

# Polk Soil and Water Conservation District

## August 8, 2018 Board Meeting Minutes

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

*\*Attachments available on request\**

### In Attendance:

#### Directors

Frank Pender (Chair)  
Mike Wilson (Secretary)  
Chad Woods  
Jock Dalton (Treasurer)  
Matt Crawford (Vice Chair)  
David Simmons  
David McKibben

#### Staff

Karin Stutzman (DM)  
Patti Gray (Admin Assistant)

#### Directors Emeritus/Associates/Guests

Judy Beebe - Associate  
Eric Nusbaum - ODA

### BOARD MEETING

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

PUBLIC COMMENT: None

### ACTION ITEMS:

**UPDATED AGENDA:** (see draft Finance Committee Meeting Minutes) Pender called for additions to the agenda. Stutzman would like to add review of the Finance Committee meeting minutes as part of the Treasurer's report. Karin read the draft Finance Committee minutes from their meeting. Simmons stated "So in June I thought we had asked to have the checking deposit ledgers?" Stutzman replied "Well instead we just had a Fiscal Committee meeting where we talked about everything. I think that would be a question that could probably be addressed to the Finance Committee on a go forward basis if that suits the board." Dalton replied "Just looking at the Policy, we should be looking at those more often." Beebe informed the group by stating "I do look at those personally every month. As a Finance Committee member, I do that, and as an accountant." Discussion about how often to meet as a committee. Simmons asked if the Check and Deposit ledger was going to be provided to the board as discussed in the June meeting. McKibben asked if it was a formal board vote, group decided no it was not. Pender asked McKibben if he would like to make a motion to formalize the request, McKibben replied "Yes, I move that we have the check and deposit ledgers available for review at each meeting." McKibben motioned and Simmons 2<sup>nd</sup>. Motion passed unanimously. Wilson commented that he would like to limit amount of board time used to review those at the actual meeting, Pender stated it's just a piece of paper out there for members if they have any questions.

**TREASURER'S REPORT:** (see attachment A): Simmons stated in looking from the July 2017 thru May 2018 report regarding budget versus actuals, on the line Audit/Legal/Insurance the dollar amount was \$14,443.32 but current report shows \$9693.32. Simmons stated, "That number should have gone up not, down right?" Some discussion. Stutzman replied by trying to remember why she may have changed the line item from 3 months ago and stated "When I receive an invoice that comes after a certain time frame I can't put it before that time frame." Discussion about all this being with in the same fiscal year, so why different? District Manager stated that she decided to move it to the next fiscal year to try and keep the budgeted amount within what was allocated for the 2017-2018

QuickBooks or table it & have Karin and Judy look in to it. The group agreed to table it. Was there a vote to approve subject to checking on this??

**JUNE BUDGET HEARING MINUTES:** (see attachment B): ??? What was the vote???

**JUNE BOARD MEETING MINUTES:** What was the vote????

**JULY BOARD MINUTES** (see attachment B): Discussion. Wilson asked if Dalton was moving to delegate creating a Board Censure Resolution to the Chair and Dalton stated, "No, I was asking for a letter of reprimand." Discussion. The recording from Matt Crawford needs to be checked for clarification. Discussion. **Wilson moved to accept the July's Board meeting minutes, subject to verifying the language from Matt Crawford's recording, Dalton 2nd. No Discussion; passed unanimously.**

**RECOMMEND PATTI BRITT BECOME A REGULAR FULL-TIME EMPLOYEE:** Karin informed the group Patti is doing a great job and she is good with customers, she helps out a lot with the whole office, Dalton added there is still a learning curve. Wilson moved to accept recommendation Patti Britt become a regular full-time employee, Simmons 2<sup>nd</sup>.

**VEBA Board Resolution #080-080818** (attachment C): Stutzman informed the group this is a document the Insurance agent needs in order to set up the VEBA Account (Health Savings Account). **Some Discussion. Dalton moved to adopt the Resolution #080-080818, Simmons 2nd. No Discussion; passed unanimously.**

**VEBA Employer Policy** (attachment D): Simmons asked to clarify if this policy was submitted by the insurance people. Karin confirmed it was and explained they need to have both of these documents before they can establish those accounts. **Dalton moved to accept the Policy change and add it to the Employee Handbook, with a link back to the VEBA Employer Resolution, Wilson 2nd. No Discussion; passed unanimously.**

