

Polk Soil and Water Conservation District

March 11, 2020

Board Meeting /Annual Work Plan

Polk SWCD Office: 580 Main Street Suite A., Dallas, Oregon 97338

Attachments available on request

In Attendance:

Directors

Chad Woods (Chair)
Judy Beebe (Vice Chair)
Mike Wilson (Secretary)
Jock Dalton (Treasurer)
Matt Crawford
Brad Ford (arrived 5:44 p.m.)
David Simmons

Staff

Karin Stutzman (DM)
Patti Gray (Admin)
Marc Bell (Staff)
Jackson Morgan (Staff)

Directors Emeritus/Associates/Guests

Jim Clawson - Emeritus Director

BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Chad Woods Chair, called the Board Meeting to order at 5:30 p.m. Directors Woods, Beebe, Wilson, Dalton, Crawford, Ford, and Simmons and were present to start the meeting. Introductions were made.

PUBLIC COMMENT: None

REVISION OF AGENDA:

CHAIR REPORT: None

Staff and Partner Reports:

(see attachment A):

Glen Gibson Meeting:

Simmons updated the group that Glen Gibson had a meeting last night, Tuesday, March 11, 2020. Two of the topics were:

- Earth Day:
They are participating in the Earth Day event held at the convention center in Salem. Marion is going to be there. Simmons asked if we had any contact with them and if we are participating. Stutzman replied no.
- Willamette River:
They are still in the assessment phase for the stretch of the Willamette River starting at Hayden Island to the county line. Woods asked when will the Glen Gibson staff be on the ground for that. Simmons replied they need to get a grant first, they are still in the assessment phase to see what they will work on, and then it will be easier to go find specific funding for the projects.

OWEB Small Grants:

Basket Slough National Wildlife Refuge (BSNWR)

Wilson asked Morgan on page A-3 11-18-008 which project is that. Morgan believes that is Alleutian Prairie funded at the last cycle at the Basket Slough National Wildlife Refuge (BSNWR). Morgan stated we submitted this grant with ODF&W we were involved in the monitoring, all the work has been done and the only thing left to do is to take pictures of the bloom, do the reports to send to OWEB to finish it out.

Gooseneck Drainage Project:

Morgan believes it could turn into several awesome projects, there is a bridge there, they had an engineer come out to test it while Morgan was there. Morgan is wishing to use OWEB money to do large woody debris work there because he, the Bureau of Land Management (BLM) and Yamhill SWCD have been scoping the Gooseneck drainage along Mill Creek. Woods stated that's a good project.

ACTION ITEMS:

VOTE:

February Treasurer's Report:

(see attachment B):

Simmons asked, "up under income there is an ODF&Wline item that is a minus -32,715.00?". Stutzman informed the group that the accountant explained this will show as a negative, because we're moving it to a different year budget cycle. Crawford asked when did that money come in. Stutzman replied 2018 and we are reporting on 2019-2020.

Simmons asked down a little further there is a donation for \$291,482.00. Stutzman replied that's the way the auditor wanted to show the funding for Smithfield Oaks.

Crawford made a motion to accept the February's Treasurer's Report as presented, Dalton 2nd. No Discussion; passed unanimously.

February Meeting Minutes:

(see attachment C):

There was a question about where the money should come from to pay for Envirothon and the county line sign. Dalton pointed out the funds were to come out of Project Opportunities Line. Woods added from the Special Projects Funds of \$124,000.00 that the board controls. Stutzman pointed out there are two things here,

1. a thousand dollars would come from the Scholarships line item to support Envirothon.
2. Where should the money come from for the county line sign?

Woods stated the Special Projects Fund is the catch-all for that kind of stuff and all it takes is a single vote to where we need it to be. Stutzman added we should also correct it to say Yamhill County. **Dalton made a motion to change the wording to reflect Yamhill not Marion County line and to correct that the money is supposed to come out of the Special Projects Opportunities Funds.**

Stutzman noticed on page 4 after Small Grant Team two sentences down where the group voted to make a policy change if the board would like for us to make a resolution for that policy change? And then have a second reading? Let's just say five or ten years from now everyone in the room is different, how would that group know a central place where they can follow this policy if it's only in the minutes.

