

**WHEELER SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

January 28, 2021

Meeting location: TELECONFERENCE

To join the meeting from a computer, tablet or smartphone:

<https://global.gotomeeting.com/join/780003645>

To dial in using a phone:

United States: +1 (224) 501-3412

Access Code: 780-003-645

The board meeting was called to order by Director Collins at 6:06 p.m. by the clock on the wall.

Directors

Jeremiah Holmes
Wayne Lindquist
Kale Haberman
David Hunt
Jim Bob Collins
Jason Davis

Assoc. Directors

Rob Wade
Amy Derby

Employees

Chase Schultz
Cassandra Newton
Brooke Moore
Bodie Brown

Others Present

Gabe Williams, RSI
Debbi Bunch, MJDBCWC
Maria Snodgrass, ODA
Damon Brosnan, NRCS
Kendall Derby, MJDBCW

OATHES OF OFFICE

Director Collins administered the Oaths of Office for **Jason Davis** (Zone 3), **Kale Haberman** (Zone 4), and **Wayne Lindquist** (Zone 5). Each of the elected directors and Director Collins signed the oath documents, which ODA will receive an electronic copy of.

APPOINTMENT: Director Lindquist **moved to appoint Jeremiah Holmes to the At-Large 1 position**, Director Davis seconded the motion. The **motion carried unanimously.**

BOARD NOMINATIONS

Chair: Director Collins **moved to nominate Jeremiah Holmes as the Board Chairman**, Director Lindquist seconded the motion. The **motion carried unanimously.**

Vice-Chair: Director Davis **moved to nominate Jim Bob Collins as Board Vice-Chairman**, Director Haberman seconded the motion. The **motion carried unanimously.**

Co-Treasurers: Director Lindquist **moved to Jason Davis and Kale Haberman as Board Co-Treasurers**, Director Collins seconded the motion. The **motion carried unanimously.**

AGENCY REPORTS

NRCS, Damon Brosnan: Damon stated that NRCS is getting prepared to have an April 16th signup deadline for EQIP and the new RCPP, which takes in the Butte Creek Watershed. He still has the forest funding pools on the north slopes of the Ochocos, which will be allowed for at least one more year; as well as, the Kahler funding pool. Damon stated that the Kahler funding pool has been a great success and he continues to gain landowners. Damon stated that there will be a general CSP signup again. The application deadline has not been announced, but will possibly be around March 12th.

Damon shared that the conservation kiosk has been installed at the Painted Hills National Monument Visitor Centers. It tells the story of the conservation work in the Bridge Creek Watershed and all the partnerships. He advised that this has been the first partnership between the National Parks Service and NRCS, which Wheeler SWCD was a key contributors

in the process. He stated that the first conservation easement in Wheeler County has been finalized through BMLT, which was part of the Northslope Ochocos RCPP.

Damon also provided a brief update on his team of staff. Abby has been promoted, Jessica started on the team last month, and he has a new-hire who will be joining the team in the next month or two. He advised his office is currently undergoing a Quality Service Review.

Damon gave a *shout-out* to the Wheeler SWCD staff and directors, saying that much of the NRCS work would not be as successful as it is without the Wheeler SWCD partnership. He stated Director Collins was interviewed by one of their Public Affairs Officers and she many great things to report back on.

Lastly, Damon advised that there will be a Local Workgroup Meeting on February 10th, which will be virtual. He understands that the virtual setting is not ideal, but he is hoping to have landowners attend. He will be sending personal invitations soon.

ODA, Maria Snodgress: Maria stated she is in attendance to hear the LAC/SIA update. She advised that the AgWQ program is currently reviewing the focus area initiative and is reaching out to districts for input of how it is going – successes and complications with it. She suggested that if anyone has input to share to provide it to Chase and he can forward it to her.

RSI, Gabe Williams: Gabe stated that Ben and he have been working to get a basis for design work on the culvert on Pine Hollow for installation this summer. He advised the Painted Hills project is progressing despite having to move more dirt than originally planned. He has submitted the first round of reports and OWRD paperwork for the project, which he will provide a copy to Chase and Cassi for the District files. He advised that there was a misunderstanding about the District being the fiscal manager for the project, but, in fact, the fiscal manager is the grantee – Bridge Creek Ranch. The District will still receive the administration funding, which he advised is the important part. The check will be sent to Bridge Creek Ranch, who will then pay the District. He stated there are a couple TA grants that are closing and he is working on coordinating projects into CREP.

