

Marion Soil and Water Conservation District
Board of Directors Meeting – 02/06/2019
Handouts and attachments available on request

Location: Marion SWCD Conference Room
338 Hawthorne Ave. NE, Salem, OR 97301
Date: Wednesday, February 6, 2019
Time: 6:30 PM to 9:15 PM

Approved: Mar 6, 2019
Recorder: Tom Wilson
Chair: Terry Hsu

ATTENDANCE:

Directors

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

Associates

Budeau, Dave
Fields, Mark

Staff

Keppinger, Jane
Wilson, Tom
Bishop, Brandon

Guests / Partners

Bachelor, Les (NRCS)
Alexander, Catherine (Straub Outdoors)
Nelson, Holly (Chemeketa CC)
Sandrock, Jesse (Chemeketa CC)
Riffle, Bill (Chemeketa CC)
Running, Edward (FFA Architecture)
Bartz, Dave (guest)
Hogovorst, Trish (guest)

CALL TO ORDER: Chairman Hsu called the meeting to order at 6:30 PM. Administrative Assistant Wilson stated the meeting was being recorded.

SPECIAL RECOGNITION / SPECIAL ACKNOWLEDGEMENTS / SPECIAL BOARD ACTION: Keppinger thanked staff for the 19 total LAP applications that have spent more funds than ever before.

PUBLIC COMMENTS: None

ADDITIONAL AGENDA ITEMS FOR BOARD CONSIDERATION: Walker would like to discuss the general process of taking minutes. Added to New business K.

NATURAL RESOURCE CONSERVATION SERVICE REPORT: Civil Rights (see handout). Local Work Group is February 22 from 9 AM-12 PM.

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

A. **MARION SWCD MINUTES:**

A1. 01/02/2019 - Board Meeting Minutes

No Action: Tabled until next meeting to discuss revisions.

FINANCIAL REPORT:

Keppinger provided the Board with the January 2019 financial report. The QuickBooks reconciliation detail report showed that as of the close of business **01/31/2019** the balance held under the Local Government Investment Pool (LGIP) to be **\$2,658,796.93**.

The balance for the 125 Flex Plan Account was \$2,309.67 on January 31, 2019.

The balance of the District's checking account statement on 12/31/2018 was \$113,287.36. The District's checking account activity report for January was reviewed and all questions regarding the checks paid out were addressed.

ACTION: Olson moved for the Board to approve the January financial report as presented. 2nd by Kramer, passed 5 – 1 (Olson NAY).

UNFINISHED BUSINESS:

- A. Continue Chemeketa Office Space Discussion: (see *handout 1*):
- Hsu wanted the discussion to reflect the talk about moving to Chemeketa CC. No final decision will be made tonight as the motion will be a non-binding letter of intent.
 - Bielenberg wanted to look at other properties to compare prices but feels the tax payers would not want to pay more for less space.
 - Olson asked if we are looking to move, or just to Chemeketa? Dave Bartz (current landlord) mentioned they are very interested in keeping the District as tenants.
 - Olson wanted to know if outreach and education would grow if we were on campus and wants to explore the partnership with CCC more. He wants to have a long conservation at a future date. Koch wants to collaborate and move forward.
 - Bielenberg stated it is 15 years contract and district needs to put \$1 million down and it is a big commitment. Riffle commented it could be changed to a 5-year contract.
 - Krahmer can not support giving a million dollars to CCC as he would not feel comfortable explaining it to his constituency.
 - Budeau said that once extension left, CCC lost some co-location.
 - Fields stated the office has moved several times, and that clients are getting use to our current location after 5 years.
 - Hsu wants a subcommittee to look at other locations and costs.

ACTION: Bielenberg move to pass on moving onto the Chemeketa Campus and pursue other options. 2nd Krahmer Motion failed 2-4 (Bielenberg, Krahmer Yay).

ACTION: Walker moved to send a non-binding letter of intent to co-locate at Chemeketa, not obligating any party legally. Koch 2nd. Bielenberg stated that the money would not be available until the Budget Committee approves it. Discussion regarding the role of the budget committee. Motion failed 2-4 (Koch, Walker Yay).

ACTION: Hsu moved to have the subcommittee to discuss cost and benefits of co-location or other locations, and remove himself from the committee with Walker, Bielenberg, and Koch remaining as committee members. Koch 2nd. Motion Passed 5-1 (Kramer Nay).

