

GOVERNING BOARD
OREGON DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES

June 25, 2021
8:30 a.m.

Teleconference Public Meeting Agenda

To adhere to the state’s social distancing requirements and to slow the spread of COVID-19, this public meeting will be conducted as a virtual meeting. Written testimony can be submitted in advance, but no later than 1:30 p.m. on the meeting day to lori.calarruda@oregon.gov. Written comments received will be distributed to the Board.

Dial: 1-253-215-8782

When prompted, enter ID number: 931 9765 9491

If prompted for a Password: 226786

Governor Brown’s [Executive Orders](#)

The Board makes every attempt to hold strictly to the sequence of the distributed agenda. Times and topics may change up to the last minute. This agenda is available on the DOGAMI website: www.oregongeology.org.

- | | | |
|-------------------|-----------------|---|
| 8:30 a.m. | Item 1: | Call to Order – Chair Laura Maffei |
| 8:35 a.m. | Item 2: | Introductions – Chair Laura Maffei and Staff |
| 8:40 a.m. | Item 3: | Review Minutes of March 12, 2021 Board Meeting
Board Action: The Board will be asked to take an action on this item |
| 8:45 a.m. | Item 4: | State Geologist/Director Recruitment Plan Discussion – John Paschal, Executive Recruiter
Board Action: The Board will be asked to take an action on this item |
| 9:30 a.m. | Item 5: | Civil Penalties – Sarah Lewis, MLRR Program Manager/Cari Buchner, Mining Compliance Specialist
Board Action: The Board will be asked to take an action on this item |
| 10:30 a.m. | Item 6: | Financial Report – Steve Dahlberg, Chief Financial Officer
Board Action: The Board will be asked to take an action on this item |
| 11:00 a.m. | Break | |
| 11:15 a.m. | Item 7: | Management Consultant Update – Pete Pande and Brittany Sale, Pivotal Resources, Inc.
Briefing: The Board will not be asked to take an action on this item |
| 12:15 p.m. | Item 8: | MLRR Update – Sarah Lewis, MLRR Program Manager
Briefing: The Board will not be asked to take an action on this item |
| 12:35 p.m. | Item 9: | GS&S Update – Bob Houston, GS&S Program Manager
Briefing: The Board will not be asked to take an action on this item |
| 12:55 p.m. | Item 10: | Director’s Report – Brad Avy, Director
Briefing: The Board will not be asked to take an action on this item |
| 1:15 p.m. | Item 11: | Confirm Time and Date for Next Meeting
Board Action: The Board may be asked to take an action on this item |

1:25 p.m. Item 12: Public Comment

Only written comments received prior to or by 1:30 p.m. on the day of the meeting will be accepted

1:30 p.m. Item 13: Board Adjourn

PLEASE NOTE

AGENDA

The public portion of the Board meeting will begin at 8:30 a.m. and proceed chronologically through the agenda. Times listed on the agenda are approximate. At the discretion of the Chair, the time and order of agenda items—including addition of intermittent breaks—may change to maintain meeting flow.

PUBLIC TESTIMONY

Only written comments will be accepted.

REASONABLE ACCOMMODATION OF DISABILITIES

Please contact us at least three business days prior to the meeting to let us know if you need reasonable accommodations. Contact the Director's Office at (971) 673-1555 to make your request.

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Lori Calarruda, Executive Assistant

Date: June 17, 2021

Regarding: Agenda Item 3 – Review Minutes of March 12, 2021 Board Meeting

Attached are draft Board Minutes from the March 12, 2021 Board meeting.

Proposed Board Action: The Board Minutes of March 12, 2021 Board meeting be Approved/Approved as Amended/Not Approved.

**GOVERNING BOARD MEETING MINUTES
OREGON DEPARTMENT OF GEOLOGY AND MINERAL INDUSTRIES**

Friday, March 12, 2021

8:30 a.m.

Virtual Public Meeting

1) Call to Order: (Laura Maffei, Board Chair)

Chair Laura Maffei called the meeting to order at 8:32 a.m.

2) Introductions: (Laura Maffei, Board Chair and Staff)

Chair Laura Maffei, and Board Members Scott Ashford, Diane Teeman and Linda Kozlowski were all in attendance via Zoom video/phone. Vice-Chair Katie Jeremiah was not in attendance.

Department of Geology and Mineral Industries (DOGAMI) Staff in attendance:

Brad Avy, Director/State Geologist

Lori Calarruda, Recording Secretary/Executive Assistant

Steve Dahlberg, Chief Financial Officer (CFO)

Bob Houston, GS&S Program Manager/Legislative Coordinator

Sarah Lewis, MLRR Program Manager

Cari Buchner, Mining Compliance Specialist

Bill Burns, Engineering Geologist, Natural Hazards Section, GS&S Program

Others in attendance:

Diane Lloyd, Department of Justice (DOJ)

John Terpening, Legislative Fiscal Office (LFO)

Renee Klein, DAS Office of the Chief Financial Officer

Alan Niem, Professor Emeritus, OSU – College of Earth, Ocean, and Atmospheric Sciences

Rachel Smith, Department of Land Conservation and Development (DLCD)

1 **3) Review Minutes of December 4, 2020:**

2 Chair Maffei asked if there were any changes to the minutes as presented. No changes.

3

4 Board Action: **Kozlowski moved to approve the minutes of December 4, 2020 as submitted.**

5 **Ashford seconded. Motion carried.**

6

7 **4) Civil Penalties:**

8 Sarah Lewis, MLRR Program Manager, introduced Cari Buchner, Mining Compliance Specialist, to
9 discuss the Civil Penalties being brought to the Board for approval to proceed.

10

11 Buchner said there were two sites eligible for a renewal late fee Civil Penalty. One is an Operating
12 Permit that was eligible at the last Board meeting and the fees were waived because they promised
13 to pay, but they did not, so a \$250 Civil Penalty is being recommended. The other is an Exclusion

14 Certificate (EC) that is late. As with the other ECs that have previously been presented, it was
15 requested the fee be waived.

16
17 Buchner said items numbers 13 and 17 have the word “collect” listed in bold, both are being sent to
18 collections. Number 13 is a Civil Penalty that has not been paid, and for number 17 both the renewal
19 fee and Civil Penalty have not been paid. Buchner will be working with the Business Office to get
20 setup to enter these in the online Department of Revenue system. MLRR would like to request
21 approval to move forward with the Civil Penalties as presented.

22
23 Ashford asked what the trigger is before they are sent to collections. Buchner explained they have 10
24 days to pay after the Final Order. Lewis added there are two triggers, the Agency waits 2 months
25 from when the payment was first due before Civil Penalties are brought up, then another waiting
26 period from when the Civil Penalty was due.

27
28 Chair Maffei asked at what point do they revoke the permit. Buchner said she is looking into the
29 process with DOJ.

30
31 **Board Action: Ashford moved to approve the Civil Penalty for Number 22, OP-0205. Kozlowski**
32 **seconded. Motion carried.**

33
34
35 Buchner provided an update on the Civil Penalty case for Mining Without a Permit (MWOP) that is
36 currently in process. It had been referred to the Office of Administrative Hearings (OAH) and a
37 hearing has been scheduled for June 29-July 1, 2021.

38
39 Buchner stated the case being introduced is the next potential Mining Without a Permit Civil Penalty
40 site. This site has an Operating Permit, but they have violated their Operating Permit by mining on
41 land that is owned by the Oregon Department of Forestry (ODF). She shared with the Board a picture
42 containing lines reflecting the boundaries of the property of the land owned by the permittee, the
43 land owned by the Oregon Department of Forestry, and the location of a salmon-bearing stream.
44 She explained the ridge crest had overburden piled on top of it that failed and slid into the creek in
45 multiple places causing damage. Buchner said not only is there environmental harm and trespass
46 onto Oregon Department of Forestry land, but the undermining of the high wall adjacent to the land
47 caused ODF property to slide into the pit and all the material that went into the pit was sold into
48 market. The excavation area is surrounded by marbled murrelet nesting habitat. The permittee is
49 also one of the habitually non-responsive and chronic late payers. Buchner told the Board she
50 wanted to provide them a preview of what MLRR is working on and what they will likely see at the
51 next meeting with more information to be presented.

52
53 Chair Maffei said with the last Mining Without a Permit case, the Board was provided with a fair
54 amount of information about the steps staff had taken to work with the operation to try and help it
55 come into compliance. She asked if staff have done the same thing with this operation. Buchner
56 answered yes, this operation has been challenging since about 2008. The current operator took over
57 in 2010. In 2016 he was required to submit an amendment application for his Operating Permit
58 because he had expanded outside what was approved, which was a Limited Exemption (LE) footprint.
59 Buchner stated when staff received the application and the map, they overlaid them on aerial
60 imagery and it was clear that the operator had already mined outside of the area that he had

61 proposed, and when they looked at the property information, they discovered he was on ODF land.
62 They have been working with him since 2016 to get this into resolution.

63
64 Ashford asked regarding mining on ODF land, what took place, when they became aware of it, and if
65 that part of the operation ceased. Buchner said a Suspension Order was issued and the operator is
66 not allowed to operate in that section of ODF land but was allowed to operate on his own property.
67 Due to recent developments, another Suspension Order was issued, and he is currently not allowed
68 to operate at all until there is resolution on this issue. Bucher said the Oregon Department of
69 Forestry is very involved in this whole process of trying to get resolution. One interesting challenge
70 at this site is not only is it near marbled murrelet habitat, which limits what activities can be done,
71 the Department of State Lands (DSL) owns the minerals, and the Department of Forestry manages
72 the land for the trees. MLRR has had to loop in DSL and the permittee has had to reimburse DSL for
73 all the minerals sold into market. The permittee is working with ODF to minimize further impact to
74 their property, and he is also trying to seek a lease for an additional five acres through DSL.

75
76 Ashford asked if all the concerns raised fall under Mining Without a Permit and if there are any
77 related criminal penalties. Buchner said the operator is in violation with several agencies, but as far
78 as MLRR is concerned, he is in violation for mining on land that he did not have authority to mine on.
79 The operator has to resolve their legal issues with ODF but also has to resolve the issues with MLRR.
80 Regarding the damage to the creek, the environmental harm is considered a mining related impact
81 because the material is in an area where it is not allowed to be, which constitutes Mining Without a
82 Permit. Ashford asked if it all falls under MLRR's lead and DOGAMI working with other agencies.
83 Buchner answered she thinks it does.

84
85 Lloyd added there has been extensive coordination with sister agencies regarding the specific
86 violation issues. For the mining violations and specific violations to DOGAMI statutes and rules, the
87 Agency has the authority to bring criminal penalties against a violator, which has not been done yet,
88 but the Agency might want to consider it in the future.

89
90 Ashford asked if the mining of state minerals is a separate agreement with State Lands where the
91 operator reimburses them for the cost of the materials. Lloyd said yes, both DSL and ODF have
92 private leases used in situations like this to ensure the State is reimbursed for resources that are
93 taken without authorization.

94
95 Chair Maffei asked where this site is located. Buchner replied near Garibaldi. Maffei asked if this was
96 just a presentation or asking for action. Buchner said it was just a heads up.

97
98 Lewis provided an overview of what the Civil Penalties program has achieved in just under 2 years
99 since first bringing them to the Board for consideration. She appreciates the conversations being had
100 around Civil Penalties. Lewis stated the program has successfully resolved the late payment of
101 renewal fees. In the second year of implementation, there has only been one penalty in six months
102 and no repeat offenders from last year. This has had a positive impact of a reduction in workload for
103 administrative staff. The program has successfully implemented Civil Penalties for an egregious long-
104 standing Class 4 violation, in which they are awaiting the outcome of the hearing in the summer, and
105 it has a new Mining Without a Permit Civil Penalty for the Board to consider. Lewis said as Civil
106 Penalties become better understood by the regulated community and the community at large, they
107 may also see a deterrent effect with other violations, similar to the reduction of late payment of
108 renewal fees.

109
110 The program has been making incremental and continuous improvements in regulatory consistency
111 and efficiency over the last 2-3 years, which includes standardizing permit review and processing,
112 developing a database capable of tracking these violations, and constructing a systematic approach
113 to compliance beyond just Civil Penalties. This is allowing the program to more confidently scope the
114 universe of violations that might be out there.

115
116 Lewis reviewed the number of violations/compliance actions they have identified so far (90), and
117 stated as of February 2021, the potential surface mining violations in Oregon are over 800 for
118 permitted and non-permitted sites. Staff are only able to handle a few of these at a time, due to the
119 increased workload to address a violation. She reviewed the potential MWOP sites, which are about
120 147 sites. MLRR is now receiving external inquiries as to how action is or is not being taken on
121 specific sites. Lewis is asking for Board guidance on what should be focused on for future compliance
122 actions and Civil Penalties.

123
124 Chair Maffei said what the Board has heard from folks is a desire not to have MLRR be a Civil Penalty
125 generating part of the Agency, but help people come into compliance and not automatically have
126 Civil Penalties levied against them. After seeing the more egregious cases and ones that are not
127 following the procedures, Maffei said they should be held accountable. She feels the regulated
128 community who are paying their fees, would appreciate knowing the ones not following the rules will
129 get push back from the Agency, but it is a fine line to walk. Maffei said she thinks at some point the
130 minor fees of \$250.00 should not need to come to the Board, over the next several meetings they
131 need to get something setup to allow the Board to focus on the bigger issues.

132
133 Kozlowski agreed the smaller fees should be able to be handled directly by staff. MLRR has done a
134 great job of creating a process they follow that was approved by the Board. As a non-industry
135 member, she is appalled at the number of egregious issues that have surfaced for MWOP and the
136 damage being done to the environment, an issue that is significant. She strongly encourages
137 discussion with the legislature/legislators to ask what their solution to this would be. She thinks
138 being helpful to the people following the rules, giving them options, and extending it to be supportive
139 is a wonderful thing to do and also the role of DOGAMI, but there is a point at which decisions need
140 to be made that are more expedient and rapid in terms of penalties; maybe the possibility of
141 partnering with another agency is an option. She is personally very uncomfortable with the amount
142 of issues that have surfaced and thinks something needs to be done about it and not over the next 5
143 years.

144
145 Chair Maffei said MLRR is a fee-based program and it needs to have the stakeholders buy in on that
146 because they are paying for it. The Agency needs to make it a point of view to where it is leveling the
147 playing field, so those paying their fees are not being undermined by those who are mining for free.
148 She said there was a lot of public comment about not wanting DOGAMI to go into DEQ, so she does
149 not personally think partnering with DEQ is the answer, nor does she think asking to hire three more
150 people as investigators and enforcers will be the right way to go either.

151
152 Ashford commended Lewis on her leadership and the work she has done with the program. She has
153 done a great job of bringing back the customer service and focus on the Civil Penalties. He is
154 concerned about the data that was shared and the Agency needs to address the complaints being
155 made. He suggested getting input from the stakeholders as to what the focus should be going
156 forward. Ashford said maybe the focus should be on the most environmentally damaging and

157 egregious violations and making the biggest impact the Agency can. He wondered if MLRR has to
158 visit a site or if the Agency can just use aerial imagery to start a process.

159
160 Chair Maffei agreed that getting stakeholder input is critical but is not sure how to make it happen.
161 Kozlowski also agreed about getting stakeholder input and suggested getting Katie Jeremiah's input,
162 as she might be able to help determine the next step since she is a regulated member. A question
163 was asked about whether Jeremiah is still a Board member. Director Avy confirmed that even though
164 she did not submit a renewal, Jeremiah is still a Board member as long as she is willing to continue
165 until the position is filled. Avy also suggested gathering industry stakeholder input as part of the
166 upcoming Strategic Plan development.

167
168 Ashford asked Lewis what the percentage of the potential violations is compared to the total volume
169 of mining done in the state. Lewis said there are probably multiple violations at one site related to
170 the 800 potential violations, and about 25% of the sites are MWOP. He thanked Lewis for her great
171 work and said he was impressed with her leadership on this.

172
173 Teeman agreed with the other Board members about getting stakeholder input and said the Agency
174 should appreciate the ones that are following the rules and in compliance, but she does not know
175 what the Agency owes the ones who have chosen not to engage DOGAMI at all. Her primary concern
176 in addition to environmental, is cultural and the sites that might be being damaged and asked if the
177 Agency works with the State Historic Preservation Office (SHPO). Lewis said yes, the applications are
178 circulated to SHPO as part of the process. She did not know what the current protocol is for the ones
179 that are not permitted. Buchner declared it was a brilliant idea to bring them (SHPO/THPO) into the
180 loop on the unpermitted sites. Buchner said MLRR provides the inadvertent discovery plan even with
181 the Exclusion Certificates as part of the issuance packet. Maffei thanked Teeman for the input and
182 stated that she is welcome to give a presentation in the future.