MJDBC Watershed Council, Kendall Derby: Kendall stated he had nothing to report.

Mid John Day – Bridge Creek Watershed Council, Debbi Bunch: Debbi stated that the Council held their annual meeting on January 26th. Jeffrey Kee and Amy Derby to director positions, Kendall as President, Jeffrey Kee as Vice-President, and Amy Derby as Treasurer.

DISTRICT STAFF REPORTS

District Manager: Chase stated he does not have a lot to report on. His time has been consumed with project completion reporting – 3/5 are completed, 2 of which are submitted and approved. He is waiting on some cost-share information for the Fopiano project. He has revised the FIP application per request.

Chase stated that Brooke completed the CTWS project completion report, which was her first completion report for CTWS. He advised that the CTWS reporting differs from the OWEB reporting, but she did an excellent job!

Damon stated that Brooke has been submitting project completion reports to him, which have all been great. He advised he has full confidence in her work on reviewing projects and reporting back to him. He added the others signing off on her reports have also been impressed by her work.

Field Tech II: Bodie stated his monthly report is current.

Field Tech I: Brooke stated her monthly report is current.

MONTHLY BUSINESS

Minutes: The December 28, 2020 regular minutes were presented for review. Director Davis **moved that the regular minutes from December 28, 2020 be approved**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

The December 28, 2020 executive minutes were presented for review. Director Davis **moved that the executive minutes from December 28, 2020 be approved**, Director Haberman seconded the motion. The **motion carried unanimously**.

Budget Expense Report: The budget report dated January 19, 2021 was reviewed. Director Lindquist **moved that the budget report dated January 19, 2021 be approved**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

Bills: The check register dated January 1, 2021 – January 31, 2021 was reviewed.

Director Davis asked what the payment to Dieter Stargard was. Cassi advised he is the District's IT support specialist.

Chairman Holmes asked if the SDIS insurance renewal payment covered 6 or 12 months. Cassi advised it was a 12 month policy. He also asked who Canyon Properties were, which Debbi advised is Terry Long, west of the Painted Hills. She added that the payment was for the Bear Creek BDA project.

Director Haberman **moved that the bills dated January 1, 2021 – January 31, 2021 be approved**, Director Davis seconded the motion. The **motion carried unanimously**.

OLD BUSINESS

NEW POLICY, CHILDREN IN THE WORKPLACE: Cassi reached out to Norie at Gilliam SWCD, who stated they do not have a policy in place regarding children in the workplace. She added that due to sharing building space with NRCS, they follow NRCS policies for the most part. Cassi also reached out to the message board that includes all Oregon SWCD managers and only received 2 responses: (1) Malheur SWCD, "No, Malheur is housed in a federal building" and (2) Umpqua SWCD, "No." With little information available from other SWCDs, Cassi researched the topic and drafted a policy for the Board to provide feedback for revisions.

Director Davis stated he reviewed the policy and thought it would cover the District well.

Chairman Holmes requested feedback from Maria Snodgrass with ODA. She stated the only time children are allowed in the workplace is on the annual Bring Children To Work Day, but she offered to reach out to ODA Human Resources. Chairman Holmes declined and stated he was just curious of if she was aware of any similar policies.

Director Lindquist stated he spoke with a couple businesses today who stated they do not allow children in offices period. He stated there is always a potential of risk for harm to the child. He further stated that employees who have children present take away from the customers who visit the office.

Chairman Holmes asked if the District has a Maternity Leave Policy in place. Cassi advised that the policy in place that covers maternity leave is the FMLA/OFLA Policies, which permit up to 12 weeks of unpaid leave in a calendar year. She advised she received an Oregon Government Personnel Policy template that is over 100 pages, which she is working on writing for the District. Chairman Holmes stated that he likes the idea of teleworking options. He would like the District to consider offering paid maternity leave, but he prefer the policy to allow for District Manager discretion for exceptions and unusual circumstances. He advised that the Board is not responsible for managing, but for providing support to the District Manager to manage the personnel of the District. He would like to see the District be flexible considering how remote Wheeler County is and the salaries being lower. Vice-Chair Collins agreed and suggested teleworking be encouraged, but at the discretion of the District Manager.

Cassi asked if the Board is wanting maternity leave be part of this policy or included in the Personnel Policy, as it generally is. The Board advised it can be part of the Personnel Policy, but that it should include paid time and teleworking options to help accommodate the transition back to work. Director Lindquist stated he agrees with that and his only concern is not having a child in the office regularly. He does not agree with allowing exceptions to the policy to allow a children in the office. Vice-Chair Collins advised the policy could be revised to allow child in the office per for short term at the discretion of the District Manager, as necessary for the employee to fulfill responsibilities of their position while teleworking.

