
The regular meeting of the Board of Directors of the Central Oregon Irrigation District (COID) was called to order by Carroll Penhollow, Chairman at 9:02 AM on November 12, 2019 in the District office.

Directors present were Carroll Penhollow, Tom Burke, Terry Blackwell, and Brad Clarno. Also attending were Craig Horrell, Secretary - Managing Director; Leslie Clark, Water Rights Director; Cary Penhollow, Watermaster; Kelley Hamby, Operations Manager; Joshua Peed, Hydro Director; Bronwyn Bailey, Accounting Manager; Kelley O'Rourke, Land Use Technician; Jenny Hartzell-Hill, Executive Assistant; and 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 October 8, 2019 General Session. Following a second by Tom Burke the motion was approved unanimously. Tom Burke made a motion to approve the minutes for the Special Session on October 15, 2019. Following a second by Terry Blackwell the motion was approved unanimously. Tom Burke made a motion to approve the minutes for the Special Meeting on October 24, 2019. Following a second by Brad Clarno 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 transfers as presented. Following a second by Tom Burke the motion was approved unanimously. Instream Leasing for 2020 was discussed and there is a request to increase the amount of what can be instreamed in the upcoming year. It will be on the agenda in December.

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 updated the Board on current projects.
- C. 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, river flow is down it is not expected to generate any power for the remainder of the year.

- D. Internal Operations & Communications
A written report (Exhibit “F”) was provided to the Board prior to the meeting.
- E. Finance Report
A written report (Exhibit “G”) was provided to the Board at the meeting. Bronwyn Bailey informed the Board that the 2018 Audit has been submitted to and approved by the State. The draft budget was passed out to the Board for review. It was suggested that a separate Special Board Meeting be scheduled to review the draft budget with the Board. Best days are December 17th or 19th.
- F. Manager Report-
Craig Horrell informed the Board that he and Shon attended the Annual NWRA conference in Houston TX. It was a good conference.

5. **BILLINGS & PAYROLL:**

Terry Blackwell 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 30% design. The Request for Proposal for the CMGC has gone out and we received 3 proposals. Interviews will be conducted next week. Announcement will be the first week in December.

• **City of Bend IGA**

Staff has been meeting with the City of Bend to develop an IGA to help processes work more smoothly between the two entities.

• **Draft Budget**

Presented during the Finance report, Exhibit “H”.

7. **NEW BUSINESS:**

• **Fee Schedule Revisions**

Provided to the Board Prior to the meeting, Exhibit “I”. Craig Horrell explained that staff has been working to analyze costs and make sure that we are covering our expenses. Discussion followed. Terry Blackwell made a motion to accept the fee schedule as presented. No second was made. Discussion followed and it was determined that it will be represented at the December meeting.

• **Resolution 2019-9 Public Records Policy**

Resolution 2019-9 Public Records Policy was provided to the Board prior to the meeting, Exhibit “J”. This resolution was presented with the insertion of the proposed fee schedule and was postpone to December meeting.

• **PTO Policy**

The PTO Policy was provided to the Board prior to the meeting, Exhibit “K”. Tom Burke made a motion to approve the policy as presented. Following a second by Brad Clarno it was approved unanimously.

- **Board Compensation**
Appropriate compensation was discussed. Legal Counsel will be consulted and brought back to the December Board Meeting.
- **Water Lottery**
Names were drawn to receive the lottery water for both the Pilot Butte Canal and the Central Oregon Canal. The recipients will be included in the December Water Report.
- **Verizon Cell Tower**
A Verizon Cell Tower has been constructed within a COID easement. Staff informed the Board that this was not constructed to the original site plan that was submitted. The Board was in agreement to have them pay us a lease or remove it. A letter will be sent from our legal counsel.
- **OWRC Annual Conference**
The OWRC Annual Conference is December 2nd – 5th in Hood River. A draft itinerary was provided to the Board prior to the meeting, Exhibit “L”.

8. BOARD COMMENTS:

Brad Clarno asked the question regarding new production and how it’s being tracked by us. Discussion followed.

At 10:44 AM the Board recessed the General Session and 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 10:56 A.M.

North Canal Dam Storm Water Fee:

Terry Blackwell made a motion to approve paying the stormwater fee on the Purcell tax lot at North Canal Dam. Following a second by Tom Burk the motion was approved unanimously.

The meeting was adjourned at 11:29 A.M. following a motion by Terry Blackwell and a second by Brad Clarno.

Carroll Penhollow, President

Paul Kasberger, Vice-President

Terry Blackwell, Treasurer

Thomas Burke

Bradly Clarno

Craig Horrell, Secretary-Manager

APPROVED