

Marion Soil and Water Conservation District Board Meeting

Location: Salem USDA Service Center Conference Room
650 Hawthorne Ave. SE, Ste. 130, Salem, OR 97301-5894
Date: Monday, November 2, 2009
Time: 7:15PM to 8:30 PM

Actions and follow-up items (notes) are italicized.

ATTENDANCE:

<u>Directors</u>	<u>Associates / Directors Emeritus</u>	<u>Staff</u>	<u>Guests / Partners</u>
Ackland, Emily	Baum, Robert	Calkins, Janice	Fields, Mark - Citizen
Harper, Sara Jane	Hardy, Leland	Hadden, Mark	
Krahrmer, Doug		Keppinger, Jane	
McKinley, Brian			
Miller, Jayne			
Olson, Darin			

NOT IN ATTENDANCE:

<u>Directors</u>	<u>Associates</u>	<u>Directors Emeritus</u>
Carr, Joanne	Bishop, Ryan	Harper, Myron
	Bowman, Quentin	
	Clouser, Marilyn	
	Dyk, Robert	

BOARD MEETING

ADMINISTRATIVE

Call Meeting to Order: Doug Krahrmer, Chairman of the Board, called the Board Meeting to order at 7:15 PM.

Introductions: Introductions of all persons present were made.

Public Comment

Citizen/guest, Mark Fields, thanked the Board for allowing him to partake in the small celebration (held prior to the meeting) which was given in honor of Jane Keppinger for providing 20 years of accumulated service to Soil and Water Conservation Districts. He congratulated her for her outstanding attendance record, whereby she has never missed a single Board meeting during that time. He also said that he really appreciated the ice-cream and cake. There were no other public comments made.

October 2, 2009, Board Meeting Minutes

The October 2, 2009 Board Meeting Minutes were reviewed by the Board members. There were no suggestions for changes made regarding the minutes content.

ACTION:

Olson motioned for the Board to accept and approve the Board meeting minutes for October 2, 2009 as submitted. The motion was 2nd by McKinley. There was no further discussion. Motion passed by unanimous vote.

October 2009 Treasurer's Report

Keppinger provided the financials report to the Board for October 2009. She began with a review of the District's Local Government Investment Pool funds, which was based on the District's QuikBook Reconciliation Detail report for the month.

The balance holding was \$1,500,160.45 on 10/30/2009. The District's checking account activity report was then reviewed, and the balance showing as of 10/30/2009 was \$26,346.43. Both bank statements, one for the Local Government Investment Pool and other for the District's checking account statement, had yet to be received. Therefore confirmation that both reports are in agreement, is still pending. The activity detail report for the District's general fund was then reviewed and discussed as needed.

ACTION:

*Olson motioned for the Board to **accept and approve the Treasurer's Financial Report for October 2009** as submitted. Miller 2nd the motion. There was no further discussion. **Motion was passed by unanimous vote.***

November and December 2009 Calendar's Reviewed

Krahmer asked the Board members to review both the November and December, 2009 calendars and to advise if any changes or corrections were needed. Ackland questioned if the Education and Outreach Committee meeting might be moved to another date, due to a conflict in schedules. It was agreed that Monday, November 23rd would work for the members who were present. Meeting will therefore be tentatively scheduled for the 23rd, with final approval to be made by Ron Crouse. Olson then asked if the December 21st meeting scheduled for the Program Committee could be moved up to an earlier date. It was agreed by those Committee meeting members present, that the meeting would be moved to Monday, December 14th (the week preceding). Keppinger noted in conversation that the Administrative Committee Meeting scheduled for December 9th, might pose a problem for her, due to a conflict in schedules. Hardy and she would address the issue later. For now, no change in date or time of the Administrative Committee meeting was made.

Staff and Board Acknowledgements

Olson commended the Staff for putting together a very nice Annual meeting, saying: "Everything looked nice and the evening went well". Krahmer noted that wished to acknowledge Jane Keppinger and Susan Ortiz for the good work they have done and are doing with regards to maintaining the District's financial records. This year's annual audit was performed quickly and went smoothly. He said that after speaking with other Districts, he has come to realize that a timely audit, having little or no issues is really an accomplishment to be proud of, and is not of the norm.

DISCUSSION:

Keppinger advised the Board members that the auditors made a new request of the District this year. They are now requiring an itemized list of District owned equipment and the items purchase date. New regulations require they give an itemized accounting, listing the depreciated value of all assets. Accordingly, she and Ortiz have been busy gathering together the information needed by the auditing group.

