



Jackson Soil & Water Conservation District
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MINUTES NOT FINAL UNTIL APPROVED

September 21st, 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
Allan Campbell – Director
Don Hamann – Director

In attendance via zoom:

Gordon Jones – Director

Absent:

Allan Campbell - Excused

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
Clint Nichols – Riparian Resource Conservationist

In attendance via zoom:

Hannah Satein – Education and Outreach Coordinator
Kora Mousseaux – Community Water Resource
Conservationist

Absent:

Jenna Sanford – Stewardship Monitoring Coordinator -
Excused

Guests:

In attendance:

Katelyn Detweiler

Director Dean called the meeting to order at 4:00 pm and asked for introductions, followed by the pledge of allegiance.

Director Dean stated that we had a full agenda and would try to keep the meeting moving along.

Consent Agenda

A motion by Director Hillers with a second by Director Hamann to approve the June 15th, 2022, minutes as presented, and the June treasurer's report passed unanimously.

Staff Reports

Hannah reported that the IPM festival is taking place the following Thursday. She has been working diligently with Kora and Gordon on the festival. The festival has approximately 50 registered attendees at this time.

Kora reported that they are nearing the end of their sampling for the pesticide stewardship partnership. Kora also attended a tour of Big Butte Springs with other JSWCD staff.

Clint reported that he has been working on the OWEB application for the South Obenchain fire. This grant is right around a million dollars and includes 70+ acres of riparian habitat work. He is hoping to know the status of this grant in the coming weeks.

Administrative Update

District Manager White asked if there were any questions on the admin update that was sent out in the board packet. There were no questions.

RRWC

Director Dean stated that the Rogue River Watershed Council (RRWC) has a written update included in this board packet. He stated that the report is very similar to JSWCD's staff reports.

Equipment Committee

Trevor reported that the equipment is getting booked out fast. October is almost completely booked out for the drills. The equipment committee will meet soon to discuss a weed wiper and trailer purchase.

District Funds Advisory Group

District Manager White stated there was one application for Salmon Watch. It was submitted by RVCOG and was approved.

Personnel Committee

Pam Hillers stated that committee met and had a very productive meeting. The Executive Director hiring process, Executive Director position description and performance awards were discussed.

Legislative Update

Director Dean stated that they are watching what is happening around the state as everything is getting geared up for the long session. Director Dean stated there are 4 or 5 climate and soils related bills circulating.

Professional Development Policy 22-07/107

District Manager White gave a brief description of the purpose of the professional development policy. This policy was edited and returned to the board for approval. **A motion by Director Niedermeyer with a second by Director Webb-Smith to approve the Professional Development Policy Resolution 22-07/107 passed unanimously.**

Executive Director Position Description and Recruiting Process

Director Dean described the documents that were sent out to the Board. Director Dean developed a process to help streamline the recruitment process. This process includes four separate phases that include: 1) Approve the attached Executive Director job description. 2) To approve the attached Executive Director hiring process. 3) To approve the attached Executive Director selection criteria. 4) To select a candidate ranking committee. **A motion by Director Niedermeyer with a second by Director Webb-Smith to approve all phases included in the Executive Director Position Description and Recruiting Process failed to pass.** After Board and staff discussion, Director Dean suggested that we approve the first phase and revisit the following three at the next meeting. **A motion by Director Niedermeyer with a second by Director Webb-Smith to approve the job description for the Executive Director, Phase 1 of the hiring process, and the ranking committee existing of Don Hamann, Pam Hillers, Stan Dean, and Nikki Webb-Smith passed unanimously.**

Trevor Morris excused himself from the meeting at 4:50pm.

Hybrid Work Policy

District Manager White gave a brief description of the changes that were made after the previous meeting. **A motion by Director Webb-Smith with a second by Director Niedermeyer to approve the Hybrid Work Policy as presented with minor edits as necessary failed to pass.** Director Webb-Smith

mentioned there was a minor error on page 3. Director Dean suggested that the 90-day probation period be added back in except for extenuating circumstances that may prevent an employee from physically working at the office, pending District Manager and Board Chair approval. Director Dean also suggested that the policy have a sunset date at the end of 2023. After additional discussion, **A motion by Director Jones with a second by Director Hillers to approve the Hybrid Work Policy as presented with the addition of a 12/31/2023 sunset date passed unanimously.**

Staffing Plan and Rationale

District Manager White gave a brief overview of the staffing plan and rationales and asked the Board to compare the staffing plan to the strategic plan and come back at the October meeting with some thoughts for discussion. Director Dean suggested that the District entertain the thought of having District Conservationists instead of specialists. The Board decided to table the discussion and bring it back up in the October Board meeting.

REPORTS

OWEB – Small Grant Team

Director Niedermeyer reported that they had a application review on the sixth of October.

OACD

Director Dean stated that Jan Lee is phasing out of OACD and will be half time after the end of 2022. OACD annual meeting is November 1st and 2nd.

SWCC

Director Dean stated that director eligibility will be included in the discussion at the OACD Annual meeting. This includes the land-based requirements for Directors.

Executive Session (ORS 192.66.02i)

Director Dean, per ORS 192.66.02i, moved the meeting into Executive Session to discuss the District Manager's performance evaluation.

Performance Evaluation

Director Dean stated that the performance evaluation was very favorable, and the Board is pleased with his performance.

Director Training

District Manager White suggested that the Board entertains a thought on a Board training to assist the Board and new Executive Director on division of responsibilities. Director Dean thought this may be a good idea and can be discussed in the future.

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 _____