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December 5, 2019
USDA Service Center, Hines, OR
3:30 pm to 4 pm

Board members present: Chairman Carol Dunten; Members Scott Franklin, Pat Sharp, Jeff Hussey, Rod Hoagland
Board member absent: Louie Molt
Staff members present: District Manager (DM) Shannon Brubaker, Sage Grouse Coordinator (SGC) Sarah Mundy, Admin Assist (AA) Barbara Pearson
Guests present: District Conservationist (DC) Zola Ryan, Janae Trindle of Oster Professional Group (OPG), Robert Gaslin of Gaslin Accounting CPAs PC, Integrated Weed Management Coordinator for SE Oregon (IWM) Bonnie Rasmussen, Ranchers Don Dryer, Alfred Dunten, William and Cory Dunten of Ahmann Ranches. Former HSWCD DM Marty Suter and Oregon Department of Agriculture (ODA) Maria Snodgress attended remotely.

WELCOME AND INTRODUCTIONS

At 4 pm Chair Dunten called the regular monthly board meeting into order.

DM Brubaker requested a change to the board meeting's agenda: The CECIL database determination would move from an action item to a discussion.

DECISION FROM EXECUTIVE SESSION

The first item of business was for the board to decide on the Off Stream Solar Livestock Watering System for Water Quality and Sage-Grouse Habitat recommendation made during the Executive session to award the contract to Sure Tap Springs. Member Franklin moved and Member Hoagland seconded that the bid be awarded to Sure Tap Springs with conditional terms. All were in favor.

The personnel discussion request by DM Brubaker (which was moved from the executive session) was to offer HSWCD employees 2 days leave in lieu of a bonus. The time off with pay would need to be used by January 10, 2020. With many in the staff being new it would be difficult for them to ask for time off DC Ryan had been consulted since some employees also work with NRCS and she was in favor. Member Franklin moved and Member Sharp seconded that employees be granted 2 days off with pay (to be used by January 10, 2020). The motion passed unanimously. A copy of the signed proposal is included with these minutes.

APPROVAL OF MINUTES

The minutes from the November 14, 2019 meeting were presented. The minutes are to be corrected as follows: The correct date of the meeting be listed, correction of Janae Trindle's last name, and that Chair Dunten's letter of resignation was not presented to the board because she accidentally left it at

home, not due to a printer mishap. Member Sharp moved and Member Franklin seconded approval of the minutes upon correction. The motion passed.

OLD BUSINESS:

Under old business on zone updates, Chair Dunten presented a letter to be entered into record withdrawing her declaration to resign. The decision to appoint a district member for zone 5 is currently in the Oregon Department of Agriculture's office.

Member Sharp provided a history of the pending internal controls (Financial Management) policy. She said the policy presented to the district was a composite taken from other districts and DM Brubaker will provide details of her operating procedures and guidelines. She requested the board vote on adopting the policy and adding the procedures later. Member Hoagland moved and Member Hussey seconded that the board approve the policy. This motion passed with all in favor.

During last month's meeting a proposed resolution entitled "Prevention of Workplace Discrimination, Harassment, and Retaliation (Oregon Public Sector)" was presented to the board. The resolution was updated to include a section on employee support services (resources for an employee seeking legal or emotional support). Member Sharp moved and Member Hussey seconded the board's adoption of this resolution and it passed unanimously.

Prior to moving into the next discussion topic, Member Sharp requested the board consider the creation of two new policies: one on replacing board members and the other on communication. She felt that replacing board members should be handled in a consistent manner. With communication if someone (for instance, a member of the press) was to contact the board it would be good to direct that person to a point of contact and have a standard way of disseminating information. Some problems have been due to ineffective communication. Member Hussey said he would be interested in looking at it.

At this time of the meeting William and Cory Dunten joined the meeting. Mr. Dunten identified himself as the manager of Steve and Judy Ahmann Ranches.

DM Brubaker and SGC Mundy reviewed the state's work on sage grouse conservation involving Lake, Harney, Malheur and Crook counties, part of which is a concerted effort toward a cloud-based data collection (CECIL). There is a push from outside partnering agencies for HSCWD to decide if the district wants to be in or out of the database formation.

