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The regular meeting and board of equalization of the Board of Directors of the Central Oregon Irrigation District (COID) was called to order by Craig Horrell, at 9:05 AM on January 12, 2021 in the District office.

Due to COVID-19 the meeting was restricted to in person participation and done virtually. Directors Paul Kasberger, Brad Clarno, and Tom Burke participated in person in the COID Conference Room logged into Zoom. Participating remotely by Zoom was Dan Ellingson and Carroll Penhollow. Craig Horrell, Secretary - Managing Director; Shon Rae, Deputy Managing Director; Erin Bathke, Accounting Assistant; and Jenny Hartzell-Hill, Executive Assistant participated in person. Participating remotely by Zoom were Kelley O'Rourke, Land Use Technician; Leslie Clark, Water Rights Manager; Cary Penhollow, Water Master; Kelley Hamby, Operations and Maintenance Manager. Also attending via Zoom were Matt Singer, Legal Counsel and Brian Meece, Realtor of Record.

## 1. **COID BOARD ORGANIZATION**

- **Division 1 Oath of Office Paul Kasberger-**  
Oath of office was read by Paul Kasberger and signed, Exhibit "A".
- **Division 5 Oath of Office Tom Burke-**  
Oath of office was read by Tom Burke and signed, Exhibit "B".
- **2021 Officers –**  
A motion was made by Paul Kasberger keep the officers in place from 2020. Following a second by Brad Clarno the motion was approved unanimously. See Exhibit "C". Paul Kasberger resumed as chairman for the remainder of the meeting.
- **2021 Committees**  
Paul Kasberger made a motion to keep the committees in place from 2020. Following a second by Tom Burke the motion was approved unanimously. See attached Exhibit "D".
- **Resolution 2021-1 – Resolution Adopting the COID Financial and Investment Transactions During 2021** was read and reviewed. A motion was made by Tom Burke to accept the resolution as presented. A second was made by Brad Clarno. Discussion followed and Dan Ellingson amended the motion to change the last sentence in paragraph two to read: "However, it is understood that the Investment Committee will consult with the Board of Directors regarding *all* transactions prior to taking any action." Following a second by Brad Clarno the amended motion passed unanimously, Exhibit "E". The Resolution was updated prior to signature.
- **Resolution 2021-2 – Resolution adopting COID's Public Meetings to be Held During 2021** was read and reviewed. Tom Burke made a motion to accept the resolution as presented. Following a second by Brad Clarno the motion passed unanimously, Exhibit "F".

- **Resolution 2021-3** – Resolution Adopting COID’s General Administration During 2021 was read and reviewed. Tom Burke made a motion to accept the resolution as presented. Following a second by Brad Clarno, the motion passed unanimously, Exhibit “G”.

Paul Kasberger declared the Board of Equalization was open at 9:16 a.m.

**2. OPEN FORUM:**

None

**3. MINUTES:**

Brad Clarno made a motion to approve the minutes for the December 08, 2020 Regular Meeting and the December 15, 2020 Special Meeting. Following a second by Tom Burke the motion was approved unanimously with change to the 12/8/20 minutes to add Tom Burke’s name as the person to second transfers and inclusions. It was also requested to include that the Board agreed to purchase the pods for the remodel prior to knowing if COID was awarded funding for the COVID-19 Relief Grant from SDAO. The minutes were revised prior to signature to reflect these changes.

**4. TRANSFERS / INCLUSIONS:**

A water management report was provided to the Board prior to the meeting, Exhibit “H”. No transfers were reported.

**5. REPORTS:**

- A. Watermaster Report –  
A written report (Exhibit “I”) was provided to the Board prior to the meeting. Cary Penhollow provided a verbal update regarding the status of the reservoirs.
- B. Operations and Maintenance Report –  
A written report (Exhibit “J”) was provided to the Board prior to the meeting. Kelley Hamby provided a verbal update on the current projects.
- D. Hydro Report -  
A written report (Exhibit “K”) was provided to the Board prior to the meeting. Joshua Peed provided a verbal update to the board on production and maintenance as hydro has not operated for the past month due to low river flows. There is water in the system but not able to run.
- E. Internal Operations & Communications-  
A written report (Exhibit “L”) was provided to the Board prior to the meeting. Shon Rae provided an update on the finishing touches on the remodel. We received the COVID-19 Relief funding and reimbursed the COID General Account for the purchase made prior to January 2021. Paul Kasberger brought up that the phone system is unfriendly to callers. It was noted that in the past Paul and his wife Ann have both called during regular business hours and have gotten the outside call center. Staff will audit the call service calls.

F. Finance -

The written report (Exhibit “M”) was provided to the Board prior to the meeting. The hiring of a part-time finance person was discussed. A candidate has been found and it will be discussed in the budget section of the meeting. This will be a consultant position for 6 months and then the Board can reassess. This person will review our processes and set up a tracking and reporting process. They will also help develop a system for grant funding and reporting.

6. **BILLINGS & PAYROLL:**

Tom Burke made a motion to approve the Billings and Payroll as presented. Following a second by Brad Clarno the motion was approved unanimously.

7. **OLD BUSINESS:**

• **Merkley PL 566**

Craig Horrell provided an update to the Board of the current piping project. He gave them a handout, Exhibit “N”. Phase 1 is a two-year project and he pointed out what is being done now on the J-lateral, this portion of the project is on time and on budget. Year 2 work is planned to begin when water goes off in October 2021. Pipe pricing will determine how many miles we can go with that phase. We are ready and approved to pipe 9 total miles, but pipe price will dictate how far we can go. Craig explained that the State of Oregon funding match is back and that in turn means that the project will be fully funded. Paul Kasberger is concerned that the match funding has not been secured because it was in limbo at the State level. Craig explained that this funding is back in place at the State, we are just waiting for the State to move it forward. Currently we have a \$2,000,000 match for year one. Before signing a contract for year two we will make sure we have the \$10,000,000 match from the State of Oregon. The pipe has been purchased and is being made. The pipe company has agreed that if we do not move forward with year two, they will buy the pipe back at the same price. Craig has been working with the Senator to change the future packages to remove the match piece, so it would be zero match if your project is shovel ready.

Dan Ellingson asked about the Environmental Impact Study. Craig Horrell explained that we have a grant to cover the cost of the EIS and things are still in process. This grant is through NRCS.

Board of Equalization was closed at 10:23 a.m.

At 10:28 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 11:46 A.M.

- **2021 Budgets**

The 2021 Budgets were reviewed by the Board via shared screen. Shon Rae reviewed the Budget with the updates of the actuals and explained the format of the spreadsheets. The Board will review the budget and will schedule a special meeting to discuss and approve within the next week.

**8. NEW BUSINESS:**

- **Annual Assessment Consideration**

Tom Burke made a motion to approve the proposed rate increase as presented for 2021 in Exhibit “O”. Following a second by Brad Clarno the motion was approved unanimously.

- **SPP ODFW Contract Renewal**

Craig Horrell gave an overview of the negotiations on the contract renewal.

**9. BOARD COMMENTS:**

None

The meeting was adjourned at 1:02 P.M. following a motion by Tom Burke that was seconded by Carroll Penhollow.

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Craig Horrell, Manager

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Tom Burke

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Brad Clarno

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Dan Ellingson

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Paul Kasberger

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Carroll Penhollow