

Amended

Approved

Date May 5, 2010

Recorder Susan Ortiz

Chair Darin Olson

Marion Soil and Water Conservation District Board Meeting

Location: Salem USDA Service Center Conference Room
650 Hawthorne Ave. SE, Ste. 130, Salem, OR 97301-5894
Date: Wednesday, April 7, 2010
Time: 7:03 PM to 9:41 PM

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

ATTENDANCE:

Directors

Ackland, Emily*
Harper, Sara Jane
Krahmer, Doug
McKinley, Brian
Miller, Jayne
Olson, Darin
*on speaker phone

Associates / Directors Emeritus

Baum, Robert
Hardy, Leland
Harper, Myron

Staff

Keppinger, Jane
Ortiz, Susan

Guests / Partners

Bachelor, Les – NRCS
Jon Yoder-Straub
Environmental Learning
Center

NOT IN ATTENDANCE:

Directors

Carr, Joanne

Associates

Bishop, Ryan
Bowman, Quentin
Clouser, Marilyn
Dyk, Robert

Directors

Emeritus

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.

Emily Ackland phoned in and was on speaker-phone, everyone in attendance was so informed.

Public Comment:

There were no public comments made.

March 3, 2010, Board Meeting Minutes

The March 3, 2010 Board Meeting Minutes were reviewed by the Board members. There were no suggestions for changes made with regards to the minute's content.

ACTION:

Krahmer motioned for the Board to accept and approve the Board meeting minutes for March 3, 2010 as submitted. The motion was 2nd by McKinley. There was no further discussion. Motion passed by unanimous vote.

March 2010 Treasurer's Report

Keppinger provided the financials report to the Board for March 2010. She began with a review of the District's Local Government Investment Pool funds, noting that the balance holding was \$2,009,371.77, on 3/31/2010. 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 noted that the monthly average interest rate paid in March was only .5500%; and that fiscal year to date the District has collected \$9,782.32. The District's checking account activity report was then reviewed, and questions regarding the checks paid out were addressed. Keppinger then review business activity in relation to the current budget, items noted were: 87% of budgeted tax revenues have been received, as of March 31, 2010; the contract with Pillar Consulting for the Dry Manure Compost Facility was completed and on budget; the 3rd quarter payment from ODA has been received, leaving one payment remaining for the fiscal year; the annual plant & tree sale grossed \$8,886.75 and should net just over \$2,000.

ACTION:

Krahmer motioned for the Board to accept and approve the Treasurer's Financial Report for March 2010 as submitted. The motion was 2nd by Miller. There was no further discussion. Motion passed by unanimous vote.

April 2010 and May 2010 Calendar's Reviewed

Olson asked the Board members to review both the April 2010 and May 2010 calendars and to advise if any changes or corrections were needed. Ackland noted that the Program Committee meeting for May was moved to the 20th due to scheduling conflicts. McKinley indicated that he had a conflict in schedule for the April, and possibly the May, Admin Committee meetings and asked about changing the May meeting; Hardy responded that a review of the May meeting date/time will be determined after it is confirmed that the committee requires a May meeting. No other changes were requested.

Staff and Board Acknowledgements

Jenny Meisel – Annual Plant & Tree Sale

Keppinger stated that the Annual Plant & Tree Sale was successful thanks to the efforts of Jenny Meisel. While the weather did not cooperate, the sale was very well organized, and had approximately 300 customers. Many compliments were received at the sale and afterward about the organization of the sale. Keppinger noted that though the district's sale is not huge, nor do we want to be huge, it is a nice size sale with high quality plants. Meisel worked diligently to ensure that the Marion Gardens were as presentable as possible, as it was a bit of a mess both because of the weather and the fact that it was torn up due to construction. Keppinger noted that the sale will not be back at that location again next year and are in the final stages of confirming a site for the 2011 sale.

Susan Ortiz - Safety Training Presentations

Keppinger advised the Board that Susan Ortiz had arranged for SDAO to present Hazard Communication training to the district staff. Ortiz also arranged to have the session recorded, so that others (those unable to attend the session; and future in-coming employees and/or volunteers) could receive the training at a later date. Ortiz and Mark Hadden also presented the new district Safety Handbook, (which she designed) to Staff, reviewing its various sections as needed.

A Responsible Financial Team

Keppinger noted that the financial issues of special districts in the Willamette Valley have been in the news a lot lately and wanted to assure the board that there are district policies in place, that financial responsibilities are split between staff members, and that the numerous financial controls are currently being utilized to assure that the district and board is protecting the public dollars. A short review of employee hiring practices and probationary period requirements was provided by Keppinger.

