

**POLK SWCD BOARD MEETING MINUTES**  
**January 11 - 6:00 PM - 8:00 PM**  
**Recording and attachments available on request**

\_\_\_\_ Draft  
CW  X  Approved

**CALL BOARD MEETING TO ORDER:** Chair Woods @6:00PM. Introductions were then made.

<u><b>DIRECTORS:</b></u>	<u><b>STAFF:</b></u>	<u><b>GUESTS:</b></u>	<u><b>Absent</b></u>
Chad Woods, Chair	Kevin Porter	Craig Pope	
Judy Beebe, Vice Chair	Jane Keppinger	Toby McClary	
Mike Wilson, Secretary		Brandon Steiner	
John (Jock) Dalton, Treasurer		Jesse Warden	
Pryor Garnett		Kristen Larson	
David Simmons		Karin Stutzman	
Eden Olsen		Michael Lind	
Lindsay McClary			
Donna Champeau			

**SWEAR IN NEW DIRECTORS**

County Commissioner Craig Pope. **New Directors- Eden Olsen, Donna Champeau, Lindsay McClary**

**RECOGNIZE DAVID SIMMONS**

David Simmons recognized for 20 years of service to the Polk SWCD

**PUBLIC COMMENTS**

No public comment.

**REVISION OF AGENDA**

No additions or revisions were made to the agenda.

**BOARD MEETING/ANNUAL MEETING MINUTES**

December 2022 board meeting and Annual Meeting minutes were presented at this time. Chair Woods called for approval. Unanimous, motion passes.

**TREASURERS REPORT**

Treasurer Jock Dalton gave report. LGIP account to be discussed in committee. Chair Woods call for comment, none. Call for approval. Unanimous, motion passes.

**NEW OFFICER ELECTIONS**

Woods opened for nominations regarding new officer positions. Olsen moved to nominate panel of candidates; **Wilson- Chair, Woods- Vice-Chair, Dalton- Treasurer, Garnett- Secretary**. McClary second. Woods call for other nominations or discussion. None. Woods call for approval. Unanimous, motion passes.

**NEW CHAIR WILSON TAKES LEAD**

**ASSOCIATE DIRECTORS AND DIRECTORS EMERITUS**

Discussion of roles of associate and emeritus Directors. Garnett nominates **Beebe, Crawford**. Woods nominates **Simmons**. Wilson calls for approval. Unanimous, motion passes.

## **NEW COMMITTEE ASSIGNMENTS**

Wilson does not want to remain chair of Personnel Committee. Asks for volunteers. Committee Assignments as follows.

Personnel Committee- McClary, Champeau, Olsen, Wilson  
Property/Easement- McClary, Dalton, Simmons, Champeau  
Fiscal/Finance- Dalton (Chair), Garnett, Woods  
Policy- Simmons, Garnett, McClary,  
Small Grants Team- Crawford, Garnett alternate  
Ag Water Quality Management- Crawford, Olsen  
Land Use- Dalton, Woods  
Forestry- Wilson, Dalton

## **BUDGET OFFICER**

Woods requests to be Budget Officer. Dalton moves for Woods to be Budget Officer for 2023 fiscal year. Garnett second. Wilson call for comment. None. Call for approval. Unanimous, motion passes.

Simmons requests Ad-Hoc Committee for Technical/Computer upgrades. Porter to create later.

## **CHANGE BOARD MEETING OR COMMITTEE TIME/LOCATION**

Board meeting fine at current time/day. Committee meeting times up to individual committees.

## **REGISTERED AGENT**

Discussion of Registered Agent. Dalton moves to appoint Secretary as registered agent. Woods second. Discussion that prior resolution appoints Secretary. Motion withdrawn.

## **APPOINT SIGNERS TO BANK ACCOUNTS**

Garnett moved to appoint Wilson, Woods, Dalton as signers on bank accounts. Dalton second. Beebe comment she is off LGIP account, Porter and Woods have access. Wilson call for approval. Unanimous, motion passes.

## **CREDIT CARDS**

Discussion of limits and holders of credit cards. Consensus that limits need to be higher, may need to raise total credit limit for cards. Garnett moved to have CC issued for Porter for \$500. McClary second. Wilson call for approval. Unanimous, motion passes.

## **PARTNER REPORTS- NRCS**

Conrad presented Census statistics on Polk County and report on Historically Underserved participants in NRCS programs. Garnett asks Conrad if "working group" of SWCD Directors/Staff, NRCS, and community would be useful. Conrad replied there are "IRA" funds coming that could use directing towards needed projects. Discussion of who may be on committee. Committee may need to follow public meeting law. Committee formation postponed to February Board meeting.

## **SDAO CONFERENCE**

Porter reported that Wilson, Olsen, and himself will be attending the 2023 SDAO Conference in Sunriver.

Discussion of moving February Board Meeting because Wilson, Olsen and Porter will all be unavailable on the normal meeting day. Garnett moved to reschedule **February Board Meeting to Wednesday, February 15<sup>th</sup>**. Olsen second. No discussion. Wilson call for approval. Unanimous, motion passes.

## **COMMITTEE/MONTHLY REPORTS**

**Finance Committee:** Dalton gave history on LGIP cap on invested dollars. LGIP account currently over cap set by Board. Dalton recommends increasing LGIP cap. Woods motion to increase LGIP cap to \$700,000. Dalton second. Some discussion on District fund policy. Wilson call for approval. Unanimous, motion passes.

**Personnel Committee:** Wilson reported Personnel Committee recommends a 5% cost of living raise for employees who worked full year 2022. Retroactive to Jan 1, 2023. Discussion, Board supports. Board vote to approve COLA. Unanimous, approved.

**Verbal SWCD Employee Updates:** Porter gave report for Neil. Shirts/hats for Staff and Board. Plant Sale doing well. Local Work Group has good attendance.

Porter gave report on hiring process for Admin assistant and Resource planner. Admin position interviews happening soon.

## **OTHER DISCUSSION**

Woods congratulate Neil on website traffic.

Wilson asked visitor Stutzman if there was any update/news from ODA. Stutzman gave report on Ag Water quality program.

Wilson revisited committee assignments. Champeau, Dalton added to Policy Committee.

Beebe asked if "Discuss/Appoint Board or Staff Reps for Partner/Agency Groups". Wilson replied that had been covered by Committee assignments.

Wilson discussed roles of Secretary. Wilson expects Garnett to do more in Secretary role than has been done in the past.

Garnett expressed desire to condense meeting minutes. Discussion of requirements. Garnett will work with Porter and Keppinger on minutes.

Wilson expressed desire for meeting to be held in a more formal manner in the future. Be recognized by Chair to speak, allow those recognized by Chair to speak without interruption.

**Meeting adjourned @ 7:45 pm by Wilson**

Respectfully submitted,

**Kevin Porter**

**District Manager**