

Polk Soil and Water Conservation District

September 10, 2014 Board Meeting Minutes - APPROVED

Location: Polk SWCD Office-NRCS Conference Room
580 Main Street Suite A, Dallas OR 97338
Date: September 10, 2014
Start Time: 6:02 PM

In Attendance:

Directors

David Simmons
Chad Wood
Frank Pender

Staff

Karin Nembach
Tom Wilson

Directors Emeritus/Associates/Guests

Sue Reams - NRCS
Jim Clawson - Emeritus
Kelly Gordon – guest

Director Jim Buckovic attended and voted via speakerphone.

BOARD MEETING

CALL TO ORDER

David Simmons, Chair, called the Board Meeting to order at 6:02 PM. Directors Simmons, Wood, Pender, and were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

At this time (6:04) Jim Buckovic joined the meeting via speakerphone.

Chair Simmons explained he wanted to modify the agenda to accommodate Buckovic's schedule. **Pender moved to accept the amended agenda, 2nd Woods. No Discussion, passed unanimously.**

PUBLIC COMMENT-None

COMMITTEE REPORTS

PERSONELL: Nembach said that the bulk of the document came from the Clackamas SWCD and is used with their permission. Chair Simmons replied it is very thorough and thanked Clackamas DM Tom Salzer. Nembach explained one new policy is that new staff can start to accrue sick and vacation during the probationary period, but it can't use it until off of probation. She stated there is a floating holiday that is being added in addition to the 10 holidays available currently. Nembach also explained the maximum time that an exempt employ could bank in comp time is 24 hours (down from 60 currently) in addition to sick and vacation. Exempt employees are no longer able to get paid for this time, but must use it instead. Woods asked how long they can bank it for, and suggested it be the fiscal year to reduce liability. **Woods moved to accept the new employee handbook and personnel policy as presented, 2nd Pender. No Discussion, passed unanimously.**

Woods moved to accept the committee's recommendation to make DM Nembach a regular, full time, exempt, non-probationary employee. 2nd Pender. No Discussion, passed unanimously.

At this time (6:15 PM) Judy Beebe, Associate Director arrived.

Simmons explained the committee's recommendation for raises (retroactive to July 1, 2014) for DM Nembach, Resource Conservationists Graham and Bell, and District Clerk Wilson as follows: Nembach bumped up to step 2/year 1: from \$46,540 to \$51,194 on the manager's schedule. Clerk Wilson moved from \$10 to \$12/hour. Bell received longevity raise (per salary schedule) from step 3/year 2, (\$42,723), to step3/year 3 (\$43,578) and Graham received a longevity increase

from step 2/year 2 to step 2/year 3 (from \$37,976, to \$38,736). **Pender moved to accept the committee's recommendation for staff raises (retroactive to July 1, 2014), 2nd Buckovic. No Discussion, passed unanimously.**

EASEMENT: Pender explained that the committee likes the property and recommends the board pursue acquisition. Woods explained the history of BPA funds and the property. Mr. Gordon asked if was 'fee simple' and Woods explained that it was, but that the property owner will still have some rights and Bonneville Power will hold a stake in it. Nembach explained that it has to be managed for conservation and Pender said there are still strict regulations and guidelines that must be followed. Mr. Gordon asked if there were Douglas Fir, and Pender explained there is but needs to be thinned and the district will develop a management plan. Mr. Gordon asked how large the property is and Woods responded 100 total, but only 70-75 acres will be managed (not including the house and surrounding areas). Discussion regarding the possible uses for education and outreach. Woods described it as a reclaimed sheep/stump farm and it is not taking any land out of production, as the land is either too wet or too steep. **Pender moved to accept the committee's recommendation to pursue acquisition, 2nd Woods No Discussion, passed unanimously.**

ACTION ITEMS

AUGUST TREASURER'S REPORT (see attachment A) – Nembach explained that the balance sheet contains entries from the previous bookkeeping methods, and she has combined credit card accounts for simplicity (not breaking out each individual card, just the total for the month (which the balance is always paid in full)). DM Nembach stated that she is working thru QuickBooks, cleaning up and fixing entries from last year which were entered incorrectly. She will be sure to keep the board informed. Woods asked for the total assets currently as compared to this time last year and Nembach stated that current is \$236,505.59 while a year ago was \$246,025.53. **Pender moved to accept the August treasurer's report as presented, 2nd Woods. No Discussion, passed unanimously.**

AUGUST 21, 2014 BOARD MINUTES (see attachment B) – Postponed because no quorum from meeting attendees.

OACD (Oregon Association of Conservation Districts) RESOLUTION CHANGE (see attachment E) - Simmons explained he changed the grouping from the previous version, putting Wheeler, Morrow and Monument counties into the Northeast. **Woods moved to accept the amended resolution as presented, 2nd Pender. No Discussion, passed unanimously.**

At this time (6:35 PM) Director Buckovic left the meeting. There is no quorum, and remaining items are informational.

