

Polk Soil and Water Conservation District

April 3, 2019

Special Board Meeting Minutes

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

Attachments available on request

In Attendance:

Directors

Judy Beebe (Chair)
Chad Woods (Vice Chair)
Mike Wilson (Secretary)
Jock Dalton (Treasurer)
Matt Crawford
David Simmons

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Board Meeting to order at 5:02 PM. Directors Beebe, Woods, Wilson, Dalton and Crawford were present to start the meeting. Introductions were made. Simmons joined the meeting at 5:30 PM.

Chair Report:

GHR Exclusive agreement:

Beebe updated the group that she spoke to Spencer Rockwell regarding having an exclusive blanket agreement. He informed her that it is actually illegal to have an exclusive general blanket agreement with any attorney.

ACTION ITEMS:

Annual Work Plan (attachment A):

Stutzman stated that in February 2019 she met the legal requirement of creating a draft plan effective July 1, 2019 to June 30, 2020. It covers the 3 goals (Goal 1, Offers Technical Assistance & Conservation planning. Goal 2, Provide Education and Outreach. Goal 3, District operations will be effective, economical, and efficient to meet legal and grantor requirements). She provided a verbal update on each line item listed. She also explained grants attached to work items had estimated dollar amounts.

Wilson, Woods and Simmons would like a more detailed report every quarter and suggested contacting Shiloh Olson with WASCO who has a version that includes more information. Stutzman will ask Olson if she is willing to share her plan, board would like to look at other options for next year. **Woods made a motion to accept the Annual Work Plan Attachment A as presented in the packet, Wilson 2nd. Discussion; passed unanimously.**

RDG River Design Group as consultant for Jont Creek (attachment B):

Beebe reminded the group that at the last meeting they gave Stutzman instructions to put together criteria for qualifications and asked RDG to respond not knowing what the board was going to ask for.

Stutzman informed the board that according to resolution # 025-062805 from 2005 they have already adopted a set of screening and selection criteria. She provided the Selection Criteria from ORS 279C.110.

Woods stated his understanding of all the law requirements has not been met. According to him we needed to publish a meeting notification, it requires separate meeting and minutes, hearing, and separate authorization to do that, because this is an intermediate procurement contract over \$5,000.00. These are the reasons why we can't make that decision and that has to be done by the Local Contract Review Board. Even though we are the Local Contract Review Board, it is a separate entity. **Dalton made a motion to table this topic. Beebe stated to table the discussion of RDG as a consultant for Jont Creek Project until April 10th meeting to provide detailed insurance coverage. Woods 2nd. Beebe, Woods, Wilson, Dalton and Simmons voted to table and Crawford voted against.**

Cornerstone Resolution # 087-102019 1st Reading (attachment C):

Beebe asked the group if they wanted this resolution to read Special Revenue Fund or Reserve Fund. She informed the group of the differences between Special Revenue Fund and Reserve Fund. A Reserve Fund allows you to finance the cost of specific things and can never be touched only as specified in BPA Contract. Expenditures can be made directly from the reserve fund, but no transfers can be made out of that, and no inter fund loans can be made from that; and it has to be reviewed every ten years. In a Special Revenue Fund you can do transfers, and interfund loans. Stutzman read resolution # 087-04102019. Stutzman stated the 2017/2018 the Cornerstone fund was set up as a Special Revenue Fund and the auditor has characterized it the same way, but resolution # 087-04102019 is asking to characterize it as a Reserve fund. **Woods made a motion to accept the Cornerstone Resolution # 087-04032019 to read Reserve Fund, Simmons 2nd. Discussion; Beebe, Woods, Wilson, Dalton and Simmons voted yes and Crawford voted against.**

Budget Resolution 1st Reading (attachment D):

Stutzman stated she created the resolution as an Intrafund transfer. Stutzman read resolution # 088-04102019 to the group. Woods stated that we budget to line items. Stutzman commented that she has already discussed this with Rebecca Hall from the State of Oregon Department of Revenue. Beebe explained that the budget is a forecast and it's to manage your expenses within that forecast for the year, and that Stutzman communicated with Rebecca Hall and got her approval. Since this is the 1st reading, no vote is required.

OACD Nominations (attachment E):

Simmons updated the group that they closed the nominations today at noon. Simmons updated the group on the various board members information. **Woods made a motion to choose the 9 individuals listed except for Jeff Rola, Dalton 2nd. No Discussion; passed unanimously.**

OACD Bylaws:

Simmons made a motion to approve the OACD bylaws as presented in the email February 24, 2019, Woods 2nd. No Discussion; passed unanimously.

OACD Representative:

The board approved Judy Beebe as representative to express the Board's choices for bylaws and board members. **Dalton nominated Beebe to represent board members choices to OACD. Wilson 2nd. No Discussion; passed unanimously.**

Long Range Business Plan (attachment F):

This topic was tabled until the fall, any updates that are in this revision from November of 2018 will need to wait until the fall of 2019.

INFORMATION:

HB2958:


Beebe informed the group that HB2958 is a no go this year.

ODFW Tax Deferral:

This topic was tabled. Stutzman reminded the group they should be thinking about this contract, to look if it is ok to you? Is there anything different you want about it? Does the District want to offer any funds to support this contract? Do you want to sign the contract? Whether you are willing to fund it or not for hiring someone to help organize the back log of files?

ADJOURNED 7:14 PM

Respectfully submitted by Administrative Assistant Patti Gray on April 3, 2019.



Judy Beebe - Chair

5/8/2019

Date