



Jackson Soil & Water Conservation District  
89 Alder Street Central Point OR 97502  
Telephone: 541-423-6159 Fax 541-727-7471  
[www.jswcd.org](http://www.jswcd.org)

**MINUTES NOT FINAL UNTIL APPROVED**

November 15th, 2023  
Jackson Soil and Water Conservation District  
(JSWCD)  
Board Meeting

**Directors, Associates**

**In attendance:**

Katelyn Detweiler – Director  
Barbara Niedermeyer – Director  
Don Hamann – Director  
Ron Hillers – Director  
Stan Dean Director  
Nicky Webb-Smith – Director  
Pam Hillers – Associate Director

**Zoom:**

Gordon Jones – Director Emeritus

**Staff:**

**In attendance:**

Jill Smedstad – Executive Director  
Trevor Morris – Business Manager  
Josh Bilbao – Agricultural Resource Conservationist

**Zoom:**

Paul DeMaggio – Soil and Water Conservation Engineer  
Jenna Sanford – Stewardship Monitoring Coordinator

**Guests in attendance:**

Sue Parrish  
Eric Nusbaum – ODA

Director Dean called the meeting to order at 4:00 pm followed by the pledge of allegiance.

Director Dean asked for introductions as there were some new faces.

The October meeting minutes and treasurers' reports will be brought to the December Board meeting due to staff wellness issues.

Director Dean will give an update on the Executive Director performance review process later in the meeting.

**Ethics Presentation**

Eric Nusbaum with ODA gave a presentation on ethics for public officials. He discussed topics to include conflict of interest, responsibilities, prohibited uses of position, and many others. A short Q and A followed the presentation.

**NWQI Presentation – Josh Bilbao**

Josh Bilbao presented the updates on the NWQI project. NWQI is a USDA-NRCS led water quality initiative. The main focus is on farm conservation practices to include soil health, reduced erosion and runoff, as well as nutrient and manure management. The project was accepted and approved in September of 2023. A short Q and A followed the presentation. Approximately 10-15 landowners will be targeted totaling nearly 1000 acres. This is a five-year project.

## **Admin Report**

Executive Director Smedstad reported that she travelled to The Dalles for an OCEAN event. She connected with many other SWCD staff. Meghan and Hannah are in the Bend area attending the Intertribal Ecosystem Restoration Summit that was coordinated by Tribal partners and Lomakatsi. Executive Director Smedstad mentioned that the USDA Lease is getting closer to being finalized and will be brought to the December Board Meeting. She also mentioned that herself, Josh, and Paul have been attending Oregon Climate resilience training.

## **Partnership Reports**

NRCS was not present.

Director Dean has no updates on the RRWC.

Colleen Roberts was not present.

## **Internal Financial Controls**

A copy of the previously approved internal financial controls was given to the Board to review following the Districts Audit report. The board discussed some minor changes that would strengthen the document mostly related to staff credit card use. Director Niedermeyer stated that the current document does not include any information concerning the consequence of not having a receipt. The updated document will be brought to the December Board meeting.

## **Annual Report**

**A motion by Director Hillers with a second by Director Hamann to approve the 22-23 Annual Report passed unanimously.**

## **Personnel Update**

Director Dean provided an update on the Executive Director Performance Review process. He would like to present the template at the December meeting. The template is focused on the Executive Director setting future goals/targets to meet, expanding education related to her position, as well as a traditional approach encompassing exceeds/meets/needs work marks regarding the position requirements/expectations.

## **Legislative Update**

Director Dean reported that he doesn't have much to report. Director Dean mentioned that OWRD is proposing draft rules concerning groundwater allocation at the state level. This will be an ongoing discussion over the next six months or so.

## **REPORTS**

### **OWEB – Small Grant Team**

Director Niedermeyer reported that the small grants team met, got their contract in, and the first window is December 15<sup>th</sup> – 29<sup>th</sup>. All applications need to be done with the online application process. The Team will be acting on those applications in January.

### **OACD**

Nothing to report.

### **SWCC**

Director Dean attached his meeting notes in the Board packet.

### **Agenda Build/Other Business**

Director Webb-Smith is very interested in a presentation on weeds. Associate Director Hillers asked if Meghan and/or Hannah could give a brief update on how the tribal summit went last month. Executive

