

**Marion Soil and Water Conservation District**  
**Board of Directors Meeting – 01/02/2019**  
***\*Handouts and attachments available on request\****

Location: Marion SWCD Conference Room  
338 Hawthorne Ave. NE, Salem, OR 97301  
Date: Wednesday, January 02, 2019  
Time: 6:40 PM to 9:07 PM

**Approved: 3/6/2019**  
Recorder: Tom Wilson  
Chair: Terry Hsu

**ATTENDANCE:**

**Directors**

Bielenberg, Tim  
Walker, Scott  
Krahmer, Doug  
Hsu, Terry  
Koch, Rochelle  
Olson, Darin

**Associates**

Hardy, Leland  
Budeau, Dave  
Fields, Mark

**Staff**

Keppinger, Jane  
Wilson, Tom  
Bishop, Brandon

**Guests / Partners**

Rankin, Anna (Pudding River WC)  
Alexander, Catherine (Straub Outdoors)  
Nelson, Holly (Chemeketa CC)  
Sandrock, Jesse (Chemeketa CC)  
Riffle, Bill (Chemeketa CC)  
Running, Edward (FFA Architecture)

**OATHS OF OFFICE:**

Koch, Hsu and Olson all took the oath of office to be a Marion SWCD Director.

**CALL TO ORDER:**

Chair Bielenberg called the Board Meeting to order at 6:40 PM. Introductions were made, and Administrative Assistant Wilson noted that the meeting was being recorded.

**SPECIAL RECOGNITION / SPECIAL ACKNOWLEDGEMENTS / SPECIAL BOARD ACTION:**

Mr. Bishop (staff) thanked the Board for providing the opportunity to go to the Irrigation Association conference. He brought back literature regarding subsurface drip line, tillage/irrigation management and direct root zone irrigation.

**PUBLIC COMMENTS:**

Ms. Rankin (Pudding River WC) shared the possibility of a site visit to the large wood project and had a question for the board regarding their experience with recreational trespassing, which is becoming an issue at the site.

Ms. Alexander reported Straub Outdoors has been serving many students and is interested in partnering more with the district. They are expanding summer camps from 2 weeks to 5 weeks thanks to district financial support.

**ADDITIONAL AGENDA ITEMS FOR BOARD CONSIDERATION:**

Walker would like to see officer elections (*New Business E*) moved to the beginning of the Agenda. Olson and Hsu concurred. Koch asked whether an exit interview had been done for Staff Crouse (retired) and it was by Bielenberg and Krahmer.

Election of Board Officers - (will take effect at February 6, 2019 Board Meeting) New Business E-moved.

CHAIR

***ACTION: Olson nominated Hsu. Krahmer nominated Bielenberg. Bielenberg closed nominations. Koch asked how long Bielenberg has been chair (he thinks 4 years), and asked Hsu about his volunteer history with the district.***

- ***Votes for Hsu: Olson, Walker, Koch and Hsu. Votes for Bielenberg: Krahmer and Bielenberg.***
- ***Hsu elected 2019 Board Chair 4-2.***

VICE-CHAIR

***ACTION: Olson nominated Walker, closed nominations and moved to cast a unanimous ballot for Walker. 2<sup>nd</sup> by Krahmer. Motion Passed 6-0. Walker elected 2019 Board Vice - Chair.***

***ACTION: Walker formally resigned the vice chairmanship later in the discussion.***

SECRETARY / TREASURER

***ACTION: Krahmer nominated Bielenberg; Walker nominated Olson. Olson closed the nominations.***

Rochelle asked what the powers, duties and responsibilities of the secretary/treasurer are, and Krahmer explained it is to sign checks and look over the financial records every month.

***Votes for Bielenberg: Koch, Krahmer, Bielenberg. Votes for Olson: Hsu, Walker, Olson. TIED 3-3***

Bielenberg called for a Revote.

***Votes for Bielenberg: Koch, Krahmer, Bielenberg. Votes for Olson: Hsu, Walker, Olson. TIED 3-3***

Hsu suggested Koch as secretary treasurer, but she declined due to lack of experience. Hardy stated it is important that the check signer be a regular attendee of the board meetings to be familiar with programming and happenings at the district.

