



# Wheeler Soil and Water Conservation District

40535 Highway 19, Fossil, OR 97830

(P) 541.468.2990 • (F) 541.468.2991

administration@wheelerswcd.org

Board of Directors  
Meeting Minutes  
November 15, 2022

## Directors

James Collins

Anna Thomas

Jason Davis

David Hunt

Ross Ryno

## Assoc. Directors/Emeritus

Brent Johnson

Zach Bruce

## Employees

Cassandra Newton

Brooke Moore

Kristen Neuburger

## Others Present

Dan Son, ODA

Maria Snodgrass, ODA

The board meeting was called to order by Chair Collins at 6:12 p.m. by the clock on the wall.

### 1. Agency Reports

#### a. Dan Son, ODA

Cassi introduced Dan Son, ODA's Central Oregon Integrated Weed Management Specialist.

Dan provided a staffing update for the Noxious Weed Program. Dan expressed his support for the noxious weed management efforts of Wheeler SWCD and answered questions asked about specific species.

#### b. Maria Snodgrass, ODA

Maria provided an update on the AgWQ Program staffing and grants.

### 2. District Reports

#### a. Administration Manager, Cassi Newton

Cassi advised that due to the short period between board meetings that staff will be providing verbal reports instead of written. She stated that she attended the OACD conference and she expressed her gratitude for the great educational sessions provided. Cassi stated that she will be attending the Noxious Weed Symposium with Kristen in December.

Cassi advised that she has been focused on working with the auditor to have it completed in time for the Annual Meeting and she is working on completing the Annual Work Plan accomplishments.

Cassi stated that all other updates she has will be provided during agenda items.

#### b. Conservation Technician II, Brooke Moore

Brooke stated her focus has been planting season and soliciting for plantings. She further stated that she has been working on CREP contracts and preparing for OWEB spring cycle.

#### c. Conservation Technician Assistant, Kristen Neuburger

Kristen stated that she has begun working on project completion reporting and learning ArcGIS.

She advised that she is currently writing two weed grants which Dan Son accompanied her on site visits for.

### 3. Monthly Business

#### a. Review and approve minutes

- October 27, 2022 regular minutes

‡Motion made by Director Davis to approve the board meeting minutes from October 27, 2022, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

#### b. Review and approve Accounts Payable

- November 15, 2022

‡Motion made by Director Davis to approve the check register from November 15, 2022 as presented, Director Ryno seconded the motion. The motion passed unanimously.

### 4. Upcoming Meetings & Events

- Staff Meeting, every Monday

**Meeting Location:** The Rock in Spray, Oregon

**To Join from a computer or smartphone:**

<https://global.gotomeeting.com/join/954414701> (Contact the office for meeting password)

**To dial in using a phone:**

(571) 317-3122 (Access Code: 954-414-701)

- **November**
  - 15th Board meeting, 6pm
  - 15th OSWB grant training, 9am
  - 16th – 17th NRCS seed training in Pendleton
  - 16th – 17th ODA board meeting
  - 24th OFFICE CLOSED
- **November**
  - 1st Biocontrol Submit webinar, 11am
  - 6th – 8th ODA Noxious Weed Symposium in Corvallis
  - 14th JDBP meeting, 10am
  - 14th WHEELER SWCD ANNUAL MEETING, 6pm
  - 15th Coordination meeting, 9am
  - 20th LJDWG meeting, 10am

## 5. Upcoming Deadlines

- **November**
  - 15th OWEB FIP grants
  - 18th RCPP applications
- **December**
  - 9th OWEB Partnership TA grants
  - 14th BOR Tribal grant
  - 15th OSWB Noxious Weed grants
  - 31st Annual Audit
  - 31st Annual Work Plan accomplishments

## 6. District Management

### a. Staffing

Cassi provided an update on applications received and presented an interview strategy that ODA shared with her.

### b. Property

Cassi reminded the Board of the zoning survey that Wheeler County Planning Department mentioned to the prior District Manager months prior and asked if the District should participate. The Board agreed to participate.

Cassi stated that Columbia Power Co-Op provided two options for suspending service until needed at the new property. The Board advised to have the meter removed until further notice.

Cassi also provided an updated on the various funding sources she is researching for the facility development.

### c. Annual Meeting

Cassi provided the agenda and report for Board review.

## 7. Legislation

## 8. Projects/Programs

### a. AgriMet Weather Stations

Cassi advised that the tribal grant is due December 14<sup>th</sup> and she will be drafting the application to submit. She further advised that the prior District Manager was incorrect in stating the NPS would be funding and maintaining the Painted Hills station. Cassi stated that the Twickenham station has been installed but is not currently active online, yet.

## 9. Partners

### a. OWEB Capacity Survey

Cassi reminded the Board about the survey being conducted by OWEB. She advised that OWEB is requesting the Board of Directors to participate by holding a virtual meeting prior to the January board meeting. The Board agreed.

## 10. Business Not Listed

### a. Nominating Committee

Chair Collins advised that the Nominating Committee consists of some members whose terms are expiring. Director Ryno, Director Davis and Vice-Chair Thomas volunteered for the Nominating Committee.

**Next Meeting** December 14, 2022

The board meeting was adjourned by Chair Collins at 7:15 p.m. by the clock on the wall.

*Respectfully submitted by Cassandra Newton*

  
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James Collins, Chair

  
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Cassandra Newton, Administrative Manager

