



Wheeler Soil and Water Conservation District

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Board of Directors
Meeting Minutes
January 27, 2022

Directors

James Collins
Wayne Lindquist
Kale Haberman
Anna Thomas
David Hunt

Assoc. Directors

Rob Wade

Employees

Randall Williams
Cassandra Newton
Daniel Goodell

Others Present

Debbi Bunch, MJDBCWC
Rick Shaffer, WCWB/County
Carmen Oakes

The board meeting was called to order by Vice-Chair Collins at 6:12 p.m. by the clock on the wall.

1. Agency Reports

a. **MJD-BC Watershed Council, Debbi Bunch**

Debbie advised that the public comment period ends February 7th for the Waters of the United States redefinition. She also advised that the Watershed Council meeting will be February 16th.

b. **Wheeler County Weed Board, James 'Jim Bob' Collins**

The Weed Board will be holding a meeting on February 24th. No other update at this time.

c. **RSI (Engineer), Gabe Williams**

Not present

d. **NRCS, DelRae Ferguson**

Not present

e. **ODA, Maria Snodgrass**

Not present

f. **Others**

None

2. District Reports

a. **District Manager, Randy Williams**

Randy expressed his appreciation for Cassi and Daniel for handling District business in his absence due to being ill the first two weeks of January. He advised his report is current and most items will be addressed in detail later in the meeting.

b. **Office Manager, Cassi Newton**

Cassi stated that she has a few items she forgot to mention in her report.

She advised that District management cancelled the service agreement with Pacific Office Automation due to the cost, in addition to the lack of service and support. The Board briefly discussed the comparison of the cost for the service agreement and the cost for potential repair or replacement.

Cassi stated that ODA Strategic Implementation Area (SIA) program is hiring for a full-time employee. She reminded the Board that the SIA program is on hold through the 2021-2023 biennium, but there is a work group session scheduled with an ODA Board Committee on February 1st at 5:30 p.m.

Cassi advised that she submitted two small grant applications on Brooke's behalf, but only one was awarded due to a lack of funding. She further advised that the landowner whose project was not funded is interested in a large grant through OWEB and will be working with Brooke when she returns to work.

Cassi reminded the Board that per the Delegation of Authorities appointed to Randy and her, all bid solicitation packets and awards must be provided to the Board at the next scheduled meeting.

Meeting Location: The Rock in Spray, Oregon

To Join from a computer or smartphone:

<https://global.gotomeeting.com/join/954414701> (Contact the office for meeting password)

To dial in using a phone:

(571) 317-3122 (Access Code: 954-414-701)

She advised that during Randy's absence and with his authorization, she solicited for an archeologist to conduct a CR survey for the Butte Creek Riverscape project. She further advised that she awarded the contract to GMI, Inc. and the survey will begin on February 3rd.

c. Conservation Technician I, Brooke Moore

Not present

d. Conservation Technician II, Daniel Goodell

Daniel stated that his report is current other than he received the last landowner agreement for the current weed grant and he obtained post project photos for the CTWS contract.

3. Monthly Business

a. Review and approve minutes

- November 18, 2021
- December 08, 2021

‡**Motion** made by Director Lindquist to approve the board meetings from November 18, 2021 and December 8, 2021 as presented, Director Hunt seconded the motion. The motion passed unanimously.

b. Review and approve budget report

- January 18, 2022

‡**Motion** made by Director Haberman to approve the budget report dated January 18, 2021 as presented, Director Thomas seconded the motion. The motion pass unanimously.

c. Review and approve Accounts Payable

- November 30, 2021
- December 15, 2021
- December 30, 2021
- January 27, 2022

‡**Motion** made by Director Lindquist to approve the check registers from November 30, 2021, December 15, 2021, December 30, 2021 and January 27, 2022 as presented, Director Hunt seconded the motion. The motion passed unanimously

4. Upcoming Meetings & Events

- Staff Meeting, every Monday
- **January**
 - 25th: OWEB Board Meeting, 10am
 - 26th: OWEB Board Meeting, 8am
 - 26th: OSU Workshop, 8am
- **February**
 - 1st: ODA Workgroup Session (SIA), 530pm
 - 9th: JDBP Meeting, 10am
 - 10th-13th: SDAO Annual Conference (virtual)
 - 15th: SWCC Meeting, 1pm

5. Upcoming Deadlines

- OWEB Post-Fire App Deadline 01.31.2022
- NFWF Conservation Partners Program 02.23.2022
- Conservation & Rec. Fund App Deadline 02.25.2022

6. District Management

a. Finance Manager Transition

Cassi advised that she spoke with Randy and Judy regarding the timeline for the transition and she recommended the transition period be extended through June 30th. She stated that the reasons for the extension is due to her being the only one doing the QuickBooks setup since the District has not been able to obtain a CPA, Judy is still working on gathering the data she needs and a transition at the end of a fiscal year would also make the audit process more efficient.

