



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

June 20, 2018

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

**Directors**

Allan Campbell – Chair  
Don Hamann – Director - Absent  
Ron Hillers – Director – Treasurer/Secretary  
Barbara Niedermeyer – Vice Chair  
Marilyn Rice – Director – Arrived at 4:03 pm  
Juanita Wright – Director  
Stan Dean – Director  
Gordon Jones – Associate Director- Absent  
Pam Hillers – Associate Director

**Staff & Guests**

Paul DeMaggio – Soil & Water Engineer  
Markie Germer – Administrative Specialist  
Kora Mousseaux – Urban Planner  
Clint Nichols – Rural Planner  
Sophia Roesch – Office Assistant  
Jenna Sanford – Natural Resource Technician  
Karelia Ver Eecke – Education & Outreach Coordinator  
Randy White – District Manager  
Colleen Roberts – Jackson County Commissioner

Board Chair Campbell opened the Board meeting at 4:00 pm.

**Rain Water Harvest**

Director Dean gave some background on the topic. Working with the Oregon State University (OSU) Land Steward Program, he helped participants install rain water harvest systems. The question of needing a permit to install a rain water harvest system kept coming up. After talking to the County, he realized that there are no written criteria and no ordinances but there is a fee on the fee schedule for rain water harvest systems. He learned that the County wants people to come in and show their plans and then the County would let them know if they needed a permit or not. Director Dean did more research and he looked into the State's plumbing code. The State has a tier system for permits relating to rain water harvest systems. There are State codes for potable and non-potable rain water harvest but there are no regulations for rain water harvest systems for irrigation purposes. Director Dean submitted a white paper to the County outlining what is happening at state level and the different tiers. He felt he got stonewalled by the County. The question is whether JSWCD wants to weigh in and write a letter to County to request that they form a workgroup to determine what permits are needed if any. Kora stated that it would be helpful to have County guidelines to give landowners on projects like this. Clint said that he sent three different clients to the County to ask about permits and they were given three different answers. Director Dean said a check list would be helpful. Commissioner Roberts requested Director Dean email her the white paper.

**Commissioner Roberts Report**

Commissioner Roberts had nothing to report at this time.

**AGENDA**

District Manager White requested three topics be added under New Business. The first topic is for discussion and a decision on the renewal and amendment for a Professional Services Agreement. The second topic is for a decision to change the July Board Meeting date. The third subject is a decision regarding the appointment of committees. Director Dean asked for discussion and a decision on continuing research of rain water harvest. Director Wright wanted to add an executive session to discuss the performance review of the District Manager.

Sophia and Commissioner Roberts left the meeting at 4:30 pm.

### MINUTES

**A motion by Director Dean with a second by Director Hillers to approve the minutes from the May 16, 2018 Board Meeting with the spelling correction of Brian Barr's last name on page two, under Staff Reports, last paragraph. The motion passed unanimously.**

### TREASURER REPORTS

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

### STAFF REPORTS

Karelia reported that Day Camp plans are being finalized and she has the volunteers needed for Day Camp. Jenna stated she instructed two interns on temperature monitoring in Bear Creek for Rogue River Watershed Council (RRWC). She also went with Jonas Parker from the Bureau of Land Management (BLM) to do some maceral invertebrates sampling in Greys Creek. Kora talked about the training she attended on Land Use Laws and Urban Growth Boundaries in Jackson County. Paul reported that the gated pipe project at Equamore Horse Sanctuary is completed. The next step is the manure facility. When finished, there should be no more manure runoff going into the Taylor Creek.

### CORRESPONDENCE

District Manager White handed out an email from Pat Fitzgerald, Board Chair, Oregon Association of Conservation District (OACD) stating that John Keith, OACD Executive Director has submitted his resignation.

### OLD BUSINESS

#### Building Update

There is nothing to report at this time.

#### District Funds Committee Update

No District Funds Applications were submitted this month and the committee had nothing to report.

#### Personnel Committee Update

Director Wright reported that the Personnel Committee met to review individual staff performance evaluations. The Committee recommends that the Board approve all the appropriate grade and step increases for Clint Nichols, Paul DeMaggio, Markie Germer, Jenna Sanford, Kora Mousseaux, Karelia VerEecke, and Sophia Roesch, in accordance with the federal salary table. **A motion by Director Wright with a second by Director Niedermeyer to approve the recommendation from the Personnel Committee for the employee salary increases passed unanimously.**

### NEW BUSINESS

#### Appointment of Committees

**A motion by Director Niedermeyer with a second by Director Wright to extend the current committees members through December 31, 2018 passed unanimously.** Gordon Jones expressed the desire to be part of the Equipment Committee. The Building and Advocacy Committee have served their purpose and at the January's Board Meeting the Board will eliminate them. A list of the different Committees and their members was handed out. It was noted that Clint and Randy were inadvertently omitted from the Equipment Committee. They will be added. District Manager White will send out a doodle poll to schedule an Equipment Committee meeting to discuss if and what equipment might be purchased.

