



## DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Minutes of Board of Directors' Meeting – May 30, 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, Colin Wills, Robin Vora

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

Other attendees: Eric Moeggenberg, NRCS Basin Resource Conservationist; Rob Mills, SDAO Consultant

### Order of business:

1. Call to order: the meeting was called to order at 9:06 a.m.; a quorum was present.
2. Introductions.
3. Agency report: Eric Moeggenberg mentioned that the Deschutes/Jefferson district conservationist job was posted, resumes were received, and the posting is now closed. He expects that within the next 60-90 days the position will be filled.
4. Secretary's report: The May 16 meeting minutes were presented and approved.
  - a. **Motion #1 made by Leslie Clark, seconded by Gen Hubert, and majority approved:** Approve the May 16 board minutes.
5. Updates:
  - a. Financial report:
    - i. The financial report was presented; since we are above the \$150,000 in expenses threshold (to-date at \$181,791.27), we will need to prepare a financial report for the year. The financial records have been sent to Richard Winkel in the valley to start preparing documents for an audit review.
    - ii. A two-year ODA grant comes to a close on June 30 of this year. The next biennium funds will not be received until September 15, 2019 – that leaves two-and-a-half months with no ODA funds. We don't have enough in unrestricted funds to cover that period. Both Tammy and Todd will be taking time off in July. Todd will only be able to use non-ODA funds for his work.
    - iii. Eleven grants were written this fiscal year; we got funding for six. An NACD grant that approved Todd's funding for two days per week for one year was recommended in March and we will find out in June if it will be funded. Jeff Rola commented that the ODA funding is divvied up among 45 SWCDs and there is no more funding money to be given.
    - iv. **Motion #2 made by Robin Vora, seconded by Susan Altman, and unanimously approved:** Receive and approve the financial report.

- b. Liability insurance:
    - i. We have received approval of a liability policy through Glatfelter for 2019-2020 beginning July 1. The premium is \$4,000. \$1,800 of the premium will come from non-restricted funds this year. ODA funding in September will reimburse the non-restricted funds. We should be able to reapply to SDIS insurance next year and the premium should be in the \$1,500-\$1,800 range. We cannot continue operating without liability insurance, so we must go with Glatfelter this year.
    - ii. **Motion #3 made by William Kuhn, seconded by Gen Hubert, and unanimously approved:** Accept and move forward with the insurance proposal.
  - c. Personnel policy manual:
    - i. The manual was distributed to the board on May 19. This is the manual that was reviewed by HR Answers; it is an amalgam of Harney & Clackamas County's manuals (which were reviewed by attorneys) and is a good starting point. Colin Wills asked if SDAO approved and the answer is yes – they sent it to HR Answers and SDAO is okay with the manual. Not everyone had a chance to read through the manual. Susan Altman commented that she read half of it and found it thorough and acceptable and had no hesitations in approving it. Robin Vora commented that he would not approve something he had not read. Tammy said once we have more than 10 employees it will need to be revised.
    - ii. **Motion #4 made by Jeff Rola, seconded by Leslie Clark, and majority approved:** Accept this current version as our official personnel policy manual and review it in three months at the September meeting to amend if necessary.
  - d. Long-range plan: The long-range plan is still in draft format; Jeff would like to get the committee together to come up with an executive summary that is a quicker and easier version for the public to read. He also would like to have an extended plan that is more details and serves as a working document. The committee will meet again to discuss options.
  - e. Partnership building committee: We will address this in a workshop at the September meeting.
  - f. Board expertise sheet: Susan reminded everyone to please fill out the form and return to her and she will gather all skills and interests into one sheet. This will help us move forward as we work to build partnerships and allow everyone to contribute in the manner that matches their talents and interests.
6. Board assessment: Rob Mills of SDAO handed out a “Special District Board Practices Assessment” worksheet for discussion. Topics were: board duties and responsibilities, operational compliance, budget and finance, customer relations, personnel administration, and policies and procedures. Rob and the board had an open discussion and self-ranked (good, caution, danger) for each category/sub-category. The general consensus was that things are moving in the right direction and there is a good mix of people serving as directors now. Rob will type up notes and summarize the discussion and send it back to us.

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

The next board meeting is June 20<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  
May 30, 2019**

| Motions made:   | Vote result                                |
|---|--|
| <b>Motion #1 made by Leslie Clark, seconded by Gen Hubert:</b><br>Approve the May 16 board meeting minutes.   | Majority approved;<br>Robin Vora abstained |
| <b>Motion #2 made by Robin Vora, seconded by Susan Altman, and unanimously approved:</b><br>Receive and approve the financial report.   | Unanimously approved                       |
| <b>Motion #3 made by William Kuhn, seconded by Gen Hubert, and unanimously approved:</b><br>Accept and move forward with the insurance proposal.  | Unanimously approved                       |
| <b>Motion #4 made by Jeff Rola, seconded by Leslie Clark, and majority approved:</b><br>Accept this current version as our official personnel policy manual and review it in three months at the September meeting to amend if necessary. | Majority approved;<br>Robin Vora voted no  |