

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

**September 9, 2019**

**8:30 a.m.**

**Portland, OR**

**Public Meeting Agenda**

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](http://www.oregongeology.org).

- 8:30 a.m. Item 1: Call to Order** – Chair Laura Maffei
- 8:35 a.m. Item 2: Executive Session** – Annual Director Review  
Board Action: The Board will be asked to take an action on this item
- 9:50 a.m. Item 3: Return to Public Session**
- 9:55 a.m. Item 4: Introductions** – Chair Laura Maffei and staff
- 10:00 a.m. Item 5: Annual Director’s Evaluation** – Chair Laura Maffei  
Board Action: The Board will be asked to take an action on this item
- 10:15 a.m. Item 6: Review Minutes of July 9, 2019 and August 1, 2019**  
Board Action: The Board will be asked to take an action on this item
- 10:25 a.m. Break**
- 10:35 a.m. Item 7: Financial Report** – Dania Ballard, Chief Financial Officer  
Board Action: The board will be asked to take an action on this item
- 11:35 a.m. Item 8: Key Performance Measures (KPMs) Annual Data Report** – Bob Houston, Interim Legislative Coordinator  
Board Action: The board will be asked to take an action on this item
- 12:05 p.m. Item 9: Public Comment**  
Three minutes limit per person unless otherwise specified at the meeting by the Chair
- 12:15 p.m. Break**
- 12:30 p.m. Item 10: Working Lunch – Rule Writing** – Bob Houston, Interim Legislative Coordinator  
Board Action: The Board will be asked to take an action on this item

- 1:00 p.m. Item 11: MLRR Update** – Sarah Lewis, MLRR Program Manager  
Briefing: The board will not be asked to take an action on this item
- 1:15 p.m. Item 12: Grassy Mountain Update** – Sarah Lewis, MLRR Program Manager  
Briefing: The board will not be asked to take an action on this item
- 1:25 p.m. Item 13: GS&S Update** – Brad Avy, Director  
Briefing: The board will not be asked to take an action on this item
- 1:40 p.m. Item 14: Director’s Report** – Brad Avy, Director  
Briefing: The board will not be asked to take an action on this item
- 2:00 p.m. Item 15: Confirm 2020 DOGAMI Board Meeting Dates**  
Board Action: The Board will be asked to take an action on this item
- 2:15 p.m. Item 16: Confirm Time and Date for next meeting**  
Board Action: The board may be asked to take an action on this item
- 2:20 p.m. Item 17: Public Comment**  
Three minutes limit per person unless otherwise specified at the meeting by the Chair
- 2:30 p.m. Item 18: Board Adjourn**

---

**PLEASE NOTE**

**AGENDA**

The Board meeting will begin at 8:30 am, and proceed chronologically through the agenda.

**PUBLIC TESTIMONY**

If you wish to give testimony on any item scheduled on this agenda, please sign up on the sheets provided on the day of the meeting and you will be called to testify by the Board Chair. The Board places great value on information received from the public. Persons desiring to testify or otherwise present information to the Board are encouraged to:

1. Provide written summaries of information to the Board (6 sets);
2. Limit testimony to 3 minutes, recognizing that substance, not length, determines the value of testimony or written information;
3. Endorse rather than repeat testimony of other witnesses; and
4. Designate one spokesperson whenever possible when groups or organizations wish to testify.

**THANK YOU FOR TAKING TIME TO PRESENT YOUR VIEWS**

If you bring written materials to the meeting, please provide six (6) copies. If you have questions regarding this agenda, please contact Lori Calarruda at (971) 673-1537 or you may email her at [lori.calarruda@oregon.gov](mailto:lori.calarruda@oregon.gov)

**REASONABLE ACCOMMODATION OF DISABILITIES**

Reasonable accommodation, such as assisted hearing devices, sign language interpreters, and materials in large print or audiotape, will be provided as requested. In order to ensure availability, please contact the Director's Office at (971) 673-1555 at least 72 hours prior to the meeting to make your request.

# Staff Report and Memorandum

---

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

From: Laura Maffei, Governing Board Chair

Date: August 28, 2019

**Regarding: Agenda Item 5 – Annual Director’s Evaluation**

The Board will take action on the Director’s Annual Evaluation.

***Proposed Board Action: The Annual Director’s Evaluation will be accepted as discussed in the Executive Session.***

# Staff Report and Memorandum

---

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

From: Lori Calarruda, Executive Assistant

Date: August 30, 2019

**Regarding: Agenda Item 6 – Review Minutes of July 9, 2019 and August 1, 2019**

Attached are draft Board Minutes from July 9, 2019 and August 1, 2019.

***Proposed Board Action: The Board Minutes of July 9, 2019 and August 1, 2019  
be Approved/Approved as amended/Not Approved.***

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

Tuesday, July 9, 2019

8:30 a.m.

*Portland, Oregon*

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

Chair Laura Maffei called the meeting to order at 8:34 a.m.

**2) Introductions:** (Laura Maffei, Board Chair and staff)

Chair Laura Maffei, Vice-Chair Katie Jeremiah, and Board Members Scott Ashford, and Diane Teeman and Linda Kozlowski were in attendance.

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

Brad Avy, Director/State Geologist

Lori Calarruda, Recording Secretary/Executive Assistant

Dania Ballard, Chief Financial Officer (CFO)

Jack Kenny, Operations and Policy Analyst

Sarah Lewis, MLRR Program Manager

Bob Houston, Interim Legislative Coordinator

Ed Buchner, GIS Technical Specialist

Alyssa Pratt, Acting GS&S Program Manager

Christina Appleby, Acting GIS & Remote Sensing Supervisor

Laura Gabel, Acting Natural Hazards Supervisor

Connor Anderson, Chief Information Officer (CIO)

Lowell Anthony, Geohazards Analyst/DOGAMI, SEIU Bargaining Team Member

Others in attendance:

Randy Jones, DEQ Regional Solutions Liaison

Sherry Carter, DAS Human Resources (HR)

Diane Lloyd, Department of Justice (DOJ)

Ali Webb, DAS Office of the Chief Financial Officer

Amira Streeter, Natural Resources Policy Advisor

Courtney Graham, SEIU 503

John McKesson, Public – Emeritus of Clatsop Soil & Water

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

- 1 Opening statement: Chair Maffei started the meeting off with opening statements/introductory
- 2 remarks to set the tone of the meeting based on what has happened with the Agency due to the
- 3 budget shortfall and associated budget bill which has caused a lot of attention for DOGAMI. She
- 4 stated she had been having conversations with Directory Avy, Sherry Carter and fellow Board
- 5 members over the last few weeks. The Board members are asking what they can do to help support
- 6 the Agency and its mission. Maffei said based on statute the Board is limited to what they can do,
- 7 but they can set policy, hire/fire the State Geologist, approve the budget, accept federal funding in

8 the form of grants, and review the Director. She emphasized the Board does have the ability to set  
9 policy for the Agency and felt there would be significant discussions during the meeting with regards  
10 to the direction of the Agency. She stressed that DOGAMI needs to show improvement over the next  
11 6-8 months to keep the Agency viable.

12  
13 Maffei handed out a timeline of how the General Fund shortfall came to light, stating this will help  
14 with discussions later in the meeting. She said the Board had questions amongst themselves since  
15 the December 10, 2018 meeting and wondered if there was a red flag they should have been aware  
16 of. The answer seems to be no, based on the information provided to them at the Board meetings  
17 and how long it has taken DAS and some sophisticated financial people to untangle what was going  
18 on with the financials.

19  
20 According to the Legislative Fiscal Office (LFO) and Budget Note, for the one-year budget, the Agency  
21 has until the next Legislative short session in February 2020 to meet the financial goals that have  
22 been set by the Legislature.

23  
24 **3) Review Minutes of March 18, 2019:**

25 Chair Maffei asked if there were any changes to the minutes as presented. Maffei stated the  
26 statutory citation on page four line 145 was not in the correct format but it has been corrected in the  
27 final version.

28  
29 Board Action: **Teeman moved to approve the minutes of March 18, 2019 as corrected. Kozlowski**  
30 **seconded. Motion carried.**

31  
32 **4) Legislative Update:**

33 Bob Houston, Interim Legislative Coordinator, provided a Legislative update for DOGAMI.

34  
35 Houston acknowledged DOGAMI staff and Amira Streeter, Natural Resources Policy Advisor, for their  
36 help and support during the full session.

37  
38 SB 45 was proposed to adjust/increase fees for MLRR. Following a public hearing and work session in  
39 the Senate Committee on Environment and Natural Resources, the bill was referred to Ways and  
40 Means but it did not move forward.

41  
42 SB 46 was proposed to correct the unintended requirement of Exclusion Certificates for hobby  
43 mining activities and the capture of construction activities within the definition of surface mining in  
44 the Oregon Revised Statute (ORS). A consensus could not be reached among stakeholders on what  
45 constitutes surface mining activities and the bill did not move forward out of Ways and Means.

46  
47 Houston acknowledged Rich Angstrom (OCAPA) for his work in facilitating the onsite construction  
48 amendment language into House Bill (HB) 3309 (also known as the Tsunami Inundation Line bill  
49 which passed into law).

50  
51 HB 3309 is the Tsunami Inundation Line/Onsite Construction bill that changes DOGAMI's regulatory  
52 role for the tsunami inundation line and zone, which opens the door for adoption of the new ASCE 7-  
53 16 (*Minimum Design Loads and Associated Criteria for Buildings and Other Structures*) building codes  
54 for constructing buildings within the tsunami inundation zone.

55  
56 SB 5511 is DOGAMI's budget bill. It passed the House and Senate and is currently waiting for the  
57 Governor's signature. Kozlowski asked if there was any reason to hold it up. Houston said no, the  
58 Bills are signed in order of the Governor's priorities.

59  
60 HB 2623, which prohibits the use of hydraulic fracturing for oil and gas exploration and production  
61 activities, will be repealed on January 2, 2025. Ashford asked if any hydraulic fracking had been used  
62 previously. Houston replied yes, two times but one of which was not authorized by a permit. Both  
63 were located in Coos County, to the south of Coos Bay.

64  
65 Briefing: **No Board Action Required.**

66  
67 **5) KPMs Annual Data Report Review:**

68 Bob Houston, Interim Legislative Coordinator, reviewed completed Key Performance Measures  
69 (KPMs) 3) Lidar Data Completion and 4) Percent of Mine Sites Inspected Biennially.

70  
71 To expedite the Annual Progress Performance Report review process, two completed KPMs were  
72 reviewed.

73  
74 **KPM 3 – Lidar Data Completion:**

75 The percent of Oregon with lidar data at USGS quality of Level 2 or better. The higher standards are  
76 lower numbers. Obtaining lidar data is based on funding resources. For the second half of the 2017-  
77 2019, 50.52% has been completed and for the entire 2017-19 biennium DOGAMI has reached their  
78 goal with 105.25% of the target completed.

79  
80 Maffei asked if the areas that have already been done would need to be re-done at some point.  
81 Houston concurred. Ashford added the key is to get the baseline data for the State and when  
82 something happens go back and obtain current data to look at the change.

83  
84 Jeremiah asked if the data was available to the public. Alyssa Pratt, GS&S Program Manager,  
85 explained that it is accessible on the Agency's online communications portal for download and those  
86 interested can communicate with the Oregon Lidar Consortium (OLC) Lidar Coordinator to order  
87 specific data. Pratt said as to areas that need to be re-flown, if there are project partners or funders  
88 who are interested in re-flying areas for change detection, DOGAMI will attempt to build out larger  
89 projects.

90  
91 Kozlowski said DOGAMI has done a great job of making the information available to the public and is  
92 innovative in trying to make it more accessible for the public.

93  
94 Teeman asked if there is a priority list of areas and benchmark dates of when the areas would all be  
95 collected. Pratt explained a Framework Implementation Team (FIT) determines the areas and it is  
96 also based on funding. Houston said the goal is to have the entire state completed in approximately  
97 25 years.

98  
99 **KPM 4 – Percent of Mine Sites Inspected Biennially:**

100 The percent of permitted mine sites inspected for the second half of the 2017-19 biennium is 15.5%  
101 of the total permitted mine sites.

102  
103 Ashford asked if the 100% goal is expected. Houston said the goal is for the total biennium, with 50%  
104 inspected in the first year and the remaining 50% the second year. Director Avy said there was a  
105 conscious decision to not do as many inspections to get the applications caught up; things have  
106 improved so an increase in inspections is expected next biennium. There was also a Policy Option  
107 Package (POP) for additional staff to help raise this number as well. [The POP did not advance to the  
108 final budget.]

109  
110 Jeremiah asked if the numbers include any sites that are unpermitted sites or sites that are  
111 expanding beyond the 5,000 cubic yards one-acre exemption or is this all just permitted site  
112 inspections. Houston replied the metric is all permitted site inspections.

113  
114 Kozlowski asked if the sites are prioritized. Sarah Lewis, MLRR Program Manager, replied they do  
115 have priorities. The priorities are new applications, amendments and transfers, which are inspected  
116 first before being given a permit. After that, as staff are able, they try to do routine inspections and  
117 maximize the number of visits done on each trip by looking to see what else is in the area to visit and  
118 focus to resolve issues in a certain area. Lewis said most of the site visits at this point do result in a  
119 change to the permit, which means almost every site visit is producing more paperwork. This limits  
120 their ability to meet the KPM. The other priority is any complaints they receive, which require a site  
121 visit, sometimes multiple inspections to ensure it has been resolved to the satisfaction of all parties  
122 involved. She said the site and field work around the visits is more than just going out and doing a  
123 routine inspection once every two years.

124  
125 Ashford said the permit backlog has been a priority focus and he appreciates it but wonders if it has  
126 adversely affected the Agency with the Legislature. Houston replied yes, the Agency has received  
127 comments inquiring why the number is not closer to the target. Lewis said it has been mentioned  
128 and they have been receiving comments from permittees that they would like them out there more;  
129 that regular site visits do help them stay in compliance. Jeremiah responded she thought the priority  
130 is in the right place because the biggest frustration was in the permits not being completed and their  
131 focus for visits should be on unpermitted sites and complaints. She said DOGAMI staff is extremely  
132 responsive and an excellent resource for phone calls to clarify changing regulation or technical  
133 questions and thinks the regulated community has a tremendous amount of respect for the staff.  
134 She believes the site visits should be more targeted at identifying illegally operating sites.

135  
136 Avy said in years past to meet the KPM, the inspections were closer to a drive by, which makes the  
137 Agency's numbers look better, but does not meet the underlying objective. The lower number  
138 causes the Agency to take more heat, but it is reflective of a more effective approach. Ashford asked  
139 if the KPM should be assessed and modified to ensure it is the right KPM for the work the Agency is  
140 doing to meet the needs of our stakeholders. Maffei said the Board should discuss this in more detail  
141 at a later date. Teeman asked a question about the permit changes and the types that are occurring.  
142 Lewis said she would speak to those during her section.

143  
144 KPM 1 (Hazard and Risk Assessment Completion), KPM 2 (Detailed Geologic Map Completion), KPM 5  
145 (Customer Service), and KPM 6 (Governance), an annual assessment by the Board based on a set of  
146 15 best practice criteria, are scheduled to be completed at the next Governing Board meeting  
147 scheduled in the fall of 2019.

148  
149 The Board was asked to approve completed KPMs 3 and 4.



150

151 Board Action: **Kozlowski moved to approve completed Key Performance Measures (KPMs) 3 and 4**  
152 **of the Annual Progress Performance Report as proposed. Ashford seconded. Motion carried.**

153

154 **6) Rule Writing:**

155 Bob Houston, Interim Legislative Coordinator, stated The Oregon Department of Administrative  
156 Services has updated the Statewide Policy on Public Records Request Fees and Charges (107-001-  
157 030).

158

159 Due to the Statewide Policy change, agencies must review and, if necessary, update their Public  
160 Records Request charging policies, practices and or administrative rules to comply with this Policy.  
161 The Agency's service fees are specified in OAR 632-001-0010 (Attached: *OAR 632-001-  
162 0010\_2019.pdf*). These service fee amounts were last updated in 1995. This change can be adopted  
163 by reference into the OAR.

164

165 In order to comply with the Statewide Policy on Public Records Request fees and charges, the Agency  
166 will need to implement rulemaking.

167

168 Maffei asked why this is being updated now after 25 years. Avy said there had been iterations in  
169 draft for several years and it did not make sense to do the change and the rule making process twice.  
170 Diane Lloyd said she did not think the Agency can adopt a policy that is automatically updated by  
171 reference to future changes in the statewide policy due to delegation issues and that a specific  
172 version must be referenced and adopted. If it needs to be changed later, it would need to be  
173 amended in DOGAMI rule.

174

175 Jeremiah encouraged the Agency to add budget to make the information resources of the Agency  
176 publicly accessible without having to go through the public records process and this should be cost  
177 recovery not revenue generation.

