

Marion Soil and Water Conservation District

BOARD MEETING 12/02/2020

Chair: Terry Hsu

Date: Wednesday December 02, 2020

Recorder: Tom Wilson

Time: 7:00 PM to 9:00 PM

TELEPHONE/VIDEO CONFERENCE (VIA PHONE & ZOOM MEETING)

CALL TO ORDER / INTRODUCTIONS / ANNOUNCEMENTS – Chair Hsu

ATTENDANCE:

- Directors: Hsu, Walker, Koch, Olson
- Associates: Fields, Budeau, Tan
- Staff: Meisel, Ortiz, Culkins, Bishop
- Others: Reese (Auditor), Eric Nusbaum (ODA), Don Guthridge (Clackamas SWCD) and Megan Benedict (guest)

PUBLIC COMMENT – None

AGENDA APPROVAL/CHANGES – Chair Hsu:

- Move: Keppinger Consulting 2.A
 Naming of Interim Manager 2.B
- Add: F. North Santiam Watershed Council Invoice
 G. CARES Act Computers
 H. Infections Disease Copies
 I. Stayton Property Taxes

ACTION ITEMS:

2.A There was no response from outreach to Keppinger consulting.

ACTION: Walker moved to terminate Keppinger’s employment effective the end of the business day December 3rd, 2021. 2nd Hsu. Motion passed 4-0.

(7: 08 PM) At this point Don Guthridge (Director Clackamas SWCD) signed on.

2.B Walker, Koch and Hsu met as the executive group and recommended Meredith Hoffman as Interim District Manager.

ACTION: Walker moved Hoffman as Interim District Manager, 2nd Hsu, passed 4-0.

ACTION: Hsu moved that the interim district manager have all the roles and responsibilities of a district manager as outline in the delegation of authority policy. This includes contracting authority, and a 10% wage increase. 2nd Olson. Passed 4-0.

Walker wants the Board to help Hoffman take on the responsibility and recognized the high learning curve.

Audit Report - Russ Reese (See Video Presentation)

ACTION: Walker Moves to accept the audit report as presented. 2nd Olson, passed 4-0.

Agency and/or committee report

NRCS: Bishop explained there is delayed funding from NRCS. Olson commented it is not uncommon.

ADHOC-Building Committee – Scott Walker

- Walker reported the architects cost is 13% of the project cost.
- 2 Options for conference room
- Current tenant bought by larger firm
- Walker indicated the security system and garbage collection would be turned off the first of the year at the property.
- Olson suggested holding off a discussion of conference rooms.
- Koch suggested renewing the contract for security services. Walker explained they not required to have it.
- Olson suggested Hoffman (in her role as interim district director) work with the current tenant to secure the property.

Education Committee – S. Walker, Chair

- Walker wanted the board to consider purchasing and lending out audio/visual equipment to partners for online outreach.
- Budeau stated that an MOU would give us access to the finished product, which he would want to have for the District.

Present Financial Report – S. Walker, Secretary/Treasurer: See Video Presentation

Action: Koch moves, 2nd Hsu, to accept the financial report as presented. Passed 4-0.

Review/Approve Language for Waivers/Exceptions within SWCD Conservation Programs:

ACTION: Walker moved to accept the changes in program language to address the problems with the recent fires in the canyon, 2nd Olson, Passed 4-0.

Update For Funding On Restoration In Canyon Fires.

Walker reported that that Santiam WC requested all questions in writing, and there in not a rush for it. Walker asked if there are written report and Hsu replied he recently sent an 18 page report.

Meisel added information on fire funding. Marion County will move ahead with projects on private properties, saving life and propertied, hazard tree removal, smoke stap, log jam removal and drinking water. Need to identity potential project, work with NRCSs report team, help with 25% match. She will continue to work with the team.

Hsu moved the invoice from N Santiam WC (F) to the current discussion.

He shared the report of the disaster. Walker asked about potential financial obligations and Meisel said no projects are identified and no money is needed now.

