

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

September 30, 2020

The board meeting was called to order by Chairman Holmes at 6:23 p.m. by the clock in the Big Sarvice Corral meeting room, located at 40280 Hwy 19, Fossil, Oregon.

Directors

Jeremiah Holmes
Wayne Lindquist
Kale Haberman

Assoc. Directors

Rob Wade

Employees

Cassandra Newton
Brooke Moore
Bodie Brown
Debbi Bunch

Others Present

AGENCY REPORTS

None.

DISTRICT STAFF REPORTS

District Manager: Chase was absent, but he provided a monthly report that was included in the packet, as well as a project update handout.

Watershed Council: Debbi stated that she will have a project update handout for the Board next month.

Field Tech II: Bodie informed the Board that a meeting was held between Jefferson, Crook, and Deschutes counties to discuss possible weed funding opportunities. They discussed applying for an annual restoration grant to treat grass species and then the following year applying for the grant to do the seeding. The topic is only in the discussion stage, as everyone brainstorms on locating funding for weed projects.

Field Tech I: Brooke advised that she completed all monitoring reports for 2020 and is starting on monitoring reports for 2021. She is registered to attend webinar training for stream monitoring, which will assist her in identifying and collecting data required for the monitoring reports. She also shared with the Board that she has completed and passed her drone training. She currently has a temporary license until her official license arrives in the mail.

MONTHLY BUSINESS

Minutes: The August 26, 2020, minutes were presented for review. Due to no quorum, approval of the August minutes were tabled until the October meeting.

Budget Expense Report: The budget report dated September 21, 2020 was reviewed and approved.

Bills: The check register dated September 1-30, 2020 was reviewed and approved.

OLD BUSINESS

LOCAL ADVISORY COMMITTEE (LAC) MEETING: Due to COVID19, state government operations are still under strict regulations regarding in-person gatherings. The LAC meeting will be held virtually on October 21, 2020 at 4pm. Maria Snodgrass will send out the meeting link prior to the meeting.

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.

Wheeler County News invited all District candidates to attend the Candidate Forum being held in each town on October 10, 2020. Times and locations have not be set, but interested candidates can contact Joan Field at Wheeler County News.

ANNUAL MEETING PLANNING: The Directors present reviewed the details of the options for speakers and chose to invite Patrick Shaver, an instructor at Oregon State University to speak on the topic of grass/rangeland management. Spray School approved the Premise Use application and offered to allow us to use their tables/chairs, white screen, and PA system. Spray Grange Hall agreed to do the catering in a “to-go” manner. Prime-rib was ordered through Painted Hills Beef. The Board of Directors estimate to have 80 attendees. Price will remain the same as the past, \$20 per person. Postcard invitations/RSVPs will need to be mailed to landowners within the District, paid notice and advertisement will be published in the newspaper, posters will be displayed around the towns, and Debbi will include an invite in the newsletter.

REVISED POLICY- 209 EMPLOYMENT PERFORMANCE EVALUATIONS: Due to no quorum, review and adoption of this policy was tabled until the October meeting for Chase and a quorum to be present.

TIMEKEEPING/ATTENDANCE: In response to the Directors request from the last meeting, Cassi provided a quote of two timeclock options. There was brief discussion of the requirement of utilizing the timeclock prior to tabling the topic until the October meeting for Chase and a quorum to be present.

PROJECT MANAGEMENT SOFTWARE: Per request from the last meeting, Cassi did some research on project management software. She provided the history Chase advised her of the failed attempts in the past to utilize project management software due to the software not being tailored to conservation work and creating extensive data entry maintenance. Debbi stated that she agrees with Chase given her experience with the Wrike software that the District subscribed to briefly.

Cassi advised that she recently came across some old files in regard to project management software that specializes in the conservation business and is utilized by agencies which the District currently partners with. She stated that she has a meeting with a representative to obtain more details and she has not been able to present the option to Chase. The topic was tabled until the October meeting when Chase and a quorum were present.

WSWCD & MJDBCWC MEMORANDUM OF UNDERSTANDING: It was requested that work plan items be outlined based on agency and person/position and presented to the Board of Directors. There was brief discussion in regard to the OWEB eligibility requirements for watershed councils to receive the capacity grant funds. All further discussion regarding the MOU was tabled until Chase and a quorum were present.

NEW BUSINESS

FTE FUNDING SOURCES: At prior meetings, Directors had asked what funding sources support which positions. The data was requested from Judy and she provided a FTE funding source spreadsheet that was done in 2018. Judy requested that the Board review the spreadsheet and confirm that format is appropriate for the requested data. The Directors present agreed they would like a current FTE funding source spreadsheet and asked that Chase request it from Judy for the next meeting.

PROJECTS IN PLACE: Cassi presented the Board with a spreadsheet that she maintains for the projects of both the District and the Watershed Council. This spreadsheet notes the report due dates, budget statuses, and other various data that can be reviewed in conjunction with the project updates from the techs.

OTHER BUSINESS NOT LISTED

SURPLUS/REPLACEMENT OF VEHICLE: The Directors asked for an update on whether there had been any discussion or research completed in regard to the mention of surplus/replacement of the District’s Tahoe. There has not been any further discussion or research, so the Board opted to table the topic for the next meeting when Chase and a quorum were present.

WHEELER COUNTY WEED BOARD: Kale stated that he has heard of other county weed boards who have equipment and personnel to outsource spraying services and asked how that was conducted. There was brief discussion of the possibility of investing in equipment to open revenue opportunities for WCWB. Bodie advised that he is in the

process of preparing a presentation for the County Court and stated that having a WCWB meeting in October would be beneficial to continue the discussion of funding resources.

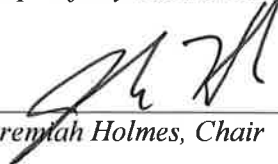
FUNDING/REVENUE OPPORTUNITIES: Discussions of the possible sources of funding, such as outsourcing drone services if the District purchased a more advanced drone in the future, renting of farm equipment such as Monument SWCD does, outsourcing weed spraying equipment and/or services, etc. These conversations were tabled for the next meeting when Chase and a quorum were present.

NOVEMBER BOARD MEETING: The Directors agreed that the November meeting will be held a week early (November 18, 2020) to avoid conflict with Thanksgiving plans.

NEXT MEETING DATE: The next meeting date will be on **October 28, 2020** at 6:00 pm. This meeting will be in person, at the Big Sarvice Corral Meeting Room, unless otherwise determined.

ADJOURNMENT: There being no further business, the meeting was adjourned by Chairman Holmes at 8:51 p.m.

Respectfully submitted by Cassandra Newton



Jeremiah Holmes, Chair



Chase Schultz, District Manager

