

Polk Soil and Water Conservation District
July 12, 2017 Board Meeting Minutes
Polk SWCD Offices: 580 Main Street, Suite A, Dallas OR 97338

In Attendance:

Directors

David Simmons (Chair)
Chad Woods (Vice-Chair)
Frank Pender (Secretary)
David McKibben
Matt Crawford

Staff

Karin Stutzman (Manager)
Lucas Hunt (Forester)

Directors Emeritus/Associates/Guests

Judy Bebee - Associate
Mel Chase - Associate
Luke Westphal - (Greater Yamhill WC)
Evelyn Conrad - (NRCS)
Tom Thomson - Emeritus
Paul McNeil- guest
Charles Sekafetz – Chemeketa Robotics
Allison Kingsella – COO Genesis Innovative Drone

BOARD MEETING

CALL TO ORDER - David Simmons, Chair, called the Board Meeting to order at 7:08 PM. Directors Simmons, Woods, Pender, McKibben, and Crawford were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

PUBLIC COMMENT-none

PRESENTATION: Charles Sekafetz described the robotics program at Chemeketa CC, and explained he and others have applied for an Advanced Technology Education (ATE) grant for small farm robotics. He wants to develop workshops and seminars to let his students know that robotics used in agriculture is a growing field. He will work with FFA and 4H as well and he wants to identify local needs. He requested a letter of support from the district to distribute information, host a workshop, or provide opportunities for field visits. He stressed the students do not analyze the data, only gather and give to

landowner, who would do the analysis. *Discussion regarding possible audiences and potential challenges.*

PRESENTATION: Allison Kingsella provided a presentation detailing the services of her business using drones for monitoring. *Discussion regarding the possibilities for District use.*

ACTION ITEMS:

JUNE'S TREASURER'S REPORT (see attachment A) - Stutzman provided a "budget to actual" comparison. *Woods moved to accept the treasurer's report as presented, Pender 2nd. No Discussion; passed unanimously.*

JUNE'S BUDGET MEETING MINUTES (see attachment B) - Woods moved to accept the board meeting minutes as presented, Pender 2nd. *No Discussion; passed unanimously.*

JUNE'S BOARD MINUTES (see attachment C) – Pender moved to accept the board meeting minutes as amended to correct Judy Beebe's name, McKibben 2nd. *No Discussion; passed unanimously.*

PERSONNEL COMMITTEE RECOMMENDATIONS:

#1 Simmons's explained they are updating their pay scale to match federalpay.org. It is region specific, nationally recognized, and is updated every year. *Discussion regarding the federal pay process.* Woods asked about the total budgeted for salaries and Stutzman explained it was \$329,610, which would add no more than 2% to the current budget. *Pender Moved (no second necessary coming out of committee) to accept the committee recommendation pay scale change. No Discussion; passed unanimously.*

#2 Simmons explained the personnel committee recommended approval of the assignment of a graded step to the 3 full time existing staff. ***Pender Moved to accept the committee recommendation assigning staff to a new pay step . No Discussion; passed unanimously.***

#3 Simmons explained the last recommendation was for the current part time staff to follow the Marion SWCD scale, in order to stay competitive. ***Pender Moved to accept the committee recommendation assigning part time staff to the Marion pay scale. No Discussion; passed unanimously.***

SDIS POLICY UPDATE (see attachment D) – ***Pender moved to accept the SDIS update to the “Discriminatory Workplace Harassment” Policy, Crawford 2nd.*** Chase commented that he would like to see more detail in the descriptions of the ramifications. ***Discussion regarding the current disciplinary action.*** Beebe stated that the Employee Manual has procedures that could be used in any situation, and this policy is an umbrella; ***passed unanimously.***

OACD DUES (see attachment E) – Stutzman reported that the District’s annual rate is \$2195, due by 31st. ***Woods moved to pay \$2200. Discussion regarding current OACD actions and policies.*** Simmons reported he has asked on numerous occasions for the OACD’s financial reports and has not received any useful information. He would like to pay a minimal amount with a caveat OACD needs to produce more results for their constituency. Pender commented if the OACD is not doing what it said it would do in its bylaws, then it is misrepresenting the people they are supposed to serve, which he feels is maleficence. ***Discussion regarding the formation of the OACD by-laws.*** Pender recognized the OACD’s meager attempts to change, but still feels that if the OACD doesn’t produce, the District will not pay next year. Beebe suggested that the district include a letter that lists certain requirements that if not met, would have the district ask for their dues back. This list includes:

