



Board Approved 4/25/2018

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

March 21, 2018

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

**Directors**

Allan Campbell – Chair  
Don Hamann – Director  
Ron Hillers – Director – Treasurer/Secretary  
Barbara Niedermeyer – Vice Chair - absent  
Marilyn Rice – Director - absent  
Juanita Wright – Director  
Stan Dean – Director

**Staff & Guests**

Paul DeMaggio – Soil & Water Engineer – arrived 4:07pm  
Markie Germer – Administrative Specialist  
Kora Mousseaux – Urban Planner  
Clint Nichols – Rural Planner – arrived 4:05 pm  
Sophia Roesch – Office Assistant  
Jenna Sanford – Natural Resource Technician – arrived 4:05 pm  
Randy White – District Manager  
Colleen Roberts – Jackson County Commissioner  
Gordon Jones – OSU Extension – Professor of Practice  
Agriculture

Board Chair Campbell opened the Board meeting at 4:00 pm. Introductions were made by those in attendance.

**AGENDA**

Director Hillers requested time under New Business to suggest an appointment of an Associate Director. District Manager White asked for time under Old Business to discuss the Natural Resource Conservation Service (NRCS)/JSWCD Cooperative Agreement. Also under Old Business, he asked that the Personnel Committee report on their recent meeting. Director Dean would like to discuss the topic of Rain Water Harvest under Agenda Build. District Manager White said perhaps at the May Board Meeting there could be a presenter on Rain Water Harvest.

**MINUTES**

**A motion by Director Dean with a second by Director Wright to approve the minutes from the January 17, 2018 Board Meeting as presented passed unanimously.**

**TREASURER REPORTS**

**A motion by Director Hillers with a second by Director Dean to accept the January Treasurers report as presented passed unanimously. A motion by Director Hillers with a second by Director Dean to accept the February Treasurers report as presented passed unanimously.**

District Manager White reminded the Board that the Budget vs Actual Quarterly report will be included in the April Board Meeting Packets for review.

**STAFF REPORTS**

Kora reported that the Riparian Rebate Program is going well. Clint and Kora have gone on one site visit and have two scheduled for Friday. It has been well received by other agencies as well. Kora will e-mail Director Dean the complete Rebate Program packet. The program will be put on the website in the near future.

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.

### **CORRESPONDENCE**

Three correspondence documents were in the Board Packets for review. No action is required. The letter from the Office of the City Manager (Medford) is to inform the District that there will be a reduction of \$72,933 starting in 2019 through 2024 from the Local Government Investment Plan (Tax Rate) due to the proposed City Center Revitalization Plan Amendment. Commissioner Roberts reported that the Commission had questions regarding this letter and proposed figures. She will keep the District informed as more information is available.

The Oregon Association of Conservation District (OACD) Teleconference Agenda has District Manager White's notes from the January 25<sup>th</sup> meeting for Board review. The next OACD Teleconference will be on Thursday, March 29<sup>th</sup> at 10am. The Board is invited to the teleconference.

The Rogue River Watershed Council Project Status Quarterly Report is also information for Board review.

### **OLD BUSINESS**

#### **Building Update**

District Manager White reported that he has two quotes for the electronic gate openers. **A motion by Director Dean with a second by Director Hillers to delegate authority to the District Manager to make the best value selection for the gate openers and execute the purchase passed unanimously. A motion by Director Dean with a second by Director Hiller to reaffirm the District Manager's authority to make the purchase of the best valued selection passed unanimously.**

#### **District Funds Committee**

The committee recommended the District Funds Application for a little over \$48,000.00. This is the largest amount from a District Funds Application that the committee has approved and it is also the largest land scale. It is part of the Strategic Implementation Area (SIA) in Neil Creek. District Manager asked who would be interested in a tour of the Wagner Creek SIA and Neil Creek SIA sometime in May on a Saturday with lunch served after the tour. Show of hands included six Directors. More information will follow.

#### **Appoint Liaison to Rogue River Watershed Council (RRWC)**

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

#### **Personnel Committee Meeting**

Director Wright reported that the Personnel Committee met yesterday to discuss the employee pay scale for 2018, and reviewed the positions. They discussed projected positions that had been discussed by both the District Manager and Staff and how future positions will be filled.

