

## Marion Soil and Water Conservation District Board Meeting

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Location: Salem USDA Service Center Conference Room  
650 Hawthorne Ave. SE, Ste. 130, Salem, OR 97301-5894  
Date: Wednesday, February 3, 2010  
Time: 7:03PM to 9:27 PM

*Actions and follow-up items (notes) are italicized.*

### ATTENDANCE:

<u>Directors</u>	<u>Associates / Directors Emeritus</u>	<u>Staff</u>	<u>Guests / Partners</u>
Ackland, Emily	Baum, Robert	Calkins, Janice	Bachelor, Les – NRCS
Carr, Joanne	Bowman, Quentin	Keppinger, Jane	Milne, Patti – Marion County
Harper, Sara Jane	Hardy, Leland	Ortiz, Susan	Commissioner
Krahmer, Doug	Harper, Myron		
McKinley, Brian			
Miller, Jayne			
Olson, Darin			

### NOT IN ATTENDANCE:

<u>Directors</u>	<u>Associates</u>	<u>Directors Emeritus</u>
	Bishop, Ryan	
	Clouser, Marilyn	
	Dyk, Robert	

## BOARD MEETING

### ADMINISTRATIVE

**Call Meeting to Order:** Darin Olson, Chairman of the Board, called the Board Meeting to order at 7:03 PM.

Introductions of all persons present were made.

### **Public Comment:**

There were no public comments made.

### **January 6, 2010, Board Meeting Minutes**

The January 6, 2010 Board Meeting Minutes were reviewed by the Board members. There were no suggestions for changes made with regards to the minutes content.

### ***ACTION:***

*Krahmer motioned for the Board to accept and approve the Board meeting minutes for January 6, 2010 as submitted. The motion was 2<sup>nd</sup> by Ackland. There was no further discussion. Motion passed by unanimous vote.*

### **January 2010 Treasurer's Report**

Keppinger provided the financials report to the Board for January 2010. She began with a review of the District's Local Government Investment Pool funds, noting that the balance holding was \$2,103,203.00 on 1/31/2010. This amount was seen to be in agreement on both the Office of the State Treasurer's bank statement, and the District's QuickBooks reconciliation Detail Report. Keppinger pointed out to the board the fact that the interest rate paid on these investment monies are continuing to drop and that the monthly average interest rate paid in January was only .6177%. The District's checking account activity report was then reviewed, and any and all questions regarding the checks paid out were addressed. The balance held as of 1/31/2010 was \$41,018.98 according to the District's check reconciliation report. The

bank statement for the District's checking account was not available for review, as it had not yet been received. The activity detail report for the District's general fund was then reviewed and discussed as needed. Krahmer brought to the Board's attention the fact that a rent payment had not been disbursed for several months, and he asked Keppinger if she might enlighten the Board as to why this was so. Keppinger explained that NRCS, the agency who holds the rental contract agreement for the 650 Hawthorne property, is working to authorize the agreement for the "current" year. The authorized signer for NRCS is located in another State, and until his/her signature is obtained, the USDA will not provide an official bill to the district. Without a bill, we cannot remit payment – as the receiving agency cannot give proper credit to our account, without having the proper billing reference information provided them. The USDA has no qualms with the District regarding this matter, Keppinger added. Billing will be forthcoming, just "don't be surprised" when you see a large expenditure (like \$30-\$40,000.00) all at once. The payment will represent several months rent.

**ACTION:**

*Olson motioned for the Board to accept and approve the Treasurer's Financial Report for January 2009 as submitted. Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion was passed by unanimous vote.*

**February 2010 and March 2010 Calendar's Reviewed**

Olson asked the Board members to review both the February 2010 and March 2010 calendars and to advise if any changes or corrections were needed. Hardy responded that the Administrative Committee meeting scheduled for February 10<sup>th</sup> was being cancelled. Carr encouraged everyone to attend the Native Plant Workshop on February 11<sup>th</sup> at 7:00 PM to be held at the Dallas High School. The gentleman speaker, she said, is a very colorful speaker, and a Native from the Confederated Tribe of Grand Ronde. "It will surely be an enjoyable evening for all", she added. Olson pointed out to everyone that the Program Committee has changed the date and time of their meetings to the second Thursday of each month, at 5:30 PM. No other comments or changes were made.

