



DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT

Minutes of Board of Directors' Meeting – January 10, 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 8:30 a.m. All current board members were present. Past board members in attendance were Rex Barber and Bill Brackett.

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

Other attendees: Chris Mundy, NRCS; Stephanie Russo, NRCS; Tessa Edlun, DEQ; Theresa DeBardelaben, DEQ; Eric Nusbaum, ODA; David Green, observer.

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

1. Introductions.
2. New board members were sworn in: Susan Altman, Leslie Clark, Gen Hubert, Jeff Rola.
3. **Motion #1, seconded, and unanimously approved:** Rex Barber was appointed as Director Emeritus for a two-year term.
4. The outstanding bill for the attorney's investigation was discussed; the scope of work had been set up with a "not to exceed" amount of \$2,500. The attorney exceeded that amount by an additional \$2,322. The board discussed how to proceed. **Motion #2, not seconded, failed:** That the District start making monthly payments toward the bill. **Motion #3, seconded, and unanimously approved:** The chair(s) will negotiate with the attorney for payment and delivery of the report.
5. **Motion #4, seconded, approved by 6 votes (1 abstain):** Two Co-Chairs are to be elected. **Motions #5-#9:** Elected Officers for 2019 are: William Kuhn, Co-Chair; Jeff Rola, Co-Chair, Susan Altman, Secretary; Leslie Clark, Treasurer. **Resolution #1:** Susan Altman is elected as Registered Agent for the District.
6. Check-signers were discussed. Checks must be signed by two directors. **Resolution #2:** One signature is required from one Co-Chair; the other signatories are either the second Co-Chair, the Secretary, or the Treasurer. Approved signatories are: William Kuhn, Co-Chair; Jeff Rola, Co-Chair; Susan Altman, Secretary; Leslie Clark, Treasurer.
7. **Resolution #3:** The Deschutes County Soil & Water Conservation District will hold its annual meeting on March 9, 2019 at the Living on a Few Acres conference at the Deschutes County Fairgrounds. The District will have a booth at LOAFA. **Motion #10, seconded, and unanimously approved:** The District approved sponsorship of the conference not to exceed \$100.
8. **Motion #11, seconded, and unanimously approved:** Minutes from the September 2018 meeting are to be amended and approved as such.
9. It was decided that meeting minutes will be taken by and written by the Secretary. Within one week of a meeting, notes will be typed and distributed to the Manager and from there to the entire Board of Directors. All Board communication is to go through the Manager and distributed accordingly.

10. **Motion #12, seconded, and unanimously approved:** To table the Secretary and Treasurer reports from the last meeting.
11. **Motion #13, seconded, and unanimously approved:** After all Directors reviewed the “No Known Loss” letter, it be signed by the two Co-Chairs.
12. Other reports:
 - a. Todd Peplin suggested ways of looking at “strategic areas” for focus and setting priorities so that when grants are available, projects have already been prioritized and grant-writing will be more efficient. Robin Vora brought up working on mid-range goals as well as chipping away at long-range goals. Co-Chair William Kuhn asked Robin to team up with Co-Chair Jeff Rola to further this discussion. Sub-committees and work sessions were discussed and Eric Nusbaum reminded the Board that any Board-appointed committee meetings needed to be publicly posted. Manager Tammy Harty said that she does not have to be involved in work sessions, but the Board is not allowed to make decisions outside of a public meeting. As a result of this discussion **Motion #14 was made, seconded, and unanimously approved:** The Board will hold monthly meetings on the 2nd Thursday of every month at 9 a.m. Locations are TBD depending on room availability, but will be publicly posted as required by law. If the Manager is for some reason unable to attend, the meetings will be treated as work sessions for general discussion but without any resolutions.
 - b. SDAO conference is coming up in Sunriver February 7-10. It is a requirement for our insurance that we send two attendees, one staff and one director. Discussion about interested parties indicated that there is sufficient interest to see if we can get more passes. Colin to contact SDAO.
 - c. Eric Nusbaum, Operations Specialist with ODA, provided a training overview for Directors.
 - d. Chris Mundy, Interim Conservationist for Deschutes NRCS, gave a report on staffing and a local work group meeting coming up on February 27. He also briefly updated on the Two Chiefs project and the Tumalo Irrigation project
 - e. Theresa DeBardelaben, Water Quality Specialist with ODA, gave a brief update on the 319 grant program
13. Items deferred to the next meeting:
 - a. November 2018 meeting minutes
 - b. Financial report
 - c. Board assessment meeting date – February or April
 - d. Long-range plan discussion
 - e. Presentation & discussion of pursuit of Tax Base

Having reached the end of the scheduled meeting time, the meeting was adjourned by Co-Chair William Kuhn at 1:05 p.m.

Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting
January 10, 2019**

Motions made:	Vote result
1. Susan Altman moved, Jeff Rola seconded to appoint Rex Barber to two-year term as Director Emeritus.	Unanimous approval
2. Robin Vora moved to make monthly payments to the attorney. The motion was not seconded and failed.	No vote; motion failed
3. Jeff Rola moved, Leslie Clark seconded to approve the Co-Chair(s) to negotiate attorney bill payment on behalf of the District.	Unanimous approval
4. Motion was made and seconded to elect two Co-Chairs versus Chair & Vice-Chair.	Majority approval Robin Vora abstained
5. Motion made and seconded to elect William Kuhn as Co-Chair.	Unanimous approval
6. Motion made and seconded to elect Jeff Rola as Co-Chair.	Unanimous approval
7. Motion was made and seconded to elect Susan Altman as Secretary.	Unanimous approval
8. Motion was made and seconded to elect Susan Altman as Registered Agent.	Unanimous approval
9. Motion was made and seconded to elect Leslie Clark as Treasurer.	Unanimous approval
10. Jeff Rola moved, the motion was seconded that the District's sponsorship at LOAFA conference is not to exceed \$100.	Unanimous approval
11. Robin Vora moved, Colin Wills seconded that the minutes from September 2018 Board of Directors meeting are to be amended and approved as such.	Unanimous approval
12. Jeff Rola moved, the motion was seconded to table the Secretary & Treasurer reports from last meeting.	Unanimous approval
13. Motion was made and seconded to approve Co-Chairs signing "No Known Loss" letter.	Unanimous approval
14. Leslie Clark moved, the motion was seconded to confirm 2019 meetings for the 2 nd Thursday of each month at 9 a.m.	Unanimous approval



**Addendum: Resolutions of the Board of Directors' Meeting
January 10, 2019**

<u>Resolutions made:</u>	<u>Vote result</u>
1. Motion made and seconded to designate Susan Altman as Registered Agent.	Unanimous approval
2. Motion made and seconded to authorize signatories for checking account: William Kuhn, Co-Chair; Jeff Rola, Co-Chair; Susan Altman, Secretary; Leslie Clark, Treasurer. Two signatures are required, one must be a Co-Chair and the other is one of the following: second Co-Chair, Secretary, or Treasurer.	Unanimous approval
3. Motion made and seconded to schedule the Annual Meeting for March 9, 2019 at the Deschutes County Fairground during the LOAFA conference.	Unanimous approval

William Kuhn, Co-Chair

Jeff Rola, Co-Chair