

Polk Soil and Water Conservation District

October 10, 2018 Board Meeting Minutes

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

Attachments available on request

In Attendance:

Directors

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

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

Mel Chase - Associate
Judy Beebe - Associate
Eric Nusbaum - ODA
Sandra Schukar
Ginger Simmons

BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Matt Crawford Chair, called the Board Meeting to order at 6:08 PM. Directors Crawford Wilson, Woods, Dalton and Simmons, McKibben, Lamers and were present to start the meeting. Introductions were made.

PUBLIC COMMENT: None

Updated Agenda: None

ACTION ITEMS:

June Treasurer's Report: (see attachment A):

Stutzman informed the Board that Crawford asked her to go over the explanation for Simmons finances question back in August. Simmons explained he went back and found the September packet and found the explanation in there. Crawford agreed the current tracking system is difficult to track the money in. We need to figure out a way to do that better. Finding that way is what we need to do. As an agenda item for next month we need to take some time and take our first steps forward on trying to figure out exactly where we want to go to streamline the whole situation. *Simmons moved to approve the Finances as presented to allow for some discussion, Woods 2nd. Discussion; passed unanimously.*

Re-Vote additions/corrections to June Budget Hearing and June Board Meeting Minutes: (see attachment B):

Woods explained the Board cannot "re-vote". They can only do an affirmation of what we voted for. Crawford, Wilson, Woods, Simmons and Dalton affirmed that they voted yes to adopt the budget and to approve the June minutes. McKibben and Lamers were not present at June Budget Hearing or board meeting and had no affirmation.

Appropriations Resolution: Crawford, Woods, Wilson, Dalton and Simmons, affirmed that they voted yes to accept the appropriations.

Re-Vote additions/corrections to July Board Meeting Minutes (if needed, there is a correction reflected in the August minutes to fix the July minutes): (attachment C):

When the Board came out of their Executive Session in September, there was a note from Director Wilson stating that the July Meeting minutes were incorrect. Stutzman wanted to make sure that the Board knew that the August meeting minutes reflected the correction to the July minutes. Dalton moves to correct the July Minutes to read a "letter of reprimand, not a censure resolution." The correction should be made in the July minutes and have Matt sign the corrected minutes. **Woods motioned to accept the July Meeting Minutes as presented. Wilson 2nd. Discussion; passed.**

August/September Treasurer's Report: (attachment D):

Simmons mentioned that the Contracted Services were 49% of the yearly budget. Stutzman explained we have some money in the general fund for expenses that go along with Contracted Services, but most of the expenses for contracted services are incorporated into a grant. Stutzman assured the Board that she would keep them informed of major changes. **Simmons moved to approve the financials as presented. Woods 2nd Discussion; passed.**

September Board Meeting Minutes: (attachment E):

Lamers noticed some problems on the September Board Meeting Minutes. Under the OWEB Grant/Rock House Creek: core should be Corps, James Reedman, should be James Riedman and the property he talked about is South West of Monmouth. Simmons stated acers should be acres. Nusbaum commented his last name should have one "s". **Wilson moved to Accept with the corrections Dalton 2nd. Simmons and McKibben abstained they did not attend meeting. No Discussion; passed.**

Special Board Meeting Minutes (renewing a Certificate of Deposit, Void Resolution 082-091218?)(attachment F):

Crawford mentioned that Simmons was on the telephone and he was wondering if it should be noted on the minutes. Woods explained the reason he needs to withdraw his original motion is because it was too specific regarding his motion. Crawford also explained that the original motion was too specific. Nusbaum from ODA suggested in order to keep things clear and cleaner in the minutes Woods should withdraw the resolution. **Woods motioned to withdraw Resolution # 82-092618 Dalton 2nd. Lamers and Wilson abstained. No Discussion; passed.**

Special Board Meeting Minutes (Void Resolution 83-091218?)

Stutzman reminded the Board this resolution was to add Wilson as a signer. Woods explained "This one is for Washington Federal. Wilson is not a signer on it, the other three are on this Cornerstone Fund. If we add Wilson then we all have to resign the Signature Card. For the duration of the year and I don't see we are going to need his signature. We do need to make sure the OSU Federal Signature Cards are up to date with Wilson as a signer though". No Vote.

