

Polk Soil and Water Conservation District

February 12, 2020

Board Meeting Minutes

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

[*Attachments available on request*](#)

In Attendance:

Directors

Chad Woods (Chair)
Judy Beebe (Vice Chair)
Mike Wilson (Secretary)
Jock Dalton (Treasurer)
Matt Crawford
David Simmons

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

Evelyn Conrad - NRCS
Alisha Atha - OSU Extension
Richard Riggs - OSU Extension
Jim Clawson – Emeritus Director

BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Board Meeting to order at 6:00 PM. Directors Woods, Beebe, Wilson, Dalton, Crawford, and Simmons, and were present to start the meeting. Introductions were made.

PUBLIC COMMENT: None

REVISION OF AGENDA:

Chair Report:

Beebe updated the group that she attended the SDAO Conference in Seaside, Oregon. Although she would have liked to attend on Thursday, February 6th she didn't, she only attended it on Friday, February 7th and Saturday, February 8th. She believes the newer board members should attend because she found several topics to be of interest to our type of board. She did bring back with her the materials from it and has the links for the handouts if anyone is interested in other details. She closed by saying she believes it is a worthwhile conference, maybe not everyone every year, but every once in a while.

She informed the group this conference was the largest sign up they have had and only expected to get larger. Next year's 2021 SDAO Conference will be in Sisters, OR and there are already several hundred signed up. She suggested for those interested should pre-register to get on the list and reserve a hotel room.

Shared Ag Outreach Position with OSU Extension:

Stutzman reminded the group that last year they put possible funding for a full-time position for an Outreach Coordinator in the budget. In the past year, she has done some looking, thinking, and asking around. An opportunity has come up with OSU Extension. They have a full-time position called an Outreach Program Coordinator for Small Farms. At the Polk Personnel Committee Meeting, they thought the position could start as part-time and let it build-up to a full-time position with grant monies. This opportunity with OSU Extension is slightly different. OSU Extension will add value to our programs because of the resources they can bring in. This would be a (.25 FTE) position for the District and (.75 FTE) for OSU Extension, they would provide match funding for the position up to 75%. It builds our capacity and would further our long-range goals. The Extension Service would be the employer and supervisor, quarterly we would reimburse them for salary, benefits, and travel; and we would have an annual work plan laid out in writing to gauge that our workload is

getting accomplished. Stutzman pointed out we already have some funding available when we went from a ½ time.

CREP Position to a full time CREP position and if we get awarded the RCPP funding, some of that could be used for outreach too. Atha from Extension provided a Salary Projection for 3 months (Apr, May, and June) it would cost about \$8000.00 and for the following year, it would cost approximately \$20,000.00. Stutzman informed the board that both OSU Extension and Polk SWCD are on the same fiscal year. Stutzman asked the board if this is a position that the board would be interested in supporting. Beebe informed the group this was addressed at the personnel committee meeting there are some other benefits that come with this association and OSU Extension. Stutzman pointed out other benefits such as no overhead cost, this position would use their computers and benefit's, and we could use their programs for marketing. They have a program called In Design to design flyers, newsletters, and other marketing materials we could not afford to buy ourselves. We can use their facilities for meetings, collaborate with their 4H teachers and other faculty to put on workshops. Honorarium fees could be waived. We could use their social media outlets, their email, as well newsletter lists and tack on our name to their popular Living on the Land workshop series.

Riggs who manages Marion, Polk and Benton County Extension services added this position helps new or young landowners try to figure out what to do with a property, regarding water quality, pasture soil qualities, animal management, business management, and small farms. They also cover forestry and well water. He also added if they needed a larger venue Extension already pays for fairground space, so there would be no cost to Polk SWCD. In closing he pointed out this coordinator could also use faculty, not only across the river but also down the river, OSU would pay the PERS, an MOU would be signed for this new hire. Simmons would like to use the next 30 days to review all of this information. **Beebe asked Stutzman to get an extension of these reports for where the funds are coming from, and an outline of what this person could do for us in broad strokes.**

Envirothon Team match:

(see attachment A)