REPORTS

Legislative / Current Events

Quentin Bowman unfortunately was not in attendance this evening. Therefore, no legislative or current events report was given.

NRCS Report

Les Bachelor also was not present this evening. No report on behalf of NRCS was made, nor were there any conservation plans submitted, requiring review / Board approval.

Administrative Committee

Hardy advised the Board that the Administrative Committee did not meet during the month of October and therefore there was nothing to report.

Program Committee

Olson advised the Board that he was unable to attend the Program Committee meeting in October and that Leland Hardy would provide the report this month.

Hardy advised the Board that Staff have voiced concern over issues relating to a **LAP** program requirement, and resulting time / management problems. Currently, Staff members are required to complete **annual follow-ups / status checks** on every LAP project implemented, and do so over a 5 year period. As this program has grown (*90 plans currently*), so have the number of projects requiring follow-up / annual status checks. Luca DeStefanis has suggested, and we concur, that a solution to easing the burdensome work load would be to modify current policy and reduce the number of required follow-

ups (site visits) and/or phone calls needed each year. Doing so could free up precious time needed to devote to other important projects and programs. It is agreed by all, that annual check-ups are important for maintaining quality control. The Program Committee's recommendation is that the LAP program requirements be modified to require only 2 years of annual site visits, followed by 3 years of telephone check-ins / follow-ups with each client. This would provide each client the opportunity to request additional technical assistance or conservation planning. The Committee also recommended that random audits be performed on the remaining 5% of plans held (currently, this would be equivalent to 6-10 projects).

Hardy advised the Board that a new **RCAP project** has been developed **in partnership with the City of Turner**. The City of Turner, like many other small towns and cities, is required to meet stringent TMDL requirements imposed by DEQ but unfortunately has little or no resources available to fund the work needed. Luca DeStefanis has been working with the City of Turner by providing technical assistance and planning. The Program Committee is recommending the Board accept and approve the application which will provide a 50% cost share, and provide funding assistance in the amount of \$3,500.00 to the City of Turner for the purpose of planting 0.2 acres alongside a newly reconstructed flood prevention berm. We also understand that there are no legal restrictions that prevent us (the District) from assisting the City of Turner or another public entity. The Board will be asked to vote on this matter, later this evening.

Hardy also advised that the Program Committee has reviewed a **Special Project Grant** submitted by Andy Wilson, a local landscaper, who wishes to **establish a drought tolerant test planting site in a vacant lot in the Pringle Creek Community**. This site will be used as a demonstration site for urbanites, and will use native and naturalized plants requiring little or no irrigation. We have reviewed the details of the project and are in favor of the project. The Program Committee recommends that the Board accept and approve the SPG project with stipulations as follows: (1) Planting be done in the Fall, no later than November 30th, (2) SWCD staff give final approval of plant list submitted, (3) No plant demonstrating a potential for invasive qualities be allowed in the planting, (4) Procure easement or other assurance that land will be available for the duration of the project, (5) the SWCD be provided an annual narrative report for the first 3-years assessing the success rates of the various species planted and action taken. We will ask for Board approval of this grant, also later this evening.

A concern voiced by HUA funding recipients, Millers, regarding possible source / or contributing factor to Hoof rot in one of their horses, be the result of barnyard fabric installed with HUA was addressed. Research and a site visit were done, and it has been concluded that the original portion of the HUA was built to SWCD specifications and is functioning well. There did appear to be a wet area along the border of the original project area. It was not felt this to be a result of failing geotextile fabric, but related instead to hydrologic conditions or animal urination at the site.

Hardy reported that two engineering firms had responded to the District's **Request for Proposals for Engineering Design Services**. Of these two, the Pillar Engineering Group scored highest by the reviewers. Both sealed bids asked for the same maximum allowable amount of \$5,000.00. The Program Committee recommends that the Board enter into contract with Pillar Engineering for the Manure Compost Facility design, construction drawings and specifications. Again, we will ask the Board to cast their votes, later this evening.

Education and Outreach Committee

S.J. Harper delegated Emily Ackland to speak on behalf of the Education and Outreach Committee, and give the evening report.

