



Jackson Soil & Water Conservation District
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MINUTES NOT FINAL UNTIL APPROVED

March 20th, 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
Maxine Cass – Director
Frank Baratta -Director
Nicky Webb-Smith – Director Emeritus

Guests in Attendance:

Colleen Roberts – Jackson County Commissioner

Staff:

In attendance:

Jill Smedstad – Executive Director
Kim Ingram – Office Assistant
Kora Mousseaux – Community Water Resource
Conservationist
Jenna Sanford – Stewardship Monitoring Coordinator

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

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

Agenda

Director Dean asked the group if they would like to add anything to the agenda, there were no additions.

February Meeting Minutes

A motion by Director Baratta with a second by Director Hiller's to approve the February 21st 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. Director Detweiler asked about the liabilities portion of the profit and loss report. Trevor was not present to address the question, but Director Dean and Director Hillers explained what the numbers were.

Partnership Reports

Rogue River Watershed Council

Director Dean stated that he hasn't been spending a lot of time going into detail on the RRWC activities, the reports have been thorough, but he can if the Board has questions. The RRWC has been extremely busy with numerous projects ongoing.

Commissioner Report

Commissioner Roberts stated she didn't have much to report. Commissioner Roberts reported the RRWC is partnering to conduct some work along the greenway.

Staff Presentation

Kora gave a presentation on updates to the Community Water Resource Conservation Program. She covered the goals of her position's current programs, active and future grants, completed project metrics, future grant opportunities, education, and PSP. Jenna also shared updates with the elevated pesticides in Lone Pine Creek. The source of the pesticides is still a mystery currently. Kora recently sent out a needs assessment to residents and professionals to gauge interest in what is needed at this time. Kora's presentation was followed up with Q and A.

Admin Report

Executive Director Smedstad reported on the District committees to include the metrics and monitoring, Personnel, and Conservation Assistance Program committees. The final two cultural agility workshops will be held on April 25th and April 29th. She notified the Board of Hannah's departure from the District. Executive Director Smedstad reported that the District contracted with Michaela Fishback to carry out the remainder of the work concerning SORE (Southern Oregon Regional Envirothon). She shared that the Inland Rogue Agricultural Water Quality Biennial Review meeting will be held on Thursday, April 11th, from 1-3:30PM in the JSWCD conference room. Lastly, she shared the NRCS Local Work Group meeting has been postponed.

Kim reported that she had spoken with Associate Director Hillers about an Energy Trust of Oregon program that they had recently utilized for their church. Kim followed up on the lead and was able to get the District enrolled. This results in LED lighting throughout the building being installed free of charge in the coming weeks.

Annual Work Plan Structure

Executive Director Smedstad presented the new annual work plan structure for District staff. She shared many of the changes to include returning to an annual work plan from the previously utilized biennial work plan. A notable change is not continuing with the time estimates within the documents as was done in the past. She shared how the document flows concerning the staff's strategy and the activities contained within the strategy followed by several examples. Board discussion followed the presentation. It was decided to give the presented structure a try and adjust as needed in the future.

Watershed Friendly Steward Check-in

Director Dean asked Executive Director Smedstad to include the Watershed Friendly Steward check on the agenda, he asked Don if he had an update to share with the Board at this time. Don shared he had a brief conversation with Amy and that she had talked with Jill as well. Executive Director Smedstad shared she also spoke with Amy and was happy to help support the program given it aligns with Board direction. Director Dean shared that there needs to be a clear distinction between Jackson Soil and Water and the

Watershed Friendly Steward program. Director Niedermeyer stated that the Board should write down concerns and discuss those with Amy, then bring it back the next month to develop an approach.

Forest Conservation Technician position

Executive Director Smedstad presented the position description, financials, and scope of the position. The Forest Conservation Technician position will be funded by external funds over the course of a 3-year term. The position description has been reviewed by HR answers. She also explained Meghan's working out of class increase as she would take on a supervisory role. Director Baratta asked if the 7% increase was suggested by HR Answers or if that is an amount that the District has utilized before. Executive Director Smedstad shared that HR Answers suggested 5% and a full grade increase was 9.5%. She felt that in between those two percentages felt like an appropriate increase. **A motion by Director Hillers with a second by Director Cass to approve the Executive Director to move forward with hiring a 3-year term Forest Conservation Technician and approve a temporary 7% "working out of class" pay adjustment for the Forest Resource Conservationist for no more than three years.**

Updates

Legislative Update

Director Dean stated that the session has ended. There were several line items for natural resource related topics. There was not anything that was particularly controversial for the District. They will be moving onto the long session next year.

OWEB – Small Grant Team

Director Niedermeyer reported that they had one application that came in for riparian process and function for \$14,985 while the total project amount was \$21,823. The grant was approved. The next grant cycle is May 17th through May 31st. There is about \$70,000 remaining.

OACD

Director Dean mentioned that OACD is working on a DEI statement and are also trying to figure out what activities they can lead to assist SWCD's throughout the state.

SWCC

Director Dean reported that there was a meeting up in Tualatin a couple weeks ago. ODA has a new Water Quality Program Manager. OACD also is a member of the Oregon Conservation partnership consisting of three groups (OACD, Network of the Oregon Watershed Councils, Oregon association of Land Trusts). This partnership receives grants from OWEB that go towards specific projects.

Agenda Build/Other Business

Executive Director Annual Performance Review (April)

Executive Director Smedstad shared the process for the annual performance review. She stated that her personal goals would be discussed and how those goals have been met and/or accomplished. The Board discussed options for receiving input from the staff. Director Dean stated that Executive Director Smedstad will email out the process to everyone for clarity. Hard copies and or digital copies will be accepted. Director Niedermeyer questioned Director Deans approach to going over the reviews with Executive Director Smedstad prior to the Board receiving the reviews. Director Dean stated he had no issues reversing that decision and following the will of the Board through this process. Director Niedermeyer stated that all reviews should be discussed in the Executive session. Director Dean stated he will bring submissions to the Executive Session for review.

Conservation Assistance Program structure update (May)
Wildlife Habitat Conservation Management Program (TBD)

Director Dean mentioned that the District has four Board members coming up for election. He stated it would be very helpful to know if anyone did not plan on running again to fill vacancies.

Director Niedermeyer shared a concern about the lack of staff in the office during operating hours. Director Niedermeyer stated that she had witnessed a couple of instances where residents were looking for a specific staff member and they were not present. Director Niedermeyer is concerned that the District could earn a bad reputation amongst Jackson County residents if instances like this continue. The Board asked questions and discussed how to potentially avoid instances like this going forward.

Public Input

Nothing to report.

The meeting was adjourned at 5:59pm.

Respectfully submitted by: _____
Business Manager

Minutes approved as printed:

Stan Dean _____ Date 07/01/24 _____

Approved as amended:

_____ Date _____

Signature: Stan Dean
Stan Dean (Jul 1, 2024 16:30 PDT)

Email: stan.dean@jswcd.org






2024-03-20 Meeting Minutes

Final Audit Report

2024-07-01

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