***ACTION: Bielenberg reopen nominations for secretary/treasurer. Koch nominated Walker, Krahmer moved to close nominations with a unanimous ballot. Walker 2<sup>nd</sup>. Motion passed 6-0.***

***ACTION: Walker formally resigned the vice chairmanship and accepted secretary/treasurer.***

Revote on Vice-Chair

***ACTION: Koch nominated Bielenberg; Walker nominated Olson. Bielenberg closed nominations.***

**Votes for Bielenberg: Koch, Krahmer, Bielenberg. Votes for Olson: Hsu, Walker, Olson. TIED 3-3**

Bielenberg tabled election of vice-chair until next meeting.

**NATURAL RESOURCE CONSERVATION SERVICE REPORT:** None

**CONSENT AGENDA:**

Hsu presented the Consent Agenda; he asked Board Members to state any comments or conflicts of interest.

**A. MARION SWCD MINUTES:**

A1. 12/05/2018 - Board Meeting Minutes

**B. ACTION ITEMS:**

B1. Approve Presented NRCS Conservation Plans - None

B2. Approve 1 CLEAR Grant-Cascade High School for \$1,000 Overnight Field Trip to Coast. Request is for additional \$1,000 for field trip expenses which was expanded to overnight stay instead of single day field trip.

***ACTION: Olson moved for the Board to approve and adopt the items contained in the Consent Agenda, with changes to typo errors noted above. 2<sup>nd</sup> by Walker, Passed unanimously 6-0.***

**FINANCIAL REPORT:**

Keppinger provided the Board with the December financial report. The QuickBooks reconciliation detail report showed that as of the close of business **12/31/2018** the balance held under the Local Government Investment Pool (LGIP) to be **\$2,724,219.32**.

The balance for the 125 Flex Plan Account was **\$3,135.65** on November 30, 2018 (December statement not yet received).

The balance of the District's checking account statement on **11/30/2018** was **\$128,911**. The District's checking account activity report for December was reviewed and all questions regarding the checks paid out were addressed. There was a balance of **\$49,306.84 on Dec. 31**, but the December statement was not yet received. Walker asked about the timing of payroll and Keppinger said it is paid monthly.

***ACTION: Walker moved for the Board to approve the November financial report as presented. 2<sup>nd</sup> by Olson, passed 5 – 1 (Olson NAY).***

**UNFINISHED BUSINESS:**

**A. Continue Chemeketa Office Space Discussion**

Walker explained that he and Hsu met with Ms. Nelson and Ms. Sandrock from Chemeketa. He stated that he asked the college to give an approximate set up date and financial information for the board's consideration. Ms. Nelson addressed the board and explained that during the last two weeks communication has been difficult because of the holidays, but she brought some numbers to share

(handout #1). Mr. Running (FAA Architecture) explained the handout and talked about shared space. Hardy asked about the conference room and it is reflected in the 5% on Page 2 / Line 2. Walker clarified the shared space is on page 2. Olson asked about parking, and it would be free for staff, but no there are no reserved spaces.

Koch asked about outdoor space, and Nelson said that they haven't discussed that yet, but it would be in addition to any numbers talked about tonight. Keppinger asked about rentable vs. usable space and Riffle explained that rentable is shared space, and that tenants can use the services of the college (printing, catering, etc.) at cost. There will be language in the lease regarding a change of usage.

Current construction cost is \$580/sq. foot. Chemeketa needs \$1,050,000 up front for 2,000 sq. feet of usable district space. Then an additional \$1,368, 000 to be paid in monthly lease payments. It is a 15-year minimum lease, with 5 years extensions; maintenance and custodial are included. Currently the district pays about \$15,000 a month in rent. Bielenberg asked for alternative leases from Keppinger. Nelson said that OSU Extension will not be moving to campus. Bielenberg asked about cost overruns, and Running said they are factored into the quote. *Discussion regarding the budget and budget committee.* Riffle suggested a site visit. Nelson said the project is on hold as they explore partnerships, but they would like to move forward quickly. Keppinger will send out information packets and the board should decide by next meeting, with possible input from the budget committee.

***ACTION: Hsu moved to table the discussion until next meeting, 2<sup>nd</sup> by Olson; Passed 6-0***

B. Approve SWCD Annual Meeting Entertainment

***ACTION: Walker moved for the Board to approve the payment of \$300 to Hsu and daughter to be entertainment at the annual meeting. 2<sup>nd</sup> by Olson. Hsu claimed an actual conflict of interest and abstained; passed 5-0.***

### **NEW BUSINESS:**

A. Approve LAP Landowner Payments or Project Extension Deadlines

Hsu, the applicant for payments, explained the adjustments to equipment rental and labor increased the cost to \$7,039.37 based on new NRCS (Natural Resources Conservation Service) rates. Hsu said that he has been paid for his labor on past projects, and Keppinger stated he shouldn't have been. Olson commented he should be paid at the rate when the contract was signed. Walker asked if, as a matter of policy, we should be able increase payments for LAP based on unforeseen circumstances. Krahmer said that the district has never done that before. Olson would like to see some wiggle room in the contract, as the district's goal is conservation on the ground. He would like to see a percentage increase added to LAP policy for unforeseen circumstances.