Ackland asked if any districts have implemented policy that requires a new hire to disclose whether or not he/she is involved in litigation. *Keppinger stated that some of questions of this nature are not legal to pose, but will research this further, including requesting an opinion from SDAO on the subject. Olson concurred.*

Straub Environmental Learning Center Presentation, by Jon Yoder

Yoder stated that the Straub Environmental Learning Center provides environmental education for people of all ages. The presentation was provided to show some of the programs offered, which include twelve (12) annual programs; significantly up from the 1-2 programs they had when they started in 2004. The Center brought on an executive director this year. Yoder handed out a flyer of 2009-2010 Lecture Series. Yoder stated that they have lined up several lecture presentations for the 2010-2011 series including the book "DIRT", speaker Steve Amen, and others. The lecture series is offered free of charge and is open to the public.

Programs offered by Straub Environmental Learning Center include:

- Amateur naturalist classes
- Nature Kids – for grade 2-3 students and 4-5 grade students
- Summer Camp – for middle school students; targeted at select Title I schools in the Salem area
- Sustainability Series in cooperation with Willamette University
- Family Nature Nights – select one Title I school in Salem and hold classes one night – close to 300 students and family will attend
- Environmental Issues Forum – May 6, 2010 at Willamette University
- Native Plant Garden Tour
- Family Nature
- Monthly restoration work to maintain an Oak Savannah near the Straub Center and Olinger Swim Pool
- Sustainable Holiday Fair
- Assorted Programs which are presented in cooperation with others such as the AC Gilbert House.

Yoder stated that they really appreciate all of the assistance that the district provides; he then answered questions.

Jon Yoder exited the meeting at 7:45pm

REPORTS

NRCS Report

Les Bachelor stated that Oregon NRCS had obligated all of the Marion County EQIP contracts, and that the Salem office was awarded enough money to fund 4 additional contracts. AWEP funding has come through but he has yet to hear anything new about the Zollner Creek project. Bachelor will provide the board a recap of the numbers breakdown, for the approved funding, via email.

In this second round of funding, \$450,000 has been designated for AWEP. In addition they are exploring the funding and feasibility of a multiple land-owner compost facility for vines from hop fields for either an AWEP or CCPI grant; Scott Eden, Marion SWCD, has already written the proposal, and is working on finalizing numbers and matching funds.

Bachelor stated that on April 19th and 22nd two NRCS evaluation teams will come to the Marion Service Center for a review of the NRCS office. The review will include examination of files and ensuring that administrative items such as civil rights postings and safety procedures are in order.

The State NRCS office wanted to know if the Salem NRCS office wanted to do something out at Minto Brown for Earth Day; as the contract will be signed and work will begin on the project near that time.

Bachelor thanked the district for the audio/visual stand for the conference room; it has casters and will fit through all of the doors so it can be moved to the area of the office where it is needed. NRCS will mount their television on the stand.

Admin Committee

Hardy advised the Board that the Administrative Committee did not hold a meeting in March and therefore, there was nothing for him to report.

Education Committee

Sarah Jane Harper reported to the board on the Education Committee activities.

Mill Creek near the Salem Hospital

The City of Salem may ask for a CLEAR grant for a sign to post near the trash receptacles that they are installing near the Salem Hospital to reduce garbage being thrown into the creek.

Houck Middle School

Houck Middle School refunded the CLEAR grant award for their proposed oblong spurge inventory, as they could not get the matching funds to use it.

Oregon Watersheds Wetlands Booklet

Booklet is currently on hold, as the committee is asking for more information regarding ownership of the booklet.

Bush Elementary School Field Trips

Bush Elementary submitted two grant applications for field trips, both were approved with the stipulation that the district be listed on the permission slips as funding the field trips. Committee decided that they would make this a requirement on all future field trip grants.

Invasive Plant Program

Jenny Meisel is working on the maps and landowner contacts for the 2010 invasive plant inventory.

Outreach Ideas

Ron Crouse will be submitting an application for a RARE staff member to work on a Rural Living Handbook for Marion County and redesign of the website.

Program committee

Brian McKinley reported to the board on the Program Committee activities.

LAP issue involving sale of landowner property

The issues of what to do about LAP landowners who sell their property has again come to the forefront, as a client that has been in our LAP program for several years recently sold his property. Several years ago the District contacted a real estate attorney Mike Martinez who asked if the District has statutory authority to put liens on the property; at that time SWCDs did not have that authority, but the recent rewrite of ORS 568 includes that provision. The committee determined that the best solution at this time was to go to the Board with a request to contact an attorney for legal advice to protect the interest of the District for SWCD funded projects. Lee Hardy noted that there were two issues that need resolution: 1. project maintenance for the existing completed projects, and funding of projects currently under LAP.

