

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

April 29, 2021

**ANNUAL MEETINGS**

**Meeting location: TELECONFERENCE**

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

<https://global.gotomeeting.com/join/253019653>

**To dial in using a phone:**

United States: +1 (872) 240-3412

**Access Code: 253-019-653**

**Directors**

Jeremiah Holmes  
Jason Davis  
Kale Haberman  
James Collins  
David Hunt  
Wayne Lindquist

**Assoc. Directors**

Rob Wade

**Employees**

Chase Schultz  
Cassandra Newton  
Brooke Moore  
Bodie Brown

**Others Present**

Debbi Bunch, MJDBCWC  
Gabe Williams, RSI  
Anna Thomas  
Lisa Greene  
Alex Greene

**ANNUAL MEETING**

**Introductions:** Chairman Holmes introduces the directors, staff, and others present.

**Partner Comments:** Gabe Williams provided a brief update on the work being completed by RSI.

**Annual Report:** Chase presented the District's Annual Report and highlighted the three projects in Mountain Creek Focus Area which were completed in the 2019-20 fiscal year. Additionally, he provided the District's "key accomplishments by the numbers."

**Annual Audit:** Cassi presented the District's 2019-20 annual audit which was completed December 4, 2020 and approved by the Board of Directors on December 28, 2020. She presented the two deficiencies of the audit: "material weakness in internal control due to lack of segregation of accounting duties" and "non-compliance with several grants due to late reports." Additionally, she provided the District's Statement of Net Position.

**Awards and Recognition:** Chairman Holmes presented the Wheeler SWCD Partner in Conservation Award to Amanda 'Marti' Martino with Blue Mountain Land Trust for her vital role in securing the first conservation easement in Wheeler County. Chairman Holmes also gave recognition to the District's Manager, Chase Schultz and thanked him for his six years with the District.

**Staff Presentation, Debbi:** Debbi provided a background on the connection between the District and Watershed Council. She explained who the Watershed Council is and what they accomplish. She then presented on the highlights of the Kahler Creek Watershed Improvement project accomplishments.

**Staff Presentation, Bodie:** Bodie presented on the Conservation Reserve Enhancement Program (CREP) and its benefits, as well as the weed control in Wheeler County.

**Staff Presentation, Brooke:** Brooke presented on Regional Conservation Partnership Program (RCPP) and District's partnership with the Confederate Tribes of the Warm Springs (CTWS).

**Questions and Comments**

**BUSINESS MEETING**

The board meeting was called to order by Chairman Holmes at 6:51 p.m. by his watch.

**MONTHLY BUSINESS**

**MINUTES:** The March 25, 2021 regular meeting minutes were presented for review. Vice-Chairman Collins **moved that March 25, 2021 regular meeting minutes be approved**, Director Hunt seconded the motion. The **motion carried unanimously**.

**BUDGET EXPENSE REPORT:** The budget report dated April 19, 2021 was presented for review.

Chairman Holmes asked if there would be a large number of grants that project management funds will be solicited for before the end of the fiscal year for the unreceived budgeted amount on Line 11 of the General Fund revenues. Cassi advised that the budgeted amount includes all grants and funding sources which are currently active despite the end dates being a year or more in the future. She stated that that line item will always be over-budgeted due to the various funding source cycles.

Chairman Holmes asked Chase if COVID was the cause for no new OSWB applications on Line 10 of Weed Board revenue. Chase advised that the Oregon State Weed Board did not have an open solicitation period in 2020, so there were no new OSWB applications submitted. He stated that the OSWB just opened a grant cycle for this year. Vice-Chair Collins ask Bodie if he was submitting an application for this cycle. Bodie stated that the emergency grant cycle has a funding pool of \$500,000 and he is working on the application. He further stated that the OSWB intends to open regular grant cycles back up during the next fiscal year. Vice-Chairman asked when the emergency grant cycle deadline is. Cassi advised the application is due May 15<sup>th</sup>.

Director Lindquist **moved that the budget report dated April 19, 2021 be approved**, Director Davis seconded the motion. **The motion carried unanimously.**

**BILLS:** The check registers dated March 26, 2021 – April 15, 2021 and April 16 – April 29, 2021 were reviewed. Director Lindquist **moved that the bills dated March 26, 2021 – April 15, 2021 and April 16 – April 29, 2021 be approved**, Director Haberman seconded the motion. **The motion carried unanimously.**

#### OLD BUSINESS

**WATERSHED SFA:** Chairman Holmes thanked Debbi and Cassi for the time and work they have put into formatting and presenting the Statement of Financial Activity. Chairman Holmes reminded the Board that the MOU review is scheduled for the next board meeting.

#### NEW BUSINESS

**WATERSHED TASK LIST:** Debbi advised that Cassi and she completed the task list of what she contributes in return of the funds received by the Watershed Council from the District Capacity Grant per request from the Board. Cassi advised that this is for the Board to review in preparation of the MOU review that will occur at the May board meeting.

**BUDGET:** Cassi stated that she completed the first draft of the 2021-2022 annual budget. She advised the Board that there are various amounts in the budget that will be updated prior to the next draft, as the financials available at the time she started the first draft were from March. She stated that the last budget process was given to her after only three months of being with the District, so this budget process has been a bit smoother. Cassi advised that she has updated some of the line item descriptions to help provide an easier understanding.

