

Polk Soil and Water Conservation District

January 8th, 2020

Board Meeting Minutes

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

Attachments available on request

In Attendance:

Directors

Judy Beebe (Chair)
Chad Woods (Vice Chair) (left at 7:00)
Jock Dalton (Treasurer)
Matt Crawford
Brad Ford (arrived at 6:07)
David Simmons

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

Evelyn Conrad - NRCS

BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Board Meeting to order at 6:04 PM. Directors Beebe, Woods (left at 7:00), Dalton, Crawford, Ford, and Simmons, and were present to start the meeting. Introductions were made.

PUBLIC COMMENT: None

REVISION OF AGENDA:

Beebe suggested Conrad do her report first. Stutzman has an item for new business. Beebe had no chair report. Conrad informed the group things are well and updated them for the following items:

NRCS Reports

New Year/ New Farm Bill:

In the past, every program has had its own application. The new Farm bill is integrating a lot of things, Farmers. Gov, check it out and submit feedback. At one glance you can get to FSA, RMA, NRCS, etc.

The goal for 2020 is to be user-friendly and to lower administrative burden with eligibility. Now one application will be able to be applied to various programs. Once your application is done you will be able to click the different programs you want to apply for, EQUIP, CSP, CREP, Forestry, Easements, etc. In addition, you will be able to click the land parcels you want. You will also be able to get your job sheets, complete your payment applications, etc. online.

CSP, CREP & EQUIP:

These programs went out for public comment in December right before Christmas. They can't write the rules until the public comments are in, they are still taking information in. It is in the 60 day comment period until mid-February. Then there is a 30 day sign up.

Conservation Assessment Ranking Tool (CART):

The current software is called Conservation Desk Top and the tool called Tool Kit will go away March 2020. The new web-based program tool is called Conservation Assessment Ranking Tool (CART) It is the new tool the training will be coming up later this month.

Animal Feeding Operations (AFO):

This is a new one for us it's a conservation implementation strategy. The goals are to improve water quality, cross fencing, riparian improvement, ag waste and grazing, water facilities, and improve management and livestock. There are a couple of sign-ups for AFO.

Erosion Control in Orchards:

Another new strategy, across four-counties Yamhill, Marion, Polk, and Washington. We have a couple applications for this first sign up.

High Tunnel Initiative:

This one helps smaller producers with locally grown foods.

Oak:

Another new strategy for Polk County. Quite a bit of interest 14 people on the list and 11 applications already. This has the most interest.

Forestry:

Six on the list and two applications, expecting more applications.

National Quality Water Initiative:

This one is targeting water for the municipality. There are a lot of wells identifying high in nitrates. That is why there is a push for water quality improvements on land surrounding those wells to figure out if it's a leaching problem or if it is infiltration and what it's source is. DEQ contacted us to see if we would partner with them on this water quality initiative since they have done their studies and they know where the hot spots are. DEQ is trying to take a non-regulatory approach and do more of a voluntary approach from the landowners. They did provide a map with the hot spots. Karin and Evelyn will be presenting this grant funding opportunity at our local working group meeting at the end of January 2020.

LWG:

As usual, it is the last Friday in January 31st at OSU Extension, 31- Local Working Group Meeting - Polk County – OSU Extension Office - 289 E Ellendale, Suite 301, Dallas, OR 97338 at 9:00 a.m. Stutzman added Mary Beth Smith, from the state office of NRCS Environmental Quality Incentives Program (EQIP) program specialist will be attending to talk about potable water for vineyards and other producers. We hope to get a group of people to develop a grant around a number of wells. The idea is to get the clean water to an ag irrigation station. People have been asking a lot about water development so we are trying to bring the information we have available to them as opportunities arise.

NRCS Memoranda of understanding (MOU):

Conrad informed the group that last November she received notification that a new MOU will be coming out to have the District sign, but she has still yet to see it. As soon as Conrad receives it she will present it to the District. Simmons asked if there are any big changes to the MOU. Conrad reminded him she has not seen it yet.

Annual Civil Rights:

For the February Board Meeting, Conrad will be presenting the Annual Review of Civil Rights

Hazelnut training in Corvallis:

NGS Annual Winter Meeting on Thursday, January 16, 2020, from 7:00 a.m. to 3:30 at Oregon State University - LaSells Stewart Center ONLY, 100 LaSells Stewart Center, Corvallis, Oregon.

Oregon Wine Symposium:

NRCS will have a booth at this event on Tuesday, February 11 & Wednesday, February 12 at the Oregon Convention Center 777 NE Martin Luther King Jr. Blvd., Portland, OR 97232. According to Polk County records there are 28 registered vineyards in Polk County.

ACTION ITEMS:

December Board meeting minutes:

(attachment A):

Beebe asked if there were any comments on the December Board Meeting Minutes. No one had any comments or requested revisions. Woods made a motion to accept the December month's Board meeting minutes, Crawford 2nd. No Discussion; passed.

December Treasurer's Report:

(attachment B):

Woods's questions were how it was going with the new accountant? Stutzman informed the group that Stutzman and Petrie had migrated the 2011 QuickBooks to the 2020 QuickBooks Desktop version yesterday. As a consensus, the board would like a sample of reports to be emailed to the Finance Committee to create a starting point. Dalton stated it's ok to put off FundsFix for now. Beebe stated its easier to take a couple changes at a time, so you can follow the changes. Stutzman informed the group that she sent Petrie the database as of January 3, 2020, and they did a Balance Sheet to show everything was the same before transferring everything over.

