



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

October 19th, 2022  
Jackson Soil and Water Conservation District  
(JSWCD)  
Board Meeting

**Directors, Associates**

**In attendance:**

Stan Dean – Chair  
Nicky Webb Smith – Director  
Ron Hillers – Secretary/Treasurer  
Barbara Niedermeyer – Vice Chair  
Pam Hillers – Associate Director  
Don Hamann – Director

**Excused:**

Gordon Jones – Director  
Allan Campbell - Director

**Staff:**

**In attendance:**

Randy White – District Manager  
Trevor Morris – Business Manager  
Kim Ingram – Office Assistant  
Paul DeMaggio – Soil & Water Conservation Engineer  
Meghan Montgomery – Agriculture Resource  
Conservationist

**In attendance via zoom:**

Hannah Satein – Education and Outreach Coordinator  
Jenna Sanford – Stewardship Monitoring Coordinator  
Kora Mousseaux – Community Water Resource  
Conservationist

**Guests:**

**In attendance:**

Peter Winnick – NRCS  
Richard Brewster, CPA  
Karen Adams

**Absent:**

Clint Nichols – Riparian Resource Conservationist –  
Excused

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

Director Dean asked for a round of introductions prior to starting the meeting.

Director Dean suggested we move Richard Brewster's audit report to the head of the meeting.

**Consent Agenda**

**A motion by Director Hillers with a second by Director Hamann to approve the September 21st, 2022, minutes as presented, and the September treasurers report passed unanimously.**

**Audit Report**

Richard Brewster, CPA, presented the District's Annual Audit. He informed the Board that the District has satisfied all the required rules and regulations of the State pertaining to finances, grants, public contracting and insurances, etc. He also stated that the Districts internal controls are adequate and if we need guidance in the future he is happy to help.

**Quarterly Financial Report**

Director Dean asked a few questions concerning the payments on the statement that did not reflect a budget item. One of these instances was Markie Germers final paycheck, as it fell into the 22-23 fiscal year. Director Dean also asked about vacation, sick and holiday showing an expense without a budgeted amount. The budgeted amount is captured in the personnel services and reflects in the broken-down version of the

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budget. Director Dean also stated that current year District Funds is fairly low and tends to follow the trend of the previous year.

### **Quarterly Staff Reports**

District Manager White asked the Board if they had any questions for staff. The Board stated that the staff are doing a great job and they appreciate the report.

### **Staff Reports**

Paul reported that some educational events happened with SOREC in the last quarter. He has also been working on the Joint System Canal project with RRVID. They may have funding for the piping of the first section of phase 1. This is still in progress. Farmers Conservation Alliance is wondering how much involvement Paul can have with this project going forward.

Meghan reported that she has a few conservation projects, working with NRCS, RRWC, and Medford Water Commission to finish the proposal for the NWQI (National Water Quality Initiative). She has also been collecting water quality data for Nickels Branch and Reese creek to get a baseline for data.

Hannah reported that the IPM festival is over and was a great success. There were 66 participants total. SORE (Southern Oregon Regional Envirothon) planning has started for the 2023 year. She finished the annual report that will be presented to the board during the annual meeting.

Jenna reported that she has been wrapping up PSP sampling and has pulled the field equipment from the sites she was monitoring. She will pull the data over the winter. She is developing a protocol and structure for the Districts monitoring program.

Kora reported that she worked with Hannah and OSU on the IPM festival. She has been busy with her rebate programs and numerous site visits.

### **Administrative Update**

District Manager White, in addition to the report in the packet, stated that he has been working with Bob Niedermeyer and the LAC (Local Advisory Committee). The first meeting will be on October 24<sup>th</sup> at 3:00pm. He also mentioned that Director Dean and himself gave a presentation to Curry County SWCD on basin wide landscape level stewardship. He has received positive feedback from the entities he has spoken with so far. Trevor stated that Payroll has been switched over to Payroll specialties.

### **NRCS**

NRCS is continuing work on the West Bear project running the west side of the valley. This is an extremely high priority area.

### **Equipment Committee**

Trevor reported that equipment rental program has been extremely busy throughout October and is booked until the middle of November.

### **District Funds Committee**

Nothing to report

### **Personnel Committee**

Nothing to report

### **Legislative Update**

Nothing to report.

### **Civil Rights Responsibilities for Directors**

NRCS presented a Civil Rights Responsibilities for Directors. The Board had several questions about the document. Peter took note of the questions and will return at the next board meeting with answers.

### **Executive Director Hiring Process**

Director Dean gave a brief overview of the hiring process and criteria form. Director Dean suggested that staff may write a memo, suggested by Director Webb-Smith, to the Board on what they are looking for in the next Executive Director. He also stated as soon as they have a final list, the staff would be able to meet and greet or something similar with the candidates. **A motion by Director Hamann with a second by Director Hillers to approve the current updated process as presented passed unanimously.**  
**A motion by Director Hillers with a second by Director Hamann to approve the Executive Director criteria form as presented passed unanimously.**

### **Staffing Plan**

District Manager White informed the Board that he would be moving forward with the hiring of a Natural Resource Conservationist with an agricultural focus as well as splitting the Riparian and Forest position. District Manager White will be working with the Personnel Committee on this process.

### **Director Eligibility Options**

Director Dean gave a brief presentation on eligibility options. He reviewed the current requirements as well as the main four conceptual options. Board discussion followed. Director Dean asked the Board to give an opinion on what they thought about the eligibility options at this time.

## **REPORTS**

### **OWEB – Small Grant Team**

Director Niedermeyer reported that they had one application and still have some money left. The next application window is December 15<sup>th</sup>.

### **OACD**

Director Dean stated that he, Director Niedermeyer, and District Manager White will be attending the meeting in early November.

### **SWCC**

Director Dean stated he had nothing new to report.

### **Agenda Build**

Nothing to report.

The meeting adjourned at 5:59 pm.

Respectfully submitted by:   
Trevor Morris

Minutes approved as printed:

 \_\_\_\_\_ Date 10/19/22

Approved as amended:

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