

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

July 29, 2021

Meeting location: The Rock in Spray, Oregon

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

<https://global.gotomeeting.com/join/771708789>

To dial in using a phone:

United States: +1 (224) 501-3412

Access Code: 771-708-789

The board meeting was called to order by Chairman Holmes at 5:53 p.m. by the clock on the wall.

Directors

Jeremiah Holmes
Jason Davis
James Collins
David Hunt
Wayne Lindquist

Assoc. Directors

Employees

Cassandra Newton
Brooke Moore
Randall Williams

Others Present

Debbi Bunch, MJDBCWC
Eric Nusbaum, ODA
Maria Snodgress, ODA
DelRae Ferguson, NRCS
Gabe Williams, RSI
Riley Rice, The Times-Journal

MONTHLY BUSINESS

MINUTES: The June 24, 2021 meeting minutes were presented for review. Director Lindquist **moved that June 24, 2021 meeting minutes be approved as presented**, Director Hunt seconded the motion. The **motion carried unanimously**.

BUDGET EXPENSE REPORT: The budget report dated July 20, 2021 was presented for review. Director Davis **moved that the budget report dated July 20, 2021 be approved**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

BILLS: The check registers dated July 15, 2021 and July 29, 2021 were reviewed. Vice-Chairman **moved that the bills dated July 15, 2021 and July 29, 2021 be approved**, Director Davis seconded the motion. The **motion carried unanimously**.

BOARD TRAINING

Eric Nusbaum conducted a training to the Board of Directors and staff pertaining to executive sessions law.

AGENCY REPORTS

Mid John Day – Bridge Creek Watershed Council, Debbi Bunch: Debbi stated that the next Council meeting is August 10th, next LJDWG meeting is August 17th, next JDBP meeting is August 24th, and next JDSG Team meeting is August 19th. Debbi advised that there is \$100,000 available for the small grant team which includes Grant and Wheeler counties over a two-year cycle. She further advised that the application process is approximately one month and the applications are capped at \$15,000 each.

RSI, Gabe Williams: Gabe advised that Dirk with ODFW has approved all Antone projects.

NRCS, DelRae Ferguson: DelRae introduced herself as the new District Conservationist for NRCS in Condon and provide a brief background of her experience. She stated that the EQIP CIC applications have been ranked and should be approved within two weeks. She explained that was the funding for drought and forestry work that was recently announced. She further explained that there was \$3 million available and the 14 applications submitted totaled \$13 million.

DelRae stated that the Kahler Basin and Ochoco forestry contracts were just obligated through 2021 and currently working through the CR process with ODF. The new RCPP project had 31 applicants and the total after scaling everyone back is currently at \$384 thousand – there is only \$324 thousand available. She explained that she has requested to pull funding from the next fiscal year to be able to fund all the current year applicants. DelRae stated that the work that Brooke put in during the RCPP application process is greatly appreciated. DelRae also stated that she is working with Brooke and Cassi to get the old RCPP projects wrapped up.

Randy advised DelRae staff is apprehensive about training availabilities this winter due to the potential COVID restrictions. Randy stated that Brooke has completed all the required online education for the certifications but needs to complete the in-person training to become a Certified Conservation Planner. Randy asked DelRae if she was aware of the availability for Brooke to get the required in-person training. DelRae advised that she is working on getting Brooke an USDA Linc Pass and a USDA computer for the Wheeler SWCD office. She stated that unfortunately a Planner course was just offered, but the notice was not provided to her, so she was unable to extend an invitation to Brooke. DelRae stated that she will advise of any trainings she receives notice for. Randy thanked DelRae for her support to Wheeler SWCD.

ODA, Maria Snodgress: Maria introduced herself for those who have not met her. Maria stated she was appreciative of Wheeler SWCD keeping the Focus Area active and it helps meet TMDL reporting requirement. She advised that 18 of the 36 SWCDs kept their Focus Areas active with reporting for the 2021-2023 biennium. Maria stated that the OWEB budget proposed \$1.5 million for SIAs, which equates to 12 SIAs for the biennium. She explained that it is reduced from prior years due to staffing changes and the pandemic. She also explained that ODA believes there is a lack in education regarding the compliance program and the goal is to have more time and dialogue with the communities who need it. Lastly, Maria explained that ODA had four open positions, but it is proposed to fill those four positions.

Cassi asked Maria if she had an update on when the Capacity Grant applications would be awarded. Maria stated that Sandi is currently working on the applications. Eric advised that Sandi is not able to send out the grant agreements until the funds have been allocated by OWEB's approved budget, which occurs after the Governor's budget is approved and signed.

