



## DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Minutes of Board of Directors' Meeting – February 14, 2019

Meeting location: USDA Service Center – 625 SE Salmon Avenue, Redmond, OR 97756

### 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

The meeting was called to order at 9:03 a.m. All current board members were present.

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

Other attendees: Theresa DeBardelaben, ODA; Eric Moeggenberg, NRCS; Stephanie Russo, NRCS; Eric Nusbaum, ODA (by phone); David Green, observer.

### Order of business (see Addenda for list of Motions and Resolutions):

1. Introductions.
2. Secretary's report: November's minutes and January's minutes were discussed.
  - a. **Motion #1 made by Robin Vora, seconded by Leslie Clark, and unanimously approved:**  
Approve November's minutes with the meeting date amended. Tammy Harty has November's minutes and will make that change.
  - b. **Motion #2 made by Robin Vora, seconded by Leslie Clark, and unanimously approved:**  
Approve January's meeting minutes and change reference of previously approved minutes from November to September; approve as amended.
3. Treasurer's report: Leslie Clark indicated she and Tammy Harty had reviewed the financials and bank statement presented by Tammy. Tammy went into detail about the revenue & expenses, balance sheet, profit & loss by job, and Columbia Bank statement. Sources of revenue were discussed and Jeff Rola requested they be indicated on the reports. Jeff also requested that the top of the revenue & expenses report be changed in the future to indicate year-to-date as do the other reports. The board was in agreement that the new reports are an improvement
  - a. **Motion #3 made by William Kuhn, seconded by Gen Hubert, and unanimously approved:**  
To receive and approve the financial reports.
  - b. Discussion continued about need for budget committee; currently a budget review will be once a year and is scheduled for June 20. Due to grant writing process, a budget committee does not make sense at this point.
  - c. William Kuhn indicated the need for board members to step in to relieve Tammy and Todd of some administrative burden so they can focus on grant writing and implementation. Jeff Rola indicated that over the past 20 years or so grant money has been trimmed with the expectation that administrative work would be taken up by others, whether board members or volunteers.
4. Eric Nusbaum, ODA, called in to discuss pursuit of tax base and options thereof. The District needs at least 1-2 years to get prepared – that means having an updated and relevant long-range plan, budget, community support, and goals for future growth. Jeff Rola asked Eric for a list of Districts that do have a tax base; William Kuhn asked for a list of Districts that have succeeded and failed at getting a tax base.

5. Activity reports: Todd Peplin presented his report of projects, meetings he's attended, and an updated website review. He presented an idea for a "board expertise checklist" to understand each board member's strengths and areas where they would like to help more. Todd also discussed potential for partnerships with other agencies or districts and developing a list of fundraising prospects.
6. Other business.
  - a. Long-range plan: Jeff Rola asked for members to form a sub-committee to review and work on the long-range plan and to present some thoughts at the April 11 meeting. Volunteers are Jeff Rola, Robin Vora, and Gen Hubert; William Kuhn will participate if possible. This will be a public meeting and noticed as such; location may be at the DRC office.
  - b. Attorney's bill: William Kuhn indicated he was able to negotiate a \$100/month payment for 18 months to the attorney to pay off the outstanding balance. Discussion ensued about accepting these terms, where the funding will come from, and what alternate options are available.  
**Motion #4 made by Robin Vora, seconded by Colin Wills, and unanimously approved:**  
 To accept and adopt payment plan negotiated between William Kuhn and attorney Katherine Tank.
  - c. SDAO risk assessment with the board: Robin Vora is not available on the board meeting date proposed so the May meeting needs to be moved. The board agreed that the May meeting will be held on May 30<sup>th</sup>; location TBD after she confirms with Rob Mills.
  - d. CONNECT Conference: We have four partial scholarships for this conference, which is April 9-11 in Sunriver. Two staff and two board members will be able to attend each day. Colin Wills and Gen Hubert indicated their interest. Tammy needs confirmation of interest by February 22.
7. Insurance requirements: We are covered with liability insurance through June 30, excluding employment practices. The District needs employment practices insurance in order to get OWEB funding and be eligible for grants. Without this insurance, we won't be able to fund four OWEB grants that Todd Peplin just wrote, and Todd's position is in jeopardy. Jeff Rola indicated that we may have to look outside of SDIS/SDAO and pay more money in order to get the coverage we need. The other option is that the District would shut down – this is a serious issue. William Kuhn is hopeful that through mediation and agreement from both parties that we may have a chance at insurance through SDIS/SDAO. Jeff thinks we cannot rely on that and we should shop other agencies now; if we have no issues for a year then we can try again for insurance via SDIS/SDAO. Outside insurance could be \$7,000 annually and payable up front.
8. Personnel policy manual: Jeff Rola asked for volunteers to make recommendations on and evaluation of a manual. Susan Altman and Leslie Clark volunteered. We have a Word document; we'll review using "track changes" so we can keep track of updates.
9. Agency reports: Teresa DeBardelaben presented her update. There is a new bi-annum scope of work that OWEB has to review before they'll release funds. Documents will be drafted the third week of April. Eric Moeggenberg commented on the 2018 Farm Bill and its affect on programs. The District Conservationist position will likely be hired in June.
10. Directors' reports:
  - a. Jeff Rola met with Todd Peplin and reviewed the "four strategies" talking points, other funding opportunities, forest health issues, and creating relationships with other local organizations.
  - b. William Kuhn has been working on the insurance issue. Thanked Tammy and Todd for their work to increase cash flow.
  - c. Susan Altman volunteered to make the "board expertise sheet" for the directors and to make introductions to the commissioners.
  - d. Gen Hubert supports the "board expertise sheet" idea.
  - e. Leslie Clark thought the media would be a good avenue for communicating the District's involvement and positive influence.

- f. Robin Vora had no report.
- g. Colin Wills indicated that November-April is a busy grant-writing time period. He listed the grants that are in the grant cycle.

Having no further business, Jeff Rola moved, Robin Vora seconded, and it was unanimously agreed to adjourn the meeting at 12:32 p.m.

The next board meeting is March 9<sup>th</sup> at the LOAFA conference at the Deschutes County Fairgrounds; this will be the annual meeting.

*/s/ Susan Altman*

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Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting  
February 14, 2019**

Motions made:

Vote result

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Unanimously approved

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