Chairman Holmes advised the directors to review the draft of the budget over the next month and bring any questions to the May board meeting.

**REVISION TO COVID19 INFECTION CONTROL PLAN:** Cassi advised that the COVID19 Infection Control Plan that was adopted last fall did not include policy for staff returning to the office after quarantine. She stated that she revised the Plan to include the same guidelines found in the temporary rules of the CDC.

Vice Chairman Collins **moved to approve and adopt the revisions to the COVID19 Infection Control Plan**, Director Davis seconded the motion. **The motion carried unanimously.**

**MANAGER RESIGNATION:** Chairman Holmes advised that the Board received a letter of resignation on April 20<sup>th</sup> from Chase Schultz, effective end of the day April 30<sup>th</sup>.

Gabe asked who will be the contact for any signatures needed. Chairman Holmes advised that will be discussed during the executive session and made a motion before the end of the regular session.

Director Davis **moved to accept the letter of resignation from Chase Schultz**, Director Haberman seconded the motion. The **motion carried unanimously**.

**MANAGER RECRUITMENT:** Vice-Chairman Collins advised that he has been working with Cassi to contact some potential candidates. Cassi stated she has received responses from a few candidates but awaiting completed applications. Chairman Holmes advised that the Board understands the District needs a District Manager, but does not want to expedite the hiring process and chance hiring a candidate who is not a good fit. He stated that the Board intends to divide responsibilities of the District Manager to ensure business is handled timely.

### **OTHER BUSINESS NOT LISTED**

**FOCUS AREA ACTION PLAN:** Cassi advised that ODA has made the focus area optional for the 2021-2023 Capacity Grant. She explained that decision is on the Board as to if the Mountain Creek focus area should be closed or remain a focus area, and whether the District would like to continue monitoring and reporting on it. Cassi stated that the District has talked about revising or moving the focus for multiple years but the topic continues to get tabled. She stated that she suggests closing the Mountain Creek focus area and opening a new focus area in the next biennium after discussion and planning from the District Board and staff.

Debbi stated that she feels it would make fiscal stuff easier since the budget and tasks would not be split but she was unsure how it would affect monitoring information.

Chase stated that without the Focus Area Action Plan and reach assessments the District has completed, he would not have had the support needed to complete the Independent Scientific Review Panel proposal. He advised if the Mountain Creek focus area is closed, the monitoring will need to be done somewhere else in a new focus area because all funding sources are wanting monitoring data.

Gabe advised that if the District were to close the Mountain Creek focus area, all the historical data will be lost as support and the District's research projects suffer from a lack of data. He stated that the continued monitoring on Mountain Creek will provide marketable data of projects the District has completed.

Chairman Holmes suggested continuing the Mountain Creek focus area for at least another biennium. Vice-Chairman Collins suggested that the District discuss the possibility of opening another focus area and finding funding sources while keeping Mountain Creek focus area.

Director Lindquist **moved to keep the Mountain Creek focus area open and continue the Focus Area Action Plan**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

**PICKUP MAINTENANCE:** Cassi advised that the Chevy pickup check engine light is on due to an O2 sensor again and the stabilitrack is disengaged. After discussion, the Board suggested contacting Stacy Hunt to see if he had availability. If Stacy is unavailable, they suggested contacting Frontier out of Mt. Vernon.

**RESPONSES TO LETTER TO ODA:** Chairman Holmes advised that Cassi sent out the letter per the Board's request and he had asked Cassi to provide the responses received in the board meeting packets. Chairman Holmes stated that he received a call from ODA and was advised that due to staffing changes and lack of help from other agencies, the SIA program is being suspended. Chase advised he also received a call from ODA regarding this. Chairman Holmes stated that he appreciated that ODA spent the time to call both Chase and him.

**NEXT MEETING DATE:** The next regular meeting will be held virtually on **April 29, 2021** following the Annual Meeting.

The Board left the regular meeting session at 7:46 p.m. to enter executive session after a 10 minute break.

**EXECUTIVE SESSION**

The executive session was called to order by Chairman Holmes at 7:55 p.m.

*ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent.*

The executive session was adjourned by Chairman Holmes at 9:23 p.m.

The Board reconvened the regular meeting at 9:24 p.m.


**STIPEND:** Director Lindquist **moved to approve a \$1000 monthly stipend for the Office Manager, \$750 monthly stipend for the Watershed Coordinator, and \$500 monthly stipend for each of the Field Technicians to compensate for the additional responsibilities asked of them during the recruiting period of a District Manger,** Director Hunt seconded the motion. The **motion carried unanimously.**

**BANK SIGNERS:** Director Davis **moved to remove Chase Schultz as a bank signer, add David Hunt as a Co-Treasurer and bank signer, and add Cassandra Newton and approve Cassandra Newton online access to the District accounts,** Vice-Chairman Collins seconded the motion. The **motion carried unanimously.**

**ADJOURNMENT:** There being no further business, the meeting was adjourned by Chairman Holmes at 9:55 p.m.

*Respectfully submitted by Cassandra Newton*

  
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*Jeremiah Holmes, Chair*

  
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*Chase Schultz, District Manager*  
*Cassandra Newton, Office Manager*