



Marion Soil and Water Conservation District
Board of Directors July 13, 2022, Meeting Minutes
5:00 PM to 8:38 PM
Facilitator: Chair Olson
Recorded by: Brenda Sanchez

Attendance

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

Directors	Associates	Staff	Guests
Dave Budeau	Mark Fields	Brenda Sanchez	Angela Plowhead
Rochelle Koch		Delani Herb	
Darin Olson		Heath Keirstead	
Scott Walker			

Work Session 5:00 PM – 6:20 PM

A. Olson Call to Order: 5:00 PM

Olson opens discussion regarding the “Pause”. Olson asks that each person share their thoughts on what the “Pause” means to them. Sanchez screen shares an Excel sheet listing the current inventory of District Programs and Services for use in the discussion. The inventory lists current district led, partner based, and proposed programs and services for the fiscal calendar 2022 to 2023, The list was recently completed by staff. The inventory also represents the capacity of what district staff has determined they can conduct with current staff and proposed new hires. The Inventory of Current MSWCD Programs and Services 2022 to 2023 is available on file.

Guest Angela Plowhead enters the meeting, and the Board takes time to introduce themselves and discuss the history of the SWCD. Plowhead is interested in community service and is considering an Associate Director position with MSWCD.

Olson resumes discussion regarding the “Pause”. Olson states how he first thought everything should stop but he has changed his mind a little bit and would like to see the district at 40-50% capacity until we get more staff on and fully trained. We can also spend this time till December (Pause ends) to continue to discuss programs. We could cut back on education and outreach, I am thinking of everything, not just LAPs. Olson added that when he thought of the idea it was

because we were having staff turnover, but things have changed now. Olson directs Walker to share his thoughts on what the “Pause” means to him.

Walker begins by discussing that it is always good to discuss this and should be an ongoing process. Walker states he has ideas on what we should be doing; make sure the problems are real and solutions are cost efficient.

Koch begins discussion on her thoughts of the “Pause” sharing how she thought it would be a time for strategic planning such as we did in the past. Koch indicates how this would be good for them to do and if the “Pause” is not an optimal time due to managers workload, then she understands but would like to see it happen. Koch then brought up the Cover Crop Program (CCP) and that she has issues with the program. Sanchez directed that this is on Board meeting agenda tonight. Olson added that he will leave 15 minutes at the end of this meeting to discuss CCP concerns.

Budeau adds his perspective of what’s driving the “Pause” sharing that it was regarding workload issues, that a new manager was coming on, most staff is new, we are short staff, and that we would look at programs, placing some on back the burner. Budeau states he was not thinking of Strategic Planning, because that happens every five years and is coming up next year (2023).

Discussion was sidetracked by Director elections coming up.

Sanchez returns the discussion to the “Pause”. Sanchez says she thinks the “Pause” means many things but primarily to understand that is addressing the LAP backlog and workload issues; to streamline the LAP process, make user friendly, and create a better customer experience.

Olson asks is it just LAPs? Olson feels Education and Outreach needs more streamlining.

Walker makes known there are streamlining components from the education committee regarding CLEAR grants and Salmon Watch on the agenda tonight.

Walker goes on to say that we should be thinking about a model curriculum on various levels of environmental issues. Teachers could be handed the curriculum. This way staff would not have to do classroom presentations and it would allow teachers to do it themselves.

Koch interjects that she would like to look at the big picture what has changed since our last planning? Do we need to make a list of critical issues? What are the key issues? And are district programs hitting these strategic issues? Olson replies that this is difficult question to answer, and we have been trying to figure this for years. Sanchez confirms Olson’s statement on how difficult and adds that this is expensive, and science is not quite there yet at our level to determine how our

projects impact water quality. Sanchez suggests that we should develop metrics. Walker adds that this is his experience as well.

Discussion continued regarding strategic planning, setting more focused goals, and how we should try something different moving forward. Sanchez displays the district's list of concerns and goals identified in the 2019 MSWCD Business Plan. Sanchez proposes we look at our annual workplan and look at a financial analysis to help us learn more and sharpen our focus. Further discussion centered around how the districts spends money and how the budget is for more than we take in, but we do not spend the budget.