**Staff and Board Acknowledgements**

Susan Ortiz - Safety Handbook

Keppinger indicated that since Susan Ortiz was present this evening, it was a good time to recognize her for the Safety Handbook she has worked to compile for the District. Susan has done an incredible job, and has been very thorough. The creation of this handbook demonstrates our District's ability to raise the bar and to set a good example for other Districts to follow.

Addendum: Jenny Meisel – Invasives Presentation

During the Education and Outreach Report Emily Ackland asked to give special acknowledgement to Jenny Meisel. Ackland reported that she had attended Meisel's presentation to Mill City officials, advising of the invasive weed findings from this summer's weed survey along the Santiam River. Ackland said Meisel gave an excellent presentation and that she was well received by everyone who was present. Keppinger in turn added that she too had attended the Stayton meeting, where Meisel gave a presentation to the City officials there. Again the response was very good and several interested landowners were also present. Good job Jenny Meisel!

**Safety Handbook Presentation / Q & A**

Susan Ortiz addressed the Board and summarized why the Safety Handbook was created. OSHA has been cracking down on its regulations and SDAO (Special Districts Association of Oregon) in turn, has come down hard on the Soil and Water Conservation Districts to make sure we are all working in accordance/compliance to current laws. The SDAO provides the SWCD's their worker's compensation insurance. (Note: Districts are not required to get their worker's comp insurance through SDA, although most (and possibly all do), they may also purchase it through other providers). In order for us to maintain coverage with them, we must be in compliance. Our SDAO representative conducted a review of our District operations, policies and procedures. We were then provided a list of items that they suggested we address. One such item was to create a Safety Manual / Handbook which provides the employee a one stop place to turn to for information relating to safety: policy, procedures and more. This handbook will need to be reviewed on a quarterly basis, and updated periodically. Names and position titles need to be entered into areas now highlighted. State law requires that there be a written emergency evacuation plan, as the office space is leased by NRCS, it is their responsibility to set one in place. OSHA requires all employers to have an emergency medical plan in place. Our District is in compliance with the new State law, she said. Ortiz explained to the Board that their approval was needed on five (5) specific items: (1) page 5, District Safety Policy, (2) page 6, District Safety and Health Program, (3) pages 19-23, Personal Protective Equipment and Hazard Assessment, (4) pages 24-27, Hazard Communication Plan and (5) pages 31-32, Confined Spaces. Ortiz then explained how the actual Safety Assessment document(s) will be placed into a Safety Binder (which is separate from the Safety Handbook). With regards to Confined Spaces we have had numerous discussions relating to the permit-required confined

spaces that lie within our stilling wells. Safety regulations are very stringent and require things like: additional lighting, increased air circulation, and expensive safety related measures and equipment. Costs to allow safe entry to the permit required confined spaces are greater than this District should bear. The final consensus is that we will not permit entry into those areas. If entry is ever required into permit-required confined space of the stilling well(s), it is likely that the District will need to hire someone qualified to enter and to work within them. Ortiz reminded the Board that the District has applied to receive grant funding assistance for the purchase of additional safety equipment. We hope the grant will be approved, she said. Miller questioned what chemicals the District had within its possession. Ortiz responded that a complete list was included in the manual (see pages 37-38). Ortiz also indicated that perhaps the most hazardous of these, was found to be automotive windshield wiper fluid. Most of the chemicals on hand are in small quantities, held in sealed vials, and used in water quality testing, she said. Carr cautioned everyone, that the real danger may lie in the possibility of these chemicals ever being mixed together, though it sounded this was likely to never happen. Ortiz reported that she has personally read the labels pertaining to each chemical housed in the District office, and that only one required the use of gloves upon handling. The District will need to purchase several safety related items including safety goggles, an eyewash station and a lab coat. Krahmer gave a suggestion through a question. "Could lower doors somehow be added to the stilling wells so to provide easier and safer access? Ortiz and Hardy together gave a definition and description of what a stilling well is, and how it is used and accessed, in response to a question posed by Harper, asking what a still well was. Hardy acknowledged that it was a real possibility that methane gas (which is heavier than air and is odorless) could accumulate within the permit-required confined space of a stilling well, and therefore could pose a safety hazard. Although, in his many years of working in and around stilling wells, he knew of no such incident (health related injury) occurring. Olson indicated that the Board would need to make a motion about the Handbook, later in the meeting.

