

**POLK SWCD BOARD MEETING MINUTES**  
**August 11, 2021 - 6:00 PM - 7:00 PM**  
At Illahe Vineyards  
Recording and attachments available on request

CALL BOARD MEETING TO ORDER: Chair Woods @ 6:05 PM

PRESENT:

- DIRECTORS: Woods, M. Wilson, Beebe, Garnett, Ford, Simmons, and Dalton
- STAFF: DM Stutzman, Morgan
- GUESTS: Kristen Larson LWC

PUBLIC COMMENTS: LWC asked for funding to support noxious weed control along Teal Creek and in Ash Creek. The District would like to have money available for the 4 watershed councils that are in or near Polk County. **Beebe motioned to “give the Luckiamute WC \$5,000 toward knotweed control and to begin noxious weed control along Ash Creek.” Dalton seconded.** Discussion. Moving forward for watershed council proposals for projects – must submit a one page proposal that outlines the details of the project and breaks down the costs for the board. Then at the end of the project provide a pictorial recap showing before and after photos with a summary of the results. Will need the proposal before the district will cut a check. **Motion passed 7-0.**

REVISION OF AGENDA: Smithfield access project

STAFF REPORTS (attachment A)

DM Stutzman has been trying to get the easement committee to meet, but they still have not found a time now for 3 months. She wanted to check in and see if this committee had anything in the way of meeting. There is a lot to talk about including setting a quarterly meeting to discuss the conservation properties, and to consider a new acquisition on the table off Stiles Road. After some discussion the date of August 20<sup>th</sup> was proposed. DM to follow up with an email to set the time.

**ACTION**

- July 2021 Treasurer’s Reports (*attachment B*)

**Wilson Moved, Garnett 2<sup>nd</sup> to accept the July 2021 Treasurer’s reports as presented. Discussion for the finance committee around the use of an assistant not being acceptable from Ascension Accounting. Motion passed 7-0.**

- July Board Meeting Minutes (*attachment C*)

**Beebe moved, Garnett 2<sup>nd</sup> to approve the July 2021 board meeting minutes. Motion passed 7-0.**

- Staff Merit Increases (Technicians) (*attachment D*)  
DM reviewed her results with the personnel committee, there were no objections. No need for a vote if under 5%. **DM recommended staff increases of 2.52% for Morgan and 2.38% for Bell. Will retro back to July 1, 2021.**

Pause in regular board meeting to have a Contract Review Board Meeting at 6:33 p.m.

## **Polk SWCD Contract Review Board Meeting Minutes– for contracts more than \$10,000.**

CALL BOARD MEETING TO ORDER: Chair Woods @ 6:35 PM

PRESENT:

- DIRECTORS: Woods, M. Wilson, Beebe, Garnett, Ford, Simmons, and Dalton
- STAFF: DM Stutzman, Morgan
- GUESTS: Kristen Larson LWC

Morgan presented bid proposals and scope of work to the board for review and to vote on awarding a contract for a Large Woody Debris Project (LWD) at Gooseneck Creek in the northwest portion of the county. (attachment E)

The board reviewed the information. There is a total of \$50,000 available for the work. 6 contractors were contacted. 3 responded, only 1 provided a proposal for \$32,000. **Dalton moved and Beebe seconded to award the contract for LWD to Bateman Forest Management Inc. not to exceed \$32,000. Discussion.**

Jackson is the project manager, design was created by BLM, and work will be performed by Bateman Forest Management Inc. The District will pay after inspection of completed work. There will be \$18,000 still left to use, that can be moved to Rickreall Creek project or can be used up to 3 years out for more work at Gooseneck Creek. Board would like a short video and lots of pictures for promotion. **Motion passed 7-0.**

Morgan presented a request to procure an In-Situ Aqua Troll 500 for water quality measurements to enhance data being collected in the Salt Creek Watershed. (attachment F)

**Dalton motioned, Simmons seconds to use ODA SOW grant funds of no more than \$7,500 to procure the Aqua Troll. Discussion around where used and what would be collected. Motion passed 7-0.**

**Adjourn CRB meeting at 6:57 p.m.**

Returned to regular board meeting at 7:05 p.m.

**ACTION**

- **OACD DUES- tabled till September to recalculate off revenues received from FY 20-21, off profit and loss.**

**New Business**

Need to reschedule Smithfield Oaks Access Project training.

Chad, Jock, and David are requesting to perform a special project that will renovate a historic roadway to allow for turnaround and proper drainage on this easement. They are seeking board approval. Discussion around project details. **Beebe moves and Garnett seconds a motion to allow staff to garner the necessary approval from BPA to complete these renovations in the next 60 days during the dry season and then for Chad, Jock, and David to proceed in completing the work with staff assistance from Marc Bell. Motion passes 7-0.**

Regular board meeting paused at 7:30 p.m.

---

Executive Session 192.660(2) and 192.660(8)- To evaluate the performance of an officer, employee, or staff member began at 7:35 p.m.

Beebe took hand written notes and gave to Woods.

Executive Session adjourned at 8:50 p.m.

---

Regular board meeting came back into session at 8:52 p.m.

**Action**

Board reviewed district manager's merit increase recommendation from the personnel committee.

1.73% retro back to July 1, 2021.

After board meets further and creates a work plan for the year, decide if it is fairer later. This is to keep momentum moving forward.

Motion for 1.73% passes

Yes- Beebe – but wants to address later – Simmons, Woods, Dalton, Ford, Wilson  
No - Garnett

Meeting adjourned at 9:10 p.m.