



Douglas Soil and Water Conservation District Board of Directors Meeting Wednesday, February 19th 2025

Attendees

Directors: Brenda Epp (D), Scott Hendy (D), David Briggs (D) | **Employees:** Maggie Begoun, Cindy Bright | **Partners:** Sam Freidman (USFWS), Lee Russell (ECWCoalition)

Call to Order

The meeting was called to order by Board Chairman - David Briggs at 5:00pm.

Agency Reports

Sam Friedman - USFWS

The board has been considering transferring ownership of their protected rough popcornflower (*Plagiobothrys hirtus*) site in Sutherlin. They've requested that Friedman inform the board of the plant's background, management, and legal requirements

Friedman explains to the board that rough popcornflower was listed as endangered in 1999. Bright notes that the plants do best in a clay loam soil in seasonal ponds. A recovery plan was signed into action in 2003 which outlines the management steps needed to down- or de- list the species.

Together with ODA, plugs were grown out and planted into a couple areas in Sutherlin and Yoncalla. 9 populations were established in accordance with the recovery plan. USFWS doesn't have a blanket agreement that allows them to monitor all popcornflower sites, but they monitor when they can / get permission. One of the biggest populations is on private land (Danny Lang) and has over a million plants and covers over an acre. The other populations are all smaller than a quarter acre with much less.

In 2019, the USFWS began preparing to downlist popcornflower. It was suggested that the species be de-listed instead of down-listed. The local USFWS office was hesitant to de-list the species completely unless some populations were put into protected easements.

One such easement is the district's. Because the district is a state entity, that allows their population to be protected by state statutes. There are 5000 plants which fluctuate year to year. The district has been funded to mow the site a couple times, as well as plant additional plugs.



Other nearby smaller populations are Red Rocks Park and Ford's Pond owned by the City of Sutherlin and Orenco Ponds is owned by the County.

Dir. Epp asks Friedman if he ever works with the Master Gardeners and Logan Bennett (OSU Ext.) She suggests a partnership with them and more local organizations like the Native Plant Society to continue work on the popcornflower. Friedman has not reached out to Master Gardeners but likes the idea. He notes that they rely on ODA to do most of the restoration work and they pass on a large chunk of funding to them to do it.

Friedman explains that the plants are very small, some are annual and some are perennial. Each plant can have up to 200-300 seeds and readily germinate in the right conditions. The seeds can store in the seedbank for years waiting for the right time.

Dir. Briggs asks Friedman if the district can transfer management/ownership to another entity to take care of the district's popcornflower site. The board worries about the property as a liability. Friedman answers that there is currently an informal conservation agreement between USFWS, ODA, City of Sutherlin, the SWCD, NPSO, and maybe a couple others. Additionally, there are state regulations that the district may be held to for maintaining the population.

The board asks Dir. Hendy for his input, particularly about transferring ownership to the City of Sutherlin. Dir. Hendy hasn't had a meeting with Friends of Ford's Pond or the City, but Jim Hausman has expressed interest in helping care for the district's site. Sutherlin FFA and the rotary club also may be able to help out.

Action Item: Get Dir. Hendy a map of the district's popcornflower property.

Action Item: Begoun to connect Dir. Hendy with Sam Friedman, and possibly Christy Gilbert of City of Sutherlin.

Begoun asks Friedman if USFWS or the state holds the district to any legal responsibility. Friedman answers that it is just the state. Bright asks if the district ever agreed to an actual management plan for the site. Friedman answers that yes, there is one he can share. Dir. Briggs says there are reports that the districts are obligated to send in from time to time. Friedman says he usually takes care of the reporting, but he hasn't done it in a while.

Action Item: Begoun to question ODA on the district's requirements with the property.

Action Item: Begoun to get the popcornflower management plan from Friedman and share with the board.

Friedman mentions that Douglas County also has an endangered Kincaid's lupine (*Lupinus sulphureus ssp. kincaidii*) in the southern portion of the county that they've been working to



restore for many years now. USFWS recently got a grant with Institute of Applied Ecology to help introduce more populations on public and private lands.

Approval of Minutes

Motion: Dir. Briggs motions to approve the minutes of the January Board Meeting Minutes. The motion passed unanimously.

Financial & Admin Report – Please see attached report.

