

P O Box 95  
Monument, OR 97864

## MEETING MINUTES

March 2, 2020

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, Brian Campbell, Andy Watkins and Jeff Thomas.

**Associate Directors in attendance** – None

**Staff** – BA Robbins (District Manager), Greg Hill (Assistant District Manager) and Lauren Street (Senior Project Manager)

**Guests:** Aaron Roth, NRCS District Conservationist

### APPROVAL OF MINUTES

Minutes of the 1/6/2020 regular Board Meeting, 1/13/2020 Special Meeting and 2/6/2020 Annual Meeting were presented for approval. A motion to approve the 1/6/2020 regular board meeting minutes as presented, was made by Troy Cox and seconded by Brian Campbell. A motion to approve the 1/13/2020 Special meeting minutes as presented, was made by Andy Watkins and seconded by Jim Bahrenburg. A motion to approve the 2/6/2020 Annual meeting minutes as presented, was made by Jeff Thomas and seconded by Brian Campbell. With no further discussion, all motions passed by unanimous vote.

### MSWCD BOARD MEMBER NOMINATIONS AND ELECTIONS

Chairman – Jim Bahrenburg was nominated by Jeff Thomas and seconded by Troy Cox. The nomination passed by unanimous vote.

Vice Chairman – Troy Cox was nominated by Jeff Thomas and seconded by Andy Watkins. The nomination passed by unanimous vote.

Secretary/Treasurer – Andy Watkins was nominated by Jeff Thomas and seconded by Brian Campbell. The nomination passed by unanimous vote.

### **AGENCY/ORGANIZATION REPORTS**

Aaron Roth, NRCS District Conservationist reported on upcoming NRCS programs and funding opportunities available through October of 2020. Aaron also gave an overview on civil rights issues pertaining to SWCD's including board member recruitment and eligibility and civil rights compliance review. Copy of the power point was provided as part of his presentation in addition to a civil rights signature list that acknowledged the topics covered that was signed by all MSWCD Board members. BA will scan this signature list keep a copy and send one to Arron.

### **DISTRICT BUSINESS**

1. Assistant District Manager Report. Greg gave a review of his Monthly Report. This report was sent to all of the Directors prior to the meeting and included an update on all current focus area projects, the status of submitted grants, and proposed projects to develop for the spring OWEB grant cycle. The board agreed that Greg should move forward with developing the proposed projects listed in the report with the exception of one project proposed on Campbell Crossing Ranch which will be put off for future consideration.
2. Senior Project Manager report - Lauren Street reviewed her Project Updates report. Additional project information was provided in her detailed report as provided to the Directors in the monthly packet. Lauren also updated the board on the spray program as we approach the busy season.
3. Financial Report – BA presented the Financial Report with updated supplemental information covering activity through March 2, 2020. A motion to accept the financial report as presented was made by Jeff Thomas and seconded by Andy Watkins. With no further discussion, the motion passed by unanimous vote. As has been BA's bookkeeping policy of having a board member conduct a monthly review of the books, Andy Watkins was in to make this review. Andy will be in twice per month on random day for this purpose.

## NEW BUSINESS

1. Office relocation and site tour – The Board of Directors discussed the pros, cons and cost of purchasing and relocating the MSWCD office to the Blakeslee shop after a recent site tour of the building. The Board and Staff agreed to remain at the current location of 311 Wilson Street.
2. Financial Management Policy - BA gave an overview of the Districts current Financial Management policy and banking signature authority. It was agreed to continue having Greg sign checks in lieu of the new office restructuring. BA also requested to be provided with a Debit Card for making District-related purchases as needed. A motion was made by Troy Cox and seconded by Jeff Thomas to approve the request of a debit card in BA's name. The motion passed by unanimous vote. The review of the financial policy was tabled until the next regular board meeting.
3. New partnerships – BA discussed a new project development partnership with the Ritter Land Management Team. The Board agreed to be open to the opportunity but to make sure we have the time, are not infringing on any other partner and a contract is formed to before moving forward. BA also informed the Board about being part of a “Watershed Moment” youth outreach event with the NFJDWC.
4. Lost Funding – BA informed the Board of \$20,008 in funding for a Title II Juniper removal project. This project and funding have been written off the books. This grant was originally for 28,000 and on the books for 5 years, Lauren was able to complete 7,992.00 of the juniper herbicide treatment.
5. Website Update – Greg informed gave an update on changes and additions to the MSWCD website.
6. Regional Partnership Meetings – BA discussed here attending the NRCS Local Work Group meeting in John Day and the John Day Basin Partnership's quarterly meeting in Condon. Additionally, BA gave a report on the JDBP fundraising committee and having an MSWCD employee participate in the Atlas planning/mapping process as part of the Partnership's technical working group.

## OLD BUSINESS

1. Annual Meeting – BA reviewed the cost and attendance of the 2020 annual meeting. The board approved the “From Seed to leaf – Soil Health” theme for next year's annual meeting. Arron Roth offered the “Rain Simulator” and will present on the “High Tunnel Program”.
2. IT office Solutions – Lauren Gave an update on IT problems in the office that have been resolved.



3. 5-Year Work plan – BA gave an overview of the meeting results from the 1/23/2020 5-year work plan meeting with Erik Nusbaum, ODA Operations Specialist. Revisions will be presented to the board with in the next few months.
4. SWAG update – Greg gave an update on the delays related to getting MSWCD hats produced. It was agreed that we will wait until fall to move on with a different design company.
5. Parking Area progress – Lauren gave update on status of office parking area construction.
6. Staff Transition – Staff and board discussed the office restructuring that occurred in January. All parties feel good about the new office structure moving forward.

### **OPEN FOR DISCUSSION**

BA informed the board of the posting to our website regarding recruitment of an Associate Director opening. She encouraged the board to begin thinking of someone to fill this position.

BA asked for board members interested in being part of a budget committee. Jeff Thomas will serve time permitting, Andy Watkins will serve if the dates allow. BA received permission for she and Greg to begin the process, then have a budget committee meeting with the board members. BA will send out an email which will list several dates to choose from regarding the matter .


Both Board and Staff had a thorough discussion about ODA's Strategic Implementation Areas (SIA's) and how they may impact the MSWCD. Staff members were encouraged to attend the GSWCD annual meeting March 6<sup>th</sup> at 6:00 pm held at the John Day Airport. Jeff Thomas suggested that the MSWCD send out a mailer to all of the District residents informing them of the SIA issue and follow up with our own public meeting and have an ODA representative at the meeting to address area landowner concerns and questions.

**MEETING ADJOURNED – The meeting was adjourned at 7:45 by general consensus.**

### **MEETINGS:**

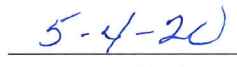
The next scheduled meeting of the Monument SWCD will be a monthly Board Meeting on April 6, 2020 at 5:00pm at the Monument SWCD Senior Center.

Approved by:

  
Chairman/Vice Chairman

  
Date

  
Recorded and submitted by

  
Date