

POLK SWCD BOARD MEETING MINUTES
December 13, 2023 - 6:00 PM – 8:00 PM
Recording and attachments available on request

 Draft
 X Approved

CALL BOARD MEETING TO ORDER: Chair Wilson called the meeting to order at 6:00PM at the Polk SWCD Office, 580 Main St, Suite A, Dallas, Oregon. Introductions were then made.

DIRECTORS:	STAFF:	GUESTS:	ABSENT:
Michael (Mike) Wilson, Chair	Kevin Porter	David Simmons	
Chad Woods, Vice Chair	Marc Bell	Kristen Larson	
Pryor Garnett, Secretary	Morgan Neil-Zoom	Russell Ries	
John (Jock) Dalton, Treasurer-Zoom	Beth Thiel-Zoom		
Donna Champeau	Evelyn Conrad		
Eden Olsen			
Lindsay McClary			

PUBLIC COMMENTS

No public comment.

REVISION OF AGENDA

No additions or revisions were made to the agenda.

CONSENT AGENDA

Eden Olsen made a Motion to approve the consent agenda. Pryor Garnett Seconded. Discussion: Jock Dalton stated that he would not be voting on the November 8th Board Meeting Minutes, as he was not present for that meeting. The November 8th Board Meeting Minutes were pulled from the consent agenda. Eden Olsen amended her Motion to remove the November 8th Board Meeting Minutes from the consent agenda. Pryor Garnett Seconded. Motion Passed Unanimously. Items in the consent agenda include, the staff reports, District inventory updates, and the OACD Board election results.

Pryor Garnett made a Motion to approve the November 8th Board Meeting Minutes. Lindsay McClary Seconded. Motion Passed Unanimously. (Jock Dalton voted Present)

DISTRICT MANAGER REPORT

Kevin Porter presented his report to the Board. Kevin Porter took a moment to recognize staff, especially Morgan Neil and Beth Thiel for their work with the OSU Extension Office. Polk SWCD was one of four businesses to be awarded the Cooperator Award by OSUEA. Kevin Porter stated that it was very nice to be recognized with other big businesses. He noted that Polk SWCD has been partnering with the OSU Extension Office to put out the quarterly Cultivating newsletter. There was discussion regarding publication of Cultivating, who it reaches, and the future plan for the publication. Kevin Porter reviewed the District's partnership with OSU Extension Office. He stated that Beth Thiel is working hard on getting the Weed Board Grant completed. He reviewed the types of weeds that the District will be tackling with this grant and the locations they are currently in. He reviewed other grant awards that the District has received and current grant opportunities. He reviewed potential projects for the Districts.

COMMITTEE REPORTS

Property Committee:

Lindsay McClary reviewed the meeting with BPA with the Board. She noted that she has been following up with them regarding the LMP for Smithfield Oaks. She stated that there was a meeting with the Local Government Law Group regarding the access issue at Smithfield Oaks. She stated that they are looking into

other potential access areas. She stated that work will continue on these issues in the next Committee meeting. Kevin Porter noted that Local Government Law Group was recommended to the District by another District and that they specialize in local government.

Finance Committee:

Jock Dalton reviewed the financial statements and funding that has come into the District with the Board. He stated there are two CDs that are currently up for renewal. He stated that the Smithfield Oaks account is reaching its insurance limit, and the District will need to find another bank to put funds in. Pryor Garnett stated that the finance portion of the District Policy has been on hold and that he would like the Finance Committee and the Policy Committee to work jointly on this section. Chad Woods suggested that the internal controls be updated, as well. Jock Dalton stated that there is a considerable amount of money in the District's LGIP account and that there have been concerns in the past about the State borrowing that money. The District has limited the amount of funds left in this account because of that concern. However, he stated that those prior concerns no longer seem to be an issue. Kevin Porter gave an update on his search for a new accounting agency.

Chad Woods made a Motion to approve the financial reports as presented. Donna Champeau Seconded. Motion Passed Unanimously.

