

**Polk Soil and Water Conservation District
Board Meeting Minutes – APPROVED
September 9, 2015**

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)
Matt Crawford
John Dalton

Staff

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

Directors Emeritus/Associates/Guests

Tom Finegan - NRCS
Mel Chase - Associate
Jim Clawson-Emeritus
Judy Beebe - Associate

BOARD MEETING

CALL TO ORDER - David Simmons, Chair, called the Board Meeting to order at 6:02 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

PRESENTATION- Sawyer Finegan gave out the agenda of the annual meeting (Hand Out #1) and answered questions from the board. There are 55 people currently signed up and there will be chicken and pasta from Capricorn catering (with a vegetarian option). At this time S. Finegan left.

ACTION ITEMS

UPDATED AGENDA – Dalton moved to accept the updated agenda as presented, Pender 2nd. No Discussion - passed unanimously.

TREASURER'S REPORT (see attachment A) - Stutzman explained the large expenditures this month are shirts for staff and directors and a retainer for the yellow book appraisal. Simmons asked about presenting the budget to actual report, and Stutzman is working to revise it due to additions of new line items (with a budget amendment). The District will be receiving money from Yamhill SWCD for work on RCPP this quarter, from GGWC for Coordinator payroll, and Ash Creek Water Control district for knotweed control. Woods said it was one of the best Augusts on record financially. Woods explained that Dalton is the new third signer on the bank account, and Dalton needs to go in and sign the card. Pender moved to accept the August treasurer's report as presented, Dalton 2nd. No Discussion - passed unanimously.

BOARD MINUTES (see attachment B)- Pender moved to accept the August board meeting minutes as presented, Woods 2nd. No Discussion - passed unanimously.

IGA W/ ASH CREEK WATER CONTROL DISTRICT RE: KNOTWEED (see attachment C)- Stutzman explained that this is one way for the District to bring in funds, by contracting Hunt to spray for Knotweed in the Ash Creek Water Control District (at \$35/hr the going commercial rate). Simmons asked if our insurance would cover any problems, and Stutzman said yes, and will get it in writing and attach to the contract.

At this time (6:21 PM) Judy Beebe arrived.

Pender moved to accept the IGA with the Ash Creek Water Control District, with the stipulation that Stutzman produces a certificate of coverage from the insurance company, Dalton 2nd. No Discussion - passed unanimously.

Dalton said that the District should have an insurance certificate available for any potential contracts, and Woods asked that Stutzman have all the information regarding spraying (pricing, Hunt's applicator license, insurance certificate and contact number) ready to go in a packet to give to potential customers.

DISCUSSION ITEMS

SDIS PUBLIC MEETING BEST PRACTICES CHECKLIST- (see attachment D) – Board went thru each item and marked all yes.

POLK COUNTY WINTER AG-FEST PARTICIPATION- (see attachment E) – The board had many questions so Simmons asked that the organizer come and talk to the group, and staff will contact her and set it up.

OACD DUES NEEDED TO VOTE AT ANNUAL MEETING- the District has sent in \$500 of a \$1000 fee to OACD, with the stipulation that they provide minutes and financial information to the district to receive the balance, which they have not. Dalton suggested contacting the state and requesting an audit, as well notifying the other districts. Clawson explained OACD is not a public entity, but members have the right to expect the minutes and financial information as a minimum service. Pender stated that the District, as a public entity, has the responsibility to get what they are paying dues for. Stutzman explained that after talking to Jerry Nicolescu (OACD Chair) the District can still file a resolution and request a special session for the annual meeting. Clawson commented that in the past, issues like this would be channeled thru the basin system, but Simmons stated that system is now dysfunctional. Pender stated there were 3 topics to comment on: what the districts expect as far as communication, and copies of the minutes and financial information for OACD for the last 18 months. Woods added that OACD should have submitted an agenda for the annual meeting in November (which they haven't), and commented that it is difficult for districts to make reservation and travel arrangements without knowing what will be talked about, and by whom, and suggested mailing each district chair a letter letting them know what Polk SWCD is asking for. If OACD does not comply with the request in 15 days, the board, by consensus, decided to write another letter asking for a session at OACD meeting about the District's expectations, and OACD's failure to meet them. Finegan suggested reminding OACD in the letter that these problems have existed for many years and have not been dealt with.

