



Board Approved 7/19/2007

Jackson Soil & Water Conservation District  
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**MINUTES NOT FINAL UNTIL APPROVED**

**June 21, 2017**  
**Jackson Soil and Water Conservation District**  
**(JSWCD)**  
**Board Meeting Minutes**

**Directors**

Allan Campbell – Chair  
Don Hamann – Director  
Ron Hillers – Director – Treasurer/Secretary  
Barbara Niedermeyer – Vice Chair  
Marilyn Rice – Director  
Juanita Wright – Director  
Stan Dean – Director

**Staff & Guests**

Paul DeMaggio – Soil & Water Engineer  
Markie Germer – Administrative Specialist  
Kora Mousseaux – Urban Planner  
Clint Nichols – Rural Planner  
Jenna Sanford – Natural Resource Technician  
Randy White – District Manager

Board Chair Campbell opened the Board meeting at 4:02 pm.

**AGENDA**

Director Dean requested time under *Board Reports* to update the Board on the recruiting progress for the new OACD Executive Director. The Board concurred.

**MINUTES**

**A motion by Director Neidermeyer with a second by Director Rice to approve the minutes from the May 17, 2017 Board Meeting with the correction on page three, under the heading *Soil and Water Conservation Commission (SWCC)*; it should read *Oregon Association of Conservation Districts (OACD)* and it was the OACD Annual Meeting not the SWCC Annual Meeting. The motion passed unanimously.**

**TREASURER REPORTS**

**A motion by Director Hillers with a second by Director Hamann to accept the May Treasurer Reports as presented passed unanimously.** Next month the Board will review Budget vs. Actual quarterly financial report.

**STAFF REPORTS**

Kora reported that the Rogue Valley Mall Project for a storm water master plan that was District Funded has been completed and she has a digital copy of the project and the results for those interested.

Clint reported that on July 26 from 1pm – 6pm in the District Conference Room there will be a blood drive. He invited the Board to register on-line for this event.

Paul reported that the Bradshaw Drop Project had monitoring equipment installed to help with the flood to sprinkler conversion project that will cover 400 acres.

### **CORRESPONDENCE**

The save the date for House Bill (HB) 2349 is for a gathering in Salem to support the bill. Stan reported that a letter was sent in support of HB 2349 to the Jackson County senators, representatives and to the Joint Ways and Means Committee as well as the Agriculture & Natural Resource Committee.

Nellie McAdams will compose a letter to the editor for the District to review and make revision for the local newspaper, to speak to a local newspaper reporter, or to send the talking points to the local newspapers to get the word out. **A motion by Director Niedermeyer with a second by Director Hillers to have McAdams compose a letter to the editor including some of Director Dean's original letter that explains what the District is and why it's important to Jackson County residents. Include both McAdams phone number as well as District contact information. The motion passed unanimously.** Both Directors Dean and Wright will help with Nellie McAdams' letter to give it a local perspective. The original letter from Director Dean will be sent to the Board for review.

### **BUILDING COMMITTEE**

Final payments are still pending until both Vitus Construction and Straus and Seibert send in their final invoice with the reconciled change orders. The front door still needs some work to be fully functional. District Manager White will talk to the Vitus foreman to get that accomplished.

### **DISTRICT FUNDS COMMITTEE**

Director Niedermeyer reported that the District Funds Committee met to review one application. The application was sent back to be resubmitted because of the lack of information. Staff already have projects lined up for potential funding for this next fiscal year, that if successful would deplete the District Funds appropriations.

### **PERSONNEL COMMITTEE**

The committee met to interview the candidates for the Education and Outreach Coordinator position and Karelia Ver Eecke was chosen. She has accepted the offer and will start on July 5<sup>th</sup>. Tomorrow the Committee will interview candidates for the Office Assistant.

### **NEW BUSINESS**

#### **2017-2018 JSWCD Budget**

**A motion by Director Niedermeyer with a second by Director Dean to approve the 2017-2018 Budget Resolution #17-06/87 to adopt the budget, make the appropriations, impose the tax, and categorize the tax as presented. The motion passed unanimously.**

#### **Review AdHOC & Standing Committees**

**A motion by Director Niedermeyer with a second by Director Hillers to continue with the same committee members for the 2017 -2018 fiscal year for the following committees; Personnel, District Funds, and Building. The motion passed unanimously.** Members of the Personnel Committee are Directors Hamann and Wright and District Manager White. Members of the District Funds Committee are Directors Campbell, Niedermeyer and Rice, and District Manager White. Members of the Building Committee include District Manager White and Directors Hillers, and Dean.

