



## Wheeler Soil and Water Conservation District

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Board of Directors  
Meeting Minutes  
June 30, 2022

### Directors

James Collins  
Anna Thomas  
Jason Davis  
David Hunt

### Assoc. Directors

### Employees

Randall Williams  
Cassandra Newton  
Daniel Goodell  
Brooke Moore

### Others Present

Debbi Bunch, MJDWC  
JD Bunch  
Brent Johnson

The board meeting was called to order by Chair Collins at 6:20 p.m. by the clock on the wall.

### 1. Agency Reports

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

Debbi expressed appreciation for support the Council has received from the District over the years. She advised that she will be sending out an email with updated Watershed Council contact information once available.

#### b. RSI (Engineer), Gabe Williams

Not present

#### c. NRCS, DelRae Ferguson

Not present

#### d. ODA, Maria Snodgrass

Not present

#### e. Others

None

### 2. District Reports

#### a. District Manager, Randy Williams

Randy stated his report is current.

#### b. Office Manager, Cassi Newton

Cassi stated her report is current.

#### c. Conservation Technician II, Brooke Moore

Brooke stated her report is current.

#### d. Conservation Technician II, Daniel Goodell

Daniel stated his report is current.

### 3. Monthly Business

#### a. Review and approve minutes

- May 26, 2022 regular minutes
- May 26, 2022 executive session minutes

Vice-Chair Thomas advised that it was Director Davis who participated in the candidate interview, not Director Hunt.

‡ **Motion** made by Director Hunt to approve the board meeting minutes from May 26, 2022, Director Davis seconded the motion. The motion passed unanimously.

#### b. Review and approve budget report

- June 20, 2022

‡ **Motion** made by Director Davis to approve the budget report dated June 20, 2022 as presented, Vice-Chair Thomas seconded the motion. The motion pass unanimously.

#### c. Review and approve Accounts Payable

- June 15, 2022
- June 30, 2022

**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)

‡**Motion** made by Director Davis to approve the check registers from June 15, 2022 and June 30, 2022 as presented, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

#### 4. Upcoming Meetings & Events

- Staff Meeting, every Monday
- **May**
  - 26th: SWCD Board Meeting, 6pm
  - 31st: OWEB Site Tours
- **June**
  - 15th: Region Coordination Meeting, 9am
  - 16th: LJDWG Presentation to OWRC, 1pm
  - 30th: OWEB Site Tours
  - 30th: SWCD Board Meeting, 6pm
- **June**
  - 29th: OWEB Climate and Water Committee, 9am
  - 30th: ODA Reporting Overview and Q&A, 1pm
  - 30th: SWCD Board Meeting, 6pm
- **July**
  - 4th: Office Closed
  - 13th: Fox Site Tour
  - 14th: USGS-NIDIS Drought Prediction, 10am
  - 19th: LJDWG Meeting, 10am
  - 15th-Aug: CTWS Volunteers, Middle Fork
- **August**
  - 10th: JDBP Meeting, 10am
  - 16th: LJDWG Meeting, 10am

#### 5. Upcoming Deadlines

- **August**
  - 5th: Joint Chiefs Application Deadline
  - 15th: NOAA Fish Barrier Application Deadline

#### 6. District Management

##### a. Director Recruitment

Cassi advised that Zach Bruce is still interested in the Zone 4 position but was not able to attend the meeting. She introduced Brent Johnson who qualifies for Zone 5 and is interested in being a director.

Cassi provided election letters and candidate packets to directors whose positions are up in the 2022 general election. She explained the eligibility requirements and the process for running as a candidate in the election. Cassi advised that the filing deadline is August 30<sup>th</sup> at 5pm.

Cassi suggested that the Board consider recruiting for associate directors who are interested in participating at the board meetings and District business.

##### b. Finance Manager Transition

Cassi stated that three of the BEO accounts have been closed as authorized by the Board previously. She explained that there were outstanding checks on two of the accounts and those two accounts will officially close once all checks have cleared. She also stated that after the end of the fiscal year, she will be contacting LGIP to determine how to setup direct deposit from the District's funders.

