

POLK SWCD BOARD MEETING MINUTES

July 13th, 2022 - 6:00 PM - 8:00 PM

Participation is via hybrid style meeting at OSU Extension Service
289 E Ellendale Ave. Suite 301

Or

Join Zoom Meeting <https://us02web.zoom.us/j/87159127253>

Meeting ID: 871 5912 7253 Passcode: Claudia

Dial by your location +1 253 215 8782 US (Tacoma)

If you dial in: Passcode: 5521433

Find your local number: <https://us02web.zoom.us/u/kezQ5XJb9B>

Recording and attachments available on request

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

DIRECTORS:	STAFF:	GUESTS:	Absent
Chad Woods	Whitney Francis	Tom Wilson via ZOOM	Brad Ford
Mike Wilson	Marc Bell	Jane Keppinger via ZOOM	Judy Beebe
David Simmons	Morgan Neil		
Pryor Garnett	Evelyn Conrad~NRCS		
John Dalton	Hayley White~OSU/PSWCD		

PUBLIC COMMENTS:

REVISION OF AGENDA: Moving the Executive Session to the end of the meeting. Allowing for smooth transition. Adding a discussion point regarding the board and who will be exiting or continuing their Board appointed role.

STAFF REPORTS: Reports were given, due to time constraints allowing for those who had questions. Question regarding report from Marc, due to issues with NRCS programs, and other issues regarding time, a complete detailed list was not available. Discussed the Medusa Head eradication that has been going on. Woods mentioned how he appreciated on behalf of the board all of the work going on here at the office. Dalton mentioned that he was very happy with the Medusa Head eradication. Simmons asked what is being used for control, Bell will double check and get back with Simmons with that information.

Dalton regarding treasurer’s report. Still working with Gloria to get the information needed from Gloria. Francis informed the board that we are now working with a new person, Lily. Currently during the transition from Earl to Ascension Accounting we are working to get

everything transferred over, updating information and going back to update anything that had been missing to have a smooth start for the first pay period. Question if the Auditor had been contacted as of yet. Stated that had reached out, no response yet. Francis will follow up tomorrow to ask what is needed and pass onto the Finance Committee.

Discussion regarding software, etc., that is leased beyond a year and needing to be double noted, (new rules). However, Polk SWCD pays monthly for services. Simmons questioned if we paid for computers used for NRCS. Conrad stated that NRCS provides all the computers needed for their programs as well as the space at no cost to Polk SWCD. If another computer is needed for the new Forester/Agronomist this would also be supplied by NRCS. The printer is the only thing that is leased yearly.

ACTION

- June 2022 Board Meeting Minutes

Dalton moved, Wilson 2nd to approve the May 2022 board meeting minutes. All in favor. Motion passed. Garnett abstained as he was not here last meeting.

- 2022 Treasurer's Report

Working with Gloria to get information up to date, transfer of power etc., needing to contact the Auditor. No report so no motion, tabled until next month's meeting.

Elections: Neil mentioned that Wilson, Beebe, Ford, and Simmons are all up for re-election. Needing to know if they will be running again. Discussion will be tabled until later in the meeting.

NEW BUSINESS

PARTNER REPORTS – NRCS: Evelyn brought and went over the Civil Rights Responsibilities for Partners Checklist, (see attached) Requesting one copy with signatures of all Directors. Evelyn shared a quick report from NRCS regarding Polk County Contracts Obligated. (See attached) discussion regarding funding, Marc assured that they would be all funded with no issues. Shout out to Morgan & Hayley in regards to all that they do with outreach and bringing in people and contracts. Chad mentioned how much he appreciates Evelyn and the funding she has brought in. Evelyn brought up that NRCS has listed the Soil Con. position and NRCS is

looking to get a Forester and possibly a Biologist as well. We are up to date on the information that is required to be posted within the office.

Land Acknowledgment: Morgan has been working with the tribe to strengthen the relationship between the tribe and Polk SWCD. Working together leading plant walk at Cornerstone. It is important that we have the Land Acknowledgement to show that we appreciate them. (See land acknowledgement attachment). Question is: can we put this on the website? Dalton mentioned it sounded as if this is a Policy Committee issue. Simmons suggested that everything is sent to Policy Committee. Neil agreed she will resend this to the Policy Committee to go over.

Wilson mentioned that these have been done in the past, he likes that we worked with the tribe and built that relationship prior to building this Land Acknowledgment. Neil has been in close contact with Grand Ronde, (Lindsay McClary) and they have given the approval for the draft.

Woods mentioned the Urban Renewal contract. (See attachment) Copies are to be mailed and sent to Board. This particular piece is they are asking to change the land use designation. Information can be found in the office.

Francis Regular Employee: Wilson made a motion on behalf of the Personnel Committee, recommending that Whitney be moved from Introductory Employee to Regular Employee status. Woods 2nd, no further discussion, **all in favor, motion passed.**

Chad Woods makes a motion that a onetime cash available bonus of \$3,600.00 to Whitney Francis for the work that had been done that was above and beyond regular duties. 12 weeks of last quarter went way beyond and acted as an interim manager. Dalton 2nd, no further discussion, **all in favor, motion passed.**

Dalton moves that we approve the OACD to be paid, Garnett 2nd, Simmons asked if there was any other information given on what has been done. Francis replied none was given. **All in favor, motion carried**

OACD DUES Fiscal Year July 1, 2022 – June 30, 2023 \$1,867.00.

Performance/Annual reviews: Regarding how annual reviews are done, in the past it was done on their annual hire date. The question regarding those hired without having a manager. Garnett suggested that it be brought to the Policy Committee and then brought back.

6:56 Tom Wilson joined the meeting, Kristen Larson joined

Fair: Hayley & Morgan brought the Fair schedule in an effort to get Board members to sign up for volunteering.

Chad asked where we will be this year. Placement will be in the same location as last year. Which is good for all the activities we supply. Activities that have been planned we will need more room than being located front and center.

Board Opportunity: SDAO training is available and with all the rules and regulations that have changed this would be a wise opportunity. They are throughout Oregon, just choose one and sign up. Reminder to board that it is in the handbook that 12 hours of continuing education is required yearly.

Policy Committee:

Discussion regarding the Policy Book, current information is not able to be presented as is, Garnett requested a soft copy of the current Policy Manual. Decision was made to have Tom Wilson send new Policy and Handbook updates to Francis who will then send them to the board.

BOARD MEETING ADJORNED: @ 7:25 PM

The Board meeting of July 13, 2022, resumed at 8:25 at the conclusion of the Executive Session. The Personnel Committee has recommended that the Board meet with Kylene Leniger and invite her to make a presentation to the Board.

Board: Approved unanimously to invite Leniger to meet with the Board in a special Board meeting as soon as possible (with one week's public notice).

Chad Woods: Meeting adjourned at 8:27 p.m.