



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 April 22, 2021**

2
3 **Meeting Content**

4 3:30 p.m. Welcome and Introductions

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

7 Board: Jeff Hussey, Scott Franklin, Susan Doverspike, Ryan Peila

8 Staff: Jason Kesling, Danielle Reynolds, Carlton Strough*, Sarah Mundy*

9 Public: No public in attendance

10 Partners: NRCS: Zola Ryan

11 *Present via teleconference

12 **New Items:**

13 *March monthly financials – Budget vs. actual (1.a.)*

14 *Rangeland Biologist Interviews – Appoint board member (5.a.)*

15 *NACD 2021 Grant Update -\$52,000 (7.a.)*

16
17 3:35 p.m. Action Item: Approval

18 1. Monthly financials – March

19 Ryan requested more information on what Janae's role in the financials is. DM updated
20 everyone on how the audit and Oster's play a role in the monthly financials. Susan
21 requested a meeting with DM to get a better handle on the financials. DM gave a
22 "brief" overview of process and some of the details about the financials. Dm handed
23 out a "funds requested by not received as of 4/22/21" print-out to board members that
24 will be added to the record. Zola also explained that some jobs can at times fit multiple
25 grant requirements, so jobs can be billed how it is seen fit or where the funding is
26 available.

27 Chair request a motion to approve March monthly financials.

28 Scott made motion to approve, Ryan 2nd, motion carries (roll call attached).

29 a. *Budget vs actual*

30 DM gave overview of the spreadsheet.

31 Chair requests motion to approve profit loss.

32 Scott moves, 2nd Ryan Peila, motion carries (roll call attached)

33 2. March Board Meeting Minutes

34 Chair requests a motion to approve the March Board Meeting Minutes.

35 Scott makes motion to approve, 2nd by Ryan Peila, motion carries (roll call attached)

36 3:45 p.m. Old Business

37 3. District emails

38 DM updated board on need for a secured email system and the ability to have
39 administrative control for District email accounts, including recommendations made by
40 Eric Nusbaum. Danielle Reynolds gave specifics about the google account and
41 features. A discussion was had among board members.



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42 Chair requests a motion to approve the Google Workspace \$18 plan
43 Scott motions to approve \$18 plan for Google Workspace, 2nd by Ryan Peila, motion
44 carries (roll call attached)
45 3:55 p.m. New Business
46 3. Zola Ryan- NRCS Review Civil Right and MOU's
47 Zola Ryan with NRCS stated that HSWCD needs to follow same civil rights policies and
48 memorandums as USDA/NRCS as we fall under the same umbrella and gave more
49 detail into each.
50 Zola gave the annual review of the Memorandum of Understanding (MOU) between
51 HSWCD and the US Department of Agriculture with an overview of the agreement
52 including; the annual work plan, annual report submissions, and that it was signed into
53 effect in 1972 and is open ended.
54 She then moved on to the supplemental MOU between NRCS the agency and ODA
55 that was signed in 1990. Some key notes from the MOU included: annual employee
56 reviews can request NRCS and/or ODA input, any SWCD engineers are required to get
57 NRCS job approval, District responsible for all phone billing not associated with NRCS
58 business, conservation planning course is recommended for SWCD employees, review
59 of ODA's role in this agreement, and that NRCS has written agreement to provide office
60 space and services for up to 2 district employees – clerk/technician/reception type
61 position and DM. This led into more discussion on office configuration and teleworking
62 agreements. Zola said that rent should be charged for space used for more than 2
63 District employees, but in the most recent agreement 3 extra spaces were approved
64 with the agreement of "labor trade" instead of a rent "charge". In 2017 the agreement
65 expired and has not been amended. Control of making agreements has gone
66 national, no longer at the "local"/state level, so it may be more difficult to draft a new
67 contract without having the 2017 contract in hand.
68 Zola presented the "Civil Rights Review" and went through the checklist. Added county
69 census data print-outs to the meeting records to be filed with meeting materials. Zola
70 then passed around a new agreement form for the board members to sign, it will also
71 be added to the meeting records.
72 Public notification list of what needs to be posted is handled by NRCS since we are in
73 the same building, but if we were not, we would need to be sure that everything on the
74 list is displayed properly. Injustice for all poster located in lobby, if someone comes in
75 with a complaint of injustice, they are to be directed to that contact information and
76 say nothing more so no implications can be made.
77 Chair asked Zola if we need to draft a new agreement/ where we are at on that now.
78 Zola said it was essentially currently a "hand-shake" agreement and that her superiors
79 have not shown any concern with the current situation.
80 Zola brought up the District phone situation. With the new online phone system that
81 NRCS uses there is no such thing as "long-distance" and our calls are already going
82 through their system when calls come in to our office. Essentially, we are paying a
83 phone bill just to have the current 541-573-5010 phone number since we get calls
84 through the NRCS line as well and should not be paying any long-distance charges. The



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85 board requested we looked into this more and possibly do away with our current phone
86 plan and review/potential update the MOU with NRCS, SWCD and ODA date 1990
87 (Item 13 within the agreement).

88 4:25 p.m. 5. Ag/CWMA Position Update

89 DM updated interview process – Tyler Goss was hired and starts May 3rd. He is from
90 Bonanza and has already found housing.

91 a. *Rangeland Biologist interviews – appoint board member to*
92 *interview committee*

93 Dm updated on hiring process, 3 applications received. Jason, Sarah, Zola Ryan
94 already on the hiring panel, 2 applicants will be interviewed. Susan volunteered to be
95 on the hiring panel as well. Interviews are planned to occur the week of April 26th.

96 4:40 p.m. 6. 2021 SDIS Renewal

97 Informational presentation from DM, highlighted that there is an average 10.5% renewal
98 increase based on demographics for employers for 2021. The increase has the potential
99 to affect our budget.

100 5:00 p.m. 7. Sage Grouse Addressing the Gaps funding update

101 DM- SWCD was awarded the grant that Shannon and Sarah put together to fund SSP
102 development in areas outside the FIP boundary.

103 a. *NACD 2021 Grant Update - \$52,701*

104 DM- NRCS received a grant from NACD for 2021 to continue the work related to the
105 range technician position and any conservation planning work including SSPs, grant
106 projects to implement conservation measures.

107 5:10 p.m. 8. Public comment may be requested at this time

108 No public comment.

109 9. Future agenda items

110 Chair comment – “there are a lot of misconstrued thoughts of what we do vs what
111 NRCS does.” Asked if Jason and Zola would be willing to go on the radio and let people
112 know who we are and what we actually do.

113 The Chair asked if other NRCS/SWCD offices are run like ours with shared office space
114 and employees. Zola said each have their own MOU and most tend to operate
115 similarly, but not always.

116 5:30 p.m. Meeting adjourns

117 The Chair requests a motion to adjourn meeting.

118 Scott made motion to adjourn meeting, 2nd by Susan Doverspike

119

120 ****Tabled Items:****

121 Board Officer Policy (staff still need to review SDAO guidelines)

122 District Operations Training for Board (What we do, grants/grant Management)

123 OT/CT exemptions for SWCD staff

124 Records requests for chat and text messages/ records retention policy