

Harney Soil & Water Conservation District- PO Box 848- 530 Hwy 20 South, Hines OR 97738  
Phone: 541 -573-5010 Web: www.harneyswcd.org  
Board Meeting Agenda  
May 23, 2019

**Time: 3:30 p.m. to 5:30 p.m.**

Location: USDA Service Center - Hines Oregon 97738

3:30 Welcome & Introductions: Call Meeting to Order

**Old Business**  
**Administration**   
Approval of SWCD minutes from 1.24.19- Action item: 3 minutes

Approval of SWCD minutes from 5.19 Special meeting: 3 minutes

HSWCD Employee Transition Plans: Action item: 25 minutes (Reference facilitation notes: Workload monitoring, open grants)

1. Bill Anderson: Contract employee parameters and plan

* Whom will execute contract for Bill?
* What is the Board approved- Scope of Work?

1. Sarah Mundy: Employment parameters and plan

* Whom will supervise Sarah?
* What is the Board approved- Scope of Work?

1. Marty Suter-Goold: Final tasks & transition plan

Review, Approval, and Recruitment Plan for HSWCD Administrative Assistant: Action item: 10 minutes

Review, Approval, and Recruitment Plan for HSWCD District Manager: Action item: 10 minutes

Review, Approval, and Recruitment Plan for HSWCD Range Technician: Action item: 10 minutes

Annual Meeting Resolution: Action item: 5 minutes

* Location, Date, Time: 2 Weeks required per statute advertisement

**New Business**

**Local Contract Review Board**

Approval of Colby Watering System grant #22-18-013: Action item: 2 minutes

Resolution and update replacement of Marty Suter as Contracting Officer effective immediately

* Appointment of Contracting Officer for SWCD: Action item: 3 minutes

**Administration**

SWCD Benefit Package Renewal: SDAO -- SWCD SIMPLE IRA: 3% SWCD Contribution: Action item for SWCD budget: 5 minutes

System for Award Management (SAM) Resolution: Replacement of Marty Suter as primary officer in SAM: Action item: 5 minutes

Guest Speaker: ODA – Maria Snodgress Re: Scope of Work & Message from ODA: 15 minutes

Discussion of ODA spending plan for Scope of Work funds: Action Item: 10 minutes

GRSG Data Call WAFWA, USFWS Update (Angela Sitz): 10 minutes

5:20 p.m. Public Comment (up to 10 minutes- 2 min/per person)   
5:30 p.m. Adjourn