



**Marion Soil and Water Conservation District
Board of Directors March 1, 2023, Meeting Minutes**

6:30 PM to 8:49 PM

Facilitator: Chair Darin Olson

Recorded by: Brenda Sanchez

Attendance

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

Directors & Record of Attendance		Associate Directors	Staff	Guests
At Large 1-Peggy Hart	Present	Angela Plowhead	Brenda Sanchez	Brent Stevenson
At Large 2- Scott Walker	Present	Leland Hardy	Heath Keirstead	Kathy Patterson
Zone 1-Vacant	Vacant	Mark Fields	Sarah Hamilton	Amy Watts
Zone 2-Vacant	Vacant			
Zone 3-Darin Olson (Chair)	Present			
Zone 4-Dave Budeau (Secretary-Treasurer)	Present			
Zone 5-Rochelle Koch (Vice-Chair)	Present			

Note: All documents and materials displayed or referenced are retained in the Board of Directors Meeting file at the Marion Soil and Water Conservation District (Marion SWCD or District).

A. Olson Call to Order: 6:30 PM

B. Announcements - None

C. Agenda Additions or Changes

Walker adds ODA's Director Training Follow Up

1. Public Comment - None

2. District Snapshot

- Native Plant Sale this weekend 3-3-23 and 3-4-23
- First Friday: "Rain gardens and Bioswales" at the Plant Sale on 3/3
- At the plant sale 3-4-23- "Native bees in Oregon"
- At the plant sale 3-4-23 "What can I do to invite native birds to my yard"
- LOI deadline for next CAG cycle is 3-16-23-App due date 4-6-23.
- Succession Planning for Producers 4-4-23.
- SIA Open House has been rescheduled for April 24, 2023 Location TBD

- Local Budget Law Training completed by Sanchez
- Conservation Planner – Soil-Croplands - Recruitment out next week
- Pesticide Stewardship Partnership (PSP) sampling results are in; summarize into a report and share with NR committee when completed determine outreach opportunities. PSP grant.

3. **Treasurers Report September to December 2022**

Sanchez began by reviewing the overall draft format of the Treasurers Report Executive Summary (displayed). Sanchez explained that the summary summarizes two items, the budget vs actual spreadsheets and the bank statement; items that were once provided in the previous Treasurers Report. Sanchez describes that the first section of the report regards income, differentiated by the current month and year to date (YTD). Sanchez highlights the cash on hand (COH) and explains that the YTD income and COH are the District's operating budget. The summary in the next section displays the District's expenses by programs, allocated, and not allocated, describing that the graph illustrates the allocated budget (Natural Resources, Education and Outreach, and District Operations) versus how much was spent. Sanchez adds that the District's Reserves are summarized as well and explains that a portion of the monthly interest is moved into the Building Reserve. Sanchez further reviews the items in the Treasurers Report. Koch asks if the new Treasurer Report format is good for Budeau. Budeau responds that he likes the work done on the report and feels comfortable with the direction of the Treasurers Report. Sanchez reviewed the graph depicting District Operation 6-month expenses. Olson asks Sanchez to display the previous month's Treasurers Report from September, October, and November. Sanchez displays the reports pointing out the different items from the reports. Sanchez explains that she has a system of checks and balances for the Treasurers Report. The Financial Administrator and the District Manager share the responsibility of different aspects of the Treasurer Report such as the Financial Administrator writing the checks, and the District Manager completes the check reconciliation. Walker states that this is a good system.

Action: Walker motioned for the Board to **approve September, October, November, and December 2nd** by Koch. No discussion. MOTION PASSED (unanimously: Aye-5 (Walker, Olson, Koch, Hart, and Budeau), Opposed-0).

4. **United States Department of Agriculture (USDA) Services – Not in Attendance**

5. **Review of meeting minutes for January 11 Board Meeting (BM); February 1 Annual Meeting; February 8 BM; and February 16 Work Session, 2023.**

Budeau starts by saying that he reviewed the minutes. The minutes that were in the Board packet are without Budeau edits. Sanchez displays the January 11, 2023,

Board Meeting minutes. Walker had submitted edits to Sanchez. Sanchez incorporated the edits. Walker excepts the revised January 11 minute edits as they were entered into the minutes. Sanchez continued and displayed the minutes from February 1 Annual Meeting, February 8 BM, and February 16, Work Session, 2023 with Budeau's edits and comments in track changes for Directors to review. Light discussion ensued regarding the edits.

Action: Walker motioned for the Board to **approve meeting minutes for the January 11 BM, February 1 Annual Meeting, February 8 BM, and February 16 Work Session 2023, as amended, 2nd** by Budeau. No further discussion. MOTION PASSED (unanimously: Aye-5 (Walker, Olson, Koch, Hart, and Budeau), Opposed-0).

