

POLK SWCD
January 13, 2021
BOARD MEETING AGENDA 6:00 PM - 8:35 PM
Participation via ZOOM video conference

CALL BOARD MEETING TO ORDER and INTRODUCTIONS: Chair Woods called the meeting to order at 6:05

PRESENT:

Directors: Woods, Wilson, Dalton, Garnett, Beebe, Ford, and Simmons

Staff: Stutzman, Bell, Morgan and White. Contractor Tom Wilson

PUBLIC COMMENTS: Contactor Wilson thanked the board for the gift card.

SWCD Director Beebe was appointed by Chairman Woods to administer the Oath of Office for Woods, Dalton, and Garnett (attachment A)

REVISION OF AGENDA: None

STAFF AND PARTNER REPORTS: Oct-Dec work plan updates, Intro for Hayley W. (attachment B)

ACTION:

December Treasurer's Reports (attachment C)

- **Garnett moved, 2nd Beebe to accept the report as presented. Motion passed 7-0**

December Board Meeting Minutes (attachment D)

- **Wilson moved, 2nd Simmons to accept the December Board meeting minutes, with the changes made from 16 hours a month to 16 hours a week. Motion Passed 7-0**

Pick an Annual Meeting Date

- By consensus March 10th was agreed for the annual meeting.

Pick Budget/Board Officers for 2021 (Chair, VC, Sec, Treas)

- **By unanimous vote the board agreed to have current officers remain in their positions for 2021.**
- **Simmons moved, 2nd Dalton to appoint Woods as the Budget Officer. Motion passed 7-0.**

Appoint Committees (attachment E)

- Garnett will be added to the finance committee and will participate on the OWEB small grant team.

- Any board member can participate in discussion on a committee, but the limit is not more than 3 board members officially assigned to a committee for making recommendations to the full board.
- Wilson will chair the personnel committee, Woods will be on the committee.

Fee for public records compilation (attachment F)

- **Dalton moved, 2nd Garnett to accept the public records request fees as presented. Motion passed 7-0**

Committee reports

Personnel Committee recommends a maximum 2% COLA in January of each year indexed to the Western Region CPI or similar benchmark, to be chosen by the personnel committee. Over 2% will need to be reviewed by the full board. There will still be annual merit raises as well.

- **By a vote 7-0 the board accepted the Personnel Committee of a maximum 2% COLA every January. Passed 7-0**

Woods suggested having a weekly and working session regarding the remaining agenda items.

Contract Review for James Riedman work out at Smithfield Oaks (attachment I)

- Woods stated the contract has ended and the District has not been billed.
- Conditions that have not been met are because of contractor's performance.
- We have fulfilled all of our requirements of the contract.

NEW BUSINESS:

Good Neighbor Agreement needs completion

SDAO Conference in February – 3rd and 4th, virtual

Local Working Group Meeting Jan 29th – virtual

Annual Harassment training

Annual Work planning session

Adjourned at 8:35 PM