

**Polk Soil and Water Conservation District
Board Meeting Minutes – APPROVED
January 13, 2016**

Polk SWCD Office-NRCS Conference Room
580 Main Street, Suite A, Dallas OR 97338

In Attendance:

Directors

David Simmons (Chair)
Chad Wood (Vice-Chair)
Frank Pender (Secretary)
Kelly Gordon
John Dalton (Treasurer)
David McKibben
Matt Crawford

Staff

Karin Stutzman (Manager)
Tom Wilson (Office Admin)

Directors Emeritus/Associates/Guests

Tom Finegan - NRCS
Judy Beebe - Associate
Mel Chase - Associate
Jim Clawson-Emeritus
Owen Wozniak-Trust for Public Land

BOARD MEETING

CALL TO ORDER - David Simmons, Chair, called the Board Meeting to order at 6:04 PM. Directors Simmons, Woods, Pender, Gordon, McKibben, Crawford, and Dalton were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

PUBLIC COMMENT-none

ACTION ITEMS

DECEMBER TREASURER'S REPORT (see attachment A) - Stutzman explained she has expanded the report to include more details. The plant sale funds have already started coming in, but won't be transferred from PayPal to the District's account until after the plant sale, to simplify potential refunds. She has started to break out when 'other' funds are being used for staff's salary.

Dalton had a question about the line on A1 (property tax receivable) for \$18,312, and Beebe explained that the government withholds some percentage of the property taxes, in case people don't pay, and the District creates a "holding place" for those funds. Dalton called it 'potential bad debt'. On another note, Beebe said there is a new rule in PERS regarding money set aside as a 'unrealized holding loss/gain' which will be a deferred liability. Discussion regarding PERS. Woods moved to accept the treasurer's report as presented, McKibben 2nd. No Discussion, passed unanimously.

DECEMBER BOARD MINUTES (see attachment B) - Pender moved to accept the board meeting minutes as presented, Crawford 2nd. No Discussion, passed unanimously.

OFFICER ELECTIONS - Dalton moved to nominate the current officers for continued service in 2016, McKibben 2nd. No Discussion, passed unanimously.

- David Simmons for Chair
- Chad Woods for Vice-Chair
- Frank Pender for Secretary
- John Dalton for Treasurer

APPOINT BUDGET OFFICER- Woods moved to nominate Karin Stutzman for Budget Officer, Pender 2nd. No Discussion, passed unanimously.

APPROVE BUDGET CALENDAR-(see attachment C) - Pender moved to accept the budget calendar as presented, Dalton 2nd. No Discussion, passed unanimously.

SUPPLEMENTAL BUDGET AMENDMENT #065-011316 -(see attachment D)- Stutzman explained that money must be allocated before the District can take it in, if it hasn't previously been allocated in the current years approved budget, and the money being allocated is less than 10% of the total fund. Since the District will be taking on a new large woody debris project and contracting for services with the Glen Gibson Watershed Council, a supplemental budget needed to be created to allocate this money properly. After a reading of the amendment, Woods moved to accept amendment #065-011316 as presented, Pender 2nd. No Discussion, passed unanimously.

Beebe suggested talking to the insurance agent before paying out money. Dalton said to put the contractors on the insurance certificate.

At this time (6:32) Owen Wozniak (Trust for Public Land) arrived.

Willamette Wildlife Mitigation Program (WWMP) APPLICATION – Dalton stated he knows the landowner and he is a conscientious steward of the land. Gordon visited the property and reported that most of it does not have good Ag soil. Wozniak explained his organization's work. He is trying to meet the landowners' goal, and he doesn't have his own agenda. He wanted to acquire oak and Fender's Blue butterfly habitat, but at the same time leaving the farm ground for the family. It would contain about 250 acres, out of ~ 398 total. Woods explained that with parcels less than 160 acres, it would be difficult to have a farmstead. Wozniak explained that it is possible, thru statute, that conservation easements can be excluded from those rules. The Trust for Public Land will handle the fees. Discussion regarding the process, including Bonneville Power Administration's role. Stutzman explained that all money made on the property (if any) needs to go back into the property. Wozniak explained that the negotiations aren't complete, but they would make an effort to ensure access was adequate for the district. Discussion regarding which land was suitable for agriculture, and the habitat/species priorities. Wozniak explained the property borders the Baskett-Slough Refuge, and this makes it ideal for an easement. Woods asked who Stutzman would have manage the property and she responded the Marc Bell would be the most qualified, with many good connections in the area and a good relationship with the landowners. Stutzman explained that OWEB and other grants could be solicited and awarded to help provide funding for restoration/management. Wozniak reiterated that TPL wants to maintain the viable farm land. TPL is using a "vineyard value" as the best possible potential income with an appraiser. Discussion regarding the difficulty of appraisals. Woods moved that based on the information the board has now, the district supports drafting a resolution to allow the TPL to move forward to the next step in acquisition, writing a grant for funds through the WWMP, and for using staff time to help TPL with the application. All this with the stipulation that the details to be worked out in the future, would be done in good faith. Pender 2nd. Discussion regarding the timeline, passed unanimously.