Hsu's original grant award was \$2014, but he was seeking half of the \$7039.37 total project cost (\$3519.68). Keppinger said that program policy states that clients must stay in the budget. Bielenberg was concerned about the previous clients who were denied extra funds, as they did not ask because it is stated in the program policy that clients will not be awarded additional funds without prior approval. Olson mentioned Hsu's problem of a few years ago (changing a project in the middle of it and not getting reimbursed), and the district still needs a policy to cover such things. Walker asked if it was explicit in the contract that the project should be put on hold for the board approve for additional funds. Hsu explained it was an alteration of the initial specification by Mr. Tom Finegan (retired NRCS). Finegan rewrote the specification and sent Hsu an extension to add gravel and described the increased difficulty of the project due to gravel found at the site. Koch would like to support this project but look at a policy change is due. Hsu was not informed about the additional cost associated with staff recommendations. Hardy said a contract is a contract, and any changes should be a separate issue and approved by the board. Olson wanted to make it fair to everyone going forward. Keppinger explained the contract is based on program criteria and policy.

***ACTION: Walker moved to modify the LAP project policy, so the contract reflects that if the project changes in time, scope and/or materials, the client needs staff and board approval for increased funding.*** Olson added there should not be a penalty if there are leftover supplies from the project (w/in 3-5%) but this was not added to the motion. ***2<sup>nd</sup> Olson. Approved 6-0.***

***ACTION: Olson moved to approved payment to Hsu for \$2014, 2<sup>nd</sup> by Koch. Hsu declares an actual conflict of interest and will abstain. Approved 5-0.***

***ACTION: Koch moved to approve an additional \$1744.03 to Hsu for cost overrun, Olson 2<sup>nd</sup>. Hsu declares an actual conflict of interest and will abstain. Krahmer declared the board is willing to have this discussion with any client. Motion Failed 3-2 (Bielenberg, Krahmer NAY).***

B. Approve Request to Purchase Additional Employee Computers to Complete Upgrades

Olson suggested purchasing Surface Tablets.

***ACTION: Krahmer moved for the Board to approve the request to purchase additional employee computers to complete upgrades, up to \$5000. 2<sup>nd</sup> by Hsu, passed 6 - 0.***

C: Discuss SWCD Programs - "Conservation on the Ground"

Hsu mentioned the budget committee wants to see more conservation on the ground. *Discussion on how to proceed.*

D: SWCD's 5-year Strategic Plan Review

Keppinger explained it needs to happen before March. She will call a meeting and ask Meredith Howe to facilitate. Olson suggested inviting the budget committee.

Request Agenda Topics for February 6, 2019 Board Meeting

- Olson wants to explore a relationship with Habitat for Humanity
- Discussion regarding recent district branding

**REPORTS FROM DIRECTORS, COMMITTEES, AGENCIES, STAFF (10 minutes max. per report):**

*none*

Upcoming SWCD Board Meeting Dates:

- February 6, 2019 at 6:30pm
- February 19, 2019 – SWCD Annual Meeting at Macleay Conference Center 5:30pm to 8:30pm
- March 6, 2019 at 6:30pm
- April 3, 2019 at 7:00pm

**MEETING WAS ADJOURNED BY CHAIR BIELENBERG AT 9:07 PM.**

*Minutes submitted by Tom Wilson, Administrative Assistant. Attachments and handouts are available upon request.*

**Upcoming Meeting Dates:**

Next Regular Board Meeting:

**Wednesday, February 06, 2019 beginning at 6:30 PM**

Location:

Marion SWCD Multnomah Falls Conference Room  
338 Hawthorne Ave NE, Salem, OR 97301

*The Marion Soil and Water Conservation District complies with the American with Disabilities Act (ADA) and does not discriminate in employment based on race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, or membership in an employee organization. Anyone who wishes to attend a meeting but needs special accommodations, please telephone the District office 48 hours in advance at 503-391-9927.*