

**Polk Soil and Water Conservation District
Board Meeting Minutes - APPROVED**

Polk SWCD Office-NRCS Conference Room
580 Main Street, Suite A, Dallas OR 97338
December 10th, 2014

In Attendance:

Directors

David Simmons (Chair)
Chad Wood (Vice-Chair)
Frank Pender (Secretary)
Linda Marquardt-Sutton (Treasurer)

Staff

Karin Nembach (Manager)
Tom Wilson (Clerk)

Directors Emeritus/Associates/Guests

Tom Finegan - NRCS
Jim Clawson - Emeritus
Kelly Gordon - Associate
Nancy Heuler – guest
Luke Westphal – Greater Yamhill Basin Ex. Dir.

BOARD MEETING

CALL TO ORDER - David Simmons, Chair, called the Board Meeting to order at 6PM. Directors Simmons, Woods, Pender, and Marquardt-Sutton were all present to start the meeting.

INTRODUCTIONS- Introductions of all individuals were made.

PUBLIC COMMENT- none

ACTION ITEMS

TREASURER'S REPORT (see attachment A)- The accounts receivable numbers (page A1) are still left over from the previous bookkeeping system and is being cleared up. Mr. Woods asked about the appropriated balance and Nembach explained it is now a line item (page A2). Woods moved to accept the November treasurer's report as presented, Pender 2nd. No Discussion, passed unanimously.

Simmons asked about the audit report. Nembach explained she has submitted the audit samples to the auditor, Mr. Winkle. She explained the one thing we haven't been doing is to keep copies of personal checks to the district. The auditor will be in on Monday Dec. 15, and Nembach believes the report will ready on time.

NOVEMBER 5TH BOARD MINUTES (see attachment B)- Pender moved to accept the November board meeting minutes as presented, Woods 2nd. No Discussion, passed unanimously.

AMENDMENT TO FISCAL POLICY-(see attachment C) District Manager Nembach explained that she wanted to have a policy declaring what value to use for inventory and depreciation, as suggested at the Oregon Association of Conservation District Conference. C1-A will replace C2-G (chapter VI pg. 3 of the policy manual), stating \$100 as the value for inventory and \$5000 for depreciation. Pender moved to accept the amended fiscal policy. Marquardt-Sutton 2nd. No Discussion, passed unanimously.

MONTHLY CALENDAR-(see attachment D) - information only

PLANT SALE UPDATE- Nembach explained that the plant sale information is up on the website. The district is pushing to have people order and pay online. Preorders will be picked up February 6th at the Polk County Fair, and the overstock sale is on the 7th.

PESTICIDE COLLECTION EVENT UPDATE (*handout 03*)- Clerk Wilson and Executive Director Westphal reported the collection event a success, with over 39,000 pounds of chemical and 1500 pounds empty containers collected. This was more than was expected and more than collected at similar events. Oregon Dept. of Agriculture recognized that there is need for another event next year.

REGIONAL CONSERVATION PARTNERSHIP PROGRAM (RCPP) UPDATE- Nembach explained the proposal was recommended for approval and they will meet with Yamhill SWCD to hash out the details. Finegan explained the RCPP can use any NRCS (National Resource Conservation District) funding source and the NRCS will write the contracts and plans. Simmons asked if the federal government would change or reduce the funding and Finegan said he didn't think so. Westphal said they are looking for local contractors in Yamhill and Polk County to help the local economy.

COMMERCIAL AG NEEDS ASSESSMENT UPDATE- Nembach explained the process of working with OSU Extension. There have been 2 meetings already and 3 meetings left. They are asking 3 questions: what are you doing, what the challenges are, and what can the SWCD do to help. The meetings were originally planned to target a particular zone, but due to low turnout all meetings are open to all zones.

PLAN FOR 2015 BOARD (OFFICERS, EMERITI, ASSOCIATES, AND OPEN POSITIONS)-(see attachment E) - Simmons suggested that Wilson contact all existing emeritus and associates and ask if they want to continue. Wilson will also try and contact people from attachment E. Wilson will contact a county commissioner to do the swearing in ceremony.

MANDATORY DIRECTOR TRAINING- (see attachment F) - Nembach would like directors to attend this training. Simmons would like to have co-training with Marion and Yamhill to address statutory issues for SWCD's.

ANNUAL WORK PLAN MEETING – The annual work plan meeting will be in February. Wilson will make a budget calendar and work with Nembach to plan the meeting.

DIRECTOR BINDERS FOR 2015- Wilson will expand the binders to 13 months and archive the previous years.

REPORTS

PERSONNEL-

OFFICE ADMIN POSITION DESCRIPTION- *Handout 02*. Woods moved to accept the new job description of Office Administrator, Pender 2nd. No Discussion, passed unanimously.

NEW POSITION AND HIRING COMMITTEE – *Handout 01*. Woods asked if the funding would come from the .5 FTE saved from staff moving from full to part time and Nembach explained that it would. Future funding could be dependent on the new position finding funding. Woods moved to accept the new job description, Pender 2nd. No Discussion, passed unanimously. The personnel committee will meet to plan the next steps.

NRCS- Finegan has been talking to people about joining the District Board, and he has seen a lot of interest. NRCS is still on a continuing resolution. There are 19 applications for the Environmental Quality Incentive Programs (EQIP) and the NRCS hasn't heard about the early seral habitat program at the Grand Ronde. With the RCPP there could be a lot of contracts this year. Billy Burr had surgery yesterday and will be out 2 weeks for surgery and recovery.

WATERSHED COUNCILS-

Luckiamute- Nembach reported they have finished up strategic planning for the next 5 years. Their director elections are coming up in Jan., and they are developing the outreach coordinator. The project review committee will reassess the priorities of what is left to do. They are currently gathering ranking styles to develop one of their own. Mr. Gordon reported they are looking at tactics rather than strategy and need to reapply for the Focused Investment Partnership (FIP) grant.

Glenn-Gibson- Simmons reported that was no meeting last month and they will be meeting with the Audubon Society tonight regarding invasive species removal.

Greater Yamhill – Westphal thanked the District for its help with the pesticide collection event. He updated the board on the Coho spawning survey (9 new volunteers) and said they found a tagged Coho. He explained this project as great outreach for the community and great data collection as well. They are gearing up for a bi-annual work plan.

Rickreall – Nembach explained that new volunteers will help monitor the counts at the fish passage and will document the project with video. Hunt is making good relations with the city and did a tour with the large wood debris grant review team. The lead reviewer seemed very positive.

STAFF (see attachment Z) - Nembach explained her work load and told the board she will be going on vacation the last week of December. Westphal gave thanks to District Conservationist Graham for her work near Rock Creek.

CHAIR- Simmons reported that the OACD meeting was not highly attended.

DIRECTORS-

Woods-wanted to thank staff for a great job.

Pender- explained the Association of Oregon Counties and the League of Oregon Cities are stressing water issues. Ms. Heuler asked where she could do some research on the subject and Simmons said the legislature or farm bureau web sites.

Marquardt-Sutton – none

Gordon- would like to be appointed as a director in January 2015.

Ms. Heuler explained that she just moved up from California, was a part of the CA native plant society and has a Master's Degree in landscape architecture, with a specialty in wetlands. She is looking to learn all about Polk County and opportunities to volunteer.

ADJOURN: 8:05 PM

Respectfully Submitted by Office Administrator Tom Wilson on December 23, 2014



David Simmons – Chair

January 14th, 2015