



**P O Box 95
Monument, OR 97864**

MEETING MINUTES

**August 5, 2019
Monument Senior Center**

Monthly Board Meeting

Call to Order – Jim Bahrenburg, Chairman, called the meeting to order at 5:10 pm.

Board of Directors in attendance – Jim Bahrenburg, Troy Cox, and Jeff Thomas. Andy Watkins and Brian Campbell were not able to attend.

Associate Directors in attendance – None

Staff –Greg Hill (District Manager), Lauren Street (Project Manager), and BA Robbins (Fiscal Mgr.)

Guests: None.

APPROVAL OF MINUTES – Minutes of the July 5, 2019 regular Board Meeting were presented for approval. A motion to approve the minutes as corrected, was made by Troy Cox and seconded by Jeff Thomas. With no further discussion, the motion passed by unanimous vote.

AGENCY/ORGANIZATION REPORTS: None.

DISTRICT BUSINESS

1. District Manager Report. Greg gave a review of his Monthly Manger's Report. The detailed report was provided to the board in the monthly packet. The PPQ, bio control grant proved not to be applicable at this time. It remains a point of interest and Greg will continue to pursue this line of vegetation management.
2. Bio Control. It was decided that the bio control will be part of the 2019-20 annual work plan.
3. Project Manager, Lauren Street reviewed her Project Updates report. Her detailed report was provided to the board in the monthly packet.
4. Financial Report – BA presented the Financial Report with updated supplemental information covering activity through August 5th. A motion to approve the report as submitted was made by Jeff Thomas and seconded by Troy Cox. With no further discussion, the motion passed by unanimous vote.

5. Office Protocol – Greg reviewed the proposed “Staff Herbicide/Pesticide Applicators Certification Training” policy. A motion was made by Jeff Thomas and seconded by Troy Cox. After discussion, the motion passed by unanimous vote. The Resolution will be presented and a vote taken at the September Board Meeting.
6. The Annual Work Plan for 2019-20 was presented by Greg. As the plan was submitted with the ODA Capacity grant, it mirrors much of what was voted on for 2018-19. A motion was made by Jeff Thomas to approve the Annual Work Plan as presented, the motion was seconded by Jim Bahrenburg. The motion passed by unanimous vote. The Annual Work Plan for 2020-21 will be presented to the Board for revision in April of 2020.
7. A motion was made by Jeff Thomas to authorize Greg Hill to sign contracts, with the stipulation that the Board would be made aware of any contracts other than grant agreements prior to signing. The motion was seconded by Troy Cox, and passed by unanimous vote.
8. Greg and BA will be reviewing the existing Travel Policy as stated in the current employee policy manual. The intention is to be sure that there is sufficient oversight and compensation.
9. Davis Weather Station. The weather station is in need of re-evaluation. Research into an upgraded version revealed an expense of around \$800.00. Greg is evaluating the need to replace or abandon the weather station.

NEW BUSINESS

1. Unemployment Claim. Greg informed the board of the unemployment claim filed by the former District Manager. General discussion concluded that the District position would be to present information with our response that verified the former employee left on his own volition.
2. New Vehicle. BA brought up the need for a vehicle to use for meetings and trainings. The 1998 Jeep Cherokee is only suitable for meetings to Long Creek or John Day, it is reasonable to keep the Jeep as a field vehicle. The 2008 F250 Super Duty truck is needed to be available for field work, Spray work and Range Drill delivery. In addition the F250 gets very low diesel mileage. After discussion it was decided to have Greg research the cost of a used small vehicle through a government surplus program. The cost should not exceed \$8,000.
3. The current state required “5 Year Work Plan” is set to expire in June of 2020. Greg will provide the Board of Directors with a copy of the plan for review and plan for updates and revisions for the 2020-2025 work plan.
4. We were the recipient of a used canoe. This was donated to us by our former Project Manager, Erik Rook. We were also the recipient of supplies and materials which were under budgeted for to complete part of the Cavender Wetlands Improvement grant, from The Confederated Tribes of the Warm


Springs. Both of these donations were of significant value. With this in mind the team at Monument SWCD asks the board permission to give a gift card from Cabela's to Erik for 50.00 and a gift card to the tribes work crew for \$200.00. A motion was made by Jeff Thomas to approve the "thank you" gift cards as requested. The motion was seconded by Troy Cox, the motion passed by unanimous vote.

OPEN FOR DISCUSSION


MEETING ADJOURNED – The meeting was adjourned at 7:00 by general consensus.

The next regularly scheduled meeting of the Monument SWCD September 9, 2019 at 5:00 pm at the Monument Senior Center.

Approved by:


Chairman/Vice Chairman


Date


Recorded and submitted by


Date