



Board Approved 01/20/2019

Jackson Soil & Water Conservation District  
89 Alder Street Central Point OR 97502  
Telephone: (541) 423-6159 Fax 541-727-7471  
[www.jswcd.org](http://www.jswcd.org)

**MINUTES NOT FINAL UNTIL APPROVED**

January 16, 2019  
**Jackson Soil and Water Conservation District  
(JSWCD)  
Board Meeting Minutes**

**Directors**

Allan Campbell – Chair  
Don Hamann – Director – Arrived 4:07pm  
Ron Hillers – Director – Treasurer/Secretary  
Barbara Niedermeyer – Vice Chair  
Juanita Wright – Director – Arrived 4:02pm  
Stan Dean – Director  
Gordon Jones – Associate Director  
Pam Hillers – Associate Director

**Staff & Guests**

Paul DeMaggio – Engineer  
Markie Germer – Administrative Specialist  
Trevor Morris – Office Assistant  
Clint Nichols – Rural Planner – Arrived 4:04pm  
Karelia VerEecke – Education Outreach Coordinator  
Randy White – District Manager  
Colleen Roberts – Jackson County Commissioner – Arrived 4:09pm  
Dave Picanso – Guest – Arrived 4:16pm  
Russell Smith – Guest – Arrived 4:02pm

Board Chair Campbell opened the Board meeting at 4:00 pm and introductions were made.

**Oath of Office for Elected Directors**

Board Vice Chair Niedermeyer gave the Oath of Office to Director Campbell and Director Dean who were re-elected in the November elections.

**Election of Offices**

The officer positions are Chair, Vice Chair and Secretary/Treasurer. **A motion by Director Niedermeyer with a second by Director Dean asked that the secretary to cast a unanimous ballot for the current slate of officers. (Allan Campbell - Chair; Barbara Niedermeyer – Vice Chair and Ron Hillers – Secretary/Treasurer) The motion passed unanimously.**

**2019 Committee Appointments – Standing Committees**

***Personnel Committee* – A motion by Director R. Hillers with a second by Director Dean to appoint Directors Wright and Campbell, as well as Associate Director P. Hillers and the District Manager to the Personnel Committee passed unanimously. Director Hamann arrived and agreed to be on the Personnel Committee. A motion by Director R. Hillers with a second by Director Dean to appoint Director Hamann to the Personnel Committee passed unanimously.**

***District Funds Committee* – A motion by Director Niedermeyer with a second by Director Wright to appoint Directors Campbell, Niedermeyer, Associate Director Jones, and District Manager White to the District Funds Committee, passed unanimously.**

***Advocacy Committee* – A motion by Director Hillers with a second by Director Dean to place the Advocacy Committee to the status of a standing committee passed unanimously. A motion by Director Hillers with a second by Director Wright to appoint Director Dean and District Manager White to the Advocacy Committee 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.

**2019 Committee Appointments – AdHoc Committees**

***Building Committee*** – It was the consensus of the Board that the Building Committee should disband until the Board feels the need to revive it.

***Equipment Committee*** – A motion by Director Dean with a second by Director Wright to appoint Trevor Morris, Clint Nichols, Associate Director Jones, Directors Hamann and Hillers and District Manager White to the Equipment Committee passed unanimously.

**Director Appointment to Zone 1**

District Manager White introduced Dave Picanso to the Board and gave some of his background as to how he would be a good fit as the Director of Zone 1. This appointment will fill Director Rice’s position because she retired from the Board last month. Mr. Picanso is the manager for Central Point LLC and is already working with Karelia VerEecke, the District’s Education and Outreach Coordinator, on the JSWCD Day Camp program.

**A motion by Director Hillers with a second by Director Wright to appoint Mr. Picanso as Director to Zone 1 passed unanimously.** Director Niedermeyer gave the Oath of Office to Mr. Picanso for Director to the JSWCD Board.

**A motion by Director Niedermeyer with a second by Director Hillers to appoint Director Picanso to the District Funds Committee passed unanimously.**

Trevor Morris left the meeting at 4:30pm

**A motion by Director Hillers with a second by Director Niedermeyer to appoint Marilyn Rice as Director Emeritus passed unanimously.**

**Commissioner Report**

County Commissioner Roberts reported that tomorrow the Commissioners will be going over the proclamation concerning the fires and smoke issues. Once the fire season is declared by the fire marshal, there will be 100% suppression. Commissioner Roberts stated that she would have liked to have seen this in the form of an ordinance. She also reported that the commission will be considering liaison assignments. Therefore, there could be a different County Commissioner attending the Board Meetings in the future.

**AGENDA**

There were no changes to the Agenda.

**MINUTES**

**A motion by Director Niedermeyer with a second by Director Hillers to accept the minutes from the December 12, 2018 Board Meeting with the addition to explain that Director Campbell resumed his role as Chair when he arrived. The motion passed unanimously.**

**It was the consensus of the Board that the draft of the minutes from the December 12, 2018 Annual Meeting has been reviewed and with a spelling correction of Director Hillers’ name, these draft minutes are ready to be approved by the Board at the next Annual Meeting.**

**TREASURER REPORTS**

**A motion by Director Hillers with a second by Director Hamann to accept the December Treasurers report as presented passed unanimously.**

The Quarterly Actual vs Budget Financial Report was included in the Board Packet for Board review.