Stutzman informed the group that Oregon Forest Resources Institute (OFRI) funds 90% of this afterschool program competition. The competition promotes a desire to learn more about environmental principles and forest practices management. There are two new teachers in West Salem who will teach five subjects modeling work like we do we do over the course of 6 months. The teams that are made up of five students, from Polk County will compete one day against each other on their oral presentations in May at Oregon Gardens, in Silverton Oregon. Whoever wins there, will go on to a state championship. These two teachers are looking for funding, snacks, a ride home, maybe a couple of hundred dollars for the state competition. They also make these premade kits that cost maybe \$500.00 for the kids to practice with containing soil test equipment, forestry practice tools, and a water testing kit. If they went on to state competition they would need funding for transportation, airfare and hotel. It's a way OSU Extension and Polk SWCD could participate in student education as the district has done this before. The new teachers don't know the exact dollar amount they will need just yet. Stutzman informed the group that OSU Extension is willing to put in half up to a \$1,000.00 if Polk SWCD can put in the other half.

Woods recalls sponsoring other teams before in the past and he thinks they went to nationals. He encouraged the group to think of this as competitions like 4H and FFA put on, with an angle from the producers and the view of the school from people who work with the resources. He asked how much is half?

Simmons pointed out the teams are given a problem and the teams have to come up with a solution.

As a consensus the board approved to move forward on the shared Outreach Position.

Woods made a motion to approve up to \$1000.00 from the "Scholarships" line item to support the Envirothon Competition and the Wallace Yamhill County line sign from the Opportunities line, both from Special Projects Funds Dalton 2nd. Discussion; passed.

ACTION ITEMS:

Appoint Board Officers:

(attachment B)

Dalton nominated Woods for Chair.

Crawford nominated Beebe.

By a show of hands (Wilson, Dalton, Simmons, and Woods) voted that Woods will be the new chair. Beebe provided woods with the January 8, 2020 Board Meeting Minutes, 2020-2021 Budget Calendar, and verbally reminded him there are other Officers to appoint.

Woods as the new chair asked the other positions if they would like to continue with their positions, they agreed to remain the same and Woods finished the meeting.

Discussion:

Woods mentioned he would like more detail reports, like an Aging Report. Beebe stated this is the first she has heard this exact report is being asked for.

Simmons would also like to see more detailed reports.

Crawford stated he thought the group was really close to getting the exact reports they have been asking for.

Stutzman wanted to be clear with how the board decided the process would go when hiring the accountant. She stated in December we hired the accountant. We talked about it being the end of the year for the accountant and they would be busy doing year end reporting for their customers. We would start with January 1, 2020 in changing from the old QuickBooks to the new QuickBooks that was done January 2nd or 3rd. We also said over the next month we would get out some reports, but it might be tight because the accountants were busy. For this meeting we laid out some reports based on the examples from Tualatin SWCD that the board requested. The 1st page is C1 which is the balance sheet just like the other ones.

C3 is the credit card report that is what Tualatin shows their board, from the example.

C4 is the Smithfield Oaks Property Reserve, as Woods has asked. Next is Cornerstone.

C5 We are starting to transfer over the "Special Projects Fund". Since we are having to recode everything we started with the easier ones first. Then we will work on the General Fund.

Woods would like it to be coded to a line item. Dalton agreed that it was discussed at the board meetings.

Stutzman stated we are working on getting everything reclassified to each fund; a General Fund, a Special Project Fund, Smithfield Property Reserve Fund, and a Cornerstone Property Reserve Fund. Cornerstone Fund and Smithfield Fund are ready, most of the Special Project Fund is ready. Reclassifying the General Fund is going to take the majority of time to changeover. Then we can create the Budget to Actual.

Woods stated he budgets to the line item. Woods would like to know where we are on the line items. This information helps when you're planning or bidding a job, to know what your actual cost is.

Crawford asked if that is doable for next month. Stutzman replied she will work on it and will make it happen, they will probably need to make some tweaks on it.

Crawford asked the group if this is heading in the right direction and what would Woods like to see for next month. Woods stated it is heading in the right direction, he would like to see an Aged Account Receivable based on July 1st, and our LB 20, LB-10's to start the forecast. Woods would like them to be emailed to him so he can start working on budget projections.

