

**Polk Soil and Water Conservation District  
Board Meeting Minutes – February 10, 2016**

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

**APPROVED**

**In Attendance:**

**Directors**

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

**Staff**

Karin Stutzman (Manager)  
Tom Wilson (Office Admin)

**Directors Emeritus/Associates/Guests**

Tom Finegan - NRCS  
Judy Beebe - Associate

**BOARD MEETING**

**CALL TO ORDER** – Chad Woods, Vice-Chair, called the Board Meeting to order at 6:05 PM. Directors Woods, Pender, Gordon, McKibben, and Crawford and were all present to start the meeting.

**INTRODUCTIONS**- Introductions of all individuals were made.

**PUBLIC COMMENT**-none

**ACTION ITEMS**

**JANUARY'S TREASURER'S REPORT** (see attachment A) - Stutzman explained the profit and loss statements and balance sheets. The entry of -\$39,999.98 (on page A1) was intended to offset a liability account and make sure the funds weren't spent. Beebe and Stutzman will fix this in QuickBooks to remove the negative amount. Stutzman reported that our auditor CPA Winkle has sent a letter with his notes on the annual audit and it has been submitted. **McKibben moved to accept the treasurer's report as presented, Crawford 2<sup>nd</sup>. No Discussion; passed unanimously.**

*At this time (6:10 PM) Dalton arrived.*

**JANUARY'S BOARD MINUTES** (see attachment B)-Pender moved to accept the board meeting minutes as presented; Gordon 2<sup>nd</sup>. **No Discussion; passed unanimously.**

**FEBRUARY 9 ANNUAL WORK PLAN MINUTES** (see handout #1)- Pender moved to accept the annual work plan meeting minutes as presented; Crawford 2<sup>nd</sup>. **No Discussion; passed unanimously.**

**2016 2<sup>nd</sup> EDITION POLK SWCD POLICY MANUAL APPROVAL**-Woods asked about the new sick leave policy requirements in that employees can be absent up to 5 times without a doctor's note for an excuse, and new laws regarding unnecessarily questioning potential employee applicants about past criminal convictions that aren't pertinent to the position being applied for, and Stutzman said it is in or will be added to the personnel policy handbook, referenced in the Policy Manual. Pender moved to accept updated policy as presented at the Jan 13, 2016 Board Meeting (with the stipulation that the sick leave and background check policy are updated to reflect new state laws), McKibben 2<sup>nd</sup>. **No Discussion; passed unanimously.**

*At this time (6:18 PM) David Simmons, Chair, arrived.*

**MANAGER REVIEW AND SALARY INCREASE** (see attachment C)-Simmons explained DM Stutzman passed with flying colors and she has not had a pay raise in a year and a half. Simmons talked with other district boards and wanted to

bring Stutzman's salary up to be in-line with other district managers. **Simmons moved to accept the salary recommendation of the Personnel Committee, \$61,712.04 retroactive to July 1<sup>st</sup> 2015. No 2<sup>nd</sup> needed. No Discussion; passed unanimously.**

**BUS EXPENSES FOR POLK COUNTY STUDENTS AND SALMON WATCH (see attachment D) - Stutzman explained she received an email from Ron Crouse, Education Coordinator of Marion SWCD. The Marion SWCD awarded a CLEAR Conservation Learning Education and Resources grant for Chapman Elementary School, which is in Polk County. Woods asked where the money would come from, and Stutzman explained all she had was the tax- base, but Woods explained this is against Polk SWCD policy. He suggested using Plant Sale Funds earmarked for education. Stutzman said that she will use funds from the education pool if there is enough. Beebe stated that she would make up the shortfall if any. McKibben moved to authorize payment to Marion SWCD for \$200 for the cost of transportation if funds were available from the Native Plant Sale proceeds, for Polk County students to attend Salmon Watch, Crawford 2nd. No Discussion; passed unanimously.**

Simmons asked about leftover plants from the sale, and Stutzman said that there are only a few, and Graham is finding homes for them.

### **DISCUSSION**

**BASIN MEETING MARCH 17 (see attachment E) – Stutzman said there was a needs assessment survey sent out and OACD wanted management to fill it out. Discussion regarding new public meeting laws and how this information would be nice to come from OACD. Wilson stated that Eric Nusbaum from ODA will be at the April meeting to update the board on these laws. Simmons stated he is on the by-law review committee for OACD, and they will be submitting changes soon. He said it is still a top down organization, but he thinks it should work from the membership up; Simmons will bring these ideas to the basin meeting in March and invited other directors to go.**