178

179 Board Action: **Kozlowski moved to initiate formal rulemaking process to amend OAR 632-001-0010**  
180 **– Service Fees and adopt by reference the current version of the Statewide Policy (107-001-030) on**  
181 **Public Records Request Fees and Charges dated February 15, 2017. Teeman seconded. Motion**  
182 **carried.**

183

184 **7) Review New Process of Evaluation for Director:**

185 Sherry Carter, DAS Client Agency Human Resources Business Partner, stated she had a discussion  
186 with Chair Maffei to adopt a more formal process for the Director's Performance Evaluation. Carter  
187 said "best practice" recommends a 360 approach to the evaluation process that includes multiple  
188 stakeholders. She discussed the process which includes a survey being sent out as an invitation to  
189 specific stakeholders to receive feedback from them and provided samples of the questions and  
190 stakeholders list for the Board to review. Carter said input may not necessarily be the direction the  
191 Agency is taking so the Board needs to be mindful and look at it closely before using that information  
192 in the performance evaluation.

193

194 Carter explained that a survey software tool is used by DAS and she will collect the data and  
195 consolidate it, then provides it to the Board during an Executive Session. The documentation then

196 becomes supporting documentation for the evaluation however, it is not necessarily included as part  
197 of the formal evaluation. She encouraged the Board to consider this holistic approach for the  
198 evaluation.  
199

200 Maffei stated in the past only the Board has done the evaluations, but they are not here every day  
201 and they have talked about changing it previously. The evaluation was supposed to happen at  
202 today's meeting but with everything happening there was not enough time to complete it. The goal  
203 is to have this sent out and try to have the evaluation done by the September Board meeting to  
204 discuss in the Executive Session and present their findings in public.  
205

206 Kozlowski said she has used this type of evaluation in the past with mixed results on this type of  
207 feedback and asked Ashford for his input. Ashford said they use it in his department for renewals,  
208 but not every time, there are always outliers and those need to be taken at face value. Ashford  
209 asked questions on who puts the list together, if anonymous input is used, and is the collected  
210 information possibly a public records request even if it is done in Executive Session. Carter replied  
211 yes, it is possible the feedback could become public. It is up to the Board what information they  
212 want included in the survey and the list of survey invitees.  
213

214 Ashford asked if the demographic information can be available so the Board can have it to review.  
215 Carter said yes, that information is made as part of the data she provides. She also double-checks  
216 the information to ensure the response is from who it should be from. Teeman asked if the rating  
217 system had a standard rating and if the Board can determine it. Carter said the Board can determine  
218 how it is rated, there is not a set standard statewide; and technically there does not need to be a  
219 formal evaluation process, but this is a recommended best practice. Teeman asked if each of the  
220 responses have a rating or would it be better having categories like "does not apply" so they do not  
221 feel compelled to answer. Carter said participants do not actually get the document, they get it in a  
222 survey format with an "N/A" if not applicable and there is a comment section for each question. She  
223 emphasized the survey can be as customized as the Board would like it to be.  
224

225 Chair Maffei asked how the Board would go about determining the questions. Carter explained that  
226 for the Board of Pharmacy (BOP), the example used, the Chair came up with draft questions that  
227 Board members reviewed and then voted on in a Board meeting. Maffei then confirmed with Carter  
228 that the Board would need to adopt the final evaluation form, which could be done in a special  
229 meeting.  
230

231 Jeremiah said her understanding of the process is to identify opportunities for improvement for the  
232 Director as well as acknowledge accomplishments. She suggested the Director have an opportunity  
233 for input of what areas he thinks should be evaluated and he do a self-evaluation. Ashford asked  
234 what the timeline was for having this survey completed. Carter replied they (HR) do not like to give  
235 more than 5 business days for responses.  
236

237 This evaluation is for calendar year 2018 but Maffei said the Board could change it. The Board agreed  
238 the evaluation time period will be Jan 1, 2018 to June 30, 2019. A special Board meeting will be held  
239 in early August to accept the questions to use and the invitee list of evaluators. Maffei will work with  
240 Carter to come up with questions, then get input from the Board members and Director Avy.  
241

242 **Break**  
243

244 **8) Financial Report:**

245 Dania Ballard, Chief Financial Officer, presented the budget status report as of May 31, 2019.

246

247 Chair Maffei asked Director Avy to introduce Dania Ballard, DOGAMI's new Chief Financial Officer  
248 (CFO), and Jack Kenny, Operations and Policy Analyst, who came in to help while DOGAMI had no  
249 CFO.

250

251 Avy stated Kenny has a very diverse background as a CFO and working at the Legislature, which has  
252 been extremely helpful diving into the Agency's financial issues. Kenny has been providing  
253 information for the Legislative Fiscal Office (LFO) and has agreed to stay on to provide overlap with  
254 our new CFO.

255

256 Avy said Dania Ballard came on board a month ago and has a broad range of experience in  
257 leadership, management and financial accounting in her background. Avy stated for today's meeting,  
258 Kenny will provide an overview of the grants compared to other agencies to give the Board a relative  
259 perspective of the complexity of the Agency's situation, and Ballard will speak to the budget bill and  
260 the financial spreadsheet.

261

262 Ballard, CFO, introduced herself to the Board and provide her background. She has both state and  
263 private experience. She worked for 8 years at the Oregon State Hospital as Director of Financial  
264 Services and most recently she worked at Willamalane Parks and Recreation District as their Finance  
265 Director. Ballard's directly related experience is from 20 years ago working for Arthur Andersen in  
266 their Business Process Outsourcing Unit. She would work with companies that had financial distress,  
267 vacancies, or when their business office had holes; they would go out and fill the role to help put in  
268 procedures and practices to help them get them back on track. Ballard feels it is a parallel  
269 environment to what DOGAMI is going through with its financial operations and is enjoying the  
270 challenge.

271

272 Kenny introduced himself to the Board, stating he has been at DOGAMI since early May working part  
273 time and has had four areas of focus, the first two driven by legislative requests. Area one was to  
274 analyze the budgetary and financial impact of the fee increases for SB 45 under multiple scenarios.  
275 Although it did not become law, the level of understanding was raised with the Legislative Fiscal  
276 Office (LFO). It allowed them to look at the fee increases in a more comprehensive light in terms of  
277 what it does for each separate program within MLRR, as well as ensuring only appropriate costs are  
278 charged. Kenny said this has provided very important information for LFO and possibly the  
279 Legislature in February. His second area of focus was the year end budget.

280

281 Kenny said his third area of focus is becoming current on federal financial quarterly reports and he  
282 first concentrated on FEMA. He stated the workload increase has created other problems that have  
283 exacerbated the initial problems. Because DOGAMI was behind in federal reporting, FEMA stopped  
284 allowing the Agency to draw funds from them. He announced that as of yesterday, DOGAMI is  
285 current in the quarterly financial reports with FEMA.

286

287 Jeremiah asked when that started and when the Agency was cut off from drawing funds. Kenny  
288 thought it was April since it was before he started. He said there are other federal grants that are  
289 delinquent but those will be done. Maffei explained the grant process of quarterly reporting.

290

291 Ashford asked how far the Agency has to be behind to have it frozen. Pratt answered it is about one  
292 report and explained the different types of reporting required for financial and performance on the  
293 tasks. Maffei asked how many FEMA grants the Agency has. Kenny replied there are at least 10  
294 FEMA grants.

295  
296 Teeman asked if all grants require quarterly reporting. Kenny responded yes most of them do, there  
297 are both financial and narrative that need to be done for each. Jeremiah asked for clarification about  
298 some reports being submitted and it being a FEMA error. Kenny answered in some cases there was  
299 an indication there had not been a report submitted, he prepared the report, then later found out  
300 that was not the case, but there were instances where reports had not been filed. Jeremiah asked  
301 going forward whose responsibility that falls to. Ballard replied it is under the responsibility of the  
302 CFO within the Business Office and explained the financial reporting has always been a function of  
303 the business operation, not the staff doing the task, but the change is how it is facilitated in the  
304 future.

305  
306 Kenny's fourth area of focus was developing a cost recovery rate for the MLRR program. Kenny  
307 developed a model for consistent indirect cost rate methodology so that going forward it should  
308 capture all the costs and appropriately allocate them to the subprogram within MLRR.

309  
310 Kenny provided a little bit of his background; after he retired, he worked for the Blind Commission.  
311 During his career, he had worked for Housing and Community Services where there are federal  
312 grants, and he was an auditor with Secretary of State. He stated at the Blind Commission, they had a  
313 similar size budget as DOGAMI, but they only had five grants and he was able to prepare  
314 spreadsheets that incorporated all the grants into their budgetary reporting. So it was very clear  
315 when a grant affected the budget, or the budget affected the grant. Kenny said there are currently  
316 about 66 open grants and during the biennium there were about 20 more. Most agencies the size of  
317 DOGAMI would have less than 10. He explained there is some amount of work associated with each  
318 grant and there are grants at the Agency that are less than \$5,000 which is not cost effective.  
319 Business practices are currently being reviewed, including formalizing how FTEs are developed in  
320 grant requests, which should allow the Agency to line up the grant requests with the budget FTE to  
321 see any differences.

322  
323 Kenny discussed the indirect cost rate, which is how an agency recovers its overhead for most grants.  
324 He stated most agencies only have one per year, but the other complexity at DOGAMI, is that there  
325 are multiple indirect cost rates in effect within each year, which makes reporting very complex and  
326 challenging. He said the Agency needs to have precise tools for forecasting revenue and align it with  
327 the available staff.

328  
329 Teeman asked if the indirect and multiple indirect rates are based on a multiple year projects and  
330 when the grants are awarded. Kenny answered yes and explained briefly there are separate different  
331 indirect rates for the MLRR and lidar programs. Teeman asked if this was a multiple yearly federally  
332 negotiated indirect cost rate proposal. Kenny answered yes, the Agency is doing the right thing for  
333 the right reasons, but it is very complex. Kenny also stated that two financial people were not  
334 enough to handle the amount of grants and complexity of them. He said the current workload is  
335 huge due to the financial backlog and they are trying to get things caught up. They are in a hole  
336 trying to dig out. Unfortunately, being in a hole creates problems that makes the hole deeper.

337

338 Kenny said DAS processed DOGAMI's payroll for the last two months, but it has not been allocated  
339 appropriately because the Agency ran out of General Fund and they will not know where the Agency  
340 is financially until the bill has been signed by the Governor. Jeremiah asked if there is a conceptual  
341 budget model that can be built based on the assumption the Governor will sign the bill. Kenny  
342 answered that though such a model was possible, he believes he did his best at the budget  
343 projections initially and greater priorities now demand his attention. Ballard explained that DAS  
344 actually paid the payroll and it is still showing under DAS, once DOGAMI gets the money, they will  
345 need to be paid back. Kenny and Ballard prepared the projections based on what DAS told them the  
346 payroll was. Jeremiah stated it upsets her that the Agency does not know where it is at financially  
347 and that it cannot operate this way. Maffei said payroll is not just a number, because some of it is  
348 put on grants and some on General Fund. Kenny said once the budget is approved, he and Ballard  
349 will get to work on it and establish a process.

350  
351 Maffei suggested including having a financial update during the special meeting in August. Ballard  
352 said she would probably not have a complete picture at that time since year end closed on June 30,  
353 with a soft close for the year on August 5. End of year processing will continue through the end of  
354 September when the books close and DAS will continue making adjustments through the end of  
355 December. DAS is also helping DOGAMI out with processing the backlog of payables that have had to  
356 be held due to the shortfall. Maffei said she would like to have at least a snapshot at that meeting  
357 and that multiple meetings might be needed in the fall. Ballard said they could have a fairly close  
358 update by September, but it will not be the closed final numbers. Ashford said he would rather wait  
359 until September for a more complete financial report.

360  
361 Jeremiah had multiple concerns and questions as to why they cannot have more answers sooner.  
362 Ballard explained the challenges happening and that they are in clean-up mode. Going forward her  
363 goal is to have everything updated so reports can be done accurately on a monthly basis. Jeremiah  
364 asked if the systems going forward are adequate and should they be updated. Kozlowski said the  
365 discussion has been about going forward but she has concerns with the forensic analysis of what  
366 happened, why was it not red flagged sooner, and why is the Agency where it is at now.

367  
368 Maffei explained that due to the financial crisis in the mid-2000s, the General Fund for the Agency  
369 was reduced, and the staff went out and was able to get funding through grants but did not have the  
370 ability to administer it. Kozlowski said in multiple meetings the Board asked if more staff was needed  
371 in the financial office. She feels the Board was not provided with information to respond effectively.  
372 Carter spoke up about the staffing aspect and said it was determined the Business Office was  
373 understaffed and that position descriptions (PDs) had been written but due to capacity issues, were  
374 not moved on by the prior CFO.

375  
376 Ashford said his take is DOGAMI has made it complex on its own; the Agency needs to find the right  
377 size for balance and have staff available to do the reports to stay on budget. The focus should be  
378 about the Agency's core mission and what it does best. Kozlowski agreed, saying clarity is extremely  
379 important, the Agency needs to focus on what it does well, and DOGAMI does do exceptional work.

380  
381 Kenny discussed the workload and the amount that still needs to be done. He gave kudos to Opal at  
382 DAS for all her assistance, stating there are systems that are great, but more systems need to be  
383 developed. Kozlowski asked if the Agency has the resources they need to complete it. Ballard  
384 answered they will eventually have the staff and DAS will be helping with workload activities to clean  
385 up.

386  
387 Maffei asked if the \$650,000 is sufficient to cover the outstanding charges. Ballard believes so then  
388 added that Kenny is identifying costs that can be reclassified and charged to federal grants to free up  
389 General Fund. Teeman asked about the PI and Business Office coordination. Ballard said she has  
390 been meeting with project managers and learning what reports they need to ensure they have the  
391 information to keep projects on track. She said the meetings will be taking place monthly and she  
392 and Avy will be meeting weekly to discuss the ones that may need to be looked at more closely. She  
393 also mentioned that going forward DOGAMI, DAS and LFO will be determining what financial  
394 reporting needs to be done monthly. Kozlowski said it looks like Ballard is setting up a partnership  
395 with the staff going forward. Ballard replied she is working on the financial portion and they will also  
396 need to look at other tools for moving forward with projects to be successful. Kenny stated he  
397 believed the one-year budget could present a problem with recruiting for the financial positions, but  
398 they are looking at other options as well.

399  
400 Jeremiah asked questions of Avy and Maffei and if history is repeating itself regarding the financial  
401 issues. Maffei said she believes it is history repeating itself, but the Board and Agency did not have  
402 the ability to determine what really happened the first time. Avy said at that time policies and  
403 procedures were not in place and systems did not exist that were required and subsequently  
404 implemented under the 2015 Budget Note. He said adequate fiscal controls were not in place to  
405 detect the current issue early. Avy stated the new positions cannot be filled until the layoffs happen  
406 and it may take a few months to get in place. Pratt stated she and CFO Riddell would meet with  
407 project managers, but it was not consistent due to capacity.

408  
409 Ballard said with the one-year budget, there is a requirement to meet with DAS and LFO on a  
410 monthly basis and the Business Office will need to meet with the project managers on a monthly  
411 basis. Avy said the previous assumption by staff was that the cost required for an enhanced product  
412 would be covered by General Fund. They are now working to capture such costs in initial grant  
413 proposals. Ashford emphasized it goes back to finding the right size for the work the Agency does.  
414 Avy said the Budget Note states the Governor's Office and DAS will be writing the Agency's Strategic  
415 Plan to determine what the best path forward is for DOGAMI.

416  
417 Ballard stated SB 5511 has \$650,000 General Fund for GS&S to cover the overspent money and it also  
418 increased expenditure limitation by \$400,000 for MLRR. She explained the difference between the  
419 two: the additional General Fund is because the Agency overspent and it is to finish out the fiscal  
420 year 2019, and the \$400,000 is not additional money, but additional permission to spend that  
421 amount of money. Due to the Calico Project MLRR had expenditures greater than what was forecast.  
422 The Legislature not only approves how much funding the Agency receives, but how much it spends.

423  
424 Ballard explained the Budget Note requirements. The Legislature gave DOGAMI a one-year budget  
425 through June 30, 2020 and in February it will determine the Agency's future. DOGAMI is required to  
426 do monthly financial reporting with DAS and LFO regarding the budget to actual and projections, and  
427 the project and grant status. The Strategic Plan will be prepared by the Governor's Office and DAS,  
428 evaluating the long-term viability and structure of DOGAMI's future. Eliminated are three Natural  
429 Resource Specialists (NRS) and two vacant positions, which are the Communications Director and an  
430 NRS; adding two additional Business Office positions to build capacity, a Grant Accountant and  
431 Contract Specialist; and reclassifying the Financial Analyst (FA) to a higher level. In addition, DOGAMI  
432 will do an evaluation/review of the projected revenue and expenses, and appropriate cost recovery  
433 for MLRR.

434  
435 Ballard stated the fiscal year ended June 30, but the closeout process will go into mid-August. Once  
436 SB 5511 is signed and the money in the account, the backlog of bills can be paid, and the year-end  
437 close process can proceed. Currently there is only Ballard and Kenny in the Business Office and they  
438 are working on the overspend-risk grants to determine what needs to take place to keep them from  
439 going overbudget. Staff layoffs need to occur before the new positions can be filled due to overlap of  
440 funding, so DOGAMI is looking at temporary assistance to get caught up.