Polk SWCD Committee appointment updates to replace Frank Pender's assignments until January 2019 (attachment G):

Matt stated he would appoint people to replace Frank Pender's assignments. Crawford informed the Board that he has made changes to the Committees chart, so be aware of those changes. Those are the committee's we are on until the beginning of the year. No vote.

DISCUSSION:

Bank Signature Cards What is left to do?

Crawford asked Dalton and Woods if they have gone to all the banks to start the process on the signature cards. Crawford also stated he went around, but an original signer needs to initiate the process. Dalton stated he went to Washington Federal and Citizens. Crawford instructed Woods to do the other two, and inform Crawford and Dalton so they can go in again to do the rounds and be added to the signature cards.

Executive Committee Meeting Minutes from September 2018:

Crawford informed Nusbaum that they had an Executive Committee meeting in September and we need to accept the minutes from that meeting. Crawford is assuming they need to go into Executive Session to do so? Nusbaum explained Executive Minutes are not approved. They are just kept and sealed. This is why Executive Session Minutes are recorded and not written. So, there can be no dispute if they have to be unsealed because of a court date or something like that. In the future you might want to record an Executive Session. Nusbaum went on to explain the Executive Meeting Minutes need to have the following: called to order, public comment, went into Executive Session and came out of Executive Session. Dalton has the minutes; he was just waiting for the directions on what to do with them. Crawford instructed Dalton to submit the minutes to Crawford. Nusbaum suggested the Board could use the specific reason as "Review Documents that are exempt from Public Records."

New Board Member Packet went out to Terry Lamers:

Stutzman informed the Board we gave Mr. Lamers a USB stick with a New Directors Pack. Woods and Crawford asked Stutzman what is on the USB flash drive. She replied it has the following: Policy Manual, all the Board Resolutions, Budget Manual, the state Budget Manual, Personnel Policy Manual, NRCS Agreement, Long Range Business Plan. Beebe suggested giving one to everyone after the Election. As an aside, USB sticks were handed out to all directors with the personnel and policy manuals on them.

Long Range Plan:

Woods mentioned that the Long Range Business Plan has not been updated on the website. Stutzman informed the Board the Long Range Plan is a 10 year Plan, good until 2023. Woods stated policy states the Long-Range Plan is good for 5 years. Nusbaum from ODA reminded Woods the statues state you have to have one that is good for at least 90 days or 100 years, we suggest 3-5 years and it could even be on a napkin. Simmons stated we need to finish the one we started. We just didn't get to the last three category items. Stutzman stated she is working on additions and changes. Crawford would like to review a draft copy of it for the November Board Meeting.

Unappropriated Ending Fund Balance:

Crawford stated preliminary to the next month's meeting of us trying to get a better understanding of our budget and our accounting, does anyone have anything to add to this. Woods replied he is going to offer a resolution in regard to changes he would like to see in our current budget. Woods passed around a piece of paper. He stated I believe the format we have been using is from 2014 and it's obsolete. November of 2016 they changed it. Beebe suggested that the Board Members should take a Budget Training. Stutzman has spoken to Department of Revenue they have offered to do personalized board training. Board asked Karin to type up the resolution. Stutzman suggested that the Finance Committee look at it first, Wilson stated he thought that was a good idea.

4H Sponsor:

Woods explained in the past the office has paid a \$35.00 award that sponsors a dinner and a plaque for a 4H'er for their award banquet. The plaque is an award to the winner of the speech. Usually 40 kids are there. Stutzman we could take money from the awards allocation. *Woods would like to have permission to have staff make arrangements for this sponsor.*

OACD Strategy Meeting in November:

Simmons informed the Board that the OACD meeting is at Agate Beach in Newport on November 14 and 15. The meeting will be to make a Strategic Plan. This meeting is for directors and managers. It's an opportunity to network with other directors. It coincides with our meeting date. Woods suggested we move the date. Stutzman suggested moving the meeting to Tuesday the 13. Simmons asked if Stutzman will set up registration for them. **Dalton moves to change the November Polk SWCD Board Meeting Tuesday November 13, 2018. Woods 2nd. Discussion; passed. Woods**

motioned to have staff pay OACD the minimum of \$1000.00 this year to get voting rights. Dalton 2nd. Discussion; passed with 6 in favor, Mckibben voting No.