183

184 **5) Financial Report:**

185 Steve Dahlberg, Chief Financial Officer, presented the DOGAMI FY2021 Budget Status Report, as of
186 January 31, 2021, for the Geological Survey and Services (GS&S) and Mineral Land Regulation &
187 Reclamation (MLRR) programs.

188

189 Dahlberg said he stepped in as Interim Chief Financial Officer (CFO) on December 1, 2020 and
190 became the permanent CFO effective January 2021.

191

192 Dahlberg said the information provided in the Board Packet represents actuals through the end of
193 January 31, 2021, and projections are from February to the end of the biennium, which is June 2021.
194 He stated DOGAMI will be under budget at the end of the biennium. General Fund is projected to be
195 under budget by \$800,049, mostly due to: constant monitoring of expenses; vacancy savings;
196 Personnel Services projection realignment; staff working on more grants than originally planned;
197 better than expected results from the lidar program; and holding back on other expenditures. The
198 Agency plans to collaborate with DAS to return the \$300,000 in vacancy savings since DOGAMI has
199 been over budget in the past. Dahlberg said the remaining \$500,000 was a result of: digging deeper;
200 continuous updating of projections; receiving \$150,000 from MLRR for indirects; \$100,00 higher
201 amount of indirects coming from Other Funds and Federal Funds compared to last year; \$112,000
202 from lidar that is over and above covering all direct lidar staff expenses which is then contributing to

203 Agency overhead; \$68,000 worth of Services and Supplies savings; and being reimbursed \$70,000 for
204 COVID related expenses.

205
206 Dahlberg said DOGAMI had a first-year budget of \$2.5 million and second-year budget of almost \$2.9
207 million, for a total biennium budget of \$5.4 million. Earlier indications were that the General Fund
208 was projected to be over budget, so management took several steps to realign the expenses, which
209 included: a mid-year layoff; having personnel focus more on grant work; curtailing Services and
210 Supplies expenses to only the absolute minimum necessary items; cutting travel and training; and
211 holding back other expenditures.

212
213 The December Board Packet showed the General Fund to be approximately \$230,000 under budget.
214 The Agency has since focused deeper on projections. There has been a substantial increase in
215 invoicing for multiple lidar projects of approximately \$1.4 million, which was higher than expected.
216 This goes beyond covering the direct staff costs to include the overhead/indirect costs. Staff have
217 been continually working on projects to minimize the General Fund impact. Even with the current
218 projections, the Agency is closely monitoring expenses and revising projections to ensure it stays
219 under budget. However, the Agency does need to meet some of the demands that have been held
220 off on. Management will work with DAS and LFO to consider what critical expenditures are necessary
221 to meet these needs of the Agency and maintain essential agency functions.

222
223 Dahlberg said Other Funds are projected to be under budget by \$235,751 and Federal Funds are
224 projected to be underbudget by \$185,000, which is primarily due to greater grant management
225 diligence, staff production, and the lidar program. The revenue projections for lidar are expected to
226 be nearly \$2.3 million at the end of the biennium, due to some large projects including Metro, South
227 Coast, and Upper John Day. Dahlberg gave credit to Jake Edwards, Oregon Lidar Consortium
228 Coordinator, for doing an amazing job pulling these large projects together. The revenues at this
229 level cover all the direct costs, staff costs, and contributes much more to the Agency's overhead. He
230 said to continue the success of the Oregon Lidar Consortium, it takes a lot of work and time to
231 engage potential customers and secure contracts for the projects. To be successful there must be
232 ongoing efforts to keep projects in the queue, and if not, there is the potential of lean years such as
233 FY 2019, with revenues of only \$389,000 and FY 2020 with \$623,000.

234
235 MLRR's projected ending balance of \$496,076, is due to careful monitoring, watching expenses, and
236 the fee increase that was implemented January 1, 2021. The 15.51% for indirects, which benefits the
237 General Fund, has been applied/posted for the first and second quarters and will be posted on a
238 monthly basis going forward. The fee increase is intended to cover normal operating expenses, but
239 also grow the cash balance over time.

240
241 The Strong Motion Instrument Fund has an ending balance of \$242,722. There was a payment of
242 \$245,424 to the University of Oregon for twenty sensors to be installed at sixteen different locations.
243 There are 58 Cash Securities in the Reclamation Guarantee Fund for an ending balance of \$661,033.

244
245 For the Business Office, all the grant financial reporting is current, the internal grant financial reports
246 are updated monthly, and there are ongoing monthly meetings with project managers to review the
247 financial status and expected activity for grants. The Grant Tracker Tool was recently updated to
248 include a new report that captures both actual hours and costs. The Business Office staff have been
249 working well together internally, with DOGAMI staff, DAS, and external customers.

250

251 Dahlberg introduced and explained a new set of reports to the Board members. Three are for GS&S
252 and one is for MLRR. He stated the budget shows a full biennium using a straight-line methodology.
253 Dahlberg said the Agency had been over budget several times throughout the year and changes were
254 made to bring the expenses back down. Management will continue to look at the projections, assess
255 Agency needs, and make adjustments in the last quarter to close the gap.
256

257 Dahlberg discussed the authority to spend for Federal Funds and Other Funds. He said it is not a hard
258 budget like with General Fund, but having a larger authority gives the Agency the ability and flexibility
259 to increase the Other Funds workload, because then there are revenues to pay for the work
260 completed. He explained the work is incurred by staff, which is then followed by invoicing and
261 draws.
262

263 MLRR's authority to spend is based on the fee revenue and permit revenue that is collected, the
264 revenues pay for the staff and expenses. There is no General Fund provided in the MLRR budget.
265

266 Chair Maffei said she does not remember ever being in a DOGAMI Board meeting where the Agency
267 is projected to be \$800,000 under budget for General Fund. She asked what could happen between
268 now and the end of June that could undermine the projection. Dahlberg said if staff start working on
269 General Fund projects or activities, it will reduce that amount and the amount of indirects the Agency
270 receives for a double hit. Kozlowski asked for an example. Dahlberg explained if there is another
271 natural disaster event that requires staff's help and could not be charged to working on a project, it
272 would be General Fund funded work. In the past, the lidar revenue has been small and staff have
273 been funded by General Fund, this year's high level of projects have made an unprecedented impact
274 to this year's budget and needs to be maintained to keep the revenues up to support the staff.
275

276 Avy stated the highest priority is being under budget; however, the Agency has been holding back on
277 buying needed IT equipment and will work with DAS and LFO to determine what can be spent.
278 DOGAMI will also want to look for a facilitator to work on the 6-Year Strategic Plan and an
279 organizational consultant to bolster internal management and staff operations. The Agency will want
280 to be cautious about the projections being accurate and how close it wants to get at the end. Avy
281 said it may be a good thing to consider having discussions with LFO and DAS about returning some of
282 the excess amount, in consideration of having gone over budget in the past. Avy emphasized the
283 Agency will not consider doing anything that will jeopardize the ability to be under budget.
284 Chair Maffei asked if there is a way to have a carryover, so the Agency does not automatically start
285 off in the hole because of the way the federal grants are paid. Avy said unfortunately General Fund
286 does not cross over to the next biennium, but Federal Funds and Other Funds can cross over. For
287 example, this is how MLRR is able to build up a fund balance. Avy stated if the current proposed
288 budget scenario goes through, it will be a more feasible approach to manage federal grants.
289

290 Kozlowski said she believes what is being seen is the proactive nature of DOGAMI staff, in terms of
291 funding. She said Dahlberg did a great job in his presentation today and it was great information.
292 She remains seriously concerned that the long-term effect of the response does not take into
293 consideration the future of and needs of DOGAMI that are important. She is hopeful staff can be
294 added in positions that are particularly of importance to the coastal region. She is pleased with the
295 reporting and monitoring but remains concerned the Agency is becoming pennywise and pound
296 foolish. She hopes the management team can be creative as possible to stay within the rules but
297 have adequate staff and adequate supplies. What the Agency went through this last year was very
298 appropriate, important, and it did a good job, which the results are being seen now. She wants to

299 keep an eye on the future and is strongly in favor of the strategic planning process at the end of the
300 year. She believes everyone can work together to make DOGAMI successful in the future and
301 applauds the staff. She hopes the Agency can be proactive and creative as it moves into the future.
302

303 Chair Maffei said that will be part of the strategic plan and part of the ask to the legislature going
304 forward, as far as funding positions that are needed to fulfill it. She asked what caused the dip in the
305 redline in the actuals between November and December. Dahlberg answered that part was
306 implementing the indirect from MLRR for the first two quarters of the year, and large invoicing for
307 lidar work, which generated more indirect and reduced the cost to General Fund.
308

309 Board Action: **Kozlowski moved to accept the Budget Status Report as presented. Maffei**
310 **seconded. Motion carried.**
311

312 **6) Legislative Update:**

313 Bob Houston, GS&S Program Manager and Legislative Coordinator, provided a Legislative update for
314 DOGAMI.
315

316 Houston shared that the Agency's budget presentation to the Joint Committee on Ways and Means
317 Subcommittee on Natural Resources was held on February 1st, and the Public Testimony hearing on
318 February 3rd, which had a tremendous amount of unprecedented testimony in support of the
319 Agency. On March 8th there was a Work Session on the bill (HB 5010) and was subsequently passed
320 out of the subcommittee and moved to Full Joint Committee on Ways and Means for consideration.
321 The Agency is anticipating it to be scheduled in the Full Joint Committee on Ways and Means as early
322 as March 19th. The proposed budget: maintains DOGAMI as an independent agency; maintains
323 current staffing levels; eliminates the five vacant positions and shifts General Fund funding to the
324 filled technical staff positions, which raises the General Fund split to 25% for NRS 2 staff and 70% for
325 NRS 4 staff positions allowing them to develop grant proposals. The direction from the legislature is
326 the Agency needs to pursue grants to its greatest extent. The fund split allows the Agency to go after
327 more grants, potentially including those requiring matching funds. The LFO Budget Note includes
328 determining the feasibility for MLRR to partner with DEQ on the ePermitting system, reclassifying an
329 ISS 4 position to an ISS 5, and extending the Chemical Process Mining Coordinator limited duration,
330 part-time position. For passage, the proposed budget will still need to go to the floor in both the
331 House and Senate, and then be signed by the Governor.
332

333 Chair Maffei said it looks like DOGAMI will remain an agency at this point in time and asked for
334 verification about not losing any positions. Houston said the Agency will not lose any currently filled
335 positions, the five positions being eliminated are currently vacant, which are two NRS 4, two NRS 2,
336 and an Office Specialist.
337

338 Briefing: **No Board Action Required.**
339

340 **7) Erosion Threat Assessment and Reduction Team (ETART) Presentation:**

341 Bill Burns, Engineering Geologist, Natural Hazards Section, gave a presentation on his time spent on
342 the Erosion Threat Assessment and Reduction Team (ETART), related to the September wildfires.
343

344 Burns stated the National Landslide Preparedness Act was signed into law by the President on
345 January 5, 2021. The result of this is the National Landslide Hazards Reduction Program (NLHRP).
346 There are currently similar programs for earthquakes, tsunamis, and geologic mapping (STATEMAP).
347

348 Channelized Debris Flows (CDFs) are common in Western Oregon with 10-1,000s per year and have
349 been studied a lot, but post fire ones are poorly understood. They are now finally getting attention
350 and research.

351
352 The Burned Area Emergency Response (BAER) team does federal forest lands only. Their first priority
353 is rapid assessment and recommendations to prevent further damage and losses. BAER team
354 specialists consist of hydrologists, geologists, engineers, and biologists.

355
356 The Erosion Threat Assessment and Reduction Team (ETART) was formed following a request made
357 by the State of Oregon to FEMA and is the first time for Oregon. It usually takes BAER 2 weeks to
358 assess one medium size fire. ETART completed five large fires in 3 weeks. Rapid assessment of
359 debris flow hazard and critical values/assets were performed. Burns said there were 10 subgroups
360 and he worked on the geohazards team. They completed four reports and did community briefings.
361

362 Josh Roering of the University of Oregon proposed a team to Geotechnical Extreme Events
363 Reconnaissance (GEER) and was able to get the first GEER project in Oregon. The typical GEER
364 projects have been the Oso Landslide and Japan Subduction Zone Earthquake/Tsunami. The goal of
365 GEER is to get out as soon as possible and collect initial data and share.
366

367 Burns discussed the initial observations of the 2020 Wildfire areas of Riverside, Beachie-Lionshead,
368 Holiday, and Archie. The hillslope process appears to have shifted into overdrive! The
369 colluvium/debris is moving down the slopes into the channels. Debris flows/flash floods flush the
370 material down the channels into larger streams. The streams are conveyor belts moving the material
371 to the rivers, lakes, and ocean. Nothing is holding it back. There is no forest litter, surface vegetation
372 or A-Horizon to protect from erosion. Trees are going to rot in the next 3-15 years, then root
373 strength loss and pit/mound processes will occur, causing the Factor of Safety to drop. They are not
374 sure, but maybe fire accelerates the existing debris flow process in Western Oregon for a decade or
375 two.
376

377 There were three storms during the 2020-21 winter, November 2020, December 2020, and an
378 Atmospheric River in January 2021. So far, no big debris flows in the fire areas, only some flash
379 flood/erosion and small debris flow deposits. The 2017 Eagle Creek fire had a dozen big debris flows
380 and triggered a devastating landslide this year that caused a fatality. The rainfall needed to trigger
381 significant debris flows is 4-6" in 24 hours. The Atmospheric River came in with a 1-2 punch with 3-5"
382 in 24 hours.

383
384 Grant proposals totaling \$1.2 million have been submitted to try and get a handle on debris flows.
385 They include: ODOT Research for \$300,000 (\$100,000/year for 3 years) focused on establishing
386 frequency/magnitude for debris flows, Stage 1 Concept has been submitted; FEMA CTP for \$660,000
387 focused on debris flow susceptibility modeling, risk, and risk reduction (with DLCD) for the Eagle
388 Creek (Gorge), Beachie-Lionshead (Santiam), Holiday (McKenzie), and Archie (North Umpqua) areas,
389 and \$100,000 for lidar in Eagle Creek to analyze channelized debris flows, concept has been
390 submitted; and USGS Landslide Program for \$100,000 for data collection in fire areas after storms by

391 the Post-Fire Debris Flow Team, \$50,000 has already been award and a proposal for \$50,000 has
392 been submitted. This work will keep the DOGAMI Landslide Program busy if awarded.

393
394 Chair Maffei said it was super interesting and it helps as a Board member to see these presentations.
395 Burns said DOGAMI is working with USGS and university professors to work on these projects.
396 Kozlowski said the presentation was outstanding, she asked what might be some mitigation
397 responses or outcomes from the information gathered. Burns said there is one that includes the new
398 mapping and modeling, and obviously understanding where these might happen in the future is
399 critical. He said he and Nancy Calhoun go out after storms collecting data to see if any debris flows
400 have occurred or not, and they are also collecting data on rainfall. The USGS collects all that data so
401 they can better establish how much rain does it take in a particular area to cause a debris flow. Burns
402 said ODOT has asked when they should close roads, so determining a threshold will be significant.

403
404 Kozlowski asked if they would go back out to study these areas post fire for 2-3 years to see how
405 good their predictability was. Burns said yes, they will collect data for multiple years and winter
406 seasons. The data is then provided to the USGS who run and re-run statistics to recalibrate their
407 models for rainfall amounts in Western Oregon. There may be the ability to have a warning system
408 and tied to that are the proposed maps that show the areas they are concerned about during those
409 time periods, which is the end goal. Kozlowski said he and Nancy have done an incredible job.

410
411 Chair Maffei stated this once again demonstrates the value of having DOGAMI staff work on these
412 projects.

413
414 Briefing: **No Board Action Required.**

415
416 **8) MLRR Update:**

417 Sarah Lewis, MLRR Program Manager, provided an update on the MLRR Program.

418
419 Please note, included in this packet is the ENGAGe Winter 2021 Edition newsletter being sent out and
420 can also be found online: <https://www.oregongeology.org/mlrr/engage.htm>

421
422 Permit Status Summary

423 Lewis stated there are no significant changes in numbers, with the exception of Operating Permits.
424 There has been an increase in new permit and amendment applications which take about 6 months
425 to complete; typically transfers take a few weeks. She believes one reason for this increase is these
426 seem to be related to the Mining Without a Permit compliance issue. As compliance actions move
427 forward, it will affect staff workload. Other possible reasons for the increase may be strong activity
428 in the construction industry, or the fee increase that went into effect January 1, 2021. The program
429 has had a 50% increase in applications with no additional staff to work on them, so this will affect
430 processing times, which staff brought to her attention. Staff are being proactive and adding
431 statements to emails, the website, and in the next newsletter stating applications are processed in
432 the order in which they are received. The staff will also do an administrative review up front to
433 return applications that are not complete so technical staff do not spend too much time reviewing
434 those in the early stages. Chair Maffei asked for clarification on the orange/rust-colored diamonds.
435 Lewis said those are the total active applications; there are currently 48.

