



Harney Soil & Water Conservation District
PO Box 848
530 Hwy 20 South, Hines, OR 97738
Phone: 541.573.5010
Email: Hswcd1@gmail.com

1 **Meeting Minutes for March 25, 2021**

3 **Meeting Content**

4 *-Welcome and Introductions*

5 Dial in guests will be asked to identify themselves and anyone in the room with them

6 Board: Jeff Hussey, Carol Dunten, Scott Franklin, Ryan Peila, Susan
7 Doverspike, Ken Bentz

8 Staff: Shannon Brubaker, Jason Kesling, Sarah Mundy, Carlton Strough

9 Public: Alfred Dunten Lesley Richman,

10 Partners: Coby Menton, OWEB; NRCS: Zola Ryan, OWEB: Coby Menton,

11 ODA Noxious Weed: Bonnie Rasmussen

12
13 DM Requests that we allow ample time for New items

14 **New Items:**

15 Susan request SWCD email as discussion

16 Lesley request time to update Board on Water Collaborative

17 HC 70 LOC approval

18
19 3:35 p.m. *Action Item: Approval*

- 20 • *Financial report October 2020* (tabled from prior meeting)

21 Chair request a motion to approve the October Financials

22 Scott Franklin made motion, 2nd Ryan Peila, motion Carries (roll call attached)

- 23 • *Monthly financials – February/March*

24 Chair request a motion to approve the February Financial (note the march is not
25 included) Scott moves, Ken second – Carol No, Susan abstain (still developing an
26 understanding), motion carries (roll call attached)

- 27 • *January Meeting Minutes (1/28/2021)*

28 Chair request a motion to approve the January meeting minutes

29 Scott moved, Ryan Second – Susan, no Carol abstain (lack of ability to hear the
30 meeting minutes), motion carries (roll call attached)

- 31 • *February Annual Meeting Minutes (2/11/2021)*

32 Chair request approval for February annual meeting minutes –

33 Scott Franklin made motion, 2nd Ryan Pelia, motion carries (roll call attached)

34 Carol abstains (not in attendance)

- 35 • *March Special Meeting Minutes (3/09/2021)*

36 Chair request approval for March Special meeting minutes – Susan requests to change
37 the word Fiduciary to fiscal; Carol asked that a comment be added to the minutes to
38 include comments that she is impressed by resume and experience however the
39 process is her concern.



Harney Soil & Water Conservation District
PO Box 848
530 Hwy 20 South, Hines, OR 97738
Phone: 541.573.5010
Email: Hswcd1@gmail.com

40 Move to approve Ken, 2nd Scott Franklin, motion carries (roll call attached); Carol (has
41 correction) Susan has correction

42

43 4:00 p.m. *Old Business*

44 • *Cooperative Weed Management Area*

45 ○ *Position Update*

46 DM updated the Board on the application process no applications received, we have
47 a technician announcement out that a qualified candidate applied for and is having
48 him apply for the position. Will set up an interview panel and is requesting a member to
49 participate. Interview is likely to occur in 2-3 weeks – Carol volunteered to help with
50 interview panel.

51 • *Officer Election Policy – Discussion/Action item?*

52 Request to review the policy with SDAO. Shannon explained. Susan- change date to
53 reflect when approved. Carol- take time to go through SDAO policy. Shannon- we
54 looked but there wasn't any policy specific to officer election. Susan- guidelines vs.
55 policy? Check SDAO for guidelines. Ken- we should formalize policy. Jeff, let's research
56 SDAO guidelines and decide on it at a later date. Jason, this is not time sensitive.
57 Research will be done and table this until summer.

58 Ryan asked if this would make the officer election process too strict

59 Susan asked if there are guidelines for this type of situation, does the board have a
60 need for a rotation, and is there opportunity for board member orientation? Susan
61 suggested that we look into the guidance from SDAO. Ken would like to see a policy be
62 put in place that allows for flexibility, Ryan agrees and says make it simple and flexible –
63 Carol will work with Jason on the guidelines from SDAO. Jason will work on this later in
64 the year.