Ackland indicated that the Committee had received **four CLEAR grant applications**. The first received was for **Robert's Youth Enviro Squad Riparian Restoration**. The Committee approved \$525.00 be given in support of transportation costs. The 2nd application from **Yoshikai Elementary Outdoor School** is pending approval, until a more detailed cost breakdown can be provided. **Bush Elementary Nature Club After-School Program** applied for a \$675.00 grant. The Committee is hesitant about granting funding for administrative costs and the program appears to be related to a grant already given the Audubon Society, until further clarification is obtained the funding approval is on hold. **Houck Middle School Survey on Mill Creek for Oblong Spurge** applied for a \$1,000.00 grant, to help fund transportation costs and t-shirts, for a project involving students in an invasive species project. MSWCD staff will also be involved, presenting programs at their school.

DISCUSSION:

Ackland mentioned that the Committee had found that a CLEAR grant funded last year actually did include Administrative costs within its cost allocations. However, the Committee does not feel grant monies were intended for, or should be applied toward Administrative type expenses. The Committee will complete a review of policy to see if any modifications may be

needed. Krahmer reminded Ackland, that policy concerns can and should be brought back to the Board for review / approval.

*Olson interjected into conversation, that this issue and others like it could benefit from an **off-site retreat**, whereby **District Directors** could voice and address questions and concerns they may have with regards to Committees and related procedures and policies. Keppinger responded that an off-site retreat / work session would be both acceptable and allowable, providing the Directors hold their meeting / retreat somewhere within District boundaries, and like all such meetings it be announced, as any such meeting would be open and available for public attendance. It was agreed by all, that such a work session would be appreciated. Krahmer responded, saying they would address this possibility more during the December Board meeting.*

Oregon Association of Conservation Districts (OACD)

Keppinger reminded everyone that the OACD Annual Convention would begin on Wednesday, November 4th and would continue through Saturday, November 7th. Both she and Chairman Krahmer, would be attending it this year. She indicated that she had real concern that the State of Oregon Water Resources Strategy meeting was being overlooked by members of OACD, and that she feels this matter is of the utmost importance for OACD to be at the table. Ackland also voiced she held the same concern and indicated that she would be happy to attend the meeting on behalf of OACD and the District, should they wish to assign her the duty of representative. Keppinger will bring the matter up to OACD officials, at the upcoming convention.

Soil and Water Conservation Commission (SWCC)

Krahmer advised the Board that he attended the Soil and Water Conservation Commission meeting just last week. He went on to explain how ODA (the Oregon Department of Agriculture) had been looking to fill the position of Program Director, after Larry Ojua had resigned. But how they have now decided against filling the position, and have instead opted to cut it from their offerings. State mandates, which required them to reduce their budgets by 10%, influenced the decision.

Krahmer also indicated that the SWCC devoted its time and attention to deciding how \$1 mil received from the OWEB (Oregon Watershed Enhancement Board) grant, would be divided amongst State SWCDs. There were many requests made, but the commissioners were not comfortable with how to best delegate the funds at this time. The commission did approve the allocation of monies to a few funding requests, like training, which needed immediate attention. The Commission will resume making these important decisions at their next meeting which is tentatively scheduled for January 5, 2009.

OLD BUSINESS

There were no Old Business items to be covered on the agenda, nor was anything discussed when asked for Old Business items.

NEW BUSINESS

LAP (Landowner Assistance Program) Payment Request

Keppinger advised the Board that LAP recipient, Gary Hafner of 3-H Simmental Ranch, has requested partial payment (\$800.00) in accordance with the projects contract, for work he has completed with regards to trenching, drainage and pumping. Scott Eden has verified the work is done.

Olson motioned for the Board to accept and approve the request of payment, in the amount of \$800.00 to Gary Hafner, of 3-H Simmental Ranch, in accordance with the LAP agreement contract. Motion was 2nd by Miller. There was no further discussion. Motion passed by unanimous vote.

Special Projects Grant Application Approval

Hardy addressed the Board saying that the Program Committee recommends that the Board approve funding a Special Projects **Grant to Andy Wilson for the Pringle Creek drought tolerant test planting project / Demonstration site.**

DISCUSSION:

Olson commented that he would like the property owner to submit a stronger contract agreement, that states the test site will remain undisturbed for "X" period of years. Miller questioned why this project was not conducted on a site, where the life of the project would be guaranteed no disturbance. It was responded that the submitter of the Grant application, was wishing to work at this particular site. The District does not complete the application nor control the wishes / desires of the

applicant. It was then suggested that the District stipulate, that should the property (project site) be sold within 3-5 years, than the Grant recipient will pay back the monies (grant funding) they received, to the District. Miller interjected, and that they do so with interest! Krahmer, did not feel the payment of interest would be needed nor wanted.