441  
442 Ballard asked the Board what they need from the Business Office to help them do their role of  
443 DOGAMI oversight. Jeremiah said she reviewed the minutes from the last several meetings that  
444 showed extensive questions by Board members and feels they asked the right questions but were not  
445 given accurate answers. Ballard explained her suggested approach of doing a narrative that covers  
446 CFO concerns, issues, and variance review in addition to the financial spreadsheet.

447  
448 Maffei explained that the Board feels burned and is very skeptical that they are getting the correct  
449 information and it will take time for them to trust the information they are being provided.  
450 Kozlowski said she feels optimistic that the critical issues have been identified and the Agency is  
451 making progress on them. Ashford shared his concerns about the grants and wants to see what the  
452 plan is to get them back on track. Teeman asked if having a project sheet with full details and  
453 balances could be included. A discussion took place on what the Board is looking for to keep track of  
454 the projects more closely.

455  
456 Ashford asked what the indirect cost rates are. Kenny answered the range is approximately 15% and  
457 26%. Kenny discussed the possible changes of the indirect rates in the future because it is based on  
458 the previous year. Ashford said they need to look at the indirect cost rates and making decisions  
459 based on the rates. Jeremiah asked if the indirects cover writing grant applications and preparation.  
460 Maffei answered that specific question had been previously discussed and the amount could not be  
461 covered by grant money.

462  
463 Ballard discussed the actual financial report that reflects a negative (-) \$590,000 shortfall that will be  
464 covered by the \$650,000 from the budget bill. Maffei asked Ballard her opinion of the report format.  
465 Ballard said the report helps her as an accountant, but it is not a great communication tool. She  
466 would like to keep the report so the Board sees the numbers but would like to include a narrative  
467 that covers more detailed information and concerns. Jeremiah said she would like to see more  
468 details on the expenses, so they know what is being covered on the line items. One specific question  
469 came up about data processing on the spreadsheet. Connor Anderson, Chief Information Officer  
470 (CIO), explained the line item as a portion of a State mandated IT charge by Enterprise Technology  
471 Services (ETS) that each agency must pay.

472  
473 Ashford reiterated the Board would like more information on the grants including a summary that  
474 contains award amount, budget, percent spent, percent complete, and status (especially if it is in a  
475 red or orange category), and why and what actions are being taken to get it back on track. Ashford  
476 asked if grant proposals are still being submitted. Pratt answered yes, that she and Ballard have been  
477 reviewing them in detail and they are then taken to the Leadership Team for final approval to move  
478 forward. Avy stated if it is a federal and competitive grant it needs to go to the Legislature for  
479 approval before the Agency applies.

480

481 Kozlowski said she understands why it was done but is concerned about the Strategic Plan being  
482 completed by DAS and the Governor's Office. She feels some anger is being directed at DOGAMI, but  
483 she would like to have the Board involved in the process for them to have input into it and right sizing  
484 the Agency. The Board is being proactive in clarifying what is being done to deal with the problem,  
485 they are taking it very seriously and they want to right size it as well. Avy said they will be meeting  
486 with DAS and LFO on a monthly basis for budget tracking and will make clear the Board's interest in  
487 development of the strategic plan.  
488

489 Jeremiah stated she felt the Board had asked extensive questions and raised flags when they thought  
490 appropriate to avoid the Agency heading down this path and asked Ballard what she thought the  
491 Board can do to have value in the process to ensure this does not happen again. Ballard said they  
492 need to see the financials and where the variances are and receive an explanation about what needs  
493 to be done to correct using direct communication. Maffei said she thinks the Board needs to be  
494 more vocal and tougher. Jeremiah asked if the Board should not be approving the financials if they  
495 are not comfortable. Maffei said absolutely they should not approve it in that case.  
496

497 Board Action: **Jeremiah motioned to delay approval of the budget as presented with direction to**  
498 **staff to continuing revising the budget until the Board can be confident in the data being**  
499 **presented. Ashford seconded. Motion carried.**  
500

501 **9) Public Comment:**

502 Chair Maffei asked for public comment. No public comments.  
503

504 **Break**

505  
506 **10) Working Lunch - Grassy Mountain Update:**

507 Randy Jones, DEQ Regional Solutions Liaison, provided the Calico Update.  
508

509 Jones stated for the month of July he will still be DOGAMI's Chemical Process Mining Coordinator.  
510

511 Jones said the company did achieve a Conditional Use Permit from Malheur County in late May, but it  
512 came with a Condition of Approval. The Condition of Approval is focused primarily on a response to a  
513 letter written by ODFW and DLCD, specifically responding to statutory rule requirements around Sage  
514 Grouse and other wildlife mitigation planning. The applicant will come back with a plan that can be  
515 reviewed and approved by the State. The land use action is only applicable to the 62-acre patented  
516 claim, which is basically the mine itself, not the processing area or tailings storage facility.  
517

518 There has been additional activity in exploration by the company. In the spring, an application was  
519 submitted for a series of claims about 12 miles west of Grassy Mountain, called the Frost Project.  
520 The Frost Project holds the prospect of having gold and silver resources in higher concentrations than  
521 Grassy Mountain. This additional 2,000 acres was added to a 9,300 acre claims area, so now there is  
522 geographic coincidence across these claims.  
523

524 Jones stated there have been a variety of dates and timeframes given to DOGAMI over the years that  
525 the company would bring a consolidated permit application to the State to be considered. All those  
526 dates have slipped and were milestones that meant each engaged state agency ramped up in staffing  
527 and expertise. For DOGAMI, it has meant each one of these dates has meant mastering the



528 complexity that exists in statute and rule and all the requirements. The most recent target given to  
529 DOGAMI was July 1, 2019. It is apparent that it will slip as well.

530  
531 The current snapshot is among the Baseline Study Reports that document existing environmental and  
532 social economic conditions, 19 out of 23 disciplines have been received and accepted. With the one  
533 exception of Cultural Resources, DOGAMI has seen versions of all 23, but there have not been some  
534 really critical updates on the last four and the Agency does not know the current timeline.

535  
536 Jones provided a sense of project variables and timing going forward with the potential for  
537 construction starting as early as late spring 2021.

538  
539 Jones stated there have been a lot of questions around not only invoices that DOGAMI has submitted  
540 but around budgets that we coordinated the first part of this year to project forward through the  
541 year. As of today, the company has been fully invoiced for 2018 and through April 2019. There is an  
542 outstanding amount of \$664,355. He said Sarah Lewis worked hard this spring to revamp, reformat,  
543 and make clear and objective each individual invoice using various categories of description for all  
544 the State's agencies activities in terms of expenditures.

545  
546 Teeman asked if this was calculated to the budget shortfall as if we received it or is this DOGAMI's  
547 accounts receivable that would balance the Agency out. Ballard explained that it is not calculated  
548 into the shortfall. She said the MLRR \$400,000 permission to spend change is partly related to this  
549 amount of money, because the Agency had to pay for services on its dime in support of the project  
550 and now Calico needs to pay DOGAMI back for it. This has nothing to do with the GS&S shortfall,  
551 even though it is a similar number it has nothing to do with General Fund.

552  
553 Ashford asked if Calico does not pay DOGAMI then is the Agency on the hook for all of this. Ballard  
554 answered yes it would be a loss to the Agency if they do not pay. She said there are more details;  
555 this is a legal question that is in dispute and the Agency is going through actions to try and get the  
556 money.

557  
558 Teeman asked if this has not been accounted for in the budgets because it has not been received yet,  
559 then the other arm of the budgets would be in deficit this amount. Ballard said it has been  
560 considered in the budget as money we expect to have, whether we get it or not is a different  
561 question, but we do expect to see it and it is in our budget going forward. It has no connection to  
562 GS&S for which the Agency borrowed money.

563  
564 Avy explained that MLRR had a carry forward balance at the beginning of the biennium, which is why  
565 they are not underwater right now, but also because DAS is carrying \$200,000 for MLRR to cross the  
566 biennium.

567  
568 Jones said this is an outstanding invoiced balance and DOGAMI has served as the portal for which  
569 other cost recovery agreements from other state agencies come through. A substantial amount of  
570 the costs that DOGAMI has born has been to reimburse those agencies and it is roughly caught up  
571 with them.

572  
573 Sarah Lewis, MLRR Program Manager, stated that since DOGAMI has not paid DEQ, Randy Jones'  
574 rotation with DOGAMI ended as of July 1, 2019. He has gone back to DEQ but will still be working on  
575 Calico in the future. She thanked Jones for his service to DOGAMI since November 2017. DEQ is

576 allowing DOGAMI to call on Randy periodically to help with project transition and quarterly reporting.  
577 Jones stated because Calico/Grassy Mountain is still a regional solutions project and an economic  
578 development project, he will continue working on the project representing DEQ.  
579

580 Lewis provided a process-based update regarding payments from Calico. In February the decision  
581 was made to have program management take over the financial management of the Calico project to  
582 more closely align what was being done with invoicing and ensure justification for all charges in a  
583 timely manner. She worked with Jones on the classification of expenses, reviewed and reissued as  
584 needed for 2018 and caught up-to-date on 2019. The lags on state agency budgets are significant  
585 and they are about two months out for charges, but they are caught up through April.  
586

587 Lewis provided background regarding Calico expenses and payment status. DOGAMI has suspended  
588 work on the project pending payment.  
589

590 Ashford asked if the \$664,000 includes the money owed to DEQ and other agencies, and if Calico  
591 never paid, is DOGAMI's liability that whole amount because the agreement is the Agency does not  
592 pay the other agencies until we get paid. Lewis said that is the agreement with DEQ specifically, but  
593 almost all the other agencies are actually paid up-to-date. The reason for that choice is in the  
594 revision of procedures from spring, they requested all state agencies provide additional  
595 documentation of how their hours were spent so they could pass that on to Calico. DEQ lagged in  
596 providing documentation so they have not been paid for some of their outstanding charges  
597 (\$120,000-\$130,000).  
598

599 Kozlowski asked if this was the same project that had some questionable consulting charges  
600 disputed. Lewis answered yes, it is the same one. Diane Lloyd said those charges should have been  
601 better vetted by the Agency at that time, but since then a full review has been completed and all  
602 those charges have been responded to by DOGAMI. Kozlowski asked if the Agency has been in  
603 contact with legislators who had concerns. Avy said he and Jones met with Senators Johnson and  
604 Bentz, along with John Terpening of LFO. DOGAMI acknowledged invoicing had not been done well,  
605 was being corrected, and the Agency would revise as quickly as possible. Avy said the invoices that  
606 have gone out since are very defensible.  
607

608 Lewis explained DOGAMI's approach and revisions to indirect charges.  
609

610 Kozlowski asked if they do not pay, how much responsibility remains with DOGAMI, how much would  
611 the Agency be left with. Lewis answered she had not calculated that number but said she could get it  
612 for her. The first place that gets hit is the cushion the program has that is over \$300,000 coming into  
613 the biennium and then the remainder would need to be made up, which is what they are trying to  
614 avoid. The budget discussed earlier does include that payment and would leave MLRR with a  
615 \$440,000 balance if the Calico bills are paid appropriately.  
616

617 Ashford asked if the costs that were reviewed were a small percentage difference of the amount.  
618 Lewis said yes, it was a very small amount. She said tying the project management more closely with  
619 the invoicing addressed some of those concerns. Jeremiah said to be mindful that even if it is a few  
620 percent, it is still a few percent and should not matter, that a reverse expectation of enforcement of  
621 their compliance or obligation would have been to the letter of the law. Lewis said it was ultimately  
622 an increase not a decrease they ended up billing them. Kozlowski said it is important that the Agency  
623 is confident in the quality of their numbers.

624  
625 Briefing: **No Board Action Required.**

626  
627 **11) MLRR Update:**

628 Sarah Lewis, MLRR Program Manager, provided an MLRR update on:

629  
630 Please note, included in this packet are the ENGAGE Summer and Civil Penalties newsletters being  
631 sent out and can also be found online: <https://www.oregongeology.org/mlrr/engage.htm>

632  
633 Lewis said that HB 3309, the Tsunami bill, included language that removed construction sites from  
634 the definition of surface mining, provided they are not selling material into the open market. It is  
635 clean language and will help the Agency focus on inspecting and permitting aggregate mining  
636 operations. One operation this directly pertains to is the Jordan Cove terminal and pipeline project.  
637 The change in statute means DOGAMI will no longer have authority to permit their construction  
638 activities and those activities are regulated by other permits and processes. DOGAMI would still  
639 permit any activities related to the project that fall under the definition of surface mining. Maffei  
640 asked how much time has been spent on the project. Lewis said it is about 60 hours, plus some legal,  
641 that will not be able to be recovered because a permit application was not submitted. Lewis said  
642 part of the overhead of running the mining program is you do not get paid until you have an  
643 application in hand.

644  
645 Permit Status Summary

646 Lewis was happy to report that MLRR has transitioned to the interim database system, which they  
647 hope will bridge them into an ePermitting system in the future. She introduced Ed Buchner, their GIS  
648 Analyst and IT Specialist in Albany. She said he is almost singlehandedly responsible for making that  
649 transition in designing the database, doing the work, the QAQC on all the data to be transferred over,  
650 and implementing it with staff. They can now generate all the renewals and permits through mail  
651 merges being driven by the database, where he can pull reports and provide data on the permitting  
652 in real time.

653  
654 Buchner said he started at DOGAMI in October 2011, and there was a lot of distrust in the database  
655 used for permitting mine sites. After looking at it, it looked like it started as a spreadsheet in 1998,  
656 then imported into Access and made into a database. In 2016-2018 staff scoped out the  
657 requirements of the permitting process and their needs and what the Board and Legislature would  
658 like to see as metrics. It now has ability to pull reports that are accurate and track audits made in the  
659 system. Kozlowski asked if it will help determine priorities for the staff. Lewis said yes, they will be  
660 able to determine sites that need to be visited and tie it to production numbers. Jeremiah asked if  
661 the mining permit spreadsheet will still be provided. Buchner said they are hoping to provide  
662 something better. Connor Anderson gave kudos to Buchner saying the work he took on as an  
663 individual is extraordinary, as well as the quality of work.

664  
665 Lewis reviewed the detailed list of permits. A map was included with the information of where MLRR  
666 has been active and she will update the map each quarter with new activities. The application  
667 process has become tighter in the last two quarters and the average time has been taking 8.5  
668 months, which is less time than the typical 1 year. This means there will be more time for  
669 inspections, but those inspections will trigger more paperwork.

670

671 Lewis discussed Civil Penalties and her expectations of being able to report how many are late  
672 payments and getting the permission to go forward with action on them. Lewis briefly discussed the  
673 seasonal newsletter that was included in the Board Packet.

674  
675 Ashford said he appreciates the work they have done on the permits and reducing the backlog, then  
676 asked if the range is average. Lewis said yes, but the range will go up if an application received 3  
677 years ago gets a permit tomorrow, but the average will not go up as much. Jeremiah gave Lewis  
678 kudos for the work the staff has done and said she has received comments about how well the  
679 process has become more streamlined. Lewis said there were things already in place when she  
680 arrived, she just built upon them.

681  
682 Lewis said they brought on an OSU student to work on the Calico project, but they are now using her  
683 time to do the scanning of active files, which will take about 6 months to complete. Staff would not  
684 have been able to complete this task to bring them into compliance in addition to their regular  
685 workload.

686  
687 Briefing: **No Board Action Required.**

688

689 **12) GS&S Update:**

690 Alyssa Pratt, Acting GS&S Program Manager, provided an update on GS&S.

691

692 Pratt discussed the reality of the proposed budget of removing five positions to fund three more in  
693 the Business Office. She stated there is a plus side to adding to the Business Office, but the negative  
694 side is the Agency is losing the Public Information Officer (PIO) that has been a contact position with  
695 other agencies and the public. This stifles the Agency's ability to have the interaction and perform  
696 that level of customer service to the public. The Natural Resource Specialist positions are DOGAMI's  
697 staff. One is a vacancy, but there is a potential the three other staff will be coming out of the GS&S  
698 program. These are individuals who make up the program, make up DOGAMI and the Strategic  
699 Framework.

700

701 Pratt's perspective is right now morale is very low, and it will only continue to be impacted by the  
702 layoff process. Additional stress and uncertainty due to the delays of the budget process keeps  
703 lingering on and it has led to difficulty in being able to focus on the primary goals. Staff has been  
704 amazing about being able to stand up and continue doing work, but right now they are in a very  
705 uncomfortable position in the GS&S program. Collective bargaining is occurring between  
706 management and staff to create language for the layoff process, so there is uncertainty in not  
707 knowing what potentially will happen. The GS&S program will look very different in a few months'  
708 time, and they do not know necessarily how to respond to that or plan other than the fact that  
709 immediately after the layoff process, leadership will have to assess quickly what skillsets were lost,  
710 what skillsets are available, and being able to accommodate contract deliverables.