65

66 4:20 p.m. *New Business*

67 *Lesley Richman Update on CBWP*– request the support material be sent to the Board.
68 Points out she is one of the only irrigators on the project for the water collaborative. A
69 small group of the irrigators started an irrigators sub group, turned the long discussion
70 into 5 or so tasks that can get accomplished. Harney County did not have a good
71 conduit to get information to and from the irrigators, thus the reinstatement of the
72 Harney County Hay Growers Association, the idea would be to develop information
73 and disseminate, flyers have been developed for options for the irrigators. Testing in
74 wells in sub areas the group is wanting to gather around this topic and provide a
75 conduit for discussion on solutions for the water usage in Harney Basin. This organization
76 can be proactive group toward the findings Oregon Water Resources has. Wanting to
77 have field days in Harney County with a focus on irrigation efficiencies, the date is May
78 18, many good topics to be presented to help irrigators. There will be opportunities to
79 work with the SWCD and using networks of outreach. (Lesley material Attached)



Harney Soil & Water Conservation District
PO Box 848
530 Hwy 20 South, Hines, OR 97738
Phone: 541.573.5010
Email: Hswcd1@gmail.com

80 Sarah Mundy – HC 70 LOC for Board approval - 3538 acres all in priority habitat – Sarah
81 gave an overview of the conservation measures that have already been implemented.

82 DM – requests for a motion to approve the LOC; Carol moves, Scott second. Motion
83 carries. (roll call attached)

84

85 SWCD emails – Susan requested to get emails specific to the SWCD Board Members
86 and staff. Domain under our current website. Can the district information through text
87 message and chat be included in public records request? Jason will follow up at later
88 board meetings with an update.

89 Position Announcement

90 o Hiring Rangeland Biologist

91 DM updates board on the status of his position and changes in the position description

92 Chair request motion to advance the position to the hiring process – Scott moves, Ken
93 seconds; motion carries (roll call attached)

94 There was a discussion on overtime and comp time. DM will check into the OT/CT
95 exemption for SWCD staff

96 o Seasonal tech update

97 Jason gave an update on the seasonal tech hiring;

98 • HSWCD Credit Card

99 o Name Transfer

100 o Confirmation of spending limit

101 DM would like to change the name on the credit card, requests that it be HSWCD, and
102 needs a reconfirmation that the spending limit be moved from \$1,000 to \$2,500. On
103 March 25, 2021 the Harney SWCD Board of Directors met, discussed and approved the
104 name on the credit card changed to Harney County SWCD and an increase to the
105 credit limit for our District card. Our limit was approved to be moved to \$2500 from its
106 current limit of \$1000.

107 Chair requests a motion to approve – Ken Bentz moves, Scott seconded. Motion carries.
108 (roll call attached)

109 • 19-20 Audit Response Resolution



Harney Soil & Water Conservation District
PO Box 848
530 Hwy 20 South, Hines, OR 97738
Phone: 541.573.5010
Email: Hswcd1@gmail.com

110 Chair request for motion – moved by Scott and seconded by Ryan; motion carries (roll
111 call attached)

112 • District Manager Salary – Jason Kesling

113 DM gave overview of the salary current position, and based on depending on
114 available.

115 Chair request for a motion to approve DM rate at \$28.85 and after a 6 month review to
116 move to step 2 pending a favorable review; Ryan moved; Ken seconded – motion
117 carries (roll call attached)

118 ○ Training Contract w/prior District Manager

119 Susan requested an update on projects that were in delay.

120 Chair request for a motion to approve MOA with Shannon Brubaker; Scott moved, Ken
121 seconded. Motion carries (roll call attached)

122 • Exit Interview – Shannon Brubaker

123 Shannon gave her exit interview notes for the record. (attached)

124 5:15 p.m. Public comment may be requested at this time

125 Coby at OWEB – Region 5 representative – offers the application for open solicitation
126 April 26, 2021 – restoration, stakeholder engagement, TA and monitoring

127 5:30 p.m. Meeting adjourns

128 Motion to adjourn Carol and seconded by Scott

129