
The regular meeting of the Board of Directors of the Central Oregon Irrigation District (COID) was called to order by Craig Horrell, at 9:07 AM on January 10, 2019 in the District office.

Directors present were Carroll Penhollow, Paul Kasberger, Tom Burke. Also attending were Craig Horrell, Secretary - Managing Director; Shon Rae, Deputy Managing Director; Bronwyn Bailey, Accounting Manager; Cary Penhollow, Watermaster; Kelley Hamby, Operations and Maintenance Manager; Joshua Peed, Hydro Director; Kelley O'Rourke, Land Use Technician; and Jenny Hartzell-Hill, Executive Assistant. Visitors Present, See Exhibit "A".

1. **COID BOARD ORGANIZATION**

- **2019 Officers –**

A motion was made by Paul Kasberger the officers as slated in 2018 for 2019 with the exception of the position of Assistant Secretary, change from Danee Phillips to Shon Rae. Following a second by Tom Burke the motion passed unanimously, Exhibit "B". Carroll Penhollow continued with the meeting as Chairman.

- **Division 4 Board Appointment: Bradly Clarno**

A motion was made by Tom Burke to appoint Bradly Clarno to the Board to represent Division 4 for the period of one year. Following a second by Paul Kasberger the motion was approved unanimously.

- **Division 4 Oath of Office Bradly Clarno -**

Oath of office was read by Bradly Clarno and signed, Exhibit "C".

- **2019 Committees**

Tom Burke made a motion to keep the committee assignments as assigned in 2018 for 2019 with the exception of removing Robert Borlen and inserting Bradly Clarno to those committees. Following a second by Paul Kasberger the motion passed unanimously, Exhibit "D".

- **Resolution 2019-1 – Resolution Adopting the COID Financial and Investment Transactions During 2019** was read and reviewed. A motion was made by Paul Kasberger to accept the resolution as presented. Following a second by Tom Burke the motion passed unanimously, Exhibit "E".

- **Resolution 2019-2 – Resolution adopting COID's Public Meetings to be Held During 2019** was read and reviewed. Paul Kasberger made a motion to accept the resolution as presented. Following a second by Tom Burke, the motion passed unanimously, Exhibit "F".

- **Resolution 2019-3 – Resolution Adopting COID's General Administration During 2019** was read and reviewed. Paul Kasberger made a motion to accept the resolution as

presented. Following a second by Tom Burke, the motion passed unanimously, Exhibit “G”.

Carroll Penhollow declared the Board of Equalization was open at 9:20 a.m.

1. OPEN FORUM:

An email request was presented to the Board by Patron Forbes, the request is to remove the \$250 late fee, see Exhibit “H”. Paul Kasberger made a motion to deny the request and instruct staff to collect the \$250 late fee but waive the interest accrued to the late fee. Following a second by Tom Burke the motion was approved unanimously.

2. MINUTES:

Tom Burke made a motion to approve the minutes for the December 11, 2018 General Session and the December 27, 2018 Special Session. Following a second by Paul Kasberger the motion was approved unanimously.

3. TRANSFERS / INCLUSIONS:

A water management report was provided to the Board prior to the meeting, Exhibit “I”. No Transfers were presented. The current projects were reviewed.

4. REPORTS:

- A. Watermaster Report –
A written report (Exhibit “J”) 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 “K”) was provided to the Board prior to the meeting. Kelley Hamby gave a verbal follow-up regarding current projects. J Lateral Project and preemergent spraying project updates were presented.
- D. Hydro Report -
A written report (Exhibit “L”) was provided to the Board prior to the meeting. Joshua Peed provided a verbal report on the current production.
- E. Internal Operations & Communications-
A written report (Exhibit “M”) was provided to the Board prior to the meeting. The new modernization video was presented. The Pilot Butte Piping Improvement handout was provided to the Board, Exhibit “N”.
- F. Finance Report-
A written report (Exhibit “O”) was provided to the Board at the meeting. Bronwyn Bailey presented to the Board the preliminary Profit & Loss Summary for 2018. Board discussion followed.
- G. Manager Report-
Craig Horrell informed the Board that his trip to DC was postponed due to the Federal Government Shutdown. This trip will be rescheduled tentatively for

February 11, 2019. Kelley Hamby and Craig Horrell are traveling in the next week to research pipe options for Phase I.

Board of Equalization was closed at 10:21 a.m.

5. **BILLINGS & PAYROLL:**

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

6. **OLD BUSINESS:**

• **Merkley PL 566**

Craig Horrell updated the Board on the status of the project. The 30% Design is in process and surveyors are out surveying this week. It is expected that this Phase will be completed by April 2019.

• **2019 Budgets**

The Draft 2019 Budgets were presented to the Board, Exhibit "P". Discussion regarding the Hydro budget followed. It was determined that the pier replacement project should be sent out for RFP and have both March and October construction times included the bid so we have options.

Tom Burke made a motion to approve the draft 2019 budget with a first quarter capital budget review. Following a second by Paul Kasberger the motion was approved unanimously.

7. **NEW BUSINESS:**

• **Annual Assessment Consideration**

Tom Burke made a motion to keep annual assessments the same for 2019. Following a second by Paul Kasberger the motion was approved unanimously.

• **RFQ – Professional/Accounting Services**

The Board agrees to move forward with reviewing and interviewing Accounting Professionals. Staff will move forward with the search.

• **Oregon Transit Tax**

A memo was presented to the Board, Exhibit "Q" regarding the Oregon Transit Tax payroll deduction error. Tom Burke made a motion to approve COID paying the deficit amount of \$895.37 for the Oregon Transit Tax accounting error. Following a second by Paul Kasberger the motion was approved unanimously.

8. **BOARD COMMENTS:**

None

At 11:11 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 12:21 P.M.

Tom Burke made a motion to instruct the Auditor, John Barnett, to correct the error on page 5, Endowment paragraph, to correct the reference to the increase in the 2017 Audit. Following a second by Paul Kasberger the motion was approved unanimously.

The meeting was adjourned at 12:43 P.M. following a motion by Tom Burke that was seconded by Paul Kasberger.

Carroll Penhollow, President

Paul Kasberger, Vice-President

Terry Blackwell, Treasurer

Thomas Burke

Bradly Clarno

Craig Horrell, Secretary-Manager