

**Polk Soil and Water Conservation District  
Board Meeting Minutes - APPROVED**

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

March 11, 2015

In Attendance:

**Directors**

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

**Staff**

Karin Nembach (Manager)

**Directors Emeritus/Associates/Guests**

Mel Chase -Guest  
Judy Beebe - Associate  
John Stein - SDAO  
Rob mills – SDAO, presenter

**BOARD MEETING**

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

INTRODUCTIONS- Introductions of all individuals were made.

PUBLIC COMMENT- none

PRESENTATION- Rob Mills conducted a board practice assessment for the SDAO (Special Districts Association of Oregon). The assessment covered such topics as board duties and responsibilities, operational compliance, budget and finance, customer relations, personnel administration and policies and procedures.

**ACTION ITEMS**

TREASURER'S REPORT (see attachment A) - Nembach reported that the Native Plant Sale was a money maker, if not counting staff time, and there are still some invoices coming in. Chair Simmons asked if the costs were reflected in this month's report, and Beebe explained that because some costs were paid out earlier in the year, they don't show up on this report. Nembach has a detailed summary report and Woods would like to see it when it is finalized. Simmons would like to see how much staff time was invested in a detailed, itemized report. Nembach reported the audit will be submitted tomorrow, March 12. Nembach explained that after meeting with PERS (Public Employment Retirement System), the District has not been putting enough in to satisfy the state's requirement, but she will make the changes and it will be reflected in the new budget. Woods would like to see any profit from the plant sale put into the discretionary account. **Woods moved to accept the February treasurer's report as presented, Dalton 2<sup>nd</sup>. No Discussion, passed unanimously.**

BOARD MINUTES (see attachment B)- **Pender moved to accept the February 11<sup>th</sup> board meeting minutes as presented, Gordon 2<sup>nd</sup>. No Discussion, passed unanimously.**

ANNUAL WORK PLAN (see attachment C) – Nembach explained the ODA (Oregon Dept. of Ag) requirements and gave the outline of the work plan. She explained that Stewardship Forester Hunt has turned in the funding request to OWEB (Oregon Watershed Enhancement Board) regarding the RWC (Rickreall Watershed Council) coordinator position, and if it is not funded Hunt will lose hours (currently 10 hours a month working for the RWC). Woods commented that this work plan was a requirement of the budget process and asked if this was a good template for working on the budget and Nembach said it was as she designed it that way. **Woods moved to accept annual work plan as presented, Pender 2<sup>nd</sup>. No Discussion, passed unanimously.**

YOUTH OUTREACH JOB DESCRIPTION (see handout #1): As a result of the approval and future hiring of an adult outreach coordinator, Nembach modified the youth outreach job description for Sawyer Finegan. The personnel committee met before this meeting. Gordon asked if Sawyer met the qualifications and Nembach replied he did, based on his years of experience volunteering, and working, for the district. **As a personnel committee member, Judy Beebe recommended to accept the Youth Outreach job description as presented, Simmons 2nd** (even though not needed on a committee recommendation to the board). **No Discussion, passed unanimously.**

MONTHLY CALENDAR (see attachment D) - information only. Simmons pointed out that the OACD (Oregon Association of Conservation Districts) Mid-Willamette Basin meeting is on March 18<sup>th</sup>, not 15<sup>th</sup>, in Oregon City. Gordon commented that Nembach will not be at the April board meeting due to vacation, and Simmons asked if she has made a plan for her absence, and she has. Dalton wanted to know who had access to the bookkeeping program, Nembach replied no one, but that Beebe should be and Nembach will give her the password. Woods asked that Nembach give the board a list of passwords, and she will give one to Woods and one to Beebe.

BUDGET COMMITTEE OPEN POSITION AND APPOINTMENTS (see attachment E) - Simmons recommended asking Matt or Tom Crawford. Nembach pointed out that since the board only has 6 members currently (zone 1 is vacant) there is only a requirement for 6 general public positions, who have to be registered voters. **Dalton motioned to appoint Judy Beebe and Mel Chase and re-appoint Phil Walker to the budget committee, possibly including a Crawford if they so wish (all two year terms ending December 2017). Pender 2<sup>nd</sup>. No Discussion, passed unanimously.**

LOWER WILLAMETTE BASIN OACD MEETING (see attachment F) - Simmons explained Brian Whitecap is the new basin chair. There was a quick basin meeting at the convention last November and Simmons would like to see a continuation of the issues discussed there. Simmons explained the changing relationship between OWEB and OACD and that OWEB funding favors watershed councils. Pender would like to see more information regarding OACD's legislative agenda. Gordon commented that watersheds receive funds from OWEB for riparian work to enhance salmon habitat and if districts did that kind of work they could receive more OWEB funds. Woods suggested, as an agriculture and timber county, that the Board should come up with specific ideas and issues to bring to the basin meeting. Gordon asked about any letters from concern from ODA, and Nembach replied about five in the last year. Discussion regarding the ODA violation reporting process. Simmons will attend the meeting with Nembach. Pender would like Simmons to discuss a new communication system between the OACD and districts, specifically regarding legislation, as other groups do to allow their members to be ahead of the game, instead of playing catch up. Woods is concerned with water quantity this year.

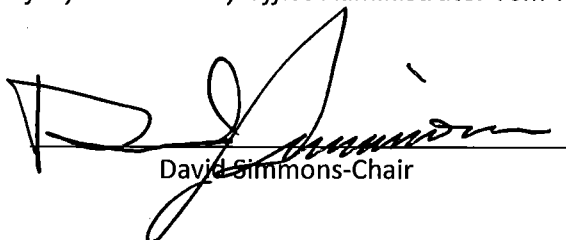
CHAIR- Simmons asked if Mel Chase would like to be an Associate, and he would and will submit a letter of interest to the board.

DIRECTORS- Woods, Pender, Dalton, Beebe- none

Gordon- is concerned with the many manure piles he sees out in the fields and would like to educate the public by inviting them to a manure management workshop. Woods said that he and David McKibben received OWEB small grants for their solid floor, covered manure areas. Nembach said that would be good assignment for the new adult outreach coordinator.

**ADJOURN: 8:40 PM**

*Respectfully submitted by Office Administrator Tom Wilson on March 12<sup>th</sup>, 2015.*

  
David Simmons-Chair

April 8<sup>th</sup>, 2015