**STRATEGIC IMPLEMENTATION AREA (SIA) UPDATE (see attachment F) - The district has a list of addresses in Polk County that are in the SIA. Stutzman explained that that the ODA compliance letters went out, and the District has received many phone calls regarding this. Simmons explained that he talked to Ray Jandl at ODA and he explained the process of identifying properties, which is using Google maps, and isn't exact. Two Local Action Committees make the rules for ODA compliance in our area, and that is what Stutzman uses when explaining to landowners the minimum vegetation they need to stay in compliance with these rules. Stutzman explained that the District is helping landowners obtain available grant funds through ODA for this SIA.**

### **INFORMATION**

**MONTHLY CALENDAR-(see attachment G) - information only.**

**BUDGET COMMITTEE/ELECTION INFO (see attachment H) - The District needs a new budget committee member. There are also 4 board members up for election in November. Members of the community suggested to the board were Mike Wilson (from Grand Ronde), Glen Stoler, Lowell Ford, and Ted Powell. Clerk Wilson will contact them this month.**

### **UPDATES:**

**CLAUDIA – Stutzman explained the long process of trying to get Claudia fixed, and that the previous workman fell thru. She has contacted Jason Alderemat, and he will use marine grade fiber glass, but the cost is mostly labor, and she asked for an estimate for the board and he will put one together. Stutzman explained that the District put away \$8000 last year for repairs, and that Claudia makes about \$3000 a year, so that she would pay for herself after a few years. Discussion regarding the timeline and process. Simmons would like to see a detailed estimate. Pender moved to spend up to \$15,000 on the fiberglass fix and re-paint fixing of Claudia, with the stipulation that Simmons will make sure the estimate is accurate before any money is spent. 2<sup>nd</sup> Dalton Beebe reminded that Alderemat can receive a charitable tax write off for any donation of time and supplies. Dalton wanted to make sure the painters quote of \$200-300 is accurate. Discussion regarding the benefits of having Claudia. 6 Yeas, with Gordon voting Nay; motion passed 6 to 1.**

LICK SKILLET- Stutzman explained that the closing will all be in order by this fall (August or September 2016) and explained that \$14,500 the district paid up front for the appraisal (the total cost so far) will be reimbursed Bonneville Power Administration at the completion of the process.

NRCS WORKING GROUP-Finegan stated he thought it was a great work group. It was well attended with over 20 participants.

SDAO CONFERENCE- Woods discussed his sessions at the conference which included bond issues, drones, as well as leadership and motivation issues. He emphasized the new state rules that prohibit discouraging staff from talking about their pay with each other.

#### REPORTS

NRCS-Finegan reported that the Conservation Stewardship Program sign up deadline is March 31. He explained the funds are not broken down by county, but statewide depending on applications. It is for forestry or cropland. There is a \$30,000 cap. He explained that NRCS is trying to have more programs with 'green payments', which reward existing conservation practices and encourage the development of new ones on the same properties. He also said that they have been helping SWCD staff in training. He is working on helping to set up the Society of Range Management tour. NRCS is also working with BPA on power line easements. The NRCS is redoing its forestry pool, and it will add tree and shrub pastures. The funding will be available in 2017. He gave a CREP follow up, and mentioned that Graham would like more training, as she has three new projects she is working on.

#### WATERSHED COUNCILS-

Luckiamute- Stutzman explained they are transitioning to a federal 501c3 non-profit. They are resubmitting a grant to OWEB to do more education at Luckiamute Charter School. They were awarded a FIP grant for work on the main stem of the Willamette, and another grant to reconnect floodplains at LSNA. There is a culvert replacement project on Price Creek, and they are working with Central High on a stream enhancement education program.

Glenn-Gibson-Simmons reported they are working on a work plan for the coming year. Coordinator Hunt is working on a small grant.

Greater Yamhill- (see attachment Y and Handout #2).

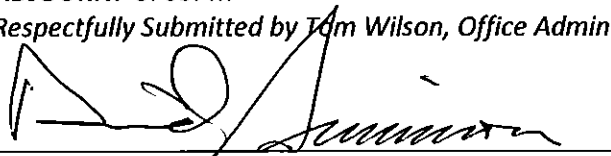
STAFF (see attachment Z)

#### DIRECTORS-

- CHAIR Simmons got some planting done.
- Woods said the LGIP funds are over the \$50,000 and that Polk SWCD policy requires moving LGIP funds over \$50,000 to a federally insured account. Stutzman will move the funds this week. He commented on MODA's recent financial problems. He thanked Beebe for all her help with QuickBooks and reconciling accounts.
- Pender asked about Cascade Pacific and the watershed councils, and expressed that Stutzman keep an eye on them for changes in the near future.
- Gordon working in the field and has done some spraying.
- McKibben dug for water for a cistern, got down 4.5 feet and the ground was still dry.
- Dalton had 40% mortality on his tree farm.
- Crawford stated he is working out in the fields due to nice weather.

ADJOURN: 8: 05PM

*Respectfully Submitted by Tom Wilson, Office Administrator, February 16, 2016.*



David Simmons - Chair

March 9, 2016