

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

February 26, 2020

The board meeting was called to order by Vice-Chairman Lindquist at 6:22 p.m. by the clock in the Big Sarvice Corral meeting room, located at 40280 Hwy 19, Fossil, Oregon.

<u>Directors</u>	<u>Assoc. Directors</u>	<u>Employees / Partners</u>	<u>Others Present</u>
Wayne Lindquist	Rob Wade	Chase Schultz	Bruce Beall
JimBob Collins		Cassandra Newton	
Jason Davis		Brooke Moore	
Rusty Rutherford		Bodie Brown	
		Judy Potter	

AGENCY REPORTS

No agency reports presented.

DISTRICT STAFF REPORTS

District Manager: Chase advised he attended both the John Day Partnership meeting and the Lower John Day Working Group meeting last week. He provided the Directors with an Executive Summary of the Lower John Day Basin Step 3 Report from the LJDWG.

The topic of participating in RCPP again in 2021 was raised, but the Directors tabled discussion until the March meeting when all Directors are present.

Administrative Assistant: Per request of Debbi, Cassi provided the Directors with two newspaper articles from Ted Molinari – *New Rule Clarifies the Definition of Waters in U.S.* and *A WOTUS Win for Agriculture.*

Watershed Council: Debbi was unable to attend the meeting.

Field Tech II: Bodie added that the Wheeler County Priority Noxious Weeds Grant #2020-33-008c was awarded in the amount of \$40,742 and the Central Oregon Coordinated Biocontrol Project Grant #2020-33-020 was awarded in the amount of \$19,593.

Field Tech I: Brooke did not have any additions to the report she provided.

MONTHLY BUSINESS

Minutes: The January 29, 2020, minutes were presented for review. Director Collins **moved that the minutes from January 29, 2020 be approved**, Director Davis seconded the motion. The **motion carried unanimously.**

Budget Expense Report: The budget reports dated February 18, 2020 were reviewed. Director Davis **moved that the budget reports dated February 18, 2020 be approved**, Director Collins seconded the motion. The **motion carried unanimously.**

Bills: The check registers dated February 1, 2020 to February 29, 2020, were reviewed by the group. Director Collins **moved that the bills dated February 1, 2020 to February 29, 2020 be approved,** Director Rutherford seconded the motion. **The motion carried unanimously.**

NEW BUSINESS

APPOINT NOMINATING COMMITTEE: Director Davis **moved that the Nominating Committee remain the same as prior – James Collins as Chair, Wayne Lindquist and Jason Davis as members,** Director Rutherford seconded the motion. **The motion carried unanimously.**

APPOINT PUBLIC CONTRACTING BOARD: Director Collins **moved that the Public Contracting Board be all seven Board of Directors,** Director Davis seconded the motion. **The motion carried unanimously.**

PUBLIC CONTRACT TRAINING: Cassi explained that DAS has a whole list of trainings pertaining to public contracting scheduled periodically. The list and schedule were provided in the meeting packets; it is also available on the DAS website

SDAO also does public contracting training, but does not have any training scheduled at this time. Cassi was able to locate a video recording on the SDAO website of a prior training that Eileen Eakins conducted on the Foundations of Public Contracting. She was able to obtain a copy of the PowerPoint presentation and asked the Directors if they would be interested in spending the time to watch the training. The Directors present were all interested, but tabled further discussion of scheduling until the March meeting when all Directors are present.

SDAO BOARD OF DIRECTORS AND MANAGEMENT STAFF TRAINING OPPORTUNITY: Cassi reminded the Directors of the email sent prior regarding the training opportunity through SDAO. She advised the classes fill up quick with a 25 person limit per training. She asked that the Directors provide an answer by the March meeting, so she can complete registrations and accommodations.

EMPLOYEE RETIREMENT ACCOUNT: Cassi explained that the District is required by SB164 to set up the option of retirement accounts for all employees. The Board previously voted on a 5% straight contribution with a 457b pension. There is concern of the high set up and maintenance costs with the 457b option; but there is a 3% match limit with a simple IRA. The District does not wish to utilize the State program, OregonSaves, so Chase proposed changing from a 5% straight contribution to a 3% match.

Judy suggested that the auditor be contacted to verify that a simple IRA is permitted. The Directors agreed and tabled discussion of employee retirement until the March meeting.

REVISED BOARD OF DIRECTORS POLICY: Directors tabled review and discussion of adopting the revised policy until the March meeting when all Directors are present.

REVISED DIRECTOR OVERVIEW: Directors tabled review and discussion of adopting the revised policy until the March meeting when all Directors are present.

OTHER BUSINESS NOT LISTED

VEHICLE MAINTENANCE: Chase advised that the check engine light came back on in the Tahoe after getting it serviced at the end of January. He proposed returning the vehicle to Stacy Hunt. Cassi offered to plug in her scanner to determine the cause of the check engine light before returning the vehicle to Stacy Hunt. The Directors agreed.

HONORARY PAINTING: The Board of Directors presented Judy with a custom painting of her cabin by Carl Naas as a token of appreciation for all she has done and continues to do for the District.

OLD BUSINESS


INSURANCE AGENT OF RECORD: Cassi advised that during the January meeting, the motion was amended due to not specifying the agent; however, a new motion was never made.

Director Davis **moved that the insurance agent of record be Mandy Gunn with PayneWest through SDIS**, Director Rutherford seconded the motion. **The motion carried unanimously.**

NEXT MEETING DATE: The next meeting date will be on **March 25, 2020** at 6:00 pm.

ADJOURNMENT: There being no further business, the meeting was adjourned by Vice-Chairman Lindquist at 7:18 PM.

Respectfully submitted by Cassandra Newton



Jeremiah Holmes, Chair



Chase Schultz, District Manager