## **REPORTS**

### **Legislative / Current Events**

Quentin Bowman addressed the board saying "Due to my advancing age (he's now a young age of 90 years), one never knows, my last report might come at any time." He also expressed thanks for the "courtesy and favorable reception of the reports he has given." The group quickly responded back how they "love his reports" and how he'd "better not plan on ever leaving us!"

Some of Bowman's highlighted news items were as follows:

- The League of Women Voters has been and is actively promoting good strategies for managing Oregon's natural resources. The article notes House Bill 3369 has charged several Oregon Agencies in the next three years to develop an integrated State water plans and policies to meet all water needs. Considerations include: Population growth, climate change, surface and ground water availability and use and their hydrological connection.
- The Germans are virtually alone in making diesel auto models for the U.S. market. Other auto manufacturers will focus on hybrids, it is reported.
- Despite recent weather, the 2000 to 2009 decade was the warmest on record. This decade's weather was 0.96 degrees above normal.
- China plans to be the world's leader in solar and nuclear power along with wind power. China is starting to build solar power plants using hundreds and thousands of mirrors to turn water into steam to produce power.
- GE plans to store CO<sub>2</sub> into depleted gas wells rather than allowing it to enter the atmosphere.
- The U.S. Fish and Wildlife has determined the marbled murrelet still needs federal protection. It means limits on logging will still stay in place despite timber industries petition to have the bird removed from the list of being threatened.

### **NRCS Report**

Les Bachelor reported that NRCS has completed EQIP (Environmental Quality Incentives Program) and AWEP (Agricultural Water Enhancement Program) signups as of January 22<sup>nd</sup>. There have been quite a few "No Till" applications received this time around, which is good news, he said. Bachelor also said that NRCS would like to hold a Local Work Group meeting sometime near the end of February or early March. The date and time of the meeting has yet to be determined, but Bachelor will keep the Board members posted. He also indicated that the funding received so far this year in EQIP is \$306,000.00, but he is hopeful more funding will become available. He also said that there have not been many signups under WHIP (Wildlife Habitat Incentives Program) this time around. Bachelor expressed appreciation for the assistance received from Marion SWCD's Staff. He acknowledged Scott Eden for assisting with CSP contracting. We should have 9 CStP contracts for this round of CStP, but some having deferred or cancelled along the way. NRCS hopes to finalize signings contracts for CStP by Friday, February 5<sup>th</sup> or by the middle of next week. Bachelor forewarned the Board that they

should expect to receive a number of conservation plans soon that will require their review / approval. Krahmer asked if the CSP program had a continuous sign-up period. Bachelor responded that it does. Carr asked if he could provide any updates on the Minto Brown project. Bachelor responded saying that 30.9 acres of cherry orchard land are to be cut from the intended easement. Seems a long standing easement was already held by the City Parks Department on that portion of land. Due to the fact that there is an existing easement on the 30.9 acre cherry orchard, the parcel will no longer be included in the 196 acre easement which brings the Minto Brown FPE (flood plain easement) acreage to 165. Bachelor will update the Board at the next regular meeting regarding progress of closing the Floodplain Easement.

## **Administrative Committee**

### Safety Handbook

Hardy reported that the Administrative Committee held its last meeting on January 13<sup>th</sup>, and that they have since conducted their final review of the Safety Handbook. He emphasized to the Board that the handbook was a dynamic document which will require periodic reviews and updates. The Committee is recommending that the Board approve the handbook. Olson interjected saying, the Board would cast their votes once the subject of New Business was covered.

### Staff Organizational Chart

Hardy also advised the Board that the Committee was continuing its work on the Staff Organizational Chart. The Committee is going to seek out other larger SWCD Districts (such as those situated in the Mid-West) to see how they address their various programs and needs. This information will be helpful to see what direction(s) we might take, in preparation for future growth in programs and staff.

### Interest Paid on LGIP Funds / Concern

The third item discussed was the low interest rate being paid on the District's monies, currently held in the Local Government Investment Pool (LGIP). It was noted that these investments are overseen by the office of the State Treasurer. The Committee feels it is necessary that the District manage these public funds wisely and prudently, but also work to earn the most interest it can – to help grow those dollars. The Committee would like the Board's support and approval to research into new investment vehicles or new banking institution(s) so that a greater return on its investment can be secured for a portion of the funds. Keeping the funds of course, in a safe, low risk investment, where monies are fully insured.