**A motion by Director Rice with a second by Director Wright to continue with Equipment AdHOC Committee until it becomes inactive passed unanimously.** District Manager White, Clint Nichols, and Directors Hamann and Hillers will research equipment and bring recommendations to the Board as needed. Director Dean and District Manager White were appointed to Advocacy AdHOC Committee. The Board approved the above committee members for the 2017-2018 Fiscal Year.

**Scope Of Work (SOW) & Focus Area Action Plan (FAAP) and Supporting Documentation**

**A motion by Director Dean with a second by Director Niedermeyer to approve the SOW and FAAP and give signatory authority to District Manager White for all supporting documentation passed unanimously.**

Director Campbell announced that Jackson County Commissioner Roberts is looking for participants for Natural Resources Advisory Committee. Anyone interested should contact Commissioner Roberts. Her business card was passed out.

**Staff was excused at 5:00pm.**

**Personal Services Contract**

This contract is to help the District fulfill the SOW and FAAP obligations that cannot be accomplished by staff. Director Dean questioned the informal bid process since the entire contract covers five years for a total of \$380,000.00. The total five year contract amount is over the maximum \$150,000.00 for the informal bid process. District Manager White stated that legal counsel helped with the original contract five years ago. The basic question the Board has, is this a \$76,000.00 one year contract or a \$380,000.00 five year contract?

**A motion by Director Dean with a second by Director Hamann to approve Personal Services Contract and give signatory authority to District Manager White with the condition that the District Manager contact legal counsel on the interpretation of the figures as stated in the question above. If the contract is not valid, District Manager White is authorized to amend the contract to a one year contract. The motion passed unanimously.**

**Governor's Fund now called Oregon Business Development Department - Signatory Authority**

**A motion by Director Wright with a second by Director Hillers to approve grant # RIS 1617 and give signatory authority to District Manager White for all related documentation associated with this Grant passed unanimously.** The one time signature of the highest ranking officer, which is Board Chair, Allan Campbell, is necessary for authorizing the two signatures required on the disbursement of funds form.

**A motion by Director Wright with a second by Director Hamann to give signatory authority for the disbursement of funds to District Manager White, Administrative Specialist, Markie Germer, and Rural Planner, Clint Nichols. This motion passed unanimously**

**EXECUTIVE SESSION**

Board Chair, Allan Campbell called for an Executive Session per Oregon Revised Statutes 192.660 (i) *"To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."*<sup>1</sup> Also to discuss employee salary and step increases.

The Board Meeting resumed at 5:47pm.

Director Wright, on behalf of the Board congratulated the District Manager for another successful performance review. She also reported that the Board approved a salary increase. The Board recommended that he continue to work on his professional development with Karen Bold as well as with available trainings as they arise.

**A motion by Director Wright with a second by Director Dean to approve the District Manager's salary increase and the salary increases of the Engineer, Urban Planner, Rural Planner and the Administrative Specialist. The motion passed unanimously.**

**MANAGER UPDATE**

Board Chair, Allan Campbell signed the Certified Public Accountant (Richard W Brewster) agreement to perform the audit for 2016-2017 fiscal year.

**OREGON WATERSHED ENHANCEMENT BOARD (OWEB) SMALL GRANTS**

Director Niedermeyer reported that the \$413.00 that was not spent was returned to OWEB. The small grant team is in the process of updating their by-laws for the next biennium in case OWEB decides to fund small grants.

**SOIL AND WATER CONSERVATION COMMISSION (SWCC)**

District Manager White reported that he spoke to Manette Simpson from ODA regarding the quarterly meeting to be held in August in Jackson County. The SWCC will arrive on August 10<sup>th</sup> and depart on August 11 in the afternoon. The theme is Partner Development. Examples of speakers are Lomakatsi and NRCS on the AFAR project, the RRWC on Wagner Creek, and the Land Steward Program. They will visit several partner related project sites.

**OREGON ASSOCIATION OF CONSERVATION DISTRICT - EXECUTIVE DIRECTOR**

Director Dean reported that the announcement for the Executive Director of the OACD is on the website. The salary is a concern because OACD does not have the customary wage for an Executive Director.

**ROGUE RIVER WATERSHED COUNCIL (RRWC)**

Director Dean included in the Board packet his report from the RRWC Board Meeting. He had nothing more to add.

**AGENDA BUILD**

Director Dean asked about the Rain Water Harvest ordinances for Jackson County. It was suggested that Colleen Roberts be contacted to work on this matter and perhaps the District should start another AdHOC Committee for this issue. Kora should have some information that Director Dean gave her.

There was no public comment.

Director Wright left the meeting at 5:58pm.

The meeting adjourned at 6:00 pm

Respectfully submitted by:

Markie Germer

Markie Germer

Official Minutes approved as printed:

Allan Campbell Date 07-19-17

Approved as amended:

\_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> www.oregonlegislature.gov/bills\_laws/ors/ors192