**POLK SWCD BOARD MEETING MINUTES & Annual Work Planning Session**

April 13, 2022 **-** 6:00 PM - 8:00 PM

Participation is via hybrid style meeting at OSU Extension Service

289 E Ellendale Ave. Suite 301

Or

Join Zoom Meeting <https://us02web.zoom.us/j/87159127253>

Meeting ID: 871 5912 7253 Passcode: Claudia

Dial by your location +1 253 215 8782 US (Tacoma)

If you dial in: Passcode: 5521433

Find your local number: <https://us02web.zoom.us/u/kezQ5XJb9B>

*Recording and attachments available on request*

CALL BOARD MEETING TO ORDER: Chair Woods @6:02 PM

PRESENT:

* DIRECTORS: Chad Woods, Judy Beebe, Pryor Garnett, Mike Wilson, David Simmons, Brad Ford, and Jock Dalton
* STAFF: DM Stutzman, Marc Bell, Morgan Neil, Hayley White, and Whitney Francis
* GUESTS: Tom Finegan,
* ZOOM: Evelyn Conrad, Luke Westphal

PUBLIC COMMENTS: None were noted on sign in sheet.

REVISION OF AGENDA: Pryor would like to bring new business after discussion of AWP

PARTNER REPORTS – NRCS MOA (Memorandum of Agreement) Review – Evelyn Conrad

Please refer to report

**ACTION**

• March 2022 Annual Meeting Minutes

**D Dalton moved to accept the minutes as presented for the March Annual Meeting, D Ford seconded to accept the March Annual Meeting Minutes as presented with no concerns. All in favor. D Wilson & D Dalton abstained (absent for that portion of last meeting) *Motion Passed.***

• March 2022 Board Meeting Minutes

**D Dalton moved to accept March Meeting Minutes as presented, D Wilson 2nd the motion. All in favor, D Dalton Abstained. *Motion passed.***

* March 2022 Treasurer’s Report

**Pryor moved to accept the Treasurer’s Report, Judy 2nd. All in favor, *Motion passed.***

* Polk SWCD Strategic Plan draft for Adoption

**D Garnett moved to state “It is the intention of the Board is to continue to provide funding to OSU Extension and support Small Farms Programs for Hayley White contingent upon the District Budget Approval for this 2022/2023.” D Beebe 2nd, all in favor, *Motion passed***

**COMMITTEE REPORTS**

**DM Stutzman is making the recommendation that Morgan Neil be moved from probationary to regular full time status.**

**All in favor,** ***Motion Passed***

Special Project Funds: Due to confusion during loss of personnel a client put in a culvert not knowing if the grant went through, they are now asking for some financial assistance that could be provided to assist with the out of pocket.

**Pryor Garnett moved that the board approve payment of $5,000.00 from the RWC to land owner for the installation of the culvert contingent on Director Dalton & Director Wilson’s approval, of the Culvert. Mike 2nd *clarifying from the project opportunity line item.* All in favor. *Motion Passed***

**Annual Work Planning Session**

Review and discuss draft annual work plan

DM Stutzman: first goal was divvied up through a formula given to us from OWEB to calculate the number of hours for each employee, the staff then took those hours and put them into the plan. We looked over the current grants, when complete, what is due, etc.,

Discussion then moved to hours and where the DM’s hours belong. It was understood that much of the work due to the nature is simply difficult to pin down. DM Stutzman then clarified that most hours are put into goal three as this is where the majority of hours fall under for fiscal management. It was agreed that each DM has a different skill set, and thus the 2022/2023 will be filled out by the next DM.

**D Garnett moved to accept the 2022/2023 AWP as written, Jock 2nd. All approved, *motion passed.***

NEW BUSINESS:

D Garnett requested an update on the status of the Policy Manual from D Simmons. D Simmons said the Policy Committee has met twice in the last 2 months.  He reported that the work - e.g. adding hyperlinks to statutes and resolutions - is getting pretty close and may be done in July. The Policy Committee decided that the Policy Manual should supersede the Personnel Handbook, and is now revising the Personnel Handbook to match the Policy Manual.  D Simmons said the Policy Manual is ready to go, unless more policies need to be added to it. Chair Woods noted that past, inconsistent Resolutions will need to be cleaned up.

D Garnett: The Board recently received a letter from the staff regarding January’s Board Meeting. D Garnett reviewed the January Board video recently and came to the conclusion that we need to send a letter to Lauri Brewster regarding behaviors at the January meeting. Concern is that we do not want to have a negative reputation as this can affect us as we go forward attempting to hire two new positions.

**D Garnett moved the Board of the Polk SWCD send the letter, (see attached) to Ms. Lauri Brewster of the Oregon Department of Fish & Wildlife, who was a guest presenter at the Board’s meeting on January 12, 2022**

**Judy 2nd, unanimously agreed, *motion passed***

D Garnett thanked the staff for doing this, Judy Beebe also appreciated the staff’s willingness to work together.

D Woods mentioned that with DM Stutzman leaving board and staff will have to step up and do more to fill in, along with Personnel Committee and Finance Committee. Discussion then ensued regarding having another board meeting. It was agreed that D Garnett will create a calendar to see when we can meet next week. The goal to have the two positions, (Jackson Neil and DM Stutzman) listed sooner rather than later.

Tom Finegan is actively looking for two additional Budget Committee Members. Tom is also very willing to be involved in other areas.

BOARD MEETING ADJORNED: @ 8 :14PM