

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

November 26, 2019

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.

Directors

Jeremiah Holmes, Chair
Kale Haberman
Wayne Lindquist
Dave Hunt
Jason Davis
Jim Bob Collins
Rusty Rutherford

Assoc. Directors

Rob Wade

Others Present

Chase Schultz, District Manager
Joan Field, Temporary Admin. Assistant
Bodie Brown, Field Tech II
Brooke Dyer, Field Tech I
Debbi Bunch, MJDBCWC

AGENDY REPORTS: None

DISTRICT STAFF REPORTS:

a.) **Watershed Council:** Debbi reported that the next Lower John Day Work Group meeting is Dec 17, 2019, and will be a 2-hour conference call. Then there will be a meeting with them in January and that will be in person. The Step 3 comment period was closed on Friday, but if there are more comments they will take them. Chairman Holmes asked for clarification of the comment period and Debbi explained the parameters.

There was general discussion about the process, and several questions regarding Step 4. There was a lengthy discussion about the time-line, goals (whether attainable or not), water rights, water gauging stations, water storage, and the protection of water rights. Debbi explained her understanding of the overall goals and limitations of the process. Director Collins explained that this is being presented as a way to help justify funding; to show that goals are being set and with additional project funding they can be achieved. Director Lindquist expressed his concerns about potential future ramifications.

The Kahler Watershed Improvement 2 project tour went well. On December 12 there will be a pesticide class in Fossil. There followed a discussion about where you can take the restricted-use pesticide applicators license, and local weeds/invasive species. The Stockgrowers annual meeting will be on December 13.

b.) **Field Tech II:** Bodie said he didn't have anything to add to his written report.

c.) **Field Tech I:** Brooke said her written report was complete and she didn't have anything to add.

d.) **District Manager:** Chase highlighted the items of note on his written report, and there was more discussion regarding local weeds. Chase explained the various agency reporting that he has been completing, and he updated on the status of several projects. The engineer will be meeting with Chase to go over the project list for current-status review. There was a discussion on Star Thistle, Knapweed, Russian Olive and others.

CORRESPONDENCE: None tonight.

MONTHLY BUSINESS:

Minutes: The October 30, 2019 regular Board Meeting minutes, and the October 30, 2019 Executive Session minutes were presented for review. Director Hunt **moved that both sets of minutes—October 30, 2019 Board Meeting and October 30, 2019 Executive Session—be approved.** Director Haberman seconded the motion. The **motion carried unanimously.**

Note: The approval of the Special Meeting minutes for both Nov 14 & Nov 21, 2019 are detailed below in Other Business Not Listed.

Budget Expense Report: The budget reports dated November 12, 2019, were reviewed. After discussion Director Lindquist **moved that the budget reports dated November 12, 2019, be approved,** Director Davis seconded the motion. The **motion carried unanimously.**

Bills: The bills account register dated October 1—31, 2019 was presented for review. After discussion, Director Lindquist **moved that the bills dated October 1-31, 2019 be approved,** Director Haberman seconded the motion. The **motion carried unanimously.**

OLD BUSINESS:

Administrative Assistant Hiring Process: Director Collins gave an update about the candidate evaluation process. The applicant interviews were held, and after the hiring committee's discussion and review the position was offered to one applicant, who subsequently declined. The hiring committee's recommendation at this time is to offer the position to another applicant. This will be further discussed in executive session, later tonight.

Trailer Maintenance / Replacement: Chase gave an update as to the progress so far with the trailer replacement. He has found some possible suppliers, and this task is still in process. The directors reviewed the trailer features desired. Chase drafted a surplus equipment ad, and the old trailer will be put up for bid.

Weed Board: Chairman Holmes reported that he spoke with County Court, and they have approved the names presented for Weed Board; Commissioner Rob Ordway is the weed board designee for the Court. There was discussion about whether a new resolution needed to be approved and implemented. It doesn't appear that the ORS has changed, so it may be that the old resolution would still be in effect. Chairman Holmes will find out, and will also make sure the Commissioner knows when the meetings will be held.

