

**Polk Soil and Water Conservation District  
Board Meeting Minutes – APPROVED  
February 11, 2015 – 6PM**

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  
David McKibben

**Staff**

Karin Nembach (Manager)  
Tom Wilson (Office Admin)  
Marc Bell  
Sawyer Finegan  
Lucas Hunt

**Directors Emeritus/Associates/Guests**

Tom Finegan - NRCS  
Judy Beebe-Associate  
Mel Chase - guest

**BOARD MEETING**

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

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

**PUBLIC COMMENT**- none

**ACTION ITEMS**

**MODIFICATION TO PUBLISHED AGENDA**- Pender moved to accept the amended agenda as presented, Gordon 2<sup>nd</sup>. No Discussion, passed unanimously.

**STAFF INTRODUCTION**: Staff explained their job descriptions and what they do on a day to day basis for the new directors. See handout #1. At this time Bell, S. Finegan and Hunt left the meeting.

**TREASURER'S REPORT** (see attachment A) - Woods asked about the audit status, and Nembach explained that she will hear back from Richard Winkel CPA this week. Woods asked about plant sale income and Nembach gave out handout #2, a rough estimate of the Native Plant Sale balance sheet. The goal is to break even, not counting staff time. There will continue to be income from the plant sale the next week as the overstock is sold down. Woods moved to accept the treasurer's report as presented, Pender 2<sup>nd</sup>. No Discussion, passed unanimously.

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

**COMMITTEE ASSIGNMENTS** (see attachment C) - Discussion regarding the positions. By consensus the board agreed to the following committee assignments:

**Personnel**: Directors Simmons and Pender, Associate Director Beebe and District Manager Nembach

**Policy**: Director Simmons, Emeritus Clawson, Nembach

**Fiscal**: Directors Woods and McKibben, Associate Beebe, Nembach

**Forestry**: Directors Pender and McKibben, Emeritus Lamers, Staff Lucas Hunt

**Land Use**: Directors Woods, Pender and Gordon, Staff Marc Bell

**Water Quality**: Staff Liz Graham, Director Gordon and future associate Mel Chase

**Easement**: Directors Pender, Woods and McKibben, Staff Bell

T. Finegan recommended having some technical advisors from the community and partner agencies available to the committees as needed.

**PUBLIC RECORD REQUEST UPDATE (see attachment D)-**

**Woods moved to accept the updated public record rates of: on page D1, supervision fee increased to \$40/hr with a minimum of \$20 (reflected on D2 as "in office document review") and increase color copies from 55 cents to \$1 on D2 (to reflect the district's increased cost of color copies due to a new copier contract). 2<sup>nd</sup> Pender. Amended by Woods to include an increase for "archive retrieval" on D2 from \$11 to \$20. Pender 2<sup>nd</sup> the amendment. Simmons would like to see the dollar amount spelled out on D2 for "in office document review". Passed unanimously.**

**NRCS SECTION 1619 COMPLIANCE (see attachment E) - T. Finegan gave an overview of the attachment.**

**Pender moved to accept the section 1619 agreement with the NRCS as presented, Woods 2<sup>nd</sup>. No Discussion, passed unanimously.**

**NACD/OACD DUES - Nembach explained that we have not received a bill from the OACD (Oregon Association of Conservation Districts) and already paid the NACD (National Association of Conservation District) 2015 dues. Gordon asked about the benefits of being a part of NACD, and Simmons explained they have access to some grants, newsletters and resources. Discussion regarding OACD and the benefit of paying dues. Simmons explained that he would like to pay NACD the membership rate of \$775. Motion by Woods, 2<sup>nd</sup> by Pender to pay \$775 to NACD for dues. No Discussion, passed unanimously.**

**MARQUARDT-SUTTON RESIGNATION – Woods moved to accept Marquardt Sutton resignation and declare the zone 1 position open. 2<sup>nd</sup> Pender. Discussion regarding potential candidates. Passed unanimously.**

**MONTHLY CALENDAR-(see attachment F) – Wilson added the Central High School FFA fundraiser (2.21.15) and NRCS local work group meeting (2.24.15 at 6pm in the OSU Extension Service conference room) to the published calendar.**

**SDIS BEST PRACTICES UPDATE (see attachment G)- Wilson explained he will do the online training. The board suggested that Wilson contact Mr. Dunkel from SDAO speak to the board at a board meeting.**

**ANNUAL WORK PLAN MEETING 2/25/15 – Nembach explained her vision for the staff and directors. Woods asked that Nembach bring information regarding any potential new funding sources to the meeting to help in planning.**

