

**WHEELER SOIL AND WATER CONSERVATION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

August 26, 2020

The board meeting was called to order by Chairman Holmes at 6:25 p.m. by the clock in the Big Sarvice Corral meeting room, located at 40280 Hwy 19, Fossil, Oregon.

<u>Directors</u>	<u>Assoc. Directors</u>	<u>Employees</u>	<u>Others Present</u>
Jeremiah Holmes	Rob Wade	Chase Schultz	Ted Molinari
Wayne Lindquist	Amy Derby	Cassandra Newton	
JimBob Collins		Brooke Moore	
Jason Davis		Bodie Brown	
David Hunt		Debbi Bunch	
Rusty Rutherford			

AGENCY REPORTS

Amy: Amy stated that everything is quiet and they are still being required to conduct all business virtually. The fair and auction went well, but COVID hinder a lot of things from happening.

Damon: Damon provided a report to Chase for presenting to the Board.

EQIP: 30 contracts for a total of \$886,578 obligated amongst the Kahler, Butte Creek, and Forestry funding pools

CSP: 5 contracts for total of \$724,054 obligated

GSWCD plans to have signups for the new RCPP this fall/winter

Current RCPP in past year and a half, WSWCD has been responsible for

- 1,670 acres of juniper cutting
- 21,640 feet of irrigation pipeline
- 16,850 feet of livestock pipeline
- 2 pumping plants for livestock (solar)
- 30 acres of range planting
- 11 spring developments
- 5 structures for water control (irrigation related)
- 21 troughs

ODF certified 85 acres of forest thinning

Total of \$621,118 reimbursed to landowners in relation to the current RCPP

In the past year and half, the following has been completed in the Kahler funding pool

- 282 acres of juniper cutting
- 398 acres of forest thinning
- 2,490 feet of livestock pipeline
- 28 acres of range planting
- 10 spring developments
- 9 troughs

A total of \$307,594 reimbursed to landowners in relation to the Kahler funding pool

DISTRICT STAFF REPORTS

District Manager: Chase provided an update of revenue from lottery to OWEB; they received 41% of their average budget. It equaled out to \$3.47M, they held \$4.4M back; therefore, they have \$7.8M for future funding cycles. He stated that it is better than anyone expected considering lottery revenues were only open for one third of the last quarter.

Watershed Council: Debbi stated that her report was current and provided the following meeting dates

John Day Basin Partnership // Virtual // 12.08.2020

Lower John Day Working Group // Virtual // 09.15.2020

Ted Molinari asked for an explanation of the difference between the two groups.

- The LJDWG is only the lower John Day basin and the group is working through the Oregon Water Resource Department Placed-Based Planning steps. They are currently on step four of five.
- The JDBP is the entire basin and is where the Focus Investment Partnership grant comes through.

Field Tech II: Bodie advised that for the current grant, there are 30 more acres to spray at Six Shooter Ranch. Once that is completed, the District will have provided a little over 1,100 acres of spraying for landowners since 2018. He also provided a handout pertaining to Rejuvra Herbicide, which he attended a webinar about.

Field Tech I: Brooke advised that Sue approved her PISR for the Indian Creek Pipeline project.

MONTHLY BUSINESS

Minutes: The June 24, 2020, minutes were presented for review. Director Haberman **moved that the minutes from June 24, 2020 be approved**, Director Davis seconded the motion. **The motion carried unanimously.**

Budget Expense Report: The budget report dated August 17, 2020 was reviewed. Vice Chairman Lindquist **moved that the budget report dated August 17, 2020 be approved**, Director Haberman seconded the motion. **The motion carried unanimously.**

Bills: The check registers dated June 30, 2020 to July 31, 2020 and August 1, 2020 to August 31, 2020 were reviewed. Director Davis **moved that the check registers dated June 30, 2020 to July 31, 2020 and August 1, 2020 to August 31, 2020 be approved**, Director Hunt seconded the motion. **The motion carried unanimously.**

OLD BUSINESS

LOCAL ADVISORY COMMITTEE (LAC) MEETING: Due to COVID19, state government operations are still under strict regulations regarding in-person gatherings. Maria requested the opinion of the District as to when the LAC meeting should take place virtually. The Directors agreed to a virtual LAC review meeting to take place the week of October 22nd at 4-6pm.

