



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Minutes of Board of Directors' Meeting – September 19, 2019  
Meeting location: Deschutes County Office 1300 NW Wall Street, Bend

**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 (Alfalpa)	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 by phone, Rex Barber (director emeritus)

Staff present: Tammy Harty, manager; Todd Peplin, conservation technician

Other attendees: Paulat Latassa-Kinser, observer

Order of business:

1. Call to order: The meeting was called to order at 9:03 a.m.; all directors were present (Robin Vora by phone).
2. Introductions: None.
3. Secretary report: Susan Altman presented the minutes from the August 15 board meeting. There were two corrections by Tammy Harty.
  - a. **Motion #1 made by William Kuhn, seconded by Susan Altman, and majority approved (Robin Vora abstained):** Approve August 15 board meeting minutes as amended.
4. Treasurer report: The board had a chance to review the reports and bank statements. Automatic deposits from the grants is being set up. Jeff Rola spoke with the ACH coordinator and we need to send him authorization to get ACH set up with the First Interstate Bank account. William Kuhn asked if the signatures have been set up. Leslie Clark said that at Columbia Bank William Kuhn and Rex Barber are the only signers. William asked if we should have a motion or resolution to show internal authorization to have Rex continue to sign? The bank transfer needs to happen.
  - a. **Resolution #1 proposed by William Kuhn, seconded by Leslie Clark, unanimous approval:** The board hereby authorizes Rex Barber as a signer on the Columbia Bank account as director emeritus for the next 30 days.
  - b. **Motion #2 made by William Kuhn, seconded by Susan Altman, unanimously approved:** Receive the treasurer's report.

The revised budget was reviewed and some requests were made regarding formatting so that the decimals line up, commas are used, and the \$ shows. Tammy Harty mentioned that in budgeting for the potential of bringing Todd Peplin on as a regular full-time employee, he would get a healthcare stipend to cover his current program; the district would not provide his healthcare. Mileage reimbursement is

part of the grant budget. In the future as/if we get more grants then we will need additional staff. We are looking at capacity-building for two-year period of time.

5. Staff reports: The Deschutes SWCD received approval from Oregon Water Resource Department (OWRD) on two grants the Lundy Feasibility Study and Swalley-Tower Ditch Sleeving Project. However, the Oregon Watershed Enhancement Board (OWEB) grant submitted for the Lundy Feasibility Study was not a recommended grant which was needed for the OWRD grant match. We cannot use the OWRD money until we have the OWEB money. The rejection was not in writing so there is not a written explanation of the rejection. Todd Peplin talked with Greg Cinnella (OWEB Regional Director) regarding the review of the Lundy ditch application. Greg said the reviewers did not think the project had significant environmental benefit. This comment is questionable because the project is a feasibility study to determine the amount of environmental benefit. Jeff Rola asked if there are other avenues of funding other than OWEB to match the Lundy Ditch project. Tammy said maybe we could use NACD grant funds left over from last year but OWRD requires a dollar-for-dollar match which may be difficult to come up with. Todd said that until we get written reasons (from OWEB) we don't know exactly why it was declined. Once we get the reasons then we can start from there, but they are not going to change their mind. Colin Wills asked how much money was SB1069 from the department? Todd did not have the fund amount but knew there was more OWRD funds than the OWEB match. Colin asked if patrons would split the balance and put up some cost share versus shooting the project down right away. Todd said we will resubmit – these are good projects and we will fight for them. Leslie Clark asked if we have gone through our association for help and then go straight to the top. Jeff said there are two questions: the policy of how we get review teams to approve, and implementation. Todd said that Lundy sunsets on September 30, 2020 so this is time-sensitive.

Tammy indicated that the October 17 meeting will be a tour of landowner projects. The board is encouraged to invite others. The tour will start at from Arnold Irrigation District; everyone meet at 9 a.m. Jeff suggested this be an outreach project and to invite people. Please let Todd know if any other people are coming so he can let the landowners know how many to expect.