DISTRICT STAFF REPORTS

District Manager, Randall Williams: Randy asked Maria if a meeting could be scheduled to educate SWCD directors and staff on the SIA program, whether it be regional or individual. Maria advised that she will look into getting scheduled, but she suggested that the meeting attendance should be limited instead of regional so that all questions have the opportunity to be answered and the content can be district specific.

Randy advised that the district business has been moving forward and the job descriptions that the Board requested are included on the agenda for review. He also advised that he has been working with the Gilliam County SWCD in creating a process for contractor awards and documentation.

Office Manager, Cassandra Newton: Cassi stated the pickup is back in service after being repaired from the rodent damage and the invoice total was \$640. Director Lindquist asked if staff has taken any action to prevent rodents. Cassi advised electric traps and bait were ordered and if the traps are successful, more can be ordered.

Cassi advised that she received a response regarding the NRCS TA budget amendment that was denied. She explained that when NRCS developed the application process, it was decided to not allow any equipment purchases, but she discussed the alternative options. Cassi stated that she was advised that approved expenditures could include all the hours spent on the old RCPP management, any training hours with NRCS, and the hours can be allocated from any employee.

Cassi stated that she is working on preparing the audit files and she intends to take the files to Hermiston on August 17th. She advised the auditor believes that August 17th is well in advance that the audit should be completed and returned in time for the Annual Meeting.

Cassi advised that the weed grant that Bodie wrote in May was awarded in full for the amount of \$31,487. She further advised that the grant is a continuation of the work being done in the Mitchell area and includes funding for surveying, monitoring, and 350 acres total treatment for Yellowstar thistle, Canada thistle, Scotch thistle, White top, Russian knapweed, Spotted knapweed, and Diffuse knapweed. Cassi also advised that the OSWB provided an update on the Weed Program and \$3.25 million is budgeted through OWEB with \$2.85 million being available for a fall grant cycle to open October 1st, deadline of December 1st, and a February award. Vice-Chairman Collins asked if some of the funding will be used for biological to help fund controls for the White top and Cassi stated she believes it does. DelRae asked Cassi what the procedure was for landowners to obtain assistance with weeds. Cassi advised that the landowners should be encouraged to contact the Wheeler SWCD office and speak with a Weed Technician.

Field Tech I, Brooke Moore: Brooke stated her report is current.

Chairman Holmes advised the Board that he has continued to attend the weekly staff meetings and intends to continue attending through the month of August. He shared that the staff has been awesome and it has been amazing to watch the turnaround that has occurred in such a short while. He stated that he is impressed with how well projects have been brought current and maintained through the past few months, as well as district business being handled. Chairman Holmes further stated that the teamwork amongst the staff has been outstanding.

Vice-Chairman Collins asked Chairman Holmes if he noticed a gap in project management due to the staffing turnover. Chairman Holmes advised that there were a few projects that fell apart prior to the turnover. He explained the example of the Juniper Butte project which was awarded in 2018 and was not managed closely and extensions were requested due to the project components not getting completed. He stated that Brooke took that project on and pushed the project forward and OWEB was going to defund the project due to the lack of progress but due to Brooke's hard work and the progress that had been made over the past 60 days, OWEB granted one more extension and Brooke has everything in order for the project to be completed within the new timeline.

Chairman Holmes stated that he has been on the Board for nearly nine years and with the work that the current staff has put into project management, he is now actually understanding the full perspective of projects with all the project components, funding, timelines, reporting, and all other requirements. He advised that the weekly meetings has made a huge impact on not only staff, but also the Board with the use of the project management reports. Vice-Chairman Collins ask Debbi for her opinion of the weekly meetings given her history of being in the office. Debbi advised that she believes it has made a big difference and created a unity amongst everyone in the office. She further advised that she feels a sense of teamwork within the office and a greater office morale, which will be beneficial in project planning in the future. Vice-Chairman asked if anyone felt there could be anything added to the weekly meetings to improve them further. Chairman Holmes stated that having a director attend and Debbi agreed that if the directors attended when their schedules permitted that it would be beneficial for both the staff and the directors. Cassi advised that she can email the project management reports weekly when it is updated, in addition to the one that is sent in the packets. All directors agreed they would like to receive the reports weekly. Randy stated that he intends to expand the content of the weekly meetings beyond project management.

OLD BUSINESS

MOA W/ MJD-BC WATERSHED COUNCIL: Chairman Holmes advised that there was a meeting on July 14th and a final draft was completed.

