

Sherman County Soil and Water Conservation District

MEETING MINUTES

December 9, 2025

8:30 AM

USDA Service Center

Board Present

Jess Stutzman
Josh Hilderbrand
Brian Simantel
Ryan Thompson
Nick von Borstel

Others Present

Amanda Whitman, District Manager
Marylou Martin, Office Assistant
Taylor Bullock, Watershed Technician/Coordinator
Joan Bird, County Commissioner
Jacob Powell, OSU Extension
Josh Macnab, Oregon Wheat

I. ORDER

Meeting was called to order at 8:31 am by chairman, Jess Stutzman

II. REVIEW/ADDITIONS TO AGENDA

Added under action items-discussion of increasing the Visa card limit

III. MINUTES

Brian moved to approve the minutes from the November 12th, 2025 meeting and Josh seconded. Motion carried with Nick-yes, Jess-yes, Ryan-yes, Brian-yes, Josh-yes.

IV. GUESTS/PUBLIC COMMENT

Joan Bird thanked the board and staff for all that they do. Also, there is a public meeting on January 14th about the Speedway solar project.

V. TREASURERS REPORT

Financials through November were presented and reviewed by the board. Nick moved to approve the financials as presented and Brian seconded. Motion carried with Nick-yes, Brian-yes, Jess-yes, Josh-yes, Ryan-yes. Bills were reviewed. Ryan moved to approve the bills as presented and Nick seconded. Motion carried with Ryan-yes, Nick-yes, Jess-yes, Brian-yes, Josh-yes.

VI. STAFF UPDATES

- A. District Manager – See attached
 - Bookkeeping-re-classing payroll
 - Lower John Day Ag Water Quality-meeting Dec. 10th The Dalles
 - Report on projects from 2024-2025
 - Weekly Staff meetings
 - Small Grant Team 15

*Documents/attachments mentioned in minutes can be obtained by request

- Received 1st application
 - Working on Fund Request (ODA, Council Capacity, SIA)
 - Conducted 1 interview for Tech Position
 - LincPass renewal
 - Working on NACD TA grant to assist NRCS w/ Fire EQIP
 - Meeting with solar about Speedway Project

- B. Office Assistant—See attached
 - a. Community Outreach
 - Streamline Website & Facebook
 - b. Education Outreach (CAP)
 - NACD poster contest
 - 3 State winners
 - Mark Timothy-Grade 1
 - Sterling Jefferies-Grade 3
 - Maddie Cranston-Grade 12
 - Homeschool Activities
 - Rocks! Program at the Sherman County Library
 - Guest speakers: Liz Kennedy, Ryan Loop, Stacy Bird
 - Rock books by Sherman County Prevention
 - c. Grants
 - Pending grants
 - National Association of Conservation Districts (NACD)
 - Arbor Day/tree planting activities for youth
 - Community Workshop

- C. Watershed Technician—See Attached
 - a. CCS
 - 3 new applications
 - 4 field visits
 - 2 potential applications
 - b. SG:
 - Applications are now open for the Lower Deschutes and John Day
 - Sight visit for cross fence
 - c. LG:
 - 224-6008 Grass Valley Canyon Low-Tech Process-Based Restoration: Scheduled appointment with Dirk Renner (US Fish and Wildlife), to do a site visit for BDAs to review design and help with permitting as a federal partner in the project.
 - d. Other:
 - Scheduled Drone test for 12/16/25-Yakima
 - Assisting Amanda with the NACD Technical Assistance (TA) Grant
 - Working on SOW reporting

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VII. ACTION ITEMS

A. Personnel

a. Vacant Position

- i. Will be discussed during executive session

B. County Cost Share

a. 3 new applications

- i. Boundary fence-pictures and maps were presented. Total cost is \$20,552.66. SWCD 75% cost share is \$15,000. Brian moved to deny application and Ryan seconded. Motion carried with Brian-yes, Ryan-yes, Jess-yes, Josh-yes, Nick-yes.
- ii. Cross fence-pictures and maps were presented. Total cost is \$24,476.90. SWCD 75% cost share is \$15,000. The board decided to table the cross fence until later in the fiscal year to make sure there are enough funds available. Suggested applying through a OWEB small grant.
- iii. Haul Road-pictures and maps were presented. Total cost is \$13,389.92. SWCD 75% cost share is \$10,042.44. Brian moved to approve and Ryan seconded. Motion carried with Brian-yes, Ryan-yes, Jess-yes, Josh-yes, Nick-yes.

C. Annual Meeting

- a. Josh Macnab (representing Oregon Wheat) and the board discussed the next SWCD Annual meeting. If possible, we would like to get a special speaker, maybe during the dinner. It was decided to have the meeting either March 3rd or March 4th at the Grass Valley Pavilion.

D. QuickBooks

- a. A letter must be submitted to change admin on QuickBooks from Regina to Amanda. Brian moved to approve the change of admin to Amanda and Nick seconded. Motion carried with Brian-yes, Nick-yes, Ryan-yes, Josh-yes, Jess-yes.

E. Visa

- a. The board discussed authorization to making changes to the Visa card. Ryan moved to approve that Brian (treasurer) and Jess (chair) have the authority to make changes to both Visas (4535 and 7800) and Nick seconded. Motion carried with Nick-yes, Brian-yes, Josh-yes, Jess-yes, Ryan-yes.
- b. The board discussed setting the Visa credit card to a higher spending limit. Nick moved to approve a \$10,000 spending limit on the Visa ending in 4535 and Brian seconded. Motion carried with Nick-yes, Brian-yes, Josh-yes, Jess-yes, Ryan-yes.

VIII. AGENCY REPORTS

- A. NRCS-Misty reported on updates. January 15th is the EQIP and CSP application deadline. Everyone is obligated to sign new applications this year. There are no payment limitations for CSP. It is a 5-year program but enhancements are gone.

*Documents/attachments mentioned in minutes can be obtained by request

Payment for practices plus \$4,000 per year. EQIP-each basin gets 5 funding pools-irrigated cropland, forest, rangeland, wildlife, and Sherman County fire break. The focus area is the mouth of the Deschutes. Misty will provide a list of CSP practices for producers to come in a look at.

B. FSA-not present

C. OSU Extension-Jacob gave an update on upcoming trainings. December 10th-Columbia Gorge Pesticide training, 1pm-4pm in The Dalles CGCC. This is good for 3 ODA pesticide credits. December 17th-Mid Columbia Wheat Meeting, 1pm-4pm at the Moro Extension office. This is also good for 3 ODA pesticide credits. Jacob is also planning to have a drone training in February.

IX. OTHER BUSINESS

None

X. EXECUTIVE SESSION

Executive Session-ORS 192.660(2)(a) and 192.660(7) was called to order at 10:22 am to consider employment of an officer, employee, staff member or agent

Executive Session-ORS 162.660(2)(i) and 192.660(8) to review and evaluate the performance of an officer, employee, or staff member

The board returned to regular session at 10:47 am. Nick moved to approve end-of-year bonuses for staff and Brian seconded. Motion carried with Nick-yes, Brian-yes, Jess-yes, Ryan-yes, Josh-yes.

XI. NEXT MEETING

Next meeting is January 13th at 8:30 am in the USDA Service Center conference room.

XII. ADJOURNMENT

With no further business the board meeting was adjourned at 10:55 am.

Respectfully,

Nick von Borstel, Secretary

Approved by the Board of Directors January 13, 2025:

Jess Stutzman, Chair

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