Director Haberman shared that Bodie has found an ODA weed policies document. There are nine policies explaining what they need to be sure to do. Bodie also found a previous Wheeler County Noxious Weed list, and it has an A, B, and C list. It just needs to be updated. Grant funding was also discussed.

Annual Meeting Planning/ Awards/ Special Presentation: The awards and recipients were discussed. Chase shared the short speech he drafted for the presentation. The board consensus was that they approved Chase's ideas for the speech and awards. The fall newsletters and annual meeting postcards have gone out. Chase said that he has met with Jim Tankersley about the food and the prime rib.

NEW BUSINESS:

ODA Director and New Manager training: Chase gave the Directors a hand out and an overview about upcoming training with Eric Nusbaum with ODA. Eric will come out to the District to do the Roles and Responsibilities training; prior to a District board meeting is a good timeframe. Board consensus was that just prior to the January board meeting was a good possibility to request.

OTHER BUSINESS NOT LISTED:

Nominating Committee: Chairman Holmes reminded that it is time to assemble the Nominating Committee. Timeframe will be to select the committee at this meeting, and they will bring forth their recommendations to the December annual meeting, and to be formally installed at the January meeting.

Director Haberman made a **motion for the nominating committee to be: Directors Lindquist, Collins, and Davis, with Director Collins to be the committee chair.** Director Rutherford seconded, and the **motion was unanimously approved.**

Safety Data Sheets (SDS): Chase provided a handout and gave an overview about a company who provides inventory management and SDS sheets. The system cost would be \$3500, with some possible discounts. The current process was discussed; would this make the inventory more accurate or not? It still relies on staff accuracy and this doesn't prevent future inventory errors. Board consensus was not to purchase this system.

Vehicle Maintenance: Chase reported the Tahoe's check engine light is coming on and running rough. The board consensus is to have it taken in to a repair shop and evaluated.

Special Meeting Minutes: Chase provided the minutes for the Special Meeting and Executive Session on November 14, 2019 and the Special Meeting and Executive Session on November 21, 2019. The board reviewed and discussed the minutes. **A motion was made by Director Collins to approve both sets of minutes;** motion seconded by Director Hunt. **The motion carried unanimously.**

EXECUTIVE SESSION: At 7:30 PM, Chairman Holmes called for a short break, prior to the Executive Session which will commence at 7:40 PM.

At 7:40 PM, Chairman Holmes announced and called for the board to enter into Executive Session under ORS 192.660(2)(i), Performance Evaluations of Public Officers and Employees, and also under ORS 192.660 (2)(a), Employment discussion. No news media was in attendance for the purposes of attending the executive session.

At 8:25 PM, the board came out of Executive Session and reconvened the regular board meeting.

Administrative Assistant / Hiring Committee:

After discussion, the hiring committee made a recommendation to offer the Administration Assistant position to Cassi Newton. The consensus of the board was in agreement. There was also discussion of her possible starting date if she accepts.

Director Davis made a motion to have Chase offer the position to Cassi Newton at the beginning starting wage as advertised, with Chase having discretion to make adjustment as necessary, and with Chase to make the final starting wage decision.

Included in this motion: If Cassi declines the offer, the District will re-advertise with a more complete initial description of both wages and benefits.

The motion was seconded by Director Hunt, and the motion was unanimously approved.

There being no further business to discuss, the next board meeting date was discussed.

Next Meeting Date: The next meeting date will be the Annual Meeting on Wednesday, December 11, 2019, at 6:00 pm, at the Spray Grange Hall.

Adjournment: There being no further business, the meeting was adjourned by Chairman Holmes at 8:28 PM.

Respectfully submitted by Joan Field



Jeremiah Holmes, Chair



Chase Schultz, District Manager