

Polk Soil and Water Conservation District Board Meeting

Location: Murphy's Grill Banquet Room
228 E. Ellendale Ave., Dallas OR, 97338

Date: January 8th, 2014

Start Time: 6:00 PM

Attendance:

Directors	Staff	Directors Emeritus/Associates/Guests
David Simmons	Karin Nembach	Tom Finegan - NRCS
Chad Wood	Karla Sanders	Carla Finegan
Frank Pender	Tom Wilson	
Linda Marquardt-Sutton	Liz Graham	
Nathan Slaven		
Jim Buckovic		

BOARD MEETING

CALL TO ORDER

David Simmons, Chair, called the Board Meeting to order at 6:00 PM. Directors Simmons, Pender, Marquardt-Sutton, Slaven and Buckovic were all present to start the meeting.

INTRODUCTIONS

Introductions of all individuals were made. At this time Vice-Chair Woods entered and introduced himself.

PUBLIC COMMENT: Jerry St. Onge from Wallace Bridge gave an update on the project. Director Emeritus Clawson stated there is a livestock association meeting at the fairgrounds on Jan 18th. Clawson would like to make sure the Ag First work gets put on the annual work plan.

AWARD PRESENTATION: The Mary's Peak Resource Area of the Bureau of Land Management, Salem OR district was recognized as the Outstanding Conservation Group for their support of district projects and operations by offering staff time, fiscal support and expertise.

SEXUAL HARRASMENT PRESENTATION: Greg Jackson from SDAO. When in doubt, DON'T!

ACTION ITEMS

DISTRICT MANAGER HIRING PROCESS AND EXPLANATION-

Chair Simmons explained the decision of the personnel committee to offer the position of Karin Nembach. Woods explained that originally they were looking at more for a technical background, but Nembach's financial, education, public outreach and administration experience were considered valuable. Sanders will continue to provide support and training for Nembach. Buckovic explained he thought that her experience outside of government was important. Pender said he liked the breadth of experience. Slaven asked about Nembach's work with the WATERS project when she was an intern and her exit from the position. She explained it was an internship and the work ended. Nembach explained her background in local agriculture. Slaven asked about her vision for the District. Nembach said she wanted to continue existing successful programs, and bring education back as an important part of what the district does. Buckovic stated that reaching out to all the potential clients in the county is a priority of the board. Clawson suggested working with the extension service. Sanders would like to see the district become a leader in the county. Motion by Pender, 2nd by Slaven to accept the recommendation of the personnel committee to extend the District Manager position to Karin Nembach as a regular employee. Passed by unanimous vote. Nembach accepts. Slaven asked about Nembach's role with the Luckiamute Watershed Council. She said she would like to continue this term.

NON POLK SWCD FUNDS-see handout B

Sanders stated that these old 'pass thru' funds have been on the books for years and need to be returned to the rightful councils. Motion by Pender to pay the councils their appropriate funds (\$720 discretionary funds for Rickreal Watershed Council (RWC), and \$500 each to the RWC & Glenn-Gibson Watershed Councils (GGWC) for Youth Watershed Council. 2nd by Woods . No Discussion. Passed by unanimous vote. Simmons stated that the Secretary of State, under statute 528, does not authorize the district to be a fiscal agent. Sanders stated the auditor said the District is not authorized to provide bookkeeping services.

OACD MEMBERSHIP DUES-see attachment C

Motion by Woods to pay \$1897.14 in dues, 2nd by Pender. No Discussion. Passed by unanimous vote

MINUTES-see attachments D and E

Motion by Pender to approve Nov. minutes as presented. 2nd by Buckovic. No Discussion. Slaven abstains as he was not present at the meeting. Passed by unanimous vote.

Motion by Pender to approve Dec. minutes as presented. , 2nd by Woods . No Discussion. Marquardt-Sutton and Buckovic abstain as they were not present at the meeting. Passed by unanimous vote.

ADOPT FEES FOR PUBLIC RECORD REQUEST-see attachment F

Motion by Woods to accept the revisions to the public records request. 2nd by Pender. Discussion: T. Finegan asked if the \$30/hour reflected all the costs involved. Sanders stated that it is an old number and is for supervision; staff can work their normal functions and supervise the public. Passed by unanimous vote.