Documents presented to the board:

- January Bank Statements, January Expense Report, Finances at a Glance Doc
- January Budget Comparison Doc

Bookkeeping: Begoun suggests getting a meeting in place between the board and the bookkeeper. It's been a couple months and we need to review her work. The 2024-25 reports are still inaccurate and it's taken a lot more hours than predicted to get things lined out in the QuickBooks. The expenditures are mostly lined out by now, but the wages aren't.

Begoun is struggling to understand why the wages aren't aligned with hours reported for each grant so she thinks a meeting to have the bookkeeper explain directly to the board will be more beneficial. The issue may stem from the fact that she is trying to run the QuickBooks the same way Gilaine was until the end of the year (using "Vendors"). We agreed that for FY 25-26, she would then switch things over to the easier, more efficient "Projects" version of bookkeeping.

Dir. Epp asks if we had a motion to review the bookkeeper's work after a set amount of time. Begoun says yes, it was supposed to be 90 days. Dir. Epp asks how much the bookkeeping is costing. Begoun answers that we've spent about \$5200 of a budgeted \$7500. They work for \$125/hour.

Action Item: Begoun to schedule a meeting between the board and the bookkeeper during the second week of March.

Dir. Hendy re-visits the suggestion that the board gets an informal audit done by a local accountant. The board agrees. Begoun will make sure its written into the the budget and we take care of it after July 1st 2025.

IRS: Begoun spoke with the lawyer. The penalties were all abated and our balance owed went down from \$326k down to \$241k. This lowered number does include about \$40k of the W2 issue.



Begoun explains that when she reached out to the regional SSA office, they let her know that they received 2015 and 2016's W2s from an employee who handed them in-person. SSA does not share their W2 information with the IRS, so the IRS never received that information. Begoun checked with our storage files, D&S, Umpqua Valley Financial, and there are no copies of these W2s to be found.

Both the lawyer and the IRS officer suggest that we just jump straight to an "Offer in Compromise" where we just offer the amount of money we actually have on hand to clear everything up. The \$232k from the building sale minus the Trust Fund Recovery (\$36k) and legal fees (\$10k) leaves us with \$186k to offer. This offer, if accepted, would release from the entire issue of both the taxes and W2s.

Motion: Dir. Hendy motions that the board approves send in an Offer in Compromise to the IRS. The motion passes unanimously.

Policy: Board duties policy approval postponed until next meeting.

Schedule: Begoun reminds the board that we need to approve an annual work plan, long range business plan, and budget by the end of the fiscal year.

Action Item: Begoun will provide an updated Annual Work Plan for the board ASAP.

Appointments

Dir. Briggs lets the board know that Diana Woodward reached out to him and asked her to be re-appointed to the board.

Motion: Dir. Briggs motion to appoint Diana Woodward to the At-Large 2 director position on the board. The motion passes unanimously.

Conservation Technician Report – Please see attached report.

Bright asks Dir. Hendy if she's gotten her notes on his project.

Action Item: Dir. Hendy to review Bright's project email.

Dir. Hendy notes that Thursday 2/27 at 8:30 they will have a spring conference committee meeting too. He's realized that they may have too many speakers and exhibitors, so they will tour the fairgrounds to plan that out.

Bright tells the board that she's been working on many grants. OWEB Restoration, AG WQ Support, SIA Small Grant. Bright also notes that she will not be attending the Connect conference as it's the same time as the DCLA Spring Conference.



Dir. Briggs asks Bright to fill the board in on the DEQ review committee. Bright states that she was invited and accepted to be a part of the committee as a SWCD representative. DEQ is specifically reviewing TMDL requirements (such as temperature) for the Umpqua Basin.

Dir. Briggs wants Bright to make sure that DEQ doesn't overstep into Ag WQ and that Bright makes sure that ODA keeps them in check.

Action Item: Bright to make sure ODA is on the committee as well.

Bright also mentions that she will be teaming up with PUR on at least 3 projects so far and probably more in the future. It is important to work together as both the WC and SWCD will most likely be losing federal dollars in the future. Partnership will be important for reliance on state funding.

Board Reports

Dir. Epp asks about the bear attack on lambs around Kellogg. Bright doesn't know what landowner it was, but it was just across the mountain from her. ODFW thought it looked funny so they DNA tested it and found that it had some Grizzly in it. Dir. Hendy notes a landowner in Dixonville this year lost calves and a cow to bear. The board talks about hunting regulations on predators in ag land. There was a policy brought to the state to allow counties to decide whether or not dogs can be used to hunt predators. Dir. Hendy is not sure if the bill came close to being passed.

