



**Marion Soil and Water Conservation District
Board of Directors Meeting Minutes**

May 4, 2022

6:30 PM to 8:25 PM

Facilitator: Vice Chair Koch

Recorded by: Brenda Sanchez

Meeting offered in-person at our location in Stayton, OR, by video conference, and by telephone.

Attendance (all attendees were in-person)

Directors	Associates	Staff	Guests
Koch, Rochelle	Hardy, LeLand	Sanchez, Brenda	Bachelor, Les
Hsu, Terry	Fields, Mark	Pineda, Becky	
Budeau, Dave			
Ross, Kyle			
Walker, Scott			

A. Koch Call to Order: 6:30 PM

B. Agenda Additions or Changes

Sanchez added the Budget Resolution and District Snapshot to agenda. Agenda moves forward.

C. Announcements

1. Sanchez announced that there was a request for a letter of support regarding the Chahalpam Floodplain Restoration Project Phase 2. We had earlier provided a letter of support for this project, and now they are moving into the prepping and planting phase and applying for an OWEB grant. The Grand Ronde Tribes are seeking a letter of support for their grant application. Olson decided it would be ok to support based on the timeline needed and the letter is just for project support, not cash or technical assistance hours. Sanchez presented the letter on screen and provided a hardcopy at the meeting to pass around. Walker asked where the project was, and many replied that it is in the North Santiam.
2. Sanchez announced that the 2022 Director Elections are coming up. Election day is November 8, 2022. There are six positions up for election, all Director positions but Budeau. First day to file is July 21, 2022. Last day to file August 30, 2022. Must get a petition signed and application submitted. Sandi Hiatt at

Oregon Department of Agriculture (ODA) may be using our conference room to be available for candidates to file. Budeau noted that the paperwork is all on the ODA website and Sanchez noted that Heath Kierstead (staff) and Sanchez are building a webpage to provide instruction and notification on the Director election.

1. Public Comment

No Public attended the meeting.

2. District Snapshot

- a. Tech staff is working on LAPs. Closing priors and opening the new LAPs that were just reviewed and working to streamline and improve the granting process.
- b. CREP has been busy. Just signed a new project, 2.3 acres of riparian habitat improvement in the Howell-Prairie Strategic Implementation Area (SIA). 14 site visits in Marion County since January.
- c. OWEB awarded the district an additional \$29,000 plus in the SIA.
- d. The district had a booth at the Oregon Garden Earth Day, Keizer Rapid Parks Earth Day.
- e. Kierstead has begun work on the website and updating the logo. The Board discussed that they were not clear about what was happening to the logo. Directors discussed that the current logo is fine and should not continue with any changes. Hsu asked if the work could stop, and cost adjusted. Sanchez noted that we could stop the logo work, pay for work done and see if there could be an adjustment. Sanchez will follow up.
- f. The district received a letter from Marion County approving our application for tax exemption ORS 307.090 starting 2021, 2022 and forward. Walker asked about the fire department tax exemption request. Sanchez replied they never followed up.
- g. Sanchez attended the SDAO training on HB 2560 regarding the requirement to provide telephone call in option at public meetings. Sanchez reviewed the requirement and noted some of the FAQs from the training. The district has discretion as to whether there is an in-person meeting. We can cancel a meeting if there has been no RSVP, according to our directions on the agenda; 24 hours to RSVP.
- h. New District Manager on Board. Sanchez started April 6, 2022. Sanchez has been training and onboarding with staff.
- i. Sanchez stated we have an internal strategic planning workgroup to inventory and align our programs and roles. Goal is an updated organizational structure. Directors discussed that wanted to make sure they were not left out of the discussion. Sanchez noted that items coming

out of the internal planning will go through the established process of committees and recommendation to Board and then to the Board for review and potential adoption.

- j. Hardy asked how working from home is going. Sanchez responded that everyone is working a somewhat hybrid in office or telecommuting schedule. Everyone is doing well with this. Sanchez stated that she and Janice Calkins (staff) are onsite 5-days a week to keep the building open from 8:00 am to 5:00 pm. Sanchez works from home once a week (Thursday). Calkins works from home once a week (Wednesday).
- k. All the staff took the Conservation Activities Tracking System (CATs) training. We are back in, and policy has been made to require that all clients are entered into the CATs database to use the database more effectively.
- l. Ortiz worked to offboard Boyd and onboard Sanchez.
- m. Calkins wants the Board to know that the security mirror and brochure racks were installed, and re-organization of the office is on-going
- n. Sanchez noted that this Friday May 6, 2022, is Envirothon. District staff provided the aquatics test.
- o. The DEI committee is working on a workplan.

Budeau noted that there is also Irrigation Efficiency First Friday this week and staff will be at Silver Creek Falls this Saturday.

