

# Polk Soil and Water Conservation District

April 10, 2019

## Annual Meeting

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

*\*Attachments available on request\**

### In Attendance:

#### Directors

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

#### Staff

Karin Stutzman (DM)

#### Directors Emeritus/Associates/Guests

Ginger Simmons - Weyerhaeuser

### ANNUAL MEETING:

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

#### Annual Report and Audit Presented:

Stutzman informed the group of the work plan accomplishments and audit for Fiscal year July 1, 2017- June 30, 2018.

#### Work Plan:

Stutzman explained the office covers everything from technical assistance to the public, grant writing, writing articles for the newsletter Cultivating, hosting workshops, partnering with other agencies such as (ODA), attending bi-annual Local Action Committees and updating those plans, holding the Annual Local Working Group Meeting, community and land owner engagements, and forming the Salt Creek Technical Collaborative Group.

#### Audit:

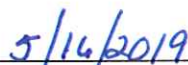
Stutzman stated it is the full financial report. Dalton spoke to the auditor and he reiterated everything is on the up and up.

Beebe asked if there were any questions from the group or public, there were no questions from all the attendees.

### **ADJOURNED 6:10 PM**

Respectfully submitted by Administrative Assistant Patti Gray on May 9, 2019.

  
\_\_\_\_\_  
Judy Beebe - Chair

  
\_\_\_\_\_  
Date

# Polk Soil and Water Conservation District

April 10, 2019

## Board Meeting Minutes

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

*\*Attachments available on request\**

### In Attendance:

#### Directors

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

#### Staff

Karin Stutzman (DM)

#### Directors Emeritus/Associates/Guests

Ginger Simmons - Weyerhauser  
Sam Plotkin – TPL (on telephone)

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Board Meeting to order at 6:10 PM. Directors Beebe, Woods, Wilson, Dalton, Crawford, Ford, and Simmons, and were present to start the Board Meeting. Introductions were made.

PUBLIC COMMENT: None

REVISION OF AGENDA: None

### PARTNER AND STAFF REPORT:

#### Sam Plotkin from TPL will give update on Smithfield Oaks acquisition

Plotkin stated he had a meeting with BPA. They continue being great partners in encouraging the great work. They are just finishing up some last minute wording on the land and water line easements to be ready for recording. The environmental study came back clear of concerns, now just waiting for minor fixes and then final sign off from the surveyors. He stated they secured an extension regarding the closing date due to the request of BPA's understanding of progress. He hopes all the due diligence items will be done by the end of June and acquisition by the end of July and into the hands of Polk County by the end of the summer.

#### The Water Line Easement:

There are just a couple of items to clean up, but he does not see any issues.

#### The Good neighbor agreement:

Will handled after closing.

## CHAIR REPORT:

### Committee member assignments:

Beebe stated she granted the three people's request that contacted her and that she left everything else the same. Some discussion. Committees are as follows:

- Personnel Committee: Beebe, Wilson, Ford, and Stutzman.
- Policy Committee: Crawford, Simmons, Beebe, and Stutzman.
- Fiscal/Programs Committee: Dalton, Crawford, Beebe, and Stutzman.
- Forestry Committee: Dalton, Wilson, and Morgan
- Land use Committee: Woods, Dalton, Simmons, and Bell.
- Agriculture Water Quality Committee: Morgan, Crawford, and Dalton.
- Easement Committee: Simmons, Woods, Wilson and Bell.
- Small Grant Team Committee: Crawford.

### Public Funds:

Beebe stated she is handing out information regarding Edwards Jones insured bank deposit program. Dalton stated Edward Jones will not be an investment choice after all, due to the State Administrative Rules.

## ACTION ITEMS:

### March 13, 2019 Board meeting minutes:

Beebe stated she received an email requesting changes when voting on the following topics:

### Stutzman pay raise:

Simmons and Dalton chose not to vote. Woods voted against.

### Budget Officer:

Crawford nominated Stutzman but voted for Woods. Wilson moved to approve the March minutes as revised Woods 2nd. No Discussion; passed unanimously.

