

POLK SWCD BOARD MEETING: VIA ZOOM

November 10, 2020

**CALL BOARD MEETING TO ORDER and INTRODUCTIONS:**

Chair Woods called the meeting the order at 6:05 PM.

**ATTENDANCE:**

Directors Woods, Beebe, Wilson, Ford, Crawford, Dalton and Simmons.

Director Elect Garnett, Alice Williamson and Nellie McAdams of Oregon Agricultural Trust, Bill Wainwright (guest) and Tom Wilson (Rhythm Admin).

PUBLIC COMMENTS: None

REVISION OF AGENDA: None

*At this time (6:15 PM) Pryor Garnett arrived.*

**STAFF AND PARTNER REPORTS**

Oregon Agricultural Trust Presentation (see attachment A): McAdams and Williamson presented information regarding the OAT program with a discussion about collaboration.

*At this time (6: 22) Bill Wainwright and Jock Dalton joined the meeting*

**VOTE:**

October Treasurer's Report (attachment B)

Money was transferred and checks deposited between various fund accounts to align with beginning of fiscal year totals and to begin to utilize the "Fund" accounting. Stutzman explained the new process as it will be for the Special Projects Fund. All money will go into the General Fund (pass thru income transfer), then a check will be cut from the General Fund to the SPF, then checks will be cut from the SPF to pay anything associated with the SPF expenses. If checks need to be cut back to the General Fund, they can be.

- Simmons asked about the plant sale income and Stutzman replied it will show up on next month's report.
- Woods discussed actuals from July to present and whether or not the contingency/unappropriated funds were being used until the tax base comes in completely.

**Beebe moved to approve the treasurers report as presented, 2<sup>nd</sup> by Wilson. Motion passed: 7-0.**

October Board Meeting Minutes (attachment C)

**Beebe Moved to approve the October Board Meeting minutes as presented. Dalton 2<sup>nd</sup>. Motion passed 5-0; Wilson and Ford abstain due to absence.**

OACD Board Positions (attachment D):

Stutzman explained she was running for the Northwest Region, which would be 2 hours monthly, and an 8 hour Annual Meeting.

- Simmons stated that OACD advocates for districts.
- Stutzman said she thought it would be a great opportunity for her and the district.
- Simmons asked if there is a time commitment for the position and she said it would be flexible based on her time and what she wanted to do.
- Dalton asked about the candidates and if they are both staff and directors.
- Simmons asked Stutzman her PECAN commitment. It is quarterly with some work around funding time.
- Beebe stated the personnel committee is recommending to the board that Stutzman is a candidate.

There needs to be two votes, one for Stutzman to be a candidate and another for the entire docket.

**Motion: The personnel committee recommends Stutzman be added to the docket for the vacancy ending in 2021, no second needed. Motion passed: 7-0**

- Simmons wanted to know if there is no other hire to do community outreach, can Stutzman do it, and she said she would like to.
- Discussion regarding the short timeline (one year) and the other opportunities it would offer the district.
- Ford commented on the opportunity for career development.
- Dalton would like Stutzman to monitor the time she spends on the position.

**Wilson moved to approve the OACD election ballot, 2<sup>nd</sup> Dalton Motion passed: 7-0**

Hiring another Outreach Coordinator/Clerk (attachment E)

Stutzman explained the rationale behind the proposal and presented the work load sheet which showed the activities not getting done. She presented a proposed budget for paying for a FTE. Woods explained budget wise, the district has the money, but make sure the position is fulfilling the need of the technical people.

- Simmons asked about the manager's technical work funding and Woods said it was 16 hours a month. He said we should be tracking hours on contract work. District must meet the obligations of the grant. Stutzman showed the line items and explained how she reports on ODA and NRCS: CREP and RCPP.
- Simmons would like to see what the new farm specialist would get done. Stutzman said they would not do any of the tasks she presented to the board. The specialist would be 13 hours a week and focus on small farms and partners. Woods asked about the extensions expectation,

and Stutzman explained the goal would be a small farm school tract as well as combined events with the district.

- Woods asked about the long range business plan and if the shared extension staff would fit the mission of the district. Stutzman explained it would foster soil and water conservation on small farms.
- Ford asked about what kind of education background would the new position need? Stutzman replied education can vary and will be decided once a job description is finalized.
- Woods suggested to postpone the vote until the personnel committee defines the position.
- Beebe said, [not only had the Personnel Committee considered it last year, it was also discussed during our Budget considerations.](#)
- Woods wants specific qualifications and Ford said it should be locked into a slot on the pay scale.
- Ford also stated he would like to have specific hours, tasks and make sure all the requirements of RCPP is covered.
- Stutzman replied that is the goal to free Bell to focus on RCPP.
- Garnett suggested the position would be the administrative foundation to let the staff succeed if the money is in the budget.
- Wilson wanted a job description and minimum qualifications from Stutzman

Woods explained we would move forward with the hiring process and postpone a vote until the details are flushed out by the personnel committee.

## COMMITTEE REPORTS

Finance: Woods met with the auditor and the District is getting a clean report.

Personnel Committee: Working on the employee handbook. Would like to pull out the manager's position to a separate document.

Policy: Waiting on the employee handbook. Woods want to have ORS pulled out of policy and put into an appendix, could be several months before this is completed.

Ad Hoc - Sign placement project (whether and where other signs will be placed). How many signs?

**Simmons moved for authorizing 5 additional signs. Wilson will compile plans, costs, and permissions with no new money for new signs. 2<sup>nd</sup> Dalton. Motion passed 7-0**

Personnel Committee Recommendations for Policy Manual & gift cert (attachment G)

Director Wilson described the personnel committee's discussion of the policy manual.

He suggested a **\$50 thank you gift card for staff (and Tom Wilson, Rhythm Admin) in dealing with the extraordinary year. Recommendation from the committee, no second needed. Motion passed 7-0.**

## NEW BUSINESS

Renewal of Rhythm Admin Contract: add in it will continue on a rolling basis and account for paying mileage. **As a continuation of a contract it can be done by consensus. By consensus the board extended the contract with mileage.**

Chair Woods adjourned the meeting at 8:15PM.