

**Sherman County Soil and Water Conservation District**

**MEETING MINUTES**

**February 19, 2019**

**8:30 AM**

**Old Moro Elementary School**

**302 Scott St. Moro, OR 97039**

**SWCD Board Meeting**

**Board Present**

Clint Moore

Jess Stutzman

Trevor Fields

Josh Hilderbrand

**Others Present**

Amanda Whitman, District Manager

Jacob Powell, Watershed Coordinator

Emily Huth, NRCS

Joan Bird, Sherman County Commissioner

**I. ORDER**

Meeting was called to order at 8:44 am by chairman, Jess Stutzman.

**II. MINUTES**

Clint moved to approve minutes from the January 8<sup>th</sup> board meeting. Trevor seconded. Motion passed unanimously.

**III. ADDITIONS TO AGENDA**

Additions to the Agenda include Bank signers and an application to review for the Watershed Education Incentive Program under Other Business.

**IV. GUESTS/PUBLIC COMMENT**

No guest or public comment

**V. TREASURES REPORT**

Amanda handed out the report that showed fund balances. She stated that she had just got the reports from Regina the night before and that there were some changes that had been needed to be made that Regina did not have time to do. Amanda was going to work with Regina to make the changes so the Board could have accurate reports. She also asked what the Board thought about the balance of the checking account. They asked her to contact the bank and maybe SDAO to find out options for another account to transfer funds to. Bills were reviewed. Clint moved to approve the bills and Trevor seconded. Motion passed unanimously.

**VI. OLD BUSINESS**

A. Watershed Council Updates – See Jacob’s report

a. Grant Updates – See Jacob’s report

i. Large Grants

1. All Monitoring Reports are up to date
2. Completion Reports – Up to date
3. 218-046 – Fund request submitted and received
4. 319, 114-18 DEQ – Quarterly report and fund request submitted and received

ii. Small Grants

1. Monitoring – Monitoring reports are up to date
2. Completion – One completion reports was submitted
3. Fund Request – One fund requests were submitted

b. Jacob has been working on his Council Support grant which is due March 4<sup>th</sup>. He has given himself a deadline of March 1<sup>st</sup>.

- B. County Cost Share – There were 3 new grant applications. The first was for terrace reshapes on the John Day side with a total cost of \$10,000. Clint said he abstain from voting due to conflict. Trevor moved to approve the grant. Josh seconded and the motion passed unanimously. The second grant was for a spring development on the John Day side. Clint moved to approve this grant and Josh seconded. Motion passed unanimously. The third grant was for terrace reshapes on expired CRP that is going back into production. Clint moved to approve the grant and Trevor seconded. Motion passed unanimously.
- C. ODA Capacity Grant – Amanda reminded the Board know that the Lower John Day LAC meeting is going to be February 28<sup>th</sup>, 2019 at the Extension Office in Moro from 10am-12pm. Lunch will be provided following
- D. Office Personnel
  - a. Trainings – Amanda updated the Board on trainings that have happened and are coming up. She and Jacob both attended a GIS training in Condon this month and she attended a local budget law training as well. Upcoming trainings/events include a drone training put on by SDAO, OWEB fiscal training, Connect, a Quickbooks training and Watershed Management Camp. These will occur March to May.
  - b. Work Session – Amanda asked the Board if they would like to conduct a work session to go over the needs in the office and to look at filling Scott’s position. After discussion the Board decided they did not want to hold a work session. Instead they would like the staff to talk about what they feel is needed and come up with a job description to review at the next meeting.
- E. Scholarship Fund – Amanda tried contacting Molly about the decisions that were made at the last meeting for the scholarship fund. She has not heard back from her. She will touch base with her as we think they are starting the scholarship process soon.
- F. Annual Meeting – The annual meeting had to be cancelled due to weather. Discussion was had on a new date for the meeting and it was decided for March 27<sup>th</sup>. Cling moved to approve the resolution establishing the date of the Annual Meeting as March 27, 2019 starting at 6pm and to be held at the Wasco School Events Center. All other details will remain the same as the previously scheduled meeting. Trevor seconded and the motion passed unanimously.

**VII. NEW BUSINESS**

- A. OSU Extension Meeting – Staff attended a meeting in regards to hiring a new OSU Extension Agent for Sherman and Wasco Counties. Joan stated that they are looking for someone that is in general Ag that will work as a resource for others. She said the County is still in talks with OSU as far as the position and funding.
- B. Budget
  - a. Elect Budget Office – Amanda said that at the local budget training she attended they said if a resolution was made to make the District Manager/Office Coordinator the budget officer they would not have to elect one each year. Trevor moved to approve the resolution stating that if the District employed a Manager or Office Coordinator that person would automatically be elected budget officer. Clint seconded and the motion passed unanimously.
  - b. Adjustments – Amanda passed around the changes made to the current fiscal year budget because of last summers fires. She will advertise the supplemental budget and there will be a public hearing prior to next months meeting.

**VIII. NRCS REPORT**

\*Documents/attachments mentioned in minutes can be obtained by request

NRCS staff did not report anything. Amanda let the Board know about the Local Working Group meeting that will be Feb. 28<sup>th</sup> at 1pm (following the LAC meeting) at the Extension Office. She encouraged all Board members to attend.

**IX. AGENCY REPORTS**

There were no agency reports and FSA was not in attendance.

**X. OTHER BUSINESS**

- A. Sign Timesheets – Timesheets were reviewed and signed by the Board
- B. Bank Signatures – Scott will need to be removed from two accounts. Trevor moved to remove Scott Susi as a signer on accounts ending in 1573 and 0259. Josh seconded and the motion passed unanimously.
- C. Watershed Education Incentive Program – An application was submitted by the North Central Livestock Association to help fund their 2019 Bull Tour. The board reviewed the application and Trevor moved to approve the grant for \$2,000. Clint seconded and the motion passed unanimously.
- D. Tree Sale – The Board asked about how the tree sale was coming along. Staff will work on the order. There have been no pre-orders up to this point.

**XI. EXECUTIVE SESSION**

No executive session was held.

**XII. NEXT MEETING**

The next meeting will be March 12<sup>th</sup> at 8:30 am.

**XIII. ADJOURNMENT**

With no further business of the board meeting was adjourned at 10:00 am.

Respectfully,

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Thad Eakin, Secretary

Approved by the Board of Directors March 12, 2019:

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Jess Stutzman, Chair

\*Documents/attachments mentioned in minutes can be obtained by request