

POLK SWCD BOARD MEETING MINUTES
February 9, 2022 - 6:00 PM - 8:00 PM
Participation Via ZOOM video Conference

Recording and attachments available on request

CALL BOARD MEETING TO ORDER: Chair Woods @ 6:02 PM

PRESENT:

- DIRECTORS: Woods, Beebe, Garnett, Wilson, Simmons, Ford, and Dalton
- STAFF: DM Stutzman, J Morgan
- GUESTS:
-

PUBLIC COMMENTS: none

REVISION OF AGENDA: none

STAFF REPORTS: DM gave highlights from staff reports

ACTION

- January 2022 Treasurer's Reports

Beebe moved, Garnett 2nd to accept the January 2022 treasurer's reports as presented with no concerns. All in favor. Motion passed.

- January 2022 Board Meeting Minutes

Garnett moved, Beebe 2nd to approve the January 2022 board meeting minutes. All in favor. Motion passed.

- Budget Calendar 2022

Garnett moved, Simmons 2nd to adopt the proposed budget calendar for 2022 with the entry of May 18th for a 2nd budget committee meeting if necessary. All in favor. Motion passed.

- Budget Officer for 2022 – 2023 FY

Beebe moved, Wilson 2nd to appoint Chad Woods as the Budget Officer for the 2022-2023 Fiscal Year. All in. Motion passed.

- BLM Rickreall LWD Project Update and Request - Farm Specialist Morgan reviewed project and requested money from the Special Projects Fund to complete the work in 2022. Discussion around what pieces of wood salvaged from Mercer Dam could be used in the project, not as core pieces, will need other more structurally sound logs possibly from Laurel Mountain. BLM will also look for internal funding. Funding decreased because of bill paid to the City to remove logs from the reservoir due to an act of nature. There is an MOU draft out to confirm roles, city has not agreed to sign yet, may not get to it before work window this summer. Any contact with RWC? No.

Dalton motions, Garnett 2nd to take up to \$15,000 from the Special Projects Fund to complete the Rickreall Creek LWD project in 2022 work window. All in favor. Motion passes.

Discussion- make us whole from BLM funds for money forwarded to City for log removal. Ask BLM to be the lead and we are a participating partner.

- Gooseneck LWD Project Update and Request- \$2,200 is bid amount, no need to bring to the board for approval.

COMMITTEE REPORTS

Policy Committee- board began line by line review of policy manual draft up to the delegation of duties section. Board discussed suggestions for changes in the delegation of duties section that were presented by Garnett and Wilson. Want an HR group to help make decisions around discipline and firing. We have this through HR Answers. Discussion around who should have authority to discipline and discharge staff. Who has this authority over the District Manager? After some long discussion, no decision was made.

A change to the line regarding committee participation –

A director “should” not be on a committee more than three consecutive years.

Discussion around needing to read back a motion before being voted on, to make sure it reads as it should be voted on, then you don’t have to go back and make corrections a month later.

The board will continue the discussion at the March 2022 Board Meeting and hopefully finalize the delegation of duties section. Then move on to the next section.

NEW BUSINESS

DM hired for the shared Administrative Assistant – Whitney Francis

DM will work on job description and salary schedule for Farm Specialist position and bring to the board for review at the March meeting.

March Meeting will be to hold the annual meeting, finish up strategic planning, work on policy manual again.

BOARD MEETING ADJORNED: @ 8:16 PM