

# Polk Soil and Water Conservation District

April 8, 2020

## Board Meeting Minutes

Polk SWCD Office: 580 Main Street Suite A., Dallas, Oregon 97338

Via Zoom

<https://us04web.zoom.us/j/336050480>

\*Attachments available on request\*

### In Attendance:

#### Directors

Chad Woods (Chair)  
Judy Beebe (Vice Chair)  
Mike Wilson (Secretary)  
Jock Dalton (Treasurer)  
Matt Crawford  
David Simmons

#### Staff

Karin Stutzman (DM)  
Patti Gray (Admin)

#### Directors Emeritus/Associates/Guests

### BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Chad Woods Chair, called the Board Meeting to order at 6:00 PM. Directors Woods, Beebe, Wilson, Dalton, Crawford, and Simmons were present to start the meeting. Introductions were made.

PUBLIC COMMENT: None

REVISION OF AGENDA:

#### Voting by roll call:

Simmons informed the board that since there is no clear policy on doing meetings online, at the Policy Committee Meeting there was a motion made to vote by roll call. Simmons stated this is the first reading, for this motion. At the next month's board meeting it will be the second reading and a resolution will be done to make it official. Woods asked if there was a motion to vote by roll call. **Dalton made the motion to vote by roll call, Simmons 2nd. No Discussion; passed.**

#### Hackers over Zoom:

Crawford mentioned there have been issues with hackers being problems via Zoom. He asked Stutzman if she knew how to mute them. Stutzman replied she does know how to mute them and from here moving forward there will be a password.

#### ACTION ITEMS:

#### STAFF AND PARTNER REPORTS:

(attachment A):

Stutzman informed the group there is a wealth of information in the detailed staff reports. A lot is going on in the office.

**New office staffing schedule:**

Stutzman informed the group that last week (March 25) there is only to be one person in the office. Bell and Jackson work from home full time. Monday is Reams, Tuesday is Conrad, Wednesday is Stutzman, Thursday is a flex day for Conrad or Stutzman, Friday's Gray is in the office. Stutzman or Reams can work in the office on Saturday or Sunday's. Woods added Gray has come in to get the mail that was stopped. Dalton suggested keeping the doors closed or putting up a screen to block the common areas.

**March Board meeting minutes:**

(attachment B):

Director Woods asked the group if there were any requested changes or additions to the March Board Meeting Minutes. There appeared to be none. Director Woods asked for a motion. **Crawford made a motion to accept the March Board Meeting Minutes, Dalton 2nd. No Discussion; passed.**

**March Treasurer's Report:**

(attachment C):

Stutzman informed the group that at the last Finance Committee Meeting she presented the same reports to the committee to show the progress that the accountant and Stutzman have made to model the public budget as best as they can. The Balance Sheet will look the same as provided last month and the new current month. Stutzman pointed out the LGIP money was moved to different places. Beebe asked the group if she needs to explain why the fixed assets will be going away from the Balance Sheet. Woods stated he understands and he requested a footnote. Stutzman explained to the group this report "All Funds Resources & Requirements" is the overarching report. It will have the Assets, General Fund, the Smithfield Property Reserve Funds, Cornerstone Funds, Special Project Funds, etc. Then it will start to break down each fund. Director Woods requested to see the transfer of \$423,000.00 carried over to show all the budgeted items somewhere. Stutzman reminded the group as they see things the group would like to see more of, or less of to please let her know. At the Finance Committee Meeting Dalton asked for both of them (the money Market and he Certificate of Deposit) for Cornerstone funds to be separated instead of being lumped together. Stutzman will work on separating the two accounts for the next board report. Wilson asked for Stutzman to clarify Dalton's request. Dalton explained looking at this report it appears we have exceeded the insurance limit, but we are nowhere near them. The Money Market is the working account. **Beebe made a motion to accept the March Treasurer's Report, Simmons 2nd. Discussion; passed.**

**Finalize Annual Work Plan:**

(attachment D):

Stutzman asked the group if it's ok to accept the Annual Work Plan as part of the budget or do that separately. Director Woods replied to do the Annual Work Plan separately. **Dalton made a motion to, accept the Annual Work Plan, Crawford, 2nd. No Discussion; passed.**

Stutzman stated we are now down to the Annual Work Plan. Woods stated yes now to finalize the Annual Work Plan, let's open up for discussion. Woods stated David this is where you come in. Simmons stated he would like to be more county-based. Simmons would like to see one event in West Salem like Earth Day or Solve Clean Up at Wallace Park, or Claudia contributed to Earth Day Event at River Front Park a quarter, and more collaboration with the watershed councils, being the gatekeeper at the Polk County Fair to get some advertisement for the district and getting the board meeting minutes out sooner. Simmons stated he wanted to have a place holder in the Annual Work Plan to do community events in West Salem. Simmons reminded the group this is next year's Annual Work Plan which starts in July, so maybe by October life will be back to normal. Director Woods asked what kind of resources and personnel Simmons was thinking of. Simmons is not sure what resources are needed.

