



The regular meeting of the Board of Directors of the Central Oregon Irrigation District (COID) was called to order by Carroll Penhollow, Chairman at 9:01 AM on May 14, 2019 in the District office.

Directors present were Carroll Penhollow, Paul Kasberger, Tom Burke, Terry Blackwell and Brad Clarno. Also attending were Craig Horrell, Secretary - Managing Director; Shon Rae, Deputy Managing Director; Leslie Clark, Water Rights Director; Cary Penhollow, Watermaster; Kelley Hamby, Operations and Maintenance Manager; Joshua Peed, Hydro Director; Bronwyn Bailey, Accounting Manager; Kelley O'Rourke, Land Use Technician; Jenny Hartzell-Hill, Executive Assistant; Matt Singer, Legal Counsel; Brian Meece, Realtor of Record. Visitors Present, See Exhibit "A".

1. OPEN FORUM:

None

2. MINUTES:

Terry Blackwell made a motion to approve the minutes for the April 9, 2019 General Session. Following a second by Tom Burke the motion was approved unanimously. Tom Burke made a motion to approve the Special Session on May 1, 2019. Following a second by Terry Blackwell the motion was approved unanimously.

3. TRANSFERS / INCLUSIONS:

A water management report was provided to the Board prior to the meeting, Exhibit "B". Carroll Penhollow made a motion to approve the permanent transfers as presented. Following a second by Tom Burke the motion was approved unanimously.

4. REPORTS:

A. Watermaster Report –

A written report (Exhibit "C") was provided to the Board prior to the meeting. Cary Penhollow provided a verbal update to the Board.

B. Operations and Maintenance Report –

A written report (Exhibit "D") was provided to the Board prior to the meeting. Kelley Hamby gave a verbal follow-up regarding current projects. He also brought to the Board gate issues. He explained that patrons have been installing gates on their own without meeting our requirements. He is requesting Board consent on installation of standard manual gates to our standards on laterals that staff does not travel regularly or have facilities that need routine travel. It is proposed that the gate policy be revised. This would be crafted as a gate permit and policy and requirements would be evaluated on a case by case basis. A revised Gate Policy will be presented at the June Board Meeting. Kelley also reported that a dump truck has been located and staff and consulting mechanic evaluated the machine. It will be presented in Old Business under Capital Request.

- D. Hydro Report -
A written report (Exhibit “E”) was provided to the Board prior to the meeting. Joshua Peed provided a verbal report on the current production. Juniper Ridge ran below average this past month. He updated the Board on hydro staffing. Ben Huff resigned to relocate in Washington. Doug Watson, PB-4 will be moving to the hydro department to fill the vacant position. With Doug moving to hydro, Baxter Davies is moving as a Patrolman from PB-1 to PB-4.1 The PB-1 Patrolman position is open. Staff is working to fill the position.
- E. Internal Operations & Communications-
A written report (Exhibit “F”) was provided to the Board prior to the meeting. Shon Rae updated the Board on she and Craig’s recent trip to the Association of California Water Agencies conference.
- F. Finance Report-
A written report (Exhibit “G”) was provided to the Board at the meeting. Bronwyn Bailey updated the Board on the Audit that occurred last month. Should have a draft by the June Meeting and finalized by the end of June.
- G. Manager Report-
Craig Horrell provided additional comments regarding the California conference that he recently attended.

5. **BILLINGS & PAYROLL:**

Paul Kasberger made a motion to approve the Billings and Payroll as presented. Following a second by Terry Blackwell the motion was approved.

6. **OLD BUSINESS:**

• **Merkley PL 566**

Craig Horrell updated the Board on the status of the project. Craig, Marc Thalacker and Mike Britton are going to DC in June. They will be talking about projects and the Watershed Plan process and schedule.

• **Capital Request**

Craig Horrell explained that the two dump trucks in our inventory have been in and out of the shop this past month. Staff has located a truck in Washington. The specks and photos were passed out, Exhibit “H” and Kelley Hamby provided a verbal report. Request of the Board, do you want to move forward with the purchase of the presented dump truck?

Paul Kasberger made a motion to purchase the proposed dump truck. Following a second by Tom Burke the motion was approved unanimously.

• **A-1 Lateral**

The Board was asked to consider contributing \$100,000 to Pahlisch Homes for the cost of relocating and piping of the A-1 lateral. Paul Kasberger made a motion to approve contributing \$100,000 to Pahlisch, with the first \$50,000 payment in June 2019 and the second in January 2019. Following a second by Terry Blackwell the motion was approved unanimously.

- **Fee Schedule Update**
Craig Horrell explained that staff is working on evaluating fees and an updated schedule will be brought to the Board for consideration in the upcoming months.

7. **NEW BUSINESS:**

- **Linda Zivney – Endowment Fund**
She will attend and present at the June Meeting.
- **Summer Board Meeting Schedule**
Moving the August meeting was discussed. A decision will be made at the June Board Meeting.
- **Regional SDAO Board of Directors & Management Staff Training, August 13, 2019 at Eagle Crest**

8. **BOARD COMMENTS:**

At 10:21 AM the Board recessed the General Session and asked the Board to convene into Executive Session per:

- ORS 192.660(2)(a) to consider the employment of an officer, employee, staff member or agent.
- 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 12:22 P.M.

Terry Blackwell made a motion to approve the retirement package for Janet Brown as follows: Janet will fully retire December 31, 2019. January 1, 2020 – May 31, 2020 she will work part-time. During her part-time employment she will receive 40 hours of sick leave and the complete health insurance package. On June 1, 2020 she will then take her early retirement offer as previously approved by the Board. Following a second by Tom Buke the motion was approved unanimously.

The meeting was adjourned at 12:24 P.M. following a motion by Terry Blackwell and a seconded by Tom Burke.

Carroll Penhollow, President

Paul Kasberger, Vice-President

Terry Blackwell, Treasurer

Thomas Burke

Bradly Clarno

Craig Horrell, Secretary-Manager

APPROVED