Chairman Holmes reiterated that the purpose of the policy is to guide the District Manager on making decisions based on the scope of the policy; giving the District Manager guiding principles to refer to under various circumstances.

Vice-Chair Collins asked Chase for his insight on the policy given his experience as District Manager. Chase advised that he does not agree with the responsibility of the District Manager to address possible distractions to co-workers and the workplace, but that it should be solely on the employee parent. He advised that the policy puts more on the District Manager than he would like to see. He stated that he likes the circumstances part of the policy and agrees with Chairman Holmes about having leniency, but he does not agree with making decisions based on another's child. He would prefer to not have a blanket policy of absolutely no children in the workplace for any reason, as he agrees with Cassi in regard to allowing exceptions for circumstances beyond control where the employee is needed at the office.

Debbi stated that due to Coronavirus, teleworking is progressing the workplaces. She also would like to suggest the Board be more understanding of Wheeler County not being childcare-friendly and the availability of options is very limited. She advised that in order to recruit and retain talented, hard-working staff members, she feels there does need to be some leniency. Chairman Holmes agreed with Debbi, stating that he sees this as an issue from court to the small businesses to the stores; advising that if the District is not flexible, it will not be able to retain talented people. Director Lindquist stated he would just like to see a policy in place that does not allow children in the workplace "day in and day out."

Chairman Holmes suggested tabling this topic until March. In the meantime, he would like Chase and Cassi to revise the policy based on this discussion and further research of policies regarding maternity leave and teleworking. Chase agreed.

ANNUAL MEETING PLANNING: Chairman Holmes stated that he sees the possibility of holding an in-person event before June 30th, but the Board needs to start making a plan. He would suggest making plans for March or April and using June as a backup, if restrictions hinder plans again. Vice-Chair Collins asked if Wheeler County is open for such an event now and Chairman Holmes advised that indoors is limited to 25 people, while outdoors is limited to 100 people. Chairman Holmes stated that the matter of being in-person or virtual can be tabled, but the Board should consider choosing a date.

Director Davis suggested that the Board chooses the month and have the staff choose the date based on their schedule. Chairman Holmes asked each of the staff individually if they would prefer March or April, consensus was March.

Debbi asked if all other details and costs previously decided remains and the Board agreed plan according to prior decisions.

LAC / SIA: Vice-Chairman Collins and Director Davis suggested tabling this matter until February or March, as the current meeting has a long agenda. The Board agreed.

WATER RIGHTS UPDATE: Cassi read the latest update from Hayes McCoy:

From Hayes McCoy on January 13, 2021:

Yesterday [January 12th], we submitted the Claim of Beneficial Use and Request for Assignments to the OWRD.

The Claim of Beneficial Use is made to issue a Water Right Certificate.

The Request for Assignments is to assign the water right to the individual land owners from Wheeler SWCD. Notification of assignment has been sent to all three landowners.

Attached is our submittal packet to OWRD for your records. OWRD will notify us if anything else is needed. Otherwise, the department may take up to five years to issue a certificate. I will be following up with OWRD on the Request for Assignment to ensure those requests are processed and Wheeler SWCD can be relieved of any water right responsibility.

Cassi reiterated that the application which had an October 2021 deadline had been submitted, but OWRD can take up to five years to issue the certificate. Gabe Williams stated that OWRD took 27 years to issue a certificate to his dad. Vice-Chairman Collins asked Gabe if there was an option to expedite the process for a fee. Gabe advised there is an expedited reimbursement authorization option, but we have already gone through that process for this application. He stated that the expedited option is for the process up to the Claim of Beneficial Use and the process thereafter can take anywhere from 3-5 months to 3 decades to complete.

WATERSHED STATEMENT OF FINANCIAL ACTIVITY: Cassi stated there is no action needed on this item, but if the Board has any questions Debbi or she could answer them. Debbi stated that she believes it now formatted in a manner that is easier to read and understand. There were no questions.

WHEELER COUNTY WEED BOARD: Director Haberman stated that the WCWB has decided to postpone asking the county for funding. He advised that it appears the SWCD will have enough funding through OSWB to cover Bodie's wages, which was the greatest concern. He stated the WCWB does want to move forward with expanding the Board, but they do not know what that process is, yet.