Woods stated the district needs to continue to take a leadership role in getting out to other communities further from the Dallas/Monmouth area and with the different organizations. Woods thinks half of the tax base comes from the West Salem area. Let's leave this as let's reach out to every corner of the county from Grand Rhode to Kings Valley. To be inclusive of the whole county. Director Woods asked anything else on this?

Woods asked Stutzman if there is a line item in the budget for outreach. Stutzman stated yes, it's Community Events, Technical Workshop & Tours. Stutzman stated it would be easier if you know a council is interested in putting on an event to have them email us and ask us what we want to part take in. She also stated that we have a history of inviting partners like the Councils, other SWCD's, the Tribes, NRCS. We have learned the more people we have involved in putting together an event, the more the word gets out there, and the more overall attendance we have. She added we will try to make some more events held in West Salem.

Crawford agreed to have our ears open to having events in W. Salem since a pretty big portion of the tax base comes from there. Stutzman stated we'll have to buffer that with COVID 19. Woods stated COVID 19 is going to affect us for years to come with funding and how we do things, we will have to be looking for new ways to do things.

Director Woods asked if anyone else had questions about the Annual Work Plan. Wilson stated he appreciates all the staff put into these reports, and making measurable outcomes are important. Some are easier to measure than others. For example, a list of what is going to be done on Cornerstone, Smithfield Oaks, etc. If it says maintenance could mean one thing to one person but mean something different to someone else. Stutzman reminded the group they already have the Management Plan for Cornerstone and that would be as simple as attaching that report. Wilson said we don't want to go overboard either by going down to 15 minutes intervals. Woods would like to know how long it takes to mow the trails or walk the entire property. Or for example which projects we are going to do. Are we doing the property gravel here, or putting up signs there, accomplishments we can quantify, so we know what the actual cost and benefits are. Dalton added we also need to know if our expectations are reasonable or not. Simmons would like more specific time controls to be reported. Director Woods asked Stutzman how we got connected with the Jont Creek? Stutzman replied through the US Fish & Wildlife Service, Chris Seal, Mr. Auer has been working with the Partners Program. Dalton made a motion to, accept and adopt the Annual Work Plan with the understanding that staff to put emphasis on West Salem outreach events as well as other communities in the county besides Monmouth-Dallas central area. Get out more into the county with outreach events. Continue to partner with watersheds councils and other groups when we plan outreach events. Simmons 2nd. Discussion; passed.

**Easement Committee Meeting – Good Neighbor Summary findings:**

(attachment E):

Director Woods reminded the group this has to do with who, how, and where we going to allow access to Smithfield Oaks other than staff and maintenance. Director Woods asked Stutzman what Bell found out. Stutzman informed the group that Bell's follow up report he listed all the things talked about at the committee meeting. Whether or not to share access to the easement driveway, it is some people's impression that Mr. Wainwright owns that access. Stutzman informed the group no one owns that access, it's a not a recorded parcel. She continued to say everyone who uses that agrees together to fix it. That access point has nothing to do with the rights to our property above that.

Director Woods informed the group that we do have another access to it, we could develop the one we do have title to. Simmons stated to him it appears the parking pad is on Wainwright's property that he is retaining. Stutzman pointed out that it is, but we could always make a pad on the other side. Director Woods and Simmons don't like the ATV part at all. Director Woods asked Stutzman what did BPA (Bonneville Power Administration) said. Stutzman asked about the ATV's. Director Woods replied about the hunting? Stutzman replied they said it was up to us, during the application review

process hunting was not explicitly mentioned for Smithfield Oaks. It's not specifically banned by anyone. Stutzman pointed out the district's liability for someone being on the property. According to Bell's report, to hunt there, it's broken down to whether or not you want to hunt, what you want to hunt, the tags you can get as a district, or a landowner tag for our property. Stutzman reiterated it's more about us thinking of the liability of coming on to the property. Simmons stated that it is a serious consideration. Director Woods pointed out is this a wildlife or a refuge area. Director Woods added he finds it hard to have a wildlife habitat hunting area that is open to just one person or one group, he finished up by saying he is leaning more towards no hunting and if there is going to be hunting on it he would rather auction it off. Crawford agreed there should be no hunting at this time, but if there is a reason in the future then readdress it. Dalton added it is now owned by a public entity, there is no more family. Wilson added he agrees with the group no reason to address it right now. Unless we get damage from a large elk herd out there then we can look at it. Director Woods would like to table this for the next three years until we can get a handle of what is going out there. Simmons asked how much longer do we have to create the Management Plan? Stutzman replied 13 months and she encouraged the board to come to a consensus tonight in regards to ATV use, hunting, and the gravel pad and shared access. **As a consensus, the board is not prepared to make any decision, since they are working on the Long Range Management Plan.**

