

**Polk Soil and Water Conservation District
Board Meeting Minutes APPROVED
July 13, 2016**

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)
John Dalton (Treasurer)
Matt Crawford
David McKibben

Staff

Karin Stutzman (Manager)
Tom Wilson (Office Admin)
Lucas Hunt (Stewardship 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 6:01 PM. Directors Simmons, Woods, Pender, Gordon, McKibben, and Crawford were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

PUBLIC COMMENT-none

PRESENTATION – Staff member Lucas Hunt updated the board on the helicopter wood placement project and he has a contract for the board to sign. Work is scheduled to begin August 25. There are still many logs to haul up and place using an excavator. He is waiting to hear back from contractors and it is expected to take \$3-5000 (from the Rickreall Watershed Foundation). BLM will clear the areas of alder to widen the placement zone for the helicopters, as a safety measure. Hunt would like to have several tours during the work to include all the partners. He requested that the board authorize District Manager Stutzman to sign contracts up to \$10,000, checking with board members beforehand. Hunt reported there was a change to the original contract that stipulates the District will pay in 30 days once an invoice is received. **Woods moved to allow the manager to sign contracts up \$10k for the duration of this particular project, McKibben 2nd. Woods asked that Stutzman email the board when she signs the contracts. Passed unanimously.**

ACTION ITEMS

REVISED AGENDA – Pender moved to accept the revised agenda as presented, Crawford 2nd. No Discussion; passed unanimously.

At this time (6:23) Jock Dalton arrived.

JUNE'S TREASURER'S REPORT (see attachment A) - Stutzman explained the report and answered questions. Woods moved to accept the treasurer's report as presented. Dalton 2nd. No Discussion; passed unanimously.

Discussion regarding the Cornerstone Project surveyor and the timeline to completion. Stutzman explained it will probably close in August 2016.

COMMITTEE REPORTS

PERSONELL – Dalton moved to accept the recommendation of the personnel committee for Tom Wilson's increased hours (32, classified as full-time with full benefits) and pay raise (from \$13/hr to 14.53/hr) retroactive to July 1, 2016. 2nd by McKibben. No Discussion; passed unanimously.

District Manager Karin Stutzman shared her recommendations for staff wage increases. Recommendations are as follows: Lucas Hunt -Step 2 year 4 \$39,510.90; Marc Bell Step 3 year 5 \$45,338.75 (both retroactive to July 1, 2016); and Sawyer Finegan Step 1 year 4 \$11.50, retroactive to January 1, 2016.

NRCS – see handout. Finegan explained his role at the NRCS, his planned retirement at the end of July, 2016, and future goals for bringing money to Polk County.

WATERSHED COUNCILS:

- Luckiamute- Still working toward 501c3, beginning a culvert replacement project on Price creek, and finding projects for next year. They hired 2 new staff and worked with the district on the 4th of July parade.
- Glenn-Gibson- Doing a self-evaluation for OWEB; Eola ridge project is coming along. There is potential new work along Gibson creek with the city.
- Greater Yamhill - None
- Rickreall - Presentation by Hunt at beginning of meeting.

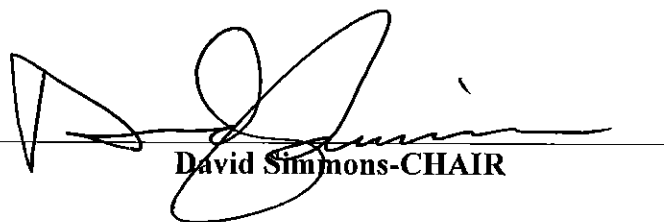
STAFF (see attachment Z)

DIRECTORS:

- Chair Simmons- OACD had 4th conference call last month. He reported the RCPP Sage Grouse program has gotten more acres (but less people) than expected.
- Pender - There will be a "burn to learn" near Salt Creek soon. Be careful during the fire season. He reported on the pine Ips beetle. Zena had lost about 5 acres. Discussion on Valley Pines and Ips beetles.
- Dalton- There are new bridges on Pedee Creek, and Hancock has installed a gate after 7 unattended fires were found last year.
- Crawford- Crops have *barley yellow dwarf virus*, which is estimated for up to 70% loss in spring oats by OSU Extension. It is spread by aphids, probably based on the light winters. He has heard of farmers losing 100% of the crop of tall fescue.
- McKibben - None
- Woods - None
- Chase – None
- Bebee- None

ADJOURN: 8:08 PM

Respectfully Submitted by Tom Wilson, Office Administrator, July 18, 2016



David Simmons-CHAIR

August 10, 2016
DATE