Conclusion of Meeting

The meeting was adjourned at 6:30pm.

The next board meeting is **Wednesday, March 19th @ NRCS Roseburg - 5pm.**

Please pay attention to incoming emails from Admin regarding potential location change of this meeting.

Douglas Soil And Water Conservation District 2/1/25 - Funds Explanation at a Glance

District Unrestricted Cash	\$	3,920.49
BLM GNA (Restricted)	\$	5,906.88
SIA Fund (Restricted)	\$	539.27
Capacity Funds - SOW (Restricted)	\$	9,123.89
Applegate OWEB Funds (Restricted)	\$	3,000.00
OWEB Funds in need of Reimbursement	\$	(2,762.60)
Checking Account Feb 1 2025	\$	19,727.93
Unrestricted Funds + Interest	\$	19,673.94
DCWAB (Restricted)	\$	2,529.91
(Board Restricted) IRS Fund	\$	196,054.82
ODA Weeds Match (Restricted)	\$	14,810.83
Applegate OWEB + Match Funds (Restricted)	\$	5,765.75
LGIP Account Feb 1 2025	\$	238,835.25

**Douglas Soil And Water Conservation District
Budget 2024-2025**

	Yearly Budget		As of Jan 31st 2025	
Checking Account July 1 2024		\$ 31,550.57	\$ 31,550.57	
LGIP Account July 1 2024		\$ 272,316.13	\$ 272,316.13	
Resource (Inflows):				
Project Income - Federally Funded	\$	51,600.00	\$ 15,678.60	30%
Project Income - State Funded	\$	258,750.00	\$ 158,074.64	61%
Project Income - Other Sources	\$	-		
Project Expense Reimbursement	\$	-		
Donations	\$	-	\$ 60.00	
Interest Income	\$	6,000.00	\$ 7,832.60	131%
Total Deposits	\$	316,350.00	\$ 181,645.84	57%
Amount Available for Appropriation	\$	620,216.70	\$ 485,512.54	78%
Charges to Appropriations (Outflows):				
Personnel Services				
Wages (+Tax, Fringe)	\$	170,000.00	\$ 84,828.98	50%
Worker's Compensation Ins.	\$	350.00	\$ -	0%
Total Personnel Services	\$	170,350.00	\$ 84,828.98	50%
Materials & Services				
Legal Fees	\$	10,000.00	\$ 3,702.00	37%
Advertising	\$	500.00	\$ 65.54	13%
Bookkeeping (include QBO)	\$	7,500.00	\$ 5,284.00	70%
Contracted Services	\$	137,614.83	\$ 88,324.00	64%
Dues & Bank Fees	\$	500.00	\$ 386.47	77%
Insurance (Liablilty + Vehicle)	\$	1,600.00	\$ -	0%
Materials	\$	15,000.00	\$ 3,281.28	22%
Monitoring	\$	-	\$ -	
Office Supplies	\$	1,000.00	\$ 533.57	53%
District Vehicle	\$	1,500.00	\$ 986.95	66%
Staff Travel & Training	\$	2,500.00	\$ 1,020.94	41%
Telephone	\$	1,250.00	\$ 722.34	58%
Rent (Storage)	\$	1,200.00	\$ 665.00	55%
Other Utilities	\$	2,000.00	\$ 842.14	42%
Total Materials & Services	\$	182,164.83	\$ 105,814.23	58%
IRS Payment from LGIP	\$	200,000.00	\$ 36,307.05	18%
Total Charges to Appropriations	\$	552,514.83	\$ 226,950.26	41%
End of Year Total	6/30/2025	\$ 67,701.87	1/31/2025	\$ 258,562.28
Checking Account	6/30/2025	\$ 30,884.57	1/31/2025	\$ 19,727.63
LGIP Account	6/30/2025	\$ 36,817.30	1/31/2025	\$ 238,835.25

Wednesday, January 15th 2025 - 4:30pm

Policy Workshop followed by February Monthly Board Meeting

February 2025 Admin Update

Appointment:

Jay Bond has stated his interest in joining the board. Diana Woodward has now also expressed interest in re-joining the board as a director, however she will not be able to attend February's board meeting. Please consider who, if either of these candidates, you'd like to appoint to board director. [Applications can be found here.](#)

Policy:

[Our new board duties policy can be found here.](#) Please review and make notes as you see necessary. We will discuss the policy as a board at **4:30pm 2/19/25**, a half hour before our scheduled monthly board meeting.