Cassi advised that there are some various District accounts that Judy still needs to provide login information for and finish transferring the administration. She also advised that Judy still has possession of District property and accounts that she will return after the close of the fiscal year. Cassi advised that there will not be a mid-month check run in July due to the inability to process transactions in QuickBooks until Judy provides the final June bank reconciliations which will provide the beginning balances for the new system in QuickBooks.

**c. Legal Counsel**

Cassi stated that she reached out to the attorney she was familiar with who worked government agencies. She explained that that attorney did not have the ability to take the District on as a client but she received a recommendation for another attorney located in The Dalles.

Cassi advised that she was able to have a consultation meeting with the attorney from The Dalles, and after receiving a letter of interest and resume, she discussed the details with Randy. She advised that the letter and resume were included in the board packet. Randy and Cassi recommended that the District retain the services of the attorney for rate offered of \$175 per billable hour and a travel rate of 50 percent.

‡**Motion** made by Director Hunt to appoint Marcus Swift with Overland Law as the District’s legal counsel, Director Ryno seconded the motion. The motion passed unanimously.

**d. Budget**

Cassi explained the budget revised format. The directors asked clarification questions for budget amounts on various line items. It was suggested to increase the budgeted amount of the ATV/UTV maintenance based on the historical expenditures.

‡**Motion** made by Director Hunt to approve and adopted the proposed budget with the suggested increase to Line 18 of the General Fund Expenditures, Director Ryno seconded the motion. The motion passed unanimously.

**e. Annual Work Plan**

Randy explained the revised format and provided an overview of the 2022-2023 objectives. The Board discussed the wording of Objective 3 Task 12.

‡**Motion** made by Director Davis to approve the 2022-2023 Annual Work Plan with rewording of Task 3.12, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

**f. Annual Wage Schedule**

Cassi advised that she had forgotten to have the Annual Wage Schedule on the agenda at the last meeting when the salaries were approved for the 2022-2023 fiscal year. She stated that the wage schedule in the board packet has the approved salaries from the prior meeting and it needed to be adopted as the 2022-2023 Annual Wage Schedule.

‡**Motion** made by Director Hunt to approve the 2022-2023 Annual Wage Schedule, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

**g. District Website**

Cassi stated that at a SDAO training, she learned of Streamline, a company that specializes in developing and hosting websites for special districts. She advised that she contacted the Chamber of Commerce and learned they had not begun any work towards the prior plan of transitioning to a new website. Cassi provided the Board with details of the migration process and pricing chart. Cassi advised that after attending a consultation with Streamline, Randy and her explored a demo website that the company had set up for the District and determined that it would greatly enhance the District’s outreach and education, as well as provide a resource for the District. She stated that the migration process with Streamline had begun and the tentative “Go-Live” date for the new website is scheduled for August 4<sup>th</sup>.

**h. Financial Policies and Procedures** (*business not listed*)

Cassi advised that the Financial Policies and Procedures revisions included:

- Removing the contracted Finance Manager position and corresponding tasks
- Require Treasurer review and signature on specific financial records

- Include the surplus procedures per the District's Public Contracting Policy
- Updates to roles and responsibilities tables for segregation of accounting duties

‡**Motion** made by Director Davis to approve the Financial Policies and Procedures, Vice-Chair Thomas seconded the motion. The motion passed unanimously.

**i. Board Meeting Caterer Request** (*business not listed*)

Cassi stated she received a request for an increase to \$200 monthly. The Board discussed the last review in February 2021 and the current inflation.

‡**Motion** made by Director Ryno to increase the catering service pay to \$200 per month, Director Davis seconded the motion. The motion passed unanimously.

**7. Legislation**

**a. River Democracy Act** (*business not listed*)

Randy advised that he had not received any update regarding the River Democracy Act.

**b. Sutton Mountain** (*not on agenda*)

Randy stated that he received a response from Stacy Jacobson with Senator Merkley's office advising that she would share the District's concerns regarding the proposed Sutton Mountain National Monument with the senator.

