

Amended
Approved

Date June 2, 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, May 5, 2010
Time: 7:03 PM to 9:41 PM

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

ATTENDANCE:

Directors

Ackland, Emily
Carr, Joanne
Harper, Sara Jane
Krahmer, Doug
McKinley, Brian
Miller, Jayne
Olson, Darin

Associates / Directors Emeritus

Baum, Robert
Hardy, Leland

Staff

DeStefanis, Luca
Keppinger, Jane
Ortiz, Susan

Guests / Partners

Bachelor, Les – NRCS
Nguyen, Martin - FSA

NOT IN ATTENDANCE:

Directors

Associates

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

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.

EXECUTIVE SESSION

Olson suspended the regular board meeting at 7:04 PM to convene Executive Session for the purpose of *ORS: 192.660(2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against an employee who does not request an open hearing.*

BOARD MEETING

The regular board meeting was reconvened at 8:16 PM.

Luca DeStefanis joined the meeting at 8:16 PM.

ACTION:

Krahmer moved to terminate the employment of Luca DeStefanis effective immediately. The motion was 2nd by Miller. There was no further discussion. Motion passed by unanimous vote.

Lee Hardy, Jane Keppinger, and Bob Baum joined the meeting and Luca DeStefanis exited the meeting at 8:18 PM.

Olson called for a recess of the meeting from 8:19 PM to 8:29 PM.

Les Bachelor joined the meeting at 8:29 PM.

Introductions of all persons present were made.

Public Comment:

There were no public comments made.

April 7, 2010, Board Meeting Minutes

The April 7, 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:

Ackland motioned for the Board to accept and approve the Board meeting minutes for April 7, 2010 as submitted. The motion was 2nd by McKinley. There was no further discussion. Motion passed by unanimous vote.

April 2010 Treasurer's Report

Keppinger provided the financials report to the Board for April 2010. She began with a review of the District's Local Government Investment Pool (LGIP) funds, noting that the balance holding was \$1,939,736.17, on 4/30/2010. 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 April was only .5500%; and that fiscal year to date the District has collected \$10,691.54 in interest. The District's checking account activity report was reviewed, and questions regarding the checks paid out were addressed; questions were raised about the large payment to OfficeMax, Keppinger explained that five (5) toner cartridges were purchased under the same invoice, and although the amount seems large, the overall cost is much lower since the district is purchasing through the state contract. Keppinger then reviewed business activity in relation to the current budget, items noted were: 89% of budgeted tax revenues have been received, as of April 30, 2010; completed LAP projects are coming in; and the food for Envirothon increased in cost considerably over past years' so Ron Crouse is exploring other venues for future competitions.

ACTION:

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

Kramer noted concern regarding the low interest rate and lack of FDIC insurance for funds in the LGIP account.

ACTION:

Krahmer motioned for the Board to authorize the District Manager to determine alternatives to the LGIP which are FDIC insured and earn a better interest rate. The motion was 2nd by Carr. There was no further discussion. Motion passed by unanimous vote.

May 2010 and June 2010 Calendar's Reviewed

Olson asked the Board members to review both the May 2010 and June 2010 calendars and to advise if any changes or corrections were needed. McKinley indicated that he had a conflict in schedule for the May, Admin Committee meeting; Hardy responded that there are currently no agenda items for the Admin Committee and cancelled the May meeting. The June Education and Outreach Committee meeting has been rescheduled to June 22nd. Keppinger noted that the Budget Committee Meeting schedule for May 11, 2010 at 7:00pm at the USDA Service Center was not listed, but all directors are expected to attend. No other changes were requested.

Staff and Board Acknowledgements

Jane Keppinger

Krahmer acknowledged all of the effort and work that Keppinger had put in over the past month dealing with a personnel issue and preparing the annual budget. The rest of the board concurred and paused to thank her for all her effort.

Martin Nguyen joined the meeting at 8:40pm

REPORTS

NRCS Report

Les Bachelor presented his report; he commended the district staff for assisting NRCS while he and other NRCS staff have been out of the office. He is currently the acting Basin Team Leader. Additional items of note:

- AWEPP sign-up end May 22nd, currently advertising in the Zollner Creek area to encourage landowners to apply. NRCS is receiving applications for good projects, however many of them will require quite a bit of engineering.
- Future AWEPP applications may include: Patterson Creek, North Santiam Water Control District
- NRCS will be holding a teleconference on the WRP program; has a possible project along the Pudding River.
- Completed the office review. Budeau Project was shown as an example of a successful project and partnership with the district

Bachelor stated his appreciation of the support from District staff: Scott Eden, Jenny Meisel, and Ron Crouse.

