

Sherman County Soil and Water Conservation District

MEETING MINUTES

May 14, 2019

5:15 PM

Old Moro Elementary School

302 Scott St. Moro, OR 97039

SWCD Budget Hearing & Board Meeting

Board Present

Trevor Fields
Jess Stutzman
Thad Eakin
Josh Hilderbrand

Others Present

Amanda Whitman, District Manager
Jacob Powell, Watershed Coordinator
Jake Calvert, NRCS
Joan Bird, Sherman County Commissioner

Budget Hearing, 5:15 pm

Budget Hearing was called to order at 5:15pm by chairman, Jess Stutzman. Budget documents were presented. No public comment or discussion was made on the 2019-2020 Fiscal Year Budget.

I. ORDER

Meeting was called to order at 5:30 pm by chairman, Jess Stutzman.

II. MINUTES

Thad moved to approve minutes from the April 16th board meeting. Trevor seconded. Motion passed unanimously.

III. ADDITIONS TO AGENDA

There were no additions to the Agenda.

IV. GUESTS/PUBLIC COMMENT

There was no guest or public comment.

V. TREASURES REPORT

The financial reports were reviewed for April and the current fiscal year. Jess asked if there was anything that looked off as far as where we were with the budget. Amanda said everything is looking good. Amanda said the bank asked if we wanted to change the signers for the CDARS accounts. The Board did not see any reason to do so. Bills were reviewed. Thad made a motion to approve the April bills as presented. Trevor seconded and the motion passed unanimously.

VI. OLD BUSINESS

A. Watershed Council Updates – See Jacob’s report. Jacob will be in Pendleton tomorrow, May 15th for his OWEB Council Capacity interview.

a. Grant Updates – See Jacob’s report.

i. Large Grants – Been working on several different projects for large grants.

1. 1 monitoring report was submitted
2. Completion Reports – Up to date
3. Fund Requests – 3 fund requests were submitted

ii. Small Grants

1. Monitoring – Monitoring reports are up to date
2. Completion – Working on 1 completion report
3. Fund Request – Working on 1 fund request
4. New Grant – There was a new grant submitted for a wildlife spring development on the Deschutes side. Because of funding left this

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

grant will also be partially funded through County Cost Share. The OWEB amount requested is \$2,845. Trevor moved to approve the small grant. Josh seconded and the motion passed unanimously.

5. The Lower Deschutes now has \$0 left and the Lower John Day has \$1,048.99 remaining. All new grants for this biennium were to be presented to the OWEB Small Grant Program Manager by May 15th.
- B. County Cost Share – The above grant for a spring development on the Deschutes side was the only application. It requested \$1,491.50 from CCS. Trevor moved to approve the grant. Josh seconded and the motion passed unanimously.
- C. ODA Capacity Grant – The ODA grant application for the next cycle is due June 30th. Amanda has a call with Theresa later this week to talk about the Focus Area. We may need to look at other options for the next grant cycle, but she will know more by the next meeting.
- D. Office Personnel
 - a. Watershed Program Assistant Applicant(s) – The Board conducted one phone interview for this position. The other applicant that the board was interested in did not submit a completed application. The Board asked Amanda to follow up with the phone interview to see if the applicant would be willing to come to Sherman County for a visit.
- E. Scholarship Fund
 - a. Applications – The Board reviewed 8 scholarship applications. Five applications met the scholarship criteria. Thad moved to approve the five applications that met the District criteria in the amount of \$1,000 each. Josh seconded and the motion passed unanimously. Amanda will send out award letters and further scholarship instructions.
- F. FY 19-20 Budget – Thad moved to enact the resolution to adopt the budget as approved by the budget committee in the amount of \$2,390,242 for fiscal year 2019-2020 and at the permanent tax rate of \$0.26/1000 (see full attached resolution). Trevor seconded and the motion passed unanimously.
- G. UTV Purchase – Amanda had three quotes from Morrow County Grain Growers and 6 different quotes from RDO for a UTV. She went over the different specs and prices of each. The Board thought something along the lines of a Polaris 900 would work well for the District. They want her to get quotes for a trailer as well. She also said that she was waiting on a quote from the Kubota dealer in Redmond. They would also like to get prices from Fun Country. Amanda will follow up on all of this and have more info at the next meeting.
- H. Policy Review – Amanda started going through policy for both District Operations and the Employee handbook. She reported that in the past we have just used the ODA SWCD Guidebook for District Operations. She would like to put together a district operations policy and procedure handbook for those policies that are specific to our district. She had one policy to show the Board and they thought that was a good idea. Next she talked about the salary structure policy. The information in the employee handbook is out dated and the last resolution was done several years ago. There was discussion on what this policy should look like. Thad moved to enact a new resolution establishing a district personnel salary structure (see attached). Josh seconded and the motion passed unanimously. Amanda said that she hopes to have the entire employee handbook updated by the next meeting so it can be reviewed and approved.

VII. NEW BUSINESS

- A. John Day Partnership

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

- a. DEQ Grant – Amanda reported that we applied for a grant with the John Day Partnership to purchase drones.
- B. 2018-19 Audit – Two different quotes were gone over for new auditors. After discussion the Board said they would like to choose Solutions, CPA out of John Day. Amanda will contact them for an engagement letter.

VIII. NRCS REPORT

Jake Calvert is the new acting DC for 190 days. He reported that they are wrapping up 7 Fire EQIP contracts and that all are obligated but 1 needs signature. The total amount for those contracts was around \$253,000. They are also working on 4 contracts for the CRP CIS and 2 contracts for the Pine Hollow/Jackknife CIS. There was just 1 CSP application and 1 renewal.

IX. AGENCY REPORTS

A. FSA – There was no report from FSA

X. OTHER BUSINESS

A. Sign Timesheets – Timesheets were reviewed and signed by the Board

XI. NEXT MEETING

The next meeting will be June 11th at 8:30am.

XII. ADJOURNMENT

With no further business of the board meeting was adjourned at 8:03 pm.

Respectfully,

Thad Eakin, Secretary

Approved by the Board of Directors June 11, 2019:

Jess Stutzman, Chair