Sanchez brought up that staff has thought about themes and created a list of potential themes for the year. Discussion continued regarding themes; that it is a good idea and how they can be narrowed down? Olson asks that three themes selected by staff come to the Board for a final pick. Sanchez will bring the themes to the August Board meeting.

Sanchez returned the discussion to the inventory and how staff agrees that they have the capacity to complete the work listed. Sanchez adds that we will hire an Urban Conservationist and Financial Administrator to further assist with conducting these programs and services.

Olson asks staff to provide their thoughts on the discussion. Keirstead starts by adding how she appreciates having direction from the Board and that we should be able to work together having clear goals and objectives as Walker had stated. Keirstead described how she has been working to have clear goals and would like to see how this sorts out during the next strategic planning effort.

Herb adds that she agrees with Keirstead and that we each bring different skills to the team, although a new staff person it has been good to hear what the Board would like and to see that you do not want to change everything, just focus in on goals.

Olson summarizes the "Pause" discussion by saying it looks like we could keep doing what we are doing and work on a focus. Asking if this is how the group feels? The group agrees that staff can move forward as presented in the inventory.

Walker interjects regarding the CCP and his concerns. Walker says that the CCP was discontinued by the Board a couple of years ago but here it is again. He continued to discuss the history of the CCP and was shocked it was brought up in the Program Committee. Budeau added that he does not remember the earlier decision very well but there is a difference in what staff will bring to the Board from what the program was before; Herb can explain.

Koch stated her concerns were about paying people for doing a cover crop when they are already doing it. Koch affirms that this is her concern. Discussion and debate continued regarding paying people to do things that they should already be doing.

Sanchez proposed some reasons for considering the CCP such as the revised Mercury Total Maximum Daily Loads (TMDL) and how sediment entering stream and waterways will be regulated more closely, making soil erosion a focus for water quality. The group discussed how to prioritize where the CCP should be applied. Herb interjected that this is just for this fall and that moving forward we could reconsider the details of the CCP.

Walker asks how the TMDL effect farmers, Sanchez replied that it depends on how it is enforced but it will be important to focus on as we move into the future because of our responsibilities to the agricultural water quality plan.

Discussion returned to prioritizing the CCP and discussion centered around rural and small family/hobby farms.

Olson to wrap up the work session asks again for three themes. Walker brings up the United States Geological Survey (USGS) gauges. Sanchez adds that she is working to see if anyone wants to help with the funding for those and USGS will be on the August Board meeting agenda.

Olson adjourns the work session and the group breaks at 6:18 PM.

Board Meeting 6:33 PM – 8:12 PM DRAFT

Attendance

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

Directors	Associates	Staff	Guests
Dave Budeau	Mark Fields	Brenda Sanchez	Angela Plowhead
Rochelle Koch		Delani Herb	Dallas O'Bryan
Darin Olson		Heath Keirstead	Anna Rankin
Scott Walker			Kurt Berning

A. Olson Call to Order: 6:33 PM

B. Agenda Additions or Changes: Withdrew Grants Coordinator position description, added letter of support request.

C. Announcements: None

1. Public Comment

Anna Rankin of the Pudding River Watershed Council is attending to introduce their new Co-Director Kurt Berning.

2. District Snapshot

June Snapshot on file.

3. Treasurers Report Ending May 31, 2022

Budeau began reporting on the Treasurer's Report ending May 31, 2022, that this is the 11th month of the fiscal year, and the District is in good shape budget wise. Budeau points out that we still do not have direct deposit amounts listed for wages and there is a bank fee of \$77. 97 (5/13/22) listed in the Reconciliation Detail that does not list the name. Sanchez replies that the check register memo column is partially covered to protect the District's account numbers etc. Direct deposit amount for staff wages is not listed because this is a public meeting and listing staff wages is just an internal mindful decision for privacy, however this information is public. Walker highlighted that this has not been an issue. Budeau says it started with direct deposit. Sanchez says that she can add a sheet to SharePoint for the Board with wages listed to keep the Board apprised of the wages for individual staff. Olson states if the total spent on wages is listed, he is fine with that.