711

712 Pratt said when LFO was requesting reporting about what FTEs does DOGAMI have covered in project  
713 work moving forward, reports could not be pulled easily. This goes back to the fact that the Agency  
714 needs infrastructure to build out these robust tools. GS&S will then actually be able to say it does  
715 not need to continue going out for grants and adding additional workload (it is covered for staff or  
716 there is too much work), which is what staff are vocalizing. Should we recruit staff for a special  
717 project—Pratt cannot make that decision at the moment as a Program Manager.

718  
719 Pratt said they are waiting until they understand what is going to happen with the budget and all  
720 consequences that could play out for several months, before they are able to respond and meet their  
721 deliverables and commitments. That is the reality of the situation and the heavy lift. They are aware  
722 of the body of work; the supervisors are outstanding in trying to troubleshoot this. In the last few  
723 months they have been able to and have had to back off on specific supervisory work trying to save  
724 General Fund by doing project work. There is still going to be a need for morale and trust building;  
725 staff need to be able to trust the financials and information that they are getting. The team has been  
726 responsive and making adjustments. Pratt believes her team is ready to stand up and do what needs  
727 to be done, but they are all human, all are being influenced by their stressors and the uncertainty and  
728 insecurity about their livelihood. She stated, “these are our colleagues, our friends, and they are also  
729 our subject matter experts”.

730  
731 Pratt stated the focus is how can DOGAMI get to better reporting in the next 6-8 months. The team,  
732 including supervisors, the Director and herself, have been drafting project management policy and  
733 procedures to define roles and expectations of all staff, not just project managers. She wants input  
734 from staff on the project management policy and procedures, which will allow clear communication  
735 of what they are expecting of leadership as well. They have been working on identifying  
736 measurements of performance, the matrix for measuring, how they will be reporting out, and  
737 outlining consequences of actions. Pratt said they have been addressing staff accountability on a  
738 case by case basis, which includes reviewing the scope of work and not allowing projects to go to  
739 publication. One positive note—data sharing agreements are available for work that has not yet  
740 been published. Pratt has been collaborating with the CFO on reporting and expectations.

741  
742 Pratt discussed the General Fund expenditures within the GS&S program and said they have been  
743 reassessing the commitments that have been made to see what a better use of the General Fund  
744 might be. They will be looking at what and where money has been spent in the past to determine if it  
745 should be spent the same going forward. In addition, General Fund allotment reports, in the way of  
746 hours, were provided to give staff a target of how much they could spend for the month, which made  
747 it easier to communicate and staff appreciated.

748  
749 Pratt said for financial awareness, it will take the staff time to trust the information they receive from  
750 the Business Office and it needs to be consistent. Staff do appreciate the meetings they are having  
751 with CFO Ballard on their projects and they are asking for data and want to see the math on the  
752 reports they receive. Supervisors are providing Ballard feedback on what information they want to  
753 see, how can it be displayed or how can they use it moving forward, and want understanding for  
754 what they should dedicate agency resources. Pratt emphasized the importance of being transparent  
755 about everything, including budget information.

756  
757 Pratt stated practice makes perfect; leadership is asking for a lot of change which means being  
758 mindful of the repetitive behavior for learning new processes and procedures. She said this is  
759 happening with proposals, in which the pipeline process now involves having more information about  
760 projects, including budgets, before it is presented at LTM.

761  
762 Pratt has been meeting with CFO Ballard with a morning huddle every day to review priorities  
763 because there are proposals still going out. She has seen great communication happening between  
764 them and project managers, which she hopes will continue resulting in smoother business practices

765 and having collaborative conversations. Pratt said the practice of making time to have these meeting  
766 is extremely important.

767  
768 Pratt said Project Blue Sky is a committee that has been established to determine what project  
769 managers needed to help meet project requirements. They have worked on the staff forecasting  
770 sheets and other projection tools to help feed projections. The members include herself, Supervisors  
771 Bill Burns and Christina Appleby, CIO Connor Anderson, CFO Ballard, and Deb Schueller.

772  
773 In all of this, there is currently a lot happening to improve process. They are going to need to step it  
774 up to meet the requirements in 7-8 months. Pratt is very excited but very sad because it is going to  
775 impact the program to lose positions, but then the Agency will actually get skill and capacity back into  
776 the Business Office to actually provide customer service to the GS&S Program, which has a high need.

777  
778 Pratt handed out an attachment that contained input from staff about questions, concerns and  
779 comments. It is for the Board to review later. She said this is where staff are mentally, they are  
780 expressing a need for review of General Fund spend, information, actions forward, also support, and  
781 encouragement. She thinks this will help provide additional information in preparing the assessment  
782 of the Director. Pratt stated staff are looking forward, prepared to make changes and have been  
783 making changes, they just need to be directed and involved. Clear communication about what has  
784 been going on has been missing.

785  
786 Teeman asked about the Business Office positions related to indirect and indirect costs. Ballard  
787 explained the need to switch the positions around. Teeman wanted to make sure she understood  
788 when they say Business Office folks that would normally be funded through indirect. She asked if the  
789 longer-term game plan is to take folks out of the direct expenses of the project work and fill those  
790 Business Office indirect positions so that in a couple of years from now the indirect rate will be higher  
791 and the Agency will be able to fund them through indirect. She said as a researcher it just seems  
792 counterintuitive to take away research positions for administrative knowing that you need  
793 administration on the finance.

794  
795 Ballard replied as far as the budget is concerned, the Agency did not get more money from the  
796 Legislature to do its operations; even though it had to backfill \$650,000 last biennium, going forward  
797 they did not change the Agency's budget, but actually reduced it slightly because DOGAMI was not  
798 consuming some of the Other Funds it had received. They left the budget somewhat intact, and just  
799 moved positions from those who had been directly charged under GS&S, to build the Business Office  
800 as indirect. She explained that what they saw was a weakness in the Business Office infrastructure  
801 that supports project managers and the people who are doing the direct work. Without that piece,  
802 ultimately long term it could and will impact DOGAMI's ability to go out and get funding to support  
803 what it does. The Agency is at risk of potentially losing federal funding if it does not report accurately  
804 and if it will not do things by letter of their law and do appropriated accounting.

805  
806 Teeman asked if by adding more people to the Business Office staff, then next year will the indirect  
807 cost proposal show more indirect staff so it could affect the indirect rate. Ballard answered  
808 theoretically yes, the indirect rate would go up but, in some cases, there is a cap on how much rate  
809 the Agency can charge.

810  
811 Kozlowski thanked Pratt for her open, honest and heartfelt report. She said she feels that what the  
812 staff feels is what the Board feels. She praised Pratt for her leadership and said she will have a tough

813 time during the next few months and does not want her to leave. Kozlowski said she can see staff  
814 getting really angry, and that anger not necessarily supporting an open next step; but being as open  
815 to working together to fix this with management and staff is critical. She feels if the Agency can keep  
816 focused on what is best for the Agency long term that it may be a blessing in disguise because it will  
817 get their financial act together, understand how and hopefully analyze what it wants to be as an  
818 organization, to be clear on what grants it goes after, and be consistent with its strategy and focus.  
819 Pratt said it is her opinion that leadership needs to say no more often to projects. Kozlowski said the  
820 Agency is highly respected for their research and technical work, and she is afraid of the Agency going  
821 away.

822  
823 Jeremiah said her understanding is, the reason the agency is in this position with budget right now is  
824 that some legislators are upset with the Agency and took it upon themselves to send a message to  
825 the Agency and as a punishment for mismanagement of funds/going overbudget. She said Pratt's  
826 report and her sharing the information humanizes the issue and provides clarity, and asked Pratt if  
827 she had any contact with the legislators to give her side of the story. Jeremiah feels the solution is  
828 not to punish the Agency. Pratt responded she provided assistance on preparing financial reports,  
829 but the truth is there are grants that went overbudget. Pratt said from the perspective of her team,  
830 she can see where they were not getting the information they needed. Her perspective of coming  
831 from the Business Office, the Business Office was overwhelmed by the level of complexity and work.

832  
833 Carter said she had many conversations with DAS, the Governor's Office and others. There is  
834 recognition of the challenges with the financials of the organization; DOGAMI brought awareness to  
835 DAS before and asked them for assistance. She also said that she had been in meetings with staff,  
836 even after the most recent meetings with project managers and they still have the mindset that  
837 General Fund is to cover budget overages and that science is more important. She has witnessed in  
838 multiple meetings where passionate conversations have taken place about the value of the science  
839 but emphasized there needs to be a balance of responsibility on the people managing those grants.  
840 She said it is not just a Business Office issue. Carter said one cannot hold a project manager  
841 accountable if the system structure is not in place to support the accuracy. There is not one area that  
842 is completely at fault for the reason the Agency is in this position.

843  
844 Jeremiah said she still feels that it should come down on the Agency leadership, the CFO holding  
845 those people accountable to their budgets. They may have the cultural background of thinking it is  
846 okay to overspend on General Fund, but that is why you have a leadership structure in place to hold  
847 them accountable and she thinks there should be mechanism to do that. Pratt said the Grants  
848 Management and Program Management Policy and Procedure guidance documents will identify the  
849 roles and expectations of all staff.

850  
851 Ashford said there have been a lot of difficult conversations, the Agency will have more coming up,  
852 and change is going to be difficult. He said there is not one source that is the cause, there are  
853 contributing factors: financial foundation, the ability to see the data is lacking, and the culture of  
854 general fund overspending. Ashford asked how is DOGAMI moving ahead to make this a prospering,  
855 highly valued and functioning Agency in the future. Those are going to be tough discussions over the  
856 next several months.

857  
858 Kozlowski said culture change is difficult. There needs to be a balance and not one person is at fault,  
859 but all people need to work together to make this work going forward.

860

861 Pratt provided a project update regarding five new projects (since March) because staff is going  
862 forward with business (there are six more proposals they are working on). Three publications have  
863 been released and two more are on hold. Some of these are legacy projects.  
864

865 New Projects:

866 Geological Mapping of the Walla Walla Subbasin:

867 OWRD \$211,603 (no match)

868 Contributes to KPM 2

869

870 USGS STATEMAP: Geological Mapping of Burns, Butte and Badger Lake Quadrangles:

871 USGS & DOGAMI \$296,120 = \$148,060 (Federal Grant) and \$148,060 (General Fund Match)

872 Contributes to KPM 2

873

874 Natural Hazard Mitigation Plan Updates for Grant and Baker County:

875 DLCD \$34,000 (no match)

876 Contributes to KPM 1

877

878 Natural Hazard Mitigation Plan Publications Assistance, Baker, Grant and Clatsop Counties:

879 DLCD \$10,110 (no match)

880 Contributes to KPM 1

881

882 Coastal Hospital Preparedness:

883 OHA \$97,309 (no match)

884

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

886

887 **13) Director's Report:**

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

889

890 What Happened

891 Avy said as Director he is responsible and accountable and feels the weight of this every day. It is a  
892 very difficult time. He said related to the timeline of key dates, there is a great sense of urgency  
893 around February 2020; between now and then is DOGAMI's opportunity to prove up as an agency.  
894 He said there is a universal view of going overbudget outside the walls of DOGAMI, which is very little  
895 tolerance or patience for any comments that imply it is ever okay to go overbudget. The Legislature  
896 is rightly not interested in excuses. Avy said DOGAMI is fortunate to even be an agency today  
897 because of the overbudget situation and is grateful to have an opportunity for the Agency to prove  
898 itself. He said it is good to have a path forward, but it is at a huge cost with losing three staff. Avy  
899 stated he understands the Legislature wants to send a message because they are viewing it as  
900 completely unacceptable to go overbudget. DOGAMI needs to follow its budget as does every other  
901 organization, both private and public.

902

903 Avy said he has had conversations with staff where there is a great deal of frustration about being  
904 under the gun to go out and raise the money to keep their jobs and now after all that hard work, the  
905 very projects you raise the money for have become a problem and a negative reflection on your  
906 work. This is a significant morale issue. Avy said some staff sentiment is that General Fund should be



907 spent differently to cover grant overbudgets. In effect Agency leadership would then be preempted  
908 in its decision-making role (by individual project decisions) about where to spend General Fund  
909 dollars for the best agency-wide return.  
910

911 Avy handed out information on the 2015 Budget Note that required a number of corrective actions to  
912 be taken over the last 3 years. In October of last year, LFO informed the Board that the Agency did  
913 not need to come back the next session to report because it had met all the Budget Note  
914 requirements. He does not want the Board to lose sight of the fact that, even though infrastructure  
915 for DOGAMI is not there yet, the Agency is starting from a much better foundation than 3 years ago.  
916 There is more work to be done and having additional Business Office staff will make the potential for  
917 a successful outcome much higher. He discussed in the context of next steps reporting expectations  
918 for projects, project management training, pre-proposal scoping (so the Agency is not  
919 underbudgeting project proposals), and not allowing scope creep, even though it has been the  
920 culture in the past. Avy said external fiscal controls also failed to identify there was a problem early  
921 enough to take corrective action. Kozlowski asked what that meant. Avy said external alarms and  
922 follow up should have happened sooner.  
923

924 Avy expressed concern about the short timeline due to the layoff process of getting the grant  
925 accountant and contract specialist hired to help meet financial expectations. Avy said that despite  
926 the cost and the consequence, the Legislature was really good to the Agency to allow it to continue in  
927 the near-term by covering the shortfall. He reiterated that it is going to be a difficult time going  
928 forward.  
929

930 Kozlowski asked about the timeline of when the budget will be signed and the layoff process. Carter  
931 said they are waiting for the budget to be signed and they do have drafted letters ready to go out.  
932 They are waiting for a response from the SEIU specifically related to a proposal submitted on behalf  
933 of staff in relation to the layoff process but cannot move forward until that is done because it is  
934 related to contractual language dictating the process. She is working with DAS to find out what final  
935 positions the Agency has, and she is auditing the information to verify it. She explained the layoff  
936 process, stating the contract works by the first individuals in the identified positions that are being  
937 eliminated will receive a letter providing them 15 days' notice of what their potential bumping rights  
938 are and they then have 7 days to respond; it could be a domino effect. Ashford asked when the  
939 process is complete, can a temp agency be used for the new positions. Carter said hiring a person  
940 from a temp agency with grant accounting is almost impossible. She said DOGAMI can technically  
941 start the recruiting process once the layoff process begins so they almost line up exactly and she  
942 would recommend that option. Avy said they are also looking at the potential for hiring on a  
943 rotational basis.  
944

#### 945 Tsunami Line Working Group/HB 3309

946 Avy said there were three tsunami line working group meetings with Board member Kozlowski  
947 attending two of them. He believes the Board's letter to the Governor's Office and formation of the  
948 working group helped encourage the Legislature to generate HB 3309. He said some media reports  
949 do not fully represent the value of the bill and characterize it as an abandonment of protection of the  
950 public. The underlying story is that with removal of the authority for DOGAMI, a hurdle has been  
951 removed for the ASCE 7-16 tsunami building code standards to be adopted in Oregon as another path  
952 forward. He also stated the bill has, in some reports, been conflated with the Agency's current  
953 budget challenges, which is coincidence in time.

954  
955 Kozlowski asked if ASCE 7-16 will be moving forward. Amira Streeter, Governor's Office, said the next  
956 step is to ensure there is a partnership between DOGAMI, DLCD and Department of Building Codes to  
957 make sure those standards get adopted. She said she believed the timeline is the final version of the  
958 ASCE 7-16 standards will be done in October with the ability to adopt them at that point; HB 3309  
959 does not go into effect until January 2020, so there will be some sort of policy in place to ensure the  
960 coastal communities are resilient. Kozlowski asked if Director Cameron Smith is supportive of ASCE 7.  
961 Streeter replied yes.

962  
963 Briefing: **No Board Action Required.**

964  
965 **14) Public Comment:**

966 Chair Maffei asked for public comment.

967  
968 Written public comment from John Dilles: It was not read into the record due to its length but is  
969 related HB 3309. It will be attached with the minutes and made public for review.

970  
971 Comment of John McKesson: He applauded the Board's efforts in dealing with the very difficult  
972 problems. He wanted to make four points of why he joined the Oregon Resiliency discussion. He  
973 wanted to get assurance about the infrastructure below all the dams; they are safe, and he heard  
974 there are tanks out there that will explode and become fire, but he has yet to receive reassurance  
975 that will not happen. He said everyone talks about the tsunami warning but no one teaches/talks  
976 about the shaking. OSU extension can do a much better job of explaining that the ground re-  
977 solidifies at the end of the shaking. He believes Beaverton Water's responsibility is to the high-tech  
978 industry and they want to get back to now, which will not work for the rural areas because they are  
979 already disadvantaged in funding, opportunity, and infrastructure.

980  
981 Comment of Allan Niehm: He said DOGAMI needs to do a better job of transparency in terms of  
982 telling the Legislature the benefits of the Agency. He read the Oregonian article on Friday and was  
983 shocked at what was going on and that he was educated today about the finances. He supports  
984 DOGAMI but is worried about the gutting of grant getters and thinks there is a way he can help the  
985 transition period. The best comments he heard are the need to increase the indirect costs, increasing  
986 communications, and getting better definition of goals and direction going forward. He said DOGAMI  
987 has done more with serving the people of Oregon with the grants they have obtained on their own  
988 and is more than just an earthquake agency; he gave an example of a publication DOGAMI did about  
989 the potential natural gas at Mist which caused the Mist Fields to become financially impactful. He  
990 talked about the many positive accomplishments of the Agency including lidar technologies.