Crawford asked Dalton what he would like to see. Dalton replied what we budgeted, what we received, expenses occurred and the percentage how far along the project is. Stutzman pointed out C5 & C6 are the examples he is looking for.

Beebe thinks since the accountant has been hired only a month and a half there has been great progress already done.

Woods's main focus is running the district like a business, more details on the budget, as well as higher engagement.

Woods ***made a motion to*** nominate Beebe to be Vice-Chair, Dalton and ***Simmons 2nd. No Discussion; passed. Woods asked Beebe if she was ok with that.*** She replied she serves as the pleasure of the board.

Woods asked Dalton if he would still be the Treasurer. Dalton said he agreed.

Woods asked Wilson if he would still like to be the Secretary. Wilson agreed. Wilson asked what attachment B is used for, is it a public document? Stutzman replied just for us, internal, no it is not public, it's so we know who to contact.

Appoint Committees: (attachment E)

Woods as the new chair asked the other positions if they would like to continue with their positions, they agreed to remain the same.

Personnel Committee: Woods, Wilson, Ford, & Stutzman

Finance Committee: Crawford, Dalton, Beebe, and Stutzman

Policy Committee: Simmons, Beebe, Woods, and Stutzman

Easement Committee: Simmons, Wilson, Woods, and Bell

Small Grant Team: Crawford and Morgan

Stutzman will email out some possible dates for a Policy Committee Meeting.

Since this would change the policy this will be the first reading. Dalton made a motion that all Standing Committee Meetings will be advertised as Public Meetings, Simmons 2nd. Discussion;

January Treasurer's Report: (see attachment C)

Dalton made a motion to accept the provisional January's Treasurer's Report, Simmons 2nd. No Discussion; passed.

January Board meeting minutes: (see attachment D)

Dalton made a motion to accept the January's Board meeting minutes, Beebe 2nd. No Discussion; passed. Wilson abstained.

Public Records Policy Update/ set fee 2nd reading: (see attachment F)

Simmons asked if the yellow items are changes, didn't meet the law? The new rate is \$30.00 an hour. Stutzman replied yes the new Public Records meeting manual came out, 2019 and these are the new updates,

it's been \$40.00 for a while. Dalton made a motion to accept the Public Records Policy and the charges listed there as presented, Simmons 2nd. No Discussion; passed.

Quarterly Report of Annual Work Plan Goals (Oct-Dec):

(see attachment G):

Stutzman passed a copy of it to the group. Woods asked if this should be studied and be prepared for the next meeting. Stutzman reminded the board in October the board voted that Stutzman will give a quarterly report of our progress, so this it. She explained how to read it and informed the board it is just for their information. Simmons suggested tabling this topic to allow time to review the document. Woods thanks Stutzman for having it prepared.

Budget Calendar 2020-2021:

(see attachment H):

Stutzman reminded the group of the following events from the 2020/2021 Budget calendar: Woods was appointed as Budget Officer in January. All the staff will be at the next board meeting for the Annual Work Planning Meeting, in April and May we are just publishing notices that we will have the Budget Committee Meeting in May, they have until May to prepare the budget. Dalton asked if there are any openings on the Budget Committee and asked if Stutzman could email a list. Woods pointed out the Budget Calendar still needs to be voted on and accepted. Beebe has one potential conflict with May 20, 2020, if needed Budget Committee meeting. **Simmons made a motion to accept the 2020/2021 Budget Calendar as presented, Crawford 2nd. No Discussion; passed.**

Winter Calendar of Events:
No Discussion.

(see attachment I)

REPORTS:

Woods:

Thanked Beebe and staff for unity.

Wilson:

Wilson informed the board that the Governor signed an MOU between Environment & Forest Management.

Crawford:

20% less rain, no flooding,

Simmons:

Pointed out the Easement Committee Meeting is next Wednesday, February 19, 2020, at 1:00, it's on the Calendar of Events.

Dalton:

Dalton had a conversation over the telephone with Mr. Wainwright. Dalton explained to Mr. Wainwright that Polk SWCD is going to have a global Good Neighbor Agreement with all its neighbors.

ADJOURNED 8:16 PM

Respectfully submitted by Administrative Assistant Patti Gray on February 21, 2020.


Chad Woods - Chair

6 Apr 29
Date