- A. Elect Vice Chair: Hsu tabled, No Vote
- B. Appoint and Approve Authorized Signers on Checking Account:

ACTION: Walker moved that current signers be removed, and Scott Walker, Jane Keppinger and Terry Hsu be added as authorized signers. 2nd Olson. Motion passed unanimously.

- C. Review Latest Landowner Assistance Program Policy:

Walker stated if a project stays under the cap, and if staff and board agree, the District should pay the money. Keppinger stated that it is discrimination to only allow some folks extra money and not all due to the cap. Olson suggested an additional 15% for cost overruns.

Bishop brought up the issue of waiting for the month for board approval. Olson said if they want to go over staff or the chairman can approve the additional funds. Bielenberg wants to go back and re-write the hand out to make it clear to all parties.

- D. Update on SWCD 5yr. Strategic Plan Review Process and Meeting Date(s):

Keppinger has Thursday 2-28 from 6 PM – 9 PM booked for the meeting.

NEW BUSINESS:

- A. Discuss and Approve change of violinists for the Annual Meeting entertainment:

ACTION: Hsu moved to replace Hsu with another musician, 2nd Walker. Passed 6-0

- B. Discuss and Approve SWCD Director Handbook Format: Handbook will be put on line.

- C. Discuss Manager review:

- Hsu stated the review didn't meet the criteria of the board.
- Bielenberg was to bring up a different plan for a manager review, instead of the 360 Review completed last year.
- Olson mentioned it should be 'yearly evaluation' instead.
- Olson asked Hsu to put together a packet for evaluation and bring to the next meeting.
- Krahmer would like to see the cost for 360 Review.

- D. Appoint SWCD Budget Officer and Budget Committee Applicants:

ACTION: Walker moved, Kramer 2nd for Keppinger to be the budget officer. Discussion: Koch asked about the role of the budget officer. Passed 6-0.

Ken Palke wants to be reappointed. There are two other positions available.

ACTION: Olson moved to re-appoint Ken Palke to the budget committee, Hsu second, passed 6-0.

E. Approve LAP Landowner Project Extension Deadline:

ACTION: Olson moved approve Lulay cancellation and Hubble extension. 2nd Walker. Passed 6-0.

F. Approve and Award Funding for 2nd Round of LAP Applicants:

ACTION: Krahmer moved to approve applications #'s 11-28 on the back page. 2nd Hsu, passed 6-0.

ACTION: Krahmer moved to approved application #29, Olson 2nd. Bielenberg declared a conflict of interest and did not vote. Passed 5-0.

G. Discuss and Approve using Remaining Funds from Special Projects Fund for 3rd Round of LAP Applications. (Next LAP Application Deadline is March 4, 2019):

Keppinger asked if the board would allow the district to spend the funds that are now allocated for the SPG, at \$60,000 for the next cycle on LAP funds. SPG would take precedent, and the LAP would use only the remaining funds.

ACTION: Hsu moved to use the remaining funds of SPG for the LAP 3rd quarter, 2nd Krahmer. Passed 6-0.

H. Discuss and Approve Purchase of Different Conference Room Tables:

Keppinger would like training tables (similar to NRCS). Olson wanted to know why we pay for tables when the office came furnished, and Walker said the current tables are not elegant, but do the work. Hsu said he thinks the tables are unprofessional. Discussion regarding 5 or 6 feet table and the needs of the district.

ACTION: Hsu moved to approve the purchase of new conference room tales, up to \$1500. 2nd by Koch. Passed 4-2 (Walker, Olson Nay).

I. Discuss Proposed SWCD Logo Designs and Process Update: Olson asked for the logos to be judged by the public at Annual Meeting.

- J. Meeting Minute Process: Walker discussed action minutes. He would like to have two versions, one with greater detail on discussion, and one with the actions.
- K. Request Agenda Topics for March 6, 2019 Board Meeting
- Hsu talked to Erik Nusbaum regarding staff training.
 - Walker would like to review the employee handbook and bring to the board for discussion.

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

None

Upcoming SWCD Board Meeting Dates:

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

MEETING WAS ADJOURNED BY CHAIR HSU AT 9:15 PM.

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

Upcoming Meeting Dates:

Next Regular Board Meeting:
Location:

Wednesday, March 06, 2019 beginning at 6:30 PM
Marion SWCD Multnomah Falls Conference Room
338 Hawthorne Ave NE, Salem, OR 97301

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