



**JEFFERSON COUNTY SWCD BOARD MEETING AGENDA**  
**Sept 24, 2024 @ 12:00 pm ~ Madras Airport Conference Room ~ Virtually Via Zoom**

*“Find New Ways to Grow and Adapt to New Methods of Conducting Conservation to Stay Relevant”*

12:00	Call to Order: <b>Motion #1</b> Prior meeting minutes to approve: August 27 Minutes
12:10	Review Financials – Deep Dive OSGP \$5750 liability - Kate
12:25	Review Current Grants - Kate
12:30	Approve Sept 2024 Financial Activity Report – <b>Motion #2</b>
12:45	Weed Program Update ~ Ryan
12:50	Small Grant Program Update & MDWD report ~ Ally
12:55	Foley Creek Update – Adam’s email/Pic (via kate)
01:00	Job Update - Natural Resource Specialist – Conservation Planner/Technician - Kate
01:05	Appointment of officers for 2024-2025 – Election Update
01:10	Advisor Reports
01:15	Board Director Reports
01:20	Set next meeting – Oct?

# Jefferson County SWCD Board Minutes ~ August 27, 2024

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

## BOARD MEETING MINUTES

August 27, 2024 11:00 AM

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

### Members Present:

#### Board:

Scott Samsel (At Large 1)  
Rob Galyen (At Large 2)  
Brad Klann (Zone 2)  
Lloyd Forman (Zone 4)  
Curt Locke (Zone 5)  
Craig Weigand, Jr. (Zone 3)

#### Staff:

Kate Haarberg  
Ellen Hammond  
Ryan Brummer

#### Advisors:

NRCS ~ David Phipps, Chris Handy  
North Unit Irrigation District ~ Collin Cowsill

## SUMMARY OF BOARD MOTIONS

- Motion #1:** *Motion made by Rob Galyen to approve the June 18 & June 26<sup>th</sup> special meetings and the July 24<sup>th</sup> board minutes. Seconded by Brad Klann. Motion carried unanimously.*
- Motion #2:** *Motion made by Scott Samsel to approve 2024 financial activity report as submitted. Seconded by Brad Klann. Motion carried unanimously.*
- Motion #3:** *Motion made by Rob Galyen to approve Job Description & plan to hire a Natural Resource Specialist, Conservation Planner TA. Seconded by Craig Weigand. Motion carried unanimously.*
- Motion #4:** *Motion made by Scott Samsel to approve the Jefferson County SWCD Annual Plan of work for 2024-2025. Seconded by Brad Klann. Motion carried unanimously.*

# Jefferson County SWCD Board Minutes ~ August 27, 2024

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## **Call to Order:**

The August 27, 2024 Jefferson County SWCD Board meeting was called to order by Chair Lloyd Forman at 11:10 PM with a quorum in place.

## **Approval of the June & July Board Meeting Minutes:**

The June 18 & June 26<sup>th</sup> special meetings and the July 24<sup>th</sup> board minutes were emailed to the board a week before today's meeting for review. The only edit was to add Craig Weigand to the attendees of the June 26 special meeting.

**Motion #1:** *Motion made by Rob Galyen to approve the June 18 & June 26<sup>th</sup> special meetings and the July 24<sup>th</sup> board minutes. Seconded by Brad Klann. Motion carried unanimously.*

## **Approval of the Aug, 2024 Financial Activity Report:**

Kate went into more detail about the current grant status and funds requested that we have not received yet. Kate mentioned that there seems to be a solid consistent reserve of approximately \$200,000 and suggested we look into a high yield savings account for a portion of those funds. Kate will look into this more and bring details to a future meeting.

**Motion #2:** *Motion made by Scott Samsel to approve 2024 financial activity report as submitted. Seconded by Brad Klann. Motion carried unanimously.*

## **Speaker Michael Curri**

Michael Curri, President, Strategic Networks Group, zoomed into the meeting to discuss Jefferson County Broadband planning. (see attached slides) Ellen was given several names that were interested in participating in the pilot program.

## **Job Description Review for Natural Resource Specialist/Conservation Planner ~ Kate**

Kate explained to the Board the plan to bring in a new Natural Resource Specialist – Conservation Planner. The job description was emailed to the board in advance of the meeting. Kate went through the current approved grants that will fund this position as well as potential future funding in the near future. Kate also mentioned meeting with Lars and how he would initially mentor this position.

