



Jackson Soil & Water Conservation District  
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April 27, 2016

**MINUTES NOT FINAL UNTIL APPROVED**

**Jackson Soil and Water Conservation District  
(JSWCD)  
Board Meeting Minutes**

**Directors**

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

**Staff & Guests**

Randy White – District Manager  
Markie Germer – Administrative Secretary  
Clint Nichols – Rural Planner  
Erin Kurtz - Natural Resource Conservation Service (NRCS)  
Tom Dover – Rogue River Watershed Council (RRWC)

Board Chair Campbell opened the Board meeting at 4:10 p. m.

**AGENDA**

District Manager White requested that the Board make a recommendation for the following job positions; a receptionist, an IT position, and a Project Technician along with the recommendation on the Intern Position that is already on the agenda. Also the topic of the Large District Funds Application is still being fine-tuned; therefore, it will be brought to the Board at the May Board Meeting. Director Dean wanted District Manager White to update the Board on the progress of the Strategic Plan. Director Campbell requested that the May 18th Board meeting be changed to May 25, 2016 because the Oregon State University Extension has scheduled Phil Van BusKirk's retirement party for the evening of 18<sup>th</sup>.

**A motion by Director Niedermeyer with a second by Director Hillers to change the May Board Meeting from May 18<sup>th</sup> to May 25<sup>th</sup> passed unanimously.**

**A motion by Director Rice with a second by Director Dean to hold the 2016-2017 Budget Committee Meeting on May 25<sup>th</sup> after the Board Meeting starting at 6:30 pm and to hold the subsequent Budget Committee Meeting, if required, on June 1, 2016 passed unanimously**

**MINUTES**

**A motion by Director Niedermeyer with a second by Director Hamann to approve the minutes from March 16, 2016 Board Meeting passed unanimously.**

**TREASURER REPORTS**

**A motion by Director Hillers with a second by Director Rice to accept the Treasurer Reports as presented passed unanimously.**

Quarterly Financial Report was included in the Board Packet. If there are any questions please call District Manager White.

**Staff Reports**

Clint Nichols reported that he and Sarah Sauter of Rogue River Watershed Council (RRWC) are finishing the Oregon Watershed Enhancement Board (OWEB) grant for the Strategic Implementation Area of the Wagner Creek watershed relating to pesticides.

**OLD BUSINESS**

**Building Committee**

The Building Committee will give their update later when the Board discusses the topic of *Bid for Building Remodel, Annex & Parking Lot* under New Business.

**Board Clarification of Motion on Building Remodel Authorization**

District Manager White requested clarification of the October 21, 2015 Board motion that gives signatory authority to both District Manager White and Board Chair Campbell on matters of the Building Remodel. The way the motion reads, it could be construed that both signatures are required when authorizing any documentation pertaining to the remodel.

**A motion by Director Niedermeyer with a second by Director Rice to rescind the October 21, 2015 motion regarding signatory authority for matters pertaining to the building remodel passed unanimously.**

**A motion by Director Rice with a second by Director Hillers to give signatory authority to District Manager White or Board Chair Campbell regarding remodel change orders and all matters where authorization is required for the building remodel, annex, and parking lot up to the approved budgeted amount including the contingencies. The motion passed unanimously.**

**District Funds Committee**

Director Rice reported that six District Funds Applications were submitted. The Committee recommended that one application be held over until the next fiscal year. A total of 5 were recommended equaling \$ . The Budgeted District Funds are now depleted for this fiscal year.

**Amend the 2016-2017 Budget Calendar**

**A motion by Director Niedermeyer with a second by Director Dean to amend the 2016-2017 Budget Calendar to reflect the above motion that changes the Budget Committee Meeting to May 25, 2016 and the subsequent Budget Committee Meeting to June 1, 2016 passed unanimously.**

**NEW BUSINESS**

**Amendment to Resolution 10-03/38 to automatic COLA**

**A motion by Director Dean with a second by Director Rice to amend *Resolution 10-03/38 Step Increases and Cost of Living* to make the cost of living adjustment effective July 1 annually passed unanimously.**

**Intern, Receptionist, Project Technician, and IT positions**

Director Wright reported that the Personnel Committee met and discussed the Intern position and recommended the Board approve this position as well as the positions for receptionist, project technician and IT position. District Manager White discussed the reasons for hiring more employees. As the District takes on more projects through the District planning process, District Funds projects, ODA's SOW, and partners, it has become necessary to hire more staff to help with monitoring projects, site visits, administration, technical support, etc.