At this time (7:20 PM) Wozniak left.

LOGO - (see attachment E) - information only

At this time (7:25 PM) Dalton left.

BBQ FOR OFFICE- Stutzman explained the District has been using a borrowed BBQ to cook for board meetings, and the owner (her mother) would like to sell it to the District. Woods moved to pay \$200 to Dorothy James for her Weber 2200 gas BBQ grill including cover. 2nd McKibben . No Discussion, passed unanimously.

MONTHLY CALENDAR-(see attachment F) - information only

SDAO ANNUAL CONFERENCE (see attachment G) - Woods encouraged all to attend. Wilson will send out reminders next week. Early bird discount registration ends Jan. 20th, 2016.

NRCS WORKGROUP REPORT – Finegan explained that the public is welcome to help the NRCS identify new priorities, and decide the best use of existing funding pools. The meeting is 9am-12 at OSU extension on Jan. 22, 2016. Focus will be on building partnerships and looking at possible collaboration around water conservation practices.

COMMITTEES

POLICY-(see attachment H) - Wilson explained the proposed changes (in red) and listed on attachment H. He gave out CD's to the board to review and vote on the next meeting.

EASEMENT- already covered above under WWMP APPLICATION.

REPORTS

NRCS- Conservationist Finegan said that the program applications batch period close Friday, Jan 15th. The Society for Range Management (SRM) wanted to know if NRCS/SWCD would help to provide a tour for their regional meeting in the fall. NRCS has rearranged its state staffing, lightening the load on the Polk office staff. In response to Gordon's questions, Finegan replied there are no new WRPs and 14 current ones for 1400 acres. There are no new CREPs and 3 new Conservation Stewardship Program (CSP) applications.

Simmons asked about the District's CREP work, and Stutzman said Graham is working on 3 applications now.

WATERSHED COUNCILS:

Luckiamute- none

Glenn-Gibson- none

Greater Yamhill- no report submitted

Rickreall- Working on funding other than OWEB for large woody debris (BLM, Hancock, ODFW, and ODF). They are looking at options for possible steelhead passage over Mercer Dam.

STAFF (see attachment Z)-

Stutzman said that Garrison is working out very well, her plate is full, and she is learning the job quickly. Stutzman is taking a community leadership course put on by the Ford Institute. It focuses on local, rural development. It will take Friday afternoons for 4 months. Beebe suggested that Ford Foundation as a good source of funding for education. Stutzman is also working on the Lick Skillet building envelope.

Woods asked that when doing the budget, to put 60% of the tax base and 25% of possible other funds into 'unappropriated funds'.

DIRECTORS:

CHAIR Simmons - He explained that the OACD by-law committee met. They finally got a communication plan together, but wasn't presented at the meeting. Simmons wanted to see a change in only officers and board members voting at the state convention.

Woods encouraged the board to stop in and audit Karin and the checkbook. Spot checks are good for transparency.

Pender said there is a new farm bureau president. The annual meeting for the determination of forest land fire issues is coming up.

Gordon -none

McKibben - none

Dalton – none (left early)

Crawford has a lack of field work due to rain.

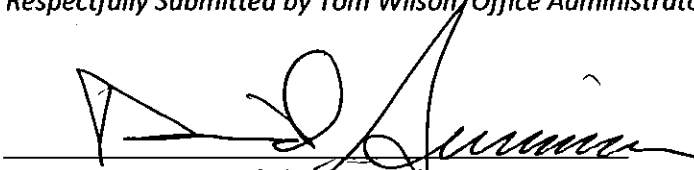
Beebe stated she evaluates the bank statements on a monthly basis.

Chase – none

Clawson - none

ADJOURN: 8:30 PM

Respectfully Submitted by Tom Wilson, Office Administrator, January 19, 2016



David Simmons - Chair

2/10/16

DATE