



P O Box 95 Monument, OR 97864

MEETING MINUTES

December 02, 2024

Monument Senior Center

Monthly Board Meeting

Call to Order – The meeting was called to order at 4:58 PM by Andy Watkins.

Board of Directors in attendance – John Volle, Lisa Atkin, Brian Campbell, and Andy Watkins.

Associate Directors in attendance – None in attendance.

Staff – Erik Rook (District Manager) and Todd Hoodenpyl (Office Manager).

GUEST LIST: Tyler Bales-Grant SWCD

District Minutes:

A motion was made by Lisa Atkin to approve the minutes of the November 04, 2024 regular Board meeting. The motion was seconded by John Volle. The motion passed by unanimous vote.

AGENCY/ORGANIZATION REPORTS

Grant SWCD- Tyler Bales from Grant County SWCD provided the Board with several updates and introduced himself. Tyler spoke about his role with the Top Road Firewise Community and the Oregon State Fire Marshal Grant. The OSFM Grant will fund fuel reduction around the City of Monument and will also cover any costs associated with the transition from Irene Kennedy (prior Firewise Coordinator) to himself. Tyler reported that the City of Monument and three landowners will be involved in the grant removing juniper stands and treating annual grasses. Tyler spoke about the Top Ranch grant which will reduce fuels around one of the Top Ranch rentals and he also spoke about a proposed Emergency Communications grant with OEM/FEMA.

DISTRICT BUSINESS

- District Manager Report: Erik Rook provided an update on current projects being worked on by the MSWCD. A copy of the detailed report is available at the MSWCD office. Erik additionally had the Board sign a Thank You card to be sent to Director Jeff Thomas for the many years of service to the district. The Board then agreed that a \$150.00 dollar gift card is to be purchased for Jeff as an additional thank you for his service. A brief discussion was had with the Board in regards to the past election and Lisa Atkin

suggested that Erik research who may have been a write in on the ballot for the open position that was not filled during the election.

2. Financial Report: Todd Hoodenpyl presented the Monthly Fiscal report along with supporting documents. **A motion was made by Andy Watkins to approve the Fiscal Report as presented. The motion was seconded by Brian Campbell. The motion passed by unanimous vote.**

OLD BUSINESS

Audit- Erik Rook and Todd Hoodenpyl provided additional information concerning the audit/review. A copy of the 2022-2023 audit was provided to the Board as it has been completed by Solutions. Erik advised the board that during the 2025 Annual Meeting, he will provide both the 2022-2023 and the 2023-2024 Audit to the public during that time. Erik discussed the current 2023-2024 AUP which will be conducted by Solutions for the fiscal year 2023-2024. The AUP will be in-place of a review based on the new Oregon laws in regards to audits. One requirement of the AUP is that the Chair is required to answer two questions to complete the AUP. The two questions were provided to Andy Watkins who read them out loud and responded by saying yes to both questions. The two questions were verbatim as follows. First question, do you receive periodic financial information updating you on budgeted vs. actual spending? The second question was, does the governing body, or certain members of the governing body, approve payments and contracts, if not, report the position title approval authority is delegated to.

NEW BUSINESS

Contracting Policy Review and Discussion- Erik Rook discussed with the Board the need to review in the near future, the districts Contracting Policy. The Board then discussed the need to have the ability to sole source work on private property if the Landowner has the equipment and knowledge to complete the work. The Board recommended that Erik reach out to other SWCDs and Watershed Councils and see what their policy allows. Erik then requested permission to reach out to legal council to research the issue. Andy Watkins said that anytime that legal council is needed for the protection of the district, Erik has permission to seek the council and does not need to approach the Board for permission. Andy Watkins additionally said that if the legal council is for action we are going to take against someone, then of course it needs to be discussed with the Board.

Staff Holiday-Erik discussed with the Board the issue of Staff gifts for the holiday. The Board agreed that staff should receive a \$300.00 gift card from Cabela's for their work in the district and directed staff to purchase the cards.

MEETING ADJOURNED: 6:13 pm

MEETINGS: Next MSWCD board meeting to be held at the Monument Senior Center on January 06, 2025 at 5pm.

Approved by:

Chairman/Vice Chairman

Date

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

ODF: Oregon Department of Forestry

ODFW: Oregon Department of Fish and Wildlife