



Jackson Soil & Water Conservation District
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MINUTES NOT FINAL UNTIL APPROVED

January 17th, 2024
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
Pam Hillers – Associate Director
Frank Baratta – Director (Arrived at 4:05pm)

Guests in Attendance:

Maxine Cass
Colleen Roberts – County Commissioner

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
Josh Bilbao – Agricultural Resource Conservationist
Paul DeMaggio – Soil and Water Conservation Engineer

Zoom:

Kora Mousseaux – Community Water Resource
Conservationist

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

Maxine Cass introduced herself and shared her background and experience. Maxine is interested in joining the Board of Directors.

Agenda

Executive Director Smedstad requested to remove discussion item 4(a) Watershed Friendly Stewardship Program from the agenda, Amy Wilson (presenter) was unable to attend. Director Dean also mentioned discussing the April Board meeting date as it overlaps with the CONNECT conference.

December Meeting Minutes

A motion by Director Hamann with a second by Director Detweiler to approve the December 20th Board Meeting minutes passed unanimously.

Treasurers Report

A motion by Director Hillers with a second by Director Hamann to approve the Treasurers Report passed unanimously.

Partnership Reports

Rogue River Watershed Council

Director Dean stated they have plenty of work to do and have brought on two additional staff.

NRCS

Nothing to report.

Commissioner Report

Commissioner Roberts reported that she is bringing out a comment letter to their Board to look at for the Ground Water Allocation rulemaking on January 23rd to help influence a slow down on their process and to consider their rulemaking for AG and commercial needs rather than a one size fits all.

Board Procedure on Action Items (Roberts Rule of Order)

Director Dean stated that Director Niedermeyer requested that the Roberts Rule of Order be included in the board packet as a handout for all members of the Board. Director Niedermeyer stated that the policies that were passed by the Board are not in the resolution binder prior to 2007. One of the several policies was that the Board uses Roberts Rules of Order. Along with that policy was a document showing the order of motions. The policy was approved in 2002. Director Dean asked for Board input concerning following Roberts Rules of Order entirely. Director Dean suggested that we utilize pieces of the process to make a process that fits our Board. Director Niedermeyer read out loud the policy which stated that the District is to use Roberts Rules of Order or a modified version to fit the District needs. The Board reached consensus to include the policy in the next Board packet for discussion.

Quarterly Staff Report

Executive Director Smedstad reported that Clint, Jenna, and Meghan are both out and will not be presenting.

Trevor reported that he is revising the District chart of accounts in coordination with the Bookkeeper in early February. He stated that he would like to implement these changes in the 24-25 budget.

Hannah reported that she and Meghan attended the intertribal ecosystem restoration partnership peer to peer learning summit in November. It was a very informative conference that included cultural exchange and relationship building. Hannah coordinated "a day in the Applegate" tour with some partners in November. She also stated that she drafted a letter for her Big Butte Springs IRA funds for her community meeting as well as presented at Land Stewards. Her grant program is wrapped up for the year, SORE is underway, as well as taught at Salmon Watch.

Kora reported that she received and processed six rebate applications, most of which are installing 5000-gallon systems. She has since received two more applications for January review. She will be presenting at Applegate water security day on household and yard water conservation. It is an all-day event on February 3rd, 2024.

Josh reported that there were 32 total rentals covering about 400 acres of seeded property. Josh met with Trevor and it was decided to only rent the two seed drills going forward as the other equipment is not being used. Josh has had a lot of site visits, many referring to NWQI. He is about halfway done with the

NRCS Conservation Planner course and is waiting for the in-person portion of the training. Josh attended the CARCD training in December.

Paul reported that he has been putting the final design on the Phillips Ditch Pipeline project. You can view the entire project on the APWC website. This includes piping about 7000' increasing conveyance efficiency as well as the availability of irrigation water for about 100 acres. .36 CFS will be saved in stream from a 1976 water right. This project will wrap up by the end of May. Paul finished a small client assistance program grant on Camp Baker Rd, converting from flood to sprinkler without using a pump due to gravity feed, ultimately improving irrigation efficiency from 40% to 70% and increasing yields. Paul reported that he and other staff presented at the Stockman's Association concerning NWQI.

Admin Update

Executive Director Smedstad reported that she has been planning for the staff retreat to take place the following week. The working groups have all been convening. At this time the District has four working groups to include DEI, CAP, Safety, and metrics and monitoring.