Director Lindquist **moved to approve the MOA with the MJD-BC Watershed Council**, Director Hunt seconded the motion. The **motion carried unanimously**.

DELEGATION OF AUTHORITY: Cassi stated that she worked with Randy in developing revised delegations of authority. She explained that the key changes includes rewording of many intro and sentences, removal of tasks included in job descriptions, Randy's ability to sub-delegate authority to staff who hold a delegation in-line with such task, employee signature to accept the authority being delegated, Board Treasurer approval on transfers. Cassi further explained that the Board Treasurer approval on transfers was suggested by the auditor and the only dilemma she sees with this procedure is the possible delay at times due to personal schedules and availability. Randy advised that it is standard procedure for an agency governed by a board of directors to have the Treasurer involved in financial decisions. Cassi advised that her concern of the delay is with instances such has occurred with the July 29th transfer request from the Financial Manager, which was left on her desk overnight of the 28th and when she logged into the bank system to complete the transfer, the direct payments had processed and the account reflected a negative balance already that morning, so to wait for the Treasurer's approval would restrict her from correcting such instances timely. Chairman Holmes stated that transfer requests should be required to be made earlier to avoid such instances. Director Lindquist asked what was needed to change the average balance carried in the accounts. Cassi advised that it has just been past standard to keep low balances in the non-interest bearing accounts, so it could be as easy as a conversation between Randy and the Financial Manager.

Vice-Chairman Collins **moved to approve the Delegation of Authorities for Randy Williams and Cassi Newton as presented**, Director Davis seconded the motion. The **motion carried unanimously**.

BANK SIGNERS: Cassi stated that Randy and her met with the auditor regarding bank signers and segregation of accounting duties, per the Board's request. She advised the auditor expressed his appreciation for the efforts and changes made over the last couple of years to aid in audit compliance. Cassi explained the following recommendations from the auditor:

1. The check images present on the bank statements be reviewed against the check registers by Cassi and the Chairman or Treasurer, then initialed on the original bank statement with the date reviewed.
2. Cassi can remain a signer for online banking access and transfer purposes, but she should not have payment initiation access and check stock should not be accessible to her.
3. That funds held in the Municipal Money Market account be limited to sufficient funds to conduct business for 2 weeks, while all other funds be held in the LGIP account. He suggested that the Board or District employee be responsible for ensuring that funds are transferred between accounts, as needed – such as if a large grant payment be deposited, it is transferred to the LGIP in a reasonable time to keep the Money Market account balance within set limits. In addition, he recommended that the Finance Manager has no access to the LGIP account aside from the monthly account statement, as the LGIP account has a lower risk than the Money Market account due the LGIP account not permitting payments directly from the account – the only way to withdrawal funds is direct deposit to another account.

Cassi stated that the annual interest rate on the LGIP account is 0.60 percent and Money Market is 0.75 percent. Chairman Holmes asked how much funds were in the LGIP and Municipal Money Market accounts. Cassi stated that the balance as of June 30th in the LGIP was \$421,327 and the Money Market was \$461,138. Debbi stated that the FDIC is \$250,000. Chairman Holmes stated that the difference in annual investment income is \$1,300 for \$800,000. Director Lindquist stated that was cheap insurance to protect \$800,000 in an account with lower risk. Chairman Holmes asked Cassi to research the FDIC for the LGIP and Money Market accounts and table the discussion until the next board meeting.

Director Lindquist **moved to approve Randy Williams as a bank signer**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

NEW VEHICLE: Cassi provided pricing lists she obtained from state purchasing and requested the Board to advise what make/model they would like the District to purchase, so she can have some direction in contacting dealerships for availability. The directors agreement on any available ¾ ton, crew cab, long box but had a preference of Chevrolet.

Director Davis **moved to allow Randy to make the decision to purchase a vehicle upon locating one within the Board's request**, Director Lindquist seconded the motion. The **motion carried unanimously**.

NEW BUSINESS

HEAT ILLNESS PREVENTION PLAN: Randy advised that on July 8, 2021 OSHA adopted temporary rules to address employee exposure to high ambient temperatures. He further advised that within the temporary rules it is required that all employers adopt a Heat Illness Prevention Plan and train all employees by August 1, 2021 which Cassi has already conducted the training required and she drafted the plan provided from review.

Director Davis **moved to approve and adopt the Heat Illness Prevention Plan as presented**, Director Hunt seconded the motion. The **motion carried unanimously**.

