

# Jefferson County SWCD Board Minutes ~ June 28, 2022

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Jefferson County SWCD  
625 SE Salmon Avenue ~ Suite 6  
Redmond, OR 97756  
541.699.3170

## BOARD MEETING MINUTES

September 27, 2022

Madras Airport Conference Room ~ Madras, Oregon and  
Virtually Via GoToMeeting

### Members Present:

### Board:

Scott Samsel (At Large 1)  
Brad Klann (Zone 2)  
Lloyd Forman (Zone 4)  
Rob Galyen (At Large 2)  
Sean Vibbert (Zone 3)  
Curt Locke (Zone 5)

### Staff:

Staci Merkt  
Ellen Hammond  
Lisa Windom

### Advisors:

Ally Steinmetz, MDWC  
Smita Mehta, DEQ  
Lars Santana, NRCS  
Jenn Eatwell, NRCS  
Collin Cowsill, NUID  
Maria Snodgress, ODA  
Abigail Tomasek, OSU  
Chad Higgins, OSU  
Alan Branscomb, OSU

## SUMMARY OF BOARD MOTIONS

***Motion #1: Motion made by Brad Klann to approve the June, 2022 Board Minutes as presented. Seconded by Scott Samsel. Motion carried unanimously.***

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**Motion #2:** *Motion made by Sean Vibbert to approve the September 27, 2022 financial activity report as submitted. Seconded by Scott Samsel. Motion carried unanimously.*

## **Call to Order:**

The September 27, 2022 Jefferson County SWCD Board meeting was called to order by Chair Lloyd Forman at 12:04PM with a quorum in place.

## **Approval of June 28, 2022 Board Meeting Minutes:**

The board reviewed the April board minutes as presented. Brad stated that he was at the June 28, 2022 meeting and wasn't documented as present in the meeting minutes. With the noted correction (adding Brad Klann):

**Motion #1:** *Motion made by Brad Klann to approve the June, 2022 Board Minutes as corrected. Seconded by Scott Samsel. The Motion passed unanimously.*

## **Approval of September 27, 2022 Financial Activity Report:**

Staci took the board through the balance sheet, profit and loss statement and active grant balances as of September 27, 2022.

Current active grants are reported on and balanced per grant requirements and all payroll taxes and reports are paid and current. As funding continues to flux, and grants focus more and more towards on the ground costs, it will be imperative that the District continues to seek out other possible sources of funding as well as new conservation stewardship ideas.

**Motion #2:** *Motion made by Sean Vibbert to approve the June 28, 2022 financial activity report as submitted. Seconded by Scott Samsel. Motion carried unanimously.*

## **OWEB Drought Programs Update ~ Theresa DeBardelaben**

Theresa explained that the Drought Relief Program was wrapping up. She said that all of the checks had been mailed out to eligible participants and everything had gone fairly smoothly. Theresa also talked about the other OWEB drought program that is being developed for JCSWCD, a Drought Resiliency Group/Engagement Program, to bring interested landowners, partners, concerned citizens and other stakeholders together to develop a long-term strategy for dealing with drought related issues to ensure agricultural viability in Jefferson County. Ellen Hammond added that she had been reaching out to potential members (of the resiliency group) and had a lot of responses from a diverse group of interested individuals. Ellen also mentioned that she will be working on the OWEB application for the program and will continue to connect

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with potential members. She said if anyone knows of folks who might be interested in being involved, please let her know.

### **Campbell Creek SIA Update ~ Ellen Hammond**

Ellen gave an update on progress made with the SIA. She said that water usage has changed due to drought conditions and irrigation conversions to more efficient systems. She stated that due to this, most of the sites that were documented as areas of concern are no longer in that category.

### **NRCS Civil Rights and Personally Identifiable Information (PII) Update ~ Lars Santana**

Lars gave an annual review of NRCS Civil Rights and PII protocol. He said NRCS' protocol pertains to the District as well as we share information and are housed in the USDA Service Center. He gave details on both topics and how we as a District are responsible for adhering to NRCS policy in certain instances. We also reviewed the Cooperative Agreement between the NRCS and Board (agreement number N4121UCA0001503) and also reviewed the Memorandum of Agreement (N4121MOU0011467) between the SWCD, NRCS, and ODA.