NOVEMBER 2020 ELECTIONS: Cassi advised that four positions remained vacant with no candidate paperwork filed. She reminded everyone of the deadline of October 20, 2020 @ 5pm to file the Declaration of Intent and Request for Write-In Votes to be Tallied form with ODA.

NEW BUSINESS

SDAO BOARD LEADERSHIP ACADEMY: Cassi advised the Directors of the SDAO Board Leadership Academy, which has been designed to ensure that Oregon's special district board members have all the tools necessary to provide superior leadership and governance to their communities. She pointed out that this is provided at no cost and participants can individualize their course of study to fit their unique needs with three different certificate tracks. Bronze and silver certificates do not have a time requirement for completing, but the gold certificate must be completed within three years from the date started.

The enrollment form was provided to the Directors.

ANNUAL MEETING PLANNING: Ideas for how to abide by COVID19 restrictions and guidelines were discussed. Venue will need to allow for 6 feet distancing and masks will be required with proper signage. Cassi will speak with Larry Johnson regarding using the Spray School gymnasium for the meeting and she will speak to Jimmy Tankersley in regard to still handling the catering in a "to-go" style. Speaker options were discussed, with the understanding that accommodations will likely need to be made to allow for the speaker to attend virtually. The District will place an order with Painted Hills Beef for the prime rib and cancel, if unable to appropriately hold the Annual Meeting.

WSWCD & MJDBCWC MEMORANDUM OF UNDERSTANDING: The MOU was revised for grammar, but no revisions were made to the terms of the agreement. The Board did not accept the MOU as presented and requested that the terms of the MOU be revised per what was discussed last time the topic was visited. Chase suggested assistance from a few of the Directors in collaboration with a few of the council members to help him with revisions. Chairman Holmes, Vice Chairman Lindquist, and Director Collins agreed to meet with Chase to assist with revisions to the MOU. Debbi will be reaching out to the Council in the following week to request assistance from a few members. A group of some Council Members and some District Directors will meet on September 15, 2020 at 4pm to review and revise the MOU. Chase and Cassi will have a full draft to present at the September Board meeting.

NEXT MEETING DATE: The next meeting date will be on **September 30, 2020** at 6:00 pm. This meeting will be in person, at the Big Sarvice Corral Meeting Room, unless otherwise determined.

RECESS: The Board took a 5-minute recess at 7:47 p.m. prior to entering executive session.

EXECUTIVE SESSION

The executive session was called to order by Chairman Holmes at 7:52 p.m.

ORS 192.660(8) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

The executive session was adjourned by Chairman Holmes at 8:38 p.m.

The Board reconvened the regular meeting at 8:39 p.m.

OTHER BUSINESS NOT LISTED

PERFORMANCE POLICY / EVALUATIONS: The Board requested that the performance policy and/or performance evaluations be revised to ensure that annual reviews are being conducted and performance standards are being met.

TIMEKEEPING / ATTENDANCE: The Board discussed revising the timekeeping and the attendance and punctuality policies. They suggested that the policy outline the corrective action for unexcused absences and tardiness that includes a review with the personnel committee.

The Board also requested that research be conducted on the pricing of timeclocks.

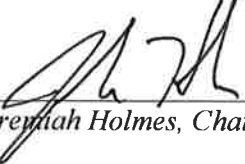
TRAINING: The Board asked Chase if there were any training opportunities for project/program specific areas that the District could utilize to help the Field Techs gain generalized knowledge, or if the only training available is in-house. Chase advised that OWEB and NRCS do not offer the same level of training as he received as a new field tech. Training is scarce, especially due to the current pandemic.

The Board discussed alternative options for training staff, but was unable to determine an available resource.

PROJECT MANAGEMENT SOFTWARE: The Board requested research be conducted to determine pricing and availability of project management software that would be efficient for the District's use of tracking projects.

ADJOURNMENT: There being no further business, the meeting was adjourned by Chairman Holmes at 7:15 p.m.

Respectfully submitted by Cassandra Newton


Jeremiah Holmes, Chair


Chase Schultz, District Manager