Personnel Committee:

Donna Champeau stated that the last Personnel Committee meeting was regarding Kevin Porter's evaluation. She thanked the Board members for completing their evaluations. She stated that the Committee also discussed a COLA increase at the last meeting and would like to recommend a 4% increase for staff to the Board. Mike Wilson noted that the Board decided a couple years ago that if the decided increase was 2% or under, it would automatically be capped, if it were over 2% that it would be brought to the Board for a vote. Pryor Garnett noted that as this is a Committee recommendation, there does not need to be a second for the Motion and is open to discussion and a vote. Chad Woods stated that he would not be opposed to the increase. Pryor Garnett questioned what the increase was last year. Donna Champeau stated that it was 6% last year. Lindsay McClary stated that she would support a 4% increase. Pryor Garnett stated that he would also support the increase. Mike Wilson noted that this is a COLA increase and not a merit increase. He noted that costs have gone up for everything. Motion Passed Unanimously.

Pryor Garnett noted for the record that Russell Ries has joined the meeting.

NEW BUSINESS

Kristen Larson, Luckiamute Watershed Council, presented her report regarding Polk SWCD provided funds. She stated that she really appreciates the District's contributions and that it gives them a better opportunity to match grants. She reviewed how the funds had been spent and gave an update on those projects. She stated that she has accepted a new job and will be leaving the Luckiamute Watershed Council, with her last day being January 12th, 2024. She stated that she appreciates the partnership with Polk SWCD and is confident that it will continue. Lindsay McClary thanked Kristen Larson for her work on the Watershed and stated that she will be a big asset to Business Oregon but will be missed. Mike Wilson thanked Kristen Larson for her report and thanked her for her work with the District.

AUDIT PRESENTATION

Russell Ries presented the 2022-2023 Audit. He stated that the District is receiving a clean and unmodified opinion on the financial statements as well as a clean opinion on the Oregon Minimum Standards. He reviewed the Audit Reports with the Board. Chad Woods made a Motion to accept the 2022-2023 Audit. Lindsay McClary Seconded. Motion Passed Unanimously.

POLK SWCD ANNUAL MEETING

Kevin Porter reviewed Resolution #103-12132023 Establishing the date of the Polk SWCD Annual Meeting with the Board. He noted that this meeting would not be able to be held before the January Board Meeting due to publication requirements. He suggested that the Annual Meeting be held on January 18th, 2024 at 3:00 PM. Pryor Garnett made a Motion to approve Resolution #103-12132023 as presented. Lindsay McClary Seconded. Motion Passed Unanimously.

BOARD MEETING TIME CHANGE

Lindsay McClary stated that she feels it would be healthy for the Board to have an annual discussion regarding the Board Meeting times. She stated that she would prefer the monthly Board Meeting be held during regular business hours. She stated that the current meeting is already running behind on time and would like to continue the discussion in January. There was discussion regarding potential meeting times.

ODFW PRIVATE FOREST ACCORD GRANT FUNDING

Kevin Porter stated that Marc Bell is working very hard on an application for the Private Forest Accord Grant. He stated that staff is very excited about these potential funds because they can be used on the District's properties. He noted that these funds would allow for multiple years of work. He stated that it does have to be tied to fish habitat. Cornerstone has a seasonal stream that is listed as a trout habitat on ODFW's map, making it eligible for this grant. Kevin Porter and Marc Bell reviewed some potential projects that these funds could be used for. There was discussion on whether bridge repair should be included in the application. Kevin Porter noted that if these funds are awarded, they would not be received until the next fiscal year. Pryor Garnett questioned whether current staff would be able to take on these projects. Kevin Porter stated that if these funds are awarded, there would need to be a serious discussion about adding another employee in the next budget cycle. Marc Bell noted that these funds would also allow the District to purchase equipment to handle more of the maintenance on the properties, rather than hiring a company to do them. Kevin Porter noted that the equipment purchased could also be used by local landowners, as well.

EXECUTIVE SESSION

Mike Wilson stated that the Board will be convening in Executive Session under ORS 192.660(2)(i) and 192.660(8) and asked everyone to that was not a current Board Member to exit the meeting.

The Board convened in Executive Session under ORS 192.660(2)(i) and 192.660(8) at 7:47 pm.

The Board reconvened in regular session at 8:06 pm.

Jock Dalton made a Motion to approve a 2% salary increase for Kevin Porter. Donna Champeau Seconded. Motion Passed Unanimously.

Meeting adjourned @ 8:09 pm by Mike Wilson.

Respectfully submitted,

Hayley Iverson

Administrative Assistant