**Motion #3:** *Motion made by Rob Galyen to approve Job Description & plan to hire a Natural Resource Specialist, Conservation Planner TA. Seconded by Craig Weigand. Motion carried unanimously.*

# Jefferson County SWCD Board Minutes ~ August 27, 2024

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## **Annual Plan of work 2024 – 2025 for Jefferson County SWCD ~ Ellen**

The Annual Plan of Work draft was emailed to the Board in advance of the meeting. We explained that this task was late and had missed the deadline during the recent change in District Manager. In the last month the JCSWCD staff had all given input in the draft presented.

***Motion #4: Motion made by Scott Samsel to approve the Jefferson County SWCD Annual Plan of work for 2024-2025. Seconded by Brad Klann. Motion carried unanimously.***

## **Conservation Specialist & PSP Outreach ~ Ellen**

Ellen provided a summary of her recent activities to the board in advance of the meeting. She also mentioned that she was recently asked to be a speaker about the Drought program at COCC special upcoming series. Several of the board members volunteered to participate in her speaking engagement.

## **Weed Coordinator Update ~ Ryan**

Ryan gave an update on all of his weed spraying activities.

## **Trout Creek Project Manager Update ~ Adam via email**

Foley Complex Project.

- Finished new Road (0.5 miles) with 0 creek crossings on Thursday! (There were 4 fords and 2 culverts)
- Starting on Channel and Pools with Large wood structures
- Floodplain shaping/widening

## **MDWC Report ~ Ally**

Ally was not in attendance at this board meeting

## **NRCS Update ~ Dave & Chris**

No updates

## **North Unit Irrigation District ~ Collin Cowsill**

Collin talked about a recent excess of water and the plans to modify how the patrons apply when there is an excess of water at no charge.

## **BOARD Update ~ All Board members**

The board members that are running for re-election said that they all would have their paperwork to Sandi Hiatt by the end of today, which is the deadline. The board also mentioned wanting to take a deep dive into the finances in an upcoming board meeting. The board also mentioned that the board officer roles haven't been revisited in awhile and we discussed doing that in January after the election process is over.

## **NEXT BOARD MEETING**

The Board agreed to meet on Tuesday, September 24<sup>th</sup> at 12 pm.  
Lloyd adjourned the meeting at 12:45 PM.

**Jefferson Co. SWCD**  
**Balance Sheet**  
 As of September 20, 2024

	Sep 20, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Checking	309,094.13 ✓
Savings US Bank	2,828.32 ✓
<b>Total Checking/Savings</b>	311,922.45
Accounts Receivable	
Accounts Receivable	2,500.00 ✓
<b>Total Accounts Receivable</b>	2,500.00
<b>Total Current Assets</b>	314,422.45
<b>Fixed Assets</b>	
Equipment	77,680.99
Vehicles	33,320.24
<b>Total Fixed Assets</b>	111,001.23
<b>Other Assets</b>	
Accumulated Depreciation	(86,900.20)
<b>Total Other Assets</b>	(86,900.20)
<b>TOTAL ASSETS</b>	<b>338,523.48</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	(8,272.06) us bank bill
<b>Total Accounts Payable</b>	(8,272.06)
<b>Other Current Liabilities</b>	
Direct Deposit Liabilities	(591.67)
Direct Deposit Liability	(837.46)
<b>Payroll Liabilities</b>	
Medicare	35.97
OSGP	5,750.00
Social Security	162.21
Unemployment	(4.54)
Payroll Liabilities - Other	(134.54)
<b>Total Payroll Liabilities</b>	5,809.10
<b>Total Other Current Liabilities</b>	4,379.97
<b>Total Current Liabilities</b>	(3,892.09)
<b>Total Liabilities</b>	(3,892.09)
<b>Equity</b>	
Fund Balance	85,114.38
Opening Bal Equity	(880.11)
Retained Earnings	231,633.15
Net Income	26,548.15
<b>Total Equity</b>	342,415.57
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>338,523.48</b>