Inquiry: Hsu asked a question regarding the strategic planning we were conducting. Are you going to get the Board involved? Sanchez replied yes, we will follow the established process and work through committees and the Board.

Inquiry: Walker asked what does the staff need to do get LAPs going at this point? Sanchez replied setting up the projects, signing contract-paperwork. Pineda responded that a big part of LAP work is customer service, making sure projects have supplies, meeting timeline etc.

3. Treasurers Report Ending March 31, 2022

Budeau began reporting on the Treasurer's Report ending March 31, 2022. We are at 75 percent of our fiscal year, and we are largely underbudget. In terms of taxes received we are at 99 percent of estimated taxes to be received. A little less on other sources but the SIA will add in. Overall, we are at 92.5 percent of expected revenues. We have only spent around 32% of natural resources budget but on line 12 obligated to March 31 is \$526,000 for LAP carryover. Our budgeting is on a cash basis and does not show up until we spend it. We are sitting at 72 percent of our natural resources budget.

Inquiry: Walker asked when is the next cycle of LAPs? Budeau replied that the last deadline for LAPs was April 7 and Sanchez added that the next LAP cycle may be in January.

Action: Hsu motioned for the Board to **approve the Financial/Treasurers Report ending March 31, 2022.** 2nd by Walker. No further discussion. MOTION PASSED (unanimously: Aye-5 votes (Walker, Ross, Koch, Hsu, and Budeau), No-0 votes).

4. **USDA Services**

Bachelor began the report noting that NRCS will be up to full staff in June. Grazing training available on May 12 in Columbia County. Marion County will have a local grazing training as well. Bachelor will follow up with info. Doing well on EQIP, variety, many irrigation projects. Spent over \$1.3 million. NRCS has high tunnels, energy, organic, animal feeding operations, and erosion control contracts.

5. **Budget Resolution**

Budget Resolution No. 050422 (Read into record by HSU)

Action: Walker motioned for the Board to **adopt budget resolution 050422 as presented for \$3,840,759 and impose tax rate of .05/1000 value.** 2nd by Koch. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

Resolution: Hsu move that be it resolved that the Board of Directors of the Marion Soil and Water Conservation District here by **adopt resolution #050422 and the budget for fiscal year 2022-2023 in the total amount of \$3,840,759 and be it resolved that the following amounts are hereby appropriated for the fiscal year beginning July 1, 2022, for the following purposes: General Fund \$3,059,681, Multipurpose Fund \$316,271, Building Reserve Fund \$264,807, Total Appropriations, All Funds \$3,640,759 and be it resolved that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2022-2023. At the rate of \$0.0500 per\$1,000 of assessed value for permanent rate tax and be it resolved that the taxes imposed are hereby categorized for purposes of Article XI (11) section 11b as subject to the General Government Limitation permanent tax rate \$0.0500/\$1,000 And excluded from Limitation, General Obligation Bond Debt Service \$0.00.** 2nd by Walker. No further discussion. RESOLUTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

6. Review of [April 6, 2022, Board Meeting Minutes](#)

Budeau noted that he submitted edits to Sanchez, and they were incorporated.

Action: Walker motioned for the Board to **approve the April 6, 2022, Board Meeting Minutes**. 2nd by Koch. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

7. Administrative Committee

Hsu discussed how he was elected chair. Sanchez shared her 30-60-90 Day New Manger workplan. Sanchez discussed the Strategic Planning workshop (should be workgroup). Sanchez will not move forward on planning without Board engagement. A grievance was filed and is now under SDIS legal review and they are going to speak with each Director.

a) [Financial Administrator Position](#)

Reviewed the Financial Administrator position. Sanchez described how she took the Financial Manager position that Boyd has created to adjust the position and accordingly salary. Sanchez is working on a Grants Coordinator position that would elevate the Program Assistant and that position would coordinate the district's grant programs.

Sanchez went on to add that she revised the salary from the Salary Administrative Plan table (b/c not approved) and policy indicates we use the salary from the 10 Step Salary Table in the Financial Administrator position description.

Inquiry: Koch asked if this was looked at in detail at the committee meeting? Hsu responded that we did look at it. Koch asked if there is in the description such as other jobs assigned. Sanchez said it was the last bullet under duties that states other duties as assigned. Discussion ensued regarding the position. Hsu added he felt it was acceptable to move forward with the position. Budeau recommended grouping duties and adding percentage to the group so there is some measure of time. Sanchez added that Best Management Practices suggest the percentages. Koch asked if we will be able to fill the position. Sanchez replied that she was confident we can fill the position; Budeau agreed.

Action: Walker motioned for the Board to **approve Financial Administrator position**. 2nd by Hsu. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

Discussion: Walker brought up that Chong Kee Tan should get a letter of gratitude for his work as an associate director. Conversation ensued regarding Tan's time at the district. Sanchez will follow up with a letter for the Board to sign.

