

Sherman County Soil and Water Conservation District

MEETING MINUTES

May 14, 2024

8:30 AM

USDA Service Center Conference Room

2004 First St., Moro, OR 97039

Board Present

Jess Stutzman  
Trevor Fields  
Josh Hilderbrand  
Clint Moore

Others Present

Amanda Whitman, District Manager  
Marylou Martin, Office Assistant  
Jacob Powell, OSU Extension  
Joan Bird, County Commissioner  
Nina Caldwell, ODA

**Budget Hearing was called to order at 8:30 by Jess Stutzman. No public comment**

**I. ORDER**

Meeting was called to order at 8:31 am by chairman, Jess Stutzman.

**II. REVIEW/ADDITIONS TO AGENDA**

None

**III. MINUTES**

Clint moved to approve the minutes from the April 9, 2024 meeting. Josh seconded.  
Motion passed unanimously.

**IV. GUESTS/PUBLIC COMMENT**

Joan stated that the County was working on their budget

**V. TREASURERS REPORT**

Bank statements and bills through April were reviewed. Financials were reviewed. We sitting good on our budget for this fiscal year. Clint moved to approve the bills and financials as presented and Josh seconded. Motion passed unanimously.

**VI. STAFF UPDATES**

A. District Manager – See attached

a. Grant Updates –

i. ODA—

- TA—spring/water development, cross/boundary fence, range seeding, livestock well
- Submitted Quarterly Report-fund request processed
- SIA—1 cross fence application (SG)

ii. OWEB BDA Grant

- Grant Agreement
- Working on permits

iii. Small Grants—

- Lower Deschutes (15)—Cross Fence

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

- Lower John Day (16)—Spring development
  - b. Other
    - CONNECT
    - Audit
    - Budget
    - Employee Recruiting/Interviews
    - NRCS Fire Break Field Day
- B. Office Assistant
  - a. Outreach—See attached
    - **Ag Calendar Contest**-The poster awards were presented to each class
    - **Arbor Day**-On Arbor Day, Theron and I took the 3<sup>rd</sup> and 5<sup>th</sup> graders on a nature hike to Bill Todd Nursery. The students participated in a scavenger hunt along the way, finding tree related trivia cards hidden in the trees and bushes. The trivia questions were read out loud by the students who found them. The 5<sup>th</sup> graders got most of the answers correct because they were just finishing up a unit on trees in school. At the nursery, the 3<sup>rd</sup> graders planted a Weeping Willow and the 5<sup>th</sup> graders planted a Northern Red Oak.
    - **Mayhill Museum**-The 4<sup>th</sup> and 5<sup>th</sup> graders are going to Maryhill Museum on May 16. I will be on that trip as a chaperone.
    - **4H Camp**-4H camp is June 11-13. I will be presenting an educational class at the camp on June 12.

## VII. ACTION ITEMS

- A. Personnel
  - a. Open positions
    - i. Still have 2 open positions: Watershed Technician and Watershed Coordinator. The Tech position was offered to one person but they turned it down. The board discussed other applicants and a possible intern. They also discussed using a recruiting company. Amanda will get more information about recruiting. The board agreed to move forward with hiring the summer intern if they accept, who would do work for SWCD, NRCS, and OSU Extension.
- B. County Cost Share –
  - a. 2 applications
    - i. Livestock well, pipeline, and trough—pictures and map were presented. Total cost is \$18,379.12; SWCD 75% cost share is \$13,784.34. Clint moved to approve and Josh seconded it. Motion passed unanimously.

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

- ii. Haul Road—pictures and map were presented. Total cost is \$14,099.82; SWCD cost share is \$2,176.65. This amount equates to the remainder of the CCS funds for this fiscal year. Trevor moved to approve and Clint seconded it. Motion passed unanimously.
- C. Policy—Benefits/Paid Leave
  - a. SWCD's paid leave equivalent got approved
  - b. The board discussed increasing the retirement benefit by 1% yearly for employees, topping out at 6%. Amanda will write this up for the next meeting.
  - c. Leave options—The board discussed updating their paid leave benefits. Amanda will put together some paid leave options for the June meeting.
- D. Budget
  - a. A second request was made for public comment; there was no comment. Jess read the Resolution out loud to the board. Trevor moved to adopt the budget resolution for FY 2024/2025. Josh seconded it. Motion passed unanimously. **Budget hearing closed at 9:30 am.**
- E. Audit
  - a. Amanda presented the engagement letter for FY 2024/2025. This year we are doing an agreed upon procedures, which is a little different than the past (not a full audit). Clint moved to have Solutions CPA's do the audit for FY 2024/2025. Trevor seconded it. Motion passed unanimously.
- F. Insurance
  - a. The board reviewed information on 2 possible insurance companies for our liability/auto insurance, Wheatland Insurance and The Partners Group. There will be no change in costs if we change agents. After discussion, the board decided to go with The Partners Group. Trevor moved to switch to The Partners Group as our new insurance provider. Clint seconded it. Motion passed unanimously.
- G. Pickup Upgrade
  - a. Still working on getting a new pickup
- H. Board Elections
  - a. Nick, Clint and Trevor's board positions are up this year. Clint and Trevor have decided not to run again. The Board suggested some possible candidates. The open positions will be advertised, deadline is end of August. Both terms will run until the end of December 2024.

**VIII. AGENCY REPORTS**

- A. ODA—Nina Caldwell will be the person to contact until further notice for our ODA SOW. She is the Regional Water Quality Specialist for Klamath. There will be information on Theresa's position soon. Nina shared that SIA reporting will be moved to digital, will be an online form. SOW reporting will look similar in the next biennium.
- B. OSU Extension—Jacob shared that the Sherman County Crop Tour is on June 4<sup>th</sup> at 8:30am starting at the Experiment Station. There will be staff at the McGregor plots. Jacob is also looking into having someone talk about drones. The lunch spot hasn't

been determined yet, possibly Wasco or the fairgrounds. Lunch should be around \$1,000. Jacob is requesting \$300 from SWCD. The Wasco County Crop Tour is June 13<sup>th</sup> near Dufur. Experiment Station Field Day is June 12<sup>th</sup>.

- C. NRCS—Misty gave updates: they received a second batch of funding from EQIP, \$350,000. It's enough for 2 or 3 more applications for a total of 7 or 8 contracts this year. New CSP enhancements are helping with people's ranking scores, hopefully there will be 15-20 funded this year. FSA will be having grasslands CRP sign-ups soon. Haven't received a new Farm Bill this year, payment limitations will not be changed. CSP renewals will be affected. Theron and Becky have been busy with trainings. Misty should have an idea of what's happening with CSP funding around June 1<sup>st</sup>.
- D. FSA—not present

**IX. OTHER BUSINESS**

- a. Jacob explained that OSU gives their interns 40 hours a week for 10 weeks over the summer at a rate of \$18 an hour.
- b. The board agreed to give Amanda time off during the summer for harvest.

**X. NEXT MEETING**

Next meeting is June 11<sup>th</sup> at 8:30 am in the USDA Service Center conference room.

**XI. ADJOURNMENT**

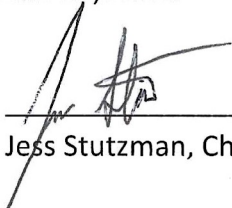
With no further business of the board meeting was adjourned at 9:56 am.

Respectfully,



Nick von Borstel, Secretary

Approved by the Board of Directors June 11, 2024:



Jess Stutzman, Chair