**A motion by Director Dean with a second by Director Hillers to approve hiring an Intern, Receptionist, Project Technician, and IT on condition of the approved 2016-2017 Budget. The motion passed unanimously.**

**Supplemental Budget**

**A motion by Director Rice with a second by Director Wright to approve the Supplemental Budget in the amount of \$1744 passed unanimously with a roll call vote as following:**

- Niedermeyer – Yes**
- Rice – Yes**
- Dean – Yes**
- Wright – Yes**
- Hillers – Yes**
- Hamann – Yes**
- Campbell – Yes**

**Bid for Building Remodel, Annex & Parking Lot**

District Manager White reported that only one bid came in from Vitus Construction; the same construction company that did the first remodel. He handed out the Bid break-down with three different Descriptions compiled by the Building Committee.

**A motion by Director Dean with a second by Director Hillers to approve Description#3 of the Vitus Construction Bid in the amount of \$519,600. But before signing the contract with contactor try to get more information on the remodel and make sure that the figures are correct.**

**This motion passed unanimously with a roll call vote as follows:**

- Niedermeyer – Yes**
- Rice – Yes**
- Dean – Yes**
- Wright – Yes**
- Hillers – Yes**
- Hamann – Yes**
- Campbell – Yes**

**Intergovernmental Agreement (IGA) with Oregon Department of Forestry (ODF) for Wood Chipper**

**A motion by Director Rice with a second by Director Wright to adopt the IGA with ODF for the Wood Chipper. After a short discussion, it was noted that on page 2 of the IGA under Department Responsibilities, the following needs to be deleted from the IGA before signing: That ODF will Facilitate the distribution of funds to the DISTRICT in amount up to \$10,000.00 toward the purchase of the chipper.**

**The motion was amended to include the removal of the above stated section before signing this IGA. The motion passed unanimously.**

**Avigation, Noise & Hazard Easement**

District Manager reported that basically this document is to allow for airplanes to fly above the building. This agreement needs to be signed before building permits can be issued. He needs signatory authority.

**A motion by Director Niedermeyer with a second by Director Rice to give District Manager White signatory authority to sign the above agreement passed unanimously.**

**Annual Work Plan**

**A motion by Director Dean with a second by Director Hamann to approve the 2016-2017 Annual Work Plan as presented with the spelling correction of Forest and Range Day Camp in the Rural Natural Resource Planner page, section C and fourth line down. It was also suggested to include other irrigation districts on the Acronyms page. The motion passed unanimously.**

**REPORTS**

**Manager’s Briefing**

District Manager White reported that if the OWEB grant for the SIA is approved, the Board will need to approve the agreement as it is over \$50,000. The Board needs to approval for the Oregon Water Resources Department (OWRD) Grant for an irrigation project in Little Butte Creek if it gets funded. Lori Tella, the District’s Urban & Community Conservationist will be leaving to work with a local landscape architect. She will work part time until early June and she has agreed to contact with the District to help with the transition of her replacement. The next monthly teleconference with the Oregon Association of Conservation Districts (OACD) is on Thursday, April 28<sup>th</sup> starting at 10a.m. Please let the office know if you will be attending this meeting.

**NRCS**

Erin reported that the deadline for program funding is June 15. The third round for the Joint Chiefs has just opened up and the deadline is June 17. They attended a meeting at the Cow Creek Tribal Headquarter. Pete Winnick attended a job fair at Southern Oregon University. Erin also said her Supervisor, Heather Medina Saucedo, expressed interest in having a Board Member take her on a tour of their property. She feels this would help promote a better connection with the District and NRCS. The Board should contact Erin if they are interested.

**Oregon Association of Conservation Districts (OACD)/OWEB**

Director Niedermeyer reported that the Small Grant Application deadline is from May 12 to May 23. The Small Grant Team has been allocated \$100,000.

**Soil and Water Conservation Commission (SWCC)**

Director Rice reported that Envirothon will be May 6<sup>th</sup> at the Oregon Gardens. Two local teams will participate; one from Butte Falls and one from Logos. Resources and People (RAP) Camp is scheduled from June 12 -18<sup>th</sup>. This is RAP Camp’s 25<sup>th</sup> year. ODA has hired two people for Water Quality. The Commission will be meeting on Monday May 23<sup>th</sup>, 9a.m., in Wilsonville at the Oregon Association of Nurseries.

**Rogue River Watershed Council (RRWC)**

Director Dean reported that Strategic Planning is still moving forward with the RRWC and they have decided to have a facilitator help the planning process.

**Agenda Build**

Suggestions included Vector Control and Amy Patton on the Nitrate Monitoring

There was no public comment.

The meeting adjourned at 5:42 p.m.

Respectfully submitted by:

*Markie Germer*

Markie Germer

Official Minutes approved as printed:

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

Approved as amended:

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