8. Program Committee

Pineda thanked the Program Committee members. The team will put together a completion report for paid LAPs. At Board meetings provide a slide show; one slide per project with a quick summary of the conservation and the outcome. Template is created and will begin reporting at the June 1 Board meeting. Going to continue with monthly meetings. Scheduled for the third Wednesday at 9:00 am. Keep the committee meetings going so we can have the meetings to assist as we complete the planning work.

a) Proposed [Pesticide Stewardship Partnership](#)

The committee recommended that the project be taken on. Sanchez reviewed the details and deliverables of the project.

Inquiry: Budeau asked does staff time and mileage take into consideration the outreach portion. Sanchez replied yes. Hsu commented that there was discussion regarding at the last meeting if this would fit into the "pause". Sanchez replied that she discussed with Delani Herb (Staff) and she is ready to lead the project, staff wants to do it and are able to handle it.

Action: Budeau motioned for the Board to **approve as outlined the Pesticide Stewardship Partnership**. 2nd by Hsu. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

b) Proposed [Watershed Council Support Grant \(WCSG\)](#)

Sanchez reviewed the details of the framework. The Program Committee recommended this move forward to the Board for discussion. Discussion ensued regarding the framework. Walker added that he would like to see this framework different and have "unrestricted" funds. More discussion regarding this program as a pilot project, there needs to be accountability, and match for leveraging tax funds. Walker suggests the WCSG return to committee and discuss further. Koch added that she liked the way it is lined out. Sanchez added that b/c we are in a pause we could not start on developing program materials until September/October. Hsu would like to send back to committee. Discussion ended.

9. Building Committee

Hsu discussed how Walker is working on the details of the ADA ramp. Walker added that he and Sanchez met with the contractor on Friday. Marion County requires a permit (\$200) for ADA improvements, we will need handrails on each side of the ramp. Sanchez displayed the new quote from Henderson at \$11,150, which included the addition of truncated domes. Walker recommends we wait so we can get our numbers for the entire project. Budeau asks if we can still move forward with contractor now that the bid is over \$10,000. Sanchez replied, Boyd had completed the due diligence and we are still working with the selected contractor; should be ok.

Hsu went on to discuss recent requests regarding public use of the facility. Sanchez informed the Board that she and Tom Wilson (staff) were researching policy and law. Not much out there. Sanchez asked if we could have policy statement. Budeau responded we should only allow use consistent with District's mission. Directors agreed.

10. Education Committee

Walker discussed the details of the [Clear Grant application submitted by Gervais High School](#) which requested \$2,000 for a nature path. Education Committee recommends to the Board they approve. We have not had many opportunities to work in Gervais.

Action: Walker motioned to **approve the CLEAR Grant for Gervais HS walking path.** 2nd by Hsu. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

11. Payments and Contracts

a) [Nationwide Trustees](#)

Sanchez described that Nationwide needs to update their agreements every six years. There are no changes to the plan, we just need to update our info and indicate who the trustees are and then sign. Sanchez added that traditionally the Chair, Vice Chair, and Treasurer are the trustees.

Action: Hsu motioned for the Board to **approve Olson Chair, Koch Vice-Chair, and Budeau Treasurer as trustees of the Nationwide Plan.** 2nd by Walker. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

b). Resolution for Registered Agent

Sanchez stated we must redo this action b/c Walker made the motion at the April 6 Board meeting and the motion is no longer valid b/c he had not been sworn in as Director. This is back on the agenda for approval. Walker read the resolution.

Action: Walker motioned for the Board to **approve Brenda Sanchez as the District’s Registered Agent.** 2nd by Hsu. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

12. Grants and Extensions

a) LAP Extensions

Pineda reviewed the two extensions.

Action: Budeau motioned for the Board to **approve Request for Extension for the Champoeg Nursery and Alex Toran.** 2nd by Walker. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

b) LAP Review Committee

Pineda broadly reviewed the LAPs review process. The Committee members agreed to fund the 17 grants that applied. Budeau expressed how Foundant is a good program for our grant reviews.

Action: Hsu motioned for the Board to **approve the 17 LAPs.** 2nd by Budeau. No further discussion. MOTION PASSED (unanimously: Aye-5 votes - Walker, Ross, Koch, Hsu, and Budeau, No-0 votes).

Inquiry: Koch asked about the “waiting list” during the pause. Is the list long? Pineda replied that there are just a few individuals; not a long list. Discussion ensued that the team would like to lift the pause and open LAPs in January.

Adjourn: Vice Chair Koch adjourned the meeting at 8:25 PM



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Minutes Approved by Treasurer Secretary: _____