991  
992 **15) Confirm Time and Date for September Meeting and Schedule New Board Retreat Date:**

993 Chair Maffei stated the next DOGAMI Board is currently scheduled for Friday, September 20, 2019 in  
994 Portland and wanted to confirm if this date was still acceptable for the Board. Due to multiple  
995 calendar conflicts, both the September and December Board meeting dates were changed.

996  
997 New Dates:

998  
999 September 9, 2019 – Portland, OR

1000

1001 December 9, 2019 – Portland, OR

1002

1003 August 1, 2019 – Portland, OR, starting 8:30am: A Special Board meeting has been scheduled to  
1004 discuss and approve the Director’s Performance Evaluation form questions and survey invitee list to  
1005 meet the deadline needed for the evaluation to take place at the September Board meeting.  
1006

1007 Due to year end close information not being available in time for the August 1 meeting, updated  
1008 financial reports with an attached narrative will be sent out from CFO Ballard in mid-August. A full  
1009 financial report will be provided at the September Board meeting.  
1010

1011 The DOGAMI Board Retreat was originally scheduled to take place on July 8, 2019 but needed to be  
1012 canceled. The Board discussed whether to schedule a new date for the Board Retreat and it was  
1013 decided that no board retreat will take place.  
1014

1015 Board Action: **The Board rescheduled both the September and December Board meetings and**  
1016 **canceled the Board Retreat completely.**  
1017

1018 **16) Board Adjourn:**

1019 Chair Maffei adjourned the meeting at 2:45 p.m.

1020

1021 APPROVED

1022

1023

1024

1025 \_\_\_\_\_  
1026 Laura Maffei, Chair

## Testimony to the Governing Board of Oregon Department of Geology and Mineral Industries

Provided by Dr. John H Dilles, Professor of Geology, Oregon State University, July 9, 2019

DOGAMI serves the people of Oregon by providing scientific data in applied geology in both natural hazards and earth resources. Both missions have recently been compromised by funding, legislation and management issues. It is my view, and that of many geologists in Oregon, that a strong and well-funded DOGAMI is essential for the future of Oregon. DOGAMI should not be downsized, nor per recent proposals, be eliminated or terminated.

The public safety and environment mission of DOGAMI includes geological mapping and planning for earth hazards that include earthquake-induced tsunamis, volcanic eruptions and mudflows, landslides, and flooding. Additionally, the Mined Land Reclamation helps to monitor and minimize environmental damage from mining. These missions have been recently been compromised.

On July 1, Kathryn Schulz published an article in the *New Yorker* that states “Last week, the governor of Oregon signed a law that, among other things, overturns a 1995 prohibition on constructing new public facilities within the tsunami-inundation zone. When the law, known as HB 3309, goes into effect, municipalities will be free to build schools, hospitals, prisons, other high-occupancy buildings, firehouses, and police stations in areas that will be destroyed when the tsunami strikes.”

The new law reduces DOGAMI’s role in planning and the removes its role to review of proposed new buildings. DOGAMI has been the lead public agency mapping the tsunami hazard zone, modeling the likely damage zone, and providing hazard maps and “tsunami zone” signs. The tsunami danger for the Oregon coast is real, because there is a significant likelihood of a future (in the next 50 years, perhaps 25% or more likelihood) magnitude 9 earthquake (see work of Dr. Chris Goldfinger and others). That these earthquakes produce destructive tsunamis is evident. The Indonesian tsunami 15 years ago killed two hundred and eighty thousand people, and the Japan tsunami 8 years ago killed more that eighteen thousand people. Japan is spending billions of dollars to rebuild and move people out of the tsunami zone. Oregon’s new law moves it in the opposite direction, and reductions in DOGAMI’s funding mean that the state agency in charge of tsunami planning does not have sufficient resources.

A colleague, geologist, and Professor Emeritus of Urban Planning, who learned of Oregon’s new law, recently wrote to me as follows: “I am a member of California’s Tsunami Technical Advisory Panel for the California Geological Survey. We have been working this year on deciding on the standards to be applied when California adds tsunami hazard to the Seismic Hazard Mapping Act. So, we have been discussing all these things, including structural mitigations versus evacuation. I’m all for being flexible and appreciating that these are low probability events. But I’ve been to Indonesia and Japan, and near-source tsunamis scare me, and the Cascadia zone is overdue (so the probability is not really that low). We can probably evacuate most of the people currently in those zones, but it sure doesn't make sense to add new

concentrations of people, especially vulnerable populations who will be in public buildings. In any case, in California, we have been deliberating very carefully about the multiple considerations involved in each aspect of the standard, and there are a lot of tough questions involved. It's not the sort of thing to be decided with no public hearing."

I must also comment of DOGAMI's mission to evaluate earth resources because I am geologist who makes and publishes geologic maps and am an expert on mineral resources. Every year, each American, on average, uses more than 20 tons or 40,000 pounds of earth materials (Mineral Information Institute, SME Foundation; US Geological Survey 2018 Mineral Commodity Summaries). These materials include sand and gravel, rock, and cement for road and building construction; phosphate fertilizers and other soil amendments for agriculture; oil, gas, coal and uranium for energy; salt; and a variety of metals that underpin our industrial world (iron/steel, copper, aluminum) and are increasingly important to the new high-tech and green economy (gold, lithium, rare earth elements). Such resources are mined in Oregon, and Globally.

Discovery, planning and environmental mitigation of mining for mineral resources requires high quality geological maps. The federal National Geologic Mapping Act of 1992 made states the lead agencies and provides them moneys to make geologic maps. This federal funding has allowed DOGAMI to increase the percentage of Oregon mapped at a scale of 1:24,000 (the 7.5 minute topographic map series) from less than 5 percent to more than 20 percent. These maps are an investment in Oregon's future, and should continue to be made. As of August, 2018, DOGAMI's geologic mapping mission was compromised, because three of the seven geologist positions were vacant in the Earth Sciences group, and one more of the seven was assigned to legislative liaison. DOGAMI therefore is understaffed and cannot complete this mission, despite having a large program to acquire LiDAR imagery that provide superior base maps.

Geologic maps are essential for many additional aspects of importance to Oregonians beyond mineral resources. They are essential to evaluation of groundwater resources, identification of faults and landslide hazards in urban areas, and are essential for engineering geology for building construction, road siting, and urban planning. In my opinion, funds and staff should be reallocated to the production of geologic maps as they underpin all earth science decisions, both urban and rural, in Oregon.

In summary, DOGAMI provides useful earth science information to Oregonians, and its mission, funding, and management should be solidified so that Oregon is prepared for its future.

.....

About the author, John H Dilles.

JHD holds BS and MS degrees geology from Caltech, and a PhD (1984) degree from Stanford University. After three years work in the minerals exploration business (in Nevada, California, Oregon, Idaho, and Montana), he joined the faculty of geology at Oregon State University where he is a Professor in the College or Earth, Ocean, and Atmospheric Sciences. He teaches

courses in mineralogy, petrology, geochemistry, field geology, and geology of mineral deposits. He is a global leader in research on porphyry type deposits, which supply most of the world's mined copper and molybdenum, and does research the North and South American Cordillera. He has supervised to completion more than 30 MS and PhD students, and published more than 50 peer-reviewed papers, several field geology guidebooks, and several geologic maps. He is a member of the Mineralogical Society of America and the American Geophysical Union, and a Fellow of the Geological Society of America. He is a Fellow of the Society of Economic Geologists, and was awarded the SEG Silver Medal and Thayer Lindsley Lectureship. He is married to a geologist, and has three children, one of whom is a geologist working in Oregon.

JHD served for 2 years on DOGAMI's "Geologic Mapping Advisory Committee," and has periodically provided comments to DOGAMI scientists on geology issues, but has never been involved in DOGAMI projects or received funding, grants, or contracts from DOGAMI.

The comments submitted are his alone, and do not represent the view of Oregon State University.

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

Thursday, August 1, 2019

8:30 a.m.

*Portland, Oregon*

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

Chair Laura Maffei called the meeting to order at 8:36 a.m.

**2) Introductions:** (Laura Maffei, Board Chair and staff)

Chair Maffei and Linda Kozlowski attended in person, Vice-Chair Katie Jeremiah, Board Members Scott Ashford, were in attendance via phone.

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

Brad Avy, Director/State Geologist

Lori Calarruda, Recording Secretary/Executive Assistant

Bob Houston, Interim Legislative Coordinator

Christina Appleby, Acting GIS & Remote Sensing Supervisor

Connor Anderson, Chief Information Officer

Others in attendance:

Sherry Carter, DAS Human Resources (HR) (via phone)

Diane Lloyd, Department of Justice (DOJ) (via phone)

**3) Finalize Questions and Survey Invitee List for the Director Performance Evaluation Process:**

Chair Maffei and Sherry Carter presented the proposed questions and survey invitee list for the Director performance evaluation process.

The purpose of the meeting is to finalize the questions for the Director's performance review. The process has been changed to become more of a 360 evaluation. The Board also needs to determine the scale. Chair Maffei said she took the sample questions Carter provided at the last meeting and made some changes by rearranging and rewording the questions and then sent the revised the questions out to each Board member individually to review prior to the meeting.

The Board discussed the questions, layout, and rating of each. They finalized the questions and agreed to use the standard State scale for rating purposes. The questions will be attached with the minutes in the packet.

The next step the Board took was to identify who should receive the survey questions. The following category list was determined:

- Board members
- All DOGAMI Staff members
- Stakeholders (outside organizations)

- 21           • State Agency Directors/Boards  
22           • Governor’s Office  
23           • Legislative  
24

25 Carter said the Board should expect a one-half to three-quarter response rate. If approximately 72  
26 people were sent surveys, about 45 responses should be received. Avy suggested the all-agency  
27 survey be included as part of the evaluation.  
28

29 Kozlowski asked how the Director’s performance evaluation process works since it is her first time.  
30 Chair Maffei explained the survey process: HR sends out the survey, responses are received, Carter  
31 personally tallies them, the results are discussed at the Board meeting in Executive Session, and then  
32 presented during the public portion of the Board meeting. Avy suggested future directors should  
33 have the criteria presented to them prior to the start of the evaluation period so they know what  
34 they will be evaluated on.  
35

36 Jeremiah gave kudos to Chair Maffei for putting the questions together and Carter for the survey  
37 basis.  
38

39 Board Action: **Board Action Required.**

40  
41 Board Action: **Jeremiah moved to accept the proposed questions and survey invitee list for the**  
42 **Director performance evaluation process as discussed. Kozlowski seconded. Motion carried.**  
43

44 **4) Public Comment:**

45 Chair Maffei asked for public comment. No public comments.  
46

47 **5) Board Adjourn:**

48 At the conclusion of the public comment period, Chair Maffei adjourned the meeting at 9:31a.m.  
49

50 APPROVED  
51  
52  
53

54 \_\_\_\_\_  
54 Laura Maffei, Chair  
55



## **DOGAMI DIRECTOR PERFORMANCE EVALUATION QUESTIONS**

**August 2019 DRAFT**

**Review Period: January 1, 2018 – June 30, 2019**

### AGENCY POLICY, STRATEGY, AND GOALS

1. The Director establishes goals aligned with agency priorities.
2. The Director recognizes the need for policy changes and effectively develops policies, procedures and controls necessary to carry out mission and goals of the Board.
3. The Director plans, organizes and problem-solves to achieve desired results and meets goals.
4. The Director accurately predicts and forecasts future needs and prepares strategies on how to deal with them.
5. The Director creates an environment to manage change and takes appropriate calculated risks.
6. The Director actively ensures the organization is moving towards the achievement of performance management and performance standards.

### EMPLOYEE OVERSIGHT

7. The Director creates a climate that motivates employees to perform, ensures work product accountability is established and work output is accomplished by those responsible.
8. The Director coaches and mentors staff to develop and improve the performance of staff.
9. The Director recognizes the need for a diverse workforce and supports ongoing affirmative action efforts both within the Agency as well as externally. This is represented in hiring decisions and contract selections as qualified candidates are evaluated as well as other outreach to the staff and Board.

### COMMUNICATION AND MANAGEMENT (INTERNAL AND EXTERNAL)

10. The Director keeps appropriate people informed and clearly expresses ideas and information verbally and in writing.
11. The Director effectively leads groups to consensus, works well with others to accomplish team objectives, identifies situations needing persuasion/negotiation, effectively reaches conclusions, and actively listens.
12. The Director demonstrates the ability to successfully navigate and operate in a highly visible and contentious environment, responds to multiple constituents who have disparate interests and conflicting agendas, provides liaison between groups.

**DOGAMI DIRECTOR PERFORMANCE EVALUATION QUESTIONS**

**August 2019 DRAFT**

**Review Period: January 1, 2018 – June 30, 2019**

13. The Director makes decisions and takes responsibility for them.
14. The Director demonstrates effective judgement, professionalism, responsiveness, creativity, decisiveness, initiative and political awareness.

OVERALL RATING: \_\_\_\_\_

# Staff Report and Memorandum

---

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

From: Dania Ballard, Chief Financial Officer

Date: September 3, 2019

**Regarding: Agenda Item 7 – Financial Report**

Attached is the DOGAMI Budget Status Report, as of June 30, 2019 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:** Board of Directors  
**FROM:** Dania Ballard, Chief Financial Officer  
**DATE:** September 9, 2019  
**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; and
- 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 2019 End/New Biennium**

Fiscal year (FY) 2019 ended June 30, 2019. There remains a workload of financial processing related mostly to grant-related activities due to end-of-biennium cashflow issues, staffing changes, and general year-end processing. At this time, biennium-end financials reflect both actual and estimated expenditures. Estimates will be trued up in the following weeks as direct costs are reaffirmed, indirect cost estimates recalculated, and federal/other fund draws are performed. While FY19 is closed and financials are significantly complete, financials are considered preliminary; expense/revenue adjustments will continue through the Fall. FY19 financials will be audited in late Fall with a final audited report issued in December 2019.

The month of July (FY20) is closed. Financial/projection reporting is delayed due to current financial processing of biennium-end FY19. Most current FY20 financials will be available at the next board meeting.

## Financial Reporting

<b>Geological Survey &amp; Services (GS&amp;S) Program</b>				
As of June 30, 2019 (Preliminary)				
	<b>2017-19 Actual + Projected Revenue &amp; Expenditures</b>			
	General Funds	Other Funds	Federal Funds	All Funds
Total Available Revenue	\$ 5,359,949	\$ 2,107,232	\$ 3,812,661	\$ 11,279,842
Total Expenditures	5,175,541	2,049,441	3,812,661	11,037,643
GS&S Ending Balance	\$ 184,408	\$ 57,790	\$ 0	\$ 242,199

In FY19 legislature approved an additional \$650,000 General Fund budget to offset costs mostly due to project overspends. Currently financials indicate a General Fund end balance of \$184,408. Grants that are overspent still need to be reconciled and this balance will be adjusted lower (anticipated to be ~\$0) as it will be used to correct federal and other fund revenue and expenditures.

<b>Mineral Land Regulation &amp; Reclamation (MLRR) Program</b>				
As of June 30, 2019 (Preliminary)				
	<b>2017-19 Actual + Projected Revenue &amp; Expenditures</b>			
	General Funds	Other Funds	Federal Funds	All Funds
Total Available Revenue	\$ -	\$ 4,219,077	\$ -	\$ 4,219,077
Total Expenditures	-	3,630,077	-	3,630,077
MLRR Ending Balance	\$ -	\$ 589,000	\$ -	\$ 589,000

MLRR ending Other Fund balance is \$589,000. This balance includes revenue not yet collected associated to Calico Grassy Mountain project.

<b>Strong Motion Instrument Fund</b>				
As of June 30, 2019 (Preliminary)				
	<b>2017-19 Actual + Projected Revenue &amp; Expenditures</b>			
	Other Funds	Federal Funds	All Funds	
Total Available Revenue	\$ 636,304	\$ 12,790	\$ 649,094	
Total Expenditures	347,669	27,150	374,819	
SMIF Ending Balance	\$ 288,635	\$ (14,360)	\$ 274,276	

<b>Reclamation Guarantee Fund</b>	
As of June 30, 2019 (Preliminary)	
Beginning 2017-19: 47 Cash Securities	\$ 448,123
4 Security Releases	(38,360)
14 New Securities	219,179
Biennium to date: 57 Cash Securities	\$ 628,942

The Strong Motion Instrument Fund has an FY19 ending balance of \$274,276 and the Reclamation Guarantee Fund retains \$628,942 in cash securities.

## **Business Office Activities**

### ***Grant Reporting***

All outstanding grant financial reporting has been completed and is current to date.

### ***Grant Overspend Tracking***

Through May 2019 grants were overspent \$375,306. As of August 31, 2019, grant overspend status is \$405,183, an increase of \$29,877. When grants were assessed in FY19, work was stopped and overspent grants were realigned to determine requirements for completion. Some grants ending in September 2019 were approved to be completed (resuming work in FY20) that required additional general funding.