#### **2018-2019 Budget Calendar**

**A motion by Director Dean with a second by Director Hillers to accept the 2018-2019 Budget Calendar as presented passed unanimously.**

**A motion by Director Dean with a second by Director Hillers to appoint the District Manager White as the Budget Officer for Fiscal Year 2018-2019 passed unanimously.**

#### **Intergovernmental Agreement (IGA)- Oregon Department of Forestry (ODF) and JSWCD**

This agreement gives the District access to radio frequencies for emergencies when staff is out of cell phone range. **A motion by Director Hamann with a second by Director Hillers to approve the IGA as presented and give the District Manager signature authority for this IGA agreement. The motion passed unanimously.**

### **April Board Meeting and CONNECT Event Conflict**

The April Board Meeting conflicts with the CONNECT event and therefore needs to be changed.

**A motion by Director Hillers with a second by Director Wright to change the April Board Meeting to April 25<sup>th</sup> passed unanimously.** The 2018-2019 Budget Calendar will be changed to reflect the April Board meeting date change.

### **Appoint an OACD representative to the OACD Board Meeting**

As of right now, OACD has not put forward any resolutions that need to be voted on at their meeting.

The District needs to appoint one Director to represent the District if there is a need for District representation in the voting process. **A motion by Director Wright with a second by Director Hillers to nominate Director Niedermeyer as the official Board representative for the OACD Meeting.**

**Director Wright amended the motion to add Director Dean as a backup representative if Director Niedermeyer is not available. The amended motion was seconded by Director Hillers and passed unanimously. The original motion passed unanimously.**

### **Associate Director**

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

### **NRCS/JSWCD Cooperative Agreement**

The last agreement was in 2015. This is a toned down agreement. District Manager White's questions include the following: 1. If the District is working on a project without NRCS involvement or funding, the District should not have to follow NRCS practices or gain NRCS Job Approval Authority. 2. Why would NRCS need to review quarterly SWCD TA/LMA reports that are submitted to the ODA? What is the NRCS concern? 3. Section B 1 & 2 does not apply to the District as NRCS leases from JSWCD. Director Dean stated that the agreement looks like a template for all SWCD's and needs to be modified for the JSWCD. He also noted that in Section B 5 does not apply as JSWCD has their own engineer. Director Dean asked if there will be an opportunity to modify this agreement. District Manager White is not sure. In section B 14 - this should also include that the District may terminate the agreement if it is determined the participant has failed to comply. Director Dean stated that this does not clearly show that this agreement is limited to work that is shared. The agreement needs to have flexibility. The District needs to negotiate the terms and conditions. Section 8 talks about the NRCS Field Office Technical Guide (TOTG). This needs to be clear, is it for all District projects or only for NRCS funded project? Director Dean asked does OACD have authority to approve this agreement on the District's behalf. He will contact the ODA folks, John Byers or Manette Simpson regarding this agreement. The District Manager asked the Board and Staff members to send him their thoughts or concerns regarding this agreement.

### **Managers Briefing**

District Manager White reported that there is an event to meet John Keith, the new OACD Director at the Curry SWCD on May 2 from 1pm to 4pm. Anyone interested in going, please contact Randy.

### **OWEB**

Director Niedermeyer submitted a written report about the Rogue Small Grant Team. One grant application was awarded \$4,696.00. The three other applicants were asked to resubmit their application when there is more money.

### **SWCC**

Director Dean submitted a written report that was included in the Board Packet. He reported that he gave a presentation on the advocacy paper at the SSWC meeting and it was well received.

**RRWC**

Director Dean reported that RRWC has now scheduled their Board Meetings for every other month. He also reported that the OWEB merger funding will expire in 2019 for the RRWC. The District has been funding the watershed council on a monthly basis. District Manager White will be working on the Budget for the next fiscal year and will know at a later date what amount of funding, if any, could be given to the watershed council.

**Agenda Build**

The May Board Meeting will have a presenter on Rain Water Harvest.

There was no public comment.

The meeting adjourned at 5:15 pm.

Respectfully submitted by:

*Markie Germer*

Markie Germer

Official Minutes approved as printed: *Allan Campbell* Date *04-25-18*

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