**Letter to ODA/ Board Censure** (attachment E): (see handout # 1): Instead of addressing a draft letter to ODA or a Draft Resolution of Censure, Dalton proposed to adopt a different resolution, the preface of which would be: **"Whereas the board having concerns about the allegations made by Karin Stutzman against David Simmons and desiring broader involvement in the investigation thereof here by resolves to create a Special Personnel Committee to investigate the allegations and recommend to the board actions to be taken to resolve the issues."** Dalton passed out a handout with a description of the proposed committee. The idea would be to transfer handling of the letter to ODA regarding possible ethics violations and of how to address concerns regarding Director Simmons to the committee. Pender stated, "Just for these two items right," and Dalton agreed. Crawford stated, "This special committee only exists for matters between Simmons and Stutzman?" Dalton said, "Simmons, Stutzman, and what's involved with the District." Crawford said, "Is that the only thing the SPC will deal with?" And Dalton stated, "Yes, that was right." Crawford asked, "This is not for future instances between other employees?" Dalton said "No, because once the matter is resolved, the board dissolves the special committee." Crawford stated, "What if the board doesn't resolve the committee?" Dalton stated- "Well that is up to the board, but the purpose of the committee is to resolve matters between Simmons, Stutzman, and the board." Pender said, "Then the letter to ODA and the Censure Resolution will be put aside, and the committee will deal with the matters from here? Even with the violation of ORS 244.040 sub 1?" Dalton stated, "Ok read out the ORS then, the language of the statute." Pender stated that he didn't have the meaning of ORS 244.040 sub 1 in front of him, then Dalton asked why Pender was referring to that statute? Pender stated that there was a potential issue with this statute that was discovered and is in relation to the board, and is that covered in this new resolution? Dalton stated, "No, the resolution is that the board is taking action, but it is just changing who it is assigning the job to." Pender stated, "I see." Discussion around committee just looking again at investigation, will tell the board what they found and will bring recommendations back to the board, and the board will act from there and vote on what to do. Dalton suggested that he, Woods, and Wilson be the three board members elected to the special committee, all agreed. Dalton moved the Board draft a resolution to make this new Special Personnel Committee, using language provided by Director Dalton, Wilson 2nd. Simmons abstained. Discussion; motion passed with 6 in favor and one abstention.

## DISCUSSION:

Should we implement regular meetings for committee groups?? Finance committee should meet once a month for the next few months at least, go back to following policy as written. After a few months, the committee can decide if they want to continue on meeting monthly, or adjust as they see fit. Woods explained the Office Manager is supposed to open up the mail, date stamp it, initial it, make a copy of it, seal it, sign it & hand all those over to the Chair of the Fiscal or the Chair of the Board for review by policy. The originals are to be brought to meeting by the Office Manager to be passed around so that everybody gets to look at them. This is part of the internal controls.

Mike Wilson suggested that the policy committee should meet soon as well to revise some of our current policies.

## INFORMATION:

- **Deadline for Submission of Declaration of Candidacy for Director and Petition for Nomination Signature Sheet by 5 p.m. AUGUST 28, 2018, you will need 10 or more signatures from registered voters who reside in the District and verification of those signatures from the county elections official before turning the form in to ODA.**
- ODFW Tax Deferral Program update  
Stutzman updated the group by explaining it is resting on the vine. Jason Faucera and Jim Cathcart will meet with ODFW later in the year and get clarification on what ODFW leadership wants to do, but nothing more will be moving forward until the fall, earliest.
- Noxious Weed letter of concern from B. Wainwright (*attachment H*)  
Dalton stated how bad the weeds are, they are the worst they have ever been at HWY 99 & 22. Since Eric Nusbaum – ODA was attending meeting, Eric encouraged the group to write a letter to local ODOT regional person with General Concerns: not addressing right of way. Write a letter to OR State Weed Board with your general concerns. The Weed Board is the enforcement. Discussion. Farm Bureau, Oil Seed producing, Cap Press, Statesman Journal, Woods made a motion to have letters drawn up to Department of Transportation and to the Department of Agriculture –like looked into, need to maintain right of way from noxious weeds, use paragraphs from Bill's letter. Try to list as class a or b weeds, statute requires entities to deal with these. Dalton 2<sup>nd</sup>. Pender added he would like the Board to see the letter at the next Board Meeting before it is sent out. Motion passed unanimously.

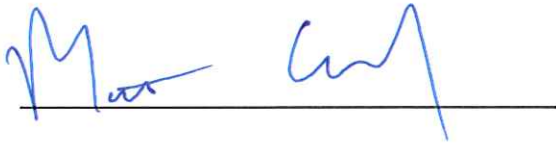
## REPORTS:

- Watershed Councils:  
Simmons informed the Board Lucas's new office is coming along nicely.  
Stutzman- LWC is working on strategic planning, finding pots of money for outreach efforts  
Woods – Jackson & Lucas Hunt asked him for help with water primrose Basket Slough drainage Weed Control State Board Grants
- Chair – Fire Level is 2 – Weather should be cooler next week 30% Tuesday.  
Dalton – stated burning trash  
Woods mention motor home south of Independence & Log truck dragging a chain.

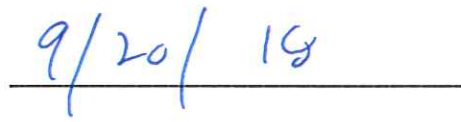
- Eric Nusbaum –
  - ODA: informed the group Manette Simpson has retired and moved to New Mexico.
  - SWCC – had a Tri - State (Oregon, Washington and Idaho) training. Oregon does things very differently from other states.
  - Trainings: He has offered to come in an hour before the October Board Meeting to do any requested trainings. Karin and Eric had discussed putting Eric on the October Agenda. Will be updating SWCD Guidebook in the fall.
  - Directors Training 2019: Will be sometime in January, February or March of 2019.

ADJOURN 7:15 PM

Respectfully submitted by Administrative Assistant Patti Gray on August 17, 2018.



Matt Crawford -Chair



DATE