436

437 With regards to the compliance numbers, the program has been able to resolve twelve identified
438 violations for Mining Without a Permit. Lewis said the first step of the compliance program is
439 reaching out to identify and work with the applicant or permittee on meeting the requirements. The
440 Civil Penalties are being reserved only for those where other tools are not effective.

441
442 The Winter 2021 newsletter contains information on the fee increase that went into effect January 1,
443 2021 and most renewals coming in are for the correct amounts. Staff do expect to see some site
444 closures this year due to the increased fees.

445
446 Lewis said in the Legislative Budget Note, DOGAMI is directed to work with DEQ on scoping whether
447 MLRR can use the EMS Electronic Data Management system for ePermitting. Preliminary estimates
448 show it will be less expensive.

449
450 Rule Making Update

451 Lewis stated the rules for High Value Farmland and aggregate mining, will be formally filed with the
452 Secretary of State's office the beginning of April and available for public comments. An update will
453 be provided in June/July as they move forward.

454
455 Lewis said existing rules for Civil Penalties are minimal and do not provide direction for the questions
456 being explored right now. It may be one option the Board considers for moving forward with MLRR's
457 implementation of Civil Penalties. The rulemaking process has a stakeholder/interested group phase,
458 where the rules are discussed, and a public comment period.

459
460 Grassy Mountain Update

461 Lewis said regarding Grassy Mountain, the pace of the project has picked up. In February DOGAMI
462 convened the first technical review team since last February. They approved a revised Baseline Data
463 Report submitted by the applicant in November. The applicant plans to submit additional reports
464 this spring, followed by a revised full application to DOGAMI no earlier than July 2021. All the
465 materials submitted in response to the request for additional information are made available for
466 public comment for two weeks on DOGAMI's website.

467
468 In December 2020, the Legislative Emergency Board (E-Board) approved a part-time limited duration
469 Chemical Process Mining Coordinator position dedicated to supporting this project, interviews are
470 scheduled to take place next week. The proposed amended budget bill extends the position through
471 the next biennium. Bob Brinkmann is the primary staff lead and Ian Madin has been providing
472 assistance.

473
474 Lewis said last week a quarterly meeting was held with Calico leadership, where Dahlberg attended
475 for the first time as CFO. The meeting notes reflect that the frequency and type of project
476 management communication is appropriate, transparent and provides sufficient information;
477 continued and positive interactions have built trust between DOGAMI and Calico; and both parties
478 agree to prioritize and maintain good communication with upcoming staffing transitions. They feel
479 there is a good system in place, and everyone is committed to ensuring it continues going forward
480 with new staff.

481
482 Kozlowski said excellent report and progress. Teeman thanked Lewis for the report.

483

484 Briefing: **No Board Action Required.**

485

486 **9) GS&S Update:**

487 Bob Houston, GS&S Program Manager and Legislative Coordinator, provided an update on the GS&S
488 Program.

489

490 Since December's update the program has released: seven new publications; two geologic maps in
491 the Harney County area and the Hood River County area; two natural hazard risk reports in Curry
492 County and Clatsop County; History of Oregon Landslide Warning Systems from 1997-2018, that
493 includes recommendations for improvements; two earthquake and tsunami impact analyses for
494 Tillamook County and Lincoln County. The average is 14 publications a year and in 2020 they
495 published 24, which is incredible considering everything that took place, including: rapid transition to
496 a work at home environment due to the pandemic; implementing new IT procedures; wildfires; ice
497 storms; and childcare issues. Staff have been focusing on projects to bring them in on time and
498 under budget. There have been two publications produced in 2021 and anticipate fourteen more to
499 come.

500

501 Staff have been developing additional grant opportunities coming up this spring for NOAA, FEMA,
502 and USGS. For the federal competitive grants, 10-day letters will need to be submitted to the
503 legislature for authorization to proceed in the April/May timeframe, with formal submittal of the
504 applications after that. The total of the grants being pursued is about \$2.5 million. There are two
505 lidar projects for over \$1 million, for which a large percentage is pass through.

506

507 Houston announced the reboot of a virtual lunchtime lecture series to bring staff together. These
508 have included presentations from outside professionals in different areas. Some upcoming talks
509 cover wildfire and debris flow hazards in Oregon; geologic mapping between Burns and John Day;
510 DOGAMI mapping efforts in the Harney Basin; and active faults on Mt. Hood. It is also open to MLRR
511 and Business Office staff to bring in experts to talk.

512

513 Chair Maffei asked if there has been good attendance. Houston said the average is about twenty
514 staff in attendance and has been really positive. Kozlowski said the Tillamook County report was
515 exceptional and they plan to take it out utilizing their emergency preparedness and emergency
516 response personnel; the information was awesome. Houston will share her sentiment with staff.

517

518 Teeman said she likes hearing about the lidar and seismic studies, especially ones that have been
519 taking place on the east side of the Cascades. Chair Maffei said the east side is where the Agency is
520 trying to fill gaps in on the coverage.

521

522 Briefing: **No Board Action Required.**

523

524 **10) Internal Communication Plan Survey:**

525 Sarah Lewis, MLRR Program Manager, provided a summary of the staff survey results on the
526 implementation of the DOGAMI Internal Communications Plan.

527

528 Lewis stated the Internal Communication Plan was implemented in March 2020 and revised in July
529 2020 by leadership. The survey was prepared to solicit feedback from staff. It was open for two
530 weeks in late January and early February 2021 and was sent out agencywide to 28 potential

531 participants. There were 19 responses, which is a 68% response rate, with 8 from GS&S, 10 from
532 MLRR, and 1 from Operations, which could either be Administrative or IT. The program specific
533 survey results do not show the one response from Operations. All questions were answered by the
534 respondents, and for the sample size, 5.25% represents one response. Lewis said the responses are
535 quite different by program, which is informative for how the Agency moves ahead. She proceeded
536 through the results with the Board, stating generally 64% think communications have improved since
537 communication plan implementation.

538
539 Lewis said the next step is to take it up in leadership meetings to determine next steps. She stated
540 GS&S has already started to implement some changes with additional meetings and opportunities,
541 including the science seminars to interact with colleagues.

542
543 Kozlowski said it looks like it is a good communication tool and she is interested in what the
544 strategies will be to improve these after leadership looks at it. She said it will be nice to get back to
545 normal and in person meetings and these types of meetings will be a choice and not a requirement.

546
547 Chair Maffei said the take-a-ways are positive considering what has taken place over the last year.

548
549 Briefing: **No Board Action Required.**

550
551 **11) Director's Report:**

552 Director Avy presented his Director's Report on the following:

553
554 Update – Governor's Recommended Budget (GRB)

555 Avy said at the last Board meeting he expressed concerns about staff retention and grant funder
556 confidence. The Agency has already seen an example of decreased grant funder confidence with
557 USGS pulling out of a lidar grant due to the uncertainty of the Agency. He said the sooner DOGAMI
558 has a budget the better it will be. The potential timeline for the current proposed budget is 3-4
559 weeks at best for a Governor's signature. The amended budget, even though it looks promising, is
560 not a certainty until the Governor signs it. He does not want anyone to take it for granted.

561
562 Permanent Chief Financial Officer – Introduction

563 Avy introduced Steve Dahlberg as the new Chief Financial Officer. Dahlberg has been with DOGAMI
564 for a year and was able to assume the role of an interim and now permanent CFO. Avy feels very
565 fortunate that Dahlberg was willing to take on the CFO responsibilities. Dahlberg has a bachelor's
566 degree in Accounting and Business Management from Whitworth College; Project Management
567 Mastery certification; Certified Public Funds Investment Manager accreditation; and is a Microsoft
568 User Specialist with expertise in Excel and Access. His prior experience includes 20 years with Clark
569 County in Washington, the first 3 years as Senior Accountant and 13 years as Treasury System
570 Coordinator in the Treasurer's Office, and 4 years as a Senior Financial Analyst in the Technology
571 Services arena. Dahlberg has private sector experience with 8 years as a Corporate Management
572 Accountant with ESCO Corporation in Portland; 1 year as a Fiscal Analyst with ATLAS Telecom; and 1
573 year as a Senior Financial Analyst with Card Capture Services. He also has expertise in developing
574 databases.

575
576 DOGAMI – Next Steps

577 Avy stated it seems that things have taken a positive turn for DOGAMI and having a final budget is
578 still the priority. The 6-Year Strategic Planning effort needs to be completed by January 2022. He is
579 hopeful a facilitator can be brought in to help as well as an organizational consultant with an outside
580 perspective to provide guidance for operations. The Agency will be working closely with DAS and LFO
581 to close out the biennium under budget.

582
583 Chair Maffei asked what the process is for the Strategic Plan. If there is budget left, to hire an outside
584 consultant, how soon will DOGAMI know if it can move forward with starting the work. Avy
585 answered it would have to start in 3-4 weeks and before the end of the biennium to keep it in the
586 current budget. The Agency will want to engage stakeholders for input, including the mining industry
587 regarding compliance under the MLRR program. He wants to get started as quickly as possible but
588 ensure a comprehensive outcome. Maffei said MLRR should be part of the strategic planning
589 because the extra permits will need to be a focus, and stakeholder engagement will help in pointing
590 the program in the direction it should go. Both Avy and Maffei agreed it is important to have the
591 discussion with DAS and LFO to obtain approval to spend the money to get started.

592
593 Briefing: **No Board Action Required.**

594

595 **12) Confirm Time and Date for Next Meeting:**

596 Chair Maffei stated the next DOGAMI Board meeting is currently scheduled for Friday, June 25, 2021
597 at 8:30 a.m. – 1:00 p.m. in Portland or via Zoom. She confirmed this date is still acceptable for the
598 Board.

599

600 **13) Public Comment:**

601 Only written comments received prior to or by 11:50 a.m. on the day of the meeting will be accepted.
602 Chair Maffei asked for any written public comments. No public comments.

603

604 **14) Board Adjourn:**

605 Chair Maffei adjourned the meeting at 11:37 a.m.

606

607 APPROVED

608

609

610

611 _____
Laura Maffei, Chair

612

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Sherry Lauer, Human Resources Business Partner and John Paschal,
Executive Recruiter

Date: June 17, 2021

Regarding: Agenda Item 4 – State Geologist/Director Recruitment Plan Discussion

Sherry Lauer, Human Resources Business Partner and John Paschal, Executive Recruiter, will be presenting the Recruitment Plan and reviewing the position description for DOGAMI's State Geologist/Director position.

Proposed Board Action: The Board will be asked to take an action on this item.

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

Scope of Search: National - Open/Competitive		Timeline: July 1 – September 30, 2021 (Estimate depending upon schedules and availability)		
Announcement Date: July 1, 2021		Estimated Hire Date: October 1, 2021		
CONTACT INFORMATION				
<p>Oregon Department of Geology and Mineral Industries, Chair Laura C. Maffei Direct 503-973-0651 Cell 971-276-7306 Email: lmaffei@cablehouston.com</p>	<p>Executive Assistant Lori Callaruda 800 NE Oregon Street, Suite 96 Portland, Oregon 97232 Direct: (971) 673-1537 Cell: (971) 940-4851 Fax: (971) 673-1562 Email: Lori.Calarruda@oregon.gov</p>	<p>Executive Recruiter DAS Chief Human Resources Office John Paschal Cell: 971-666-9560 Email: John.Paschal@Oregon.Gov</p> <p>Human Resource Business Partner DAS Chief Human Resources Office Sherry Lauer Cell: 971-301-0110 Email: sherry.lauer@oregon.gov</p>	<p>Natural Resources Policy Advisor Office of Governor Kate Brown Amira Streeter, J.D. 900 Court Street NE, 254, Salem, Oregon 97301 Office: (503) 373-1680 Email: Amira.Streeter@oregon.gov</p> <p>Assistant: Kourtney Linebaugh Email: Kourtney.Linebaugh@oregon.gov</p>	
DRAFT RECRUITMENT PLAN AND PROFILE PREPARATION				
	Activity	Notes	Assigned	Dates
1	Draft recruitment plan development	<ul style="list-style-type: none"> Draft timeline (hiring process) Identify selection process (selection panel) 	Sherry Lauer and John Paschal	Due June 18, 2021 (to Lori for board packet)
2	Profile preparation	Review profile used to recruit for current Director for applicability.	John Paschal	June 11, 2021
3	Update current position description	Review and current position description for updates.	Brad Avy, Sherry Lauer Laura Maffei (Draft) Full Board Approval Required	Week of June 14, 2021 (see updated draft PD)
4	Announcement preparation	<ul style="list-style-type: none"> Prepare draft announcement (criteria) Elements to include: <ul style="list-style-type: none"> Leadership qualities/skills Management experience Education and training Technical experience 	John Paschal	Week of June 14, 2021

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

		<ul style="list-style-type: none"> ○ Organizational culture ○ Interpersonal skills ○ Legislative experience 		
6	Adopt Final Plan	<p>Adopt a final plan to include:</p> <ul style="list-style-type: none"> ● Recruitment announcement (criteria) ● Recruiting and selection timeline (hiring process) ● Identified selection process (selection panel) <p>(Public Meeting: review, take public comment, make any necessary edits, and adopt the recommended hiring standards, criteria and policy directives to be used for the selection)</p>	<p>Pursuant to enabling statutes: 516.120 State Geologist; appointment; qualifications.</p> <p>(1) The position of State Geologist within the State Department of Geology and Mineral Industries is created. In consultation with the Governor, the governing board of the State Department of Geology and Mineral Industries shall appoint the State Geologist.</p> <p>(2) The State Geologist shall be qualified to perform as well as to direct the technical and executive work of the department as determined by the board and shall be a geologist, engineer or other technical specialist with a broad background of practical experience related to programs of the department. [Amended by 1963 c.192 §1; 1983 c.740 §205; 1993 c.260 §8]</p>	<p style="text-align: center;">ACTION NEEDED</p> <p style="text-align: center;">Board Meeting on June 25, 2021 Motions Needed for Approval</p> <ol style="list-style-type: none"> 1. Motion to approve position description 2. Motion to approve announcement 3. Motion to approve recruitment plan and to initiate hiring process 4. Motion to approve interview panels 5. Motion to approve recruitment advertising costs up to \$500.
RECRUITING PROCESS				
	Activity	Notes	Assigned	Dates
1	Announcement distribution and advertising strategy	<p>Suggested distribution channels:</p> <ul style="list-style-type: none"> ● Agency heads ● Professional associations: 	John Paschal, Executive Recruiter	Beginning July 1, 2021

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

		<ul style="list-style-type: none"> • <u>American State Geologists</u> (If you are a State Geologist and would like to post a listing for a vacant position in your state's geological survey, please contact Nelia Dunbar nelia.dunbar@nmt.edu for instructions.) • <u>Western States Seismic Policy Council</u> (To post something in the WSSPC bulletins, please email wsspc@wsspc.org) • <u>National Cooperative Geologic Mapping Program</u> • <u>Western Governor's Association</u> (Joe Rassenfoss Communications Director (720) 897-4555 or email at joe@westgov.org (WGA)) • <u>International Association of Emergency Managers (IAEM)</u> (30-day posting \$249 - Below are the recruitment options we have available. When making your purchase, you have the option to pay online with a credit card or to be invoiced. If you have any questions, please contact Kevin Vidou at (727)497-6565 Ext 3381 or Kevin.Vidou@communitybrands.com) • <u>International Association of Emergency Managers (IAEM)</u> (LOC Members: \$20 (includes Oregon cities, LOC Associate Members and Business Partners) Recruitment companies advertising on behalf of an Oregon city may place web ads at the member rate. Non-Members: \$80) <p>○ Policy level groups in-state include those for:</p>		
--	--	---	--	--

