

POLK SWCD BOARD MEETING MINUTES

April 12 - 6:00 PM - 8:00 PM

Recording and attachments available on request

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CALL BOARD MEETING TO ORDER: Chair Wilson called the meeting to order at 6:00PM at the Polk SWCD Office, 580 Main Street, Suite A, Dallas, Oregon. Introductions were then made.

DIRECTORS:	STAFF:	GUESTS:	ABSENT:
Michael (Mike) Wilson, Chair	Kevin Porter	Bill Wainwright-Zoom	
Chad Woods, Vice Chair	Hayley Iverson	David Simmons, Director Emeritus-Zoom	
Pryor Garnett, Secretary	Morgan Neil-Zoom		
John (Jock) Dalton, Treasurer	Evelyn Conrad		
Eden Olsen			
Lindsay McClary			
Donna Champeau			

PUBLIC COMMENTS

Mike Wilson stated that the Board has a full agenda and requested that public comment be kept to two minutes. Bill Wainwright stated that he has been having issues with trespassers coming onto his property from the Smithfield Oaks property and has emailed pictures to the Board members.

REVISION OF AGENDA

No additions or revisions were made to the agenda.

OATH OF OFFICE

Kevin Porter stated that anyone going through an election, even if it is a reelection, needs to be sworn in. Mike Wilson was sworn in by Chad Woods.

INTRODUCTION OF CONSENT AGENDA

Mike Wilson stated that the consent agenda is new for the Board and noted that it is intended to speed up meetings. Pryor Garnett explained that the purpose of a consent agenda is to approve several items in one Motion that do not need discussion. There was discussion regarding what items should and shouldn't be included in the consent agenda.

CONSENT AGENDA

Pryor Garnett made a Motion to approve the consent agenda. Jock Dalton Seconded. Discussion: Mike Wilson requested that the March 2023 Minutes be pulled from the consent agenda for further discussion. Lindsay McClary noted that one of the letters of support was created by her request and she will be abstaining from voting on the Motion. Motion Passed Unanimously. (McClary abstained)

Items in the consent agenda included: staff reports; letters of support for the Confederated Tribes of Grand Ronde, the Mid-Willamette Beaver Partnership, and the Willamette Wildlife Mitigation Program.

Lindsay McClary made a Motion to approve the March 2023 Board Meeting Minutes. Pryor Garnett Seconded. Discussion: Mike Wilson noted that the minutes state that he had made a Motion and as Chair he tries to abstain from making Motions. There was discussion and clarification on that portion of the March 2023 Board Meeting Minutes. Motion Passed Unanimously.

DISTRICT MANAGER REPORT

Kevin Porter presented his District Manager Report to the Board. Kevin stated that he has made a job offer for the Resource Conservation position. Elizabeth Thiel will be joining the office on Monday, April 17. He stated that while Claudia was recently being rented, there was damage done to her. The renter has agreed to repair the damage at no cost to the District. Kevin Porter immediately contacted the Upper Nehalem Watershed Council to inform them of the damage, as they are taking permanent possession of Claudia. He noted that there are currently 10 overdue reports in OGMIS. He stated that they have to be completed before grant funds can be released to the District. He noted that staff is working on getting them caught up and he has contacted ODA regarding the issue. He stated that the manager email address was compromised, and someone gained access to the account. They emailed the District accountant pretending to be him and requested a change in direct deposit for his paycheck and the change was processed by the accountant. He reviewed the discussion he had with the accountant regarding the issue and stated that their firm will be reimbursing the District. Chad Woods noted that around April 3 there was also a fraudulent charge on a District credit card which has been taken care of with the bank and a new credit card has been issued.

TREASURERS REPORT

Jock Dalton presented the Treasurers Report and reviewed the report with the Board. Jock noted that he has been interviewing financial institutions regarding opening another account. Chad Woods stated that it is very important to get the grant reporting caught up so that Polk SWCD can receive those funds. He also noted that any expenses that can go toward grant funds should. There was discussion regarding the economy and inflation. There was also discussion regarding how the District can invest money.

