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MEETING MINUTES
May 6, 2019
Monument Senior Center

Hiring Committee Meeting

Call to Order - Jim Bahrenburg, Chairman, called the meeting to order at 5:00 pm
Hiring Committee Members in attendance - Jim Bahrenburg, Troy Cox, Brian Campbell, Andy Watkins, Jeff Thomas and BA Robbins. Lauren Street, Project Manager joined the meeting at 5: 20 pm.

Interviews began at 5:10 pm with the first scheduled applicant arriving early, each applicant was interviewed for 30 minutes. Prepared questions were presented by Jim Bahrenburg. Additional follow up questions were asked at random by the hiring committee. Each Applicant was given an opportunity to ask questions of the Hiring Committee. The interviews were concluded at 7:00 pm.

Monthly Board Meeting

Call to Order – Jim Bahrenburg, Chairman, called the meeting to order at 7:25 pm. There was a break for refreshments between the interviews and the board meeting.

Board of Directors in attendance – Jim Bahrenburg, Troy Cox, Brian Campbell, Andy Watkins, and Jeff Thomas

Associate Directors in attendance – None

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

Guests: None

APPROVAL OF MINUTES – Minutes of April 1, 2019 regular Board Meeting were presented for approval. A motion to approve the minutes as presented, was made by Jeff Thomas and seconded by Troy Cox. With no further discussion, the motion passed by unanimous vote.

AGENCY/ORGANIZATION REPORTS: None

DISTRICT BUSINESS

1. Conservation Specialist, Bryan Vogt gave his report via speaker phone. He gave an update of the projects he is working on with Lauren to complete. He sent an e-mail to all of the board members independent of the meeting to review his project accomplishments. He is working on letters to send to all of the landowners involved in the water rights transfers on Cottonwood Creek. He will send the letters to the office with his electronic signature. They will be mailed from the office. He is in communication via e-mail and phone calls as needed during the work week.
2. Project Manager, Lauren Street reviewed the Project Updates report. The report covered all projects she and Bryan are working on, as well as future projects. She has been contacted by landowners for current year spray projects. The report she reviewed is included in the meeting materials provided to each board member.
3. Administrative Assistant Report – BA reported that all work is proceeding as is required to keep the proper flow of meetings, minutes, and financial work done. She is staying in contact with the board on matters which require more authority than her positions carries. Her reliance on Lauren is of great value in keeping up with her work load. The Monday staff meetings are being held at 8:30 with Bryan calling in, Jim, Lauren and BA. Each one gives an update of the work to be done. This allows Jim to stay on top of what is happening at the office during this time of no District Manager.
4. Financial Report – BA presented the Financial Report with updated supplemental information covering activity through May 6th. A motion to approve the report as submitted was made by Troy Cox and seconded by Jeff Thomas. With no further discussion, the motion passed by unanimous vote. BA included in the meeting packet, a copy of the accounting check list she has prepared for review of her work. She encourages any and all board members to come into the office at any time to review her work. She also reported the receipt of the engagement letter from the CPA, she needs to respond. She will respond to the accountant this week.
5. Office Protocol – BA explained how the review and approval of time sheets is being handled at present. Lauren has learned the grants and workman's comp categories, she submits her time sheet to BA. BA and Lauren review it together, and make changes if needed. At payroll time, Lauren's timesheets are reviewed by the board member who signs the check. Bryan submits his time sheet every week, he is paid every two weeks, his time sheet is reviewed by the board member who signs the check. The same process is followed for BA's time sheet as is done for Bryan. As the board sees no reason at this time to change the process, it will remain in place until a District Manager is in place.
6. BA informed the Board of Directors that Lauren will have completed her 90 days on May 19th. As is our personnel policy, she is due to have her first evaluation. Currently, she reports to the Board of Directors. BA asked who on the board is going to be responsible for conducting her evaluation? After some

discussion is was decided that since Jim has been involved more closely in the last two months, he would be responsible for this task. BA will assist Jim with the forms and procedure.

7. Old Business

- a. District Manager Hiring updates – The Board of Directors entered into executive session at 7:50 pm, as required by ORS 192.660(2), to discuss in detail the results of the interviews conducted this evening.
- b. The Board of Directors reconvened the regular board meeting to take action on the results of the interviews at 8:10 pm. A motion was made by Jeff Thomas to offer the position of District Manager to Greg Hill. The motion was seconded by Andy Watkins. With no further discussion the motion passed by unanimous vote.
- c. Background Check - BA will contact Greg Hill to begin the process of a background check. She will do this tomorrow. The other candidates will not be contacted until after the results of the background check are received.

8. New Business

- a. Yard and lot maintenance. BA had spoken with Troy Cox, board member and Manager of the Columbia Power Co-op about removing the tree and grass in the front of the building and putting gravel down for a useful lot for storing some of our equipment. He will bring up this request to his Board of Directors. This item is tabled until next month's board meeting. Andy Watkins will bring in his weed eater tomorrow to trim the lot.
- b. Volunteer appreciation – Troy brought up the work Ace Robbins had done putting together the 3 new office suites, and fixing the ramp to the chemical shed. After general discussion it was agreed on to thank him by buying a dinner gift certificate at the Dayville Café and adult beverage of his choice. Andy Watkins and Troy Cox will take charge of this thank you gesture.

9. Open for Discussion – None

MEETING ADJOURNED – A motion was mad by Troy Cox and seconded by Jeff Thomas to adjourn the meeting 8:20 pm. With no further discussion the motion passed by general consensus.

The next regularly scheduled meeting of the Monument SWCD June 3, 2019 at 5:00 pm at the Monument Senior Center.

Approved by:

Chairman/Vice Chairman

Date

Recorded and submitted by

Date

DRAFT