Woods suggested having the Policy Committee review our public communications to make sure we are in line with the state and federal laws on that. Dalton pointed out he was trying to make it a standard procedure to advertise all public meetings.

Dalton made a motion to refer it to the Policy Committee to make an official policy, Simmons 2nd Discussion; passed unanimously.

Wilson made a motion to accept February's Meeting Minutes as revised Dalton 2nd. No Discussion; passed unanimously.

Finalize Committee list:

(see attachment D):

Stutzman stated the black ones are where people stated directors wanted to be and the blue ones are left to decide if you want to change or leave it the same.

Ford stated he'd like to be on the Personnel Committee.

Forestry Committee:

Woods asked who would like to be on the Forestry Committee? Woods asked Wilson and Dalton if they would like to stay on that committee, they both agreed to stay on it.

Land Use:

Woods and Dalton stated he would stay on that committee. Ford will replace Simmons.

Water Quality:

Crawford, Dalton, and Ford will stay on that committee.

Special Personnel Committee:

Beebe pointed out on D2 there is the Special Personnel Committee (SPC). Woods asked if they would like to disband that one or keep it. Dalton replied they still have an overhang and to table it. Beebe stated she thought the letter took care of that. Woods said it's not with anybody here, let's have a meeting and get that resolved.

Simmons pointed out under Policy Committee Jim Clawson would like to be on it. Ford would like to be on the Land Use Committee. Simmons will ask Sandra Schukar to see if she would be interested in being a Budget Committee Member. Stutzman will email out some dates for the Policy Committee to meet. Woods stated staff will use discretion to advertise Committee Meetings. **By consensus, these will be the Committees.**

Financials for Ag Outreach and vote:

(see attachment E):

Stutzman informed the group she was going to include the financials that they looked at during the Finance Committee Meeting, but she didn't because she recalls they decided differently. Stutzman reminded the group Grant writing is also an expectation of the position.

Director Woods stated this is where they had a presentation by OSU Extension to pay a ¼ time person. Our share would be \$20,000.00 with a commitment of two years, we would get 25% of their time. Woods thought while they were at the Finance Committee the consensus was that they were ok with it. Beebe agrees with Woods. Woods stated where he sees this money coming from is the Special Opportunities line item in the Special Projects Fund. Woods goals for the outreach person over 6 months are to increase the quality and the quantity of soil, water, and wildlife habitat programs and opportunities that promote them. Some goals and duties for this position would be to double the amount of tree's to be purchased and planted from the plant sale, writing articles in Cultivating, writing for grant money, keeping track of referrals, and to attend Board Meeting once a quarter.

Wilson pointed out to make sure they understand our expectations. We shouldn't expect them to bring in \$40,000.00 in grants. Some of the workshops Stutzman was talking about are important. Some of them are not income producers that are just as important. So, we don't want them to shy away from them just because they are not income producers. You have to be careful where you push.

Dalton would like to come up with a way of quantifying how effective they are and attend a quarterly board meeting. Clawson said those are the same goals for OSU Extension. Stutzman added when we get to the annual planning, she included the Outreach Coordinator in it. **Dalton made a motion to move forward with the Outreach Position, Wilson 2nd. No Discussion; passed unanimously.**

COMMITTEE REPORTS

Update on QB report layout:

Stutzman updated the group that she has been working on a line item per line item to match the public budget and the layout with the accountant, Gloria Petrie. Stutzman encouraged the group that as the board sees things they like or not like to point them out. Stutzman went on to say these line items can be broken down even more. For instance, the Special Project Fund Report can show the income that came in and all the expenses going out, you could see every line of every grant broken out, this is just a summary. Crawford added you can see a running total and match against the budget to see where we are at. Next month there will be a budget to actual to see the comparison. Woods added when we are done he would like to see where the

money came into the General Fund and see if it's been transferred to a Special Fund; or from the Special Fund back to the General Fund. Woods understands this is a process and stated we are making headway.

