

**Polk Soil and Water Conservation District  
Board Meeting Minutes – APPROVED  
November 5th, 2014**

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)  
Linda Marquardt-Sutton (Treasurer)  
Jim Buckovic

**Staff**

Karin Nembach (Manager)  
Tom Wilson (Clerk)

**Directors Emeriti/Associates/Guests**

Tom Finegan - NRCS  
Judy Beebe – Associate  
Kelly Gordon - Associate

**BOARD MEETING**

**CALL TO ORDER AND INTRODUCTIONS** - David Simmons, Chair, called the Board Meeting to order at 6 PM. Directors Simmons, Woods, Pender, Marquardt-Sutton, and Buckovic were all present to start the meeting. Introductions of all individuals were made.

**PUBLIC COMMENT**-none

**AGENDA ITEMS**

**OCTOBER TREASURER’S REPORT** (see attachment A) - DM Nembach explained that the report was printed before she processed payroll (due to the earlier meeting date). There is \$50,000 in the emergency/contingency fund and \$150,000 in unappropriated ending balance that needs to be held to until next year. She had a question with the unpaid comp time (left over from the old system) lingering on the books and she will work with Ms. Beebe to correct it. Woods would like to see unappropriated funds at 60% of the tax base plus ¼ other income. The tax base will be around \$250,000, about \$10,000 more than expected, and will start to come in this month. **Woods moved to accept the treasurer’s report as presented, Pender 2<sup>nd</sup>. No Discussion, passed unanimously.**

**AUGUST ANNUAL MEETING & BOARD MINUTES** (see attachment B)-

**Buckovic moved to accept the August board meeting minutes as presented, Woods 2<sup>nd</sup>. No Discussion, passed unanimously.** Pender abstained as he was not in attendance.

**SEPTEMBER BOARD MINUTES** (see attachment C) – Mr. Gordon mentioned that his last name was incorrectly stated as “Morgan” in the minutes. Clerk Wilson made the correction. **Pender moved to accept the September board meeting minutes as corrected, Woods 2<sup>nd</sup>. No Discussion, passed unanimously.** Marquardt-Sutton abstained as she was not in attendance.

**OCTOBER BOARD MINUTES** (see attachment D)- Judy Beebe remarked her name was spelled wrong on page 2. Clerk Wilson made the correction. **Pender moved to accept the October board meeting minutes as corrected, Woods 2<sup>nd</sup>. No Discussion, passed unanimously.** Buckovic abstained as he was not in attendance.

**DUTIES AND RESPONSIBILITIES OF BOARD POLICY** (see attachment E)- **Woods moved to accept Duties and Responsibility of the Board policy and resolution as presented, Pender 2<sup>nd</sup>. No Discussion, passed unanimously.**

**MONTHLY CALENDAR**-(see attachment F) - information only

PESTICIDE COLLECTION UPDATE (see attachment G) – Clerk Wilson presented information regarding the collection event on December 6<sup>th</sup>. He is waiting to distribute the registration form until next week to hear back if they are going to be able to include unidentified chemicals in the collection or not.

SDIS BEST PRACTICE CHECKLIST (see attachment H) –Discussion regarding the checklist. The board suggested that Nembach use her discretion in what value amounts to use for inventory purposes. Discussion regarding ‘agent of record’ and ‘registered agent’. Nembach would like to have a lawyer review future contracts and Simmons suggested that SDAO (Special Districts Association of Oregon) would provide a lawyer for that as part of the district’s dues.

OACD (Oregon Association of Conservation Districts) RESOLUTION, CONFERENCE AND LODGING- Simmons explained that he and Woods will be staying in a donated house at the conference, and he would like to give the owner a credit for the donation. By consensus the board agreed that value is \$1000 for the 4 nights for 2 people.

Simmons explained that the OACD Executive Director replied to the Polk SWCD’s resolution the day after the last board meeting, not giving the board an opportunity to address the issues until tonight and Simmons expressed his frustration with the timing. Simmons explained that his proposal groups the basins by resource distribution and they can change the wording of the resolution on the floor of the convention for clarification if needed. Simmons discussed the bylaw changes that will be voted on at the meeting, and expressed that it might be a good time to address the Polk SWCD board’s concerns as well. Discussion of the process of voting at the annual meeting and the proposed changes to the bylaws. Simmons explained there is inconsistency and problems in the wording of the new bylaws (for example no evaluation of the executive director or what constitutes a quorum). Pender suggested that there are liability issues in the new bylaws and will address these issues at the meeting.