**STAFF REPORTS**

Paul DeMaggio reported that the construction of Rogue River Valley Irrigation District (RRVID) Hopkins Canal Pipeline Project is underway. The Board received a tour sign-up sheet in the Board Packet. Anyone interested in taking a tour should complete the form and return it to the office. Sometime in March or April, Paul will present a slide show of the project. The Board was reminded that the Soil and Water Commission took an early tour of this project and said they would like to come back in three years to see the results.

Paul DeMaggio and Clint Nichols left the meeting at 4:45 pm.

**STAFF REPORTS (continued)**

Karelia reported that a soils class taught by Lion Waxman from Good Earth Gardens is scheduled for March 5<sup>th</sup>, in our conference room. The goal is to have at least ten participants and there are already nine signed up for the class. A master composter course is being developed that Lion Waxman will also be teaching. This course will be held at the Rusted Gates Farm. Some day camp activities are also planned at the farm. The second printing of the Natural Resource Stewardship Handbook is complete. 600 copies will be ready to be distributed soon.

**OLD BUSINESS**

**Building Committee** There is nothing to report at this time.

**District Funds Committee** There is nothing to report at this time.

**Equipment Committee**

District Manager White reported that the committee will meet on January 31<sup>st</sup> to review the old equipment and the proposed new equipment for helping Jackson County landowners with stewardship projects.

**Personnel Committee**

District Manager White reported that the Personnel Committee will meet in early February to review and discuss position descriptions, the staffing plan as it relates to the revised position descriptions, the Personnel Policy Handbook, and the biennial work plan.

**Appointments of Liaison and Associated Directors**

**A motion by Director Hamann with a second by Director Wright to appoint Director Dean as the District's liaison to the Rogue River Watershed Council passed unanimously.**

**A motion by Director Dean with a second by Director Hillers to appoint Pam Hillers and Gordon Jones as Associate Directors passed unanimously.**

Karelia Ver Eecke left the meeting at 4:58 pm.

Colleen Roberts left the meeting at 5:10 pm

**NEW BUSINESS**

**Staffing Plan**

District Manager White reported that staff started working toward this plan in March of 2018. The plan needs to be Board approved in order to begin the biennial work plan process. Several documents were compiled to justify the Staffing Plan. There was a lot of background contributed by the staff to put this plan together. This is a plan and different variables could change the plan in the future. Director Dean asked, "What's the better service to the public?" "Do we need small internal grants and do we need technical assistance and education? Does this balance change in the future?" District Manager answered by reiterating that the plan is solely based on available funds in the budget. With more staff, there is more time to research and apply for outside grants and the District would still keep District Funds available but on a smaller scale. Director Dean stated that when we start the Budget process the District will need to address the amount for District Funds and/or bring on more staff. Director Dean questioned the change of command. Will the District Manager be able to handle more staff?

Both Associate Director Hillers and Director Wright who have experience in this area, agreed that it is common for District Managers to manage between 10-15 employees. The Personnel Committee will be addressing this when reviewing the personnel policies and position descriptions.

District Manager White and Associate Director Hillers explained the process for promotions within the District. The succession planning is not based on any one individual employee. Director Dean asked whether the District is moving away from the Urban Program. District Manager White stated the rural/urban interface is very important and the urban program is not going away, it is refocusing the way natural resources issues are addressed. The Biennial Work Plan (BWP) and the position descriptions will more fully capture the details.

**Staffing Plan (continued)**

Director Dean questioned work outside Jackson County. For instance, Oregon Association of Conservation District (OACD) is going to ask for help from tax based districts. The Basin Realignment issue needs to be addressed. Has the District thought about these issues? A short answer from District Manager White is yes. This is reflected in the Annual Work Plans.

**A motion by Director Niedermeyer with a second by Director Wright to accept the Staffing Plan passed unanimously.**

Director Hamann asked what does it cost the District per acre when working on landowner projects. District Manager White said this is something that can be done. It would be something like cost analysis data sheets. Monitoring is very important to help with cost per acre documentation.

**Personality Trait & Communication Styles**

This will be presented at the next Board Meeting.

**Managers Briefing**

There was nothing more to report. The updated Manager’s Briefing that was handed out is the newest information. OACD has a conference call meetings every 4<sup>th</sup> Thursday from 1 – 2pm. If interested in participating, let the office know.

**OWEB**

There was nothing to report at this time.

**SWCC**

There was nothing to report at this time. Director Dean would like to see OACD added to this section.

**RRWC**

There was nothing to report at this time.

**NRAC**

There was nothing to report at this time.

**Agenda Build**

There was no public comment.

The meeting adjourned at 6:00 pm.

Respectfully submitted by:

*Markie Germer*

Markie Germer

Official Minutes approved as printed: *Allen Campbell* Date 02-26-19

Approved as amended: \_\_\_\_\_ Date \_\_\_\_\_