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MEETING MINUTES  
April 1, 2019  
Monument Senior Center

**Call to Order** – Jim Bahrenburg, Chairman, called the meeting to order at 5:10 pm

**Board of Directors in attendance** – Jim Bahrenburg, Troy Cox, and Brian Campbell. Andy Watkins arrived at 5:35

**Associate Directors in attendance** – None

**Staff** – Lauren Street ( Project Manager), Bryan Vogt (Conservation Specialist), and BA Robbins (Triple P Bookkeeping)

**Guests** – Maria Snodgrass, ODA and Erik Rook, CTWRSO Habitat Manager

**APPROVAL OF MINUTES** – Minutes of March 3, 2019 Annual meeting were presented for approval. A motion to approve the minutes as amended was made by Brian Campbell and seconded by Troy Cox. With no further discussion, the motion passed by unanimous vote.

**AGENCY/ORGANIZATION REPORTS:**

Maria Snodgrass, ODA, gave an over view of the biennial Ag Water Quality LAC meeting held in Long Creek on March 12<sup>th</sup>. The Ag Water Quality plan was revised as approved a the meeting. The plans are in the Salem office for review. She reviewed the 2018 Compliance Program Report. Bryan Vogt will forward a copy of this to BA and Lauren. She had several handouts.

Erik Rook, CTWRSO, has extended his interest and cooperation the Monument SWCD by way of review and insight to any projects or area concerns. Having previously served Monument SWCD as Project Manager, his input will be very much appreciated. He will attend meetings and be available to Lauren for help via e-mails and phone calls.

**DISTRICT BUSINESS**

1. Conservation Specialist, Bryan Vogt gave his report via speaker phone. He gave an update of the projects he is working with Lauren to complete. He is in communication via e-mail and phone calls.
2. Project and Program updates — Bryan reviewed the written summary of project updates that was provided to Directors within the meeting packets. Additional detail was provided on certain grants and activities as was pertinent.
3. Project Manager, Lauren Street reported on the meetings she attended, website development, and her contact with Top Ranch. She presented a Power Point presentation of the projects in their current form and her work on them. She gave an update on future grants she is working on.

4. Financial Report – BA presented the Financial Report with updated supplemental information covering activity through April 1st. A motion to approve the report as submitted was made by Troy Cox and seconded by Bryan Campbell. With no further discussion, the motion passed by unanimous vote. BA will bring to the next board meeting a copy of the accounting check list she has prepared, for review of her work.
5. There was no addendum presented for BA’s contract. She was not sure of any clear reason for changes at this time. The Board agreed. It was decided to give the office transition another month before making any (if any) changes.
6. Office Protocol – Bryan will call in every Monday morning at 8:30. There will be a review by BA, Lauren and Bryan of the work that is to be done each coming week and review any work done that still needs attention from the previous week. Jim Bahrenburg will be in the office for these meetings, with time to ask questions of the staff. Lauren will e-mail her time sheets to Bryan, he will review them, make comments or suggestions and e-mail them to BA who will then have a board member sign off on each week’s work. BA will have a board member review and initial all invoices and debit card charges, as well as her time sheet. Jim will be in on Wednesdays to sign checks, if he is unavailable, Troy will be available.
7. Old Business
  - a. Office Transition – Ace Robbins has volunteered to be in within the next two weeks to put together the third desk. This will complete the updates to the office.
  - b. Remote Office – Bryan has established a working location in his home from Montana. BA compiled a list of items taken from the Monument SWCD office for him to complete the work as our Conservation Specialist and support for Lauren and BA. A signed copy of the list was provide to Bryan. A copy is in the office for future inventory accounting or insurance purposes.
  - c. District Manager Hiring updates – We have receive one resume, and one e-mail of interest. The individual who expressed interest is out of the country until the 9<sup>th</sup> of April. We will wait for his/her return to receive the required information. In the meantime, the job remains posted.
8. New Business
  - a. Ocean Connect – Lauren will attend a 3 day conference in Sunriver, scheduled for April 9,10 & 11. She will repot back on this at the next board meeting.
  - b. OWEB Fiscal Training – Lauren and BA attended an OWEB Fiscal training in Bend. It was helpful for BA to attend with Lauren as she is new to the OWEB process. As BA has been to a number of these trainings, she feels she doesn’t need to attend future onsite trainings.
  - c. JDBP, Fundraising Committee – BA has taken on a partnering task with Valeen Madden, NFJDWC. She participated in a conference call with all of the members of the Fund Raising Committee. As there are no funds currently to pay her for her time, she will track the time and use it as match on a future project. Funding will be available in July.
9. Open for Discussion – Jim expressed thanks to Bryan Vogt for his past work as District Manager and his cooperation with BA, Lauren, as Conservation Specialist.

**MEETING ADJOURNED - The meeting was adjourned by general consensus at 7:00 pm.**

The next regularly scheduled meeting of the Monument SWCD May 6<sup>th</sup>, 2019 at 5:00 pm at the Monument Senior Center.

Approved by:

James B. Babcock  
Chairman/Vice Chairman

5/6/19  
Date

BA Robbins, Admin Assistant  
Recorded and submitted by

5/6/19  
Date