

**Marion SWCD Board Meeting**  
February 2, 2022 @ 6:30 PM  
*Recording available on Request*

Location: Zoom Video Conference Call  
Date: 2/2/2022  
Time: 6:35 PM to 8:50 PM

**Call to Order:** Chair Sanchez @ 6:35 PM

Recorded by: Tom Wilson  
District Chair: Brenda Sanchez

**Attendance:**

- Directors: Brenda Sanchez, Terry Hsu, Dave Budeau, Rochelle Koch, Darin Olson, Kyle Ross
- Associate Directors: Scott Walker, Lee Hardy, Mark Fields, Chong Kee Tan
- Staff: Amy Boyd, District Manager (DM), Tom Wilson, Delani Herb, Heath Keirstead
- Partners/Guests: Les Bachelor, Jason Marshall

**Public comment:** Jason Marshall stated he was present for the SkillsBridge proposal.

[January District Snapshot: \(information only\)](#)

Boyd updated the Board on ongoing District activities. Jenny Meisel has taken a job with another organization and will be leaving in March.

[January Treasurer's Report](#)

Budeau reviewed the financial report. He described the building fund as only for repairs, such as roof or ADA improvements. Walker discussed changing the funds to allow for maintenance as well.

**Olson moved (2<sup>nd</sup> Koch ) to approve the January Treasurer's Report as presented.  
Passed 6-0.**

Civil Rights Training

Les Bachelor presented NRCS civil rights training and then the MOA and partner civil rights checklist. The Board had reviewed the MOA in 2021, and the [civil rights checklist](#) will be forwarded to board members for signatures. Bachelor noted that Marion SWCD is very good at complying with civil rights criteria.

Staff Introductions

Two new District staff attended the meeting to introduce themselves.

Delani Herb joined the District on January 10. She is working in our Admin team as a Programs Assistant. She has considerable education in agriculture and natural resources. She also has experience with financial and administrative management to help our team grow our capacity to handle our expanding grants program.

[Heath Keirstead](#) joined the District also on January 10. She joins us from Benton SWCD, where she worked for 15 years expanding their community programs and taking on their native plant sale and website development, as a few examples. Heath is strong in both communications and program development and management.

#### [Approve January Board Minutes](#)

Review by Budeau.

**Hsu moved (2<sup>nd</sup> Olson ) to approve the January Board Passed 6-0.**

#### [Admin Committee Report](#)

Tan presented the [January committee minutes](#). He noted that the salary survey review has started. He discussed updates to the employee handbook. The committee recommends beginning with the [SDAO handbook](#), which has taken into account updated federal and state laws. Boyd presented additional advantages and Sanchez supported the discussion. The Admin committee is reviewing a update review schedule.

**Budeau moved (2<sup>nd</sup> Koch) to utilize the SDAO handbook to frame the District's employee handbook update. Passed. 6-0.**

#### [Program Committee Report](#)

DM Boyd presented the [current process for closing out](#) Landowner Assistance Program (LAP) grants. This was a follow up to January's discussion at the Board meeting, and to follow up with the program committee. The presentation illustrated the close out procedure that staff take to review a project submitted for payment, and how and when the board is engaged. The proposal is to permit staff to complete payment for projects that meet the requirements without a need for a scope or schedule change. If the scope or schedule changes, the Board would still need to complete review for payment before close out and payment.

The Board and associated discussed at some length the history of the LAP process and how this would work both pros and cons. Call for the question at length.

Budeau moved (2<sup>nd</sup> Sanchez) to pay grant recipients who have met their grant obligations, consistent with District policy and Landowner Assistant Program contracts. The Board retains approval authority on project extension and modification requests. Project closures will be provided to the Board as information monthly. Passed. 4 for approval, 1 abstention (Hsu), and 1 nay (Olson).

#### SkillsBridge MOU

Jason Marshall, Lt. Col of the National Guard, has approached the District to host him as an intern through the Department of Defense (DOD) [SkillsBridge program](#). The program will require a signed MOU with the DOD. Introduction of Marshall. He expressed his interest in conservation and his long term residency in Marion County.

**Olson moved (2<sup>nd</sup> Budeau) to sign the SkillsBridge MOU intended to establish a internship for Marshall and relationship with DOD.**

#### Education Committee

The Education committee did not meet in January. They will meet in February to discuss two CLEAR grants.

#### Building Committee

The Building Committee met this week to discuss ADA improvements. They will be getting a quote to have a professional survey of the site and property corners marked for March.

#### Payments and Contracts

[Stillwater Contracting](#): DM Boyd explained that the District had initially proposed to work with Pudding River Watershed Council (PRWC) to develop and conduct monitoring in the ODA SIA project area. However, PRWC has determined that they do not have adequate capacity to partner with us in this way at this time. We have explored a contract with Stillwater, which for \$7,000 they will complete the two technical documents we require to develop the required monitoring plan. The ODA budget will cover this expense.

Olson moved (2<sup>nd</sup> Hsu) to approve the contract with Stillwater.

#### Request for Extensions

Three projects were [proposed for extension](#) from May 2022 end dates. Discussion about when and how extensions are requested. Desired to have more clarity about the need and process. Return to program committee, given the project need is not imminent.

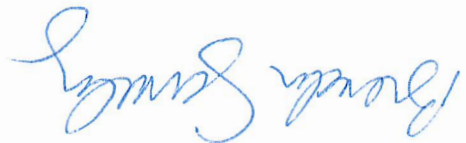
#### Manager Review

Discussion regarding executive session and District Manager review. DM Boyd will conduct a new Doodle poll to obtain times when people are available.

Chair Sanchez adjourned the meeting at 8:50 PM

Meeting Minutes Approved: March 2, 2022

Board Chair Signature:



*Prepared by Tom Wilson, Administrative Assistant*