



Jackson Soil & Water Conservation District  
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**MINUTES NOT FINAL UNTIL APPROVED**

December 20th, 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  
Frank Baratta – Director

**Staff:**

**In attendance:**

Jill Smedstad – Executive Director  
Trevor Morris – Business Manager (Excused at 5:42pm)  
Hannah Satein – Education and Outreach Coordinator  
(Excused at 5:20pm)  
Kim Ingram – Office Assistant

**Zoom:**

**Guests in attendance:**

Frances Oyung (Excused at 4:56pm)  
Colleen Roberts (Excused at 4:45pm)

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

Director Niedermeyer asked if there was an update on the internal financial controls. Trevor stated that he would update the Board during the admin update portion of the meeting. Director Dean asked to add the zone 3 Director to the discussion items as well as asking the Board how they feel about starting the meetings with the pledge.

**October Meeting Minutes**

A motion by Director Detweiler with a second by Director Niedermeyer to approve the October Board Meeting minutes, with a correction to Director Niedermeyer name, passed unanimously.

**Annual Meeting Minute Consensus**

The Board came to consensus that the annual meeting minutes were correct.

**November Meeting Minutes**

A motion by Director Hamann with a second by Director Baratta to approve the November Board Meeting minutes passed unanimously.

## **Financial Report/Treasurers Report**

There was discussion concerning whether the motion should come before the presentation. Director Dean stated that he would like to hear a presentation on the topic before a motion is made, then follow the motion with discussion prior to voting. Trevor Morris gave a brief presentation of the financial report to the Board. He stated that the District was in good financial standing as we approach the half way point of the fiscal year. **A motion by Director Hillers with a second by Director Hamann to approve the financial report passed unanimously.** Director Baratta asked how and when the District receives property taxes. Trevor explained that the majority of the taxes are received in November. Director Dean asked about line items that did not have an allocated budget but show an expense. Trevor explained that some of those are due to chart of account discrepancies that are currently being redone to resolve those issues. Director Dean also asked about the OACD dues being less than previous years. Trevor explained that the dues are based on a % of the prior years budget and this year the percentage was reduced resulting in a smaller dues payment. Director Dean also asked about 6020 District Funds and why that number is small when 250,000 was budgeted. Trevor explained that many of those funds have been allocated but not yet spent.

## **Education Program Presentation**

Hannah gave a thorough presentation on the District education program. Hannah highlighted the work throughout the Summer and Fall in coordination with Executive Director Smedstad which included aligning the program with the 22-27 Strategic Plan. Hannah conducted an education needs assessment which was sent to 54 individuals. 17 responses were received with a common theme of more youth and adult natural resource education to include hands-on/outdoor/and in classroom themes. Hannah explained that currently the education program focuses on direct education delivery (Land Stewards/Salmon Watch/Classroom Visits), JSWCD programs (MRPSP, SORE, classes, internships, and educational events), funding through education grants and capacity funds, as well as educational materials and advisory support. Hannah shared ideas for the near future to include flagship courses and expanding opportunities for internships. Long-term goals include expanding youth education capacity. Director Baratta asked who the survey was sent to. Hannah replied that it was sent to educators predominantly but natural resource professionals as well as community organizations to receive a broader opinion from the community. Many of the Board members stated that they were impressed and pleased with JSWCD's education and outreach program. Frances Oyung asked about PSP and the imidacloprid spike at the Lone Pine site, and what JSWCD's role is. Hannah stated that it is on the District's radar and that direct education and outreach will be sent out to the neighborhood and surrounding areas.

Executive Director Smedstad presented flowers on behalf of JSWCD to Director Webb-Smith for her service and contribution to the District. This was her final meeting as a Director with the District.

## **Admin Report**

Executive Director Smedstad reported that the working groups are still meeting and making progress. The financial internal controls have received updates, and a copy will be brought to the January Board Meeting. Executive Director Smedstad is currently working on personnel policy revisions with the goal of creating an employee handbook. She also shared updates on external grants to include ODF and FEMA grants.

## **Partnership Reports**

NRCS was not present.

Director Dean shared some information on how the RRWC gets its income. One of those is the annual fundraiser, Celebrate the Rogue. It is scheduled for May 11<sup>th</sup>, 2024.

Colleen Roberts was not present.

Director Webb-Smith asked to have Commissioner Roberts up to the beginning of the agenda in the future.

## **DEI Training**

Executive Director Smedstad and Hannah informed the Board that the DEI working group has been discussing contracting with an individual to conduct DEI training for the District staff, Board, as well as potentially including partners if interested. The total cost looks to be between 9 and 12 thousand dollars total. After a brief discussion, the Board agreed that DEI training is valuable and would like Executive Director Smedstad to move forward with getting official quotes.

## **Zone 3 Director**

Director Dean stated that he has spoken with Maxine Cass about the position but unfortunately, she could not make it to this meeting. He asked staff and other Directors to bring ideas to the Board for any other individuals that may be interested.

Director Dean asked the Board if they would like to continue to do the Pledge of Allegiance in the future. Other SWCD's do not conduct the pledge. This topic was tabled for a future meeting.

## **Hybrid Work Policy**

Executive Director Smedstad gave a summary of the existing Hybrid Work Policy. She explained some of the minor changes that she would like to see going forward, including making administrative positions eligible for a hybrid work option. Both the Executive Director and Business Manager will prioritize having management presence in the office, pending special circumstances. **A motion by Director Hillers with a second by Director Webb-Smith to approve the changes to the Hybrid Work Policy passed unanimously.**

Director Baratta questioned how staff work would be tracked. Executive Director Smedstad stated that work is monitored through Outlook calendars and frequent one-on-one meetings with individual staff. Staff meetings also take place bi-weekly.

## **USDA Lease Extension**

Trevor informed the board that a 5 year extension was offered by the USDA to extend the current lease but with an increase in space rent. The increase was deemed to be fair at market value and increased the Districts annual lease income by nearly \$17,000. **A motion by Director Niedermeyer with a second by Director Detweiler to agree to the USDA lease renewal contract passed unanimously.**

## **Executive Director Performance Review**

Director Dean stated that himself and the Executive Director have been working closely on developing a performance review document. **A motion by Director Hillers with a second by Director Hamann to approve the performance review document as a template failed with a 6 to 1 vote.** Director Webb-Smith would like to see something along the lines of presence in the office being a category within the document. The board discussed how they could measure attendance and accountability. Ultimately, the performance review document will be brought back to the Board in the future.

## **Legislative Update**

Director Dean stated that short session is coming up and that he will keep the Board updated as he goes through it.

**REPORTS**

**OWEB – Small Grant Team**

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.

Director Dean stated that OWEB is making some changes to the small grants program, opening it up for more applicants.

**OACD**

Director Dean stated that he was voted in to be a Board member for OACD along with Jan Lee.

**SWCC**

Nothing to report.

**Agenda Build/Other Business**

Nothing to report.

**Public Input**

Nothing to report.

The meeting was adjourned at 5:55pm.

Respectfully submitted by: \_\_\_\_\_  
Business Manager

Minutes approved as printed:

Stan Dean  
Stan Dean (Feb 22, 2024 09:32 PST)

Date Feb 22, 2024

Approved as amended:

\_\_\_\_\_ Date \_\_\_\_\_







## 2. 2023-12-20 MINUTES DRAFT

Final Audit Report

2024-02-22

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