



The regular meeting of the Board of Directors and Board of Equalization of the Central Oregon Irrigation District (COID) was called to order by Craig Horrell, Secretary-Manager, at 9:02 AM on January 10, 2017 in the District office.

Directors present were Carroll Penhollow, Tom Burke, Terry Blackwell, Robert Borlen via teleconference, and Paul Kasberger. Also attending were Craig Horrell, Secretary-Manager; Danee Phillips, Assistant Secretary; Larry Roofener, Operations Manager; Cary Penhollow, Water Master; Leslie Clark, Water Rights Manager; Joshua Peed, Hydro Manager; Shon Rae, Communications Manager; Jenny Hartzell-Hill, Administrative Assistant; Matt Singer, Legal Counsel. No visitors present.

1. **COID BOARD ORGANIZATION**

- **Division 2 Oath of Office Carroll Penhollow -**
Oath of office was read by Carroll Penhollow and signed, Exhibit “A”.
- **Division 3 Oath of Office Terry Blackwell –**
Oath of office was read by Terry Blackwell and signed, Exhibit “B”.
- **2017 Officers –**
A motion was made by Paul Kasberger to keep the officers as slated in 2016 for 2017. Following a second by Tom Burke the motion passed unanimously, Exhibit “C”. Carroll Penhollow continued with the meeting as Chairman.
- **2017 Committees**
Paul Kasberger made a motion to keep the committee assignments as assigned in 2016 for 2017. Following a second by Terry Blackwell the motion passed unanimously, Exhibit “D”.

Carroll Penhollow declared the The Board of Equalization was open at 9:05 a.m.

- **Resolution 2017-1 –** Resolution Adopting the COID Financial and Investment Transactions During 2017 was read and reviewed. A motion was made by Paul Kasberger to accept the resolution as presented. Following a second by Terry Blackwell the motion passed unanimously, Exhibit “E”.
- **Resolution 2017-2 –** Resolution adopting COID’s Public Meetings to be Held During 2017 was read and reviewed. Terry Blackwell made a motion to accept the resolution as presented. Following a second by Tom Burke, the motion passed unanimously, Exhibit “F”.
- **Resolution 2017-3 –** Resolution Adopting COID’s General Administration During 2017 was read and reviewed. Tom Burke made a motion to accept the resolution as presented. Following a second by Terry Blackwell, the motion passed unanimously, Exhibit “G”.

2. OPEN FORUM:

None.

3. MINUTES:

A motion to approve the minutes for the December 13, 2016 Regular Session Board Meeting was made by Tom Burke. Following a second by Paul Kasberger the motion passed unanimously. A motion to approve the minutes for the Emergency Special Session meeting for the December 16, 2016 meeting was made by Terry Blackwell. Following a second by Tom Burke the motion passed unanimously.

4. TRANSFERS / INCLUSIONS:

Carroll Penhollow announced that there are no transfers this month. A water management report was provided to the Board prior to the meeting, Exhibit "H".

5. REPORTS:

A. Watermaster Report –

A written report (Exhibit "I") was mailed to the Board prior to the meeting. Cary Penhollow provided a verbal update to his report due to the recent snowfall. Due to the current weather conditions field and operations staff have not been able to work. Unemployment filing options were discussed.

B. Capital Projects –

Rick Nichols provided a verbal report to the Board. The On-Farm Study has been submitted and he is working on a working model. The fish ladder is still in progress but has slowed due to weather. Cline Falls is moving forward with the permit process.

B. Operations and Maintenance Report –

A written report (Exhibit "J") was mailed to the Board prior to the meeting. Larry Roofener also discussed the inability to have field and maintenance staff work due to weather conditions. This will possibly cause set-backs on some of the projects that were planned for this maintenance season.

C. Hydro Report -

A written report (Exhibit "K") was mailed to the Board prior to the meeting. Joshua Peed updated the Board regarding the challenges of the weather and the impacts on the ability to operate the SPP. The transient problem was discussed.