### **MDWC Report:**

Ally gave updates on Council administrative business, educational programs, monitoring and research projects, restoration activities and projects and outreach activities and events.

### **Trout Creek Project Update:**

Staci said that Adam couldn't attend this meeting because he was out at his Beaver Creek Culvert Replacement Project which was at a crucial stage of construction, and he had to meet with contractors. She said that project was near completion and Adam is very happy with its results.

### **Conservation Specialist Update:**

Lisa gave an update on CREP projects, plans and potential applicants.

### **PARTNER REPORTS:**

**NRCS:** Lars and Jenn gave an update on NRCS programs and said that they've been working closely with all the JCSWCD and MDWC staff who are supporting them by helping with various projects.

**DEQ:** Smita said she had nothing further to report at this time.

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### **PSP Strategic Plan Introduction ~ Lisa**

Lisa gave a presentation on the Pesticide Stewardship Program Strategic Plan overview and what she would like to accomplish in the coming months. She brought in folks from agencies across the state who have relevant experience and knowledge on the subject and will help guide development of the plan moving forward. She said she would like to conduct PSP Strategic Planning Meetings at the regularly scheduled Board Meetings moving forward.

### **OSU Extension ~ Revisit Jefferson County Priorities ~ Allan Branscomb, Chad Higgins and Abigail Tomasek**

OSU Extension Staff revisited a list they had worked with the JCSWCD Board to compile last year focusing on topics that the Board would like to see OSU Extension staff pursue in Jefferson County. There was discussion about these topics and if they were still relevant. OSU staff said they would continue to gather information and work towards addressing some of these topics. They also said they were seeking grant funding to help pursue these fields.

Meeting was adjourned at 2:12PM.

NRCS is required to deliver USDA Civil Rights and Equal Opportunity requirements and information with institutions that participate in or administer USDA federally conducted and/or federally assisted programs. In an effort to fully comply with Federal, Departmental, and Agency governing Civil Rights laws and regulations, this check-list serves as an internal guide to assist with the Civil Rights responsibilities and expectation discussion between NRCS and Partners.

### **Board Membership Responsibilities**

- Annual review of the Memorandum of Understanding (MOU) between NRCS and Board.
- SWCD Board Demographic Information - NRCS Plan of Action for Representation on Boards, Councils, and Committees, requires States to annually review current Board membership data with state conservation agencies and discuss the opportunities and benefits of having minority and female representatives on local boards/councils who are impacted by the board's/council's decisions regarding conservation programs.
- Prohibition disclosure of certain information by the USDA and its Cooperators - Applicants, participants, location, and any and all privacy information is not to be disclosed without a FOIA request. Upon Board membership ending, former Board members have the responsibility to protect any information.
- New and existing partners are invited and should attend NRCS sponsored Civil Rights Training.

### **Federally Assisted and Federally Conducted Program Delivery Responsibilities**

- 1964 Civil Rights Act - Title VI is a federal law that prohibits discrimination on the basis of race, color or national origin in programs and activities that receive federal financial assistance. Unlawful/prohibited discrimination is unfair or unequal treatment based on a prohibited bases.
- NRCS employees and partners who work with USDA programs are required to guarantee fairness and equal treatment to all customers eligible to receive USDA/NRCS programs and services regardless of any of the cited prohibited bases enforced by USDA:  
race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, familial/parental status, income derived from a public assistance program, political beliefs, reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

### **Program Outreach**

- NRCS State and Field offices are required to establish and maintain outreach programs at the local level to ensure that all persons know about the availability of USDA/NRCS program services effectively and are encouraged to participate:  
Board membership includes willingness to reach out to others, to reach out farther than others, to exceed normal communication expectation, or to go beyond existing limits to communicate with the under-served or under-resourced (women, minorities, persons with disabilities, historically underserved, limited resource, etc.)