City of Silverton Porous Pavement

The City of Silverton's SPG time frame for completion of the district funded portion of the project is not realistic for them. Their timeline for completion is August/September not June 30th. The committee will be asking the board to approve an extension of the SPG to allow for completion of the project in the Fall of 2010.

OSU Energy Efficient Center & Energy audits

The Program Committee asked staff to look at more information regarding the program and how the district can encourage dairies and other landowners to utilize energy audits.

East Valley Water District (EVWD)

EVWD has asked for a contract for the district to provide data interpretation for the 2010 water year data. District staff provided a draft copy to EVWD, but has not heard back. The committee recommended that staff complete the revisions to the contract and ask the board approve.

Resource Library

The program committee noted that Jayne Miller brought forward the idea of creating a resource library for the District which would include some of the following topics: soil health, forestry, sustainable farming and local sustainable food sources, and healthy ecosystems. The purpose of the library would be to assist district staff in the presentation of this information and to provide the public with those resources. In order to make the information as accessible as possible it was suggested that the information be provided on the district website via links to other websites. The committee is recommending that the board adopt a web policy to address the vetting of district website content. Discussion followed regarding the vetting of links and information placed on the website. The board reached a consensus that the administrative committee will draft a policy regarding the vetting of website items and bring it to the board for approval.

Les Bachelor exited the meeting at 8:15pm

OACD Update

Emily Ackland updated the board on OACD activities. The OACD Board of Districts meeting is scheduled for April 26-28 at Sunriver; Ackland cannot attend, so an alternate board representative will need to be appointed. Olson asked that those interested and available to attend contact him and he will make the final determination regarding district representation.

Ackland noted that OACD will have the NACD Western Region Specialist attending the meeting and that Ackland will be part of the committee that will show her around when she arrives.

The OACD hiring committee has completed job description for executive director and expects to post the position in June/July; OACD officers are still working on budget to determine the pay rate prior to posting to position announcement.

SWCC meeting

Doug Kraemer updated the board regarding the meeting held on April 6 and 7, 2010.

SWCD Program Manager

John Byer has been appointed by Ray Jandl to supervise the two employees that are in the SWCD program, not clear on what other responsibilities he will assume.

Funding for ODA

The Governor's office has asked all state departments to provide budgets for a 25% cut to both general and lottery dollars. The Natural Resource Division (NRD) is the biggest user of both general and lottery dollars within ODA, which means that NRD will probably end up with the most cuts. ODA has presented the proposed cuts in 5% increments. The SWCC has suggested that NRD put together a committee to prioritize their programs, and determine how the cuts should occur, all of the cuts to one program or 25% to each of the programs.

Allocation additional funds to SWCDs

While the remaining funds have been allocated to each of the 45 SWCDs, the funds are federal dollars under the Pacific Fisheries monies. This means that the funds must be tracked separately from all other funds, in addition, it is likely that districts will be required to provide another Scope of Work and IGA as Pacific Fisheries monies must be used in association with riparian projects. Keppinger and Kraemer lead discussion regarding how the funds would have to be used, and stated that this district had adequate projects that would be suitable for the funding. There are six districts that do not even have any lands that fit the requirements of the Pacific Fisheries monies and consideration of funding for them is also being reviewed.

Computer Ad-Hoc Committee Meeting

Keppinger presented the update. A survey of staff computers and software usage was completed. The committee determined that the next step is to draft a Request for Proposals (RFP) to determine hardware, software, and IT support; the draft RFP should be prepared by April 16th. After review of the RFP it will be brought to the board for approval.

Keppinger reported that NRCS anticipates all SWCDs will be off of the USDA computer system by the end of the end of the 2011 federal fiscal year, September 2012.

OLD BUSINESS

Business Plan – Priority Ranking

Darin Olson, in following up on the March 18, 2010 work session, stated that Keppinger, Kraemer and he agree that the ranking information received back from Meta Loftsgaarden, is no longer clear and straightforward in determining where the business plan is headed. Keppinger noted that based on the list of priorities received back, programs that are currently considered high priorities have been ranked as low priorities. Keppinger provided a copy of the rankings to the board. Kraemer was also concerned that priorities like Zollner Creek, (of which the district has spent a lot of time and effort focusing on) which have included an AWEPP grant, targeted LAP funds, and water quality testing to improve the waterway from as 303(d) stream, are now listed as a low priority. Discussion followed to try and determine how to rank or prioritize the goals that have been presented. The consensus of the board is that priorities need to be better defined, include measureable outcomes, determine feasibility of priority outcomes, assess cost and funding for each priority, and that another work session will be required.

Olson asked Keppinger to provide a list of the District's current programs, to reveal the source(s) of funding, and to provide the amount(s) currently allocated to each of them.

