



Jackson Soil & Water Conservation District
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MINUTES NOT FINAL UNTIL APPROVED

August 17th, 2022
Jackson Soil and Water Conservation District
(JSWCD)
Board Meeting

Directors, Associates

In attendance:

Stan Dean – Chair
Nicky Webb Smith – Director
Ron Hillers – Secretary/Treasurer
Barbara Niedermeyer – Vice Chair
Pam Hillers – Associate Director
Gordon Jones – Director
Allan Campbell - Director

Absent:

Don Hamann – Director

Staff:

In attendance:

Randy White – District Manager
Trevor Morris – Business Manager
Kim Ingram – Office Assistant
Paul DeMaggio – Soil & Water Conservation Engineer
Meghan Montgomery – Agriculture Resource Conservationist

In attendance via zoom:

Hannah Satein – Education and Outreach Coordinator

Absent:

Jenna Sanford – Stewardship Monitoring Coordinator - Excused
Kora Mousseaux – Community Water Resource Conservationist - Excused
Clint Nichols – Riparian Resource Conservationist – Excused

Guests:

In attendance:

Peter Winnick – NRCS
Heather Medina-Sauceda - NRCS

Director Dean called the meeting to order at 4:00 pm followed by the pledge of allegiance.

Director Dean asked for a round of introductions prior to starting the meeting.

District Manager White presented Director Campbell with a framed picture showcasing the 2022 Natural Resources Day Camp. Director Campbell was an integral part of starting this camp more than 30 years ago.

Director Dean asked to include a small discussion concerning staff participation. Under the updates section, Director Dean added Board Recruitment and under new business, Director Dean added Executive Director recruitment process discussion as well.

Director Dean asked the Board their thoughts regarding the elimination of the 5:00pm excusal time, letting staff leave after their reports, and/or stay until the end of the meeting, based on their interest in the topics being presented. The Board agreed with Director Dean and this idea will be implemented at future meetings.

June Board Meeting Minutes

A motion by Director Jones with a second by Director Hillers to approve the June 15th, 2022, minutes as presented passed unanimously.

June Treasurer's Report

A motion by Director Hillers with a second by Director Niedermeyer to accept the June treasurer's reports as presented passed unanimously.

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.

Quarterly Financial Report

Trevor stated that after reviewing the quarterly financial report, the carryover estimate was only \$1,100 off from what actual carryover ended up being. Director Dean asked about any ups or downs throughout the year that were surprising. Trevor stated there were some savings in District Funds, Pass Through Funds, and Personnel services.

Staff Reports

Hannah reported that she had a very successful day camp. She shared an assessment with the camp attendees and found that ethnobotany as well as macroinvertebrate classes were some of the favorites. She has also been working diligently on NWQI outreach and results. Hannah, Kora, and Gordon are working on planning the IPM Festival as well. Lastly, she is working on the formatting and drafting of the annual report. Hannah asked Board members for an updated photo for this year's annual report.

Meghan reported that she has been working on the NWQI outreach as well. They have received approximately 50 responses and have held three community landowner open houses. Two of the three were well attended. She is also working on the implementation phase of the SB 762 grant. They have approximately 50 landowners who are interested in conducting post fire recovery.

Paul reported that the staff quarterly report was missing his section from page 16 on. He had some tours with FCA (Farmers Conservation Alliance) looking at the Joint system canal and the Ashland Billings siphon. Paul has been spending a majority of his time in the Applegate area working on Phillips Ditch. He has been talking with landowners alongside Julie Seymour with APWC. Paul also stated that there has been a large interest in on-farm irrigation projects. Director Dean asked if he was getting more requests than he could handle. Paul stated that he is and is trying to prioritize projects.

Quarterly Staff Report

Director Dean stated that the Quarterly staff report was excellent and included some great updates and information. District Manager White will email the board the complete quarterly report to include the final pages that were missed originally.