### ***Recruitment***

Financial management practice improvement has progressed. A Grant Accountant (Accountant 3) and a Contracts and Procurement Specialist 2 were posted for hire on September 3<sup>rd</sup>. The recruitment close date is September 24<sup>th</sup> with an anticipated fill by mid-October. The Fiscal Analyst 3 position is in an occupied status however the staff is in a rotational role with another agency. Due to the status of this position, a rotation or non-permanent employee will be recruited.

### ***Grant Application Budget Tool***

A standardized grant application project budget build tool has been created and is in place to acquire new project funding. This tool is designed to provide consistency that all applicable costs are considered and provide guidance for project task management consideration.

### ***Grant Budget Monitoring Tool***

A standardized project/grant budget monitoring tool is being drafted. This tool summarizes all actual to budget costs, by grant/project with labor hour detail by staff. Additionally, it will project revenue by fund source as well as serve as a staff scheduling tool to facilitate project management objectives.

### ***Grant Financial Reporting***

Grant-level financial reporting has been drafted and is currently being populated and tested. An expectation is that standardized reports will be provided to project managers on a monthly basis. This objective is not yet met consistently due to the year-end costs yet to be revised (i.e., indirect costs are still estimated) and associated revenue to be drawn. This reporting, when completed, will also facilitate monthly actual indirect cost tracking and associated revenue draw requests providing efficiency and timeliness for fiscal management and funder-required grant reporting. Monthly project manager financial reviews are not yet consistent due to associated financial research time, ad-hoc calculations for unrecorded expenses in process, estimated indirect costs, and capacity restraints. It is expected the revised reporting method and additional staffing will provide capacity and information that is timely to facilitate monthly in-depth project management reviews.

### ***General Fund Allocation/Grant Funding Mix Report***

Other activities yet to commence due to capacity and availability of final financial information is General Fund (GF) allocation prioritization. These include assessing prior approved project-related commitments (including overspent projects), general Agency operations (i.e., agency representation, public communication, or administrative requirements), and future project commitments. Associated, a summary report for all grants showing funding-type mix will be designed and used going forward to also evaluate new projects to determine viability.

### **ATTACHMENTS:**

DOGAMI Financial Report

Department of Geology & Mineral Industries  
Preliminary Budget Status Report: As of June 30, 2019

% of Time Spent  
100%

**Geological Survey & Services (GS&S) Program**

Budget Category /Line Item	2017-19 Budget by Funding Source			2017-19 Actual Revenue & Expenditures			Actual Budget Spent			2017-19 Projected Revenue & Expenditures			2017-19 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	GF	OF	FF	All Funds	
<b>Revenue:</b>																					
Beginning Balance	-	1,288,080	-	1,288,080	-	546,069	-	546,069	-	-	-	-	-	546,069	-	-	546,069	-	-	-	546,069
2017-19 Revenue	5,359,949	3,732,066	6,040,857	15,132,872	5,175,541	1,561,163	3,812,661	10,549,365	184,408	-	-	184,408	5,359,949	1,561,163	3,812,661	10,733,773	100%	42%	63%	69%	
<b>Total Available Revenue</b>	<b>5,359,949</b>	<b>5,020,146</b>	<b>6,040,857</b>	<b>16,420,952</b>	<b>5,175,541</b>	<b>2,107,232</b>	<b>3,812,661</b>	<b>11,095,434</b>	<b>184,408</b>	<b>-</b>	<b>-</b>	<b>184,408</b>	<b>5,359,949</b>	<b>2,107,232</b>	<b>3,812,661</b>	<b>11,279,842</b>	<b>100%</b>	<b>42%</b>	<b>63%</b>	<b>69%</b>	
<b>Expenditures:</b>																					
<i>Personnel Services</i>	3,423,616	1,217,762	2,781,676	7,423,054	4,023,118	1,040,049	1,233,018	6,296,184	-	-	-	-	4,023,118	1,040,049	1,233,018	6,296,184	118%	85%	44%	85%	
<i>Services &amp; Supplies</i>	9,940	62,401	139,826	212,167	97,034	14,705	16,883	128,621	-	-	-	-	97,034	14,705	16,883	128,621	-	-	-	-	
Instate Travel	7,177	23,234	6,527	36,938	17,859	8,262	13,172	39,293	-	-	-	-	17,859	8,262	13,172	39,293	-	-	-	-	
Out of State Travel	2,569	10,924	8,251	21,744	65,547	3,118	2,509	71,173	-	-	-	-	65,547	3,118	2,509	71,173	-	-	-	-	
Employee Training	-	32,354	1,395	46,077	17,773	339	6,620	24,733	-	-	-	-	17,773	339	6,620	24,733	-	-	-	-	
Office Expenses	108,632	446	14,420	123,498	121,976	-	-	121,976	-	-	-	-	121,976	-	-	121,976	-	-	-	-	
Telecomm	86,684	93,332	82,478	262,494	260,776	-	-	260,776	-	-	-	-	260,776	-	-	260,776	-	-	-	-	
State Gov't Svc Chg	893,111	-	6,739	899,850	489,931	-	-	489,931	-	-	-	-	489,931	-	-	489,931	-	-	-	-	
Data Processing	-	4,922	59,349	64,271	2,635	1,325	14,541	18,501	-	-	-	-	2,635	1,325	14,541	18,501	-	-	-	-	
Publicity & Publications	88,394	1,622,736	2,775,962	4,487,092	70,981	658,683	2,001,982	2,731,647	-	-	-	-	70,981	658,683	2,001,982	2,731,647	-	-	-	-	
Professional Services	-	80,000	-	80,000	23,787	-	-	23,787	-	-	-	-	23,787	-	-	23,787	-	-	-	-	
IT Professional Services	36,684	-	-	36,684	28,104	7,589	-	35,692	-	-	-	-	28,104	7,589	-	35,692	-	-	-	-	
Attorney General	268	1,398	-	1,666	40	-	-	40	-	-	-	-	40	-	-	40	-	-	-	-	
Employee Recruitment	1,430	951	2,187	4,568	6,823	-	-	6,823	-	-	-	-	6,823	-	-	6,823	-	-	-	-	
Dues & Subscriptions	222,592	162,806	51,920	437,318	368,806	-	-	368,806	-	-	-	-	368,806	-	-	368,806	-	-	-	-	
Facilities Rent	-	-	-	-	3,273	-	-	3,273	-	-	-	-	3,273	-	-	3,273	-	-	-	-	
Fuels & Utilities	-	-	-	-	1,453	-	-	1,453	-	-	-	-	1,453	-	-	1,453	-	-	-	-	
Facilities Maintenance	-	-	-	-	39	-	-	39	-	-	-	-	39	-	-	39	-	-	-	-	
Medical Services	-	-	-	-	3,459	-	-	3,459	-	-	-	-	3,459	-	-	3,459	-	-	-	-	
Agency Related S & S	-	-	-	-	95,483	-	-	95,483	-	-	-	-	95,483	-	-	95,483	-	-	-	-	
Intra agency Charges	-	-	-	-	428,709	288	43,255	472,253	-	-	-	-	428,709	288	43,255	472,253	-	-	-	-	
Other Services & Supplies	364,220	654,459	52,093	1,070,772	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Undistributed (S&S)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Expendable Prop (\$250-\$5000)	7,141	19,173	28,353	54,667	10,997	-	-	10,997	-	-	-	-	10,997	-	-	10,997	-	-	-	-	
IT Expendable Property	4,923	-	29,681	34,604	188,940	-	23	188,963	-	-	-	-	188,940	-	23	188,963	-	-	-	-	
Technical Equipment	-	-	-	-	670	-	-	670	-	-	-	-	670	-	-	670	-	-	-	-	
Data Processing Software	90,240	-	-	90,240	27,938	-	-	27,938	-	-	-	-	27,938	-	-	27,938	-	-	-	-	
Data Processing Hardware	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Indirect	-	-	-	-	(1,180,609)	315,083	544,314	(321,212)	-	-	-	-	(1,180,609)	315,083	544,314	(321,212)	60%	36%	79%	60%	
<i>Total Services &amp; Supplies</i>	1,936,333	2,769,136	3,259,181	7,964,650	1,152,423	1,009,392	2,579,644	4,741,459	-	-	-	-	1,152,423	1,009,392	2,579,644	4,741,459	97%	51%	63%	72%	
<b>Total Expenditures</b>	<b>5,359,949</b>	<b>3,986,898</b>	<b>6,040,857</b>	<b>15,387,704</b>	<b>5,175,541</b>	<b>2,049,441</b>	<b>3,812,661</b>	<b>11,037,643</b>	<b>184,408</b>	<b>-</b>	<b>-</b>	<b>184,408</b>	<b>5,175,541</b>	<b>2,049,441</b>	<b>3,812,661</b>	<b>11,037,643</b>	<b>97%</b>	<b>51%</b>	<b>63%</b>	<b>72%</b>	
<b>GS&amp;S Ending Balance</b>	<b>-</b>	<b>1,033,248</b>	<b>-</b>	<b>1,033,248</b>	<b>-</b>	<b>57,790</b>	<b>0</b>	<b>57,791</b>	<b>184,408</b>	<b>-</b>	<b>-</b>	<b>184,408</b>	<b>184,408</b>	<b>57,790</b>	<b>0</b>	<b>242,199</b>	<b>97%</b>	<b>51%</b>	<b>63%</b>	<b>72%</b>	

Strong Motion Instrument Fund			
Revenue:	2017-19 Actual Revenue & Expenditures	2017-19 Projected Revenue & Expenditures	2017-19 Actual + Projected Revenue & Expenditures
Beginning Balance	342,130	-	342,130
2017-19 Revenue	294,175	12,790	306,965
<b>Total Available Revenue</b>	<b>636,304</b>	<b>12,790</b>	<b>649,094</b>
<b>Expenditures:</b>			
<i>Personnel Services</i>	1,075	47	1,122
<i>Services &amp; Supplies</i>	346,594	27,103	373,697
Professional Services: U of O	347,669	27,150	374,819
<b>SMIF Ending Balance</b>	<b>288,635</b>	<b>(14,360)</b>	<b>274,276</b>



Department of Geology & Mineral Industries  
Preliminary Budget Status Report: As of June 30, 2019

% of Time Spent  
100%

**Mineral Land Regulation & Reclamation (MLRR) Program**

Budget Category / Line Item	2017-19 Budget by Funding Source			2017-19 Actual Revenue & Expenditures			Actual Budget Spent			2017-19 Projected Revenue & Expenditures			2017-19 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	GF	OF	FF	All Funds
<b>Revenue</b>																				
Beginning Balance	-	370,374	-	370,374	-	443,934	-	443,934	-	-	-	-	-	443,934	-	-	-	-	-	443,934
2017-19 Revenue	-	3,383,296	-	3,383,296	-	3,775,143	-	3,775,143	-	-	-	-	-	3,775,143	-	-	-	-	-	3,775,143
<b>Total Available Revenue</b>	-	<b>3,753,670</b>	-	<b>3,753,670</b>	-	<b>4,219,077</b>	-	<b>4,219,077</b>	0%	112%	0%	112%	-	<b>4,219,077</b>	-	-	-	-	-	<b>4,219,077</b>
<b>Expenditures:</b>																				
<i>Personnel Services</i>	-	2,749,988	-	2,749,988	-	2,403,020	-	2,403,020	0%	87%	0%	87%	-	2,403,020	-	-	-	-	-	2,403,020
<i>Services &amp; Supplies</i>	-	62,331	-	62,331	-	51,374	-	51,374	-	-	-	-	-	51,374	-	-	-	-	-	51,374
Instate Travel	-	-	-	-	-	4,531	-	4,531	-	-	-	-	-	4,531	-	-	-	-	-	4,531
Out of State Travel	-	69	-	69	-	13,635	-	13,635	-	-	-	-	-	13,635	-	-	-	-	-	13,635
Employee Training	-	30,362	-	30,362	-	18,038	-	18,038	-	-	-	-	-	18,038	-	-	-	-	-	18,038
Office Expenses	-	81,090	-	81,090	-	33,919	-	33,919	-	-	-	-	-	33,919	-	-	-	-	-	33,919
Telecomm	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Gov't Svc Chg	-	76,055	-	76,055	-	49,504	-	49,504	-	-	-	-	-	49,504	-	-	-	-	-	49,504
Data Processing	-	3,585	-	3,585	-	1,222	-	1,222	-	-	-	-	-	1,222	-	-	-	-	-	1,222
Publicity & Publications	-	439,740	-	439,740	-	401,972	-	401,972	-	-	-	-	-	401,972	-	-	-	-	-	401,972
Professional Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IT Professional Services	-	139,746	-	139,746	-	160,673	-	160,673	-	-	-	-	-	160,673	-	-	-	-	-	160,673
Attorney General	-	5	-	5	-	8,248	-	8,248	-	-	-	-	-	8,248	-	-	-	-	-	8,248
Employee Recruitment	-	596	-	596	-	736	-	736	-	-	-	-	-	736	-	-	-	-	-	736
Dues & Subscriptions	-	76,801	-	76,801	-	72,853	-	72,853	-	-	-	-	-	72,853	-	-	-	-	-	72,853
Facilities Rent	-	11,022	-	11,022	-	13,362	-	13,362	-	-	-	-	-	13,362	-	-	-	-	-	13,362
Fuels & Utilities	-	10,987	-	10,987	-	11,493	-	11,493	-	-	-	-	-	11,493	-	-	-	-	-	11,493
Facilities Maintenance	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Medical Services	-	-	-	-	-	29,660	-	29,660	-	-	-	-	-	29,660	-	-	-	-	-	29,660
Agency Related S & S	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Intra agency Charges	-	32,773	-	32,773	-	11,048	-	11,048	-	-	-	-	-	11,048	-	-	-	-	-	11,048
Other Services & Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Undistributed (S&S)	-	4,652	-	4,652	-	9,055	-	9,055	-	-	-	-	-	9,055	-	-	-	-	-	9,055
Expendable Prop (\$250-\$5000)	-	6,546	-	6,546	-	16,457	-	16,457	-	-	-	-	-	16,457	-	-	-	-	-	16,457
IT Expendable Property	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Technical Equipment	-	18,282	-	18,282	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing Hardware	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Data Processing Hardware	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Indirect	-	994,642	-	994,642	-	319,278	-	319,278	0%	123%	0%	123%	-	319,278	-	-	-	-	-	319,278
<i>Total Services &amp; Supplies</i>	-	<b>3,744,630</b>	-	<b>3,744,630</b>	-	<b>3,630,077</b>	-	<b>3,630,077</b>	0%	97%	0%	97%	-	<b>3,630,077</b>	-	-	-	-	-	<b>3,630,077</b>
<b>Total Expenditures</b>	-	<b>9,040</b>	-	<b>9,040</b>	-	<b>589,000</b>	-	<b>589,000</b>	0%	97%	0%	97%	-	<b>589,000</b>	-	-	-	-	-	<b>589,000</b>
<b>MLRR Ending Balance</b>	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Reclamation Guarantee Fund	
Beginning 2017-19:	448,123
47 Cash Security's	(38,360)
14 New Securities	219,179
Bienium to date:	628,942
<b>51 Cash Security's</b>	<b>\$ 628,942</b>

# Staff Report and Memorandum

---

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

From: Bob Houston, Interim Legislative Coordinator

Date: August 30, 2019

**Regarding: Agenda Item 8 – Key Performance Measures (KPMs) Annual Report Review**

The Department is measured on 6 Key Performance Measures (KPM): 1) Hazard and Risk Assessment Completion; 2) Detailed Geologic Map Completion; 3) Lidar Data Completion; 4) Percent of mine sites inspections Biennially; 5) Customer Service; and 6) Governance.

At the July 9, 2019 Governing Board meeting, the Board reviewed and approved KPMs 3 and 4. KPMs 1, 2, and 5 have been completed and will be reviewed during this meeting. Attached is the draft 2019 Annual Performance Progress Report (APPR).