RIVER DEMOCRACY ACT (RDA) 2021: Cassi stated that in February of 2021 Senator Wyden and cosponsor Senator Merkley introduced a bill to protect over 4,600 miles of rivers and streams in Oregon as Wild and Scenic or Recreational, which would also protect ¼ mile of land on each side of the designated river. She explained that for Wheeler SWCD this bill includes the following:

(John Day) "Mainstem. – The 147.5 mile segment from Service Creek to Tumwater Falls as a recreational river, to be administered through a cooperative management agreement between the State of Oregon and the Secretary of the Interior.." (page 81)

"Bridge Creek. – The approximately 17.4 mile segment of Bridge Creek, from the east boundary of NW1/4SE1/4 sec. 35, T. 11 S., R. 21 E., Willamette Meridian, to the confluence with the John Day River, to be administered by the Secretary of the Interior as a recreational river." (page 82)

Randy advised that for all existing and future segments labelled as *Wild and Scenic* or Recreational, the Act will increase the ¼ mile of land on either side to a ½ mile. He explained that a wildfire management plan will be required to be developed for all segments by the dominant agency, as well as a local comprehensive plan developed by local agencies and landowners.

Vice-Chairman Collins asked if access to the listed segments would be restricted. Cassi advised that it would not restrict access, but it restricts changes being made to the land. Chairman Holmes explained that for example if a landowner would like to build a pole barn in an area such as at his residence, a plan would have to be developed before the landowner would be permitted to build or if a homeowner would like to add onto their home, the same process would have to be followed. Chairman Holmes further explained that there has been an issue with the fiber internet provider locating property to have a tower in the Service Creek due to that segment already being *Wild and Scenic*.

Cassi advised that the Grant SWCD Board had a speaker at their board meeting in June who was able to answer questions anyone had pertaining to the RDA and she would find out who that speaker was. Chairman Holmes suggested that the speaker for the Annual Meeting be tailored to the RDA and that the staff should consider doing a mailing to landowners in the areas affected by the Act. Randy stated that the real concern lies with what will be included in the management plans as a subset to the requirements set forth by the RDA. Director Lindquist suggested that the District work with Wheeler County Stockgrowers and schedule a public meeting. Chairman Holmes agreed and suggested also including the OSU Extension office. Randy stated that he will reach out to the District Manager at Grant SWCD for an update since he has been in contact with Wyden's administrative personnel.

DISPOSITION OF WEED CONTROL CHEMICAL: Cassi advised Judy Potter has requested her applicator's license be removed from District accounts. Cassi explained that upon retiring, Judy agreed to allow her applicator's

license to remain on record for the District until an employee can obtain their license. She further explained that she agrees with Judy that two years is ample time for an employee to have obtained a license. Cassi stated that the applicator's license is required to be listed with ODA to maintain the dealer's license held by the Wheeler County Weed Board through the SWCD and is required to be able to purchase in bulk and sell pesticides. She explained that with the applicator's license there is some liability in providing advice to purchasers.

Cassi advised that there is not an employee on staff who has an applicator's license and therefore, cannot sell pesticides until one is obtained. Cassi further advised that there is approximately \$6,800 of pesticide in inventory, none of which is restricted use and can be held in inventory. She asked the Board if they would prefer to hold the inventory or surplus it as a single lot and renew the inventory upon reinstatement of licensing.

Chairman Holmes suggested that a Director who holds an applicator's license may be willing to provide the ability for the WCWB to keep the dealer's license through the District. Cass advised that she spoke to Director Haberman and due to the liability, he is not willing to provide his license to the District.

Director Lindquist stated he is concerned with the liability on the employee who holds the applicator's license for the District. Chairman Holmes advised that as the seller, there is no liability if the purchaser does not follow instructions provided on the labeling – similar to Big R or other sellers. Director Lindquist stated that if Judy and Kale are both concerned by the liability, the District should be, too. Cassi explained that neither Judy nor Kale are employees of the District and not covered under the insurance of the District. Randy suggested the staff not provide advice to the purchasers. Cassi stated that technicians of the Weed Program need to be able to provide advice and education, as it is written into the grants for them to do so. Cassi suggested that a disclaimer be included on the purchase order of pesticides since the purchaser is required to sign all pesticide POs.

The Board agreed to retain the chemical inventory and table the license discussion until spring to follow up on the status of an employee obtaining their license.

DISTRICT STAFFING:

Resignation Letter: Chairman Holmes advised that Bodie Brown submitted a letter of resignation to the Board of Directors that was effective as of July 27, 2021.