## **Program Committee**

### Mid Willamette East Small Grants

Olson indicated that the Board would be asked (later this evening) to approve the District submitting two applications to the Mid Willamette East Small grants team, for purpose to gain additional funding in support of the invasives removal/planting project at Cascade Futbol Club (of which Scott Eden is involved with) and the SPG Green Roof project submitted by Luca DeStefanis, (of which the Board gave their approval on at a previous meeting), whereby three individual rain-gardens / demonstration sites will be installed.

### Porous Pavement Trail

Olson also reported that the Program Committee worked on a Special Grant review for the purpose to install a porous pavement trail. The project is still under discussion, he said. The Committee is questioning how the funds might be best used, should the grant be approved. "Do we wish monies to be used to support funding the materials for the path or perhaps better used for education through signage, or vegetation improvement?"

### DEQ - New ruling on Compost Facilities

The Committee also discussed how the Department of Environmental Quality (DEQ) has implemented new rules toward compost facilities that handle over 100 tons per year of typical feed stocks.

### Website Updates on Special Project Grant (SPG)

The committee discussed the need for website updates with regards to the Special Projects Grant application process. Keldah Hedstrom has worked to revise the wording of the application to give clarity on application requirements and improved instructions. We will be asking for the Board's approval on this matter later this evening.

### Manure Storage Facility – Engineered Drawing Update

Work is still continuing with regards to the engineered drawing for a new manure storage facility. A final drawing set is expected within the next few days.

### Marion/Polk Food Share Compost Facility Update

An update was given on the proposed composting facility at a local high school. It may not be a go, Olson said. Keldah Hedstrom (staff member) is continuing her work with Marion/Polk Food Share and they are now looking into the possibility of placing a compost facility at OSU Master Gardner's site in Salem instead. Olson made brief mention that Jayne Miller has been asked to speak on Organics and to present related materials to the Committee for their review at the next meeting.

## **Education and Outreach Committee**

### Oregon Department of Forestry CLEAR Grant Application

S.J. Harper asked Joanne Carr to provide the Education and Outreach Committee report. Carr explained how the Committee had received a CLEAR Grant application from the Oregon Department of Forestry (ODF) who is needing signage that will advise the public not to dump invasive weeds/plants (like yellow iris) onto forest lands. The Committee has decided to place the application on hold, until they are provided answers to a few questions they have including: (1) where would the signage be placed? (2) Would multiple smaller signs be more useful and perhaps more cost effective? (3) What educational benefit would the signs provide? (4) How would the message read?

### Updates to the CLEAR Grant Application & Approved Grant Follow-up

The Committee also reviewed and approved some changes that have been made to the CLEAR grant application, its instructions and criteria. Likewise, we are requesting the Board also review and approve the changes made, Carr said. The revised application is more user-friendly and applicants will be able to apply directly on-line, through the District's website. Changes are being made to help ensure follow-up is done. Once a grant is approved, the recipient will be required to submit a written report about their project, and to remit any/all required receipts (proof of purchase(s)) within 30 days following its completion. If the report is not received back, the recipient will forfeit all rights to another CLEAR grant in the future. Carr also indicated there was a question as to why a Native American tribe is considered a separate and distinct entity. As Carr works for the Grand Ronde Tribe, she took it upon herself to research out the answer. She found out, she said, that Indian tribes are deemed separate and independent political entities. They are sovereign nations possessing inherent governmental authority and powers. They have their own government and own laws that rule their tribal lands. The United States government has granted rights by the tribes, and these granted rights are known as treaties. Treaties made or shall be made - are the supreme law of their lands.

### Update on Native / Invasive Plants Program

Carr also said that Jenny Meisel had provided the Committee a report / update on Native and Invasive Plants Program. She has been doing a lot of work meeting with local cities like Mill City and Stayton and at each meeting, landowners have also attended – who were interested in learning about the weeds that were found on / or near their lands, and how to control them. Jenny is doing a great job for the District, Carr said.

