

## MEMO TO BOARD: Agenda Commentary for Draft Agenda June 5, 2024

### Action Items

- a. **District Cost Share Program Policy Update:** Abbie has been seeking input on updates to the DCS policies over the past few months. We will formally consider and approve the suggested updates.
- b. **Presentation of FY 2022-2023 Annual Report & Audit:** This is one of our legal requirements, pursuant to ORS 568.580. This meeting has been properly noticed and serves as our required Annual Meeting, at which we must present our annual report and audit to the public.
- c. **FY 2024-2025 Annual Plan of Work:** This is another legal requirement. Pursuant to ORS 568.554, each conservation district must submit its proposed long-range program and annual work plans to ODA for review and comment.
- d. **Succession Planning with SWCD Board:** This is a requirement of our new NACD grant award. The project budget includes \$18,500 for facilitation services, which should be more than enough funding to help us through the process of developing a succession plan that includes the necessary DEI focus. We can direct appoint professional services contracts up to \$50,000. We've successfully worked with Emily Stranz of DS Consulting in the past (on the Fifteenmile MUS project) and I think she would be a good fit to help guide this conversation. I would like board approval to negotiate a scope of work and fee structure with Emily Stranz.
- e. **Discussion on Regular Meeting Dates – 1<sup>st</sup> Wed vs 2<sup>nd</sup> Wed of Month:** I reached out to the District Operations Specialist at ODA to see if we had to take any special steps to move our regular meeting dates. He was not aware of any formal steps other than a motion at our regular board meeting.

**Budget Hearing** – I will have a few proposed changes to the budget, which are mostly due to projects being wrapped up and paid out, and updates to some grant statuses. I am waiting for the end of May financials before I finalize my edits. I will walk you through the budget updates during the meeting.

### Updates

- a. **Next Regular Mtg, July 3<sup>rd</sup> or 10<sup>th</sup>, 2024, 1:00 PM USDA Service Center** – The meeting date will depend on whether we decide to move to meeting on the 2<sup>nd</sup> Wed of the month or stick with the usual schedule.
- b. **FY 2023-2024 Audit Update & Questionnaire Distribution**– Jennifer will provide an update on the audit status and hand out questionnaires from the auditor.
- c. **15mile MUS** – Staff are working on some requested updates to the OWRD final report. We continue to coordinate with OSU and GSI on additional testing funded under the new TA grant.
- d. **Highline Ditch**– Josh will provide an update.
- e. **2020 White River Fire & 2022 Miller Road Fire** – Josh will provide an update. The Miller Rd fire project is completed and we are just waiting on an invoice from the contractor.
- f. **Mosier Million #2** – Josh will provide an update.
- g. **USFS Fifteenmile Creek Large Wood Enhancement** – We have secured an OWEB grant for this project and are working with our USFS partners on an RFP for helicopter services.
- h. **Lower Deschutes CWMA Lead Entity Status:** Staff and partners have been updating agreements and the job description. We will be issuing a hiring announcement soon for a Lower Deschutes Cooperative Weed Management Area coordinator. ODFW has committed \$45,000, Sherman

County \$20,000, and Sherman County SWCD \$15,000. We're in conversations with ODA and BLM regarding the best ways to tap into their grant programs to support the project.

- i. **SDAO Best Practices Checklist** – I've started working through this year's checklist. We're currently at 6% of the total 10% possible discount. The two remaining areas that will need to be addressed are the new Public Meetings Public Meetings Law Training Requirement for board members and updating our Public Meetings Policy. The training materials and draft policy are not yet available. We have until November to complete these requirements.
- f. **Director Elections** – This is an election year, and we have 4 positions up for election: Zone 1 (Ken Bailey), Zone 3 (Bill Hammel), Zone 5 (Bob Krein), At-Large 1 (Larry Powell). ODA has issued elections materials. The first day to file is July 18 and the last day to file is Aug 27. Write-ins can file through Oct 22. Election Day is Nov 5, and the new term will begin on Jan 1, 2025. See ODA's website for more information:

<https://www.oregon.gov/oda/programs/NaturalResources/SWCD/Pages/Elections.aspx>

**Routine Reports:** Committees, Agencies, Manager



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