Popcornflower:

Sam Friedman of USFWS will be attending our board meeting to give backgrounds on our property in Sutherlin. If we decide to transfer ownership, Sam would be the best person to help us find someone. Sam has worked with the District as well as all the other popcornflower property owners for 20 years.

IRS:

As I'm sure many of you saw the email - Our penalty abatement requests have been accepted! We still don't have the official payoff calculator from the IRS, but according our our lawyer, the outstanding balance was \$326,633. After the abatement, the balance is now **\$241,431** including the W-2 penalties for 2015 and 2016.

After working on it this month, it seems the W2 issue will not be easily resolved. The SSA told me that their records indicated the W2s they have were handed in physically by an employee - therefore this is not proof the IRS would have them.

However - Our IRS officer is willing to conduct an offer in compromise. Our lawyer suggests that we offer what we have (minus the legal fee) so about \$185k and if the IRS accepts, the entire issue will be resolved.

Bookkeeping:

Transferring data over from QuickBooks Online has been a major hassle. Our bookkeeper has seen some bad books, but she underestimated ours. Federal and state taxes have been sorted out. Federal payments are automatically paid every time payroll is run now. W2s took a long time to correct, but we've finally got them right.

I sent you guys a draft of what the QuickBooks reports will look like in the future - however those reports are not accurate. This has been a long process and I think the next course of action should be:

- The board meets with the bookkeeper to go over reports. She explains the inaccuracies and how she is going to fix them.
- The board decides if they're going to accept the timeline, and reviews the bookkeepers work for satisfaction by the deadline set.

The bookkeeper is aware of our budget and i happy to stick to it. This may mean we don't get accurate reports until after the new fiscal year. We will have a renewed budget/capacity grant July 1. In the meantime, I can see how PUR's bookkeeper is doing, and possibly look into other ones if needed. I do suggest we keep working with the current one until the end of the year.

Collaborative Efforts:

- BLM Meeting 1/28 to discuss GNA, NBHMA, & future projects
- BLM & USFS Archie Creek Weeds Tour 1/30
- County Meeting 1/31 to discuss new project & funding ideas.
- Source 1 Serenity Meeting 2/7 to discuss partnership with veterans and contracting opportunities. Possible oak restoration at Mildred Kanipe.

- NBHMA - BLM/ODFW/USFWS Meeting - 2/12

Hoping to schedule a meeting with key players to get contractors lined up.

-Umpqua Valley Farm 2 School Meeting 2/13 to discuss collaborative grant we got to help Douglas County schools plant native gardens.

-Umpqua Rx Burn + UOP Meeting 2/14 to collaborate on landowner outreach in the North Bank area.

Also hoping to have the CWMA MOU finalized by the end of Feb.

- Working with UOP to possibly combine the Oak CWMA meeting with their quarterly meeting beginning of March.

UOP wants to also put in grants through the District as the financial admin.

- Helping DCWAB organize a blackberry treatment tour on landowner properties around Green/Lookingglass.

Grant Updates:

-Awarded grants from:

1) ODA to fix our website's ADA compliance + turn to a .gov site

2) Healy Foundation in conjunction with Umpqua Farm 2 School to plant/teach about native gardens at local schools

-Neither the Fairgrounds nor the Cox Creek Title II applications were approved :(

BLM is still encouraging the applying for new projects that focus on O&C lands.

-NFF is scheduling 70 separate meetings with grantees who hope to improve their Collaborative Capacity grant applications for the next round of submission in March.

-Working on two AgWQ Support grants to submit by March 5th. We will also try for OWEB Working Lands and Community Engagement grants.

-Working on multiple applications for NACD's Community grant, in collaboration with Umpqua F2S, Phoenix School, UOP, and Douglas County.

CALENDAR:

Feb 19th - Feb Board Meeting & Board Duties Policy

Sometime between these two meetings - Board & Bookkeeper Meeting

March 19th - March Board Meeting & Financial Policies Review

Sometime between these two meetings - Work Plan & Business Plan Workshop

April 16th - April Board Meeting

May 21st - May Board Meeting & Budget Review

June 18th - June Board Meeting (Annual Work Plan, Annual Budget, & Long Range Business Plan must be approved).