Kim reported that she will also be attending Connect and has been busy with administrative tasks and daily duties.

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.

Delegation of Authority to Advocate

Director Dean gave a brief overview of Resolution 20-05/97. The Board member that was previously on the document is no longer a Board member, requiring a third person to be added. Director Detweiler volunteered to be the third member. **A motion by Director Baratta with a second by Director Niedermeyer to delegate Katelyn Detweiler as the third person to have authority to advocate and update resolution 20-05/97 to reflect the change passed unanimously.**

Election of Officers

A motion by Director Hamann with a second by Director Detweiler to approve the current slate of officers passed unanimously.

Appoint Associate/Emeritus Directors

Director Niedermeyer stated that Associate Directors are appointed in odd years according to policy.

A motion by Director Niedermeyer with a second by Director Hillers to elect Nicky Webb-Smith as Director Emeritus passed unanimously.

Annual Meeting Resolution

A motion by Director Detweiler with a second by Director Hamann to approve resolution 24-01/113 and set the annual meeting date to October 16th, 2024. After brief discussion, Director Dean stated that the OACD conference is tentatively scheduled to be during that time. **An amended motion by Director Detweiler with a second by Director Hamann to approve resolution 24-01/113 and set the annual meeting date to October 23rd, 2024 at 6:00pm passed unanimously.**

Financial Internal Controls

Trevor gave a brief description of the changes to the Financial Internal Controls documents, some of which were internal edits as well as some suggested edits by Richard Brewsters office. These changes included detailed criteria for staff credit cards as well as updating out-of-date portions of the document. **A motion by Director Baratta with a second by Director Hillers to approve the financial internal controls document as amended by Trevor was made.** Director Dean asked about the annual meeting stating that the annual meeting must be completed prior to December 31st, which is not what it states in statute. Trevor explained that that deadline is an internal deadline to get the meeting completed in a timely manner. Director Baratta suggested we change the language from must to should. **An amended motion by Director Baratta with a second by Director Hillers to approve the financial internal controls document as written, with one amendment being changing must to should, passed unanimously.**

Cultural Agility Training Contract

Executive Director Smedstad presented the quote that was received from Gilda. Hannah gave justification for holding the meeting in person rather than zooming. After some Board discussion, **A motion by Director Niedermeyer with a second by Director Baratta to pursue the 1st option (In-person), delegate signatory authority to the Executive Director to enter a contract with Gilda Montenegro-Fix, as well as highly recommend staff to attend the training, passed unanimously.**

Executive Director Performance Plan

Director Dean Executive Director Smedstad gave a description of the document and some changes that have taken place since the last meeting. It was decided that a goal of the District is to maintain a management presence, when possible, in the office at all times. Director Niedermeyer suggested that a review/input from staff should be included as staff are the ones that work with the Executive Director on daily basis. After Board discussion, the staff review would go to the Personnel Committee and the Personnel Committee would bring the response to the Board. **A motion by Director Niedermeyer with a second by Director Hamann to approve the Board Chair to move forward with implementing the Executive Director Performance and Development Evaluation structure passed unanimously. A motion by Director Hamann with a second by Director Hillers to delegate responsibility to the Personnel Committee to construct a questionnaire for the staff regarding Executive Director performance passed unanimously.**

Director Dean asked for Board consensus to change the date of the April Board meeting to April 24th from the 17th as well as change the October Board meeting from the 16th to the 23rd. The Board agreed to the changes.

Updates

Legislative Update

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

OWEB – Small Grant Team

Director Niedermeyer reported that they approved one application from RRWC for \$15,000 for riparian process and function. The total project cost is \$51,000. Next cycle is February 14th through the 28th.

OACD

Nothing to report.

SWCC

Nothing to report.

Agenda Build/Other Business

Wildlife Habitat Conservation Management Program

Weed Management

Check in on future election of Board Members

Public Input

Nothing to report.

The meeting was adjourned at 5:58pm.

Respectfully submitted by: _____
Business Manager

Minutes approved as printed:

Stan Dean Date Feb 22, 2024
Stan Dean (Feb 22, 2024 09:31 PST)

Approved as amended:

_____ Date _____







2. 2024-01-17 MINUTES DRAFT

Final Audit Report

2024-02-22

Created:	2024-02-22
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-  Document created by Trevor Morris (trevor.morris@jswcd.org)
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