

**POLK SWCD BUDGET HEARING,  
ANNUAL MEETING & BOARD MEETING**

June 10, 2020

6:00 PM - 8:00 PM

*Via ZOOM video Conference - Attachments available by request*

**ATTENDANCE:**

**Directors**

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

**Staff**

Karin Stutzman (DM)

**Emeriti/Associates/Guest/Other**

Tom Wilson (Rhythm Admin - Contractor)  
Bill Wainwright (Guest)  
Sandi Hiatt (ODA)

**CALL BUDGET HEARING TO ORDER AND INTRODUCTIONS:** Chair Woods called the budget hearing to order at 6:00 PM

**PUBLIC TESTIMONY:** None

- Stutzman read the fund totals (see attachments).
- Woods commented there is some allowable double counting because of inter-fund transfers.
- Wainwright asked regarding the \$5000 Smith Field Oaks property fund. Woods replied it is for upkeep and maintenance.

*Discussion regarding funding, interest, BPA money and special projects.*

**ADOPT BUDGET AS PRESENTED**

Dalton moved to adopt and appropriate the budget of \$2,030,379 as presented. Beebe 2nd. No Discussion; Passed unanimously.

**ADOPT BUDGET RESOLUTION 093-06102020**

Simmons moved to adopt the resolution 093-06102020 imposing tax at .05/\$1000 assessed value as presented. Dalton 2<sup>nd</sup>. No Discussion; Passed unanimously.

**CATAGORIZE THE TAX**

Dalton moved to categorize the tax as presented in the resolution, Simmons 2<sup>nd</sup>. No Discussion; Passed unanimously.

**WOODS ADJURNED BUDGET HEARING AT 6:21 PM**

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**WOODS CALLED ANNUAL MEETING TO ORDER AT 6:22 PM**

**ATTENDANCE:**

**Directors**

Woods  
Wilson  
Simmons  
Dalton  
Ford  
Crawford  
Beebe

**Staff**

Karin Stutzman (DM)  
Jackson Morgan (staff)

**Emeriti/Associates/Guest/Other**

Tom Wilson (Admin Contractor)  
Sandi Hiatt (ODA)

Stutzman presented the 18-19 FY Audit Report (see attachment)

6:30 - at this time Jackson Morgan joined the meeting

**PRESENTATION:** Annual Report and Web Site Update

*Discussion: including Confederated Tribes of Grand Ronde and election information on website, money for online ArcGIS.* Chad would like to learn more about what ARC/GIS is and does so that if we want to pay for a subscription we can.

WOODS ADJORNED ANNUAL MEETING AT 7:04 PM

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WOODS CALLED BOARD MEETING TO ORDER AT 7:04 PM

<b>Directors</b>	<b>Staff</b>	<b>Emeriti/Associates/Guest/Other</b>
Woods	Karin Stutzman (DM)	Tom Wilson (Admin Contractor)
Wilson		Sandi Hiatt (ODA)
Simmons		
Dalton		
Ford		
Crawford		
Beebe		

**PUBLIC COMMENTS:** None

**AGENDA REVISIONS:** Simmons would like to add discussion of letter to Bill Wainwright for discussion; Woods would like to talk about contracting Administrative Services. Added to Committee Reports.

**PARTNER/STAFF/CHAIR REPORTS:**

Sandi Hiatt (ODA) reported on the upcoming election process and reported that because of COVID will take longer to process signatures. She explained that Brenda Sanchez and Jo Morgan are no longer Ag Water Quality Specialists. Now Sandi is that point of contact for our District. She will be the first contact for ODA and will find the right person for other questions as needed.

Staff Report: Stutzman doing butterfly survey with Institute for Applied Ecology @ Smithfield Oaks, Bell Oak Contracting with NRCS/RCP, work is contracted for Smithfield Oaks plant establishment grant, a few CREP site visits, large one along Little Luckiamute River, and new articles for "Cultivating". Working with ODFW to monitor conservation easements with BPA. Bell working on Smithfield management plan, Morgan and staff, along with a designer redid website, Morgan working on Salt Creek water quantity monitoring, Western SARE grant along with Derek Godwin from OSU Water Resources Dept will be updated at next meeting.

**ACTION**

**May 13th Board meeting minutes:** Beebe moved to adopt the May 13<sup>th</sup> Board Meeting minutes as presented. Simmons 2<sup>nd</sup>. No Discussion; Passed unanimously.

Treasurer's Report (see attachment): Stutzman explained that about \$50k came in from grant funding from weed board and 2 CREP quarters. Beebe moved to adopt the June treasurer's report as presented. Wilson 2<sup>nd</sup>. No Discussion; Passed unanimously.

COMMITTEE REPORTS:

**Finance:**

Dalton reported the committee discussed issues that need to be removed from policy manual or moved to precedures (see attachment). Fiscal Policy Revision Draft was sent to committee members, and will be presented at next board meeting. Beebe will send out to all members.

**Smithfield Oak Letter drafted by Wilson:**

Simmons commented the email from Wainwright's sister and Owen Wozniak opened his eyes, and wanted to know how much the district is willing to allow at Smithfield Oaks, and suggested a good neighbor policy.

Ford asked whether the policy would be for all agreements, not specifically for Smithfield Oaks, and Woods confirmed that it would, and will be voted on at a future board meeting.

*Discussion: BPA management plan and a good neighbor agreement policy.*

**Policy:**

Simmons presented a progress report (see attachment).

Tom Wilson explained he would like the latest policy manual Word Document for review.

Simmons would like Policy Committee meetings advertised for every Wednesday from 1-3PM thru July.

*Discussion: advertising meetings and public meeting laws.*

Woods wants to hold off hiring administrative staff until the board evaluates the needs of the district, and have the manager contract administrative support until able to fill the position. Contract to be at the District Manager's discretion, taking input from directors, as long as contract is in confines of budget. **By consensus, Board agrees to hire Tom Wilson (DBA Rhythm Administrative Services) as a contractor for admin support, at DM's discretion.**

**Personnel Committee:**

Mike Wilson presented minutes of meeting (see attachment)

**Committee recommends increasing employee benefit contribution by \$50 to cover 15% increase of cost of premiums. No Discussion; Passed unanimously.**

*Discussion: New Outreach Coordinator with extension.*

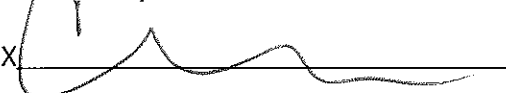
**Simmons Move to raise contribution to 37% from 25% for the shared employee with extension, Beebe 2<sup>nd</sup>.**

*Discussion: Mike Wilson asked if Stutzman has solid numbers from Extension, and she believes she has. Simmons asked when person would be hired, and Stutzman said job posting is ready to go, just waiting on the vote.*


**Passed unanimously.**

**BOARD MEETING ADJURNED AT 8:17 PM**

Submitted by Tom Wilson

X 

Chad Woods, Chair



Date