### Native Plant Sale Update

Speaking of native plants Jane Keppinger was reminded of some recent news, to the fact that a situation had recently presented itself. The District has been asked not to return to the Marion Garden next year to conduct their Annual Native Plant Sale. Therefore, we will need to find an alternate location to hold our sale, she said. It was unclear as to the reasons behind the request.

## **Computer Ad-Hoc Committee Meeting**

Krahmer indicated that Darin Olson, Susan Ortiz and Jane Keppinger and he, recently met to hold their first Computer Ad-Hoc Committee meeting. As you know the District is looking ahead to the future to remove itself from the USDA computer system. At this time, the Committee is working to determine its base needs and goals. We may, at a later time, move to recommend hiring an outside consultant to assist us. McKinley asked if the District was needing to purchase computers and software or only one of the two items. Krahmer and Keppinger both responded, that the entire system will be needed (computers and software).

## **Oregon Association of Conservation Districts (OACD)**

Keppinger reminded the Board that OACD will be holding its next meeting on February 9<sup>th</sup> and 10<sup>th</sup>, here in the USDA Salem Service Center.

## **Soil and Water Conservation Commission (SWCC)**

Krahmer stated to the Board that there were two items that required the Boards attention, with regards to the SWCC. The first relates to the letter we have asked Jane Keppinger to draft, stating the Boards stance that it is important that ODA reinstate and fill the position of Program Manager. We have received an update that ODA has funding available now to fill the Program Manager position. Despite this fact, Krahmer suggests the letter drafted, still be sent to emphasize the need and desire of the Districts to have the position filled. We would hate for ODA to change their minds once again, and decide against filling it, he said.

The second item is your individual thoughts on how the SWCC might best allocate the remaining funds of the \$1million dollars received from OWEB to the various SWCD's for capacity building. A top priority we feel is to keep CREP technicians working and funded. The consensus of the SWCC members is that we do support funding the 2010 Connect employee

training session, to be held in Canby Grove again this year. Krahmer explained that the SWCC has a current allocation formula that they use to disburse monies amongst the various District offices, and that this formula has been acceptable to everyone. He reminded everyone that the individual District's want and need flexibility as to how to use the monies they receive.

### **\$1 Mil Balance Allocations by the SWCC:**

#### **ACTION:**

*Krahmer motioned that Marion SWCD support the SWCC in allocating the balance of the \$1million funding received from OWEB toward funding CREP technicians and then allocate any remaining balance to the SWCDs for administrative costs. Motion was 2<sup>nd</sup> by Miller. McKinley asked if this funding were from the biennium funding or the \$1 million from OWEB after legislative session. Motion was passed by a majority vote. Votes taken were as follows:*

Yeah: Ackland, Carr, Harper, Krahmer, Olson, Miller      Nay: McKinley

### **Letter to SWCC showing District support of the Program Manager position at ODA**

#### **ACTION:**

*Ackland motioned for the Board to submit the letter to the SWCC drafted by Keppinger, showing the District's support that the position of Program Manager be reinstated and filled at ODA. Motion was 2<sup>nd</sup> by Miller. Carr questioned if the letter should be sent, as it stated in one paragraph that the position had been placed on hold, and yet Krahmer just advised us that ODA has decided now to fill the position after-all. Ackland asked that a copy of the letter be sent to other Districts. Krahmer responded that other Districts within his region have already drafted similar letters of their own and have submitted them or are working to submit them. Will the Director of ODA receive a copy, Ackland asked. Krahmer indicated again, that even though ODA says they will re-open up the position, I would like us to proceed with the letter so that ODA will see the importance of and our need for having an Advisory Body. We do not want them to change their minds / direction. A vote was then taken, and the motion was passed by unanimous vote.*

### **OLD BUSINESS**

#### **2010 SWCD Business Plan – Next Steps**

Ackland voiced that the Business Plan, as depicted in the document disbursed, did not reflect her views or positions. Bachelor voiced that it did not meet the Local Work Group concerns with regards to water quality. S.J. Harper also voiced a concern with how it was written. Miller was frustrated, that there were still no references made toward organics. There was discussion and it was decided by the Board that further discussions and changes would be needed, before this 2010 Business would meet their approval. They voted to hold yet another work session, whereby the Directors can meet one evening in February or March to finalize the Business Plan. Three tentative meeting dates were chosen: Thursday, March 18<sup>th</sup>, Wednesday, March 24<sup>th</sup> and Wednesday, March 31, 2010. All Directors were in agreement that Meta Loftsgaarten should be asked to facilitate this next meeting, and that dinner be served. Keppinger will contact Meta to secure a date within the three selected, and ask that she return again to facilitate the meeting. Meeting times: 6 or 7 PM until 9:00 PM, tentatively. (March 18<sup>th</sup> beginning at 6:00 PM in the USDA Service Center conference room has been selected.)