Vice-Chairman Collins **moved to accept the letter of resignation from Bodie Brown**, Director Lindquist seconded the motion. The **motion carried unanimously**.

Hiring Process Recommendation: Chairman Holmes advised that the Personnel Committee recommends that Randy appoints a Hiring Committee consisting of less than a quorum of the SWCD Board of Directors to hire for a Conservation Technician I.

Director Davis **moved to approve the hiring process recommendation of the Personnel Committee**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

Randy asked if there were three or less directors who would like to volunteer to be on the Hiring Committee. Cassi advised that the interview will take place at 7am at the office on either August 2nd or 9th, depending on the candidate's availability. Chairman Holmes, Vice-Chairman Collins, and Director Davis volunteered. Cassi advised she would be in contact with them after speaking to the candidate.

Conservation Technician I & II Position Descriptions: Chairman Holmes stated that Randy has revised the descriptions for the technician positions. Randy advised that the intent is that as the District Manager, he is able to delegate the responsibilities as needed. He explained that the way the descriptions are written allows for all technicians to any program of the District, but the delegations by him and the levels of position dictate the workloads. He further

explained that a Tech I would greatly assist in most all programs as an introductory level, while a Tech II or more senior Tech I would be the lead on the programs and help aid in teaching the other techs. Randy stated that he included direction for obtaining higher levels of position, as well as the required certifications and trainings for each position and all of which is objective over subjective.

Vice-Chairman Collins asked if a stipend was provided to Bodie for acquiring his applicator's license. Cassi advise that Bodie never finished the requirements for his applicator's license. Vice-Chairman Collins asked if the Conservation Technician I is going to be considered the Weed Technician. Cassi advised that there is no longer programs tied to the position titles, which will allow for cross-training and delegation of responsibilities for District to operate in a more efficient manner. Chairman Holmes stated that this revised structure will also eliminate the sudden disorder caused by an employee leaving the District.

Vice-Chairman Collins asked if requiring the certifications and licenses are cause to provide a stipend for each one to the employee acquiring them. Cassi advised that Randy explained to her the list of certifications and licenses are used as an incentive for the employees to advance, which in the past each employee was required to remain at the same level until an employee of a higher level left the District. She explained that the goal is to not cap employees ability to advance, so the District may in the future have two Conservation Technician IIs and no Conservation Technician Is. Chairman Holmes stated that there is a possibility with a stipend being tied to each certificate, an employee may focus so much on obtaining those and the work of the District may be neglected. He advised that the presented revisions provide a structure that would encourage an even focus. Debbi advised that she would view the multiple certifications and licenses as playing into the cause for merit-based salary increases. Vice-Chairman Collins stated that his concern is the required certifications and licenses being viewed as more work with no salary increase.

Chairman Holmes stated that the topic should be tailored towards the position descriptions and not salary. He suggested that the topic of stipends for certifications and licenses be tabled and the discussion be focused on the position descriptions.

Vice-Chairman Collins **moved to approve and adopt the Conservation Technician I and Conservation Technician II position descriptions as presented**, Director Hunt seconded the motion. The **motion carried unanimously**.

Conservation Technician I Promotion: Randy advised that Cassi updated the funding source identification spreadsheet for the new fiscal year. He explained that in preparation of the new hire, Cassi and him reviewed the funding availability with the open position and potentially adding a part-time temporary position in the near future that can become permanent, if funding permitted.

Cassi advised that Randy's recommendation is to accept Brooke's agreement to transition into the position of Conservation Technician II with two stipulations: 1) obtain NRCS certifications required in position description, which she is almost completed with and 2) her salary must remain within Tech I range until the certifications are acquired and Randy's recommended salary is \$40,000. Cassi further advised that once Brooke acquires the required certifications for the position of Conservation Technician II, her salary would be increased to Bodie's prior salary of \$42,000.

Director Davis **moved to approve the salary increase to \$40,000 effective August 1, 2021 for Brooke Moore**, Director Hunt seconded the motion. The **motion carried unanimously**.

Conservation Technician I Hire: Cassi advised that Randy's recommendation is to start the new Conservation Technician I salary at \$31,000 with the opportunity for an increase after the 6-month evaluation.

Director Hunt **moved to approve the starting salary of \$31,000 for the new Conservation Technician I**, Vice-Chairman Collins seconded the motion. The **motion carried unanimously**.