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

		<ul style="list-style-type: none"> • Oregon Geospatial Information Council (email gis@gis.state.or.us) • Oregon Emergency Managers Association (OEMA) • Ocean Policy Advisory Council • Land Use, Hazards (Interagency Hazard Mitigation Team) • Local government entities • Referrals from stakeholder input • Distribution to list of affirmative action organizations • Oregon Geologist Examiners Board listserv • Oregon Jobs at www.oregonjobs.org • Non-fee internet websites (i.e., www.indeed.com) list-serves and email lists maintained by DAS • Minority list-severs and e-mail lists <p>Potential advertising (fees billed to DOGAMI):</p> <ul style="list-style-type: none"> • Trade journals and publications (identified by stakeholders) • Job Search Sites such as Monster, CareerBuilder, Governmentjobs.com 		
2	Announcement Posted	Post and distribute announcement including all distribution and advertising channels identified and agreed.	John Paschal	July 1 – August 29, 2021 <i>See draft announcement.</i>
3a	Application Processing and Pre-Screening	<ul style="list-style-type: none"> • Applicant Tracking System - Workday to maintain and track submission of applications • Screening of applications for minimum qualifications 	John Paschal	July 1 – August 30, 2021
3b	Application Processing and Pre-Screening (Part 2)	<ul style="list-style-type: none"> • Screening of applications for desired attributes • Complete scoring of desired attributes (To meet public meeting law, scoring must take place independently and cannot be deliberated 	John Paschal, Facilitating Recommended Panel: DOGAMI Board	ACTION NEEDED Identify Panel Participants <i>See example scoring sheet.</i>

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

		<p>or discussed amongst board members. Candidates are selected based on the results of the pre-screening scores.)</p> <ul style="list-style-type: none"> Identify and recommend first round interview candidates 	<p>Amira Streeter John Paschal Sherry Lauer</p>	
INTERVIEW AND SELECTION				
	Activity	Notes	Assigned	Dates
1	First Round Interview (via Vidcruiter)	<ul style="list-style-type: none"> First round scoring of Vidcruiter video interviews Complete interview scoring (To meet public meeting law, scoring must take place independently and cannot be deliberated or discussed amongst board members. Candidates are selected based on the results of the pre-screening scores.) Identify and recommend finalists (top candidates for second round interview) 	<p><i>Panel Participants</i> Laura Maffei, DOGAMI Chair DOGAMI Board Members John Paschal, Executive Recruiter</p> <p><i>Additional Suggestions:</i> Former DOGAMI Board Member MLRR Program Staff Member GS&S Program Staff Member Business Office Staff Member Partner Agency Staff Member or Director</p> <p><i>Recommend at least 5-7 panel participants</i></p>	<p>Interview and Scoring August 30 – September 3, 2021</p> <p>Virtual Interview Scores due back by midnight, Sunday, September 5, 2021</p>
2	Reference Checks		John Paschal	September 6 – 10, 2021
3a	Second Round Interview (via Zoom)	<ul style="list-style-type: none"> Second round live Zoom interviews Identify and recommend finalists (top candidates for second round interview) 	<p><i>Panel Participants</i> Laura Maffei, DOGAMI Chair John Paschal, Executive Recruiter</p> <p><i>Additional Suggestions:</i> Former DOGAMI Board Member MLRR Program Staff Member GS&S Program Staff Member Business Office Staff Member</p>	<p>Zoom Interviews Week of September 6 – 10, 2021</p>

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

			Partner Agency Staff Member or Director <i>Recommend at least 5-7 panel participants</i>	
3b	Second Round Meet and Greet	<ul style="list-style-type: none"> DOGAMI SEIU Executive Leadership Meet and Greet will be held virtually and each candidate will have up to fifteen minutes to introduce themselves and then take questions from the SEIU Executive Leadership present that have been submitted in advance of session to CHRO. <ul style="list-style-type: none"> The SEIU Executive Leadership team will receive a survey monkey survey immediately following the meet and greet to provide input about their experience. The results and comments will be provided to the Board in Executive Session. 	<p><i>DAS Facilitating</i></p> <p><i>Coordination Assistance:</i> Christina Appleby SEIU – DOGAMI Local President</p>	Zoom Meet and Greet September 9 – 10, 2021
4	Third Interview and Meet and Greet	<p>The third round will include the following:</p> <ul style="list-style-type: none"> Staff Meet and Greet Panel will be held virtually and each candidate will have up to fifteen minutes to introduce themselves and then take questions from the staff members present that have been submitted in advance of session to CHRO. <ul style="list-style-type: none"> Staff will receive a survey monkey survey immediately following the meet and greet to provide input about their experience. The results and comments will be provided to the Board in Executive Session. Stakeholder Meet and Greet Panel – will 	<p>DAS Facilitating</p> <p>DAS Facilitating</p> <p>DAS Facilitating</p>	<p>September 15-16, 2021</p> <ul style="list-style-type: none"> See draft Staff Open Invitation to Participate Email See Stakeholder Open Invitation to Participate Email Staff and Stakeholder Second Round Feedback Survey

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

		<p>be held virtually –Each candidate will have up to fifteen minutes to introduce themselves and then take questions from the stakeholders present that have been submitted in advance of the session to CHRO.</p> <ul style="list-style-type: none"> ○ Stakeholders will receive a survey monkey survey immediately following the meet and greet to provide input about their experience. The results and comments will be provided to the Board in Executive Session. ● Governor’s Office Interview – Each candidate will have an opportunity to meet with the Governor and/or member of her staff for thirty minutes 	DAS Coordinating	
5	Candidate Selection	<p>Full Board – Each candidate will have up to fifteen minutes to introduce themselves and then take interview questions from the Board. (Public Meeting: interviews can take place in Executive Session)</p> <p>Oregon Department of Geology and Mineral Industries (Public Meeting in Executive Session, facilitated by Sherry Lauer and John Paschal Per ORS 192.660)</p>	<p>DOGAMI Board Meeting - Executive Session DAS Facilitating</p>	<p style="text-align: center;">Board Meeting September 17, 2021 (Friday) ACTION NEEDED</p> <p>Open Meeting Session: Following conclusion of Executive Session the Board will reconvene into Open Session</p> <p><i>Option 1 Candidate Selected:</i></p> <p>Motion: I make a motion that the Chief Human Resources Office, on behalf of the Board, do</p>

Oregon Department of Geology and Mineral Industries
2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

				<p>the necessary background checks, make a job offer and negotiate the pay and relocation for the State Geologist and Executive Director of the Oregon Department of Geology and Mineral Industries, for the candidates in the following order: Candidate A and Candidate B.</p> <p>(The random order of the candidates will be established in the executive session.)</p> <p>Motion Seconded.</p> <p>OR</p> <p><i>Option 2 No candidate selected, at this time:</i></p> <p>Motion: I make a motion the Chief Human Resources Office, on behalf of the Board, reopen the job announcement to expand the pool of candidates. All current candidates will remain in consideration for the Director position.</p>
6	<p>Appointment Decision and Announcement</p> <ul style="list-style-type: none"> • Press Release • Staff Announcement • DOGAMI Website Announcement 		<p>DOGAMI Board Coordination with Lori Callaruda</p>	<p>Week of September 20, 2021</p>
RECRUITMENT CLOSURE				
	Activity	Notes	Assigned	Dates
1	Recruiting Process Evaluation and Debrief	Identify what went well and opportunities for improvement	Sherry Lauer and John Paschal DOGAMI Board	TBD

Oregon Department of Geology and Mineral Industries

2021 STATE GEOLOGIST AND EXECUTIVE DIRECTOR (PEM G)

Recruitment Plan – Approved on xxxxx

2	File Closure	Consolidate and ensure all appropriate communication and documentation is maintained in recruitment file.	John Paschal	TBD
---	--------------	---	--------------	-----

DOGAMI ENABLING STATUTES

Pursuant to enabling statutes: 516.120 State Geologist; appointment; qualifications.

- (1) The position of State Geologist within the State Department of Geology and Mineral Industries is created. In consultation with the Governor, the governing board of the State Department of Geology and Mineral Industries shall appoint the State Geologist.
- (2) The State Geologist shall be qualified to perform as well as to direct the technical and executive work of the department as determined by the board and shall be a geologist, engineer or other technical specialist with a broad background of practical experience related to programs of the department. [Amended by 1963 c.192 §1; 1983 c.740 §205; 1993 c.260 §8]

PUBLIC MEETINGS

Important language in ORS 192.660 which in relevant part, that section states (with Sherry's notes to the board in italics)...

“(7) The exception granted by subsection (2)(a) [allowing an executive session to consider employment] of this section does not apply to ...

(d) The employment of the chief executive officer, other public officers, employees and staff members of a public body unless:

(A) The public body has advertised the vacancy; (*Announcement*)

(B) The public body has adopted regular hiring procedures (*Timeline/Process*);

(C) In the case of an officer, the public has had the opportunity to comment on the employment of the officer (*Public Meeting to share the finalist(s) and take public comment before making a final DOGAMI decision*); and

(D) In the case of a chief executive officer, the governing body has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives. (*This is the legal basis for the first public meeting*)”

Therefore we must have a public board meeting to review, take public comment, make any necessary edits, and adopt the recommended hiring standards, criteria and policy directives to be used for the selection of the next Department of Geology and Mineral Industries State Geologist and Agency Director. Then we can open the posting.



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
June 2021

Agency: The Department of Geology and Mineral Industries

Division: Director's Office

New Revised

This position is:

- Classified
Unclassified
Executive Service
Mgmt Svc - Supervisory
Mgmt Svc - Managerial
Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

Form with fields a-j: Classification Title, Effective Date, Working Title, Section Title, Employee Name, Work Location, Supervisor Name, Position, FLSA, Eligible for Overtime.

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

DOGAMI provides earth science information and regulation to make Oregon safe and prosperous. We envision an Oregon where people and places are prepared for natural hazards; where decisions for Oregon's future always consider natural hazards; where resource potential is fully understood and responsibly developed; where earth science contributes to the health of our coast, rivers, forests, and other ecosystems; and where geologic learning and discovery abound.

DOGAMI's goal is to increase knowledge of Oregon's geologic resources and hazards. We work to help Oregon communities through science and stewardship.

The Geological Survey & Services (GS&S) program develops maps, reports, and data to help Oregon manage natural resources and prepare for natural hazards. GS&S core program areas include:

- Studying hazards such as earthquakes, tsunamis, landslides, floods and coastal erosion, community vulnerability to those hazards, and ways to reduce risk.
Geologic mapping to support healthy ecosystems and guide rural and urban development.

- Collection of lidar, which provides accurate high-resolution images of the earth's surface, for use in new-generation mapping, natural resource management, planning, and many other applications.

The **Mineral Land Regulation & Reclamation (MLRR)** program oversees the state's mineral production and works to minimize impacts of natural resource extraction and to maximize the opportunities for land reclamation. The fee-based, statewide program regulates all upland and underground mining on lands within the State, and works collaboratively with other state agencies, local governments, Oregon's federally recognized Indian tribes, industry and the public.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Oversee the management of the agency in concert with the Governing Board giving attention to the Strategic Plan and Framework, goals, policy, budget, and legislative direction; serves as legislative liaison for technical and regulatory programs; the position operates as the interface between science, social applications of practical earth science information, and public policy in Natural Resource and public safety issues.

Oversees and directs the programs of the Department with primary emphasis on long-term goal and objective development; development of needed geoscientific data and assessments for the state; delivery of services in strategic fashion to best meet the emerging needs of the state; construction of necessary partnerships including memoranda of understanding, cooperative partnerships, contractual projects and action groups; broad coordination at the state and national level with government, association, and private sector counterparts.

The position guides the state in the use of geoscientific information to properly solve relevant problems involving public safety, the environment, and resources; oversees and directs coordination and technology transfer to other agencies both state and federal and to communities; assures the distinction of agency science and the use of the science in policy decisions by others.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
20	R	E	<p>TECHNICAL ACTIVITIES: GEOLOGIC SURVEY AND REGULATORY RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Oversees the development of geologic survey research and data needed by the state and local government to guide the state and local government in the use of geoscientific information for programs: to help solve relevant problems involving public safety, the environment, and resources. • Facilitates the economic and environmentally sound development of the state's mineral, natural gas and geothermal resources by providing for extensive and professionally accurate information about these resources. • Consistent with assigned responsibilities, assures public health and safety, and environmental protection by maintaining a high level of field-based technical expertise as appropriate in such areas as the implementation of applied geosciences, regulation of mining and drilling operations and in the analysis and mitigation of geological hazards.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			<ul style="list-style-type: none"> • Shares this expertise with the general public through an ongoing program of public education, and by implementing practical mitigation projects to reduce the risk to people and property. • The incumbent may exercise variable levels of technical input into the projects and activities of technical sections. By statute and by the nature of the job, the incumbent is expected to be able to engage in a productive way with the Department's subject matter experts and project managers to provide constructive input, balanced interest, familiarity with subject matter and support and leadership.
15	R	E	<p>PARTNERING RESPONSIBILITIES</p> <ul style="list-style-type: none"> • The Director oversees partnering of geologic science, engineering and state policy in state governance through a variety of networks and working relationships. Attention is paid to longer-term geo-science issues. • Development and maintenance of partnerships on larger issues for the state requires balanced attention to the maintenance of numerous constructive working relationships with federal agencies, other states, other Oregon state agencies, local government, and other entities including the private sector. External organizations for high priority coordination include the Association of American State Geologists, Western State Seismic Policy Council, the National Tsunami Hazard Mitigation Program, the National Cooperative Geologic Mapping Program and the Western Governors' Association to name a few. Policy level groups in-state include: Oregon Geospatial Information Council, Oregon Emergency Managers Association, Ocean Policy Advisory Council, Interagency Hazard Mitigation Team, and others; the State Geologist may delegate qualified staff to serve on these entities. • The position maintains or provides for direct liaison with the Governor's Office, the Legislature and a variety of individual external organizations and agencies. These include the private sector, public interest groups, producers of oil and gas, minerals and geothermal energy, Federal agencies in several cabinet departments, state agencies (such as OR Department of Forestry, Parks, Department of Land Conservation and Development, OR Department of Transportation, Department of Energy, OR Emergency Management and others), counterpart agencies in other states, scientific and technical societies, and local government (notably League of Oregon Cities, Association of Counties). • Partnering initiatives aligned with the Department's Strategic Plan, the budget, and the actions of the Governing Board. • The position may co-chair federal-state task forces, be a member of federal advisory committees as invited; is a member of several interagency advisory councils or commissions as mandated by law, including the Board of Geologist Examiners. In addition, the position advises the Energy Facility Siting Council on critical facilities, such as LNG or ocean renewable energy, and the State Land Board and the Division of State Lands on mineral leasing issues. Federal responsibilities include jurisdiction under United States P.L. 95-621 for pricing categorization of natural gas.