GATHERING FOR CONSERVATION ATTENDANCE- (see attachment F) - Rooms are reserved and the District has until October to register participants.

NRCS RENTAL AGREEMENT- (see attachment G)-

T. Finegan explained there are two options: cancelling the agreement and getting the National Office to get a new one, or operate under the cooperative working agreement of 1997. Woods asked Finegan if the board did not approve this revision, would he or the state office be put out in any way, and he replied no, but it is the path of least resistance. Dalton asked if there is a legal precedent using the cooperative working agreement as lease, and Finegan said NRCS have used them before. Stutzman explained that she just wanted to know how much to budget for, and how to account for rent in Quickbooks, since they are not actually paying any rent now, and how much to keep, since there is no current lease. Woods said that using the last known amount would be operation in good faith. Beebe explained the process of setting up a 'rent reserve' as a liability to keep the money tracked and accounted for. Stutzman told the board she just wanted to do the due diligence and make sure the board knows the current situation and is not caught off guard in the future. Simmons, Pender, Woods and Dalton assured her that the board is responsible for the decision, not the District Manager and she has done her job bringing it to the board and is off the hook. Finegan explained Leo Preston can come to the next meeting and answer any questions next month. Simmons suggested inviting Leo and tabling the issue until next time.

INFORMATION

DM STUTZMAN TALK WITH OACD – Covered in the OACD dues discussion.

CREP GRANT-Stutzman explained the application will be turned in by Sept. 14th and the other Districts (Marion and Yamhill) are on board.

Simmons asked about the Adult Outreach Coordinator and Stutzman explained that they did not have any other applications turned in, and that she could fold the ODA Ag water quality position (as Graham is moving into CREP work) and Adult Outreach position into one full time person, as they have very similar duties. Clawson also wanted to create a position with OSU Polk Extension, but said it could take many years to get it going. Simmons suggested having another ad put together by mid-October. Woods suggested talking with the previous applicant to see if she would be interested in the full time position. Beebe said that if they had already interviewed the applicant in the first round, they could modify the position description and offer it to her without re-advertising.

MONTHLY CALENDAR-(see attachment H) - information only

POLICY – Office Admin Wilson explained that he met with Clawson and Stutzman and is updating the policy manual (under their guidance) by: citing the resolutions that make the policies, adding hyperlinks, updating addresses and contact information, as well as finding policies that need clarification or revision. He said he should be done by December 2015 and will let the policy committee know.

REPORTS

NRCS- see handout #02 - Simmons asked about prescribed burns (as Finegan's report noted he completed training in it) and Finegan said it was mostly for WRP or other conservation practices, but is a very detailed and complicated procedure.

WATERSHED COUNCILS-

Luckiamute- none

Glenn-Gibson - Has given Hunt SOW, see attachment Z4

Greater Yamhill-none

Rickreall – Has given Hunt SOW, see attachment Z4

Woods said that the OWEB small grant team met for the new biennium and has another \$100,000 for the next two years. \$60000 is allocated for this year, and Woods would like to see the District strive to find projects in Polk County. Stutzman explained that she put out advertisements for the program and has had a lot of feedback, bringing new customers in.

STAFF (see attachment Z)-info

CHAIR Simmons-Vacationed in Montana and Wyoming and they had rain.

DIRECTORS-

Woods-none

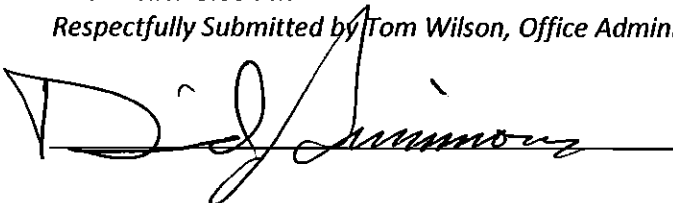
Pender-none-

Dalton- Stated water master cut off some of his water rights on the Rickreall.

Crawford-none

ADJOURN: 8:00 PM

Respectfully Submitted by Tom Wilson, Office Administrator, September 16, 2015



10/14/15
DATE