented; he came recommended by other SWCDs and also COID.

a. **Motion #5 made by Leslie Clark, seconded by Susan Altman, and unanimously approved:**

Approve the Winkel CPA contract with one amendment to read “If **any** additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.”

Todd Peplin’s employment status was discussed. Currently he is a “limited duration” employee and Tammy would like to move him to regular employee status. Jeff Rola said we need a job description and to follow a process. Tammy said the job description is what he is currently doing and passed it around. Tammy said that SDAO said the district can move forward without posting the job publicly since we have a qualified candidate. Jeff Rola is concerned that even though we are not required to post it, that doesn’t make it a good idea not to post it. Susan Altman asked who does the recruiting and where do the funds come from? Tammy said out of the administrative budget and she does the recruiting. Gen Hubert thinks the board should not make any decisions without Colin Wills and Robin Vora present. William Kuhn indicated that we need to consider that someone needs to do the work between now and when this regular employee position is filled. Tammy said his contract has ended and she can extend the contract on her authority. Susan Altman, Gen Hubert, and Leslie Clark would like to see a breakdown of the payment since he’s been here and projected costs with benefits for when he is hired as a regular employee. Leslie thinks we should extend his contract to give us time to look at numbers and vote next month. William asked if we should advertise the job and Leslie said we could advertise it internally and if no applicants then advertise publicly. The board will further discuss at the September meeting. Change the job description to include a pay range and benefit package. Tammy will distribute a revised job description.

b. **Motion #6 made by Jeff Rola, seconded by Gen Hubert, and unanimously approved:** Extend Todd Peplin’s contract to October 1, 2019; consider regular employee status at the next board meeting; receive a detailed breakdown of current and projected costs by September 3, 2019.

7. Other business:

- a. Workshop discussion: discussed outreach to each zone/neighborhood to discuss what the district is doing, help available, extension updates, and agency presentations.
- b. Grant applications: does the board want copies? Leslie Clark would like to see awarded contracts. Gen Hubert would like to see what grants were awarded and what money is coming from where. Tammy Harty will send grant agreements.
- c. Personnel manual: the board will review and submit suggestions by September 1.

8. Agency reports: None.

9. Directors’ reports:

Gen: No report.

Susan: Applied for the Wildfire Mitigation Advisory Committee with the county.

Leslie: Continuing to consider partnership opportunities.

Jeff: Met with Todd's volunteer; will review five-year history of board actions. Working on developing partnerships.

William: Did Mariposa Lily count and reported to OSU. Participating in over/under-passes for wildlife mitigation.

10. Public comment: None.

Having no further business, the meeting was adjourned at 11:57 a.m.

The next board meeting is September 19<sup>th</sup> at the Deschutes County office at 1300 NW Wall Street in Bend.

*Susan Altman*

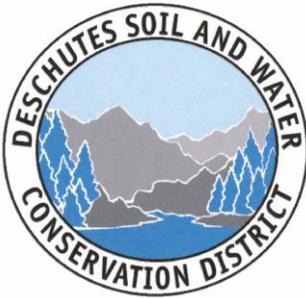
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Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting  
August 15, 2019**

Motions made:	Vote result
<b>Motion #1 made by Jeff Rola, seconded by Gen Hubert:</b> Approve June 20 board meeting minutes with one correction as noted.	Unanimously approved
<b>Motion #2 made by Leslie Clark, seconded by Jeff Rola:</b> Approve July 18 work session minutes as presented.	Unanimously approved
<b>Motion #3 made by Leslie Clark, seconded by Susan Altman:</b> To approve a resolution granting Tammy Harty the authority to access online banking and apply for a district credit card with First Interstate Bank.	No vote
<b>Motion #4 made by Leslie Clark, seconded by Jeff Rola:</b> Receive the treasurer's report.	Unanimously approved
<b>Motion #5 made by Leslie Clark, seconded by Susan Altman:</b> Approve the Winkel CPA contract with one amendment to read "If <b>any</b> additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs."	Unanimously approved
<b>Motion #6 made by Jeff Rola, seconded by Gen Hubert:</b> Extend Todd Peplin's contract to October 1, 2019; consider regular employee status at the next board meeting; receive a detailed breakdown of current and projected costs by September 3, 2019.	Unanimously approved



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**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)

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**STAFF**

[Tammy Harty](#)  
Manager

[Todd Peplin](#)  
Conservation Technician

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**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 # 2019-4

A Resolution Authorizing Tammy Harty to Conduct Online Banking with First Interstate Bank

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

**Be It Resolved** that on August 15, 2019 the directors unanimously voted to approve Tammy Harty, acting in her duties as district manager of the Deschutes Soil and Water Conservation District, to sign up for online banking with the district's bank account held at First Interstate Bank in Redmond, OR.

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William Kuhn

Co-Chair of the Board of Directors

Deschutes County Soil & Water Conservation District

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Jeff Rola

Co-Chair of the Board of Directors

Deschutes County Soil & Water Conservation District

Date of Board Action: August 15, 2019