Pryor Garnett made a Motion to approve the Treasurers Report. Chad Woods Seconded. Discussion: Eden Olsen requested that there be a check register and credit card statements presented with the report. Kevin Porter stated that those could be provided to Board members. Jock Dalton stated that those items are available at any time in the office to the Board members. Motion Passed Unanimously.

COMMITTEE REPORTS

Personnel Committee: Donna noted that the Personnel Committee met two weeks ago and stated that there was more discussion regarding the manager review process.

Mike Wilson stated that he would like committee meetings to be held earlier in the month so that Kevin Porter is able to create the agenda sooner. There was discussion regarding how the Finance Committee could meet sooner.

Policy Committee: Pryor Garnett noted that the Policy Committee met shortly after the March Board meeting regarding the draft Land Acknowledgement Statement and recommended that the Board approve the current draft. Pryor Garnett made a Motion to approve the Land Acknowledgement Statement as presented. Lindsay McClary Seconded. Discussion: There was discussion regarding whether a Motion would be needed with a committee recommendation. It was determined that a Motion should be made. Jock Dalton recommended a change to the language in the draft. There was discussion regarding changes made to the previous draft that was presented at the March Board meeting. Pryor Garnett amended his Motion to include the change suggested by Jock Dalton. Lindsay McClary Seconded. Motion Passed Unanimously.

Pryor Garnett gave an update on the Policy Manual progress. He stated that there hadn't been any further work done on the manual and requested help from the Personnel Committee and the Finance Committee regarding the portions of the manual related to their committees.

Finance Committee: Jock Dalton noted that the committee has approved the purchase of two new laptops and to replace the server with capacity grant funds. Jock Dalton made a Motion to approve the Finance Committee's recommendation to purchase two new laptops and a server for the District. Pryor Garnett Seconded. Discussion: Jock Dalton noted that there was a review of the capacity grant funds and they can be used for these items. Kevin Porter noted that most of the grant funds go into wages and that there is currently an additional \$21,555.00 through the capacity grant that can be used on equipment and those funds will be used for these purchases. Motion Passed Unanimously.

NEW BUSINESS

NRCS Update: Evelyn Conrad presented the NRCS update to the Board. She reviewed the projects NRCS is currently working on. There was discussion regarding the use of Inflation Reduction Act funds. Evelyn reviewed the forestry practices with the Board. There was discussion regarding greenhouse gas emissions. She briefly reviewed the Memorandum of Agreement and the Unfunded Cooperative Agreement with the Board and encouraged Board members to review the agreements in their entirety on their own.

Legislative Update: Donna Champeau presented a legislative update to the Board. She reviewed bills that are moving forward and that the Board should consider supporting. Pryor Garnett asked if the Board would be willing to authorize Donna Champeau to represent the District at a hearing on the HB 3366 Oregon Agricultural Heritage Fund bill. There was support from Board members for Donna Champeau to represent the District on this bill. Mike Wilson made a Motion to approve Donna Champeau to represent the District to the Legislature regarding HB 3366. Jock Dalton Seconded. Motion Passed Unanimously.

Annual Work Plan: Kevin Porter reviewed the final draft of the Annual Work Plan with the Board. Chad Woods stated that this is the best Annual Work Plan he has seen in many years. Chad Woods noted that this is the first step for creating the budget. Chad Woods made a Motion to approve the Annual Work Plan as presented. Jock Dalton Seconded. Discussion: Pryor Garnett commended Kevin for his work on the Annual Work Plan. Kevin stated that a lot of this is still new to him, but he has a lot of support in the office to help him with these items. Motion Passed Unanimously.

Meeting adjourned @ 8:07 pm by Mike Wilson.

Respectfully submitted,

Hayley Iverson

Administrative Assistant