



**DESCHUTES COUNTY SOIL & WATER CONSERVATION DISTRICT**  
Minutes of Board of Directors' Meeting – February 25, 2020  
Meeting location: USDA Service Center – 625 SE Salmon Avenue, Redmond

**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, Colin Wills, William Kuhn, Jeff Rola, Robin Vora, Rex Barber (director emeritus)

Staff present: Todd Peplin

Other attendees: Lars Santana, NRCS; Teresa deBardelaben, ODA

Order of business:

1. Call to order & introductions: Meeting was called to order at 9:01 a.m.; all present introduced themselves.
2. Public comments: No public comment.
3. Agency/partner reports:
  - a. Teresa said ODA will be meeting on March 30 from 10 a.m. to noon at the USDA Service Center for upper Deschutes biennial review for ag quality management plan. Last fall she had an enforcement case regarding livestock burial near ditches and homes; complaint has been renewed and will be following up with landowner soon. In the La Pine area she met with the person who had a large manure pile; it was covered for the winter months and starting spring the landowner will be taking out the manure and needs to come up with a manure management plan – water contamination is a concern. ODA moved out of the office at the end of January and hopes to move into a new space on March 1; meanwhile employees are working from home.
  - b. Lars gave a staffing update for NRCS – getting ready to hire Jen Eatwell to be a soil conservationist by the end of March to cover Jefferson & Deschutes Counties. Hired a new administrator for the office, Leah Naftalin. Will be hiring more engineers in the future as well. Had local working group meetings; morning session talked about forestry, afternoon talked about irrigation. Passed out handout for forestry project area and discussed the project focal (between Sisters and Bend) area and outreach focal area (South County). Developing CIS (Conservation Implementation Strategy) based on mapped areas on handout. Forest service looking to develop joint chiefs proposal as well. Afternoon session talk was on irrigation regarding water quantity and energy. Lars passed out a handout that showed focal project

areas – there will be one focal area per irrigation district to address resource concerns. Budget to do CIS is pretty limited (\$250-\$300k per year), and has a five-year timeframe. The CIS addresses priorities and could be used to set-up a long-range plan (20-30 years). They need to show success and then build up from there.

4. Approval of minutes – December 2019 & January 2020
  - a. **Motion #1 made by Jeff Rola, seconded by Gen Hubert:** Approve December 2019 minutes as presented – unanimous approval.
  - b. **Motion #2 made by Leslie Clark, seconded by Robin Vora:** Approve January 2020 minutes as presented– unanimous approval.
  - c. Resolution from the January 16, 2020 meeting was signed by all directors.
5. Financial status report / approval of bills: Leslie addressed bank account balance, expenses, receivables, for the month to-date. Also on the report were pending receivables and payables due by the end of the month. Balance of per this report is \$10,629.92. We expect \$14,580 to come in at the end of March to cover payroll. The Tank Law balance is \$1,028 and we could pay it off, but may not want to because that would be cutting it close with regard to the timing of income. The CONNECT fee is not in there at this time as the board hasn't decided if/who will attend (the deadline for scholarship to CONNECT has passed); if anyone attends, the district will have to pay the full rate. Todd would like to attend because there is a session regarding employee handbooks.
  - a. **Motion #3 made by Robin Vora, seconded by Gen Hubert:** Approve payment of \$500 to Tank Law toward our outstanding balance – unanimous approval.
  - b. **Motion #4 made by Jeff Rola, seconded by Robin Vora:** Pay February bills as presented – unanimous approval.
  - c. **Motion #5 made by Colin Wills, seconded by Susan Altman:** Receive financial status report – unanimous approval.
6. Grant status: Todd presented spreadsheet of all active grants. For the OWEB/NRCS grant, Todd has met with NRCS to identify activities that can be done by December 2020. One activity dovetails well with the OWRD Tower Ditch project. Todd explained the ODA/OWEB capacity grant and how it is used. The capacity grant contains two parts, the Statement of Work (SOW) and District Operations (DO); funds are requested monthly and are used for district projects, and to leverage grant funds providing the project relates to water quality. The DO funds are received biannually (by the 1<sup>st</sup> of July) and are used for the day-to-day operations of the district. Todd showed the board the approximate remaining funds in the DO account. The remainder of these funds will need to be used judiciously until the end of the fiscal year. The OWRD Tower Ditch feasibility grant is moving slowly because of other district operations demands; the grant expires July 30, 2020. The OWRD Lundy Ditch feasibility grant is also proceeding slowly and needs patrons' commitment. Todd will be calling landowners to see if they want to proceed with the project; the large landowners are committed. Lundy expires September 30, 2020. OWEB SIA grant is the Indian Ford restoration grant whereby Todd is working with a landowner on the confluence to complete a seeding project. This will use some of the remaining restoration funds in the grant. This grant expires on September 30, 2020.
7. MOU with COID: Discussion about who should sign this document on behalf of the board. COID cannot do payroll for the district which needs to be done this month – can Jefferson SWCD do payroll on our behalf? Deschutes SWCD cannot do it because we do not have payroll software. Handwriting a check is not feasible because we have to calculate and report taxes. If Jefferson is not an option then we will have to contact another bookkeeper to do payroll for us. Rex Barber thinks that doing Quickbooks for payroll is expensive to do for just one person. Rex suggests using a payroll service. Reminder of the person that Robin Vora recommended as well.
  - a. **Motion #6 made by Susan Altman, seconded by Colin Wills:** Authorize Leslie Clark to find a payroll service to handle this one pay period – unanimous approval.

