

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

May 18, 2021

Meeting location: TELECONFERENCE

To join the meeting from a computer, tablet or smartphone:

<https://global.gotomeeting.com/join/809017829>

To dial in using a phone:

United States: +1 (571) 317-3112

Access Code: 809-017-829

The board meeting was called to order by Chairman Holmes at 4:05 p.m. by his wrist watch.

Directors

Jeremiah Holmes
Wayne Lindquist
Kale Haberman
Jim Bob Collins
Jason Davis
David Hunt

Assoc. Directors

Employees

Cassandra Newton
Brooke Moore

Others Present

Debbi Bunch, MJD-BCWC

NEW BUSINESS

DISTRICT MANAGER RECRUITMENT: Cassi advised that an applicant had inquired about mileage reimbursement and that Vice-Chairman Collins had requested that it be brought to the Board. Cassi explained that she researched policies regarding applicant reimbursement for travel and drafted the template she provided them. She stated that she highlighted the two items in the document that she was unsure if she should include. After a brief discussion,

Director Haberman **moved to approve and adopt the policy and form Applicant Reimbursement for roundtrip mileage at the state's adopted rate and not to exceed \$500**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously.**

The Board left the regular meeting session at 4:20 p.m. to enter executive session.

EXECUTIVE SESSION

The executive session was called to order by Chairman Holmes at 4:21 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 6:50 p.m.

The Board reconvened the regular meeting at 6:51 p.m. to handle some agenda items between interviews.

DISTRICT MANAGER RECRUITMENT: Cassi stated she was able to speak to Monica at HR Answers regarding the stipends that were approved. She was advised by Monica that the District should try the compensation for additional workload as a *temporary wage increase* and provide staff offer letters to accept the offer and conditions. Cassi stated that Monica also advised that the District cannot legally compensate Chairman Holmes unless he is a contractor who offers the same services to others or he is an employee.

Director Davis **moved to approve the staff compensation be considered a temporary wage increase as advised by HR Answers and that the motion to compensate Chairman Holmes be amended**, Director Hunt seconded the motion. The **motion carried unanimously.**

DELEGATION OF AUTHORITY: Cassi stated that she revised the Delegation of Authority generally appointed to the District Manager and requested that the Board review it prior to Chairman Holmes signing it. She also advised that she provided a copy of the Delegation of Authority that is generally appointed so the revisions are clear.

Director Lindquist **moved to approve the Delegation of Authority as presented**, Director Davis seconded the motion. **The motion carried unanimously.**

The Board left the regular meeting session at 7:14 p.m. to enter executive session.

EXECUTIVE SESSION

The executive session was called to order by Chairman Holmes at 7:15 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 8:06 p.m.

The Board reconvened the regular meeting at 8:07 p.m.

Personnel Committee Chairman Collins recommended that the Board extend an offer to Randall Williams for top salary advertised plus benefits as outlined in District policy.

Director Davis **moved that Randall Williams be offered the District Manager position, with a suggested wage of \$60,000 annually plus benefits as outlined in District policy and if the offer is declined, continue recruitment efforts**, Director Haberman seconded the motion. **The motion carried unanimously.**

OTHER BUSINESS NOT LISTED

None.

NEXT MEETING DATE: The next regular meeting date will be on **May 27, 2021** at 6:00 pm. Cassi will provide notice of whether the meeting will be held in person or virtually.

ADJOURNMENT: There being no further business, the meeting was adjourned by Chairman Holmes at 8:14 p.m.

Respectfully submitted by Cassandra Newton



Jeremiah Holmes, Chair



Cassandra Newton, Office Manager