‡**Motion** made by Director Hunt to approve an extension of the Finance Manager contract and transition through June 30, 2022, Director Haberman seconded the motion. The motion passed unanimously.

b. Office Lease

Randy advised that he is still waiting on a response from Judy regarding the Board's requests. He suggested the Board table further discussion until Judy's response is received.

c. Risk Assessment

Cassi stated that the Risk Assessment is an annual evaluation that is completed by District management and submitted to the Risk Management department of SDIS. She advised that no action is necessary as long as there were no requests for revisions. Randy provided a brief overview of the evaluation. There were no requests for revisions.

d. Director Recruitment, At-Large Position

Cassi stated she submitted the resignation to ODA, but that the At-Large 1 position has not been declared vacant by ODA yet. Randy explained that the Board can directly recruit and appoint someone through a formal motion or the Board can conduct community outreach and solicit through advertisement. Cassi reminded the Board that eligibility for the At-Large position is simply being a registered voter within District boundaries.

The Board asked Associate Director Wade if he would be interested in the At-Large position. Associate Director Wade advised that due to the meetings being held in Spray that he has struggled to attend the meetings. He stated that he would consider and advise at the February meeting.

Cassi advised that Carmen Oakes is also interested in the position and is in attendance. Carmen stated she is interested, but would like to discuss it with her husband prior to committing.

The Board tabled further discussion until the February meeting.

Cassi advised the Board that Director Haberman had something to share regarding recruitment.

Director Haberman stated that his family is moving out of state and he is submitting a resignation from the Zone 4 position on the Board of Directors to be effective April 1, 2022.

‡**Motion** made by Director Hunt to accept the resignation letter from Kale Haberman for the Zone 4 position, Director Thomas seconded the motion. The motion carried unanimously.

e. Committees ***The item was discussed after the discussion of item 10.c.*

Cassi reminded the Board that both the Nominating Committee and Personnel Committee are standing committees and only need to be changed when a new appointment is needed. She advised that the Nominating Committee was changed at the last meeting, but a new Personnel Committee Chair should to be appointed since Chair Collins was the previous Personnel Committee Chair. She reminded the Board that the Personnel Committee consists of the entire Board of Directors and has one officer, the Chair.

‡**Motion** made by Director Lindquist to appoint Jason Davis as the Chair of the Personnel Committee, Director Hunt seconded the motion. The motion passed unanimously.

7. Legislation

a. River Democracy Act 2021

Randy reminded the Board that there were several meetings with Senator Wyden's personnel prior to the joint letter being sent by Wheeler County and the District to request all segments be removed from the proposal. He advised that he followed up with Kathleen Cathey and she responded by saying *thank you*. He advised that we will have to see if they're able to pass an omnibus bill that would potentially have large scale Lands Act that includes the RDA.

Vice-Chair Collins asked Randy if he knew what the process was for the Act being adopted. Randy stated that it would go through Congress and would have to be approved by both the House and Senate. He advised that generally the Act would be included with many other similar acts before being presented for adoption in D.C.

b. HB2560 (ORS 192.670), Public Meetings

Cassi advised that House Bill 2560 is regarding the amendment of the Public Meeting Law in ORS 192.670 that now requires that all public meetings, except executive sessions, whether in person or virtual, have a method of electronic or virtual access by the public, and the legislation also has requirements if public comment is allowed at a public meeting. She read the amended ORS 192.670 for the Board and provided the written guidance that ODA sent to SWCDs. Cassi advised that the District's Public Meeting Policy will be revised in the near future.

c. Vaccine Mandate

Cassi advised the Board that the vaccine mandate is no longer of concern.

8. Projects/Programs

a. AgriMet Weather Stations

Randy stated that correlation with neighboring districts and partnering agencies is currently in the works. He advised that a joint map has been developed to use for determining site locations and a virtual meeting will soon be scheduled to discuss potential sites and funding.

The Board asked Randy to reach out to Oregon Department of Forestry, U.S. Department of Forestry, Bureau of Land Management, Oregon Tourism Board, Painted Hills Monument, the Parks and Recreation Departments and Oregon Department of Transportation. Rick Shaffer advised that he can provide Randy with the fire contacts he has and that he will try to attend the AgriMet meetings in the future.