FSA Report

Martin Nguyen presented his report

- The Direct and Counter-cyclical Payment Program (DCP) sign-ups are currently underway. (There are two types of DCP payments - direct payments and counter-cyclical payments. Both are computed using the base acres and payment yields established for the farm.)
- Acreage reporting due June 30th, generally receive 800 farms providing acreage reports at the Marion office
- County committee elections – local administrative area 3 is up for election this year; the area includes the area to the south and west of Hwy 22. FSA is seeking producers in that area who are willing to serve on the county committee; Nguyen encouraged interested producers to talk to him regarding the expectations of the position. (handed out "County Committees" brochure)
- He also provided an overview of the types of crops that are included in the acreage reports.

Nguyen brought a previously approved Conservation Reserve Enhancement Program (CREP) project to the board for review of changes to the conservation plan. He stated that part of the area originally listed as riparian buffer was in fact considered a marsh or wetland; therefore a different conservation practice would need to be implemented in that area. The project is along Brush Creek and encompasses between 6 and 7 acres, and the area (currently under water) is approximately 4 acres. The main concern regarding the area that is underwater, is that trees, as provided for in the original plan, will not survive under those conditions. He asked the board to approve the revision to the plan.

ACTION:

Krahmer motioned for the Board to accept and approve the revision to the CREP plan submitted. Motion was 2nd by McKinley. There was no further discussion. Motion was passed by a unanimous vote.

Admin Committee

Hardy advised the Board that the Administrative Committee reviewed draft web policy to address the vetting of district website content. The committee recommends approval of the policy that will be brought before the Board later in the meeting.

Hardy informed the Board that the Administrative Committee is currently working with the district insurance carrier to develop a policy regarding personal vehicle use for district business. The committee will continue working on this policy and will report back when they have developed a suitable draft policy.

Program committee

Emily Ackland reported to the board that the Program Committee discussed the responsibility of landowners involved with LAP grant projects and how to insure that landowners are aware of their ongoing responsibilities. The committee also plans to review the goals for the LAP, SPG, and RCAP programs; they also plan look at how those programs fit with the CLEAR program.

Education Committee

Joanne Carr reported to the board on the Education Committee activities.

CLEAR Grant Award Letter

The committee determined that a formal award letter will now be included with each CLEAR grant check. This will assist the grantees in knowing what their responsibilities are under the grant program.

CLEAR Grant – Field Trips

The committee will now require all schools receiving funds for field trips to include a statement acknowledging funding support from Marion SWCD.

Oregon Watersheds Wetlands Booklet

The committee received the information regarding ownership and copyright of the booklet, and approved funding of \$1,000 to assist with printing of the booklet.

Envirothon

The Oregon Envirothon competition was held April 30th at the Oregon Garden. The team from Newberg High School won the competition, with the South Salem High School team placing second by 3 points. Twenty-six (26) teams competed this year resulting in about 170 kids participating. The only issue with this year's event was that the Oregon Garden Resort is the only caterer for the Oregon Garden and the cost for the food increased by about 33% over previous years'. The North America Envirothon will be held August 1st thru 6th at California State University in Fresno, CA.

AgFest

Carr reported that the 2010 AgFest had about 17,000 people attend.

Computer Ad-Hoc Committee Meeting

Keppinger reported that the committee did not hold a meeting in April and a Request for Qualifications (RFQ) for Information Technology (IT) Consulting and Support was issued on April 27th. Susan Ortiz informed the board that a decision was made to use a RFQ instead of a Request for Proposals (RFP) as it allowed more flexibility for the district by creating a vendor pool from which vendors can be selected from, it will also allow the district to work with more than one vendor. The RFQ was provided to the board for their review. Ortiz noted that she has received a fair amount of response to the RFQ and expects to have several vendors turn in a Statement of Qualifications by the June 15, 2010 deadline. The committee will meet after June 15th to review and rank the submittals.

OACD Update

Sarah Jane Harper provided the board with a brief update regarding the OACD and the OACD Board of Districts (BOD) meeting held April 26-28 at Sunriver. Harper noted that after attending the OACD BOD meeting she can truly appreciate the updates that Les Bachelor provides to the board on NRCS activities. She also stated that she is proud to have Ron Crouse as a district employee and that he is considered "Mr. Education" across the state. Harper will provide a more extensive update of the OACD BOD meeting at the June board meeting.

Emily Ackland stated that the OACD Executive Director position announcement was approved by the committee and distributed for posting on May 5, 2010. OACD expects to have the position filled by mid-summer.

SWCC Update

Doug Krahmer stated that he will wait to report on SWCC activities until the June board meeting.