February 2025 Cindy K. Bright Conservation Technician/Project Manager

ODA/SIA:

Working on 6 SIA grant submissions due by March 20th.

I'm working with Maggie and Beth on new Ag Water Quality Grants to extend out to 2027. One for research and development for a future SIA area. This area may be next to the current one or in a new area that is determined would better benefit and line up with other agency resource concerns.

The second Ag Water grant is to be able to possibly contract a part time assistant for various duties such as outreach event coordination, website development, newsletter development, volunteer coordination and planting assistance. Magie may have more in mind too. These grant are due by March 5th.

OWEB:

Several projects in development, but on hold for a bit until I can complete SIA grants. The next OWEB cycles open in Spring.

ODA/Complaints:

No new complaints. Revisited Bennett creek and all went well. Grass seed started to sprout and plans for instream work in coordination with ODFW.

Workshops, Outreach and Trainings:

I did a presentation to Oregon Equestrian Trails group, OET, on how we can assist with horse properties. They will be joining us as the Spring conference.

For the March 12th presentation to the Realtors association, I will be joined by Beth, ODA, and Susan, our water master, OWRD, to discuss programs for Ag lands, ODA rules and regs, and water rights update.

DCLA Spring livestock conference in April.

We are moving right along with our planning and have a great line up of presentations. I was able to get the teens and mustangs association to join us too.

Other:

I continue to work with several contractors over several projects for the next phases of our funded projects and doing site visits to new projects to get bids.

Agency Coordination:

NRCS work group meeting February 25th.

PUR board meeting February 18th. I help tend the PUR booth at the Sportsman Show on Friday. There was a pretty good turnout. And I have been working with their restoration people on teaming up on several projects.

DCLA Spring conference meeting TBA. We are also working on a raffle basket. Let me know if you would like to donate something.

ODA Local Action Committee meeting March 5th in Elkton at ECEC library 6pm for light Bi-Annual review. Our next Coho coordination (SURCAT) meeting is February 20th.

DEQ invited me to be on the review team to give input on the next TMDL temperature changes.

Projects in progress at a glance:

Elk Creek:

Working with a planting contractor for the next step of plant stake creation and placement.

Morgan Creek:

Planning a site visit with a contractor for the stake creation and placement.

Pheasant Creek:

I will be doing further assessment of BDA placements and ODFW informed me that the permitting process will be exempt for certain types of BDAs making it easier, and working with contractor for willow stake creation and placement and follow up spraying in spring.

Fall Creek:

Still waiting for the ground to firm up enough for heavy equipment to begin heavy use protection installations and additional blackberry removal.

Buckhorn Creek:

Still waiting for final approval from the OWEB team. Hopefully we will be able to begin in the Spring.

Doerner Creek:

Still waiting for ground to firm up enough for heavy equipment to be able to grade ground and install heavy use areas.

Ag water quality projects in planning: (5)

Callahan Creek I, Doerner Creek phase II, Huntley Creek phase I, Pheasant Creek extension, and Riddle Ag ponds.

SIA

Weaver Creek and Beals Creek:

Weaver waiting for ground to firm up to install heavy use pads.

Beals waiting on final agreement for funds release.

SIA in planning progress: (9)

Weaver Creek III and IV, Beals Creek II and III, Stinger Gulch on hold, Days Creek 2, Woods Creek, Beals Creek tributary and Bland Branch Creek. And I have another site visit planned with PUR on a Days Creek tributary that may become a project.

I plan on spending as much time as possible over the next few weeks working on grants.

Douglas Soil and Water Conservation District

Member of the Board of Directors

Job Description and Expectations

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of the Douglas SWCD so as to support the district's mission and needs.

Mission Statement: To advance conservation, restoration, and management of the land and its natural resources.

Major responsibilities:

- Keep the district's vision and mission in focus.
- Formulation and oversight of district policies and procedures.
- Fiduciary oversight of the district's finances.
- Oversight of long range and annual work plans.
- Recruitment, training, evaluation, and discipline of appropriate staff positions (i.e. District Manager or other staff, depending on the SWCD's management structure).
- Review of staff and programmatic reports.
- Promotion of the Douglas SWCD in the community.
- Serve in the best interest of the community.

Length of term: Directors are elected for four-year terms.