ACTION: Olson moved to pay the invoice to North Santiam Watershed Council for \$6039.10, 2nd Koch. Motion passed 4-0.

Approve November 04 2020 minutes:

ACTION: Walker moved to move the minutes as presented,2nd Olson, passed 4-0.

Contracting Policy:

Hsu shared the contracting document. The policy was developed in 2010 and the limits are inaccurate. He also pointed to the language regarding public service contracts. Hsu recommended removing section L "The District does not intend to execute public improvement projects"

Olson asked what Ortiz concerns are. She responded that the policy was written with the help of legal counsel and described public improvements as making improvements to real estate, like remodeling a. She explained the policy does not have a section for public contracting rule for the architect to do the design and be general contractor.

Walker explained the process Clackamas SWCD uses. Hsu suggested contacting Clackamas. Ortiz' recommended talking to Eileen Aikens, the legal counsel who developed the current policy.

Eric Nusbaum, ODA, recommended talking to Aikens or SDAO and ask Clackamas, and the laws have changed quite a bit since then.

Walker asked about exhibit A, and Ortiz did not have it in front of her. Walker asked to have a revised exhibit A ready by next meeting, and Hsu agreed to have Hoffman ask Aikens to review the document.

L.A.P. Payments:

Hsu asked about the reason for an "up to" amount and Bishop said they had not turned in all their receipts yet for a set amount, but it would not exceed \$7500. Olson asked about partial payments, and Ortiz said

the OWEB grant is a larger “small” grant and the District has reviewed the funds request and receipts for the individual doing a 10 year project.

ACTION: Walker moved to pay as presented. 2nd Koch, passed 4-0.

ACTION: Olson moved to give extension to all listed parties. 2nd Koch, . passed 4-0.

- Hsu asked for clarification on financial considerations and Bishop said one is due to income loss from the fire and one for tax reasons.

Action: Walker moved to cancel the Schafer Brothers Project. 2nd Hsu, passed 4-0

Invoice To Ash Creek Forest Management:

Walker explained the \$6,190 invoice is for work on Knotweed Removal.

Action: Walker Moved to pay Ash Creek Forest Management \$6,190, 2nd Hsu. Passed 4-0

Care Act:

Bishop and Ortiz confirmed there are reimbursements for supplies to promote telecommuting.

- Olson explained that money is not guaranteed. He talked to Cogent (current IT provider) and recommended a package that includes laptops and docking stations, with needed professional software, antivirus protection and 3 year protection.

ACTION: Koch moved \$12, 500 for the purchase of laptops and docking stations to be replaced by CARE act if possible. 2nd Hsu, passed 4-0.

Infectious Disease Policy:

Hsu presented the policy, and Bishop explained that this is following state and local guidelines, required by law, due to COVID 19. Olson suggested waiting for a final standard as it is always changing and requested just updating it as a working document. Ortiz explained it was required by OSHA for “in the office policy” by the end of year.

ACTION: Walker moved the Marion SWCD will follow any and all, most official, current guidelines provided by OSHA for infection disease control. 2nd Olson. Passed 4-0.

- Walker asked for a future discussion regarding lending video equipment to partners. Olson wanted to see costs, and suggested including microphones. Hoffman and staff will research.

Stayton Property Taxes

ACTION: Walker moved to apply for the exemption for property taxes by April 1st. 2nd Olson, passed 4-0.

Declaring Board Vacancies

Nusbaum explained only the ODA can vacate a directorship and it will be vacant as January 1st 2021.

ACTION: Hsu moved to appoint Scott Walker Associate Director beginning January 01, 2021. 2nd Koch. Passed 4-0.

BOARD/STAFF REPORT

- Koch commented on Water Rights and DEI Regional Training for staff and directors.
- Hsu suggested partnering with MWCOG on DEI training.
- Hsu wanted Director Manuals for the new directors

ACTION: Hsu moved to accept Resolution: 112320 for a Feb 3, 2021 6 PM Annual Meeting via ZOOM. 2nd Walker: Passed 4-0.

MEETING ADJOURNED 9:10 PM