**Jefferson Co. SWCD**  
**Job Estimates vs. Actuals Summary**  
All Transactions  
ACTIVE GRANTS AS OF 9-19-24

Expires			<u>Est. Cost</u>	<u>Act. Cost</u>	<u>(\$)</u> <u>Diff.</u>	<u>Est. Revenue</u>	<u>Act. Revenue</u>	<u>(\$)</u> <u>Diff.</u>	
Ryan	?	USFS Central OR Invasive Plant Control	69,250.00	0.00	(69,250.00)	69,250.00	0.00	69,250.00	
OPEN	6/30/2026	OWEB Jeff County NRCS Support 24-26	44,000.00	0.00	(44,000.00)	44,000.00	0.00	(44,000.00)	new employee
OPEN	6/30/2026	OWEB JCSWCD CREP TA 2024-26	90,503.00	560.92	(89,942.08)	90,503.00	0.00	(90,503.00)	new employee
OPEN	6/30/2029	IRA Central OR Farm Bill Capacity	400,000.00	0.00	0.00	0.00	0.00	(400,000.00)	new employee
Ryan	06/30/2025	ODA PSP EPA Toxics #4544 (2024-2025)	25,474.00	<b>1,581.43</b>	<b>(23,892.57)</b>	25,474.00	<b>12,737.00</b>	(12,737.00)	
Ryan	12/31/2025	USFS - Weeds	28,000.00	2,943.85	(25,056.15)	28,000.00	0.00	(28,000.00)	
Adam	3/31/2025	BPA 2024-2025	204,000.00	89,119.12	(114,880.88)	204,000.00	52,466.15	(151,533.85)	
Ryan	3/31/2025	Weed Coordinator - Jefferson County Funds	82,680.00	44,456.18	(38,223.82)	82,680.00	35,380.31	(47,299.69)	
Adam	Final Report?	HB 2010 W Juniper Treatment	325,000.00	288,430.08	<b>(36,569.92)</b>	325,000.00	325,000.00	0.00	\$36,569.92 Liability - expect end of oct
Ally	completed	Gray Family Foundation 2023	2,500.00	2,261.23	(238.77)	2,500.00	0.00	(2,500.00)	
Ally	7/31/2025	MDWC Capacity 2023-25 ( OWEB 224-044)	166,142.00	83,826.06	(82,315.94)	166,142.00	60,985.31	(105,156.69)	Last Pmt 6/7/24 - Wait till end of Sept
Kate/Ellen	6/30/2025	ODA SOW 2023-25 (under JCSWCD Capacity)	135,232.00	72,989.36	(62,242.64)	135,232.00	84,520.00	(50,712.00)	
Kate/Ellen	6/30/2025	ODA DO 2023-25 (under JCSWCD Capacity)	57,956.00	35,402.76	(22,553.24)	57,956.00	36,851.70	(21,104.30)	
Ryan		ODA PSP 2023-25 #4414	46,244.00	16,955.03	<b>(29,288.97)</b>	46,244.00	41,619.60	(4,624.40)	bill for 10% di minimus at final \$4624.00
Adam	8/27/2027	Little Trout Creek Juniper Removal (OWEB)	466,912.00	392,420.12	(74,491.88)	466,912.00	399,545.75	(67,366.25)	
Ally	6/27/2025	Campbell Creek BDA Implementation (OWEB)	121,007.00	114,524.40	(6,482.60)	121,007.00	108,906.30	(12,100.70)	
Ally	8/1/2025	NWQI Trout Creek (NRCS) (exFedGrants)	86,400.00	39,014.55	(47,385.45)	86,400.00	51,840.00	(34,560.00)	
Ryan	12/15/2025	Campbell Creek SIA (OWEB)	124,999.00	76,233.89	(48,765.11)	124,999.00	43,003.51	(81,995.49)	Invoice Out - Pending Payment
Ally	11/15/2024	Upper Trout Creek Trib Rehab (OWEB)	84,601.00	57,413.05	(27,187.95)	84,601.00	49,409.76	(35,191.24)	revisit this in nov 2024
Adam	12/1/2024	Beaver Creek Watershed Restoration	278,832.00	152,588.69	(126,243.31)	278,832.00	161,892.00	(116,940.00)	
Adam	12/31/2024	Stenerson Upland Habitat Improvement	253,609.00	226,578.03	(27,030.97)	253,609.00	228,246.70	(25,362.30)	issue last invoice after fall seeding
			<b>2,980,091.00</b>	<b>1,697,298.75</b>	<b>(882,792.25)</b>	<b>2,464,114.00</b>	<b>1,692,404.09</b>	<b>#####</b>	<b>\$ -</b>

Ryan	12/31/2024	Willow Creek Revival (oweb thru JC)	\$10,254.00						have never billed
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