

POLK SWCD ANNUAL MEETING
DECEMBER 14, 2022 - 6:00 PM - 8:00 PM
Recording and attachments available on request

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CU X Approved

CALL ANNUAL AND BUSINESS MEETING TO ORDER: Chair Woods @6:00PM. Introductions were then made.

<u>DIRECTORS:</u>	<u>STAFF:</u>	<u>GUESTS:</u>	<u>Absent</u>
Chad Woods, Chair	Marc Bell	Evelyn Conrad, NRCS	Donna Champeau, Director-Elect
Judy Beebe, Vice Chair	Morgan Neil	Lindsay McClary, Director-Elect	Jane Keppinger, Staff
Mike Wilson, Secretary	Hayley White	Eden Olsen, Director-Elect	
John (Jock) Dalton, Treasurer	Kevin Porter	Toby McClary	
Pryor Garnett		Michael Lind-Zoom	
David Simmons			
Brad Ford-Zoom			

PUBLIC COMMENTS

No public comment.

REVISION OF AGENDA

No additions or revisions were made to the agenda.

YEAR IN REVIEW AND ANNUAL REPORT: The annual report was distributed for fiscal year 2021-2022 and briefly discussed. Porter, District Manager stated things were going well.

Neil stated the final report will be available on the website tomorrow. Neil and White both stated it had been great working with OSU Extension and staff from the SWCD this past year. Looks forward continuing the working relationships. Wilson highlighted the outreach.

ANNUAL FINANCIAL AUDIT FOR 2021-2022: Finance Committee reviewed the draft report. Found no issues or concerns. The Finance Committee recommends approval of the report and was passed unanimously by a roll call of the directors.

REMEMBERING THOSE THAT HAVE PASSED: Woods mentioned all those who have passed away this year who were directors or affiliated with the SWCD. Woods asked for cards to be sent to the families and the entire board recognized and thanked them for their service. Dalton moved and Simmons seconded a motion to send sympathy cards to the families. Motion passed.

THANK YOU AND RECOGNITION: Porter stated we had cards for all the directors and awards for the outgoing directors to thank them for their service. Marc Bell, Senior Conservationist was recognized for his 10 years of service to the SWCD.

BOARD MEETING MINUTES

October 2022 board meeting minutes were presented at this time. Wilson moved Dalton seconded. Motion passed.

TREASURER'S REPORT

Treasurer Dalton reported on financial activity over the last month. Discussed timing of current year tax deposits from county, amounts are coming in now. He rolled over the two Washington Federal CDs for another two years. Woods explained the tax year to the new directors elect and how the SWCD operates until those tax dollars come in. Beebe moved Garnett seconded to accept the treasurer's report. Motion passed.

NEW BUSINESS:

COMMITTEE/MONTHLY REPORTS

NRCS: Conrad reported program activity. 15 applications received: 6 forest related, 6 oak restoration, 2 organic transition, 1 high tunnel. Has two new employees who have started now, one is a forester, and one is a soil conservationist. They will plan to come to the January meeting. Partner position open in Dallas office for a biologist and will be supervised by Pheasants Forever.

Finance Committee: Paid Leave Oregon program was reviewed and discussed. The accountant will take care of the payroll deductions from the employees to pay into the State's program.

Personnel Committee: Wilson reported they also talked about the Paid Leave Oregon during their meeting. Discussed and reviewed current open positions and the job descriptions. Porter will meet with Cascade Employers Association via Zoom to discuss them helping with the recruitment for the two positions. First position is the Administrative Assistant and second is the Resource Conservation Planner-Farm Forest. Both will be advertised later this month. Porter, District Manager is overseeing the application process. Neil asked about cost-of-living adjustments which will be discussed at their January meeting.

Verbal SWCD Employee Updates:

Neil: Composed the SWCD annual report. Will have a small group of volunteers meet at the Confederated Tribe of Grand Ronde nursery to help with repotting cuttings in January. Mentioned NRCS local work group meeting will be on January 27, 2023, at Chemeketa Eola Center in West Salem from 9am to Noon. Will be both in person and via Zoom. February 2 and 3, 2023 is the Polk SWCD native plant sale trees and shrubs. Will be held in West Salem. About \$3200 in sales so far. Budget is \$5300 in sales. 14 volunteers to help with sale. Discussion about large quantities of plant stock and other opportunities followed. On March 4, 2023, is a planting with Friends of Trees will have a group of volunteers to help. On March 17, 2023, is winter wildlife field days and SWCD is partnering with the Luckiamute Watershed Council and the City of Independence. Will have a station at Riverview Park.

White: Been writing and completing a lot of reports, holding workshops i.e., Living on the Land series with several other workshops in Spanish, and visiting landowners. Wilson thanked White for her service to the SWCD as a contracted employee as this was her last meeting as such.

Bell: Update on Gooseneck Creek Project as it will need more plants. Will need to start billing for RCPP and CREP funds.

POLICY MANUAL

Board discussed in length the proposed draft of the SWCD's policy manual. Simmons opened the discussion stating this was the second reading with a recommendation to approve by the Policy Committee has they have been working on developing this manual for almost two years. The first reading was at the November board meeting.

Simmons mentioned Garnett's concerns with some of the language about the statutes and mentioned adding the links to the actual statute in the policy manual rather than writing out the complete statute each time, which could be very cumbersome. From the November board meeting, Garnett asked where the document was located and if it was on the website or not for public comment. Simmons mentioned that the public could comment on it if they attended any board meeting rather than having to post it to the website. Garnett went on to explain his concerns about the wording of the statutes and the interpretation of them within this manual. He wants to rely on ODA interpreting the statutes rather than the SWCD and feels this manual is not ready to vote on yet.

Wilson expressed his concern about the timing of this as there are three new directors taking office in January so was it better to postpone approval and seek their input or approve what is being presented. Wilson asked to table the discussion of the manual until a future meeting.

More discussion occurred. Beebe then mentioned she kept hearing Simmons refer to there being a resolution to adopt/approve for the policy manual and she did not see one there at the meeting. Simmons said she was correct that a resolution had not been drafted yet, so someone needs to write up the resolution and present at a future meeting.

Ford asked if it could be a verbal resolution, within a motion, and then Woods commented it cannot be as it needs to be written with the proper language and citations since this is how the SWCD approves various items through the resolution process.

Beebe then moved to approve the policy manual presented, pending a final review, with another vote taken on an actual resolution in the future. With board approval, this version would become the current acting document and would supersede previous versions. Ford seconded. Beebe, Dalton, Ford, Simmons, Wilson, and Woods, all voted yes. Garnett voted no. Motion passed.

LOCAL GOVERNMENT INVESTMENT POOL: Beebe brought up the Local Government Investment Pool has more than \$500,000 in the fund which is beyond the SWCD's current policy limit. Beebe also mentioned that she, Woods, and the previous manager Karin Stutzman were still on the account and this needs to be changed. Beebe made a motion for the finance committee who has the authority to remove or add names to this account to do so. Kevin Porter, District Manager will be added to this account and the previous manager be removed. Dalton seconded. Motion passed.

Moving the additional funds. Question was asked about how much should be moved into another SWCD bank account, was there a minimum or maximum amount. Treasurer will need to review and then decide an amount.

MEETING ADJOURNED: With no further business to discuss, Woods adjourned the meeting at 8:05pm

Respectfully submitted,

Jane Keppinger

Jane Keppinger, Administrative Assistant (Temporary)