- b. Motion #7 made by Jeff Rola, seconded by Gen Hubert:* Accept the MOA from COI and have the two co-chairs sign on the district's behalf – unanimous approval.
8. Quickbooks update: Leslie is still working on Quickbooks. We are still missing information on grant monies received and how they were accounted for. Going forward we will put protocols in place so that invoices are filed by grant, not by month, so that we can understand the accounting of income and expenses specific to each grant. Heretofore nothing has been organized by grant; we have a lot of work to do to straighten out the financials. The board is committed to our fiduciary duty and proper accounting.
  9. Executive session entered into from 10:50 a.m. to 10:53 a.m. pursuant to ORS 192.660(2)(d), labor negotiations; or ORS 192.660(2)(b), personnel issues; or 192.660(2)(h), legal issues.
  10. Job descriptions: reviewed manager and technician/planner job descriptions.
    - a. Used Crook, Willamette, and Yamhill Counties SWCD's job descriptions as a guide for Deschutes manager job description. Discussion about salary and benefits followed; Gen Hubert handed out her analysis of salary and benefits to show where the salary range came from. Discussed hiring a manager before a technician and posting the job so that we can begin reviewing applicants before Todd's contract expires at the end of March. Gen Hubert will update the employee manual with the benefits in the job description. Robin Vora summarized on a board total funds available under present grants and outlined why it appeared to him the District could only afford to pay a salary of about \$52,000/year without additional funding. He proposed starting at that level and then considering pay increases if the manager is successful in broadening the program with more grant money, and does a good job. He also stated that he thought DSWCD should not presently pay a manager more than his or her counterpart in Jefferson County who works out of the same Redmond NRCS office and manages a program that is three times larger, and supervises 3 employees. Other Board members did not agree with his perspective. A sub-committee will post the job, collect resumes, and begin the initial screening process to begin the hiring process. Gen Hubert, Susan Altman, and Jeff Rola comprise the sub-committee.
    - b. Motion #8 made by Jeff Rola, seconded by Leslie Clark:* Accept manager's job description and salary range as presented – majority approval (Robin voted against).
    - c. Motion #9 made by Jeff Rola, seconded by Leslie Clark:* Accept health plan, vacation accrual, holidays, and personal time/sick leave, and retirement as presented – majority approval (Robin voted against).
  11. Outstanding invoice payment:
    - a. Motion #10 made by Leslie Clark, seconded by Colin Wills:* Pay an outstanding bill of \$112.50 to Tammy Harty for consulting fees – unanimous approval.
  12. Audit status: We have submitted everything that we can to Richard Winkel. Richard is working his way through the information and will get back to us in a couple weeks if he needs any further information.
  13. IWM workshops: March 7 with COID in Terrebonne from 8 to 2; AID, SID, TID will be at the Cascade Academy in Tumalo on March 14 from 8 a.m. to 2 p.m.; TSID is April 4 at the Ponderosa Inn from 8 a.m. to 2 p.m.
  14. Selection of board positions and all further discussion postponed to the next meeting.
  15. Board elections – table to next meeting.
  16. Deschutes River Basin Collaborative Working Group – table to next meeting.
  17. Directors' reports

The next board meeting will be on March 19 at 9 a.m. at the Deschutes County Services Building (1300 NW Wall Street).

Having come to the scheduled end of the appointed time, the meeting was adjourned at 12:06 p.m.

*Susan Altman*

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Susan Altman, Secretary



**Addendum: Motions of the Board of Directors' Meeting  
February 25, 2020**

Motions made:	Vote result
<b>Motion #1 made by Jeff Rola, seconded by Gen Hubert:</b> Approve December 2019 minutes as presented.	Unanimous approval
<b>Motion #2 made by Leslie Clark, seconded by Robin Vora:</b> Approve January 2020 minutes as presented.	Unanimous approval
<b>Motion #3 made by Robin Vora, seconded by Gen Hubert:</b> Approve payment of \$500 to Tank Law toward our outstanding balance.	Unanimous approval
<b>Motion #4 made by Jeff Rola, seconded by Robin Vora:</b> Pay February bills as presented.	Unanimous approval
<b>Motion #5 made by Colin Wills, seconded by Susan Altman:</b> Receive financial status report.	Unanimous approval
<b>Motion #6 made by Susan Altman, seconded by Colin Wills:</b> Authorize Leslie Clark to find a payroll service to handle this one pay period.	Unanimous approval
<b>Motion #7 made by Jeff Rola, seconded by Gen Hubert:</b> Accept the MOA from COI and have the two co-chairs sign on the district's behalf.	Unanimous approval
<b>Motion #8 made by Jeff Rola, seconded by Leslie Clark:</b> Accept manager's job description and salary range as presented.	Majority approval Robin Vora voted against
<b>Motion #9 made by Jeff Rola, seconded by Leslie Clark:</b> Accept health plan, vacation accrual, holidays, and personal time/sick leave, and retirement as presented.	Majority approval Robin Vora voted against
<b>Motion #10 made by Leslie Clark, seconded by Colin Wills:</b> Pay an outstanding bill of \$112.50 to Tammy Harty for consulting fees.	Unanimous approval