9. Partners

a. Chamber of Commerce Membership

Cassi stated that she recently read in The Times Journal about a grant the Condon Chamber of Commerce received that may provide funding opportunities such as website development and business personal services. She advised that after attending a community engagement event, she learned that the grant funding may not be what the District is in need of, but the Executive Director of the Chamber mentioned other opportunities that are available. Cassi stated that the Executive Director invited the District to become a member of the Chamber and advised that they are in the process of rebranding to become the Oregon Frontier Chamber of Commerce since it now serves multiple counties. Cassi advised that the membership information and application is the packet for the Board's review. She also advised that she had briefly spoke with Gilliam SWCD which is a long-time member and they had excellent feedback on the numerous opportunities that the membership has offered, including sharing the District's publications and resources to the public.

Randy stated that he believes the education and outreach assistance the District will receive as a member is worth the annual membership fee of \$100.

‡**Motion** made by Director Lindquist to approve the annual membership fee of \$100 for the District to become a member of the Oregon Frontier Chamber of Commerce, Director Thomas seconded the motion. The motion passed unanimously.

10. Annual Agenda Items

a. Annual Work Plan Accomplishments

Cassi reminded the Board that the District adopts the Annual Work Plan each year in June and the District is required to provide its accomplishments of the prior fiscal year to ODA by December 31st and per District policy the Annual Work Plan Accomplishments submitted to ODA must be

provided to the Board. She advised there is no action necessary unless revisions are needed to the accomplishments submitted. The Board did not have any revisions to the accomplishments submitted to ODA.

b. Insurance Review

Cassi reminded the Board that per District policy, the Board must review the insurance policies at time of renewal. The Board did not have any request for revisions to the insurance policy renewal.

c. Board Officers

‡ **Motion** made by Director Hunt to appoint James Collins as Chair of the Board, Director Thomas seconded the motion. The motion passed unanimously.

‡ **Motion** made by Director Haberman to appoint Anna Thomas as Vice-Chair of the Board, Director Lindquist seconded the motion. The motion passed unanimously.

‡ **Motion** made by Director Thomas to appoint Jason Davis as the Secretary/Treasurer of the Board, Director Haberman seconded the motion. The motion carried unanimously.

d. Bank Signers

Cassi reminded the Board that per District policies the fully authorized bank signers shall include all officers of the Board and the District Manager, then the Office Manager shall only be a partially authorized signer with online account access and transferring of funds but shall not be authorized to sign checks.

‡ **Motion** made by Director Lindquist to appoint James Collins, Anna Thomas, Jason Davis and Randall Williams as fully authorized bank signers and appoint Cassandra Newton as a bank signer for online access and fund transfer only, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

e. Associate Directors

Cassi advised that associate directors are appointed for two-year terms during odd numbered years, so no action was necessary for this item unless the Board has someone other than Amy Derby or Rob Wade interested in becoming an Associate Director. She apologized for the mistake of including it on the agenda.

f. Director Emeritus

Cassi advised that currently Ted Molinari is the only Director Emeritus.

‡ **Motion** made by Director Haberman to appoint Ted Molinari and Jeremiah Holmes, upon his consent, as Director Emeritus's, Director Hunt seconded the motion. The motion passed unanimously.

g. Designations

Cassi advised that the current publications of record are The East Oregonian, Wheeler County News and The Times Journal. She recommended that the Board only appoint one publication of record.

‡ **Motion** made by Director Hunt to appoint The Times Journal as the publication of record, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

11. Business Not Listed

a. Memorandum of Agreement with the Mid John Day – Bridge Creek Watershed Council

Cassi and Debbi advised that per the Agreement, a renewal draft must be presented to the boards in May for adoption at the June meetings for each agency.

Randy recommended that the review in February to allow for communication to occur between the agencies prior to presentation for renewal.

The Board requested Randy to begin review of the Agreement with up to three directors from the Board.

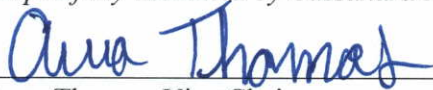
b. Employee Evaluations

Randy reminded the Board that per District policy, employee evaluations shall be scheduled annually in January with any salary adjustments taking effect July 1st. He advised that due to being out sick in January that he is behind schedule, but he intends to schedule the evaluations mid-February. Randy requested that up to three directors participate in the employee evaluations to aid in providing an objective opportunity for directors to see what the employees are doing and assist in providing feedback to the employees.

Next Meeting February 24, 2022

The board meeting was adjourned by Chair Collins at 7:40 p.m. by the clock on the wall.

Respectfully submitted by Cassandra Newton



Anna Thomas, Vice-Chair



Randall Williams, District Manager