KPM 6 is an annual assessment by the Board based on a set of 15 best practice criteria (see below). The Board will be asked to review and respond affirmatively or negatively to each of the following best practice criteria:

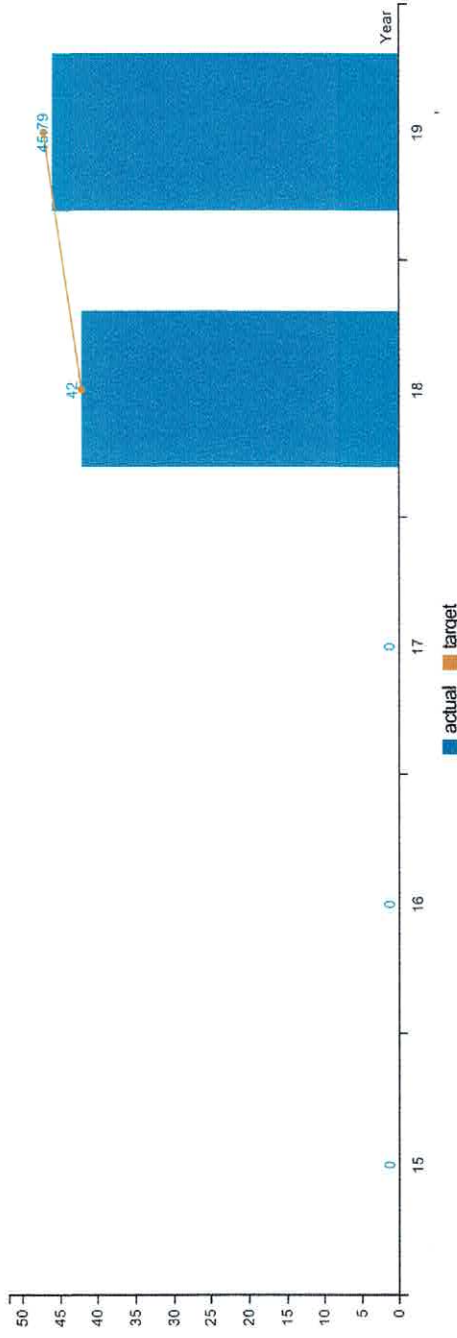
- 1) Executive Director's performance expectations are current;
- 2) Executive Director receives annual performance feedback;
- 3) The agency's mission and high-level goals are current and applicable;
- 4) The Board reviews the Annual Performance Progress Report;
- 5) The Board is appropriately involved in review of the agency's key communications;
- 6) The Board is appropriately involved in policy-making activities;
- 7) The agency's policy option packages are aligned with their mission and goals;
- 8) The Board reviews all proposed budgets;
- 9) The Board periodically reviews key financial information and audit findings;
- 10) The Board is appropriately accounting for resources;
- 11) The agency adheres to accounting rules and other relevant financial controls;
- 12) The Board members act in accordance with their roles as public representatives;
- 13) The Board coordinates with others where responsibilities and interests overlap;
- 14) The Board members identify and attend appropriate training sessions;
- 15) The Board reviews its management practices to ensure best practices are utilized.

***Proposed Board Action: The Board approves completed Key Performance Measures (KPMs) 1, 2, 5 and 6 of the Annual Progress Performance Report as presented/revised.***

HAZARD AND RISK ASSESSMENT COMPLETION - Percent of population residing in Oregon Urban Growth Boundary Areas (UGBs) that have completed geologic hazard and risk KPM #1 assessments that are suitable to initiate Department of Land Conservation and Development goal 7 planning for earthquake, landslide, tsunami, coastal erosion, volcanic and flooding hazards.

Data Collection Period: Jul 01 - Jun 30

\* Upward Trend = positive result



**Report Year**

**HAZARD AND RISK ASSESSMENT COMPLETION**

Actual  
Target

2015 2016 2017 2018 2019

**How Are We Doing**

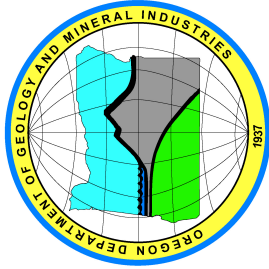
KPM # 1 was legislatively approved during the 2017 Legislative Session and tracks the percent of population residing in Oregon Urban Growth Boundary Areas (UGBs) that have completed geologic hazard and risk assessments that are suitable to initiate Department of Land Conservation and Development goal 7 planning for earthquake, landslide, tsunami, coastal erosion, volcanic and flooding hazards.

The agency has completed 97% of the target.

**Factors Affecting Results**

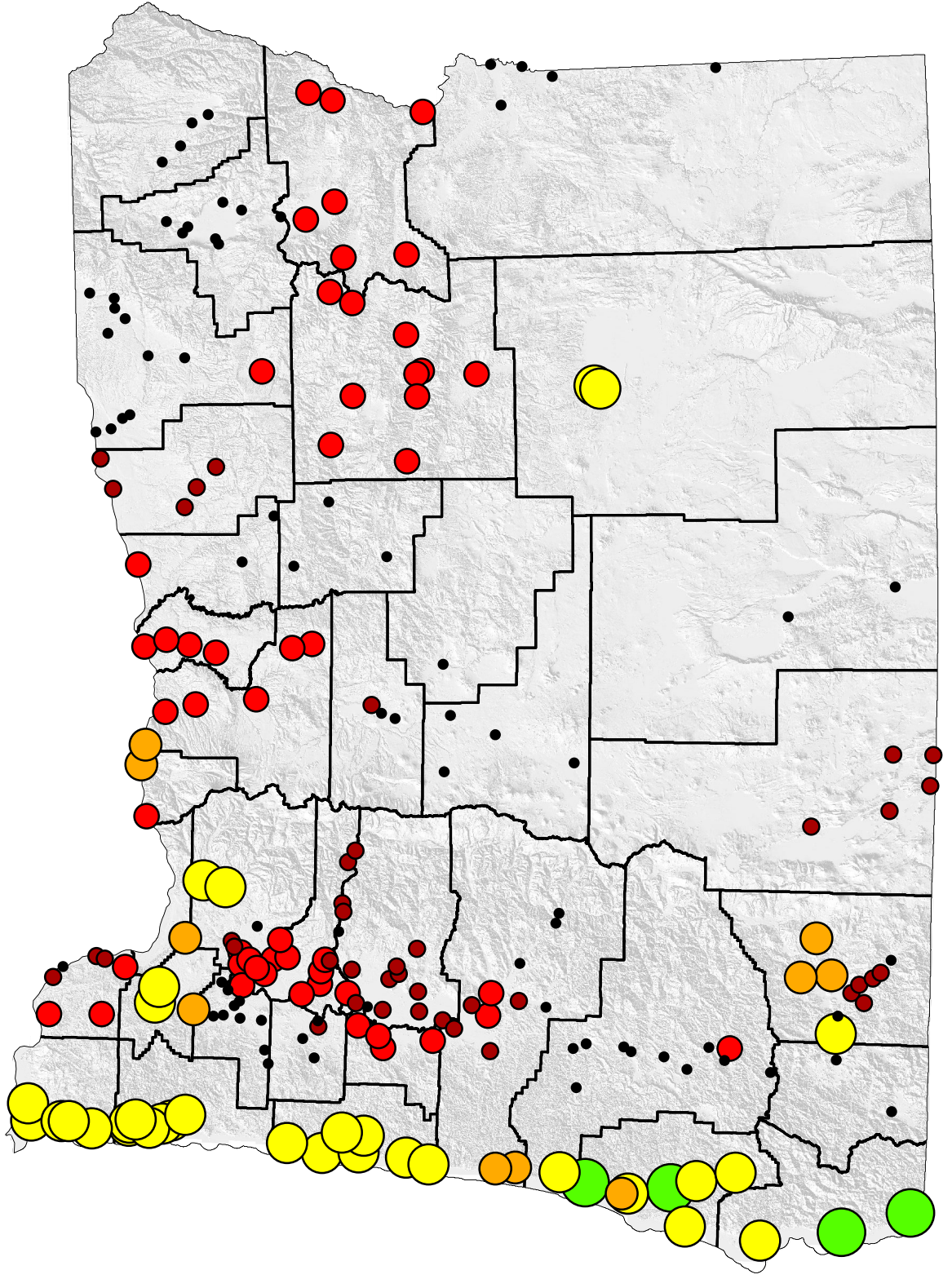
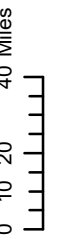
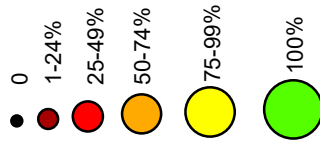
The completion of hazards risk assessments is dependent on funding from local, state, and federal resources.

# 2019 DOGAMI KPM #1-Hazard and Risk Assessment Completion



Oregon Department of Geology and Mineral Industries

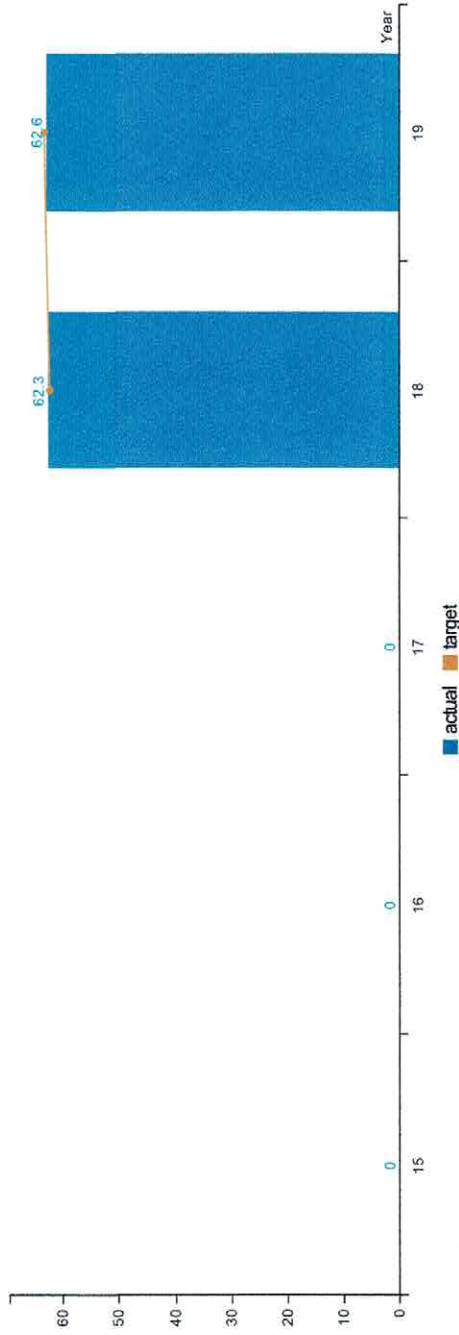
## Hazard/Risk Studies Completeness within Urban Growth Boundary Areas



**KPM #2 DETAILED GEOLOGIC MAP COMPLETION - Percent of Oregon where geologic data in the form of high resolution maps have been completed to be used for local problem solving.**

Data Collection Period: Jul 01 - Jun 30

\* *Upward Trend = positive result*



**Report Year**

**DETAILED GEOLOGIC MAP COMPLETION**

Actual  
Target

Report Year	2015	2016	2017	2018	2019
Actual	No Data	No Data	No Data	62.30%	62.60%
Target	TBD	TBD	TBD	62%	63%

**How Are We Doing**

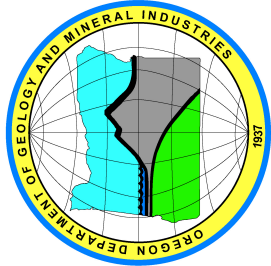
KPM # 2 was legislatively approved during the 2017 Legislative Session and tracks the completion of high resolution geologic maps in Oregon's nominal inhabited area.

The agency has completed 99% of the target.

**Factors Affecting Results**





Compiling high resolution geologic maps data in nominal inhabited area is dependent on funding from local, state, and federal resources.

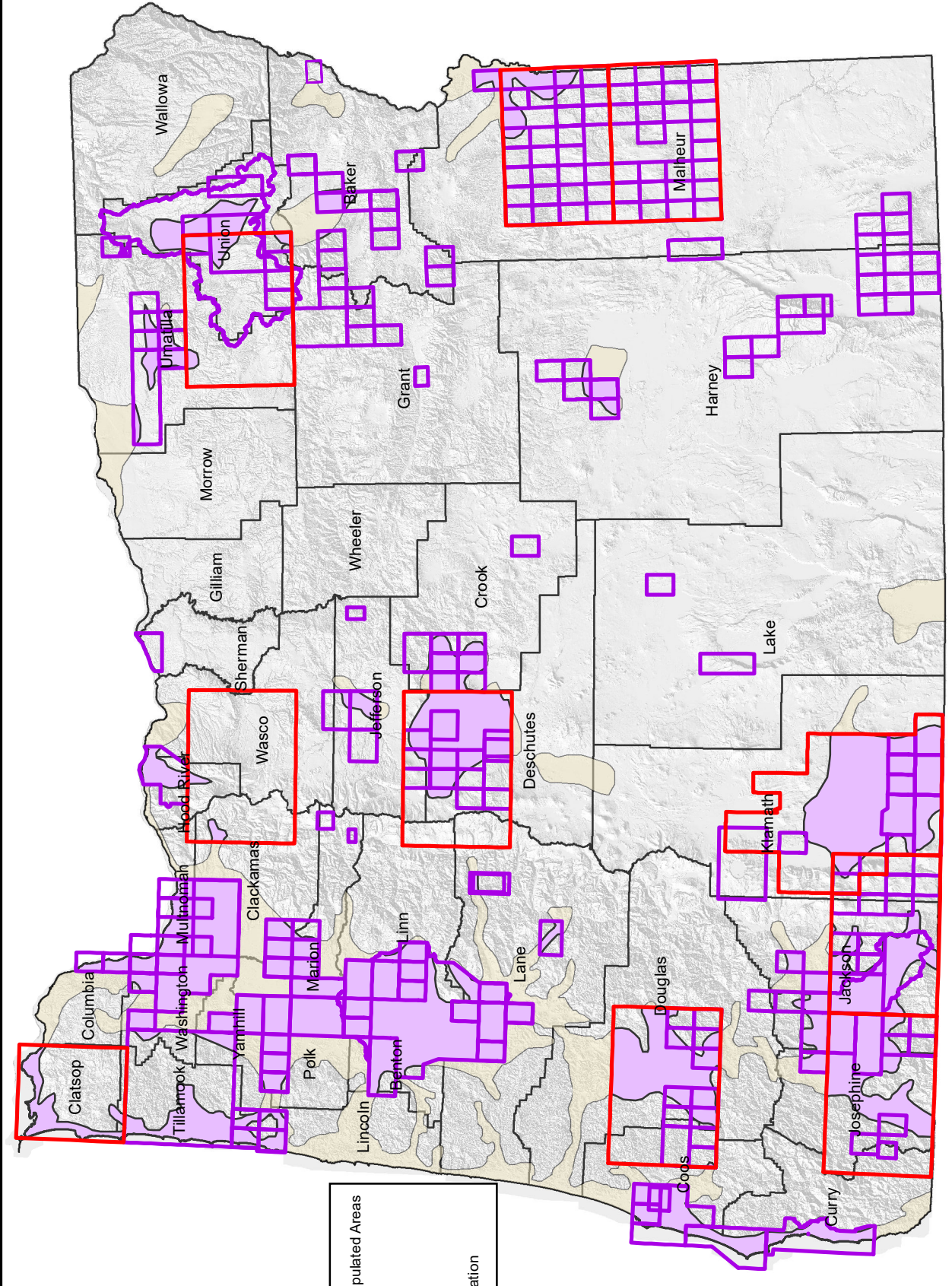
# DOGAMI KPM #2 Location Map 2019- Detailed Geologic Mapping



Oregon Dept. of Geology  
and Mineral Industries

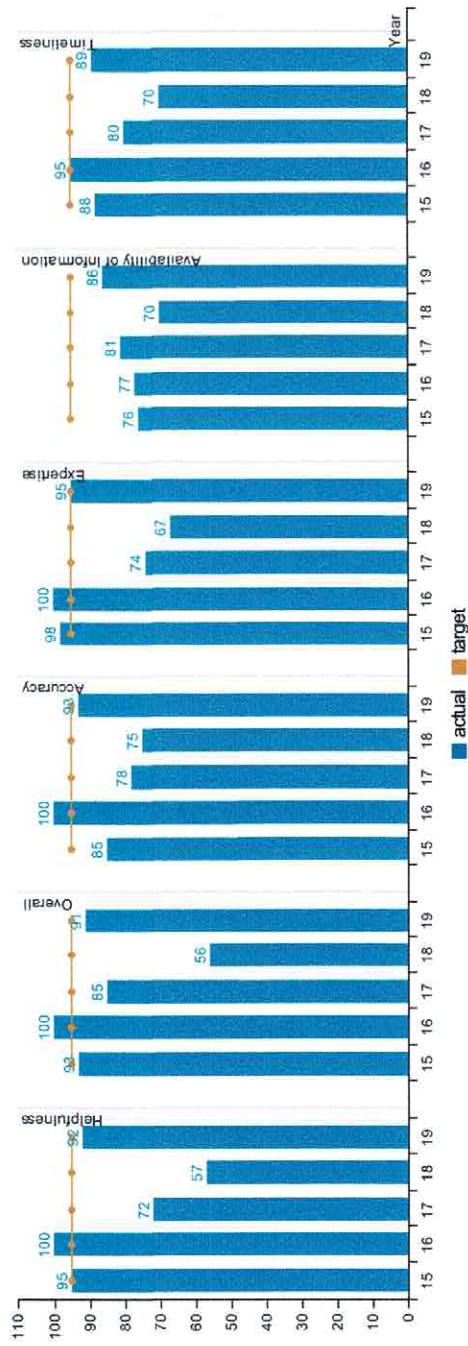
## Legend

	Detailed Mapping Populated Areas
	24,000-Scale
	100,000-Scale
	Population Concentration



KPM #5 CUSTOMER SERVICE - Percent of customers rating their satisfaction with the agency's customer service as "good" or "excellent": overall customer service, timeliness, accuracy, helpfulness, expertise and availability of information.