NEW BUSINESS

Cassi advised that she conducted some research to determine the minimum requirements of annual nominations and designations. Since all districts seemed to differ in what is done annually, she reviewed the SDAO SWCD Guidebook. Cassi explained that there are two types of committees – standing and short-term (ad-hoc). She stated that not all the committees and designations are required on an annual basis, but she believes Judy may have done them annually for the simplicity of referring back to the information. Chairman Holmes explained in detail the two types of committees and advised the Board should state in the motion which type is being assigned to the committee being voted on.

NOMINATING COMMITTEE: Cassi advised that the Nominating Committee last year was Director Davis, Director Lindquist and Vice-Chair Collins, and Vice-Chair Collins was Chair of the committee.

Director Lindquist **moved to have the Nominating Committee be standing with Director Davis, Vice-Chairman Collins and himself as members, and Vice-Chairman Collins as Chair**, Director Haberman seconded the motion. The **motion carried unanimously**.

PERSONNEL COMMITTEE: Chairman Holmes advised that the Personnel Committee last year was all current board members and Vice-Chairman Collins was Chair of the committee.

Director Davis **moved to have the Personnel Committee be standing with all current directors of the SWCD Board as members, and Vice-Chairman Collins as Chair and Director Haberman as Vice-Chair**, Director Lindquist seconded the motion. The **motion carried unanimously**.

ASSOCIATE DIRECTORS AND DIRECTOR EMERITUS: Chairman Holmes asked Rob Wade and Amy Derby if they were interested in the associate director positions for 2021-2023. Both stated they were interested.

Director Haberman **moved to have the nominate Rob Wade and Amy Derby as Associate Directors, and Ted Molinari as Director Emeritus** Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

REGISTERED AGENT AND OFFICE: Cassi advised that special districts are required to designate a registered agent and a registered office. Once designated and filed with SoS and county clerk, it remains until changed. Therefore, no action was taken on this item.

MEETING LOCATION / ANNUAL MEETING LOCATION / PUBLICATIONS / INSURANCE AGENT OF RECORD: Chairman Holmes stated that the meeting location has been Big Sarvice; the Annual Meeting Location has been the Spray Grange; publications of record were previously The Times Journal, Wheeler County News, and East Oregonian; and, the insurance agent of record was previously Mandy Gunn with PayneWest through SDIS.

Director Davis advised that he had concern with the meeting location being Big Sarvice if the COVID situation is prolonged. He suggested that the Board consider looking into alternative locations with phone and internet capabilities, as well as a larger meeting area to accommodate restrictions. He stated that he has no objections to meeting at Big Sarvice, but it has been a conflict this past year due to the restrictions in place. Vice-Chairman Collins asked if a wireless hop would be line of sight from the District office. Many stated no. He then asked if any cell providers had service at Big Sarvice. Debbi advised that US Cellular does not and Chairman Holmes advised Verizon sometimes can get one bar of service there but it is not often enough for a call. Vice-Chairman Collins asked if a booster would enhance the signal strength. Chairman Holmes stated that he does not believe so because the booster would have to reach the top of Butte Creek where the tower is. Cassi asked if the suggestions being discussed were at the District expense.

Chairman Holmes advised his concern of moving the location is travel distance, as Big Sarvice is central to all communities. Chase asked if there was a need for internet and phone access when the District returns to in-person meetings. Director Davis stated that with the COVID restrictions continuing to be extended, his concern is that in-person meetings will not resume anytime soon. Vice-Chairman Collins stated that it would be nice for OWEB, NRCS, ODA, and other organizations to be able to participate in our meetings. Maria Snodgrass with ODA agreed and stated she has enjoyed being able to participate.

Director Lindquist asked about the phone line that is at Big Sarvice. Cassi advised that there is a phone line in the conference room building, but the District does not have access. Chairman Holmes stated there is no long distance on the phone line and Debbi stated that the phone line is currently forwarded to Judy Potter's house. Director Lindquist asked if the District could contact the phone company to inquire about the option of an additional line. Chairman Holmes stated that would be an added expense to the District for an additional phone line. Director Lindquist stated that he was referring to installation of an additional off the same line ran to the District office.

Cassi stated that internet and phone access is not as much a priority as it is a benefit. She does not agree with the District putting additional funds into a meeting location that the District already expends funds for a monthly rent of the location, when there are meeting locations that would not cost the District rent fees and has these capabilities. Chairman Holmes stated that there would not be a monthly cost to the District if the line comes from the office, as the District already has a service plan in place. Director Lindquist asked Cassi if she was suggesting moving the location to the Rock. Cassi stated not necessarily the Rock, as there are many options in Wheeler County which allows meetings to be held at no cost. Vice-Chairman Collins stated that Big Sarvice is the only central location for everyone.