6. Per ORS 192.660(2)(b), the board entered into executive session from 10:08 to 11:15 a.m. After a brief break, the business meeting reconvened at 11:21 a.m.
7. The personnel manual discussion is being deferred to the next business meeting.
8. Jeff Rola would like to establish a personnel committee, the purpose of which is to develop job descriptions and prepare evaluations of staff. The committee would be a six-month commitment. Jeff had asked Colin Wills, Gen Hubert, and Leslie Clark to serve on the committee.
  - a. **Motion #3 made by William Kuhn, seconded by Susan Altman:** to appoint the three directors to the personnel committee. Robin Vora said he would like to see a more diverse background on the committee, not all water-related directors. Robin suggested Susan serve on the committee. Susan volunteered that if the topic had been open for discussion at the meeting that she would have volunteered. At this point in the board meeting Colin had left and so could not speak as to whether or not he would like to serve or would like to have Susan take his spot. Jeff suggested Susan as an alternate and that was acceptable to all parties. Result: **No vote.**
  - b. **Motion #4 made by William Kuhn, seconded by Susan Altman, and unanimously approved (Colin Wills excused):** Form a three-person personnel committee with Susan Altman as alternate.

9. Fiscal policy discussion will be deferred to the next meeting due to time constraints today. See Jeff's memo for topics. Susan did have one question with regard to item #2 on Jeff's memo. It refers to "the work of the district" and "district files." As secretary, Susan questioned if this applies to her. No. The wording will be changed to reflect "staff" to be clear it does not apply to the board. Leslie Clark requested that the credit card policy be added. If anyone has a policy they use please send it to Jeff and he will add it to the report for the next meeting.

10. Directors' reports:

- William went to a community meeting and learned people are interested in discussions about wildlife habitat.
- Gen is working on a water marketing grant and on-farm programs.
- Rex said it is a bad time for harvesting with all the rain we've had.
- Susan had no update.
- Leslie is working on water marketing strategy, meetings with stakeholders, working on grants on water conservation and delivery, and the COID watershed plan is almost ready.
- Jeff is looking at the possibility of developing a community solar program.
- Robin had no report. He thanked Jeff for his administrative background work.

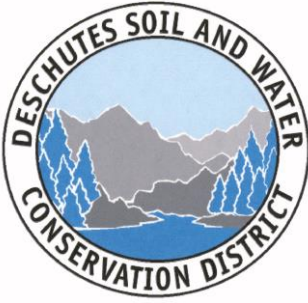
Having no further business, the meeting was adjourned at 11:51 a.m.

The next board meeting is October 17. Meet at Arnold Irrigation District at 9 a.m. for a project tour led by Todd Peplin.

*Susan Altman*

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Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting  
September 19, 2019**

Motions made:	Vote result
<b>Motion #1 made by William Kuhn, seconded by Susan Altman:</b> Approve August 15 board meeting minutes as amended.	Majority approved Robin Vora abstained
<b>Motion #2 made by William Kuhn, seconded by Susan Altman:</b> Receive the treasurer's report.	Unanimously approved
<b>Motion #3 made by William Kuhn, seconded by Susan Altman:</b> To appoint the three directors to the personnel committee.	No vote
<b>Motion #4 made by William Kuhn, seconded by Susan Altman:</b> Form a three-person personnel committee with Susan Altman as alternate.	Unanimously approved (Colin Wills excused from meeting)



## Resolution of the Deschutes Soil and Water Conservation District

Resolution # 2019-5

A Resolution Authorizing Rex Barber to Sign Columbia Bank Checks

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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

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

**Be It Resolved** that on September 19, 2019 the directors unanimously voted to approve Rex Barber, acting in his duties as director emeritus of the Deschutes Soil and Water Conservation District, to be an authorized signor on the district's checking account at Columbia Bank.

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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: September 19, 2019