Smith Field Oak Update:

Stutzman informed the Board that The Trust for Public Land went through some layoffs. A gentleman who is now handling the transaction is coming out on Monday from Seattle. He is coming out to see the property with the landowner, then stop by her the office and talk with Karin. He has an extension for their real estate contract between the sellers and The Trust For Public Land, it goes through the end of March. The survey is all done, the conservation easement has been looked at and passed around, it's in BPA's hands now, and the BPA agreement is good through next fall. Even though we are in the third year, they are saying we can have the money. Appraisal is almost done. Woods mentioned at the first of the year we may need to do an amendment and go through the budget process to move the O& M funds from the sale to an appropriated line item. He asked Stutzman to keep the Board posted.

Policy Question?

Crawford wanted to discuss the policy regarding minutes. Woods replied the minutes need to be posted for the public 7 days prior to the meeting. The Board voted on one extra day so staff can put material on the agenda. Woods went on to say minutes have to be sent out ten days to the Directors after the meeting. So the information is fresh in everyone's minds. Stutzman clarified 10 business days. Beebe added its working days which do not include Saturdays or Sunday's or Holiday's. Stutzman stated there are caveats to that and suggested Woods explain them. Woods explained the caveats. Stutzman agreed with Woods in regard to what the policy says, but in the past, the board has just reviewed for typos in the minutes at the next board meeting. Stutzman explained the importance of the board reviewing the emailed draft and providing responses 3 days ahead so the recommendations for changes can be made in a timely manner before the actual meeting. The chair took another poll of Directors as to how they want the packet delivered to them.

INFORMATION:

Finance Committee Meeting minutes from September: (attachment 1)

Gray provided Dalton with the September 2018 sealed copies of bank statements before the Board Meeting started.

Caller I.D. for District phone numbers (Century link database)

Crawford explained the basic idea is that the District number is connected to a landline number. If you are with the same provider, Century Link, it comes up correctly. If you are not, it can come up with weird things. You can set up our number by creating a contact in your phone, then the odd display will go away.

NRCS TA Assistance Grant application out in October:

Stutzman explained the grant did get released last Friday. The District is planning on working with Evelyn, we have two certified planners and some of the work they need help with is also part of our long-range planning and goals for the board, such as soil health, and healthy forest practices. We are going to apply for funding to help us get work on the ground. It's due in December.

REPORTS:

Beebe: Explained she was at the Luckiamute Watershed Council Board Meeting and it was essentially a strategic planning meeting.

Simmons: Glen Gibson is moving forward with the collaboration grant with Rickreall. Have interview set up this month with Council Members and the consultants. In November we have a group get together to put idea's together by the end of the year. Then implement after the first of the year.

Staff: Stutzman informed the board that Morgan is working on a CIG (Conservation Innovation Grant) with NRCS money. This money is awarded to a landowner who has come up with an affordable masticator that you can put on the front of

a tractor to clear brush 3 inches or less. This grant would help him flesh out this idea. Jackson is also helping us catch up on some small grant stuff that was left behind, also working on Salt Creek issues. Bell: got 75 acres enrolled in CREP this past month. RCPP Applications are coming in for Oak Restorations

The Native Bulb Sale is going on. Stutzman is working on the Long-Range Plan, the NRCS Technical Assistance Grant, and just starting to plan Annual Meeting, January 10, 2019. We are doing good and keeping busy.

Audit Report: Rich has all the information and QuickBooks files. He is supposed to get back to Karin to schedule a time to meet in October.

Management Plan for Corner Stone finished and now it's with USFWS and they will forward it to BPA.

Salt Creek Flooding Group:

Crawford stated the group met 10 days ago and some land owners and a few other interested parties to help find a way forward. Karin has been very helpful to bring that together. Stutzman's next step is talking to the water master to see what we can do there. What options do they have these days with today's restrictions? Crawford stated there were people who wanted to dig big canyons through the Coast Range to the ocean and then others who thought nothing could ever be done and a whole bunch of people in the middle.


Wilson reported he is wrapping up fire season and he has been up at Willamette Falls are the projects going on

Woods reported he wanted staff to be informed he is getting positive feedback from farmers he saw. Thank you for the follow up and good luck trying to get some plans for them.

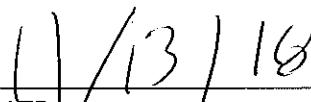
McKibben reported that Polk County has been determined to be in a drought. Stutzman informed the board a claim can be filed up to 8 months.

ADJOURNED 8:27 PM

Respectfully submitted by Administrative Assistant Patti Gray on October 18, 2018.



Matt Crawford - Chair



DATE