



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

MEETING MINUTES

December 9, 2019
Monument Senior Center

Monthly Board Meeting

Call to Order – Jim Bahrenburg, Chairman, called the meeting to order at 5:00 pm. **Board of Directors in attendance** –, Jim Bahrenburg, Troy Cox (arrived at 5:15), Brian Campbell and Andy Watkins. Work related commitments prevented Jeff Thomas from attending.

Associate Directors in attendance – None

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

Guests: Arron Roth, NRCS District Conservationist

APPROVAL OF MINUTES – Minutes of the November 14, 2019 regular Board Meeting were presented for approval. A motion to approve the minutes as corrected from Maria Snodgrass input, was made by Andy Watkins and seconded by Brian Campbell. With no further discussion, the motion passed by unanimous vote.

AGENCY/ORGANIZATION REPORTS

Arron Roth, NRCS District Conservationist, reported that the 2020 Budget has not yet been signed at the Federal Level, thus preventing any progress on projects and new landowner contracts. He handed out maps for the Kahler Basin Boundary project area. He will bring handouts of the current project areas and opportunities as well as applications to the Annual Meeting. Additionally he reported on the soil bacteria study, the results were not a conclusive as hoped. Discussion of the Medusahead bacteria treatment in the MSWCD District followed.

DISTRICT BUSINESS

1. Annual Meeting Planning. Greg has worked on the agenda for the Annual Meeting land owner seminar. Upon strong recommendation by the board, Greg will contact the Water Master, Eric Julsrud to see if he and/or Hailey Boethin are available as speakers. A business meeting is to be held after the seminar.
2. District Manager Report. Greg gave a review of his Monthly Manger's Report. The office computer for the District Manager has been replaced and the one used by him will be set up for the new project manager. Greg continued with reviewing the Focus Area Projects update and the grant submission and reporting. The details are provided in the Mangers Report, sent to all of the Directors prior to the meeting.
3. Senior Project Manager, Lauren Street reviewed her Project Updates report. She let us know the details of the bid tour on December 17th for the Boag Creek Upland Restoration project. Additional project information was provided in her detailed report as provided to the Directors in the monthly packet.
4. Financial Report – BA presented the Financial Report with updated supplemental information covering activity through December 9th. BA noticed an error in her report. The inventory value was stated as \$1,497.82 it should have been \$14,197.82. A motion to approve the report as corrected was made by Troy Cox and seconded by Brian Campbell. With no further discussion, the motion passed by unanimous vote. BA presented the audit review draft. She had time to review the results and found the report to be accurate to her QuickBooks Trial Balance after auditor's journal entries were made which comply with the Government Fund Accounting Principles. BA reviewed significant points and changes throughout the report. She provided copies for each of the board members. After discussion of the financial status, a motion was made by Troy Cox and seconded by Andy Watkins to accept the audit review as presented, with no further discussion, the motion passed by unanimous vote.
BA recommends using the same auditor next year.

NEW BUSINESS

OLD BUSINESS

1. Hiring Update. Interviews concluded on December 3rd for the position of Assistant District Manager. The hiring committee decided to hire Alexandra (Ally) Steinmetz. She will start January 2nd.
2. 5 Year Business Plan. A meeting with Eric Nusbaum, ODA Operations Specialist, has been set for January 23rd at 5:00pm at the office, to begin the process of updating our 5 year plan. All of the board is needed to accomplish this plan building activity, as required by ODA to provide our biennial Capacity Grant.
3. Andy Watkins opened discussion on an annual Christmas thank you for the staff. After considerable discussion, a motion was made by Andy Watkins and seconded by Brian Campbell to give the staff and BA a \$100.00 gift card, at a place of their choice. BA is to facilitate the purchase of the gift cards. With no further discussion, the motion was passed by unanimous vote. BA will provide an update in her financial report at the January meeting.
4. MSWCD Swag. Greg reached out to the board for clarification on what they want and how much to spend. The discussion led to the conclusion for Greg to pursue caps, with the motto : MSWCD, conservation since 1942. He is to bring back to the January meeting a design and cost for further discussion. It was suggested to contact a local printer, Amanda Albridge for this information.

OPEN FOR DISCUSSION

The staff provide all present with a chili, cornbread and brownie meal which was much appreciated on a cold December day.

MEETING ADJOURNED - The meeting was adjourned at 7:15 by general consensus.

The next regularly scheduled meeting of the Monument SWCD January 6, 2019 at 5:00 pm at the Monument Senior Center.

Approved by:

James B. Bulvenburg
Chairman/Vice Chairman

1/6/20
Date

BA Robbins
Recorded and submitted by

1-6-2020
Date