50	R	E	<p><u>INTERNAL DEPARTMENT ADMINISTRATION</u></p> <p>Through delegated authority to the Program Managers for the Geological Survey and Services Program and the Mineral Land Regulation and Reclamation Program, and Chief Financial Officer exercises broad oversight in the development and adherence to the strategic plan, agency goals, the budget, performance measures, state outcomes, and technical coordination and partnership development.</p> <p>Oversees design and conduct of periodic meetings of the leadership team. Develops agenda topics as appropriate. Assures periodic treatment of core management issues including directions for project coordination meetings, periodic review of agency financial projection summarized by the Business Office, development of budget and legislative concepts for consideration by the Governing Board, treatment of higher profile policy issues, and annual all staff meetings and trainings.</p> <p>Oversees management of agency programs consistent with budget projections and available staffing. Pursues additional resources where demands on the agency require more service to Oregonians.</p> <p>Initiates preparation of Agency Budget Request and Emergency Board requests and other fiscal documents. Prepares and presents the Governor's Recommended Budget to legislators. Exercises broad oversight of budget priorities consistent with Governing Board actions. Provides for contract preparation and negotiations for projects, some of which are of multi-year duration and involve 7-figure budgets.</p> <p>Through subordinates provides oversight in the supervision of the internal operations of the Department. Maintains availability for direct staff interaction on high profile external issues. Delegates internal operations to Program Managers. Maintains open access to agency staff and takes a balanced and open interest in their activities while respecting responsibilities delegated to others. Directly supervises the Geological Survey and Services Program Manager, the Mineral Land Regulation and Reclamation Program Manager, the Chief Financial Officer, Information Technology Lead, and Director's Executive Assistant providing management oversight, coaching, discipline, and performance appraisals.</p> <p>Serves as the Department liaison to the Governing Board, prepares agendas in consultation with the Board Chair and assists with facilitating Board meetings, oversees Board files and materials. Assures that Board agendas address priorities and facilitates agency goals, activities, and budget directives. With the Governing Board, defines Department goals and oversees monitoring of agency programs including performance measurement to assure adherence to agency budget, policy, rules and regulations. Oversees staff meetings.</p> <p>Responsibilities of the Director include:</p> <ul style="list-style-type: none"> • Develop a work culture of clear expectations, support, and investment in staff. • Develop the skills and competencies of staff necessary to accomplish the mission and duties of the agency.
----	---	---	--

			<ul style="list-style-type: none"> • Provide leadership and direction for a diversified staff. Supervise, hire, monitor performance, develop, coach, discipline and provide direction to employees. • Respond to and resolve employee grievances. Assign and plan work. Promote safety training and practices in performance of all work activities. • Oversee the development and implementation of Affirmative Action and Diversity strategies and goals. • Structure activities that will promote and foster a diverse workforce and a discrimination/harassment-free workplace. • Foster and promote to staff the importance of a diverse, and discrimination and harassment-free workplace through day-to-day interaction with employees and through discussion about the Agency's Affirmative Action Plan, activities, goals and objectives.
10	R	E	<p><u>PRODUCTS AND TECHNOLOGY TRANSFER</u></p> <p>The incumbent must provide for the effective delivery of data and services to a broad audience. Development of data and assessments are core to the Department, but of co-equal value is effective communication and technology transfer either directly or by delegation. The Department has a full range of communication and social media venues, and the incumbent provides direction, commentary, and editorial oversight. The geologic work products of the Department are numerous and varied, reflecting the diverse nature of the geology of the state. The incumbent oversees and occasionally provides direct production of scientific materials and communicates the relevance of all materials, information, and data at all levels from general public to legislative testimony.</p> <p>The incumbent is responsible for maintaining the technical integrity of agency programs while focusing technical expertise on public policy issues in a manner understandable to stakeholders. Public education initiatives include workshops or other efforts designed to assure the transfer of agency information to target audiences, and to assure the proper use of the information once received. Most outreach venues are coordinated with other groups to promote efficiency.</p>
5	R	NE	<u>OTHER DUTIES AS ASSIGNED</u>
100 %			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

Works a professional work week and will have occasions when required to participate in fieldwork related activities. State and national travel is required in support of state programs assigned to the agency. May work beyond normal business hours to meet deadlines and critical objectives. Primarily works in an office environment with extensive use of a personal computer. Encounters with upset or hostile people may occur.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

ORS 516, 517, 520, 522
 OAR relevant to DOGAMI
 ORS 240 State Personnel Law
 Oregon Accounting Manual
 Oregon Procurement Manual and Policies
 DOGAMI Operating Policy and Procedure Manual
 DOGAMI Strategic Plan, Legislatively Approved Budget and Key Performance Measures
 SEIU ODOT Coalition Bargaining Agreement

Selected parts of ORS 184, 197, 215, 273, 274, 459, 526, 536, 537, 568
 Policies of DAS, APA, other guidance to state agencies

b. How are these guidelines used?

To provide criteria and information needed to make well informed management decisions and to ensure that the agency complies with all relevant laws, policies, and practices. Guidelines are used to provide accurate technical assistance; to provide legislative intent and setting standards.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Congressional delegation and staff	Personal contact, correspondence, e-mail and telephone	Support for and effective implementation of agency programs	As needed
Federal departmental and agency leadership	Personal contact, correspondence, e-mail and telephone	Support for and effective implementation of agency programs	As needed
State legislators and legislative staff	Personal contact, correspondence, e-mail and telephone	Support for and effective implementation of agency programs, information exchange, budget preparation and execution	As needed
Governor's staff	Personal contact, correspondence, e-mail and telephone	Support for and effective implementation of agency programs, information exchange, budget preparation and execution	As needed
Executive agency directors, private sector CEOs	Personal contact, correspondence, e-mail and telephone	Information exchange, effective implementation of agency and state programs	As needed
Public	Personal contact, correspondence, e-mail and telephone	Information exchange and complaints	As needed
Regional and national academic researchers and users of geologic data	Personal contact, correspondence, e-mail and telephone	Information exchange	As needed
Peers in other state geologic surveys	Personal contact, correspondence, e-mail and telephone	Information exchange	As needed

Regulated community	Personal contact, correspondence, e-mail and telephone	Information exchange and feedback on regulations and enforcement	As needed
Private and public interest groups	Personal contact, correspondence, e-mail and telephone	Information exchange and feedback on regulations and enforcement	As needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Major decisions involve the input the Department has to broader state discussions on matters in need of geo-technical overview or geoscience information before the state can responsibly move forward. The areas of decisions may include but are not limited to natural resources, geologic hazards, climate change adaptation, emergency preparedness, regulation and use of mineral and energy resources, and land use decisions.

Executes Board programs, projects, policies, directives and decisions; hires/fires staff; sets work priorities; determines sufficiency of work product; executes and evaluates contracts and interagency agreements; approves expenditures; engages counsel; approves payroll; approves leave and training requests; evaluates performance of subordinates; makes recommendations to the Board on strategic planning, goals, objectives, program development, budget, policy, procedure, disciplinary action, administrative rules, and legislative concepts.

Decision-making frequently involves resolution of internal and external conflicts, settlement of legal and other disputes, and policy judgments about natural resource and public safety policy issues. These decisions require thoughtful analysis of technical data provided by the Department to the stakeholders, plus consideration of multiple policy issues, and an integration of science, policy and political concerns.

Decisions directly affect outcome of contractual negotiations, continuation of financial stability and business operation best practices, Department personnel's compliance to state policies regarding governmental and ethical best practices, compliance with Agency mission and statutes. Decisions directly impact real and perceived satisfaction with Department performance by clients, constituents, and consumers.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
The Executive Director serves at the pleasure of the Board under general instruction from the Board Chair. The full board evaluates the Executive Director's performance. The Chair communicates with the Executive Director by phone, email or in person as needed between board meetings and conducts an annual review for the purpose of evaluating the success in achieving the Agency's goals and fulfilling the Agency's mission.				

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 5
 How many employees are supervised through a subordinate supervisor? 35
- b. Which of the following activities does this position do?
- | | |
|--|---|
| <input checked="" type="checkbox"/> Plan work | <input checked="" type="checkbox"/> Coordinates schedules |
| <input checked="" type="checkbox"/> Assigns work | <input checked="" type="checkbox"/> Hires and discharges |
| <input checked="" type="checkbox"/> Approves work | <input checked="" type="checkbox"/> Recommends hiring |
| <input checked="" type="checkbox"/> Responds to grievances | <input checked="" type="checkbox"/> Gives input for performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

A strong technical background (Oregon Revised Statutes 516.120) as a geologist, engineer, or other technical specialist.

Demonstrated strong and complete assortment of leadership and management skills related to staff and programs which includes responsibility for each of the following: a) development of program rules and policies, b) development of long- and short-range goals and plans, c) program evaluation, and d) budget preparation.

Demonstrated ability to juggle competing priorities and deadlines. Technical proficiency, outreach capacity to collaborate and communicate toward common goals are prerequisites of the position.

Incumbent must be able to use tact and diplomacy when dealing with the public, the industry, and when guiding the board in its decision-making process. This position requires excellent communication skills, both written and oral, and strong skills in building consensus. It requires skill and expertise in handling upset and irate citizens, and requires the incumbent to be flexible, shift priorities without notice, and coordinate and handle multiple tasks. It is essential that the person in this position be able to establish and maintain effective working relationships with legislators and the Governor's Office.

Incumbent promotes safety training and practices in performance of all work activities; implements Affirmative Action and Diversity strategies and goals; is responsible to structure activities that will promote and foster a diverse workforce and discrimination/harassment-free workplace; provides leadership to create and maintain professional and collaborative working relationships and a positive, respectful and productive work environment.

Must obtain and maintain a current and valid driver license and an acceptable driving history or be able to provide an acceptable alternative method of transportation.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$18.8M)	Fund Type
Authority to commit all agency operating money.	\$6.0M	General Funds
		Lottery Funds
	\$6.9M	Other Funds fees, sales, contracts
	\$5.9M	Federal Funds

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date

DRAFT

Dear DOGAMI Staff,

On behalf of the Oregon Department of Geology and Mineral Industries, we would like to invite you to participate in the selection process for the next State Geologist and Executive Director. As a valuable member of this agency we are interested in your thoughts about the candidates being considered for this important position.

The candidate's application materials will be provided electronically on the day of the event. No pre-set questions will be provided. The candidates will introduce themselves to the group and provide a summary presentation of their background and experience. You will be provided an opportunity to submit your questions to the session facilitator in advance of the session. We recommend you think about one or two attributes or characteristics that are important to you in this position and ask a question or two around those attributes if you would like to.

At the end of the session, we will ask that you provide us any thoughts you have regarding the candidate's strengths and weaknesses by completing an electronic survey that will be provided to you. We ask that you complete the survey by 8:00 a.m., Friday, September 17. The information will be compiled and provided to the Oregon Department of Geology and Mineral Industries board so they may have your input prior in making the final decision.

The session will take place virtually and the schedule is as follows:

Thursday, September 16, 2021

8:45 am - 9:00 am	Orientation/Explanation of the process
9:00 am - 9:45 am	Candidate 1
10:00 am - 10:45 am	Candidate 2
11:00 am - 11:45 am	Candidate 3
12:00 pm – 1:00 pm	Lunch Break
1:15 pm – 2:00 pm	Candidate 4

If you have any questions or would like to submit questions for the candidates in advance feel free to contact our Executive Recruiter at John.Paschal@Oregon.Gov.

Dear DOGAMI Stakeholder,

On behalf of the Oregon Department of Geology and Mineral Industries, we would like to invite you to participate in the selection process for the next State Geologist and Executive Director. As a valuable stakeholder of this agency we are interested in your thoughts about the candidates being considered for this important position.

The candidate's application materials will be provided electronically on the day of the event. No pre-set questions will be provided. The candidates will introduce themselves to the group and provide a summary presentation of their background and experience. You will be provided an opportunity to submit your questions to the session facilitator in advance of the session. We recommend you think about one or two attributes or characteristics that are important to you in this position and ask a question or two around those attributes if you would like to.

At the end of the session, we will ask that you provide us any thoughts you have regarding the candidate's strengths and weaknesses by completing an electronic survey that will be provided to you. We ask that you complete the survey by 8:00 a.m., Friday, September 17. The information will be compiled and provided to the Oregon Department of Geology and Mineral Industries board so they may have your input prior in making the final decision.

The session will take place virtually and the schedule is as follows:

Thursday, September 16, 2021

8:45 am - 9:00 am	Orientation/Explanation of the process
9:00 am - 9:45 am	Candidate 1
10:00 am - 10:45 am	Candidate 2
11:00 am - 11:45 am	Candidate 3
12:00 pm – 1:00 pm	Lunch Break
1:15 pm – 2:00 pm	Candidate 4

If you have any questions or would like to submit questions for the candidates in advance feel free to contact our Executive Recruiter at John.Paschal@Oregon.Gov.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Overall Question Ranking: 5 – Outstanding 4 - Excellent – exceeds requirements 3. Competent – acceptable proficiency 2. Below Average – Does not meet most requirements 1. Unsuitable – Does not meet requirements	Requested Skills/Screening Criteria: Applicants are scored based on the review of their application and additional materials requested on the job posting. A score of 1-5 points is assigned for each requested skill or screening criteria as defined in the Desired Attributes and requested skills of the posting.											Veteran's Points	Requested Skills and Veteran's Preference Subtotal				
2	Agency	*	*	10	5	10	5	5	5	5	5	45	5	10	60			
3				DESIRED ATTRIBUTES														
4	Oregon Advocacy Commissions	Resume	Cover Letter	A master's degree in law or public policy and five years of experience interpreting and advising in law, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process or equivalent.	Demonstrated financial and business acumen.	Knowledge of and commitment to equity causes and base-building.	Experience working to advance equitable public policy.	Strong oral and written communication skills, including reports, negotiation, and advocacy.	Demonstrated success and experience in a public policy or advocacy environment including legislative and administrative rules.	Demonstrated ability to work in coalition with other organizations on policy and research development.	Requested Skill Subtotal	Veteran	Disabled Veteran	Requested Skills and Veteran's Preference Subtotal	Move to Video Interview	Move to In-Person Interview	Move to Reference Check	Move to hire
6											0			0				
7											0			0				
8											0			0				
9											0			0				
10											0			0				
11											0			0				
12											0			0				
13											0			0				
14											0			0				
15											0			0				
16											0			0				
17											0			0				
18											0			0				
19											0			0				
20											0			0				
21											0			0				
22											0			0				
23											0			0				
24											0			0				
25											0			0				
26											0			0				
27											0			0				
28											0			0				
29											0			0				
30											0			0				
31											0			0				
32											0			0				
33											0			0				
34											0			0				

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
35											0			0				
36											0			0				
37											0			0				
38											0			0				
39											0			0				
40											0			0				
41											0			0				
42											0			0				
43											0			0				
44											0			0				
45											0			0				
46											0			0				
47											0			0				
48											0			0				
49											0			0				
50											0			0				
51											0			0				
52											0			0				
53											0			0				
54											0			0				
55											0			0				
56											0			0				
57											0			0				
58											0			0				
59											0			0				
60											0			0				
61											0			0				
62											0			0				
63											0			0				
64											0			0				
65											0			0				
66											0			0				
67											0			0				
68											0			0				
69											0			0				
70											0			0				
71											0			0				
72											0			0				
73	Note:																	
74	Ensure clear communication with all members involved in the screening and scoring of applications and any additional materials. Before starting any scoring begins, there should be c																	
75	ensure consistency.																	
76	Use of any scoring is part of the recruitment process. This document may become public record and subject to disclosure. All comments must be objective and not reflective of person																	
77	Veterans Preference: When an applicant has Veteran Preference Points, you must apply those points in each step of the interview process. To apply them in the ranking method, move																	
78	up two steps.																	

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Sarah Lewis, MLRR Program Manager, and Cari Buchner, Mining Compliance Specialist

Date: June 15, 2021

Regarding: Agenda Item 5 – Civil Penalties

Sarah Lewis, MLRR Program Manager, and Cari Buchner, Mining Compliance Specialist, will present program recommended Civil Penalties.

- 1) Civil Penalty Fact Pattern

Proposed Board Action: The Board will be asked to take an action on this item.

Non-Payment of Renewal Fee – Civil Penalty Fact Pattern Matrix (*as of 6/8/2021)

#	Site Type-ID	Timeline			Days in violation (total)	Late Pay History		Mitigating Factors, Other Considerations (status)	Penalty Amount			
		Renewal Fee Due	Renewal Fee Paid	Civil Pen. Paid		Freq. of occurrence	Length of delay		Max (\$1,000*days)	Standard	Staff Recc.	Board Approved
25	OP-0159	2/28/21	5/24/20		15 (85)	0/3 yr 4/27 yr	~1-2 mos.		\$15,000	\$250	\$250	
24	OP-0004	12/31/20	-		60 (160)*	None	None	Permittee passed away, new permittee working with estate to transfer will pay renewal	\$60,000*	\$250	Waive	
23	EC-0089	9/30/20	12/23/20	N/A	25 (85)	0/1 yr	25 (85)	EC	\$25,000	\$250	Waive	Waive
22	OP-0205	8/31/20	5/11/21	5/11/21	193 (253)	First renewal	193 (253)	Did not report change of address, promised payment 11/23/20.	\$123,000	\$250	\$250	\$250
21	OP-0192	8/31/20	12/02/20	N/A	32 (93)	0/3 yr 1/12 yr	~1 yr	Renewal occurred mid-transfer; receiving permittee has paid.	\$32,000	\$250	Waive	Waive
20	EC-0039	8/31/20	2/23/21	N/A	117 (177)	None	None		\$117,000	\$250	Waive	Waive
19	EC-0225	8/31/20	-	N/A	222 (282)*	None	None	Same permittee as EC-0071 below	\$282,000*	\$250	Waive	Waive
18	EC-0071	7/31/20	-	N/A	253 (313)*	0/3 yr 1/20 yr	~60 days	Same permittee as EC-0025 above	\$313,000*	\$250	Waive	Waive
17	OP-0070	6/30/20	collect	collect	283 (343)*	3/3 yr 11/13 yr	3-8 mos	Non-responsive to Final Order	\$283,000*	\$500	\$500	\$500
16	OP-0023	6/30/20	9/16/20	12/23/20	17 (79)	1/3 yr 3/17 yr	~3 mos		\$17,000	\$250	\$0	\$250
15	OP-0269	6/30/20	11/16/20	11/16/20	78 (140)	2/3 yr 3/11 yr	4-5 mos	Same permittee as OP-0267 below	\$78,000	\$500	\$500	\$500
14	OP-0267	5/31/20	11/16/20	11/16/20	109 (170)	0/3 yr 1/11 yr	~5 mos.	Same permittee as OP-0269 above	\$109,000	\$250	\$250	\$250
13	OP-0118	5/31/20	9/1/20	collect	33 (93)	2/3 yr 12/40 yr	2-6 mos.	Non-responsive to Final Order	\$33,000	\$500	\$500	\$500
12	OP-0056	4/30/20	2/2/21	1/26/21	214 (279)	3/3 yr 6/8 yr	2-5 mos.		\$214,000	\$500	\$500	\$500
11	OP-0023	4/30/20	8/24/20	N/A	55 (115)	0/27	None	Improper closure attempt	\$55,000	\$250	Waive	Waived
10	OP-0050	3/31/20	8/3/20	10/7/20	64 (126)	0/3 yr 3/24 yr	~1-2 mos.	Insists closed per agreement with reclamationist – had paid despite repeat communications	\$64,000	\$250	\$250	\$250
9	OP-0053	3/31/20	6/24/20	9/28/20	25 (85)	3/3 yr 12/26 yr	1-9 mos., x̄=~3 mos.		\$25,000	\$500	\$500	\$500

