



P O Box 95 Monument, OR 97864

## MEETING MINUTES

February 05, 2024

Monument Senior Center

### Monthly Board Meeting

**Call to Order** – The meeting was called to order at 4:59 PM by Jim Bahrenburg

**Board of Directors in attendance** – Lisa Atkin, Andy Watkins, Brian Campbell, Jim Bahrenburg and Jeff Thomas (via phone),

**Associate Directors in attendance** – None in attendance.

**Staff** – Erik Rook (District Manager), Todd Hoodenpyl (Office Manager), and Emily Schmidt (Project Manager).

**GUEST LIST:** John Volle

### District Minutes:

**A motion was made by Brian Campbell to approve the minutes of the December 4th, 2023 meeting as presented. The motion was seconded by Lisa Atkin. The motion passed by unanimous vote.**

### AGENCY/ORGANIZATION REPORTS

No agency reports were given

PUBLIC COMMENT: No Comment provided

### DISTRICT BUSINESS

1. District Manager Report: Erik Rook provided an update on current projects. A copy of the detailed report is available at the MSWCD office.
2. Financial Report: Todd Hoodenpyl presented the Monthly Fiscal report along with supporting documents. The report included a review of the November, December, and January statements. Todd reviewed and explained a change from Quickbooks Desktop to Quickbooks Online using a third-party provider called “Out of the Box.” The third-party provider will assist the SWCD with the migration to the new software. In house timekeeping and payroll will be maintained through the migration. **A motion was made by Andy Watkins to approve the report including the review of fiscal reports from November and December as presented. The motion was seconded by Brian Campbell. The motion passed by unanimous vote.**

3. Project Report: Emily Schmidt provided the Board with an update on projects that staff have worked on throughout the last month. Specific to the Vardanega Conservation Assessment project, Emily informed the Board about a coordination meeting with Grant SWCD. Grant SWCD will provide assistance on the assessment regarding water rights and forest related resources. Emily also provided an update about the Wall Creek project lead by NFJDWC on BLM lands. The project timeline will follow design and historic field restoration in 2024, with instream project elements planned for 2025.

## **OLD BUSINESS**

Review Personnel Policy – Sick Leave – A draft addition to the personnel policy was presented to the Board as section “305 Sick Leave.” The draft addition would add a sick leave policy that added 40 hours of sick leave at the beginning of each calendar year for every employee to use when staff experienced sickness. The sick leave hours would not be able to be accrued, and would not be paid out if an employee terminated their employment. The policy was recommended to the Board to allow staff to save PTO for vacation, and use sick leave during times of sickness. **A motion was made by Andy Watkins to approve the Sick Leave Policy with an added provision that covered a lack of sickness notification. The motion allowed for the adoption of the policy with staff edits to be presented at the March Meeting. The motion was seconded by Lisa Atkin. The motion passed by unanimous vote.**

ODFW Private Forest Accord Grant – Emily Schmidt gave an update on the ODFW Private Forest Accord Grant application submission from December of 2023. The submission seeks designs for 8.2 miles of instream habitat restoration on Cottonwood Creek.

JDBP Uplands Prioritization – Erik Rook gave a presentation on the John Day Basin Partnership’s Uplands Prioritization focused on Mule Deer. The recently completed online tool and the process that was used to create it was discussed in detail. The tool is hoped to guide future restoration work in the uplands for the John Day Basin Partnership and used to prioritize uplands focused funding across the Basin.

## **NEW BUSINESS**

Fiscal Year 2023-2024 Audit – Erik Rook and Todd Hoodenpyl provided an update on the delay of the fiscal year 2022-2023 audit with Barret and Morrow. Up-to-date extensions have been filed with the Secretary of State. Monument SWCD is still waiting for the completed Audit. A letter of commitment was presented to the board from Solutions CPAs PC in John Day, Oregon. The change in Auditor was proposed to eliminate the delay in audits for future years. The Board reviewed the letters of commitment, and Solutions Audit policy. The Agreed-Upon-Procedures Engagement Letter and Compilation Engagement Letter were both signed by the Chairman.

Budget Committee – The need for a budget committee was discussed for the review and approval of the fiscal year 2024-2025 budget. A committee was formed with the following members: Andy Watkin, Jeff Thomas, and John Volle. **A motion was made by Andy Watkins to create a budget committee with the members of Andy Watkins, Jeff Thomas, and John**

**Volle. The motion was seconded by Brian Campbell. The Motion passed by unanimous vote.**

During the Budget Committee discussion **Jim Bahrenburg announced his resignation as a Monument SWCD Board Director.** He suggested John Volle as a potential candidate for the Zone 1 Director position. John Indicated interest in the position. The board agreed to wait on any appointments until the March Board Meeting. Jim indicated that he had a lot going on and that it was time for him to step down as the Chair. Jim served on the Monument SWCD Board of Directors for over 15 years. It was mentioned that he would be eligible to hold a Director Emeritus position and was encouraged to continue to participate in the board meetings in the future.

**MEETING ADJOURNED: 7:01 pm**

**MEETINGS:** Next MSWCD board meeting to be held at the Monument Senior Center on March 11, 2024 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

ODF: Oregon Department of Forestry

ODFW: Oregon Department of Fish and Wildlife