



## DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Special Board of Directors Meeting – June 4, 2020

Meeting location: via Zoom

### 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, Colin Wills, Robin Vora, Jeff Rola, Gen Hubert, Leslie Clark, William Kuhn

Staff present: Erin Kilcullen, District Manager

Other attendees: Lars Santana, NRCS

### Order of business:

1. The meeting was called to order at 2:04 p.m.
2. William Kuhn proposed a **Resolution to set annual meeting for the Deschutes SWCD for June 25 at 9 a.m.: unanimous approval.**
3. Health insurance discussion for 2020-2021.
  - a. The board reviewed the employee manual and made updates regarding to health insurance and discussed opting to offer a flat rate contribution to the health insurance policy and letting the employee choose which plan they want.
  - b. **Motion #1 made by Gen Hubert, seconded by Susan Altman:** to make a flat contribution of \$675.00 per month toward a health insurance plan of the collective employees' choice from the SDIS insurance medical benefits options. All employees must be on the same plan. The district will contribute an additional \$51.46 for the ODS dental plan option 1. Discussion about possibilities if the plan changes during the year. It is effective for the fiscal year so it will not change during that time period. The district will pay for the plan and make the fixed deduction from the employee's paycheck. If the monthly premium is less than the district's contribution, then only 100% would be covered. **Unanimous approval.**
  - c. Do we want to offer medical insurance for part-time regular employees? Discussion about what that would mean for the district. We will keep the insurance for only regular full-time employees.
4. Employee manual.
  - a. Jeff would like to assemble the changes to the employee manual and have them sent to him so he can send to SDAO. The board reviewed the draft and addressed the comments and questions Gen had made as sticky notes; Gen will incorporate and send to Jeff. Big thanks to Gen for all of her work on this!
5. Todd Peplin's employee status.
  - a. Currently Todd is a temporary employee; do we want to change him to a regular full-time employee? Robin would like Erin to put together a budget for the annual meeting that shows what we have available for payroll and benefits.

6. Bookkeeper status.
  - a. COI has put Quickbooks onto to the district's laptop, which Erin now has. Staci Merkt of Jefferson SWCD talked with Robin back in the wintertime about working on her own time to help DSWCD with bookkeeping. His recollection was that she would be willing to work no more than 10 hours per week. Jeff set up a payroll service (ADP) to handle the district's payroll. Jeff talked to Staci about 10 hours per month to help get the books in order and to generate reports. Jeff offered her \$20/hour for 10 hours per month. Jefferson's board was amenable but they didn't have a quorum to make a decision. Jeff will write a letter to the COI board to request Bronwyn's help to get Erin going with Quickbooks at least to help for budgeting purposes.
7. Erin's priorities.
  - a. Colin asked Erin what her priorities are right now. She said bookkeeping, liability insurance, budget (Jeff will help), worker's comp (which has been done), and grants (she did two webinars this week – one for urban agriculture and one for compost). Colin said he thinks that the cost of hiring a bookkeeper right now is the right way to go instead of putting that on Erin so soon. Gen said that it might be helpful on the budget to understand what part of the budget might relate to grants whose funding can be adjusted to different categories. Gen asked about a NACD grant and if there is funding allocated to administration and Jeff said yes. Lars had a call with people from the leadership team yesterday and our district is on the radar.
  - b. ***Motion #2 made by Susan Altman, seconded by William Kuhn: to have Erin pursue the two grants she mentioned on the board call (urban agriculture and composting) if the district is eligible to do so. Unanimous approval.***
8. Other items.
  - a. Robin asked that we return to following meeting protocol recommended by Eric Nussbaum, Oregon Department of Agriculture, and adopted by the Board a few years ago: Agenda and public notification be provided 7-10 days prior to the meeting. A notice of the meeting with the agenda attached be sent to the Bend Bulletin ( Bend Bulletin MEETING NOTICE' <[bulletin@bendbulletin.com](mailto:bulletin@bendbulletin.com)>, Bend Bulletin CIVIC CALENDAR <[news@bendbulletin.com](mailto:news@bendbulletin.com)>) with a cc to the Board and public who have requested email notification of meetings. A sentence or two about meeting topics should be added to the email requesting posting to the Bulletin's Civic Calendar. The Bulletin does not charge for this but may not post the meeting notice. It should also be posted on the District's website at the same time. Similarly, the Board should be provided with sufficient lead time to review meeting documents, more than a day or two. A Board member may be out of town and without internet or busy with something else the day or two before the meeting. A week before would be desirable. Meetings should be held on a regular schedule and not changed unless a quorum cannot participate and a time-sensitive decision is required. Committee meetings should be handled in the same manner as regular meetings, including Board approval of committee meeting notes and their filing in the official meeting notes location.
  - b. Lars said the district has a lot of things stored at the NRCS office and we are going to need to look at moving some of our files. NRCS is running short of space for their own employees so they will be coming up with creative ways to get space for everyone's needs.

The next regular board meeting (and the annual meeting) will be on June 25 at 9 a.m. Due to Covid-19, the meeting will be held via Zoom.

There being no further business, the meeting was adjourned at 4:40 p.m.

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Susan Altman, Secretary



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**Addendum: Motions of the Special Board of Directors Meeting – June 4, 2020**

Motions made:	Vote result
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