**Resolution 18-07/92 – 2018-2019 Budget**

**A motion by Director Dean with a second by Director Hillers to approve the 2018-2019 Budget, make the appropriations, impose the tax, and categorize the tax through Resolution 18-06/92 passed unanimously.**

**PERSONNEL POLICY – Promotion Procedure for Policy 2, Section B**

**A motion by Director Hillers with a second by Director Niedermeyer to approve the Promotion Procedure Policy 2 Section B passed unanimously with the following changes.**

Under Procedure number four reword the last sentence to read: *“This process is to move up two steps on current grade level and then from the federal salary table for the locality pay area of rest of U.S. locate commensurate pay within the promotion grade and go to the higher step.”*

**Basin Realignment Proposal**

**A motion by Director Dean with a second by Director Niedermeyer to finalize and send the basin realignment proposal to Oregon Association of Conservation District (OACD), Oregon Department of Agriculture (ODA), Soil and Water Conservation Commission (SWCC) and Natural Resource Conservation Service (NRCS).** Director Dean would like to eliminate the last sentence 2<sup>nd</sup> paragraph under *Discussion*. Director Niedermeyer would like the 3<sup>rd</sup> sentence in the 1<sup>st</sup> paragraph under *Discussion* to read as follows: *“One possible scenario is to have basin teams meeting “at the same time each year”.* Also, address the proposal to Pat Fitzgerald instead of the retiring John Keith.

**Resolution 18-06/93 2018 Annual Meeting Resolution**

**A motion by Director Dean with a second by Director Wright to approve Resolution 18-06/93 - 2018 Annual Meeting Resolution passed unanimously.**

Staff was dismissed at 5:00 pm.

**Professional Service Agreement (PSA) Renewal and Amendment**

District Manager White made amendments for more specific deliverables in the five year PSA contract that is up for annual renewal. **A motion by Director Niedermeyer with a second by Director Dean to give the District Manager White the authority to make amendments, and sign the PSA renewal for Fiscal Year 2018-2019 and for the duration of the Agreement, which has three more years on the contract, up to the original amount of the contract.**

**Rain Water Harvest**

**A motion by Director Dean with a second by Director Hillers to instruct District Manager White to prepare a letter to the County requesting they evaluate their permitting process for rain water harvesting for the Board chair signature passed unanimously.** The letter should be included in the July Meeting Board Packet for the Board to review.

**Change the July Board Meeting Date**

**A motion by Director Niedermeyer with a second by Director Rice to change the July Board meeting to July 25<sup>th</sup> passed unanimously.**

The Board meeting was closed for the Executive Session at 5:11 pm.

The Board meeting reopened at 5:29 pm.

Director Wright stated that District Manager White's performance evaluation was discussed in the executive session and no decisions were needed to be made and none were made.

**Managers Briefing**

District Manager White's written *Manager's Update* was included in the Board Packet and he added the agreement with Total Administrative Services Corporation (TASC) to provide a Flexible Spending Account for staff. This is optional for staff members.

**Oregon Watershed Enhancement Board (OWEB)**

Director Niedermeyer reported that Brian Barr submitted a request to OWEB for approximately \$40,000 from the additional monies not used by Small Grant Teams over the last couple of years. Small Grant Teams that spent more than 95% of their allocated money were eligible to request a portion of the leftover money. The next application window is in July.

**SWCC**

There was nothing to report at this time. August is the next meeting and is a tristate meeting. This meeting includes Washington, Idaho, and Oregon.

**RRWC**

Director Dean reported that the Council is seeking donations for discretionary funds. They are recruiting board members for their ability to raise funds. This year, the Council is trying to collect \$30,000 of unrestricted donations.

District Manager White reported that the next OACD Teleconference Meeting will be on June 28<sup>th</sup> and he will attach the minutes to the Manager's Briefing. The Board is welcome to attend the meeting.

**NRAC**

Director Campbell said that one of the things the NRAC Committee could do is to help the Commissioners understand the importance of our natural resources and the stewardship involved who in turn could help educate the citizens. District Manager White will be attending the Commissioner's Wednesday morning work sessions as often as possible. It was suggested that the Board Minutes should be sent to each Commissioner.

**OUT COME OF EXECUTIVE MEETING**

Director Wright reported that the District Manager's performance evaluation included staff in the evaluation process. She said the evaluation resulted in a superior rating. She stated that there is a very good rapport between the manager and staff.

There was no public comment.

The meeting adjourned at 5:52 pm.

Respectfully submitted by:

Markie Germer

Markie Germer

Official Minutes approved as printed: Allen Campbell 3<sup>rd</sup> Date 07-26-18

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