Administrative Update

In addition to the update that was sent out, District Manager White informed the board that Talent is pursuing an urban renewal that would impact the District roughly \$8,800 per year. The Central Point Urban Renewal does not affect the District any differently than it has in the past. Central Point is reallocating funds to different projects within the urban renewal boundary. The staffing plan is still a work in progress as staff are providing District Manager White with position justifications. District Manager White also shared a newspaper article that mentioned JSWCD positively, with the Board as well.

NRCS

NRCS is continuing work on the West Bear project running the west side of the valley. This is an extremely high priority area. NRCS continues to receive applications for their previous project area in the Green Springs area.

RRWC Quarterly Report

Director Dean pointed out where the crossover areas are between JSWCD and RRWC. Director Dean informed the Board about the restoration activity page that Crystal Nichols has uploaded to the RRWC website. The report card is still a work in progress at this time.

Equipment Committee

Trevor reported that equipment rental reservations are beginning to pick up. There is no update on the purchase of a trailer at this time.

District Funds Committee

District Manager White stated that the committee had two grants submitted for the CCP for Birthroots Sanctuary. This grant request is \$15,000 and was approved. The second was an education grant for the Applegate outdoor school program. Total request is \$10,000 and it was also approved by District Manager White.

Personnel Committee

Pam Hillers stated that committee reviewed the hybrid work policy and the Executive Director position description which will be discussed later in the meeting.

Board Updates

Director Dean stated that Katelyn Detweiler will be running for Director Campbell's position when he retires from the board later this year. Director Dean also stated that OSU has stated that it is a conflict of interest for OSU faculty to serve on SWCD boards. Director Jones will serve as the Zone 1 Director through December.

Professional Development Policy 22-07/207

District Manager White gave a brief description of the purpose of the professional development policy. **A motion by Director Niedermeyer with a second by Director Webb-Smith to approve the Professional Development Policy Resolution 22-07/207 failed to pass.** After a brief discussion, the Board decided to table this policy until revisions are made. **A motion by Director Niedermeyer with a second by Director Webb-Smith to revise the Professional Development Policy Resolution 22-07/207 and come back for approval at the following meeting passed unanimously.**

Internal Controls

Director Dean asked District Manager White if the Internal Controls needed to be approved by the Board. District Manager White mentioned that the auditor this year asked for the Internal Controls to be board approved. After a brief discussion, the Board approved this policy with minor revisions. **A motion by Director Hillers with a second by Director Webb-Smith to approve the Financial Internal Controls with minor revisions passed unanimously.**

Hybrid Work Policy

A motion by Director Webb-Smith with a second by Director Niedermeyer to approve the Hybrid Work Policy as presented failed to pass. After a brief discussion, the Board decided to table this policy until revisions are made and discussed at the following meeting.

Executive Director Position Description

District Manager White gave a brief overview of the Executive Director position description to the Board. District Manager White acknowledged that minor revisions to the position description are imminent. **A motion by Director Jones with a second by Director Hillers to approve the concepts of the Executive Director position description as presented failed to pass.** After a brief discussion, the board decided that a motion is not needed as the Executive Director position description will require additional revisions before final Board approval. **A motion by Director Webb-Smith with a second by Director Niedermeyer to redistribute a final copy of the Executive Director position description prior to the September Board meeting for discussion at the September Board meeting passed unanimously.**

Director Campbell was excused from the meeting at 6:01pm.

Executive Director Recruitment Process

Director Dean informed the Board that he has spoken with ODA and recommended that District Manager White take the lead on the recruitment of the Executive Director and then recommend qualified candidates to the Board. A decision on this matter will take place at the September Board meeting.

REPORTS

OWEB – Small Grant Team

Total funds remaining include \$21,475 and the next cycle is September 16th – 30th.

OACD

Director Dean stated he had nothing new to report.

SWCC

Director Dean stated he had nothing new to report.

Executive Session

Director Dean asked that we table the executive session until the September Board Meeting.

Agenda Build

Nothing to report.

The meeting adjourned at 6:15 pm.

Respectfully submitted by 
Trevor Morris

Minutes approved as printed:

 _____ Date 9-21-22

Approved as amended:

_____ Date _____