Easement Committee Meeting with Wainwright:

Simmons updated the group that Woods, Bell, Mr. Wainwright and he had a meeting on Wednesday, February 19, 2020. Simmons informed the group that at the meeting, Mr. Wainwright explained to the easement committee that he and his family would like to still be able to ride their quads, hunt on the property, and also if Polk SWCD could provide some gravel for him to fill in the potholes. Both Bell & Woods agreed that's what Mr. Wainwright disclosed at the meeting. Bell added he has not heard back from BPA on their reply. As a consensus, the group agreed to table the topic until next month.

INFORMATION

Need to fill some vacancies on the budget committee:

(see attachment F):

Dalton pointed out we have two vacancies on the Budget Committees. Stutzman stated there are three vacancies. Woods stated these three positions have value for the public input and oversight. Stutzman asked if she should put an ad in the paper. Woods and Dalton agreed for Stutzman to put an ad in the paper. Woods stated for staff to use their discretion and the rest of the board members will ask around. If anyone has recommendations give them to Stutzman. Beebe pointed out to ask the lady that ran with Beebe for the At Large position. Simmons will ask Schukar to see if she would be interested in being a budget committee member.

Spring Calendar of events:

No discussion.

(see attachment G):

Finance Committee Meeting:

Dalton stated he has a conflict with the April Finance Committee Meeting. Crawford, Beebe, and Stutzman agreed on moving the April Finance Committee Meeting to Wednesday, April 1st, 2020.

Policy Committee Meeting:

Simmons asked Stutzman to email possible meeting dates.

DISCUSSION:

No discussion.

INFORMATION:

COVID – 19:

Woods stated there are already things happening with meetings traditionally we have taken USDA's lead on what we do in the office. They have sent out some information on how to handle it and asked the group if there were any questions. Other than following their lead make sure everybody bumps elbows and no handshakes, keep your hand out of your face, wash your hands, Woods is not sure what else we can do.

Stutzman informed the board that we bought some gloves, we are wiping down the door, the refrigerator, copier, the common area is being wiped down once a day with Lysol wipes. Also that we have lots of hand sanitizer and that she has talked about it to staff, we have gotten updates from NRCS & SDAO.

Dalton's opinion is when he was in business the most important thing was the health of his employees, it's more important than the business. Be aware of the people you are around and keep a distance.

Woods stated we follow SDAO and the USDA lead on what we do. The important thing about all of this is that we are prepared to do work from home.

Morgan stated he has not brought it up to Stutzman but he thinks one thing worth exploring is if that does happen, we could use remote access to our server, otherwise, there would be no access if working from home. Morgan has no idea what it would take to set that up through IT. Although he knows it's a thing people can do. If Bell and he would have to work from home via the USDA guidelines having access to the server would allow us to do stuff.

Woods would like to set it up early and be prepared. Woods reminded staff if you don't feel good, or are having a temperature, please stay home. Dalton passed around copies of an email to Sue Reams dated March 11, 2020, preventing the spread of 2019 Novel Coronavirus by travel, by telework. It reminded if you don't have to go into an area with a confirmed outbreak don't. Further, policy states "In light of evolving risk, carefully consider all official travel including to areas not currently subject to restrictions, advisories or widespread community outbreak."

Wilson asked if any conferences are coming up. Stutzman replied CONNECT, but they have not said they are canceling. Morgan added their email stated they are monitoring it. Wilson added finals are online for Oregon State. Morgan added the same for U of O. Woods has had banquets and meeting canceled already. Director Woods stated we are still in the early stages of this. Crawford reiterated if the staff is not feeling good, take the day off don't push it, this isn't the time to push it.

REPORTS:

None

ADJOURNED 6:48 PM

Respectfully submitted by Administrative Assistant Patti Gray on March 17, 2020.



Chad Woods - Chair



Date