Non-Payment of Renewal Fee – Civil Penalty Fact Pattern Matrix (*as of 6/8/2021)

#	Site Type-ID	Timeline			Days in violation (total)	Late Pay History		Mitigating Factors, Other Considerations (status)	Penalty Amount			
		Renewal Fee Due	Renewal Fee Paid	Civil Pen. Paid		Freq. of occurrence	Length of delay		Max (\$1,000*days)	Standard	Staff Recc.	Board Approved
8	EC-0017	1/31/20	4/21/20	N/A	20 (80)	None	None	Didn't request closure prior to renewal due	\$20,000	\$250	Waive	Waived
7	OP-0125	11/30/19	2/12/20	N/A	11 (71)	0/3yr 3/12yr	~3 mos.	Permittee (city)	\$11,000	\$250	\$0	\$0
6	OP-0033	10/31/19	2/12/20	N/A	41 (101)	0/3yr 5/10yr	~3 mos.		\$41,000	\$250	\$0	\$0
5	EC-0093	9/30/19	1/3/20	N/A	32 (92)	None	None	Out of date contact information, corrected & paid.	\$32,000	\$250	Waive	Waived
4	OP-0074	9/30/19	12/4/19	N/A	4 (64)	0/3yr 2/27yr	< 3 mos.	Contact information incorrect in database, resent 11/6/219, paid.	\$4,000	\$250	Waive	Waived
3	OP-0040	8/31/19	11/15/19	2/26/20	15 (75)	2/3yr 8/9yr	4-13 mos.		\$15,000	\$500	\$500	\$500
2	EC-0116	8/31/19	11/8/19	N/A	8 (68)	None	None	Requested closure at renewal; misunderstood need to renew.	\$8,000	\$250	Waive	Waived
1	OP-0035	8/31/19	11/4/19	N/A	4 (64)	None	None	Permittee (county) / landowner miscommunication	\$4,000	\$250	Waive	Waived

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Steve Dahlberg, Chief Financial Officer

Date: June 18, 2021

Regarding: Agenda Item 6 – Financial Report

Attached is the DOGAMI Budget Status Report, as of April 30, 2021 for the Geological Survey and Services (GS&S) Program and the Mineral Land Regulation & Reclamation (MLRR) Program.

Proposed Board Action: The Budget Status Report be Approved/Not Approved as presented.



TO: DOGAMI Governing Board

FROM: Steve Dahlberg, Chief Financial Officer

DATE: June 25, 2021

SUBJECT: Financial Operations and Reporting

Board Governance

The Board has a duty to provide guidance related to operational decision-making and to affirm the Agency is appropriately managing its financial resources. Four key areas of responsibility include:

- The Board reviews all proposed budgets.
- The Board periodically reviews key financial information and audit findings.
- The Board is appropriately accounting for resources.
- The Agency adheres to accounting rules and other relevant financial controls.

In addition to operational communication, this memo will include topical areas of discussion related to these objectives with the expectation of inquiry and follow up as needed to support Board governance.

Fiscal Year 2021

The Information is as of April (FY21), the latest closed month. The revenue collections, accounts payable, indirect cost capture, and financial system structure set up are becoming routine. The business office team is working well together, internally, with DAS, and our external customers.

Geological Survey & Services (GS&S) Program

As of April 30, 2021

	2019-21 Actual + Projected Revenue & Expenditures			
	General Funds	Other Funds	Federal Funds	All Funds
Total Available Revenue	\$ 5,124,733	\$ 2,188,564	\$ 3,898,153	\$ 11,211,450
Total Expenditures	\$ (4,784,867)	\$ (1,881,856)	\$ (3,841,497)	\$(10,508,220)
GS&S Ending Balance	\$ 339,866	\$ 306,709	\$ 56,656	\$ 703,230

The General Fund currently reflects an ending balance of \$339,866. This ending balance is reflective of vacancy savings, updated personnel services projection, ordering items that have been put on hold. This ending balance incorporates a planned reversion of \$300,000 from the vacancy savings listed above as agreed to with the analysts from DAS CFO, LFO, and Governor's Office. The Other Fund projected ending balance will be \$306,709. The Federal Fund projected ending balance will be \$56,656.

Mineral Land Regulation & Reclamation (MLRR) Program

As of April 30, 2021

	2019-21 Actual + Projected Revenue & Expenditures			
	General Funds	Other Funds	Federal Funds	All Funds
Total Available Revenue		\$ 3,645,825		\$ 3,645,825
Total Expenditures		\$ (3,244,501)		\$ (3,244,501)
MLRR Ending Balance	\$ -	\$ 401,324	\$ -	\$ 401,324

The projected MLRR ending balance at January 31, 2021 is \$401,324. Projections include the fee increase effective in January 2021.

Strong Motion Instrument Fund (SMIF)

As of April 30, 2021

	2019-21 Actual + Projected Revenue & Expenditures			
	General Funds	Other Funds	Federal Funds	All Funds
Beginning Balance (July 1, 2019)		\$ 276,926		\$ 276,926
Total Available Revenue		\$ 212,225		\$ 212,225
Total Expenditures		\$ (228,985)		\$ (228,985)
SMIF Ending Balance	\$ -	\$ 260,166	\$ -	\$ 260,166

The Strong Motion Instrument Fund is projected to have an ending balance of \$260,166.

Reclamation Guarantee Fund

As of April 30, 2021

Beginning 2019-21: 58 Cash Securities	\$ 613,637
9 New Securities	\$ 220,459
8 Security Releases	\$ (164,153)
Biennium to Date: 58 Cash Securities	\$ 669,943

The Reclamation Guarantee Fund retains \$669,943 in cash securities.

Business Office Activities

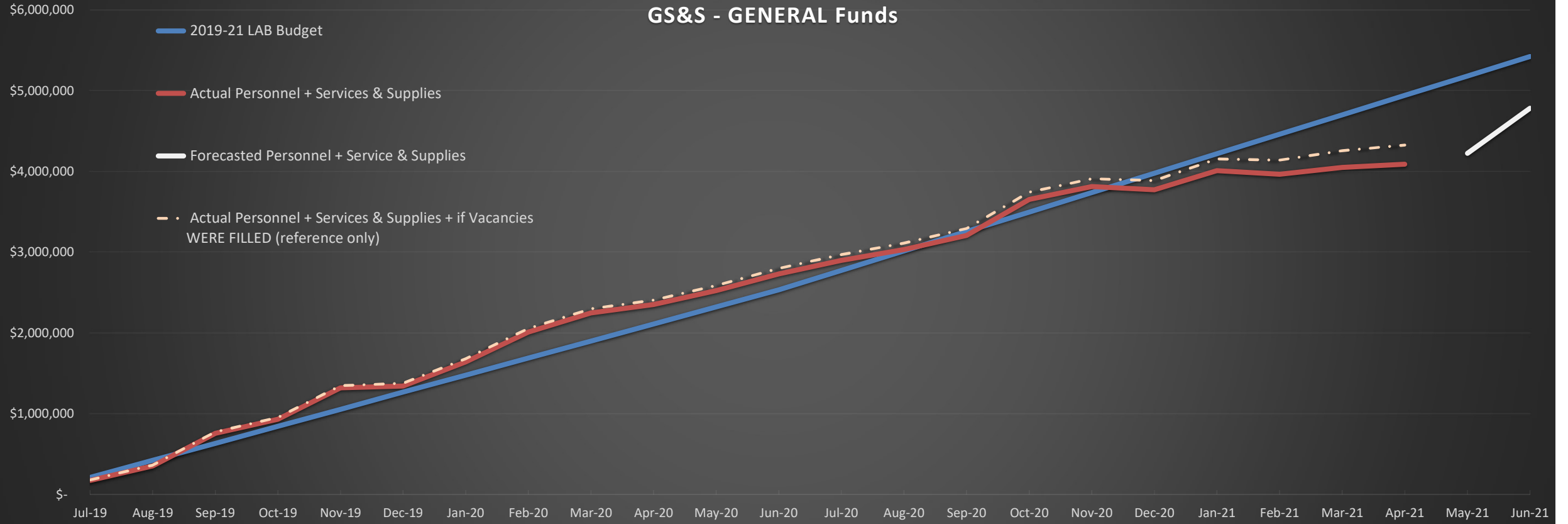
Grant Reporting and Tracking

All outstanding grant financial reporting has been completed and is current to date. Monthly project manager meetings are on-going, taking advantage of the tracking tools to review the financial status and project updates.

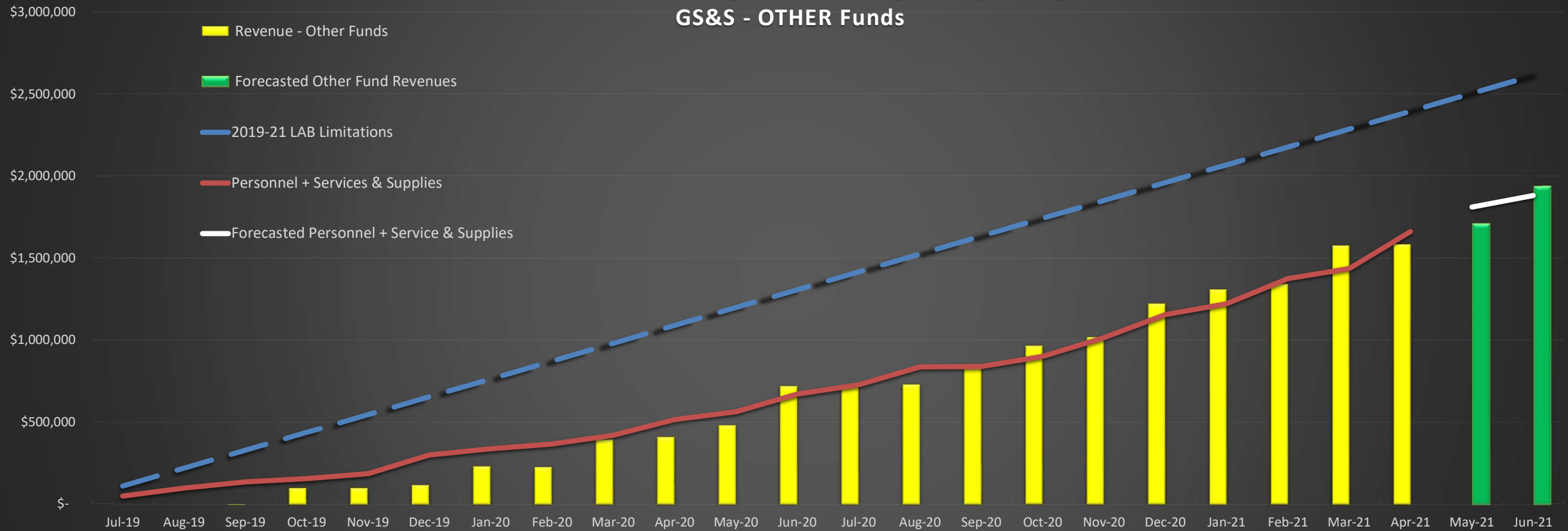
ATTACHMENTS:

DOGAMI Financial Report

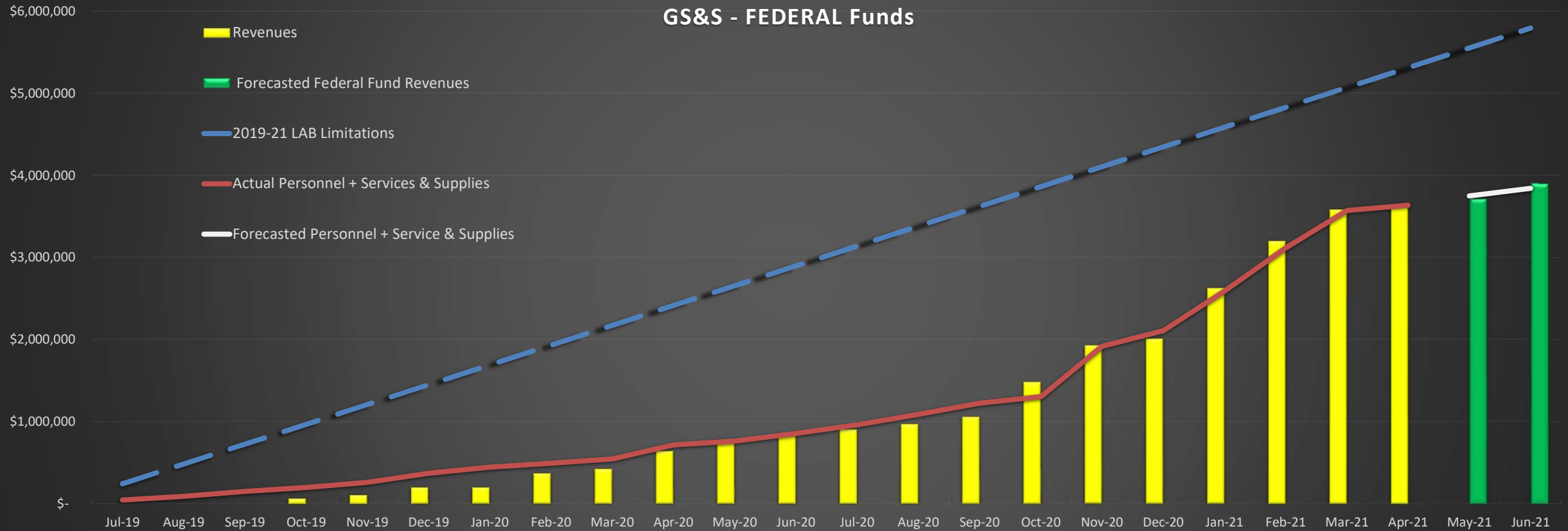
2019 - 2021 Running Balance: Budget to Spending GS&S - GENERAL Funds