AUDIT APPROVAL AND FISCAL COMMITTEE MINUTES-see handout

Woods was pleased with the auditor. Woods said we have the responsibility to keep up our internal controls. Motion by Pender to accept the audit as presented. , 2nd by Slaven . Passed by unanimous vote.

ELECTION OF BOARD OFFICERS-

For Chair: Pender motions to keep the present officers, 2nd by Buckovic. Slaven stated he would like to step down as secretary. Pender makes a friendly amendment to change Slaven to Pender for secretary. Passed by unanimous vote.

APPOINT BUDGET OFFICER- Woods agrees to continue in the position. Motion by Pender to appoint Woods as budget chair. 2nd by Buckovic. No Discussion. Passed by unanimous vote.

SDIS PROPERTY/CASUALTY RENEWAL-attachment G

Nembach explained the clarifications as depreciation on the trailer and truck, coverage for the district's storage area off site (\$15,000 per unit) and a worst case scenario of Claudia falling off the trailer. Pender moved to approve the payment and signing of the policy as presented. 2nd by Buckovic. No Discussion. Passed by unanimous vote.

MOA BETWEEN RWC AND SWCD-

This was presented as information only, as the Board had already approved the MOA, it just needs a signature not that it has been signed by the RWC.

COMMITTEE REPORTS

AG WATER QUALITY-

Conservationist Graham reported on the mid-Willamette Valley Ag water advisory committee will be meeting in April, and the rolls that need to be filled. Graham explained expectations of the position. Pender would like represent the district. Slaven would for small acreage. The board recommended several names. Slaven requested an email of potential members. Graham would like to have any names by Friday.

PERSONNEL-

Simmons reports the personnel committee did an evaluation of Office Manager Miller and needs to finish Outreach Coordinator Finegan. Nembach would like to have a committee meeting. Simmons will get something sent out to determine a day.

REPORT

NRCS-T. Finegan reported that Louis Loop is retiring and the EQIP program cutoff date has been postponed. The new date is Jan. 17th. The next date is in mid-march. Building update: the building manager turned in a proposal for remodeling. The \$182,000 quoted almost doubles the rent. On January 23rd there will be a meeting with Monte Schuster (a leasing contractor with the USDA), the building manager, contractor, NRCS and SWCD to discuss options and try and reduce costs. Finegan wants to have a building committee meeting after the review. Conservation Security Contracts are ending at the end of the fiscal year. NRCS needs a local work group meeting by the end of February. Yamhill wanted to have a joint meeting. This might fit in well with the annual work plan. Finegan wanted to know the board's opinion about doing a joint meeting. Possible venues: Amity fire hall, Basket-Slough, any of the granges or Perrydale School. The board likes the idea of a joint meeting. The NRCS is going to restart the conservation planning corps. There is a new tool kit planning module.

WATERSHED COUNCILS-

Luckiamute WC-Nembach reported on the re-vamped budget, and that it is very clear and easy to understand. There was no meeting in December.

RWC- none

GGWC- Slaven reported the Glenn-Gibson has no coordinator and they are looking for a contractor.

STAFF-see attachments

Nembach would like to have the board put in a jacket order by next Wednesday.

Nembach reported that Miller has booked herself, Slaven, Woods and Simmons for the SDAO conference in February and wanted to know if anyone else would like to attend. Everyone agreed it is a valuable training. Slaven and Woods will arrive on the Thursday and Simmons on Friday. Woods wants to arrive Thursday evening, but not do the conference on Thursday.

CHAIR- Work plan meeting on Jan. 15th 2014 at the Polk Extension service office.

DIRECTORS-

Slaven: none

Pender: none

Buckovic: none

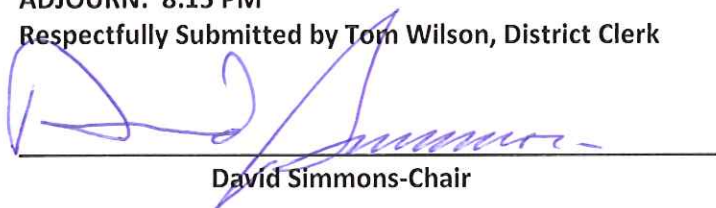
Woods: Reported on the large wood project. He went on tour, and there are already sediment building up.

Simmons: OACD board meeting at 10am January 15th, 2014

Marquardt-Sutton: none

ADJOURN: 8:15 PM

Respectfully Submitted by Tom Wilson, District Clerk



David Simmons-Chair

February 12, 2014