**8. Projects/Programs**

**a. AgriMet Weather Stations**

Randy stated that he had continued his efforts of making contact with CTWS and CTUIR regarding the funding opportunities and their interest in AgriMet. He advised that OWRD has expressed potentially having additional funds for more stations than the initial Twickenham station and that NRCS has also expressed potential funding for equipment and installation. Randy provided an overview of the AgriMet program and the stations.

**b. Lower John Day Working Group**

Randy thanked Debbi for her leadership and work involved in the Lower John Day Working Group (LJDWG) over the past five or six years. He advised that Herb Winters and Debbi presented the final approved draft of the Integrated Water Resources Plan to the Oregon Water Resources Commission and it was recognized by the Commission.

Randy advised that there are some American Rescue Plan Act (ARPA) funds available and up to \$250,000 may be allocated to the LJDWG, which Herb Winters drafted five proposals to OWRD on behalf of the LJDWG.

**c. Joint Chiefs**

Randy explained what the Joint Chiefs grant program is and provided some current project locations. He further explained that the deadline for application is August 5<sup>th</sup>, so a proposal would not be feasible for this year, but he is interested in collaborating with agencies and landowners to prepare a proposal for next year.

**d. ODA Additional Funding** (*business not listed*)

Randy advised that followed up with Maria Snodgress regarding the additional funding. He stated that Maria advised that no parameters for the eligibility and use of the funds have been set but that the funds is supposed to be renewed in the next biennium.

**9. Partners**

**a. Contract with MJD-BC Watershed Council**

Randy reminded the Board that since the Watershed Council elected to manage its finances internally, that two agreements were drafted – an office sub-lease and a transition agreement. He also reminded the Board that at the May board meeting, they set a deadline for a response back

from the Watershed Council of June 15<sup>th</sup> at 4pm. Randy advised that the District did not receive any signed documents back from the Watershed Council.

Randy stated that the Watershed Council did advise they would like to accept the District's offer to purchase the Tahoe.

‡ **Motion** made by Director Davis to surplus the 200 Chevrolet Tahoe to the Mid John Day Watershed Council "as-is" for \$2,500, Director Hunt seconded the motion. The motion passed unanimously.

‡ **Motion** made by Vice-Chair Thomas to approve the Transition Agreement with the Mid John Day Watershed Council, Director Ryno seconded the motion. The motion passed unanimously.

**b. CTWS Volunteer**

Cassi advised that the CTWS is looking for volunteers available to assist with fish salvage efforts during the Middle Fork Vincent to Vinegar restoration project during the work window of July 15<sup>th</sup> to August 31<sup>st</sup>. She further advised that the Conservation Technicians will be volunteering for one day on July 21<sup>st</sup>. Cassi asked that the information be forwarded to any kids or persons who may be interested.

**c. Make America Beautiful Challenge** (*business not listed*)

Randy stated that a letter of support he wrote for CTWS is included in the board packet. He advised that CTWS is partnering with OSU to seek funding to develop the network of nurseries to develop native plants and grow those for watershed restoration projects, as well as to grow seed.

**d. SWCC Director Collins, Term Ending** (*business not listed*)

Cassi advised that Director Collins' position on the ODA SWCC is up for reappointment. She provided him a copy of the reappointment process and he advised he will be requesting reappointment.

**Next Meeting** August 25, 2022

The Board left the open session to enter into executive session at 7:57 p.m. after a 10-minute recess.

**10. Executive Session**

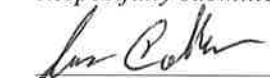
- a. ORS 192.610(2)(e)** To conduct deliberations with persons designated by the governing body to negotiate real property transactions.


The Board adjourned the executive session at 8:35 p.m. and returned to open session.

‡ **Motion** made by Director Davis to increase the amount in the letter of intent by \$2,000, Director Hunt seconded the motion. The motion passed unanimously.

The board meeting was adjourned by Chair Collins at 8:37 p.m. by the clock on the wall.

*Respectfully submitted by Cassandra Newton*

  
James Collins, Chair

  
Randall Williams, District Manager  
Cassandra Newton, Admin. Mgr.