2019 - 2021 Running Balance: Budget to Spending GS&S - OTHER Funds

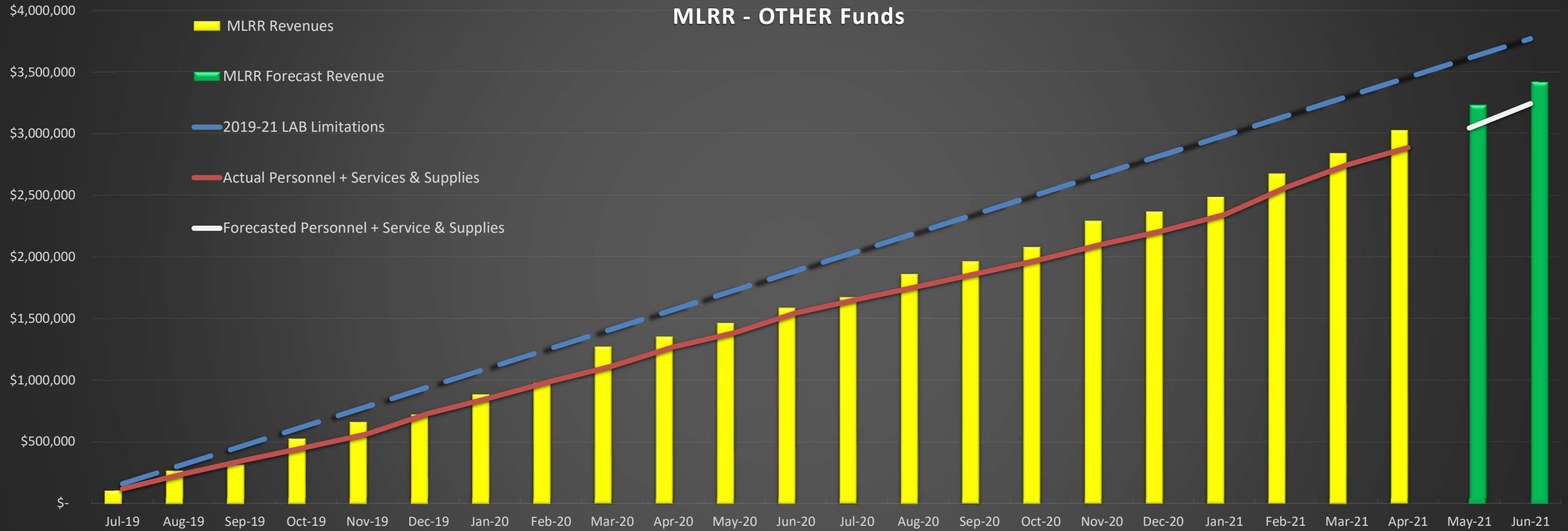


2019 - 2021 Running Balance: Budget to Spending GS&S - FEDERAL Funds



2019 - 2021 Running Balance: Budget to Spending

MLRR - OTHER Funds



Department of Geology & Mineral Industries
Budget Status Report: April 2021

% of Time Spent of 2 years 92%

Geological Survey & Services (GS&S) Program

Budget Category / Line Item	2019-21 Budget by Funding Source				2019-21 Actual Revenue & Expenditures				Actual Budget Spent				2019-21 Projected Revenue & Expenditures				2019-21 Actual + Projected Revenue & Expenditures				Actual + Projected Budget Total			
	General Funds	Other Funds	Federal Funds	All Funds	General Funds	Other Funds	Federal Funds	All Funds	GF	OF	FF	All Funds	General Funds	Other Funds	Federal Funds	All Funds	General Funds	Other Funds	Federal Funds	All Funds	GF	OF	FF	All Funds
Revenue																								
Beginning Balance	-	1,029,817	-	1,029,817	-	252,275	-	252,275					-	-	-	-	-	252,275	-	252,275				
2019-21 Revenue & Transfers	5,124,733	3,943,207	5,808,958	14,876,898	4,090,120	1,585,323	3,623,747	9,299,191					1,034,613	350,966	274,406	1,659,984	5,124,733	1,936,289	3,898,153	10,959,175				
Total Available Revenue	5,124,733	4,973,024	5,808,958	15,906,715	4,090,120	1,837,599	3,623,747	9,551,466	80%	37%	62%	60%	1,034,613	350,966	274,406	1,659,984	5,124,733	2,188,564	3,898,153	11,211,450	100%	44%	67%	70%
Expenditures:																								
<i>Personnel Services</i>	3,125,261	703,447	2,458,033	6,286,741	2,729,816	1,378,761	1,356,003	5,464,580	87%	196%	55%	87%	279,367	108,957	141,933	530,257	3,009,183	1,487,718	1,497,936	5,994,837	96%	211%	61%	95%
<i>Services & Supplies</i>																								
Instate Travel	25,159	64,772	145,140	235,071	49,311	14,170	6,402	69,884					11,117	984	141	12,241	60,428	15,154	6,543	82,125				
Out of State Travel	3,725	24,116	6,774	34,615	1,786	(347)	1,096	2,535					-	-	282	282	1,786	(347)	1,378	2,817				
Employee Training	8,833	11,338	8,562	28,733	895	(250)	-	645					12,548	-	-	12,548	13,443	(250)	-	13,193				
Office Expenses	12,942	33,584	1,448	47,974	12,789	1,202	394	14,385					6,898	50	-	6,948	19,687	1,252	394	21,333				
Telecomm	65,597	464	14,968	81,029	84,353	-	-	84,353					12,371	-	-	12,371	96,724	-	-	96,724				
State Gov't Svc Chg	259,189	131,738	117,902	508,829	396,936	-	-	396,936					5,411	-	-	5,411	402,347	-	-	402,347				
Data Processing	613,524	-	6,994	620,518	275,081	-	-	275,081					36,185	-	-	36,185	311,266	-	-	311,266				
Publicity & Publications	-	5,110	61,604	66,714	496	271	-	767					-	-	-	-	496	271	-	767				
Professional Services	78,272	690,894	2,810,273	3,579,439	17,132	226,273	1,963,118	2,206,522					37,000	95,592	53,034	185,626	54,132	321,865	2,016,152	2,392,149				
IT Professional Services	4,500	83,360	-	87,860	5,968	-	-	5,968					-	-	-	-	5,968	-	-	5,968				
Attorney General	12,665	-	-	12,665	17,377	-	-	17,377					2,000	-	-	2,000	19,377	-	-	19,377				
Employee Recruitment	639	1,450	-	2,089	-	-	-	-					-	-	-	-	-	-	-	-				
Dues & Subscriptions	4,242	986	2,270	7,498	4,332	-	-	4,332					1,172	-	-	1,172	5,503	-	-	5,503				
Facilities Rent	325,554	198,496	63,302	587,352	354,500	-	-	354,500					50,517	-	-	50,517	405,018	-	-	405,018				
Fuels & Utilities	-	-	-	-	1,971	14	-	1,984					-	14	-	14	1,971	28	-	1,998				
Facilities Maintenance	-	-	-	-	708	517	-	1,225					86	-	-	86	794	517	-	1,311				
Medical Services	-	-	-	-	560	-	-	560					-	-	-	-	560	-	-	560				
Agency Related S & S	-	-	-	-	921	-	20,874	21,795					-	-	-	-	921	-	20,874	21,795				
Intra agency Charges	-	-	-	-	-	-	-	-					5,000	-	-	5,000	5,000	-	-	5,000				
Other Services & Supplies	365,702	643,957	51,448	1,061,107	215,465	873	1,018	217,355					17,259	300	353	17,912	232,723	1,173	1,371	235,267				
Undistributed (S&S)	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Expendable Prop (\$250-\$500)	7,706	19,902	29,430	57,038	1,437	-	-	1,437					14,800	-	-	14,800	16,237	-	-	16,237				
IT Expendable Property	117,555	-	30,810	148,365	215,915	2,462	-	218,377					103,674	91	-	103,765	319,589	2,553	-	322,142				
Technical Equipment	-	-	-	-	5,944	-	-	5,944					50,250	-	-	50,250	56,194	-	-	56,194				
Data Processing Software	93,668	-	-	93,668	-	-	-	-					5,586	-	-	5,586	5,586	-	-	5,586				
Data Processing Hardware	-	-	-	-	38,580	-	-	38,580					30,000	-	-	30,000	68,580	-	-	68,580				
Other Capital Outlay	-	-	-	-	-	-	-	-					44,000	-	-	44,000	44,000	-	-	44,000				
Indirect	-	-	-	-	(342,151)	37,291	288,893	(15,967)					(30,493)	14,631	7,955	(7,907)	(372,644)	51,922	296,848	(23,874)				
<i>Total Services & Supplies</i>	1,999,471	1,910,167	3,350,925	7,260,563	1,360,305	282,475	2,281,796	3,924,577	68%	15%	68%	54%	415,380	111,662	61,765	588,806	1,775,684	394,138	2,343,561	4,513,383	89%	21%	70%	62%
Total Expenditures	5,124,733	2,613,614	5,808,958	13,547,305	4,090,120	1,661,236	3,637,799	9,389,156	80%	64%	63%	69%	694,747	220,619	203,698	1,119,063	4,784,867	1,881,856	3,841,497	10,508,220	93%	72%	66%	78%
GS&S Ending Balance	\$ -	2,359,410	\$ -	\$ 2,359,410	\$ -	\$ 176,362	\$ (14,052)	\$ 162,310					\$ 339,866	\$ 130,347	\$ 70,708	\$ 540,920	\$ 339,866	\$ 306,709	\$ 56,656	\$ 703,230				

Strong Motion Instrument Fund			
	2019-21 Actual Revenue & Expenditures	2019-21 Projected Revenue & Expenditures	2019-21 Actual + Projected Revenue & Expenditures
	Other Funds	Other Funds	Other Funds
Revenue:			
Beginning Balance	276,926		276,926
AY 2019-21 Revenue	176,625	35,600	212,225
Total Available Revenue	453,551	35,600	489,151
Expenditures:			
<i>Personnel Services</i>	8,879	500	9,379
<i>Services & Supplies</i>			
Professional Services:	204,611	14,996	219,607
Total Expenditures	213,489	15,496	228,985
SMIF Ending Balance	\$ 240,062	20,104	\$ 260,166

Department of Geology & Mineral Industries
Budget Status Report: April 2021

% of Time Spent of 2 years 92%

Mineral Land Regulation & Reclamation (MLRR) Program

Budget Category / Line Item	2019-21 Budget by Funding Source				2019-21 Actual Revenue & Expenditures				Actual Budget Spent				2019-21 Projected Revenue & Expenditures				2019-21 Actual + Projected Revenue & Expenditures				Actual + Projected Budget Total Spent			
	General	Other	Federal	All	General	Other	Federal	All	GF	OF	FF	All	General	Other	Federal	All	General	Other	Federal	All	GF	OF	FF	All
	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds	Funds
Revenue																								
Beginning Balance	-	321,602	-	321,602	-	227,101	-	227,101					-	-	-	-	-	227,101	-	227,101				
2019-21 Revenue & Transfers	-	5,620,962	-	5,620,962	-	3,024,975	-	3,024,975					-	393,749	-	393,749	-	3,418,724	-	3,418,724				
Total Available Revenue	-	5,942,564	-	5,942,564	-	3,252,076	-	3,252,076	0%	55%	0%	55%	-	393,749	-	393,749	-	3,645,825	-	3,645,825	0%	61%	0%	61%
Expenditures:																								
<i>Personnel Services</i>	-	2,532,514	-	2,532,514	-	2,210,683	-	2,210,683	0%	87%	0%	87%	-	229,227	-	229,227	-	2,439,910	-	2,439,910	0%	96%	0%	96%
<i>Services & Supplies</i>																								
Instate Travel	-	67,350	-	67,350	-	23,837	-	23,837					-	1,746	-	1,746	-	25,583	-	25,583				
Out of State Travel	-	-	-	-	-	498	-	498					-	-	-	-	-	498	-	498				
Employee Training	-	7,536	-	7,536	-	2,209	-	2,209					-	694	-	694	-	2,903	-	2,903				
Office Expenses	-	31,516	-	31,516	-	26,410	-	26,410					-	2,873	-	2,873	-	29,284	-	29,284				
Telecomm	-	64,578	-	64,578	-	38,613	-	38,613					-	5,748	-	5,748	-	44,361	-	44,361				
State Gov't Svc Chg	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Data Processing	-	79,419	-	79,419	-	40,361	-	40,361					-	3,405	-	3,405	-	43,766	-	43,766				
Publicity & Publications	-	3,721	-	3,721	-	7,491	-	7,491					-	465	-	465	-	7,956	-	7,956				
Professional Services	-	399,520	-	399,520	-	136,685	-	136,685					-	30,019	-	30,019	-	166,705	-	166,705				
IT Professional Services	-	-	-	-	-	608	-	608					-	-	-	-	-	608	-	608				
Attorney General	-	79,124	-	79,124	-	79,036	-	79,036					-	12,167	-	12,167	-	91,203	-	91,203				
Employee Recruitment	-	5	-	5	-	65	-	65					-	-	-	-	-	65	-	65				
Dues & Subscriptions	-	1,309	-	1,309	-	24	-	24					-	250	-	250	-	274	-	274				
Facilities Rent	-	80,859	-	80,859	-	67,508	-	67,508					-	6,924	-	6,924	-	74,432	-	74,432				
Fuels & Utilities	-	5,720	-	5,720	-	10,017	-	10,017					-	791	-	791	-	10,808	-	10,808				
Facilities Maintenance	-	5,702	-	5,702	-	9,251	-	9,251					-	800	-	800	-	10,051	-	10,051				
Medical Services	-	-	-	-	-	205	-	205					-	-	-	-	-	205	-	205				
Agency Related S & S	-	-	-	-	-	61	-	61					-	-	-	-	-	61	-	61				
Intra agency Charges	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Other Services & Supplies	-	409,276	-	409,276	-	73	-	73					-	4,094	-	4,094	-	4,167	-	4,167				
Undistributed (S&S)	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Expendable Prop (\$250-\$500)	-	9,414	-	9,414	-	91	-	91					-	-	-	-	-	91	-	91				
IT Expendable Property	-	15,397	-	15,397	-	2,453	-	2,453					-	-	-	-	-	2,453	-	2,453				
Technical Equipment	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Data Processing Hardware	-	9,488	-	9,488	-	-	-	-					-	-	-	-	-	-	-	-				
Data Processing Hardware	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Other Capital Outlay	-	-	-	-	-	-	-	-					-	-	-	-	-	-	-	-				
Indirect	-	-	-	-	-	230,435	-	230,435					-	58,682	-	58,682	-	289,117	-	289,117				
<i>Total Services & Supplies</i>	-	1,269,934	-	1,269,934	-	675,933	-	675,933	0%	53%	0%	53%	-	128,658	-	128,658	-	804,591	-	804,591	0%	63%	0%	63%
Total Expenditures	-	3,802,448	-	3,802,448	-	2,886,616	-	2,886,616	0%	76%	0%	76%	-	357,885	-	357,885	-	3,244,501	-	3,244,501	0%	85%	0%	85%
MLRR Ending Balance	\$ -	2,140,117	\$ -	2,140,117	\$ -	365,459	\$ -	365,459					\$ -	35,864	\$ -	35,864	\$ -	401,324	\$ -	401,324				

Reclamation Guarantee Fund	
Beginning 2019-21:	
58 Cash Security's	\$ 613,637
9 Security releases	\$ (164,153)
8 New Securities	\$ 220,459
Biennium to date:	
58 Cash Security's	\$ 669,943

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Pete Pande and Brittany Sale, Pivotal Resources, Inc.

Date: June 17, 2021

Regarding: Agenda Item 7 – Management Consultant Update

Pete Pande and Brittany Sale, Pivotal Resources, Inc., will be presenting a summary of their Organizational Assessment & Improvement Priorities report for DOGAMI.

Proposed Board Action: The Board will not be asked to take an action on this item.

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Sarah Lewis, MLRR Program Manager

Date: June 15, 2021

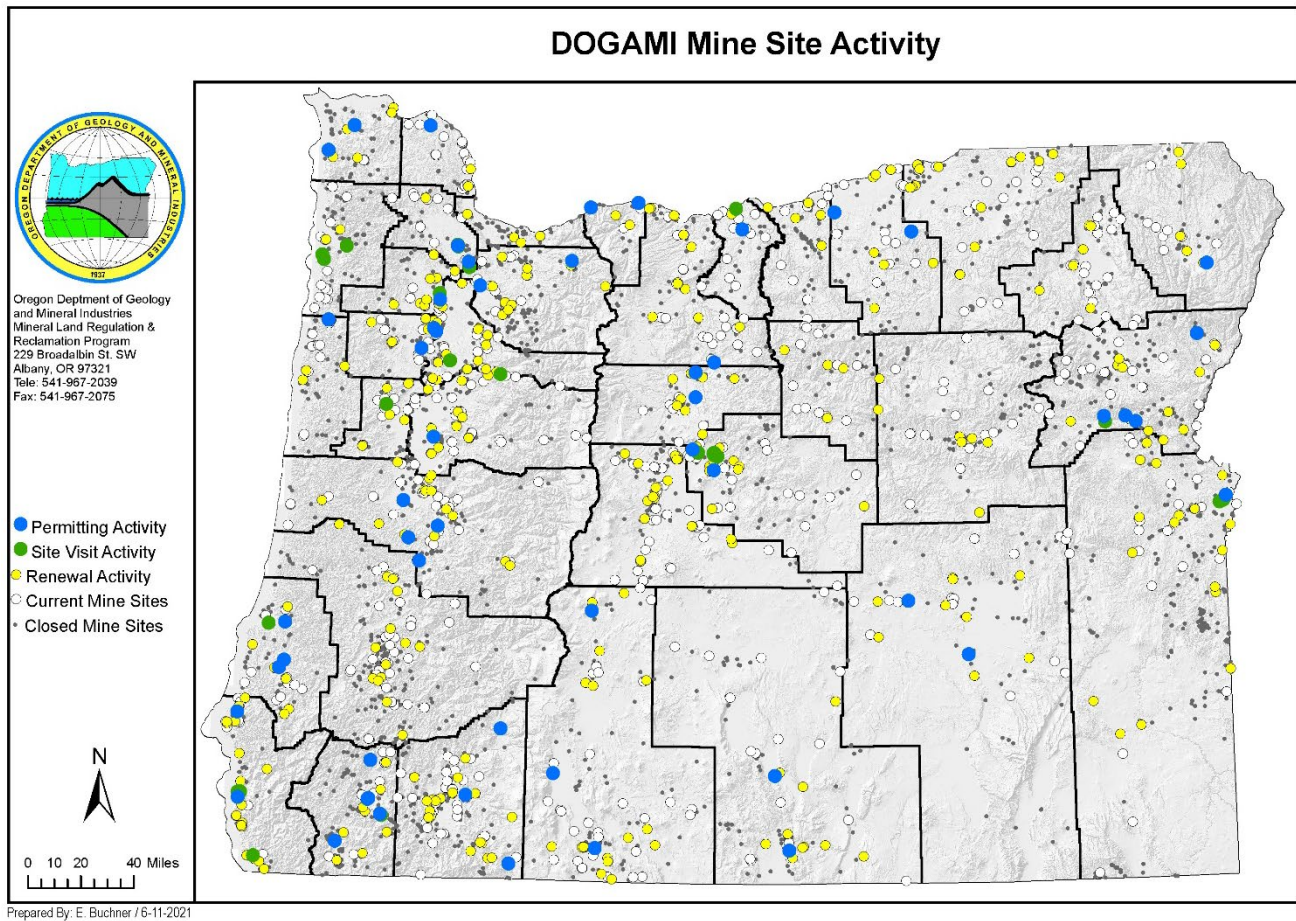
Regarding: Agenda Item 8 – MLRR Update

Sarah Lewis, MLRR Program Manager, will provide an update on MLRR and report on the following topics:

- 1) Permit Status Summary
- 2) Rule Making Update
- 3) Grassy Mountain Project Update

Please note, included in this packet is the ENGAGe Spring 2021 Edition newsletter being sent out and can also be found online: <https://www.oregongeology.org/mlrr/engage.htm>

Proposed Board Action: The Board will not be asked to take an action on this item.