**BUDGET COMMITTEE UPDATE/NEEDS (see attachment H) - Wilson will contact Rudolph White and Clifford Baker to see if they would like to continue on the committee. The district needs to replace positions 2, 4 and 5 with possible candidates being Judy Beebe and Mel Chase. By consensus the board agreed to hold off on the appointment of budget committee members until after the work plan is done.**

**NATIVE PLANT SALE UPDATE – Done earlier during treasurer's report.**

**STORAGE CLEAN OUT BY 2/28/15- Wilson reported that they have started cleaning out the storage units and the district will downsize to one unit by Feb. 28<sup>th</sup>.**

**LOWER WILLAMETTE BASIN MEETING 03/15/2015 – Simmons explained the makeup of the basins and the need to participate in order to be better served by the state association.**

**CONSERVATION INNOVATION GRANT (see attachment I) – Simmons explained the grant process and requirements. Discussion regarding possible projects.**

**JOINT TRAINING WITH MARION/POLK/YAMHILL SWCDs** – Simmons explained he would like to work with other districts more closely and provide advance training for directors. It is still in the planning phase, but if there is interest from the board Simmons will look into it further.

**NEW PARKING SPOT NEEDED FOR TRAILER AND CLAUDIA:** Pender will provide a spot for the trailer. Discussion regarding Claudia, her original purpose, current state, viability, possible future functions, and finding a new home.

**COMMITTEES**

**EASEMENT-** Woods explained that he and Conservationist Bell visited the Grand Ronde tribe to look at properties for potential easements. Woods doesn't want to take any property out of commercial use. Nembach explained that the BPA (Bonneville Power Administration) funds also look at the cultural aspect of the property besides habitat restoration, and that the tribe would manage the property and pay taxes (using a wildlife deferral). Woods explained it was about 70 acres with little potential for commercial use. Discussion regarding types of easements, the district's role and potential projects. Woods asked the board if they would write a letter of support for the Grand Ronde property. Pender moved the board write a letter of support for the purchase of the "Crowly" easement by the tribe. 2<sup>nd</sup> by Gordon. 4 yeas (Simmons, Woods, Pender and Gordon) and 1 nay (McKibben). Motion passes.

**PERSONNEL** – Motion by Woods to give S. Finegan a raise of 50 cents an hour (from \$10.50 to \$11/hr), 2<sup>nd</sup> by Gordon. No discussion, passed unanimously.

**POLICY** – Simmons and Clawson are working on going over the policy handbook and getting it up to date.

**REPORTS**

**NRCS-see handout #3.** T. Finegan also added that he will attend the Feb 17<sup>th</sup> USFS official announcement of delisting of Oregon chub (first fish in entire nation to be taken off the endangered list). Has a new volunteer to work with the tile maps to organize by township, range and district. Ultimately Finegan would like to digitize the maps. RCPP (Regional Conservation Partnership Program) and CREP (Conservation Reserve Enhancement Program) funds are available, so if the board knows of anybody how wants to participate, please have the contact the NRCS office.

**WATERSHED COUNCILS-**

Glenn-Gibson - Simmons reported that the OWEB small grant has been turned in, but the council can't receive any OWEB funds as they have no fiscal sponsor for OWEB grants. They are looking for a new sponsor.

**STAFF** (see attachment Z)

**CHAIR-** Simmons went to the Marion SWCD board meeting. They are working on a backyard conservation program. He has talked to Yamhill SWCD about sharing a Conservation Reserve Enhancement Program technician.

**DIRECTORS-**

Woods-none

Pender-none

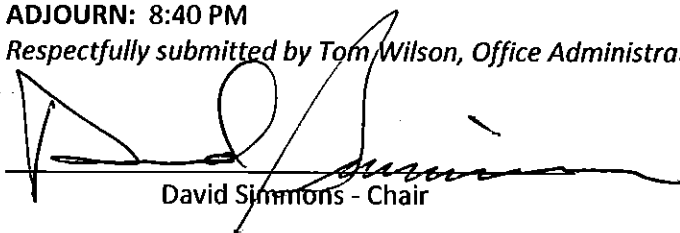
Gordon-none

Mr. Chase asked about ideas for the Bethel property and will talk to Nembach about it.

Ms. Beebe has contacts with space available for meetings, if needed for planning.

**ADJOURN: 8:40 PM**

*Respectfully submitted by Tom Wilson, Office Administrator, on Feb. 17<sup>th</sup>, 2015.*



David Simmons - Chair

March 11, 2015