D. Public Relations/Communications-

A written report (Exhibit "L") was mailed to the Board prior to the meeting. Shon Rae updated the Board on COID working with a collaboration to put together a new position for on farm education and this position will be housed at the OSU Extension Office. Shon also informed the Board that she will be leaving COID for another venture. Her last day will be March 3, 2017.

E. Finance Report-

A written report (Exhibit “M”) was mailed to the Board prior to the meeting. Danee Phillips updated the Board on year end and the audit will be done in Mid-March.

F. **Manager Report-**

Craig Horrell updated Board on staff changes. Management has worked together to come up with a plan. Job descriptions are in the works. Kelley Hamby will be named assistant water master in February. Reorganization of staff will be happening over the next month. Craig also provided an update on the Economic Analysis and the time frame for this.

6. **BILLINGS & PAYROLL:**

Terry Blackwell made a motion to accept the payroll registers and billings as presented. The motion was seconded by Paul Kasberger and passed unanimously.

7. **OLD BUSINESS:**

• **Merkley PL 566**

Still in process. Craig Horrell explained to the Board that staff is working to have three projects ready to move on when the funding is available and ready.

• **IPS Draft Review**

The Board was presented with the current Investment Plan and the draft update for review and consideration, Exhibit “N”. Matt Singer provided a summary of his review and comparison of the two documents. Discussion followed regarding the direction the Board wants to go. Matt will provide a draft next month with updates.

A motion was made by Paul Kasberger to close the Board of Equalization at 10:25 a.m. Following a second by Robert Borlen the motion passed unanimously.

• **Resolution 2017-4 Water Transaction Fees**

Leslie Clark clarified that this resolution is a result of the fee discussion from the December meeting, see Exhibit “O”. Terry Blackwell made a motion to accept the resolution as presented. Following a second by Tom Burke the motion passed unanimously.

8. **NEW BUSINESS:**

• **2017 Budget Approval**

Craig Horrell provided an update to the Board and details were reviewed, Exhibit “P”. A motion was made by Terry Blackwell to approve the budget as presented. Following a second by Tom Burke the motion passed unanimously.

• **Special Districts Insurance Services Board Training 301: Roles and Responsibilities**

The information flyer was provided to the Board, Exhibit “Q”. Terry Blackwell volunteered to attend and represent the COID Board.

- **Employee Handbook Policy Update**

Danee Phillips provided the details of the new policy for the COID Handbook to the Board, Exhibit “R”. Tom Burke made a motion to approve the new policy as presented. Following a second by Robert Borlen the motion was approved unanimously.

- **Bend-LaPine School District Assessment Consideration**

Leslie Clark explained the details of this matter. They have asked for assessment consideration in the past. COID has not allowed this exception in the past. They have 7.5 acres of water that they want to mitigate. There are two options: They can mitigate it and pay the exit fee or they move it to groundwater and they pay assessments on it. Further discussion will follow.

9. BOARD COMMENTS:

None

At 10:52 AM the Board recessed the General Session and asked the Board to convene into Executive Session per:

- ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regards to current litigation or litigation likely to be filed.

Following the Executive Session, the Regular Session of the COID Board was reconvened at 11:30 A.M.

Photos of the new fish ladder were presented to the Board by staff.

The Board recessed for lunch at 11:39 A.M. and reconvened at 12:01 P.M.

Annual Assessment Consideration for 2017

Discussion of the Board followed. Terry Blackwell made a motion to keep the 2017 assessments at the present rates. Following a second by Paul Kasberger the motion passed unanimously.

The meeting was adjourned at 12:12 P.M. following a motion by Terry Blackwell that was seconded by Paul Kasberger.

Carroll Penhollow, President

Paul Kasberger, Vice-President

Terry Blackwell, Treasurer

Robert Borlen

Thomas Burke

Craig Horrell, Secretary-Manager