### **NEW BUSINESS**

#### **Appoint SWCD Committee Chairs / Members**

Darin Olson advised the Board that he was allocating new assignments for Chair positions of each respective Committee and that they were as follows:

Program Committee: Emily Ackland,

Education and Outreach Committee: Joanne Carr,

Administrative Committee: Leland Hardy (no change), and Doug Krahmer and Brian McKinley assigned as members.

Computer Ad-Hoc Committee: No Chair assigned at this time.

#### **OWEB Small Grants / Modified Special Projects**

Olson asked the Board for their approval of the two grant applications discussed earlier, under the Program Committee report, to Mid Willamette East.

#### **ACTION:**

*McKinley motioned that the Board approve submitting two grant applications onward to the Mid Willamette East Small Grants team, for purpose to obtaining funding assistance for the invasives removal /planting project at Cascade Futbol Club*

and the SPG Green Roof project (previously approved by the Board). Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion was passed by a unanimous vote.

### **Grant / Special Projects Grant – Clarifying for Website**

Olson asked the Board to vote on the changes being made to the website with regards to the Special Projects Grant application, and additional information being added for clarification on instructions and requirements.

#### **ACTION:**

Ackland motioned for the Board to accept and approve the proposed changes to the website regarding Special Projects Grant application and instructions. Motion was 2<sup>nd</sup> by Carr. There was no further discussion. Motion was passed by a unanimous vote.

### **New District Safety Handbook**

Olson asked the Board for their approval on the new Safety Handbook, discussed earlier in the meeting.

#### **ACTION:**

Ackland motioned for the Board to accept and approve the Safety Handbook as submitted. Motion was 2<sup>nd</sup> by Miller. Olson interjected saying, that at a later date, he would like to see clarification be given to what constitutes a weapon. Please provide a better definition. There was no further discussion. Motion passed by unanimous vote.

### **Acquiring Better Interest Rates for SWCD Funding**

Keppinger reiterated what Hardy had mentioned before, that the interest being earned on the LGIP (Local Government Investment Pool) funds has continued to drop and is at an all time low of .6177%. Would the Board entertain the motion that this District investigate into other investment avenues/options? If \$250,000.00 could be moved and placed into a short term investment, say 30 days up to perhaps 6 months or even a 1-year term, what kind of rate of return could we get? Of course we would look for a safe, low-risk / no risk investment, and one that would have 100% insurance coverage.

#### **ACTION:**

Krahmer motioned that the Board approve the District to seek out other Banking Institutions and to research into other investments available by which the District can invest a portion of monies, not to exceed \$250,000.00 for the purpose of earning a higher rate of interest / return on its investment. This approval is not given for the purpose to move any dollars at this time, but simply to research into the investment options and rates available. Investment(s) are not to exceed a 1-year term, and are to be low / or no risk, safe and fully insured. McKinley 2<sup>nd</sup> the motion. There was no further discussion. Motion passed by unanimous vote.

### **CLEAR Grant Program Criteria Changes**

Olson asked the Board if they would approve the changes proposed to the CLEAR Grant application and instructions, discussed earlier.

#### **ACTION:**

Ackland motioned to the Board that they accept and approve the proposed changes to the CLEAR application and instructions, for purpose of giving additional clarification to the reader. Motion was 2<sup>nd</sup> by Miller. There was no further discussion. Motion passed by unanimous vote.

### **Cooperative Weed Management Area Agreement**

The Board was asked to review and approve a memorandum of understanding (MOU) entitled Mid-Willamette Cooperative Weed Management Area (CWMA). This document was created to provide a means to coordinate the actions of 21 individual entities / agencies for the purpose of addressing invasive weeds for an integrated invasive weed management program. Allowing these separate groups / agencies to work cooperatively to educate, train and share technology and information amongst themselves and the general public about invasive weeds and make the best use of available funds to manage the weed problems within the CWMA.