The next work session, was discussed and scheduled for Monday, April 19th, 6:00pm, district will provide a light dinner. Keppinger will determine which staff will attend the meeting to provide clarification as needed.

Resource Assistance for Rural Environments (RARE) Application

Keppinger stated that we currently have the opportunity to apply for a RARE student, a graduate student from U of O (University of Oregon); program is a cost share with the district cost to be \$19,000, if accepted. She noted that the application must be specific on what tasks the student will work on; she and Ron Crouse determined that our need is for someone to work on creating a Rural Living Handbook and to update our website (tasks suitable for someone with graphic design skills).

ACTION:

Krahmer motioned for the Board to approve the application to the RARE program for a student to work on a Rural Living Handbook for Marion County and updating the Marion SWCD website. Miller 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

Pursue Legal Advice re: District Funded Projects

Item brought forward by the Program Committee. Discussion followed regarding how the addition of legal language to address fund recovery or right to place a lien on agreements would benefit the district.

ACTION:

McKinley motioned for the Board to approve Keppinger to spend up to \$100 to consult with an attorney for legal language to add to our grant contracts regarding being able to add a lien or otherwise recover funds when property ownership changes. Ackland 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

City of Silverton Porous Pavement - SPG

ACTION:

Krahmer motioned for the Board to extend the Special Projects Grant for the City of Silverton Porous Pavement Project completion date to December 31, 2010. Ackland 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

Virtual Research Library

Olson directed the Administrative Committee to draft a policy regarding the adding and approval of items to the website, and bring it to the board for review/approval.

East Valley Water District (EVWD)

EVWD contract for water year 2010 record processing was brought to the board for review/approval.

ACTION:

Krahmer motioned for the Board to approve the contract with East Valley Water District for water record processing for the 2010 water year. McKinley 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

Flow Monitoring Equipment

Mark Hadden, District Flow Monitoring Specialist, requested \$1,164.00, plus shipping and handling charges, for flow monitoring equipment.

ACTION:

Krahmer motioned for the Board to approve the purchase of additional flow monitoring equipment for \$1,164.00 plus shipping and handling. Miller 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

Landowner Assistance Program Payment Request

Keppinger had provided the Board with one Landowner Assistant Program recipient, who was now requesting payment for work completed.

ACTION:

Krahmer motioned for the Board to accept and approve release of payment to 4-B Farms, Inc., in accordance to his LAP agreement. Miller 2nd the motion. There was no further discussion. Motion passed by unanimous vote.

Riparian Conservation Action Program Payment Request

Keppinger had provided the Board with one RCAP recipient, who was now requesting payment for work completed.

ACTION:

McKinley motioned for the Board to accept and approve release of payment to Michael Heggen, in accordance to his RCAP agreement. Miller 2nd the motion. There was no further discussion. Motion passed by unanimous vote.

2010-2011 Budget Directives/Recommendations

Keppinger provided copies of the current year's budget to each board member and discussed the budget projections for 2010-2011. The Building Fund is up for review this year; a couple of options were provided for the board to consider regarding the fund. Keppinger expects the overall budget will remain static. S.J. Harper stated that she would like to see the Building Fund dollars remain intact to allow for a future decision regarding a new building and demonstration acreage. Keppinger did note that she expects to see an increase to fund allocations, in several areas, particularly health insurance. Harper stated that she would like to see monies added to the building fund as property costs have not decreased and it does not look like they will, therefore if we expect to purchase property in the future more funds will need to be added in order to be able to afford a suitable property.

Promotional Items

Keppinger showed the sample of the jacket that determined to suit the greatest number of individuals. In addition she showed the other promotional items that the district received, including tote bags, carabineers, and rain gauges.

MEETING WAS ADJOURNED AT 9:41 PM.

Next meeting: Wednesday, May 5, 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 Susan Ortiz

Recap of NRCS Funding
 Provided by Les Bachelor, NRCS

Marion - EQIP - AFO/CAFO	\$90,000.00
Marion - EQIP - Cropland Irrigation	\$378,402.00
Marion - EQIP - Cropland Soil Erosion	\$82,865.15
MARION- EQIP - Organic Certified	\$64,862.00
MARION- EQIP - Organic Transitional	\$13,343.00
MARION- EQIP - Technical Assistance (TA)	\$27,358.00
MARION-WHIP	\$28,513.00
Marion SWCD - Zollner Creek Watershed Enhancement	\$418,500.00
EQIP-FA total to Date:	\$629,475.00
EQIP-TA total to Date:	\$27,358.00
EQIP Total	\$656,833.00
WHIP Total	\$28,513.00
AWEP Funding:	\$418,500.00
Marion total Funding	\$1,103,846.00