6. Appoint Budget Committee Members

Sanchez displayed a document with the current and proposed Budget Committee Citizen Members listed. Sanchez explained that Ralph Fisher and Brent Stevenson were appointed through 2023. Koch asks if Karen Garst is still on the committee? Sanchez replied she has declined further service on the committee. Walker asks how many individuals we need. Sanchez explains that it is good to have as many citizen members as we have Board members, so there should be 14 individuals on the committee. Sanchez states we need to appoint Kenneth Palke, Tim Johnson, and Bob Dettwyler to the committee. This would make it a five-person citizen committee, which is fine, we will have a quorum if everyone shows up. Walker asked if we need more members and Sanchez replied that it is best to have a full committee and offers that if anyone knows of individual who may be a good fit as a citizen budget committee member to please forward them to Sanchez.

Action: Walker motioned for the Board to **appoint Bob Dettwyler, Tim Johnson, and Kenneth Palke to the Citizen Budget Committee, 2nd** by Koch. No further discussion. MOTION PASSED (unanimously: Aye-5 (Walker, Olson, Koch, Hart, and Budeau), Opposed-0).

a. 2023-2024 Budget Update

Sanchez displays a spreadsheet that has a draft of a "unified" budget. Sanchez explains how she brought together the allocated program line items and activities. Sanchez states that this format is turning out to be better for managing the budget. Sanchez conveys she is concerned about drafting this new budget and troubling the Budget Committee with the new budget format by a new Budget Officer/ management. Discussion centered around some of the benefits of the "unified" budget. Budeau was asked his thoughts on the "unified" budget, he replies that he is fine with the new budget format,

especially because Sanchez will continue to report and track as we have been in the Treasurers Report.

Sanchez went on to discuss the Multipurpose Reserve Fund and abolishing the fund. Sanchez asked what the Directors thoughts were regarding the appropriations of the fund. Do we keep as unanticipated projects and catastrophic loss. The Directors discussed the fund, and it was recommended to keep the line items as they were and transfer them to Not Allocated. Olson brings up that we need to have a policy to abolish the fund.

b. Proposed-DRAFT Partner Grant Program Budget Placeholder

Sanchez reviewed the Partner Grants Proposal and added that there would be a placeholder for \$205,000 in the budget for this grant. This grant will provide a fair and transparent process and opportunity for distributing conservation appropriated funds for special projects, watershed councils, and other partners.

7. Administrative Committee

a) Updated Organizational Structure and Job Descriptions

Sanchez displayed the updated Organizational Chart, explaining there have been several changes since the last revision with a new Director, Associate Director, and staff. Sanchez went on to explain how she took all the job descriptions and moved them into the new format. Sanchez worked with each employee to revise and update their job description. Sanchez reviews the revisions for each job description. Olson asks if there is a place that says, "other duties as assigned"? Sanchez shows that each description has that language. Sanchez adds that she will be submitting these for the Pay Equity Study.

Action: Walker motioned for the Board to **approve the job descriptions as presented**, 2nd by Koch. No further discussion. MOTION PASSED (unanimously: Aye-5 (Walker, Olson, Koch, Hart, and Budeau), Opposed-0).

b) Building Update ADA/ Cameras/ Doorbells Future of Building Renovation.

Sanchez displayed the three sketches of the proposed ADA entrance. Directors discussed the different alternatives. Sanchez asked which one or two they preferred. Directors liked Alternative 1 and 2. Plowhead asks if we could add stairs leading out as well next to the ramp. Sanchez sure we can incorporate stairs. It was decided that Sanchez will seek info regarding the cost of moving the gas meter and to move forward with whichever alternative

1 or 2 is decided upon based on the cost of the gas meter situation. Plowhead suggests that the contractor could give a bid on both alternatives. Sanchez adds that she is looking into different security doorbell services such as Ring.

8. Education Committee

Heath Keirstead (staff) reviews the agenda displayed for the Education and Outreach Committee. The main meeting objective was to review a CLEAR grant that the 4-H Club submitted to conduct their Outdoor Explorers for \$2,000. She went on to state that the committee voted on a chair and that they lightly discussed the idea of setting annual grant deadlines for CLEAR grants. Walker provided some thoughts regarding the schedule and to be aware of teacher's schedules. Olson states that the committee considered the idea that if the District decides to put the CLEAR grant on an annual cycle of submittal due dates instead of any time in the year, becomes a hardship for a teacher or takes them by surprise, the District can still decide to accept the applications for the first year of the change. Keirstead adds that she had completed some research regarding grant participation and found that more people engaged when they had a deadline to apply. Discussion continued regarding CLEAR grant deadlines. Budeau added that staff could benefit from scheduled due dates. Plowhead adds that it could be a great marketing opportunity and Koch adds that she supports deadlines. Olson asks if the Board should decide on the deadlines or staff? The Directors discussed the idea. Keirstead explains all of the items that are being considered for the deadlines. Sanchez affirms with the Board that Keirstead will develop the CLEAR grant deadlines and then the deadlines will be reviewed by committee and then deadline recommendations will move to the Board for approval.

