

**POLK SWCD ANNUAL MEETING MINUTES**

**March 9, 2022 – 5:45 PM – 6:40PM**

**Participation Via ZOOM video Conference**

*Recording and attachments available on request*

CALL ANNUAL MEETING TO ORDER: Director Woods Called to order @ 5:55

PRESENT:

- DIRECTORS: Woods, Beebe, Garnett, Simmons, and absent: Dalton, Wilson, Ford
- STAFF: DM Stutzman, Neil, Francis
- GUESTS: Luke Westphal (Greater Yamhill WC)

PUBLIC COMMENTS: No public comment

REVISION OF AGENDA: none

**Information**

• Annual Report Highlights

Neil presented the Annual Report that was completed and put up onto the webpage. On webpage. Rundown of goals and highlights of what District staff had accomplished over 2020 – 2021 FY. Our Annual Work Plan describes accomplishing goals through three objectives; Community and Land Owner Engagement, Technical Assistance, and Partnerships. The Annual Report can be found in its entirety on our webpage.

- Summary of Financial Highlights for FY 2020-2021: Presented by Francis no questions.

Woods mentioned prior to closing the meeting that we will look into meeting in person as soon as it is possible.

BOARD MEETING ADJORNED: 6:04 @ PM

**POLK SWCD BOARD MEETING MINUTES**  
**March 9, 2022 - 6:41 PM - 8:00 PM**  
Participation Via ZOOM video Conference

*Recording and attachments available on request*

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

PRESENT:

- DIRECTORS: Woods, Beebe, Garnett, Ford, Simmons, Wilson, absent Dalton
- STAFF: DM Stutzman, Francis
- GUESTS: Luke Westphal, (Yamhill WC)

PUBLIC COMMENTS: YWC council update, they are doing some Winter Steelhead Spawning Surveys, partnering with Fish & Wildlife. There will be some overlap in Polk County on Mill Creek on the main stem. The rest will be in the Yamhill area Willamina Creek and Grand Ronde.

Question from Woods: Rock Creek and Gold Creek, Gooseneck, are you doing anything on those tributaries?

Response by Westphal; fish inventory was just completed for Mill Creek. Data can be sent. It was a Rapid Bio-assessment which basically inventories distribution and abundance of Cutthroat Trout, Coho Salmon, and Winter Steelhead. Mill Creek went up past gates of Weyerhaeuser. Gooseneck Creek, did nearly the whole length hit Rock Creek and Gold Creek too.

Clarifying Mill Creek Basin. Woods; Any upcoming projects or needs coming up that we should be aware of? Response was yes definitely for Gooseneck or Mill Creek, 2- 4 discussions per year with Salem BLM for fish project to fund, engineer and permit. Need someone to administer the funding and be on site. Salt Creek, SIA and focus work Jackson was doing, we have an OSU volunteer fishery graduate who does Coho Spawning survey on Salt Creek.

REVISION OF AGENDA: none

**ACTION**

*Treasurer's Report*

**Pryor moved, Beebe 2nd to accept February 2022 treasurer's reports as presented with no concerns. Motion passed.**

- February 2022 Board Meeting Minutes Need to change date on top, proposed by Simmons

**Garnett moved, that minutes are approved with the change of the date. Simmons 2<sup>nd</sup> to approve February 2022 board meeting minutes with changes. Motion passed.**

**COMMITTEES**

**Polk SWCD Strategic Planning Areas & Topics for Prioritization: Garnett sent an email with the attachment. Pryor is taking the lead and will be presenting.**

**Reviewed strategic planning from Nov/Dec 2021 and voted on final plan to move forward into annual work planning in April**

Conservation project priorities are generally agreed-upon and aligned between Board & Staff. Concern regarding Outreach. Mission statement is pretty much set by the state with a long list of duties we are to complete. Discussion regarding when a strategic plan is drafted, adding a mission statement in with the Annual Plan. ***The board agreed that this would be a good idea.***

Proposed structure: Areas of focus, (Why) Activities (what, when) Principles of action (how). With this outline we can then develop long-term, short-term goals. Strongest principles of action were the voluntary cooperation with landowners.

Discussion regarding quality vs quantity of water, ***it was agreed that both of these will be clarified in the final draft of the report.***

Strategies discussion;

Agreed that the main focus areas will be put into traditional format and not bullet points that they currently are in. Discussion was brought up regarding various ways of improving soil quality through no tillage, however there can be alternatives to creating low tillage and other various aspects that are needed depending on the crops. Discussion of possible change to “proper management of tillage”.

Habitat Conservation;

Discussion regarding difference of oak savannah vs oak woodland. Mention regarding endangered species and how these are tied to these oak savannahs. Discussion regarding first and secondary priorities, ***in the end it was decided these will all be a first priority and listed in order of which they came out on the poll.***

What/When/How

Project Selection and Prioritization

***The board was in agreement that the money must come first.*** SWCD’s will prioritize and select project activities primarily when funding opportunities arise for activities that align with the strategic focus areas. Secondly as possible locations are presented to us. There was discussion that if a project came into our laps we do need to consider looking for the funding, but it is important that these funds are in place. Stutzman mentioned that many of our projects are driven by the local NRCS Working Group Meeting in January of each year which is driven by the priorities of the NRCS. Discussion continued into the availability of both long- and short-term duration projects. It was mentioned that it is the long-term projects that assist with majority funding the staff at PSWCD. Currently looking to term the wording of how short vs long term is weighted. Wanting to put this in a more positive light rather than what we can’t/won’t do.

Outreach & Education

Discussion regarding what is the best way to reach new people, current people, and basic public outreach. Agreed that highest priority is getting who we are and what we do out there. Various methods of outreach, (i.e., social media, events, signage, newspapers & direct mail). “Cultivating” magazine was also brought up and the agreement was that this is a very valuable outlet and this will be continued. Ford mentioned that in an effort to reach the younger demographics it is important to use phone and computer advertising. Partnerships with other entities will be pursued: principally with watershed councils, tribal governments, federal and state government. Westphal asked if we are tied to BPA or other outside federal sources.

Westphal also suggested looking to make targeted mailers for people who have recently acquired land within the past year. GIS people have used address information to make flyers in just this case. Garnett agreed this was a possible idea.

Current goal is to create a draft of the final and bring this up at the April meeting for approval.

Woods mentioned that staff and Board go over this and have a knowledge and be prepared when we go to annual work planning meeting.

It was agreed that this will be brought up at our next staff meeting so that all staff members would be updated and prepared.

Wilson appreciated the work that went into this report and time given. Discussion was furthered regarding the external groups which we work with. Strengthening relationships with WCs. It was agreed that WCs are our closest entities, and it is a must to have working relationships with these groups.

Garnett will go through updates, send to Karin and out to staff to prepare for the next annual work planning meeting.

The updated information will be used for annual performance reviews for the manager and district employees moving forward.

Final mention was that it is imperative we see that employee time allocation be tied to work plan goals accomplish these things so we can see if there is room for more workload for an individual, or if more staffing is needed.

## **NEW BUSINESS**

None

BOARD MEETING ADJORNED: 7:32@ PM