DM Brubaker and SGC Mundy described CECIL and its function and felt the database would be secure and efficient compared to the present way of processing data manually. DM Brubaker said the district employees will do whatever landowners want but continuing with the existent process is labor intensive. Presently she utilizes five computers and multiple thumb drives. Not having a central area for information is difficult on staff.

Member Hussey asked, "Isn't this is the same discussion as the last meeting?" DM Brubaker agreed, and said the office has received a lot of phone calls this week. She had originally hoped to have a board decision because the more progress being made on the database the more pressure toward a concerted decision.

SGC Mundy said the other counties have joined but do have a handful of landowners who have opted out and their information is manually entered in. She felt HSWCD could not handle more than 10 landowners opting out. Member Sharp asked how large the staff at the Malheur District was (SGC Mundy's answer: 4 or 5). Member Hussey asked why (the landowners opted out) and DM Brubaker said for security, similar reasons as our landowners.

SGC Mundy presented CECIL to a local IT expert Boyce LaForest, who researched the proposed database. He said the cloud providers such as Amazon Web Services, ESRI and Microsoft Azure are

secure as any technology involving HIPAA or credit card transactions. She said Mr. LaForest could be contacted for further information if need be.

Member Hussey asked about landowner opinion and Chair Dunten reminded him the district has signed agreements to keep records in house. Member Sharp said she wasn't sure if the agreement specified in house. She felt in house computers are the least secure way. SGC Mundy said the constituents in present way are not secure and the more information acquired the less secure it will be.

Member Hussey offered to start the ball rolling and said as a landowner and board member he was in favor of his information being put on a cloud database. Member Sharp concurred. Chair Dunten said "Your decision is your responsibility."

Guest William Dunten was recognized. He said it was against the law to vote on any subject like this without public input first. Member Sharp disagreed. DM Brubaker said she is not asking for a vote now and that the subject was changed to discussion on the agenda. She said that this information has been available to the public.

Much discussion followed between DM Brubaker, SGC Mundy, the board and Mr. Dunten. The dangers of being hacked were mentioned, as well as a previously destroyed thumb driver where information was lost, the options of landowners opting out and the cost of manual data inputting to the district and how it might curtail new enrollments.

Member Sharp said this is not serving the public. DM Brubaker said it was what landowners want. SGC Mundy asked if there were alternatives. DC Ryan described how the NRCS and FSA operated prior to cloud migration. Back up tapes were stored offsite in a safety deposit box. She was unsure of the cost, but it might be reasonable to explore.

DC Ryan said the NRCS's decision to go to the cloud was made in Washington, DC. The amount of data necessitated the decision and that NRCS has its own IT department and staff. SGC Mundy said that if the district maintained a separate server a private party would need to be hired. DC Ryan said a server doesn't need to be connected online IWM Rasmussen asked if the cloud would provide more than storage. DM Brubaker and SGC Mundy both said yes, adding landowners could also log on to view his/her own file. They would have security levels different than either of them.

Mr. Dryer expressed concern if he received a password and account that he might be hacked. DM Brubaker said this could also happen otherwise.

Some guests felt the board had not informed landowners well and would prefer to be emailed directly vs. looking at a newspaper or the website. Others were interested in the independent server. SGC Mundy offered to investigate. DM Brubaker said that there is a meeting on December 11th in Prineville where any board members interested could view the database construction.

DC Ryan said she had been out of the loop in recent months with workload, but she expressed concern that historically the CCAA was a grassroot effort, informing private landowners every step of the way. She hated to see the group not taking time and said that a decision shouldn't be made without weighing options. The district is being pushed into a decision when it should be listening to landowners.

DM Brubaker said there is additional information available at the meeting on December 11th, but it appeared the board isn't interested. Chair Dunten said she would be willing, weather permitting. DM Brubaker said that the district needed to ultimately decide if it is part of moving forward and have a voice and then see alternatives. DC Ryan said she heard tonight that a decision had to be made and then inform the landowners. "You need to back up."

At 4:59 pm, Alfred Dunten arrived to join the meeting. The discussion ended around this time with Mr. William Dunten requested that when the information is put together then pass it onto the landowner for a decision. Member Hussey and Sharp reiterated this position that they wanted the district to proceed.