Action: Hart motioned for the Board to **fund the 4-H CLEAR grant for \$2,000**, 2nd by Budeau. No further discussion. MOTION PASSED (Aye-4 (Olson, Koch, Hart, and Budeau), Opposed-0, Abstain-1 (Walker)).

9. Natural Resources Committee

Sanchez reviewed the Natural Resource Committee meeting minutes. Sanchez noted the Koch is the new Chair for the committee. Sanchez conveyed that the Natural Resource Tech Team submitted a FY 23-24 budget for the committee to consider and recommend to the Budget Officer. The committee also discussed that the Oregon Department of Agriculture capacity and scope of work grant is up for renewal. This is a time to consider the current Focus Area and whether the District would like to continue with Focus Area? If so, do we continue in the Pudding River? Or change to a new watershed for the Focus Area? Becky Pineda (staff) recommends that the District continue to keep the Focus Area and remain

in the Pudding River. Olson asks if the District still works with the Natural Resources Conservation Service to partner in these areas. Sanchez replies that yes, the District tries to do partner efforts, but currently NRCS has moved away from our Focus Area but in upcoming years there may be opportunities to join efforts. Discussion continued regarding the history of the District's focus areas. Walker asks are there other areas that would benefit from a targeted approach. Sanchez says yes there is. Walker wants to ensure that the District resources are applied equitably.

Grant Limitations Policy

Sanchez explains that the District's Grant Limitation Policy needs revision because we changed from LAP to CAG and added the Salmon Watch component.

Action: Budeau motioned for the Board to **approve the revisions to the Grant Limitation Policy 2nd** by Koch. Walker expressed that he was concerned that the Salmon Watch grant and now have a cap of \$7,500, however Salmon Watch is different than CAG. Olson adds that he is not sure why Salmon Watch is in here because it is a sub of CLEAR Grant. Directors discussed the details of the limitations and decided to get more information as to why the Salmon Watch language is in the policy. **Motion to approve the revision to the Grant Limitation Policy is withdrawn by Budeau until more information is reviewed regarding the Salmon Watch Grant component, 2nd** by Koch.

10. Conservation Assistance Grants (CAG-FKA LAP)

a) Windsor Island Special Projects Grant (SPG) Application

Budeau opens the conversation by stating his support for the SPG grant adding that it was a thorough and well written grant and a very good project; a strip till process not necessarily new but new to Marion County. Walker expresses that he has concerns with the project, pointing out that the project area is very sandy and water will drain rapidly and he is not sure what we are conserving in the project. Directors discussed their thoughts regarding the drainage and conservation aspects.

Action: Budeau motioned for the Board to **approve the Windsor Island SPG Strip Till Grant, 2nd** by Koch. Walker conveys his concern regarding conservation benefits. Hart expresses that there is a conservation benefit when you improve soil health you increase water infiltration. MOTION PASSED (Aye-4 (Olson, Koch, Hart, and Budeau), Opposed-1 (Walker)).

b) CAG 20-23-0017 HFRS MSWCD 121422

Sarah Hamilton (Staff) opened the discussion regarding this CAG. It was moved forward to the March meeting to have time to work with landowner to work on aspects of the application. Hamilton says that she worked further with the landowner and corrected the items that were of concern and has revised the application to reflect these changes. Budeau adds that yes, changes were incorporated and along with the commitment from staff to work closely with the landowner has him in support of the application.

Action: Budeau motioned for the Board to **approve the CAG for the three different practices submitted by Sanders, 2nd** by Hart. Walker asks Budeau if the issues over the costs were addressed. Budeau expressed his support for the project and the work staff did to correct the application concerns. MOTION PASSED (unanimously: Aye-5 (Walker, Olson, Koch, Hart, and Budeau), Opposed-0).

Sanchez added that staff will now review all the CAG for completeness before the CAG Review Committee sees them and the committee is adapting to having clearer recommendations for the Board.

c) CAG Cancellation

Sanchez reviewed the reasons for the cancellation and conveyed that the landowner would like to continue working on the streambank on their own.

Action: Olson motioned for the Board to **approve the CAG Cancellation, 2nd** by Koch. MOTION PASSED (unanimously: Aye-5 (Walker, Olson, Koch, Hart, and Budeau), Opposed-0). Olson is adamant that we make sure that the landowner knows we would like to help them where we can.

Walker brings up that he will no longer attend the Education Committee. He feels that the committee is no longer a committee of the Board. He will continue to bring his concerns related to education to the Board level. Walker asks to continue to receive the materials sent out to the Education Committee.

Koch asks when the Budget Committee meets on April 12. Sanchez believes it will be at 9:00 AM. Directors agree with 9:00 AM.

Adjourn: Chair Olson adjourned the meeting at 8:49 PM



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