4 MONTH CALENDAR-(see attachment C) - information

RURAL LIVING HANDBOOK SEARCH-Clerk Wilson asked if any board member knew where there was an electronic copy of the Rural Living Handbook produced by the District in 2010. No one knew, and it was suggested Clerk Wilson work with OSU Extension as they are producing a similar book for the Mid-Willamette Valley.

SDAO (Special District Association of Oregon) OUTREACH SURVEY (see attachment D) - Discussion regarding survey, please see agenda binder for results. Woods noted that the district always appreciates the annual training that he finds very valuable.

ELECTION UPDATE- Zone 4 and Zone 5 are open for write-in candidates until 5pm Oct. 21, 2014.

ASSOCIATE DIRECTOR DISCUSSION- Mr. Gordon asked about the requirements for an associate director and Simmons said one must attend three board meetings and submit a letter of intent.

PRESENTATION- Jim Clawson: Ag First Outreach. Mr. Clawson would like to see Ag First expanded, and wanted to know if it is something that still falls within the District's interests. Mr. Clawson said they were looking to form a 501c3 as a mechanism to receive funds for outreach. He wanted to know what kind of things the District thought Ag First should be doing besides the fair activities. Ag tourism is picking up and Clawson looks to work with other groups to bring more awareness to the general populace. NRCS Soil Conservationist Reams suggested utilizing social media. Woods

suggested handouts. Discussion regarding the formation of a 501c3. Pender suggested a diverse core group. Clawson thanked DM Nembach for meeting with Derik Godwin at extension, and S. Finegan for his work with Ag First. The board agreed to let DM Nembach continue to authorize S. Finegan in working with Ag First. In discussing the challenge of getting people to participate, Mr. Pender suggested the Jock Dalton be appointed a director emeritus to the Polk SWCD.

REPORTS

NRCS-Soil Conservationist Sue Reams reported that in 2014 NRCS wrote 8 new EQIP contracts totaling \$358,000, with one more on the way which will bring the total to over \$400,000. She reported that the funding pool for 2015 EQIP funds are forest health (including oak savannah), ground water quality and Upper South Yamhill Upland Wildlife Habitat (elk habitat). There are two proposals that NRCS wrote that were not accepted and they will resubmit them (Upper South Yamhill Watershed Enhancement and Vineyard Enterprise Soil Erosion). Ms. Reams explained that there is no CREP technician in Polk County, so she and T. Finegan (NRCS District Conservationist) are working on 2 renewals for about 15 acres, and 2 new signups for 15 acres. In Sept. and Oct. she will be doing status review for all the contracts and writing specifications, and Mr. Finegan will be working on WRPs (Wetland Reserve Program). Simmons asked if there was a EQIP signup deadline coming up and Reams said that it hasn't been stated yet, but will be before the end of the year.

WATERSHED COUNCILS-

Luckiamute WC- had their quarterly project committee on Monday, a tour of Ash Creek revegetation project, which is one or more miles up ash creek. The board is in the process of making a strategic management plan and has hired a facilitator. There is a tour on Oct 1st of the Luckiamute State Natural Area (where they are entering phase 3) and they have moved to Marys River watershed council as fiscal sponsor.

Glenn-Gibson WC-Simmons explained their work maintaining and expanding rain gardens at Wallace Marine Park, and the ongoing work at the Audubon nature preserve. There will be a joint meeting with the Rickreall WC on Sept 17th at Wallace Marine Park in West Salem.

Rickreall WC- DM Nembach reported that Coordinator Hunt is looking to resubmit the large wood grant for October, and working on completing OWEB's capacity requirements. Hunt will be attending and teaching some classes for Salmon Watch as well.

STAFF (see attachment Z)-

CHAIR-Simmons explained that National Association of Conservation Districts is working on WOTUS (Waters of the US), trying to redefine types of waterways. Discussion regarding how and which waterways are defined and how this will affect Oregon and Polk County.

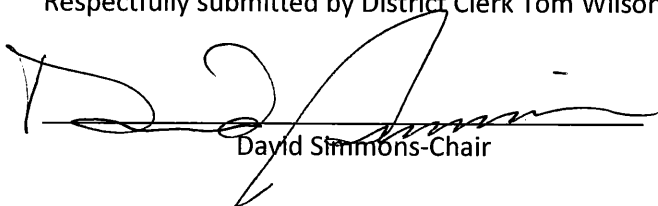
DIRECTORS-

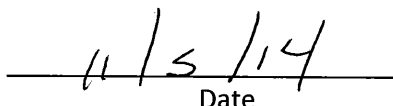
Pender: Reported that there is a level 3 fire alert. SW rural Polk fire district is hurting financially and can't replace equipment, which can potentially raise fire insurance in the District.

Woods: Asked Mr. Gordon to give a quick description of his property and work and he explained that he has a small grass seed farm, 350 acres of forestland, about 50 female goats, and a llama.

ADJOURN: 7:51 PM

Respectfully submitted by District Clerk Tom Wilson


David Simmons-Chair


Date