**Progress on filling vacancies on the budget committee:**

(attachment F):

Gray informed the board that E. M. Easterly submitted his Budget Committee Member Application. Simmons will contact Sandra Schukar and Nancy Walker. Stutzman informed the group that Tom Finegan would like an application. Director Woods would like to have a Special Meeting in two weeks, Wednesday, April 22, 2020, at 6 p.m. via Zoom to review the Budget Committee Member Applications. Stutzman pointed out to Gray as soon as those applications come in to call the county to verify they are currently registered, voters. Stutzman emphasized to email Sandra Schukar and Tom Finegan and to inform them we need these by X date and get them cleared by X date. Woods added let's make sure they are sent out electronically or by the mail by Friday, April 10, 2020. Stutzman pointed out we need Nancy Walker's information. Simmons replied "alright."

**Spring Calendar of events:**

(attachment G):

Stutzman stated that she assumes next month's Budget Committee Meeting will be over Zoom. The publishing of it will say it's going to be via Zoom. There will also be a call-in number if you would like to participate, you will need to call the district to give us your information so we can email you, to prevent hackers. Director Woods informed the group that legally the packet needs to be available to the group at the same time. Beebe informed the group to save a tree by not mailing her a packet. Director Woods stated he will be in contact with Stutzman to work this out. Stutzman asked the group if the evening of Wednesday, April 22nd, 2020 at 6:00 p.m. works for everybody to have a half-hour meeting. Stutzman added the budget will be out to everyone on May 6<sup>th</sup>.

**The Annual Meeting:**

Stutzman added that the Annual Meeting will need to be addressed at the May Budget Committee Meeting as well. She could do slides online like an Annual Report of everything we have done, also post the display on the website and do something at the board meeting. Woods reminded the group we will have to adopt the budget at the June meeting, right? Stutzman replied, "right". Director Woods stated in June we will knock out all 3 meetings, at the Budget Hearing, we will accept the budget and have the Annual Meeting in between to give the auditor's report.

**DISCUSSION:**

Director Woods would like to have all three, Budget Hearing to accept the budget, Annual Meeting in between to present the Auditors Report and the Board Meeting will all happen in June. Stutzman stated she will have some visuals to be displayed on the website.

**INFORMATION:**

Director Woods would like to have more trees available this year for the native plant sale. Stutzman stated we have already worked on that. Stutzman informed the group she asked Morgan to email the plant growers to see what they are offering and get a head start on pre-orders. Brooks Tree Farm and Seven Oaks replied they don't know what their inventory looks like until late summertime for what will be offered for the fall. Stutzman added that the pre-order form was made, so when the growers say what their inventory is, we are ready. She continued to say if people do pre-order's they will need to order 50 or more stems.

**REPORTS:**

Simmons informed the group that the Policy Committee met via Zoom and covered two and a half chapters.

**NEW BUSINESS OR COMMENTS:**

Woods asked:

Dalton: He had no new business or comments.

Wilson: He had no new business or comments.

Simmons: He had no new business or comments.

Beebe: She had no new business or comments.

Crawford: He had no new business or comments.

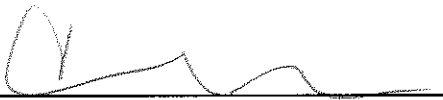
**Board vote for bid on plant establishment work at Smithfield Oaks:**

(attachment H):

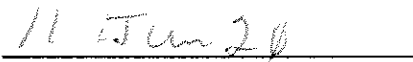
Stutzman informed the board that Bell has \$10,595.00 from an OWEB grant for Smithfield Oaks. Bell has asked for the required three bids, he requested four bids. Only one bid of \$9,917.99 came back. Dalton made a motion to accept the bid from Riedman Land Stewardship for Smithfield Oaks as presented, Simmons 2nd. No Discussion; passed.

ADJOURNED 7:55 p.m.

Respectfully submitted by Administrative Assistant Patti Gray on April 17, 2020.



Chad Woods - Chair



Date