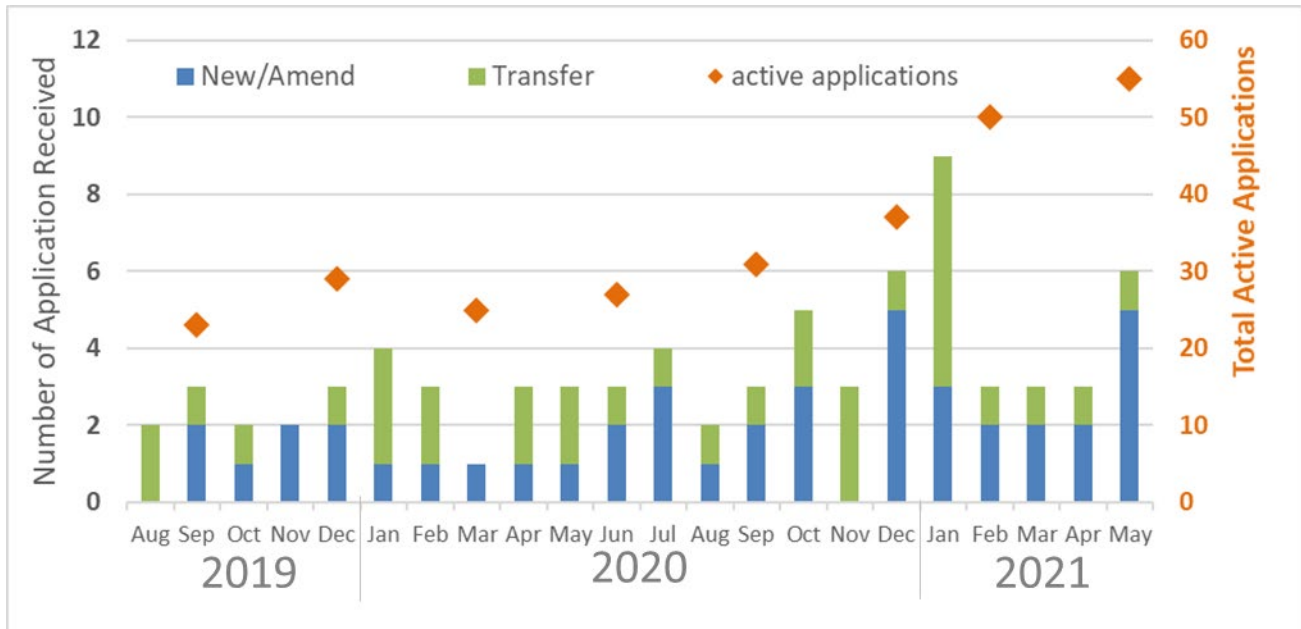


Map shows aggregate/non-aggregate active permitting applications, site visits in the last 6 months, and renewals due in last 3 months. COVID-19 protocols have resulted in a decrease in site visit activity.

Table 1: Permit Status Summary (as of 6/8/21)

	Jul-Sep 2020		Oct-Dec 2020		Jan-Mar 2021		Apr-Jun 2021	
	Permits	Apps	Permits	Apps	Permits	Apps	Permits	Apps
Surface Mining								
Operating Permits	884	31	887	41	886	48	889	55
Exclusion Certificates	134	2	136	2	136	1	137	2
Sites Closed	(1)		(0)		(3)		(0)	
Stormwater (DEQ)								
1200A Permits	158	7	158	7	157	7	156	7
WPCF 1000 Permits	49	4	49	4	49	4	49	4
Exploration	14	2	13	2	13	2	14	5
Oil & Gas Wells	89	0	89	0	89	0	89	0
Geothermal								
Well Permits	24	0	24	0	24	0	21	0
Prospect Wells	7	0	4	0	4	0	4	0

Surface Mining Application Workload (as of 6/8/21)

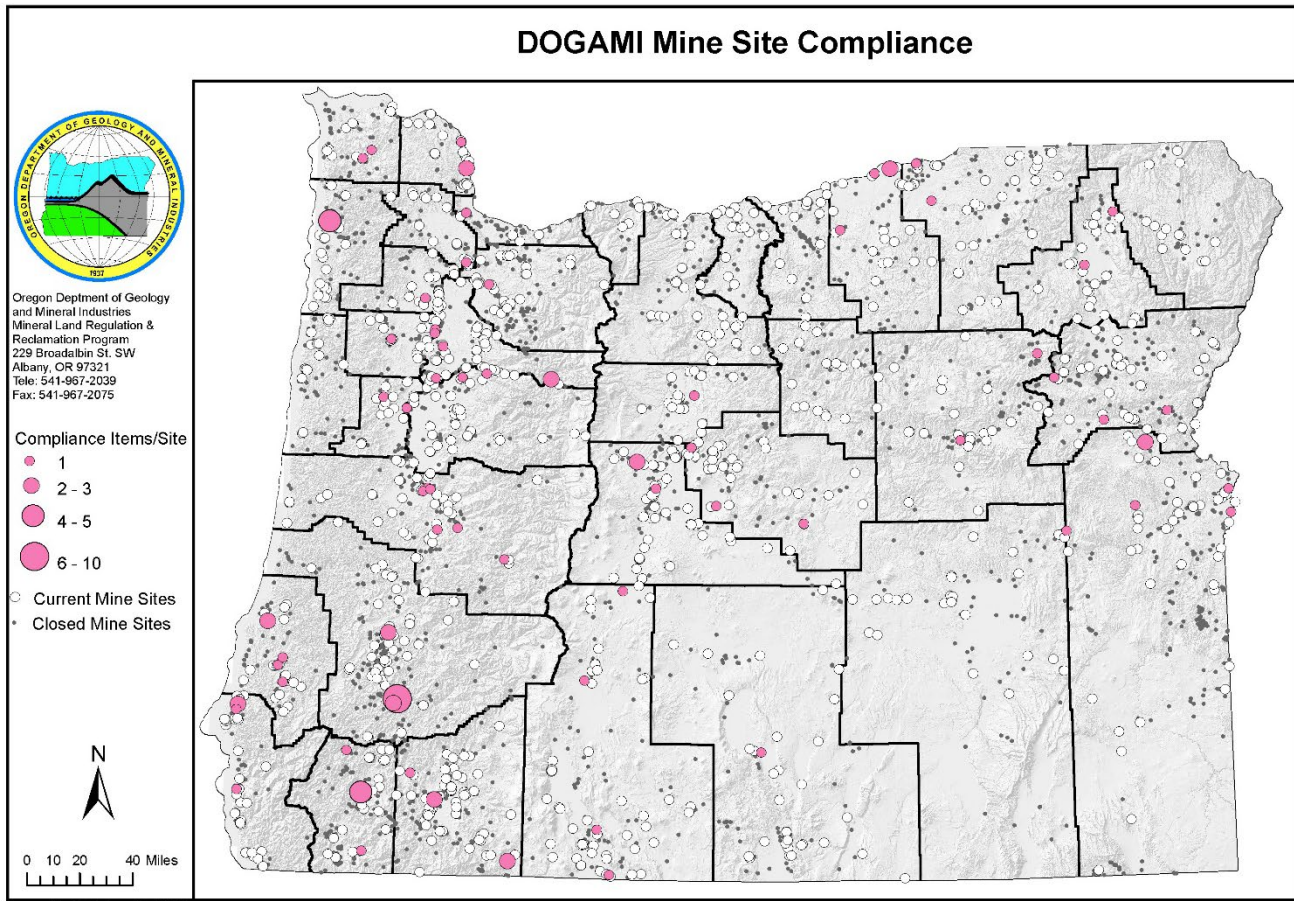


The average processing time for an application completed during the last year was 7.1 months.

Table 2: Surface Mining Applications by Type (as of 6/8/21)

	Total	New	Amend	Transfer
FY2020				
Received	38	10	7	21
Completed	35	7	6	22
FY21 1st Quarter				
Received	10	1	4	5
Completed	7	1	1	5
Active	31	13	13	5
FY21 2nd Quarter				
Received	14	3	5	6
Completed	4	1	1	2
Active	41	15	17	9
FY21 3rd Quarter (updated)				
Received	13	3	3	7
Completed	4	0	2	2
Active	50	18	18	14
FY21 4th Quarter (to date)				
Received	7	4	0	3
Completed	2	1	0	1
Withdrawn	0	0	0	0
Active	55	21	18	16
Applications older than 1 year	13	9	4	0

Figure 3: Compliance Activity at DOGAMI Mine Sites



Location of active compliance actions from Table 3. Size of circle indicates number of actions per site.

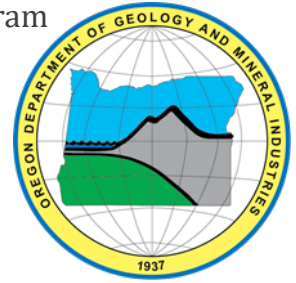
Table 3: Compliance Summary – Active Actions by Type (as of 6/8/21)

	2019			2020				2021	
	Jun	Sep	Dec	Mar	Jun	Sep	Dec	Mar	Jun
Non-Payment of Fees	7	8	15	13	18	18	20	15	12
Exploring Without a Permit	~	~	~	~	~	~	~	1	2
Mining Without a Permit	12	20	18	18	16	18	18	19	21
Mining Outside Permit Boundary	~	~	~	24	21	21	22	14	15
Lack of Approval	~	3	3	3	3	3	3	3	2
Failure to Comply with Order	8	6	6	6	6	6	6	6	8
Permit Boundary Survey Map	7	6	6	14	13	13	14	13	13
Boundary Marking Violation	1	1	3	4	4	4	5	4	3
Permit Condition Violation	3	1	5	4	7	11	11	3	3
Reclamation Security	4	3	3	7	7	8	8	7	7
Failure to Reclaim Timely	0	1	1	6	6	6	5	5	5
Total	42	49	60	99	101	108	112	90	91

the newsletter of the **Mineral Land Regulation and Reclamation** program

ENGAGe

Spring 2021



Exploration, Non-aggregate, Gas/oil, Aggregate, Geothermal

DOGAMI Permit Fee Changes – Effective January 1, 2021

Beginning January 1, 2021, DOGAMI increased Application and Renewal Fees for several programs. This included applications for Aggregate, Exploration, Oil & Gas, and Geothermal permits. Exclusion Certificate application fees, DEQ water quality permit application and annual fees, and cost-recovery projects are not included in this fee update. Below is a clarification of those fees.

Aggregate Permit Renewal

- IF YOU EXCAVATED/PRODUCED/SOLD MATERIAL INTO MARKET:
 - please pay **\$1,460 plus \$0.0125**/ton production fee
- IF YOU DID NOT PRODUCE/EXCAVATE/SELL MATERIAL INTO MARKET:
 - please pay the base rate of **\$1200** flat (as you had no production)

IF YOU ARE UNSURE – CALL BEFORE YOU SEND IN YOUR RENEWAL

<u>Oil & Gas Permit Renewal</u>	\$1,160	<u>Geothermal Permit Renewal</u>	\$2,725
<u>Exclusion Certificate Renewal</u>	\$165	<u>Exploration Permit Renewal</u>	\$1,460

Complete fee schedules are available on our website:

- **Oil/Gas:**
https://www.oregongeology.org/mlrr/forms/oilgas/520_OG_FeeSchedule2021.pdf
- **Surface Mining/Mineral Exploration:**
https://www.oregongeology.org/mlrr/forms/sufacemining/517_FeeSchedule2021.pdf
- **Geothermal:**
https://www.oregongeology.org/mlrr/forms/geothermal/522_GEO_FeeSchedule2021.pdf

ALL our permit forms are online at: <https://www.oregon.gov/dogami/Pages/MLRR-resources.aspx>

Application Timelines: Operating Permits

Due to an increase in permit applications and inquiries submitted to the MLRR office, processing and response times have increased. Permit applications are processed in the order they are received and moved forward as applicants respond to deficiencies. This includes but is not limited to new Operating Permit applications, transfer applications, and amendment applications. Thank you for your patience.

Contact us at 541-967-2039 mlrr.info@oregon.gov

<https://www.oregongeology.org/mlrr>

Oregon Department of Geology and Mineral Industries

Mineral Land Regulation & Reclamation

229 Broadalbin St. SW, Albany, OR 97321



PHOTO TAKEN BY Ben Mundie

Permit Boundary Marking

Spring is finally here and along with it comes increased mine site activity and potential expansion into new areas. The recent storms, combined with vigorous spring growth in western Oregon, have likely obscured many markings. To avoid complicated and costly corrections; DOGAMI urges permittees to annually verify permit boundary, setback, and excavation markings on the ground. To prevent permit boundary violations, equipment operators must know where the boundaries are. In areas where mining operations are anticipated this year it is important that permittees:

- Locate their existing markers
- Clear vegetation obscuring markers and
- Update or repair any damaged, missing, or difficult to see markers

After DOGAMI issues the permit and prior to mining, the operator must mark the boundaries for all excavation areas, stockpiles, setbacks, and buffers. The marking has to be accomplished by placing clearly visible markers, which have been pre-approved by the Department, at a distance of no more than 200 feet on center.



*Pictures shown are examples of approved site boundary markings as seen in the field.

DOGAMI understands that there are site specific scenarios that warrant waiving the marking requirements. Those include but are not limited to the markings being in the middle of an active agricultural operation or in the middle of an existing road, private or public. If you think that there are portions of your site boundaries where permanent marking is not possible or does not make sense, please submit a marking waiver request. This request must include a narrative justifying the marking waiver and a map identifying the portions of the boundaries not being marked. DOGAMI may also grant extensions for marking areas that are subject to a phased operation plan.

For questions regarding permit boundary marking, please contact the department via email at mlrr.info@oregon.gov or via phone at (541) 967-2083.

*If you'd like to receive this newsletter via email, sign up for our listserv:
listsmart.osl.state.or.us/mailman/listinfo/mlrr.newsletter*

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Bob Houston, GS&S Program Manager and Legislative Coordinator

Date: June 17, 2021

Regarding: Agenda Item 9 - GS&S Update

Bob Houston, GS&S Program Manager and Legislative Coordinator, will provide an update on the GS&S program.

Proposed Board Action: The Board will not be asked to take an action on this item.

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Brad Avy, Director & State Geologist

Date: June 17, 2021

Regarding: Agenda Item 10 – Director’s Report

Director Avy will deliver his report on the following topics:

- 1) DOGAMI – In Brief Review
- 2) DOGAMI – Future State
- 3) Avy – Path to Retirement

Proposed Board Action: The Board will not be asked to take an action on this item.

Staff Report and Memorandum

To: Chair, Vice-Chair, and members of the DOGAMI Governing Board

From: Lori Calarruda, Executive Assistant

Date: June 17, 2021

Regarding: Agenda Item 11 - Confirm Time and Date for next meeting

Currently the next DOGAMI Board meeting is scheduled for Friday, September 17, 2021 in Portland or via Zoom.

Proposed Board Action: The Board may be asked to take action on this item by Confirming or Amending the currently scheduled Board meeting date.