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HCCWMA meeting held via teleconference

Present: HSWCD District Manager Shannon Brubaker and Admin Assist Barbara Pearson. CWMA Board Chair Jim Campbell, BLM Bill Dragt, NRCS Cody Folk, Harney Watershed Council Karen Moon, Lisa Foster, Oregon State Lands Randy Weiss, ODA Bonnie Rasmussen, Linda Watts

The meeting was scheduled to begin at 11 am but was delayed due to technical difficulties, which necessitated it be held via teleconference instead of Zoom. Shannon Brubaker took roll and asked participants if they had received and reviewed the minutes from the previous meeting, financials, and proposed job description.

Jim Campbell began the meeting and asked if instead of taking roll for each motion if a decision could be determined based on if there was any opposition. There was no opposition to this.

Karen Moon moved that the minutes from the December 22, 2020 meeting be approved. Cody Folk seconded. There were no objections and the motion passed.

Jim Campbell praised Shannon Brubaker's financial report presentation. He said there is an additional \$4000, \$5800 from the Forest Service and \$10000 from the BLM. There was a recent \$26000 labor invoice due to Kenny McLain's recent departure (wages, vacation payout, comp time, etc.) There should be no further expenditures until the coordinator is hired and the person coming in should have \$25000 budget when coming in. Bonnie Rasmussen said there will be a grant cycle from the state. The weed board has approved new funding. Karen Moon moved to approve the financial report. Randy Wiest seconded. There were no objections and this motion passed.

Jim Campbell then turned the meeting over to Shannon Brubaker to present and explain the proposed job description since it was prepared by her. This position will be shared Ag Resource and Weed Management Coordinator, through the HSWCD and CWMA. The duties and funding are to be split 50/50.

The skill set and working conditions were reviewed. Bonnie Rasmussen asked how flexible the board would be toward required experience. She later said she would back out that comment due to the pay scale. If the board plans to pay that salary, it needs qualifications at that level (a Bachelor of Science and/or 3 years' experience). Shannon Brubaker said some flexibility could be allowed. The board wants someone engaging, to grow the program, and ultimately work with partners. If the current job description doesn't fly the board could adjust requirements. Bonnie Rasmussen said she was concerned that the requirements leave out a good candidate who might otherwise not meet the experience requirement, but also acknowledged that the position should not be filled "Willy nilly."

Bill Dragt had two questions:

- 1) The previous job description listed outreach such as a free spray day and manning the weed trailer at the county fair. He wondered if the same level of outreach is desired. Shannon read a portion of the bullet list in the job description that the weed coordinator is to present a detailed annual work plan and expected it to include fair activities, weed pulls and other specified outreach.
- 2) Bill said the old job description also listed having an Oregon pesticide license and asked if that was a requirement of the CWMA portion of the job. Shannon said the current job description does indicate working with pesticides. The previous job description said the employee would help with application of pesticides. She asked Jim if Kenny had a license in the past. Jim said he did, but until recently the board did not want an employee to be licensed as the employee was to be more than a "spray jockey." The position was more outreach. Shannon said the previously proposed job description indicated the employee was to have or obtain a license within 6 months of hiring and put this question to the board.

Linda Watts said she remembered Kenny McLean last year doing an outreach hiking tour and also spraying weeds. Jim said since he had a license and was out, he went ahead and used a backpack sprayer.

There was further discussion about the employee being licensed. Bill Dragt said there are two BLM employees (Jaimie and Linda) who have licenses that are renewed every three years. The license provides an opportunity to represent the BLM. He was comfortable with the employee obtaining a pesticide application license within a timeframe. Jim Campbell said in the past when he was uncertain about application issues, he would provide a business card of Bonnie's and refer the person to her. Until the employee is able to address such issues, he would recommend the same action.

Bill Dragt was glad the job description listed equal duties for the Weed Management and Ag Irrigation and said the person would probably be busy in August and September addressing Medusahead and then assisting with irrigation concerns during winter. Shannon Brubaker agreed, and said it is important to have an employee who can use time wisely. Bill Dragt appreciated that "time management" was used in the job description a few times.

Randy Wiest asked Shannon Brubaker to elaborate about appointment time—would the employee advocate for his/her own position through grant funding? Shannon Brubaker said yes. The current grant is for a limited time and if the person isn't able to secure funding, "if the funds dry up, so does the position." Jim Campbell said one purpose in combining the duties of the position was to attempt to reduce ebb and flow of funds so the employee will not have to be seeking funds

all the time. Randy Wiest said he had assumed that and just needed some clarification.

Following assets and funding, Jim said until the employee is hired, he would be acting coordinator for CWMA to ensure nothing will fall through the cracks. He wants to bring the new person in on the best footing. Shannon Brubaker said that many of the HSWCD positions are work from home. The office has a rotational desk for when employees need to come into the office. This position is also cleared to work from home. With no further discussion, the Admin Assist conducted a roll call vote for approving the submitted job description. All present were in favor. Bonnie Rasmussen said she is not allowed to vote but supported the job description.

The next step is to present the approved job description to the SWCD board, which will next meeting Thursday, January 28<sup>th</sup> at the Harney County Chamber of Commerce, and Shannon Brubaker (District Manager for HSWCD) invited meeting participants to attend. A location is required as new board directors will be sworn in and the district needs room to satisfy the COVID social distancing requirements.

Jim Campbell said the CWMA meetings are held the third Wednesday of each month at 1 pm. The HSWCD Admin Assist will coordinate the schedule and request agenda topics. Having one person sending out information should prevent confusion.

The board was asked if there were additional items or topics to be discussed at the next meeting. Jim Campbell was contacted by Jess Barnes of the HC Weed Board regarding the irrigation ditch in Drewsey. Jim didn't think this issue will be viewed by the hired weed coordinator in time and it may need to be addressed next autumn. Funding and funding cycles were discussed. Bonnie Rasmussen said she wasn't sure the amount in the cycle. She said the state weed board will meet February 18<sup>th</sup> and there is a dial in if anyone wants to attend. Jim Campbell and Shannon Brubaker will meet offline to discuss funding and the Drewsey ditch.

There was no further discussion and the meeting adjourned at 11:50 am. The CWMA will next meet Wednesday, February 17, 2021 at 1 pm.