

**POLK SWCD BOARD MEETING MINUTES**  
**June 9, 2021 - 6:30 PM - 8:00 PM**  
Via ZOOM video Conference  
Recording and attachments available on request

CALL BOARD MEETING TO ORDER: Chair Woods @ 6:15 PM

PRESENT:

- DIRECTORS: Woods, M. Wilson, Beebe, Garnett, and Dalton
- STAFF: DM Stutzman
- GUESTS: Sandra Hiatt – ODA SWCD Grants Administrator

PUBLIC COMMENTS: None

REVISION OF AGENDA: Director Garnett would like to add in his proposal for managing the DM personnel file, Director Dalton would like to update about rocking at the 2 conservation properties

STAFF REPORTS

DM updated the board with current staff work. Director Woods suggests promoting a presale of native plants now, gather info on what people are looking for, for the fall and winter sale, so we can take that information to the local growers. (see attachment A)

**ACTION**

- *May 2021 Treasurer's Reports (attachment B)*

**Garnett Moved, Beebe 2nd to accept the May 2021 Treasurer's reports as presented. Motion passed 5-0.**

- *May Board Meeting Minutes (attachment C)*

**Wilson moved, Beebe 2<sup>nd</sup> to approve the May 2021 meeting minutes. Motion passed 5-0.**

- *May Special Local Contract Review Board Meeting Minutes (attachment D)*

**Garnett Moved, 2nd by Beebe to accept the May 2021 SLCRB minutes as presented. Motion passed 5-0.**

- Personnel Committee Update:

It's time to perform the DM annual review again. Director Wilson is asking the board to review and approve the DM evaluation form, and then email him the completed evaluations by July 1, 2021. Then the personnel committee will review and discuss with the DM.

Director Beebe explained the process by which any possible merit increase would be calculated, so that the board has an understanding of how that will happen. She also pointed out that she added columns for in-between ratings, since the board has been asking for those for a number of years. DM will email out to the board.

Wilson thanked the board for participating in the recent training regarding respectful workplace behavior.

**Wilson moves to approve the new 7 column DM annual evaluation form presented at the meeting, Garnett 2nds. Motion passed 5-0**

Director Dalton provided an update on rocking to be completed to enhance roadways and turn around pads at the district's two conservation easements, work will be completed before the end of the fiscal year to utilize funding allocated for this year.

Director Garnett provided a recommendation to the board on the matter of managing the District Manager's personnel file.

**Beebe moves, Dalton seconds, to accept the procedural recommendation to store the DM personnel file in the safe located at the district.**

**The safe has a dual control operation for entry utilizing a key, and a combination.**

**There are 2 keys. One will go to the board chair and one will go to the chair of the personnel committee.**

**The combination will be known by the DM and one other board member.**

**Two people will always need to be present to remove the file and insure it's return. Motion passed 5-0.**

**Beebe moves, Dalton seconds, that Director Garnett be the other board member to hold the safe combination. Motion passed 4- 1 Garnett abstains.**

The board also recommends the policy committee incorporate this into the new Employee Handbook now.

- Easement Committee – New Opportunity

DM would like to ask that the committee meet together with her and her staff at least once a quarter moving forward. There is enough to talk about and check in with now, that it makes sense. Several topics to begin with are reviewing the internal management plans, creating a wildfire policy and procedure, and exploring a new conservation property.

The DM introduced a new possible conservation property (up to 160 acres off Stiles Road) that the district could utilize in much the same way that Yamhill SWCD utilizes Miller Woods. Discussion around all the possibilities for outreach and education there and what the landowners goals for the property are moving forward.

DM asked for consensus to work with the easement committee to explore the possibilities of this location. All in favor.

The DM will schedule a first meeting.

CALL BOARD MEETING ADJORNED: Chair Woods @ 7:35 PM