Chairman Holmes suggested to table this topic while Cassi contacts the telephone company to inquire about the possibility of the office line being extended to Big Sarvice. Cassi advised that the Board reach out to Sandi Hiatt with ODA, as she is the one who suggested the Board consider alternative locations to aid in removing conflict of interest related to intertwined District connections with Judy Potter. Chairman Holmes advised that the goal is getting the District aligned with ODA's guidelines to keep the grant funding opportunities available. Vice-Chairman Collins stated

that ODA should understand that the District is in a small county with limited options for meeting location, as the only central locations are Big Sarvice or the District office. Jeremiah stated that the office would be the ideal location to hold the board meetings. Vice-Chairman Collins asked why the meetings aren't held at the office. Cassi, Debbi, and Chase all advised that the office is too small to even accommodate the regular attendees, such as the directors, staff, etc.

Chairman Holmes suggested that the Board move on to the remainder of the agenda and table this topic. He suggested that a director reach out to Sandi Hiatt regarding meeting location for the District and report back at the next meeting. Director Davis agreed to do so.

Director Lindquist **moved to have the meeting location, annual meeting location, publications and insurance agent of record remain the same**, Director Davis seconded the motion. The **motion carried unanimously**.

AUTHORIZED BANK SIGNER: Cassi advised that the current signers are Chairman Holmes, Director Lindquist, David Hunt and Chase Schultz. She stated that per policy, Vice-Chairman Collins, Director Haberman and Director Davis will need to be added as signers, while Director Lindquist and David Hunt need to be removed.

Chairman Holmes explained to the new signers the requirement to sometimes go to the office or meet Cassi to sign checks. Vice-Chairman Collins asked if e-signatures are accepted for the District checks. Cassi advised that it would depend on the systems used by Judy and the regulations set forth by the bank. Chase stated that he believes e-signatures are not legally binding, which is required for checks. Chairman Holmes stated that e-signatures defeat the purpose of requiring two signatures for the checks. Cassi advised that there has not been an issue to collect signatures for the checks. Director Davis stated he is willing to go to the office or meet Cassi whenever necessary.

Director Lindquist **moved to remove himself and David Hunt as bank signers; add Vice-Chairman Collins, Director Haberman and Director Davis; and, keep Chairman Holmes and Chase Schultz**, Director Davis seconded the motion. The **motion carried unanimously**.

SDAO BOARD PRACTICES ASSESSMENT QUESTIONNAIRE: Cassi quoted SDAO's explanation of the BPA:

The BPA is a facilitated, 90-minute self-assessment involving all board members in rating their effectiveness in six key areas of risk management effectiveness and is offered as a free service from SDAO Consulting Services. Results of the BPA underscore the significant link between board performance and their district's risk management effectiveness. Simply put, good board practices lead to sound risk management. More about this from SDAO in the packet.

She advised that SDAO sent a notice out offering this service, so she is forwarding it to them as the Board. Chairman Holmes stated that it is something that should be utilized, but finding 90 minutes to take the questionnaire is difficult. All directors stated they were not interested in completing the questionnaire.

MONTHLY MEETING DAY: Chairman Holmes asked the everyone present if Thursdays seemed to work for the monthly meeting day. Vice-Chairman Collins asked Chairman Holmes if it worked for him, as he previously had a conflict of meetings on the last Thursday of the month. Chairman Holmes advised that it does not only affect him, but also Cassi and his wife, as they are all Spray EMTs. He stated that he will make it work, as there are two EMT meetings a month and he can attend the other one. He advised that the concern is with the staff because of the early start time on Thursday after a late meeting on Wednesday. Director Lindquist stated that maybe it should stay on Wednesdays or doing the third Thursday if Thursday affect two attendees. Cassi advised that she will make whichever day work, she does not have a preference. The directors asked each of the staff individually and each of them prefer Thursday.

Vice-Chairman Collins **moved to change the monthly meeting to 6pm on the last Thursday of every month and to change the necessary policies**, Director Haberman seconded the motion. The **motion carried unanimously**.