Data Collection Period: Jul 01 - Jun 30



Report Year	2015	2016	2017	2018	2019
<b>Helpfulness</b>					
Actual	95%	100%	72%	57%	92%
Target	95%	95%	95%	95%	95%
<b>Overall</b>					
Actual	93%	100%	85%	56%	91%
Target	95%	95%	95%	95%	95%
<b>Accuracy</b>					
Actual	85%	100%	78%	75%	93%
Target	95%	95%	95%	95%	95%
<b>Expertise</b>					
Actual	98%	100%	74%	67%	95%
Target	95%	95%	95%	95%	95%
<b>Availability of Information</b>					
Actual	76%	77%	81%	70%	86%
Target	95%	95%	95%	95%	95%
<b>Time/line</b>					
Actual	88%	95%	80%	70%	89%
Target	95%	95%	95%	95%	95%

How Are We Doing

Based on 198 survey responses, the agency's customer service performance has improved across all areas in 2019.

For each category, the agency has obtained:

97% of the "Helpfulness" target in 2019;

95% of the "Overall" target in 2019;

98% of the "Accuracy" target in 2019;

100% of the "Expertise" target in 2019;

91% of the "Availability" target in 2019; and

94% of the "Timeliness" target in 2019.

**Factors Affecting Results**

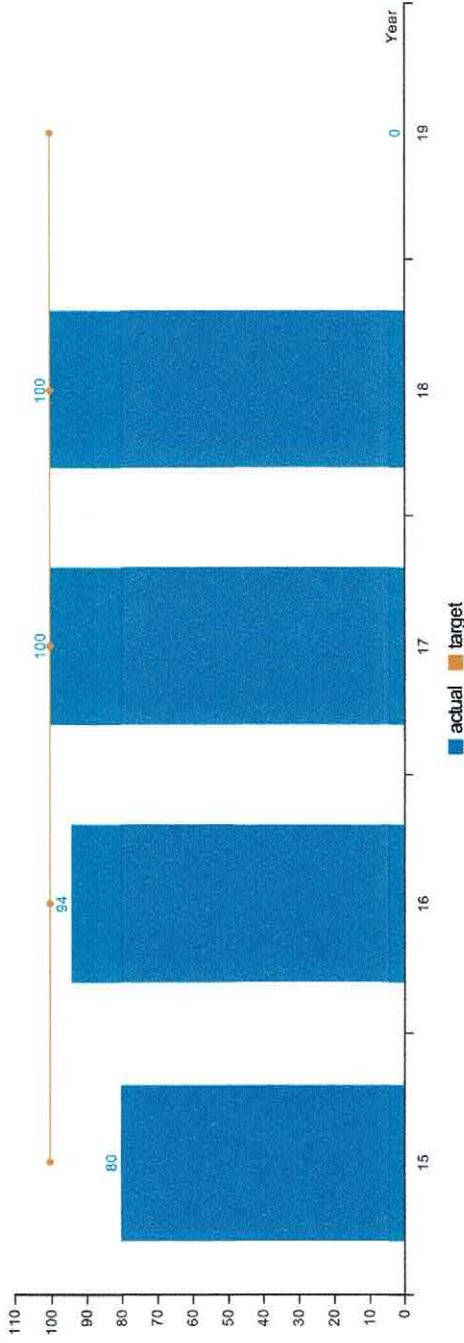
Customer surveys responses were gathered following meetings and in response to an online survey program from geoscience stakeholders. Multiple factors can influence response rates. To reach stakeholders, surveys are distributed following meeting and emailed web-links to the online survey program. Opportunities to improve customer survey engagement will become a focus moving forward.



**KPM #6 GOVERNANCE - Percent of yes responses by Governing Board members to the set of best practices.**

Data Collection Period: Jul 01 - Jun 30

\* Upward Trend = positive result



Report Year	2015	2016	2017	2018	2019
Metric Value					
Actual	80%	94%	100%	100%	No Data
Target	100%	100%	100%	100%	100%

**How Are We Doing**

Best Practice Criteria: 1) Executive Director's performance expectations are current; 2) Executive Director receives annual performance feedback; 3) The agency's mission and high-level goals are current and applicable; 4) The Board reviews the Annual Performance Progress Report; 5) The Board is appropriately involved in review of the agency's key communications; 6) The Board is appropriately involved in policy-making activities; 7) The agency's policy option packages are aligned with their mission and goals; 8) The Board reviews all proposed budgets; 9) The Board periodically reviews key financial information and audit findings; 10) The Board is appropriately accounting for resources; 11) The agency adheres to accounting rules and other relevant financial controls; 12) The Board members act in accordance with their roles as public representatives; 13) The Board coordinates with others where responsibilities and interests overlap; 14) The Board members identify and attend appropriate training sessions; 15) The Board reviews its management practices to ensure best practices are utilized.

The agency has completed XX% of the target.

**Factors Affecting Results**

The board and agency have worked diligently to formalize standard operating policies and procedures in administration, finance, human resources and information technology. In addition, the board completed the Director's Performance Evaluation in 2019.

# Staff Report and Memorandum

---

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

From: Bob Houston, Interim Legislative Coordinator/Rules Coordinator

Date: August 29, 2019

**Regarding: Agenda Item 10 - Rule Writing**

Bob Houston, Rules Coordinator, will discuss three separate rule writing requests that will need to be approved by the Board for further actions.

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

## **Request 1 – Approval of Service Fees Draft Rule Language**

**Background:** The Oregon Department of Administrative Services has updated the Statewide Policy on Public Records Request Fees and Charges (107-001-030).

This Policy is intended to support:

- Statewide consistency by establishing standards for state agency policies relating to the charging practices and policies for fulfilling requests for public records; and
- Provides a standard process for state agency use when evaluating requests to reduce or waive fees assessed for fulfilling a request.

The Board authorized the Department to initiate rulemaking to amend OAR 632-001-0010 to comply with the Statewide policy on Public Records Request fees and charges.

The proposed draft amendments to OAR 632-001-0010 has been reviewed by DOJ.

Current Rule:

### **632-001-0010 Service Fees**

(1) Copying of available files, records, reports, or other departmental documents for the public will be charged for at the minimum rate of \$.15 per page with a minimum charge of \$1.

(2) Labor performed at the request of the public in copying, searching records or other service functions will be charged for at rates of at least \$20 per hour per person at the discretion of the appropriate supervisor.

(3) Copying of available data, records, or publications electronically for the public will be charged at the minimum rate of \$10 per disk copied, or as otherwise priced, based upon staff time involved.

(4) Reproduction on agency equipment by agency personnel of library Open-File Reports or maps from a disk or digital format will carry a minimum charge of \$50 to recover costs.

(5) The department may assess a charge based on the actual cost of labor and materials if the department determines that actual costs are significantly greater than the minimum charges or rates established by this rule.

(6) Fee reductions or waivers may be granted as provided in ORS 192.404(4)

Proposed Rule Language:

**632-001-0010**

**Service Fees**

- (1) When determining fees associated with the processing of requests for public records, the department will follow the statewide standardized fee-structure policy number 107-001-030 maintained by the Department of Administrative Services and adopted on Feb. 15, 2017.
- (2) All fees and charges must be paid before public records will be made available for inspection or copies provided.

Staff Recommendation: Staff recommends approval of the proposed draft amendments to OAR 632-001-0010.

***Proposed Board Action: The proposed draft amendments to OAR 632-001-0010 will be Approved/Approved as amended/Not Approved.***

## **Request 2 – Initiate Formal Rulemaking**

### **HB2202: HIGH VALUE SOILS**

In the 2013 regular session the legislature passed HB2202 involving aggregate mining on high value farm land in the Willamette Valley (ORS 517.825). The legislative intent was to make sure operators mined deep enough to remove all the aggregate and thereby limit areal impacts on high value soils. DOGAMI's Governing Board authorized rule writing in Spring 2014 and DOGAMI worked to put together a Rules Advisory Committee (RAC) including representatives of the mining community, Farm Bureau, OCAPA, Department of Agriculture, DOGAMI, Department of Justice and ODOT in the fall of 2014. Unfortunately, that committee was unable to meet prior to the retirement of former Assistant Director in January 2015.

After implementation of HB2202 on January 1, 2014, the DOGAMI MLRR program worked with the Department of Justice to develop draft rules and procedures that address the requirements of this statute and implement appropriate permit conditions.

In order to comply with statute, the Agency will need to implement rule making. It is important to note that DOGAMI has received several inquiries going back to June of 2014 regarding the status of rule writing on this legislation.

Staff Recommendation: DOGAMI requests authorization to initiate the rule writing process on OAR 632-030 to implement HB2202.

***Proposed Board Action: Authorize DOGAMI staff to initiate the rule writing process on OAR 632-030 to implement HB 2202.***

## **Request 3 – Initiate Formal Rulemaking**

### **OAR 632-030 PERMIT BOUNDARY SURVEY MAPS**

Rule changes in 2009 required application materials for an operating permit to include a permit boundary survey map to allow staff to accurately identify the area proposed to be covered under the permit. The intent of this rule was to provide an accurate record of the permit boundary for regulatory purposes as well as to define the extent and geography of Oregon that is subject to mining and mining related activity. The rule also required operators to mark those boundaries on the ground to prevent adverse off-site impacts.

Applicants and Permittees report that the cost and time required to obtain a survey is prohibitive. The wait times reported are 6-12+ months, which delays the permit process. If any changes are made to the permit during circulation, a second signed map is required, adding additional delays and expense to the permit timeline. MLRR can identify over 150 permits that require a map to be submitted and there are 7 known compliance actions related to the requirement for a permit boundary survey map.

Since 2009, technological advances (google maps, GPS, Lidar) have become accessible to the general public, operators & landowners; there are less costly and more efficient methods to obtain the acceptable level of information required to appropriately assess the permit boundary. Portions of the existing rules will be retained to allow the department to require permit boundary surveys to facilitate compliance and enforcement.

Rules Advisory Committee (RAC) will include, but not be limited to representatives of the mining community, OCAPA, DOGAMI, Department of Justice and the Oregon State Board of Examiners for Engineering and Land Surveying.

Staff Recommendation: DOGAMI requests authorization to initiate the rule writing process on OAR 632-030 to amend language requiring permit boundary survey maps with applications.

***Proposed Board Action: Authorize DOGAMI staff to initiate the rule writing process on OAR 632-030 to amend language requiring permit boundary survey maps with applications.***

# Staff Report and Memorandum

---

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

From: Sarah Lewis, MLRR Program Manager

Date: August 29, 2019

**Regarding: Agenda Item 11 - MLRR Update**

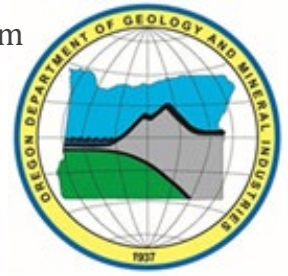
Sarah Lewis, MLRR Program Manager, will provide an update on MLRR.

Please note, included in this packet is the ENGAGe Fall 2019 newsletter, also 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.***

# ENGAGE

Fall 2019



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

## Now is the calm before the storm, is your site ready for stormwater?

Follow the checklist below to ensure your facility is all buttoned up for the winter in compliance with your stormwater permit, and if you find something lacking, contact Water Quality Reclamationist, Lisa Reinhart at 541-967-2051 or [Lisa.Reinhart@Oregon.gov](mailto:Lisa.Reinhart@Oregon.gov).

- Thoroughly** review your **Stormwater Plan**. If you can contain all stormwater or snowmelt on your site, you should still have a plan to ensure you don't discharge without permit coverage.
- Evaluate exposed areas that can be revegetated** to minimize erosion from disturbed areas. Until control practices such as soil tackifiers, compost blankets, or erosion control blankets/mats to minimize the potential for erosion. Exposed areas must be seeded by October 1<sup>st</sup> of each year if you expect vegetation to grow. Exposed slopes lead to erosion, mud slides, and messes you must clean up later. Source control is your ounce of prevention to prevent the pound of cure.
- Grade and slope roads** to help direct stormwater around exposed areas.
- Do you have BMP's that **slow the flow and filter sediments to out of moving water**? If you use rock-checks, they must be installed correctly to function properly.
- Have your **settling ponds, catch basins, and ditches** been cleaned out to allow for another year of sediment? **Cleanout activities** need to happen during the dry season, and you may need to cover these newly exposed slopes for erosion control until vegetation is established (see above).
- Prevent complaints from your neighbors by **preventing track-out**. You may need an exit wheel wash or track-out mats if your facility has previously had challenges with muddy trucks tracking out onto the road.



Slope before seeding

Slope after seeding and vegetation growth

*If you'd like to receive our newsletters via email, sign up for our listserv at: [listsmart.osl.state.or.us/mailman/listinfo/mlrr.newsletter](http://listsmart.osl.state.or.us/mailman/listinfo/mlrr.newsletter)*

Contact Us at 541-967-2039 email: [mlrr.info@oregon.gov](mailto:mlrr.info@oregon.gov)

Website: [www.oregongeology.org/mlrr](http://www.oregongeology.org/mlrr)

Oregon Department of Geology and Mineral Industries

Mineral Land Regulation & Reclamation

229 Broadalbin St. SW, Albany, OR 97321



Former OSHD Operation in  
Union County (1985)



## Administrative reminders from your permit team:

Greetings from Office Specialists Cathy & Becky, and Permit Coordinator ReNeea!

As the DOGAMI-MLRR Admin Team we just wanted to (re)introduce ourselves, and give everyone a couple friendly reminders – starting with the **business registry!** If you are permitted through DOGAMI under a business name (i.e.: your business is the name listed on your permit as permittee), your business registry with the Oregon Secretary of State *must* be **active and current**. If it is not, we technically can't send anything to you – including your new permit and renewals!

Also, if you want to **change the mailing address** for your permit(s) and you are permitted with DOGAMI under a business, then the address you want everything mailed to *must* be listed on the Oregon Secretary of State business registry. The new mailing address can be listed under any of the available fields (registered agent address, mailing address, member address, etc.) – but it must be on the registry if you want us to mail things there.

A final note regarding our Permit Renewal Notice forms:

Please send DOGAMI back the **original renewal form** - completely filled out. If you ever have a question and are unsure of how to fill it out, we would love for you to call us! Remember, when calculating production fees, we are looking for *tonnage* and not cubic yards. This might be the most important of the reminders... make sure to send the Permit Renewal Notice form with the check (and vice versa)! ☺

Thanks From All of Us!

*Becky* *ReNeea* *Cathy*

**The MLRR Award Program** recognizes outstanding reclamation in several categories. We are continually seeking nominations, and we encourage operators to nominate themselves. With your help, we identify operators who excel at the day-to-day operations of a site, perform high-quality reclamation, involve their companies in community service, or work to meet the goals of the Oregon Plan.

Nominations collected through March 15th are considered for the previous year's award (in 2020, we present awards for 2019). For more information, visit <https://www.oregongeology.org/mlrr/awards.htm>. To make a nomination, please email [mlrr.info@oregon.gov](mailto:mlrr.info@oregon.gov). or call 541-967-2149 to talk to Ben Mundie.



*Please help DOGAMI-MLRR provide excellent customer service by taking our customer satisfaction survey:*

**[www.surveymonkey.com/r/MLRRCustomer](http://www.surveymonkey.com/r/MLRRCustomer)**

# Staff Report and Memorandum

---

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

From: Sarah Lewis, MLRR Program Manager

Date: August 28, 2019

**Regarding: Agenda Item 12 - Grassy Mountain Update**

Sarah Lewis, MLRR Program Manager will provide an update on Grassy Mountain.

***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: August 29, 2019

**Regarding: Agenda Item 13 – GS&S Update**

Director Brad Avy and the GS&S Supervisors will provide an update on GS&S and report on the following topics:

- 1) GS&S Improvement Plan – Christina
- 2) GS Staffing Update – Laura
- 3) GS Current Workload Status – Bill

***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: September 3, 2019

**Regarding: Agenda Item 14 - Director's Report**

Director Avy will deliver his report on the following topics:

- 1) Legislative Budget Notes Progress
- 2) Payment Process Update: Grassy Mountain Chemical Gold Mine
- 3) GS&S Program Update

***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: August 29, 2019

**Regarding: Agenda Item 15 – Confirm 2020 Board Meeting Dates**

Below are the Proposed 2020 Board Meeting Dates.

Proposed dates:

**March 13, 2020 (Friday)** – alternate date is March 20, 2020 (Friday)

**June 5, 2020 (Friday)** – alternate date is June 8, 2020 (Monday)

**September 25, 2020 (Friday)** – no alternate date in September

**December 4, 2020 (Friday)** – alternate date is December 11, 2020 (Friday)

***Proposed Board Action: The Proposed Board Meeting Dates be Approved/Approved as amended/Not Approved.***

# Staff Report and Memorandum

---

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

From: Laura Maffei, Governing Board Chair

Date: August 28, 2019

**Regarding: Agenda Item 16 – Confirm Time and Date for next meeting**

Currently the next DOGAMI Board meeting is scheduled for Monday, December 9, 2019.

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