### March Treasurer's Report:

Stutzman updated the group of the two separate one day Claudia rentals for March. Quarterly ODA state funding was received in the amount of \$13,735.50 toward Morgan's job, payments made to legal, payroll and other standard payments. Simmons made a motion to accept the March month's Treasurer's Report, Crawford 2nd. No Discussion; passed unanimously.

### ODFW Tax Deferral Letter:

Beebe suggested a question to ask ODFW would be to clarify if \$15,000.00 is per District or is that the total between the Districts? What is the portion for Polk SWCD?

### Budget Resolution second reading:

Beebe reminded the group this is to move monies from the Material and Services into the Personnel Services. Woods suggested reading page 69 of Local Budgeting Manual. Stutzman updated the group on a conversation with Rebecca Hall and offered to provide a copy of the email. Stutzman continued to explain Hall reviewed the resolution and the budget and suggested Stutzman do an intrafund transfer as per page 67 from the Local Budgeting Manual. Stutzman stated she followed Rebecca Hall's suggestion. Crawford moved to accept resolution 088-04102019 to be accepted as written, Wilson 2nd. No Discussion. In favor: Beebe, Crawford, Ford, and Wilson. Opposed Woods, Simmons and Dalton.

Transfer of bank signing authority:

Dalton explained with the change of the new Chair they need to change the signers at the banks. Woods made a motion by policy the Chair is the signer on the accounts, with the change of the Chair, Beebe is being added to be a signer on all the accounts and to remove Crawford as signatory from those accounts, Wilson 2<sup>nd</sup>. No Discussion; passed unanimously.

**COMMITTEE REPORTS:**

Fiscal Committee:

Dalton updated the group of Woods and his visit with Yamhill regarding QuickBooks, it's all similar. Woods added Yamhill had the same issues we are having with limitations in QuickBooks.

**INFORMATION:**

Budget Committee Update: (members and location)

Location:

Stutzman informed the group the Budget Committee Meeting will be held at the Volunteer Hall in Monmouth.

Members:

There are two openings for appointed. Dalton stated he bumped into Blair Wasson and claims Blair would be willing to do it. Simmons will contact Chase; Stutzman will contact Jim Clawson.

**NEW BUSINESS:**

LWC Letter: Beebe informed the group of the letter from LWC and asked the group to review the letter and be thinking if they would like to participate in funding. Some discussion regarding giving equal amounts to support council(s) around the county.

Budget Committee Meeting is May 16th

**ADJOURNED 7:58 PM**

Respectfully submitted by Administrative Assistant Patti Gray on May 9, 2019.

  
\_\_\_\_\_  
Judy Beebe - Chair

  
\_\_\_\_\_  
Date

# Polk Soil and Water Conservation District

April 10, 2019

## Local Contract Review Board Meeting

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

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Matt Crawford  
Brad Ford  
David Simmons

#### Staff

Karin Stutzman (DM)

#### Directors Emeritus/Associates/Guests

Ginger Simmons - Weyerhauser

### LOCAL CONTRACT REVIEW BOARD MEETING:

CALL TO ORDER: Judy Beebe Chair, called the Board Meeting to order at 8:00 PM. Directors Beebe, Woods, Wilson, Dalton, Crawford, Ford, and Simmons, and were present to start the Local Contract Review Board Meeting.

#### Discuss River Design Group as Engineering Consultant for Jont Creek Project:

Beebe updated the group that the 1<sup>st</sup> agreement covered everything Woods asked for. Stutzman directed the group to page G16. Woods made a motion to adopt ORS 279C.110 Section 3 Sub sections A-G as the hiring criteria for the project consultant for Jont Creek, Crawford 2<sup>nd</sup>, passed unanimously.


#### Hiring RDG as a consultant for Jont Creek:


Woods made a motion to accept River Design Group's proposal for being the Consultant on the Jont Creek Fish Passage Project, Crawford 2<sup>nd</sup>, passed unanimously.

The next meeting will be May 8, 2019.

**ADJOURNED 8:16 PM**

Respectfully submitted by Administrative Assistant Patti Gray on May 9, 2019.

  
\_\_\_\_\_  
Judy Beebe - Chair

  
\_\_\_\_\_  
Date