



P O Box 95
Monument, OR 97864

MEETING MINUTES

May 3, 2021

Monument Senior Center

Monthly Board Meeting

Call to Order – Jim Bahrenburg called the meeting to order at 5:05 pm.

Board of Directors in attendance – Brian Campbell, Jim Bahrenburg, Troy Cox, Jeff Thomas (via teleconference), Andy Watkins (arrived 5:35)

Staff – BA Robbins (District Manager), Greg Hill (Project Manager), Larry Stevens (MVM coordinator)

Guests: Aaron Roth- NRCS District Conservationist (via teleconference), Judy Cavender, local Monument resident (arrived at 5:57).

APPROVAL OF MINUTES:

A motion was made by Troy Cox to approve the meeting minutes from 4/5/2021 and seconded by Brian Campbell. The motion passed by unanimous vote.

AGENCY/ORGANIZATION REPORTS

Aaron Roth updated the board on EQIP application rankings, the new soil conservationist starting and an NRCS quality assurance review to occur on 5/17/2021.

DISTRICT BUSINESS

1. Project Manager Report: Greg gave updates on the status of open OWEB projects, field work planning, waiting for the RCPP classic application portal to open and submitted applications for the spring OWEB open solicitation cycle.
2. Financial Report: BA gave her financial report to the board. A motion to approve the report was made by Troy Cox and seconded by Brian Campbell. The motion passed by unanimous vote.
3. Budget Committee: BA went over a line-by-line review of the District budget for the fiscal year 2020/2021 with the board. Differences between actual and proposed numbers were explained. The board discussed the decision made at the budget committee meeting to give a 3% wage increase to the Project Manager and District Manager. All board members agreed the wage increase was deserved. BA also reviewed new IT expenses and discussed the need for additional server/file storage or back-up options and switching email services.

A motion to approve the FY 20/21 budget was made by Andy Watkins and seconded by Brian Campbell. The motion passed by unanimous vote. BA will bring a budget resolution to the next meeting for a vote.

4. Audit-Letter of Intent: BA informed the board that no auditor has been contacted yet and a letter of intent needs to be signed beforehand. The board agreed to keep the same auditor as in previous years.
5. Monument Vegetation Management (MVM) Report: Larry updated the board on district vehicle maintenance, inventory and product sales training and general equipment organization. Larry also informed the board of planning for Malheur National Forest weed treatments and current leafy spurge IV treatment progress.

OLD BUSINESS

1. SIA schedule: BA informed the board that the MSWCD and ODA agreed to delay SIA implementation until late 2022/early2023. It was agreed by all board members that the MSWCD request an official letter from ODA specifying and agreed upon date for the start of SIA implementation.
2. Financial Management Policy changes and resolution: BA read the resolution and policy changes to the board. A motion to approve the policy changes was made by Troy Cox and seconded by Andy Watkins. A motion to approve the resolution was made by Troy Cox and seconded by Brian Campbell.

NEW BUSINESS

1. ODA-Focus Area Option- Biennial Capacity Grant: BA and Greg discussed the possibility of dropping the Cottonwood Creek Focus Area in the next Biennial Capacity grant. It was agreed by the board that the focus area will be kept but funding allocated towards focus area related efforts will be reduced and shifted to other needs.
2. Associate Director-: Judy Cavender will continue to consider future participation.

OPEN FOR DISCUSSION

MEETING ADJOURNED: 7:05 pm

MEETINGS:

Next MSWCD board meeting to be held at the Monument Senior Center on June 7, 2021 at 5 pm.

Approved by:

James H. Balmerberg
Chairman/Vice Chairman

6/7/21
Date

BA Robbins
Recorded and submitted by

6/7/21
Date