Action: Koch motioned for the Board to **approve the Financial/Treasurers Report ending May 31, 2022.** 2nd by Walker. No further discussion. MOTION PASSED (unanimously: Aye-4 (Walker, Olson, Koch, and Budeau), Opposed-0).

4. United States Department of Agriculture (USDA) Services – Not Present

5. Review of Board Meeting Minutes

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

a) June 8, 2022, Board Meeting Minutes

Action: Koch motioned for the Board to **approve the June 8, 2022, Board Meeting Minutes.** 2nd by Walker. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

b) June 27, 2022, Special Board Meeting Minutes

Action: Koch motioned for the Board to **approve the June 27, 2022, Special Board Meeting Minutes**. 2nd by Walker. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

c) Amend June 27, 2022, Board Action regarding rescinding Personnel Action Form for Programs Assistant

Action: Koch motioned to **amend the motion passed on June 27, 2022, regarding the personnel action that would take the Programs Assistant wage level back to Range 5 Step 5, strike Step 5 and insert Step 6 starting July 1, 2022**.

2nd by Olson. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

6. Oregon Association of Conservation Districts Dues

Walker comments on the due structure and thinks it is unfair for smaller districts. Budeau points out the dues are figured for the total budget not revenue. Sanchez states she sees she made an error and will correct and refigure the amount.

Action: Olson motioned to **approve the updated version and give Dave Budeau's the authority to sign off before sending out**. 2nd by Koch. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

7. District Health, Dental, and Life Insurance Plan Renewal

Sanchez explains that the benefits package for health, dental, and life insurance is ready for renewal. The renewal package provided by Premier Northwest includes a 20 percent reduction on health care premiums, a rate holds on dental insurance, and no changes to life insurance.

Action: Koch motions to **accept the health, life, and dental insurance plan renewal**. 2nd by Budeau. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

8. Administrative Committee

a) Employee Grievance

Olson asks how the Directors would like to proceed. No discussion; consider closed.

b) Annual Workplans

Sanchez states annual work plan outlines specific activities the conservation district will pursue in the next fiscal year to address the goals and objectives defined in the long-

range business plan. The annual work plan describes in detail who is going to do what, by when, and how. The plan should be completed prior to the beginning of the fiscal year and cover the activities planned over the next fiscal year (July 1 to June 30). The annual work plan is submitted to ODA for review and comment as part of the application process to be eligible for the SWCD Capacity.

Koch asked if this was just for ODA? Sanchez explained that the workplans are for all the Districts work and then reviews the aggregated workplan details. Sanchez further describes those timesheets are now linked to this workplan and next year we will be able to see actual hours worked.

Action: Koch motions to **accept the annual workplans**. 2nd by Budeau. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

Sanchez states committee chairs do not need to review committee minutes during the Board meeting. The minutes are provided if you want to read them prior to the meeting and we will just focus on the action items that come out of committees.

9. Program Committee

a) Watershed Council Support Program

Walker reviewed the watershed council support program. Discussion ensued regarding the framework. Sanchez shared a comment that requiring a full-time director could be a barrier to accessing the funds. Walker says it will not be, point is if you do not have a full-time director then you would not need the funds. Discussion continued regarding whether this was a barrier to accessing the funds. Olson wanted clarification on the funding commitment. Walker replies this is for two years and is in the budget. Koch confirms this a two-year pilot. Sanchez adds that we will need a couple of months or so to create the program materials etc.

Action: Olson motions to **allocate the \$22,500 for the Watershed Council Support Program with the staff build out the program based on what the Program Committee laid out**. 2nd by Koch. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

b) Watershed Council Liaison

Sanchez would like to appoint Becky Pineda as the watershed council liaison. She would attend meetings as applicable, build the partnership etc. The group agreed that Sanchez has the authority to appoint a liaison.

c) Cover Crop Program (CCP)

Herb presented a slide show on the CCP (on file). Herb explains that she is only proposing the CCP for this fall. The presentation was a review of the CCP and proposed a new way of funding by using a flat rate for payment. Herb also explained on ways to streamline the process.

