

Monday, August 12, 2024  
6:00-8:00 PM



To join Zoom Video Conference:

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Phone: 1-669-900-6833

Meeting ID: 844 6825 0202; Passcode: 640956

## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Greg Jones, Eliza Mason, Kerry Hastings, Aubrey Cloud, David Barron

Board Members Absent: Marcella Henkels (with notice),

Associate Directors Absent: Rana Foster (without notice)

Staff Present: Holly Crosson, Michael Ahr, Donna Schmitz, Teresa Matteson, Sara Roberts, Candace Mackey (minutes)

Others Present: Anna Eby, NRCS Easements, Victoria Moreno, BLM Soil Scientist-Mary's Peak Field Office

### Call to Order - Johnson (6:03pm)

### Introductions, Public Comments, Announcements, Additions/Changes to Agenda

**Introductions:** Anna (Ah-nah) Eby introduces herself, Victoria Moreno introduces herself, all present introduce themselves.

**Public Comments:** None

**Announcements:** None

**Additions to agenda** (added by Nate Johnson): Election Paperwork, Hiring Authority of Michael Ahr (both after PFC item)

### CONSENT AGENDA

- **Approve draft Minutes from July 8, 2024, Board Meeting**
- **Approve Financials (6/30/24)**
- **Budget Resolution FY2024-2025-01**
- **Budget Resolution FY2024-2025-02**

Discussion: none

MOTION: Approve Consent Agenda: Nate Johnson Second: Eliza Mason

Results: Pass 6/0

### REGULAR AGENDA

- **Introduce Anna Eby, NRCS Habitat Conservation Specialist**  
Taken care of in Introductions, we welcome her and appreciate getting to know who we are working with.
- **Adopt Veterans' Preference Policy**  
Discussion: Holly Crosson explains that this is the law, so there really is nothing that *can* be changed, but it's important that we formally adopt the policy, which hasn't been done before.

All documents referenced in these minutes are a part of the official record and can be distributed upon request.

- MOTION: Approve Veteran's Preference Policy as written in the packet: Nate Johnson Second: Kerry Hastings Result: Pass 6/0
- **Reminder about board questionnaire from auditor**-Nate Johnson reminds board members to complete this questionnaire. It is easy and easy to return. It is the board's only oversight task for the auditor.
- **SWCD Land Trust Update**  
Discussion: HC just wanted to let the board know that Yamhill SWCD is moving forward on this. This is information only-No action needed.
- **Executive Director recruitment update; proposed timeline, CEA contract for recruitment**  
Summary: (Nate Johnson) We all know that Holly is going to retire at the end of this year, so that creates questions about this process, and all the aspects of hiring. We're going to do all we can in the next couple of months to help this be a smooth transition.

HC: There are a bunch of pieces to this. It will be a process, there will be things on the agenda for September, and I appreciate all of you attending tonight. We will need a quorum to make motions to move this forward. At this time, we have hired Cascade Employer's Association (CEA) to do a lot of this, but we will need the board to approve the job description, etc. In the board packet, there are items that CEA can help with, but that decision is up to the board. These items have been budgeted for, so the board doesn't have to worry about this part. Generally, SWCD's use the Executive Session to hire a new District Manager/CEO/ED. Even if the district doesn't think that they want to use executive session, it has been recommended to HC that the board have everything in place for executive session because it can't be done quickly or on the fly. She explains the rules about being able to hold executive session, and then at the September meeting, both the job description and recruitment proposal will be approved. These items will need to be presented for public comment in the public notice. In the meantime, board needs to look over the list of services provided by CEA to determine if they would like them to do any/all of these services.

Initial timeline: September 9<sup>th</sup> board meeting job description could be vetted, Vacancy announcement would be Oct 1<sup>st</sup>, so the PFC would need to be able to meet in September.

Nate Johnson proposes that the board approve the full list of CEA services on an as-needed basis.

MOTION: The board would like to proceed with CEA to do this work, on an as needed and requested basis from the list of services in the letter presented in the packet: Greg Jones Second: Nate Johnson Pass: 6/0

- **PFC or Executive Committee authority**  
The second thing to discuss with regard to the ED hiring, is whether the board wants to act as a full board with CEA, or that they want to give authority to the PFC to do this. Other board members can join the PFC for this decision as a committee if they choose.

MOTION: The board grants the Personnel and Finance Committee and those who want to serve on this committee for this specific purpose authority to hire the new executive director and approve the transition plan for that hire: Nate Johnson Second: Aubrey Cloud Pass: 6/0

- **October board meeting-hold on 10/7 instead of 10/14 which is a holiday**

MOTION: Move October board meeting from 10/14 to 10/7: Nate Johnson Second: Kerry Hastings Pass 6/0

- **Grant Michael Ahr authority to hire the New COA position, as well as the Conservationist**

Holly Crosson explains that in BSWCD standard procedures, only she has the ability to hire staff. She would like the board to grant Michael Ahr the ability to hire for both the new COA position and the Conservationist I position when Donna Schmitz retires, since Holly is going to retire. She is comfortable with this and has passed on training for this process, however, the board needs to grant authority for that. He would be the supervisor for both positions, so it makes sense for him to have hiring authority as well.

MOTION: Grant Michael hiring authority for hiring of these 2 positions: Nate Johnson Second: Aubrey Cloud 6/0

- **Questions from Board on BSWCD and NRCS activities-**

1. Nate Johnson asks about a couple of charges run through the bank. Staff answers.

- Other Board Business-Nate Johnson Reminder to complete and submitted Election Materials to ODA. There is some confusion about where to drop off materials. Kerry Hastings assumes that the request for volunteers will be coming out from Michael and Teresa-yes, it will be in the next couple of weeks.

**Meeting Adjourned - Johnson (7:03pm)**