



P O Box 95 Monument, OR 97864

## MEETING MINUTES

May 2, 2022

Monument Senior Center

### Monthly Board Meeting

**Call to Order** – Jim Bahrenburg called the meeting to order at 5:01 pm.

**Board of Directors in attendance** – Jim Bahrenburg, Brian Campbell, and Jeff Thomas (5:06pm).

**Associate Directors in attendance** – Carrie Jewel

**Staff** – Erik Rook (District Manager), Patrick Baxter (Technical Assistant), and BA Robbins (Office Manager).

**Guests:** Aaron Roth (NCRS), Alex Rice (Watershed Council) via Phone, and Lisa Atkin (Columbia Power Co-Op).

### APPROVAL OF MINUTES:

**A motion to approve the minutes from 3/7/22 was made by Jim Bahrenburg and seconded by Brian Campbell. The motion was passed by unanimous vote.**

**A motion to approve the minutes from 4/4/22 was made by Brian Campbell and seconded by Jeff Thomas. The motion was passed by unanimous vote.**

### AGENCY/ORGANIZATION REPORTS

NCRS: Aaron reports that Grant County Natural Resources Fair on April 12<sup>th</sup> was successful even with the snowy conditions. BA and Erik agreed. There was a discussion on how to improve it for the next one, and all agreed that more advanced notice and outreach would help with attendance. On May 13<sup>th</sup> there will be Landowner Contractor meeting in Ritter to get more interest from Contractors to assist in projects. Erik will provide his list of contacts to Aaron. The Annual Grass Meeting will occur on May 18<sup>th</sup> and will include a tour of a Rejuvra treated property.

NFJDWC: Alex reports that the first “on the ground” property assessment for the Stewardship Planning Framework went very well, and they hope to have some deliverables out soon. They have a grant proposal off to OWEB focused on Rudio Creek and Gilmore Creek for assessment and restoration projects.

## DISTRICT BUSINESS

1. District Manager Report: Erik shared the District & Projects Updates outline and reports that the Smallmouth Bass Monitoring project will be starting surveys on June 6<sup>th</sup>, with assistance from partners. Bid packets have been sent to contractors for the Cole-Engle Habitat Implementation Project. Landowner Agreements for the North Fork John Day Leafy Spurge Phase V Project have been sent out, and we are receiving them back; treatments will start at the end of May.

Chemical and Seed sales were steady in April and another chemical order has been placed to keep stock up. Herbicide treatments have been completed for the Columbia Power Co-Op yard and substations.

Erik shared an article concerning the Cherry Creek Ranch “Climate Preserve” project by a California-based nonprofit. The Board discussed pros and cons of proposed land management.

2. Financial Report: BA provided the Financial report along with supporting documentation for March 2022. **A motion to approve the Financial report from March 2022 was made by Jeff Thomas and seconded by Brian Campbell. The motion was passed by unanimous vote.**

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The Supplemental Financial Report was reviewed. OWEB and ODA Grant funds are late, but will be coming in soon. The chemical inventory is at \$27k to keep stocks up and the cost of product has greatly increased. The CTWS has agreed to cover the cost of Anderson Perry’s invoice.

BA has started working with the Auditor for next years audit. She notes that this will likely be a review rather than a full audit like the last one.

## OLD BUSINESS

1. Airport Treatment: The treatment was completed with funds from MSWCD, Jerry Boyer, and the Columbia Power Co-Op. Kevin with ODF will see if there are funds available to continue ongoing maintenance of the site.
2. Cavender Wetlands Delineation: The 5th year Cavender Habitat Enhancement Site report from the Department of State Lands was shared with the Board. There was a discussion on how to correct the missing parameters and move forward. Erik shared that the CTWS has already agreed to pay for the 2023 design changes.

Annual Financial Plan: The Financial Management Policy was presented and discussed. The only change from last year is to add an option for online billing, mostly for static bills (CenturyLink/Ricoh/Hughes). The pay window for these by mail come in just a few days before it is Past Due, causing lost time and effort getting late charges reversed. Lisa Atkin expressed that Columbia Power Co-Op has these issues as well and suggested using billing by email for some providers to solve this issue.

A motion to approve the Financial Management Policy was made by Brian Campbell and seconded by Jim Bahrenburg. The motion was passed by unanimous vote.

BA read out loud the Financial Management Resolution #04032022. A motion to adopt Resolution #04032022 was made by Jeff Thomas and seconded by Brian Campbell. The motion passed by unanimous vote.

**NEW BUSINESS**

1. Annual Budget 2022/2023: Budget Committee Meeting was held on April 22<sup>nd</sup> with BA Robbins, Erik Rook, and Jim Bahrenburg in attendance. BA shared the proposed Budget along with supporting documentation. The Board reviewed and discussed the Budget proposal. The budget includes wages for the open Project Manager position, which will provide some wiggle room if needed until it is filled.

**A motion to approve the Annual Budget 2022/2023 was made by Jeff Thomas and seconded by Jim Bahrenburg. The motion was passed by unanimous vote.**

Annual Budget Resolution: Erik read out loud the Budget Resolution #22-05-02. **A motion to adopt Resolution #22-05-02 was made by Jeff Thomas and seconded by Jim Bahrenburg. The motion was passed by unanimous vote.**

**PUBLIC COMMENT**

1. Lisa Atkin from the Columbia Power Co-Op introduced herself to the Board and expressed possible interest in filling the vacant Zone 2 Director position. The Board welcomed her and encouraged her to join future meetings.

**MEETING ADJOURNED:** 6:33pm by Jim Bahrenburg

**MEETINGS:** Next MSWCD board meeting to be held at the Monument Senior Center on June 6th, 2022 at 5pm.

Approved by:

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Chairman/Vice Chairman

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Date

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Recorded and submitted by

\_\_\_\_\_

Date

## Definitions

MSWCD: Monument Soil and Water Conservation District

NRCS : Natural Resources Conservation Service

NFJDWC: North Fork John Day Watershed Council

OWEB: Oregon Watershed Enhancement Board

ODA: Oregon Department of Agriculture

SIA: Strategic Implementation Area

AG: Agricultural

CTWS: Confederated Tribes of Warm Springs

BLM: Bureau of Land Management