

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

February 11, 2021

**Meeting location: TELECONFERENCE**

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

<https://global.gotomeeting.com/join/259393757>

**To dial in using a phone:**

United States: +1 (312) 757-3121

**Access Code: 259-393-757**

The board meeting was called to order by Chairman Holmes at 6:06 p.m. by his wrist watch.

**Directors**

Jeremiah Holmes  
Wayne Lindquist  
Kale Haberman  
Jim Bob Collins  
Jason Davis

**Assoc. Directors**

**Employees**

Chase Schultz  
Cassandra Newton  
Brooke Moore

**Others Present**

**NEW BUSINESS**

**MINUTES:** The January 28, 2021 regular minutes were presented for review. Director Haberman **moved that the regular minutes from January 28, 2021 be approved**, Director Lindquist seconded the motion. **The motion carried unanimously.**

The Board left the regular meeting session at 6:04 p.m. to enter executive session.

**EXECUTIVE SESSION**

The executive session was called to order by Chairman Holmes at 6:05 p.m.

*ORS 192.660(8) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.*

The executive session was adjourned by Chairman Holmes at 6:51 p.m.

The Board reconvened the regular meeting at 6:52 p.m.

**OLD BUSINESS**

**DISTRICT MANAGER RECRUITMENT:** Cassi advised that she had emailed a packet of the items used in the last recruitment of District Manager; however she forgot to include anything regarding advertising and budget. She stated she was able to research the administration email history to find various locations the position was advertised, but the expense was much greater than she had expected. Cassi asked the Board to discuss and set the budget limits for this recruiting process. Chairman Holmes asked if there is an advertisement category already budgeted this year. Cassi advised the 2020-21 budget allocated \$1,500 for publication expense and as of January, \$1,230 remained. She further advised that the annual meeting and surplus notifications will be expensed from this remaining budget, as well. Chairman Holmes suggested a budget of \$600 for the District Manager recruitment.

Director Lindquist suggested that the focus of advertisement be online instead of newspapers. Cassi advised that many of the District's partnering agencies have what is called List Serves, which allows the District to submit job postings to agencies like OWEB, ODA, NRCS, OSWB, SDAO, etc and they will post the advertisement in their monthly or weekly newsletters. Vice-Chairman Collins suggested considering Cattlemen's Association to attract ag backgrounds. Director Haberman suggested Indeed and Cassi advised the prior recruitment was posted on iMatch. Chairman Holmes suggested that the District posts to as many locations as budget permits for at least the first month to funnel applicants

in for review. He suggested that the District post in the local newspapers for at least two weeks to show support locally and to start with four weeks elsewhere with the option to extend, if response is low.

Cassi asked what the timeline for posting the position was. Chairman Holmes advised he would like to see the position posted by the end of next week.

The advertisement and job description used in 2019 were reviewed in great detail and Cassi noted requested revisions to both documents. The interview process was briefly discussed with concern of the current state restrictions. The discussion was tabled until applications are received, so the restrictions can be assessed based on restrictions at that time.

Director Lindquist **moved to approve the advertisement and job description documents with the requested revisions and a copy of the documents emailed to directors for proofreading to ensure revisions are completed prior to posting; to begin advertising for a District Manager with salary of \$45,000-\$60,000**, Vice-Chair Collins seconded the motion. **The motion carried unanimously.**

Due to a few items which were discussed, but missed in the prior motion –

Vice-Chairman Collins **moved to begin the advertisement on Thursday, February 18, 2021 and it to remain open until filled; to be advertised for 2 weeks locally and 4 weeks elsewhere, as discussed; and, an advertising budget of \$600**, Director Davis seconded the motion. **The motion carried unanimously.**

**OTHER BUSINESS NOT LISTED**

**LAC/SIA:** Cassi advised that she has the letter revised and a clean copy available for signature. The Board of Directors reviewed the letter. Chairman Holmes advised that the positions of the directors were incorrect on the signature lines due to the nominations from January. Chase advised that the addressees are incorrect on the letter.

Director Davis **moved that the letter to ODA be approved with edits to director positions and addresses**, Director Haberman seconded the motion. **The motion carried unanimously.**

**NEXT MEETING DATE:** The next regular meeting date will be on **February 25, 2021** at 6:00 pm. Cassi will provide notice of whether the meeting will be held in person or virtually.

**ADJOURNMENT:** There being no further business, the meeting was adjourned by Chairman Holmes at 8:39 p.m.

*Respectfully submitted by Cassandra Newton*

  
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Jeremiah Holmes, Chair

  
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Chase Schultz, District Manager