ACTION:

Olson motioned for the District to **accept and approve** the request for **Special Grant to Andy Wilson** for purpose of establishing a **Test Planting Site / Demonstration Site** of drought tolerant plants (both native and naturalized) in **Pringle Creek Community** with the **stipulation that the site remain undisturbed for a period of 3 years** or else the grant funding will be returned in full to the District. The following stipulations will also apply: (1.) **Fall planting is to occur no later than November 30th**, (2.) **The SWCD is to be provided an annual narrative report for the first 3-years assessing the success rates of the various species planted and action taken.**

Ackland motioned for the motion to be amended to include that the **plant list must be approved by both SWCD and a Plant Specialist from ODA (Oregon Department of Agriculture)** to make sure that not one plant has an invasive nature, before the funding will be issued. The amendment was 2nd by Miller. There was no further discussion. **Motion was passed by a unanimous vote.**

RCAP (Riparian Conservation Action Program) partnership with City of Turner

Hardy addressed the Board saying that the Program Committee recommends that the Board accept and approve the RCAP funding to the City of Turner as discussed earlier this evening.

ACTION:

Olson motioned for the **Board to accept and approve funding the RCAP project to the City of Turner in the amount of \$3,500.00** as per application submitted. Ackland 2nd the motion. There was no further discussion. **Motion passed by unanimous vote.**

Award Engineering Proposal for Design

Hardy again indicated that the Program Committee recommends that the Board accept and approve the proposal submitted by **Pillar Engineering Group** for the Manure Compost Facility design, construction drawings and specifications, and that the District enters into contract with them, noting that the cost is not to exceed \$5,000.00.

ACTION:

McKinley motioned for the Board to **accept and approve the proposal by Pillar Engineering Group for the design, construction drawings and specifications for a Manure Compost Facility**, thereby entering into contract with them, and noting the **cost is not to exceed \$5,000.00**. Olson, 2nd the motion. There was no further discussion. **Motion was passed by a unanimous vote.**

Changes to Yearly Status Reviews for Landowner Assistance Program (LAP)

Hardy reminded everyone that the Program Committee is recommending that new policy relating to yearly status reviews be adopted, under the LAP program. We are asking that annual site visits be performed for 2 years, followed by 3 years of telephone check-ins with each client, and that random audits be performed on 5% of the remaining plans.

ACTION:

Olson motioned for the **Board to accept and approve the Program Committees recommendation to adopt new policy under the Landowner Assistance Program, requiring that yearly status reviews be conducted for the first 2 years, and that telephone check-ins / follow-up calls be made in the following 3 years, and that Staff perform a randomly selected audit on 5% of the plans that remain.** McKinley 2nd the motion. There was no further discussion. **Motion passed by unanimous vote.**

Ackland added in: *"and that random checks be made on 5% of the plans, after 5 years"*. All voted yes, in agreement.

Watershed Alliance for OWEB Technical Assistance Grant – Value \$3,600

Keppinger advised the Board that the Mid-Willamette Watershed Alliance had submitted an application for OWEB (Oregon Watershed Enhancement Board) -Technical Assistance Grant valued at \$3,600.00. For in-kind services provided by Luca DeStefanis (Staff Resource Conservationist) and the work he has done and continues to do on behalf of the Alliance, such as: providing technical services, reviewing documents and attending meetings. (Value calculation: \$3,600.00 = 80 hours X

\$45.00 per hour). This new Alliance is comprised of the following three former Watershed Councils: Claggett, Mill and Pringle. Krahrmer indicated to the Board (for the benefit of its new members) that Marion SWCD has paid out \$5,000.00 to each individual Watershed Council (Claggett Creek, Mill Creek, Pringle Creek) over the years, in support of their work. Now that these individual Councils have disbanded, and are not being funded individually, he is in favor of this action. However, he questioned why this request had not been submitted to a sub-committee first. Keppinger responded that it was because of a timing issue.

ACTION:

Ackland motioned for the Board to approve the OWEB application by Mid-Willamette Watershed Alliance, in the amount of \$3,600.00 for in-kind services. Motion was 2nd by McKinley. There was no further discussion. Motion passed by unanimous vote.

MEETING WAS ADJOURNED AT 8:30 PM.

Next meeting: Wednesday, December 2, 2009 and beginning at 7:00pm.
Location: Salem USDA's Service Center Conference Room
650 Hawthorne Ave SE, Ste. #130, Salem, OR 97301-5894

Minutes submitted by Janice Calkins