Office Manager Comp Time: Randy explained that due to the transition, there was a shortage of knowledge and staff at the District which caused Cassi to be the “one-stop shop” for all affairs at the District which caused her to accrue a tremendous amount of overtime. Randy stated that she has approximately 190 hours of comp time of which she cannot utilize. Randy asked the Board to consider how to address the balance of the comp time.

Chairman Holmes stated that it should be known that comp time is not normally authorized to be paid out, but due to the unusual circumstances he suggested 60 hours of comp time be paid monthly for the next 3 months, in addition to capping comp time to thirty hours per month. He advised that the trend of comp time will be going down as Randy gets up to speed and another technician joining the staff.

Randy advised that he has implemented his signature being required on all timecards and will be managing the comp time going forward by requiring approval prior to an employee working overtime. Debbi stated that the District has paid out comp time in the past to employees who have not been able to utilize the time off accrued.

Vice-Chairman stated that 60 hours would equate to approximately \$1,800 per month. Director Lindquist stated that in reality, Cassi is being paid for an extra 90 hours per month. Cassi stated that she is being paid for 60 hours per month for the next three months. Director Lindquist stated that she is being paid 60 hours per month to reduce the amount accrued and being allowed to accrue up to 30 hours per month. Cassi stated she will not be paid for the potential 30 hours accrued going forward because it is not standard to authorize comp time to be paid out. Vice-Chairman Collins explained that the goal is to reduce the amount of accrued comp time paying hours that have already been accrued and limited any comp time going forward to eliminate excessive accruals occurring in the future. Director Lindquist asked Cassi if she is going to take 30 hours off each month. Cassi stated no, comp time does not expire so time off can be taken at the employee and District Manager’s discretion.

Randy advised that something he needs to implement in the office is for staff to come to him first with any questions despite the habit of going to Cassi first while she has numerous other tasks to tend to. Randy stated that he may not have the answer for the staff, but he can field the distractions from Cassi’s workload. Chairman Holmes stated that is what was asked of Cassi by the Board and what was expected of her, but that was all during a transition and should be transitioned back to being the role of the District Manager.

Chairman Holmes stated that it was not Cassi who requested for this to be brought to the Board and that it was a conversation that he and Randy had with Cassi during a financial review discussion. Vice-Chairman Collins stated that he is in no way against paying out comp time, but he cannot remember if the temporary wage increase was supposed to cover comp hours accrued. Cassi advised that the temporary wage increase was for workload and by state law, the District could not restrict comp hours from being accrued. Chairman Holmes stated that the original decision was to offer a temporary wage increase in lieu of comp time; but since that is not legal, this is what transpired. Chairman Holmes stated that it was needed to keep the District operating during the time.

Vice-Chairman Collins asked Cassi to explain the identified funding sources spreadsheet. Cassi explained the spreadsheet in detail. Debbi had questions on clarity of where the funds are coming from and the accuracy of where the funds should be allocated to. Cassi stated that she cannot guarantee that the actual allocation will even reflect what is in this spreadsheet because that is in the sole control of the Finance Manager and she is only trying to portray the amounts available from each funding source and the overhead costs for salaries. It was decided to table further discussion of the allocation details until a later time.

Director Hunt **moved to approve the payout of 60 hours of comp time for Cassandra Newton for the next 3 months and limiting ability to accrue comp time to 30 hour monthly**, Director Davis seconded the motion. The motion carried unanimously.

OTHER BUSINESS NOT LISTED

LANDOWNER FOLLOWUPS: Cassi asked the Board when they would like to continue the discussion of landowner follow ups. Chairman Holmes stated to table it for August.

FIRE EXTINGUISHERS: Director Lindquist asked if there are fire extinguishers in the pickups, atv and utv. Cassi stated she believes so but would have to look. Director Lindquist asked if shovels are kept in the utv. Brooke stated no, but there are shovels in the shop that she can put in there. Chairman Holmes suggested that the District take all precautions possible to eliminate wildfire and to ensure resources are available in all vehicles, atvs, and utvs should a fire occur. He further advised that the atv and utv should not be used offroad after 1pm.

FUEL TANK: Director Lindquist asked if there was an update on the fuel tank research. Randy stated he has put in some inquiries for pricing and is in contact with insurance, but does not have any definite answers at this time.


NEXT MEETING DATE: The next regular meeting will be held on **August 26, 2021**.

ADJOURNMENT: There being no further business, the meeting was adjourned by Chairman Holmes at 8:56 p.m.

Respectfully submitted by Cassandra Newton



Jeremiah Holmes, Chair



Randall Williams, District Manager