NEW BUSINESS:

DM Brubaker said SDAO completed a risk assessment review. Basically, the district was advised to have employees take safety training on ATVs. There is potential to partner with NRCS. Staff working around heavy equipment would be required to train for that as well. DC Ryan said NRCS may have training videos on that subject. DM Brubaker said the Safety and Health program is for board members to review and later approve.

The SDAO also recommended forming a safety committee. There is one presently within the building (FSA, NRCS, and the district) discussing safety concerns on a monthly basis, but the district may need to form one of its own and complete a monthly evaluation. NRCS also may have forms for the district to adapt. The SDAO urged district employees to take advantage of free training opportunities.

Robert Gaslin of Gaslin Accounting CPAs PC presented the audit of FY 2018-2019. He explained two letters included with the audit report emphasizing the importance of segregation of duties (which is now a policy with the district). He also said money was recorded at the end of the fiscal year for work done in the fiscal year and believes recording it now will alleviate any future problems. He had praise for DM Brubaker's efficiency for the audit preparation. In all Mr. Gaslin gave the district a clean opinion, "the highest I can give." DM Brubaker also thanked the former DM Marty Suter who was participating remotely. He asked if the board had any questions. There were none. Member Hoagland thanked him for his service. OPG's Janae Trimble said she was very happy with the audit report and glad the one issue remedied by Mr. Gaslin will not happen again. She also asked if there were questions. Again, there were none. Mr. Gaslin left the meeting.

Member Sharp moved that the board accept the 2018-2019 audit report. Member Franklin seconded. All were in favor. The motion passed.

PROJECT UPDATES:

DM Brubaker provided an overview on SIA/Marching Down the Malheur then turned the discussion over to ODA's Snodgress who was participating remotely. Previously ODA Snodgress had emailed the board (included with minutes and board member binders) asking what steps the board should take. There is $125K of funds related to SIA on hold due to staffing turnover. The funds won't be there forever, and it is time for the board to make some decisions. The outlined what the funds are for and provided options for it the district wanted to utilize the funds or let them go. She discussed the SWCD convening a team to meet with OPP landowners. DM Brubaker said she and SGC Mundy will meet with ODA Snodgress on the 11th to map out next steps. The District has until February 2020 to decide. ODA Snodgress was thanked, and she left the meeting.

DM Brubaker and OPG Trimble submitted the financial report. OPG Trimble said there are not a lot of changes since the meeting is too early in the month and there is no bank statement. Member Sharp moved and Member Franklin seconded accepting the monthly finance report as presented. The motion passed.

Board members had in their binders an updated Riley Solar Farm on Best Lane (Antelope Winter Habitat) agreement for review and signatures. The district will manage $105,600 in mitigation funds. We will partner through ODFW. Chair Dunten asked "Haven't we voted on this already?" DM Brubaker said yes, we need signatures.

PUBLIC COMMENTS:

William Dunten again iterated for the district and employees to keep landowners informed. He highly recommended the district look into DC Ryan's option. Mr. Dryer also requested the district keep landowners informed. SGC Mundy said, "I don't feel we left you out of the loop. We're just now coming to a place to discuss." Former DM Suter asked questions about agendas, security and transparency. She said the board had previously voted down participating in a database. Mr. Dunten asked when the cloud was first discussed. SGC Mundy said the just the past few meetings. Mr. Dunten said his boss was concerned about it, "She told me to stay away". Member Hussey said (pointing to DM Brubaker and SGC Mundy), "I rely on these people to bring tech to me."

DM Brubaker said it was good to know the board supports staff. This past month she did not feel this way and said it was important for her and the staff to know if board members hear complaints or concerns from the public that they direct people to address office staff directly. Member Sharp said she agreed 100% and said, "Our job is to support." Other board members concurred.

The next meeting is scheduled for Thursday, January 23, 2020.

Member Hoagland moved to adjourn the meeting. Member Hussey seconded. The motion passed. The meeting adjourned at 5:50 pm.

Respectfully submitted,
Barbara Pearson, Admin Assist

Board Chair

2-6-20
Date