INSURANCE: Cassi advised that per the new Financial Policy and Procedures, the Board of Directors review insurance renewal documents. Director Lindquist asked if the printer, computers, and other equipment should be listed on the schedule that has the ATV and UTV. Cassi stated that the printer is leased, so it is covered by liability through the lease agreement and the other equipment is included under the personal property coverage as lump sum. She stated that the asset schedules cover certain property over a listed depreciated value. Director Lindquist asked about the mention of chemical. Cassi state that there the coverage includes storage of chemical, which was the reason the District was awarded the safety grant that installed the exhaust fan in the chemical room. Chairman Holmes asked why there was no ethical complaint costs. Cassi stated it is covered through DAS.

FINANCIAL REVIEW: Cassi advised per the new Financial Policy and Procedures, the Board of Directors review monthly transaction reports, bank statements, and account reconciliations. Cassi asked if the directors would prefer to have individual copies in the packets or if they are okay with her providing one copy at each meeting for the directors to share. Director Lindquist asked if this regarded the budget updates that are currently included in the packets. Chairman Holmes stated that the budget update will remain in the packet each month, but according to the auditor it is best practice to provide all financials to the Board for review to protect everyone involved. He explained that the directors are ultimately responsible if something happens and providing the financials for monthly review does not only protect the directors, but also the individuals handling the financials. Director Lindquist asked when the statements are received. Cassi stated that the statements are received in the first couple of weeks for the prior month, so the financials presented at the Board meeting will include everything for the month prior. She advised that the reconciliations that are presented for the review will include the account statement and images of checks, transfer and deposit receipts, void checks, electronic payments receipts, a registered balance for the account, and other pertinent information related to activity on the accounts; also included will be the general ledger trial balances and check registers. The directors stated they would prefer the financials be included in the packets. Cassi reminded the directors that Judy Potter provides the financials to her, so the ability for financials to be included in the mailed packets is contingent on her receiving it in time from Judy. Chairman Holmes stated that if there becomes an issue of not receiving the financials in time to be mailed with the packets, the Board may choose to make a motion to set a deadline to ensure inclusion.

MANAGER RECRUITMENT: Chase requested the Board to start taking action on recruiting for the District Manager position. He advised that he actively seeking other employment and would like to expedite his plan to leave up to June 2021. Vice-Chairman Collins stated that he spoke with Chase briefly about this matter and considering the extended time the last District Manager recruitment took, he suggested the District look to start advertising immediately. Chairman Holmes recommended having a Personnel Committee meeting to review the information used in the prior recruitment. He requested Chase to attend to discuss some of the issues and adjustments to be made to the prior information pertaining to the job description and what it entails. Vice-Chairman asked if the whole Board can be present at the meeting without meeting notice. Chairman Holmes advised that no decisions can be motioned voted on in the Personnel Committee meeting. After reviewing calendars, the Board and Chase opted to hold a virtual special meeting on February 11, 2021 to discuss the recruitment process.

OTHER BUSINESS NOT LISTED

PAYMENT DATES: Cassi explained to the Board that since the adoption of the new financial policies, there has been a lot of stress related to the transition in procedures. She stated that one of the new policies is that every invoice the District receives for payment has to be accompanied by an AP request form when sent to Judy. Judy is now requiring the District to complete the allocation of the payments to the various funding sources. Cassi advised that she has done her best to learn the allocations in the past two weeks, but she had no prior training or understanding of the allocations and there is a lot involved. She stated that it has been a stressful transition. Cassi advised that Judy has set a deadline for all payment requests to be provided to her at least 4 working days before the board meeting and she will no longer be sending reminders of the deadline to staff. She has also stated that any requests received after that deadline will not be processed for signatures at the board meeting. Director Lindquist asked when the due dates were for the Districts recurring payments. Cassi advised there are a few statements which consistently received after Judy's set deadline. She

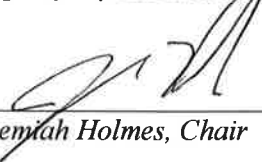
stated she does not know all the exact due dates, but can review all due dates to determine the most logical second payment date.

Director Davis moved that the District set two payment dates per month and the dates be set by Chase and Cassi based on payment due dates, Vice-Chairman Collins seconded the motion. The motion carried unanimously.

NEXT MEETING DATE: The next regular meeting date will be on **February 25, 2021** at 6:00 pm. Cassi will provide notice of whether the meeting will be held in person or virtually.

ADJOURNMENT: There being no further business, the meeting was adjourned by Chairman Holmes at 8:32 p.m.

Respectfully submitted by Cassandra Newton



Jeremiah Holmes, Chair



Chase Schultz, District Manager