SUMMER AG INSTITUTE SCHOLARSHIPS – Motion by Woods that the board provides \$2000 for the scholarship and the recipient must live and teach in Polk County, preferably at a middle or high school. 2<sup>nd</sup> by Buckovic. No discussion, passed unanimously. Ms. Beebe suggested Perrydale School.

## COMMITTEES

EASMENT – Nembach explained that she met with Dick Duncan and the next step is to prepare a purchase and sale agreement. Mr. Duncan can use the same form that USFW (Fish and Wildlife) uses. Nembach has asked Woods to do some comparisons to help find the value of the property. There is a question about the barn (if landowner wants to keep it) and the real estate agent will clarify that. Discussions about Ag exempt codes and use of the barn. Nembach will pass the purchase and sale agreement by SDAO. There is an application Nembach and Conservationist Bell will fill out, which is due in January, and they will hear back 8 months after.

Pender asked about the property near Basket-Slough. The owners are still interested in, but have many questions and need to them have answered by lawyers, estates planners and others. Pender wants to know if the board is interested in doing any more easements 4 or 5 years down the road. Simmons stated he wanted to see this process thru first before they get too involved in another property.

PERSONNEL – Nembach explained that she re-did the clerk’s job description to reflect his work and Woods wanted to re-state the qualifications to include a business related degree, and/or GED or Associates degree and 2 years administration experience.

## REPORTS

NRCS- Conservationist Finegan explained that the NRCS is still on a continual resolution until Dec. 12<sup>th</sup> 2014 and they are holding off on funding programs until the full budget comes thru. WRP (Wetland Reserve Program) is now called WRE (Wetlands Reserve Enhancement) and has a Dec. 3, 2014 cutoff date. There is one applicant for a new WRE easement, and another one might be coming shortly. There are 16 easements in Polk county (about 1800 acres), 12 of which

Finegan manages (with 2 by Marion and 2 by Linn/Benton). They are trying to restructure the WRE program to be more efficient. Then NRCS is working with the Grande Ronde tribe on some projects and Elk Meadows is a new one (with the Rocky Mountain Elk Foundation) to increase habitat to pull elk off of farmland. The conservation stewardship 5 year contracts are ending now and 4 or being renewed.

**WATERSHED COUNCILS-**

Luckiamute- Nembach said they have turned in a grant to OWEB (Oregon Watershed Enhancement Board) for outdoor education at the Luckiamute Valley Charter School. They are looking for funds for revegetation after knotweed treatment. They did not get the capacity building grant they applied for with OWEB, who wanted more details included in the application.

STAFF (see attachment Z) - Nembach explained that Marquis Spa looked at Claudia, but they don't have a big enough space to work on her, but they might be opening a new shop in January. Simmons suggested we talk to the fairgrounds to see if she can go towards the front so we can get her out early if necessary.

CHAIR- none

**DIRECTORS-**

Woods- none

Pender- none

Buckovic- none

Marquardt-Sutton- none

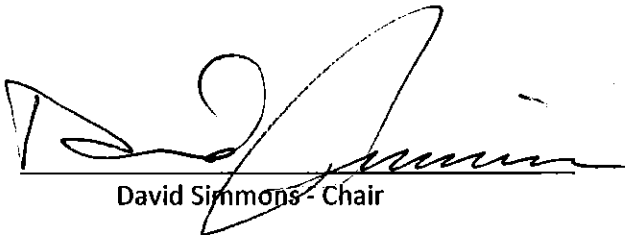
**ASSOCIATE DIRECTORS-**

Beebe- none

Gordon – stated the District needs an easement policy. Nembach stated that she has an example from another district and she and Conservationist Bell are working on it. Woods said that Bell should have several examples from previous research he did regarding easements.

**ADJOURN: 8:13 PM**

Respectfully submitted by District Clerk Wilson on November 12<sup>th</sup>, 2014.



David Simmons - Chair

December 10<sup>th</sup>, 2014