- Regular newsletter (no less than quarterly)
- Intermittent communication of important information in a timely manner
- Continued monthly conference calls (with minutes posted within two weeks)
- Financials (no less than quarterly)
- Profit & Loss sheet and balance sheet (or statement of financial position and activities)
- Updates on the hiring of an executive director
- Long range strategic planning committee up and running within 60 days

Woods amends the motion to add the list of requests, to be started by the first of the calendar year (Jan. 1, 2018). 2nd Pender; passed unanimously.

ODFW Partner’s Program for Cornerstone (see attachment F) – Program was used by previous owner, and this is a new 10 year contract on the same property, now owned by the district. ***Discussion of what the Partner’s Program is. Woods moved to accept the agreement for the Partners Program, with the addition of a more precise land description (tax lot). Discussion regarding the Safe Harbor Program. 2nd McKibben; passed unanimously.***

Discussion regarding the Polk County Fair programming this year.

INFORMATION

CALENDAR – (see attachment G) - info only (time for August 12 Board Meeting is 7pm, not 6pm)

DISTRICT MANAGER’S NEW HOURS - Stutzman will now work 9am-5pm.

DIRECTOR TRAINING – (see attachment H)

7 NEW CREP – (see attachment I) – Stutzman reported there is a monthly tracking procedure to keep all the different parties up to date and on the same page. ***Discussion of the annual status reviews.***

NEWSLETTER UPDATE: Stutzman explained the new newsletter partnership with OSU Extension, which will be mailed by the Polk IO, reaching 13,000 in Polk County.

REPORTS

NRCS – Conrad reported that EQIP contracting is wrapping up, and they are going forward with 5 contracts. There is 1 CSP contract and no applications for Elk Meadow Strategy. Conrad has spent a lot of time in the field. She is working on an emergency evacuation plan. In September there will be a quality assurance review. She is working with Stutzman on a steering committee for the Salt Creek Area to look at the scope of the problem. Commissioner Craig Pope is working with the committee. Conrad will be beginning a civil rights discussion with the board next month that she is required to do.

WATERSHED COUNCILS

Luckiamute – Stutzman reported that they have received a Spirit Mountain Community Fund Grant to fund outreach and fundraising and are hosting a fund raiser in October at the Riverwalk Art Gallery in Independence.

Glenn-Gibson – Simmons reported the capacity grant was approved at the “needs improvement” level. They will work on a pollinator garden in Wallace Park and they will be installing fences to keep out the homeless at Eola Ridge.

Greater Yamhill – Westphal reported that ODFW has had budget cuts to the watershed liaison program, but they were recently re-funded. He reported the GYWC is having a “meet and greet” potluck next week. He reported they were funded at a “need to improve” level.

Rickreall – Hunt reported that there is another large wood placement using a OWEB small grant. They have deployed the thermometers in the Rickreall and Mercer Dam. He and the District Manager are meeting with the board to talk about how the District can work with them. Pender offered the use of streambank stabilization blankets, and Hunt said there was a use on the Rickreall.

STAFF (see attachment Z) – info only. They are training on the basics of contracts from SDAO.

DIRECTORS

Simmons – Ag Heritage bill passed. Recreational Immunity bill passed. The district has purchased a used 2005 Ford. He spoke of a Cushman Tractor that is for sale the thought it would be useful.

Pender – Reported a fire on Pioneer Road. He reiterated the need to be careful outdoors.

McKibben - none

Crawford – Reported harvest has started with low yields due to the hot weather (grass seed)

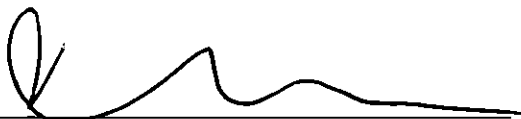
Chase – none

Beebe – none

Woods - Reported that there was fire at Black Rocks.

ADJOURN: 9:30 PM

Respectfully Submitted by Tom Wilson, Office Administrator, July 26, 2017



15 Aug 17
DATE

