

**Polk Soil and Water Conservation District
Board Meeting Minutes – APPROVED
May 11, 2016**

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

IN ATTENDANCE:

Directors

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

Staff

Karin Stutzman (Manager)
Tom Wilson (Office Admin)
Sawyer Finegan (Youth Outreach)
Lucas Hunt (Forester)

Directors Emeritus/Associates/Guests

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

BOARD MEETING

CALL TO ORDER - David Simmons, Chair, called the Board Meeting to order at 6:06 PM. Directors Simmons, Woods, Pender, Crawford and Dalton were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

PUBLIC COMMENT-none

DIRECTOR SIGNS UPS: Sawyer Finegan addressed the board regarding participating in outreach events over the summer, and passed out a signup sheet. He explained that help is needed for Polk County Fair and the 4th of July Monmouth/Independence Parade.

ACTION ITEMS

REVISED AGENDA - Crawford moved to accept the revised agenda as presented, Dalton 2nd. No discussion; passed unanimously.

APRIL'S TREASURER'S REPORT (see attachment A) - Stutzman explained the small changes (paying in for Garrison's PERS and medical). Third quarter ODA payment for Garrison arrived early this month and is not reflected in the April report. Dalton moved to accept the treasurer's report as presented, Crawford 2nd. No discussion; passed unanimously.

APRIL'S BOARD MINUTES (see attachment B) - Crawford moved to accept the board meeting minutes as presented, Simmons 2nd. No discussion; passed unanimously.

STAFF S. GARRISON OUT OF INTRODUCTORY PERIOD- Garrison has completed her 6 month probation period. Dalton moved to approve Stacey Garrison as a full time, exempt, at-will employee. Crawford 2nd. No discussion; passed unanimously.

PERSONELL POLICY AMENDMENT: MOVING STAFF REVIEWS (see attachment C) - Discussion regarding the wording and best timing to align with the budget season. Dalton moved to accept the amendment to the performance review section as: "to coincide with the upcoming fiscal year and allocated as funds are available", Crawford 2nd. Beebe suggested striking the work "salary" and just use "review". Passed unanimously.

HR TRAINING FOR DISTRICT MANAGER (see attachment D) - By consensus the board agreed it would be good for her to attend the SDAO training.

SURVEYOR APPOINTMENT (see attachment E) - Stutzman explained that the Community Development Dept. has approved the changes to The Cornerstone Project land, but it is still in the appeal stage. She explained the contracting rules she followed, and provided 4 bids to the board. One was Northstar Surveying, which has a lot of experience working with Bonneville Power Administration. Woods and Simmons have experience using this company. Other companies asked were AKS Surveying, Compass Land Surveyors, and AG Geo-Spatial NW. **Woods moved to accept Northstar's bid to survey The Cornerstone Project property. Dalton 2nd. No discussion; passed unanimously.**

BIDDING PARAMETERS FOR POSSIBLE REPLACEMENT VEHICLE- Discussion regarding type of vehicle the district would like (automatic, V8). Stutzman will put together some specifications to bring to the board next month. **Dalton moved to approve the District manager to bid up to \$15,000 with verbal consultation of two board members. 2nd Woods. No discussion; passed unanimously.**

AREIAL CRANE LOG JAM CONSTRUCTIONS BIDS (HANDOUT #1) - See handout. There was only one bid submitted. Hunt passed out the bid, explained the process, and walked the board through the bid review. Mr. Chase had a question regarding the price difference in area 1 and area 2, and Hunt explained that it is the position of the logs (they are 'jackstrawed', and harder to pick up). Beebe suggested that they might exceed their estimate and Hunt should plan for that, with a cap that can't be exceeded, just in case. Woods would like to see a larger buffer as well, to ensure the company won't have to restructure the contract. **Dalton moved to approve the bid and award the contract to Columbia Helicopters, up to the maximum dollar cap (\$232,500) and "not fewer than 44 structures" with the ability to modify the scope of the contract, and assigned Hunt as the 'on the ground' contract manager. Woods 2nd. Discussion regarding the bidding process and the lack of more bids. Passed unanimously.**

DISCUSSION

DIRECTOR CODE OF CONDUCT UPDATE: Simmons explained he is looking for something from SDAO, and Beebe will bring one from a different organization. Dalton and Woods would like to have a best practices manual available.

INFORMATION

MONTHLY CALENDAR-(see attachment F) - information only

REPORTS

NRCS - see handout #2

WATERSHED COUNCILS

- Luckiamute is still working on their 501c3.
- Glenn-Gibson has potential joint board meeting coming up, regarding combining GGWC and RWC, and is working on Eola-Hills blackberry spraying.

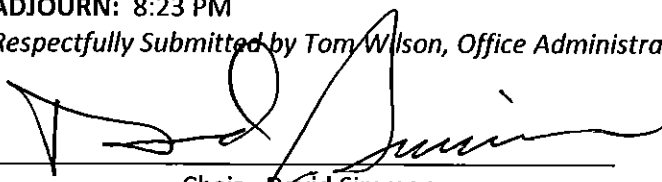
STAFF (see attachment Z)

DIRECTORS

- CHAIR Simmons reported Claudia is ready to be artistically painted.
- Woods-none
- Pender has a tour coming from Asia to see his small woodlot operation.
- Dalton-none
- Crawford-none
- Chase reported the Master Gardner's plant sale rose over \$30,000.
- Beebe- none

ADJOURN: 8:23 PM

Respectfully Submitted by Tom Wilson, Office Administrator, May 12, 2016



Chair - David Simmons



DATE