OLD BUSINESS

Resource Assistance for Rural Environments (RARE) Application

Keppinger reported to the board that the preliminary interview was held at the office on Monday, May 3rd. Keppinger and Ron Crouse met with the RARE representative and they feel that the projects the district has submitted were well received. She expects to receive notice by May 7, 2010 regarding whether or not the district may proceed to a full application. If the district is selected to host a RARE person, they would start September 1, 2010 and continue for 11 months, with a cost to the district of \$19,000.

Business Plan

Keppinger reported that the district staff will review the business plan information on Monday, May 10th, at that time staff will make changes and other recommendations. Once the staff completes their review the draft plan will then be provided to the Program and Education & Outreach Committees for review and revision.

Green Education

Harper reported that she is working on contacting the Oregon Department of Agriculture (ODA) regarding the Farm to School program. She will coordinate with Ackland regarding a presentation at a Program Committee meeting.

NEW BUSINESS

Web Page policy

The web page policy was brought to the board for review/approval. It was noted that information for the website may be submitted directly to the webmaster, currently Susan Ortiz

ACTION:

Ackland motioned for the Board to approve the web page policy, as presented. Miller 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

NW Service Academy Contract for Invasive Species Survey

The contract with the NW Service Academy for the 2010 Invasive Species survey was brought to the board for review/approval. It was noted that the crew will only be out in the field for four (4) weeks this year, as opposed to six (6) weeks during the past two years'.

ACTION:

Ackland motioned for the Board to approve the contract with the NW Service Academy for the 2010 Invasive Species survey. Miller 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

Engineering Design Modification for Manure Storage Facility

Lee Hardy stated that the design for the large manure storage facility provided for the facility to be filled from the side; the district now has two landowners that would like to be able to fill the facility from the end due to constraints on their property. Miller noted that the facility would become a true manure storage facility, not a composting facility, when filled from the end; Hardy agreed but also stated that this would still be a vast improvement for the landowners. Hardy stated that he had reviewed the needed design modifications with the design engineers and the district can expect the modifications to cost about \$1000; the modified design would be owned by the district. Keppinger stated that both landowners are applying for LAP grants and the funds for the modifications would be included in those LAP grants; as a result, if the grants are approved, the funds would be partially allocated to the LAP program.

ACTION:

Miller motioned for the Board to approve a contract for an engineer to modify the design of the large manure storage facility to allow for end filling. Carr 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

New District Vehicle Purchase

Keppinger updated the board regarding the condition of the district van; it broke down about two and a half weeks ago, and it has been in the shop most of that time, without resolution in finding and correcting the electrical problem. Keppinger stated that the district had been waiting for the State of Oregon to put out a contract for purchasing from Toyota dealers; however, that contract has not yet been placed out for bid. She recommended that the board approve the district purchasing a new mini-van prior to the end of the current fiscal year.

ACTION:

Ackland motioned for the Board to approve the purchase of a new mini-van for the district, with a maximum dollar limit set at \$26,000; and Darin Olson, Board Chair, provided final approval authority for the purchase and expenditure. Krahmer 2nd the motion. There was no further discussion. Motion was passed by a unanimous vote.

In Appreciation of Our Volunteers

Keppinger provided a token of appreciation from the District to Bob Baum and Lee Hardy for the time they spend volunteering on district projects and committees.

Landowner Assistance Program Payment Requests

Keppinger had provided the Board a list of two (2) Landowner Assistant Program recipients, who were now requesting payment for work they have completed.

ACTION:

Miller motioned for the Board to accept and approve release of payment to the following landowners: (1) David Bochsler, and (2) City of Hubbard, in accordance to their respective LAP agreements. Krahmer 2nd the motion. There was no further discussion. Motion passed by unanimous vote.

Budget Committee Meeting

Keppinger updated the Board on the status of the 2010-2011 Budget. She stated a request will probably be made to put one of the grant programs may be put on hold for the 2010-2011 fiscal year. The District received responses to the DEQ 319 grant applications and unfortunately neither application was funded. Keppinger and Scott Eden are working with OSU to pursue the water quality testing program brought forward earlier this year and possible funding sources include the ODA (Pacific Fisheries) funds and USDA grants. The DEQ 319 grab sample grant will allow the District to hire Phil Janney, on a part-time, temporary basis to complete the terms of the grant; as it did not work out to send the funding through OSU.

Keppinger stated that it may be necessary to move the Budget Committee Meeting out one week, due to constraints on her time; she will check with OR Revenue Dept regarding changing a meeting that has already been advertised.

MEETING WAS ADJOURNED AT 9:55 PM.

Next meeting: Wednesday, June 2, 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