Meetings and time commitment:

- The board of directors meets every third Wednesday of the month at 5:00pm in the conference room of 2593 NW Kline St #1662, Roseburg, OR 97471. Meetings typically last 60-90 minutes.
- Board members are asked to attend at least one special events or meetings per year, as they are determined (*i.e. Annual Meetings, County Fair, etc.*).

Expectations of board members:

- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on standing committees of the board, and serve on ad-hoc committees as necessary.
- Be alert to agricultural community, the general community, and conservation concerns that can be addressed by the Douglas SWCD mission, objectives, and programs.
- Help communicate and promote the Douglas SWCD mission and programs to the community.
- Provide fiduciary oversight of the Douglas SWCD finances, budgets, and expenditures.
- Understand the policies and procedures of the Douglas SWCD.
- Understand and follow Oregon's Public Meeting, Public Records, and Ethics laws.
- Actively recruit new members to serve on the Douglas SWCD board of directors.

Douglas Soil and Water Conservation District

Officers of the Board of Directors Job Descriptions and Expectations

In addition to the general job description for board members, the following outlines the duties and responsibilities of the officers of the Douglas SWCD board of directors.

Terms of Office: The term of office for officers of the Douglas SWCD is 1 year. Officers are elected at the first meeting of the year (January) by a quorum and majority vote of the board.

Officer Vacancies: If an office of the board of directors becomes vacant due to resignation, death, or other means, the board will elect a new officer at the next public meeting of the board by a quorum and majority vote.

Job Duties and Expectations

Chair:

- Consults with the District Administrator, as well as other directors as required, for the preparation of each board meeting agenda.
- Presides and conducts meetings according to policies established by the Board.
- Shares the same right as other members of the Board to discuss and to vote on questions before the Board.
- Calls Special Meetings of the Board as described by the Oregon Public Meetings Law.
- Signs official District documents on behalf of the Board.
- Administers Oaths of Office and signs all Oaths of Office.
- Appoints committees, assigns responsibilities and appoints the chairs of committees.
- Requests staff and program reports.
- Delegates to other officers, if needed and advisable, any of the duties of the chair for a specific time period and defined purposes.
- Is spokesperson for the District, unless the board by majority vote, delegates such tasks to one or more of the other directors or staff.

Vice Chair:

- In the Chair's absence, or during any disability of the Chair, the ViceChair shall have the powers and duties of the Chair of the Board as prescribed by district policy.
- Oversees the work of the committees and may serve as chair of committees as determined by the board and Chair.

Treasurer:

- Oversees the district's finances and ensures that accurate accounting and financial records are maintained by the district.
 - Reviews monthly bank statements, associated invoices, and check register.
 - Reviews grant project expense reports as deemed necessary.
- Annually reviews the district's financial audit with the district administrator prior to submitting the audit to the district board. The district administrator shall send copies of the audit to state or local agencies requiring its submission with Treasurer approval.
- Serves as chair of the finance committee, should the board elect to have one.

- Reviews timesheets unless duty is delegated to another board member (i.e. supervisor).
- Reviews quarterly tax payments, ensures timely payments are being made to the state and federal governments.
- Assists in budget development and compares actual expense to budget each quarter.
- Monitors fiscal policy compliance on a regular and ongoing basis.
- Maintains record of a district's assets.
- Accepts responsibility for any other duties specifically assigned by the board at meetings or policy.
- Delegates any of the preceding duties to staff or members of the financial committee, but retains oversight of all such duties.

Secretary:

- The secretary is not required to perform any secretarial or clerical function within the district. The board may delegate some or all of the functions of the board secretary to an employee, associate director, or volunteer. However, the secretary retains oversight of any and all delegated duties.
- Shall ensure accurate minutes of each board meeting are taken, transcribed, and distributed to each board member in a timely manner for review prior to approval. The properly authenticated, official minutes shall be maintained in chronological order and signed by the Secretary.
- Records minutes during an executive session or may assign such a duty. Records of executive sessions, whether typed or on tape, will be maintained by the District Administrator in a secure, fireproof, locked location in the district office.
- Oversees as the “custodian” or keeper of the official records of the district contracts, minutes, budgets, memoranda of understanding, oaths of office, audits, etc., and assures that records are maintained as required by law.
- Ensures that the board properly adopts resolutions.
- Ensures that records are maintained as required by law.
- Ensures that district is in compliance with public meetings and public records laws.
- Is knowledgeable regarding district policy and monitors compliance with such policies.
- Assures that the authority (ORS statute) for calling an executive session is cited in minutes.