#### **ACTION:**

Miller motioned for the Board to accept and approve the MOU entitled Mid-Willamette Cooperative Weed Management Area. Motion was 2<sup>nd</sup> by Carr. There was no further discussion. Motion was passed by a unanimous vote.

### **Landowner Assistance Program Payment Requests**

Keppinger advised the Board that the District has received two requests for payment, under the LAP (Landowner Assistance Program). The first request is from Silver Falls Alpaca (SFA) for payment of \$953.00. The second request is from Kathy White (KW) for payment of \$4,964.00. Both landowners have completed the work and have submitted the necessary receipts entitling them for payment, according to contract.

**ACTION:**

*The Board first decided that they would cast one vote in approval of the two requests received. Motion was then made by Krahmer to accept and approve the two requests for payment, received from Silver Falls Alpaca and Kathy White, for a total distribution of funds in the amount of \$5,917.00 (\$954.00 to SFA and \$4,964.00 to KW) .Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion passed by a unanimous vote.*

**One District Vehicle Replacement**

Keppinger addressed the Board asking that they grant Staff their approval to research into finding a new replacement vehicle The Dodge Van, she said is over 10 years old and is now requiring a lot of repairs and shop time to keep it on the road. Staff will do the research and will check to see what the State Procurement Office has available through their contracts, along with researching specific auto manufacturers for their offerings. Staff will then submit their findings and recommendations to the Board for purchasing approval.

**ACTION:**

*Carr motioned for the Board to grant their approval and authorization for Staff to research into finding a replacement vehicle. Ackland 2<sup>nd</sup> the motion. There was no further discussion. Motion passed by unanimous vote.*

**Appoint District Budget Officer**

Olson advised the Board that they needed to appoint a Budget Officer for the District for this current year, 2010. Several voiced that Jane Keppinger has done a great job and that they would like her to remain as officer again this year. It was noted that Susan Ortiz handles the District's books.

**ACTION:**

*Krahmer motioned for the Board to approve and appoint Jane Keppinger as the District's Budget Officer for 2010. Miller 2<sup>nd</sup> the motion. There was no further discussion. Motion was passed by a unanimous vote.*

**Rules of Conduct**

Olson brought to the Board's attention, the fact that a new list of rules on how to properly conduct a meeting, were now mounted on the wall of the conference room, for all to see. He asked the Board for their approval of the message given.

**ACTION:**

*Krahmer motioned that the Board grant their approval of and ask that the rules be kept posted on the conference room wall, advising of proper meeting etiquette. Motion was 2<sup>nd</sup> by Miller. There was no further discussion. Motion was passed by unanimous vote.*

**Other Business**

Olson indicated to the Board that with regards to the District's Business Plan, he would like Staff to evaluate their current programs to see how effective they are. And to report on the number of people attending each event / or involved in each program. I'd like to have Staff look over the big picture, and to set priorities for the next five years, he said. Krahmer responded that he was perhaps "putting the horse before the cart". The first step to take, he suggested, was for the Board of Directors to first establish base priorities. Once established, Staff can then make an assessment of the work they have been doing to see if it in alignment to the District's mission / goals / priorities. Keppinger then explained how Staff is required to submit a Work Plan to ODA, and that this work plan is based upon the Board's approved Business Plan. If the Board fails to finalize and approve a New Business Plan in 2010, prior to the deadline date of the Work Plan's submission, then Staff would utilize the Business Plan approved in 2009 when establishing their goals for 2010. This is not a problem. However, if the Board wishes the work conducted by Staff in 2010 to be alignment with the new priorities you are now working to establish, the 2010 Business Plan will need to be completed fairly soon. If you need to take six months to finalize it, which again – is not a problem, the 2010 Business plan would not be implemented (integrated into the Work Plan) until 2011.

**MEETING WAS ADJOURNED AT 9:27 PM.**

Next meeting: Wednesday, **March 3, 2010** and beginning at **7:00 PM.**  
Location: Salem USDA's Service Center Conference Room  
650 Hawthorne Ave SE, Ste. #130, Salem, OR 97301-5894

**Minutes submitted by Janice Calkins**