### **Public Notification Responsibilities**

- Governing documents relative to required equal opportunity public notification requirements that conservation partners must review:



• Secretary of Agriculture Civil Rights Policy Statement	• USDA Equal Employment Opportunity is the Law poster
• USDA Alternative Dispute Resolution Policy Statement	• NRCS Chief’s Civil Rights Policy Statement
• USDA Anti-Harassment Policy Statement	• NRCS EEO Counseling poster
• USDA Nondiscrimination Statement	• NRCS LEP Policy Statement
• *"And Justice for All" poster	• NRCS LEP Services poster
• USDA "Sexual Harassment is Illegal" poster	• [RESERVED]

- The public notification requirements must be prominently and visibly displayed in all offices where there is a USDA presence and where viewing is accessible for employees and customers.
- Compliance with Section 504<sup>1</sup> and Section 508<sup>2</sup> of the Rehabilitation Act of 1973.
- Access public notification required documents at the following link:  
[http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143\\_022466](http://www.nrcs.usda.gov/wps/portal/nrcs/detailfull/national/about/civilrights/?cid=nrcs143_022466)
- Public notification documents attached: (Review description for partners)

1. Secretary of Agriculture Civil Rights Policy Statement – affirms USDA’s commitment to equality and civil rights for program delivery and employment with emphasize on USDA’s zero tolerance for any form of discrimination or reprisal.
2. USDA Alternative Dispute Resolution (ADR) Policy Statement – affirms USDA’s commitment to conflict prevention to increase customer satisfaction and employee morale.
3. USDA Anti-Harassment Policy Statement – affirms USDA’s commitment to maintaining an environment free from unlawful harassment (sexual and non-sexual).
4. USDA Nondiscrimination Statement – must be posted in all USDA offices and included on all materials produced by USDA for public information, public education, or public distribution. In addition to Section 504 and Section 508 requirements, the statement shall be made available in other languages appropriate to the local population served or directly affected by USDA program or activity.
5. “And Justice for All” poster – primary method utilized to inform customers or their civil rights. Institutions participating or administering USDA programs are required to display the appropriate poster in respective facilities where poster can be viewed by customers. (NRCS applicable versions: Form AD-475-A, relevant to assisted programs; and Form AD-475-C, relevant to conducted programs.)
6. USDA “Sexual Harassment is Illegal” poster – general preventive tips and guidance on filing sexual harassment claims.
7. USDA “EEO Is The Law” poster – employee information and guidance on filing an EEO complaint.
8. NRCS Chief’s Civil Rights Policy Statement – reaffirms Secretary of Agriculture’s Civil Rights policy and emphasizes that reprisal of any kind against customers or employees will not be tolerated.
9. NRCS “EEO Counseling” poster – contact information for employees filing an EEO complaint. (does not apply to customers)

<sup>1</sup> Federal facilities and locations must be accessible for the public to guarantee access to persons with a disability.

<sup>2</sup> Public and employee notices regarding events and activities sponsored, co-sponsored, hosted, and or co-hosted by USDA, NRCS contain NRCS POC information including name, telephone number, email address, and a respond by date for persons to request accommodations (for example – an interpreter, translator, seating arrangements, etc.) materials in an alternative format (for example – braille, large prints, audiotape – captioning, etc.)

10. NRCS Limited English Proficiency (LEP) Policy Statement – reaffirms USDA’s commitment and provides support to the provisions of federally conducted and federally assisted prohibited discrimination based on national origin. LEP applies to individuals who do not speak English as their primary language, and who have a limited ability to read, speak, write, or understand English.

11. NRCS LEP Services poster – provides notice to customers that LEP oral interpreting and written translation services are available at no cost to customer relative to NRCS federally assisted and federally conducted programs.

**Affirmation of Review:**

Field Office/State REDMOND, OR

SWCD Board JEFFERSON

Board Member(s)- Printed Name:

1. ROBERT B. GALYEN

Signature and Date:

[Signature] 9/27/22

2. [Signature] SEAN W. VORBERT

[Signature] 9/27/22

3. Lloyd M. Forman

[Signature] 9/27/22

4. SCOTT M. JAMISEL

[Signature]

5. Carl Loelke

[Signature] 9-27-22

6. Bradley R. Klann

[Signature]

NRCS Rep - Printed Name and Title:

1. LARS SANTANA

Signature and Date:

[Signature] 9/27/22