Discussion followed the presentation on the CCP details. Directors debated on how the CCP can be tailored to address their concerns such as prioritizing small acreage. It was clarified by Herb that the CCP is only for this fall because there are no LAPs but if we do continue for further years, these details should be worked out better. Koch continued with her concerns; Walker added that he supports the CCP but is concerned with some of the program details. Discussion continued regarding the details of CCP such as match, no guarantee that this may not be a new practice for a farmer and paying up front. Discussion continued regarding ways to adapt the program details to be more agreeable.

Olson pauses the discussion on CCP until the end of the meeting.

10. Education Committee

a) Straub Outdoors

Walker begins by reviewing the Straub Outdoors funding. He adds that the Program Committee recommends funding Straub Outdoors. Discussion proceeded regarding how much to provide \$10,000 or \$20,000.

Action: Walker motioned for the Board to **consider funding \$20,000 to Straub Outdoors.** 2nd by Olson. Discussion continued related to Walkers concerns regarding the \$20,000. Olson explained that this amount is for only this year. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

b) Framework for Funding Environmental Education Organizations

The Education Committee discussed developing a framework for providing annual capacity funding to support organizations focused on environmental. Board supports this effort.

c) Salmon Watch Funding

Walker begins the discussion by stating that the Committee recommends that the Board allow staff to approve up to \$8,000 per year of Salmon funding requests for schools that meet the CLEAR grant eligibility requirements. This funding for substitutes and transportation would still come out of the CLEAR Grants budget line item, but a simpler form would be used to apply in Foundant.

Action: Walker moves we **set aside \$8,000 to be handled by staff for funding of bus transportation and substitute teachers relative to Salmon Watch.** 2nd by Koch. Discussion continued by Koch related to the authority to approve every year. Koch is concerned that there may be other items needed by schools. Sanchez reassured that they could apply for other items through the CLEAR grant. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

11. Payments and Contracts

a) Completed – Closed Grants

Staff created a slideshow of completed projects. Presentation on file.

12. Grants and Extensions

a) LAP Extensions

There was no discussion regarding extensions.

Action: Budeau motioned for the Board to **approve the LAP Extension requests for Mr. Vasquez and Mr. Poole.** 2nd by Koch. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

b) Council of Government GIS Services Contract Renewal

Action: Walker motions to **authorize Brenda to sign the contract renewal with Mid-Willamette Council of Governments for GIS Services.** 2nd by Budeau. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

13. Confederated Tribes of Grand Ronde’s Chahalpam Floodplain Reforestation Letter of Support Request

Sanchez explains that a Letter of Support request has come in from the Confederated Tribes of Grande Ronde regarding the Chahalpam Floodplain Project. This letter is to support the Chahalpam Floodplain Restoration Project that is on-going and already has District support. This letter is for a new grant they are applying for to help fund the project.

Action: Walker moves to **authorize Brenda to sign a letter of support for the Chahalpam Floodplain Restoration Project.** 2nd by Budeau. No further discussion. MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

Olson brings back the CCP. Discussion ensued again regarding the details of the proposed CCP and how the CCP can address Director concerns. Walker wants to

affirm his concerns related to CCP in the notes (*from earlier in the discussion: which were related to match, no guarantee that this may not be a new practice for a farmer and paying up front*).

Action: Koch moves to **approve the Cover Crop Program with a 50 percent upfront, 50/50 split payment for one year program, prioritize small acreage, and address Walkers concerns which will be addressed after the first-year trial.** 2nd by Budeau. Discussion continued regarding Walker's concerns. Koch amends motion and adds **approve if projects are prioritized in the Strategic Implementation Area, Focus Areas, and Pesticide Stewardship Partnership watersheds.** MOTION PASSED (unanimously: Aye-4 votes - Walker, Olson, Koch, and Budeau, Opposed-0 votes).

Adjourn: Chair Olson adjourned the meeting at 8:12 PM



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