Tomorrow's meeting is to look at the new layout of the accounts. Woods's concern was still to have all four Budgetary funds on separate sheets. Stutzman informed Woods the accountant can set it up exactly how the Tualatin reports are. Woods want the four funds to be clear.

Stutzman informed the group that at the last Finance Committee Meeting they discussed that the lay out for the format of the reports could take a couple of months, if time email the reports to the board to review and understand, then decide what is or is not needed then finalize the style that best meets the boards goals.

Woods had questions about the treasurers report regarding how much of the Department of Ag money has been received and how much do we still expect to receive. Stutzman replied there are two grants with the Department of Ag.

Grant One is for District Capacity, which is funded once a year, it was received July of this past year, \$24,995.00. The next one will be in September 2020.

Grant two is the Scope of Work and Focus Area is which is what contributes to Jackson's position, and is funded quarterly, it was received in September 2019. We received \$14, 579.75, the 2nd quarter installment was received in November \$14,580. Now we are due the October to December quarter and that comes in January of 2020.

Wood's pointed out that grant is about \$55,000.00 and we've received \$30,000.00 so far. Stutzman agreed. And do you expect to get the full \$25,000.00 before the end of the year? Stutzman replied yes.

Woods stated what about the \$6000.00 leftover from NRCS RCPP? Stutzman stated RCPP, yes we received a total of \$11,400.00.

Chad Woods asked if there was another NRCS grant of \$25,000.00 coming at the end of the year? Stutzman replied that is going to be split. We are doing the first billing for that right now. We will have four equal billings totaling about \$22,000.00 and the admin fee of \$ 2,805.00, for a total of \$24,805.00. It will cross over fiscal years due to the way we had to push it out. Technically we had to use up the first set of RCPP Funds that ended in September and now we can start using this grant money.

Woods stated the reason he was asked is because it is showing we have \$1,240,000.00 but if we break out the \$425 from the project fund and the two other funds you got another \$450K or \$460K and the \$150K from appropriated funds. \$50K of contingency another, \$40 thousand of committed funds, right now it looks like we are down to \$100,000.00 of available funds for General Funds. That is why I was wondering how much more is coming in. Our burn rate has been \$25 to \$30 thousand a month. We will need to watch that in case we need to migrate some contingency money to finish the year out. Stutzman replied we have already allocated enough money into the General Fund to pay out everything so you shouldn't have to take out anything from contingency money. Chad Woods stated we didn't apply for the \$40K of the Meyer Trust grant and some of the others. That is why Woods is excited to see the accounts divided out to see what is actually in them.

Woods had another question about the Fixed Assets of \$1,400,000.00. Does that include the Cornerstone even though it's not mentioned there? Stutzman replied no it does not. Stutzman stated that the auditor's recommendation was that since we function on a cash basis he would take that off of our books as we are only to show actual cash coming in and going out. Chad Woods agreed with that. Stutzman pointed out that Ries would make a footnote in the 2019-2020 audit that money to fund the purchase of the Cornerstone project came from BPA but did not pass through our books. He will recite the actual value of the property of the the land when it was acquired, that way the public can see how we acquired the assest without making it part of our fixed assets.

Woods pointed out that back on the Balance Sheet attachment B2, there is an amount of \$981,556. We went from \$22,964.00 that is we migrated in \$400,000.00. Is any of the Cornerstone included in that figure? Stutzman will look into that.

Citizens Bank:

Chad Woods added that he did take care of Citizens Bank Stuff.

Simmons's question was on attachment B1 the CU Tax Revenue is down \$60,000.00 from last month. Stutzman replied we did a transfer. Simmons asked "to?" Stutzman replied to the checking account.

Simmons asked \$30,000.00 paid in bills? Stutzman replied \$25,000.00 is payroll.

Dalton pointed out Stutzman could not access the account online. Dalton went to CU they had to give him a temporary password. Beebe stated there is a \$30,000.00 difference and that was the operations for the month. **Woods made a motion to accept the December Treasurer's Report, Simmons 2nd. No Discussion; passed.** Stutzman informed the group that a majority of the tax base came in November it was \$249,495.00. Woods added the unpaid taxes are \$10,000.00.

Appoint Board/Budget Officers:

(attachment C):

Budget Officer:

Dalton made a motion to nominate Woods for Budget Officer, Crawford 2nd. No Discussion; passed.

For Chair:

Crawford nominated Beebe as Chair. Dalton 2nd. Crawford, Beebe, Ford voted for Beebe. Simmons nominated Woods as Chair. Dalton 2nd, Simmons, Dalton, and Woods voted for Woods.

It was a tie vote, tabled until the board will vote again in the February meeting. Beebe asked Stutzman to add it to the February agenda

Appoint Committees:

(attachment D):

Beebe has no intention of changing the committees. Committees will continue the same until a new chair is elected. She reminded everyone that there is a Personnel Committee Meeting next Monday, January 13, 2020, at 5:00.

Draft Public Records Policy Update/ set fee:

(attachment E):

Stutzman informed the group there is a new Attorney General Public Records & Meetings Manual and some new legislation that has passed. The Polk SWCD Public Records Request Policy needs to be updated. Stutzman has already incorporated it in yellow. Stutzman informed the group that we must respond within 5 days to any request, then do the research and release records in a timely manner. Beebe reminded the group since it will change the current policy, this is the first reading, the second reading will be at the February Board Meeting. Beebe asked Stutzman to add it to the February Board Meeting agenda. Stutzman will change the dates at the bottom of the form. First reading, second reading will happen at February

OACD Articles of Incorporation:

(see attachment F):

Stutzman informed the group that all SWCD boards have to review the restated OACD articles before they can be presented to the Secretary of State. Beebe added no second reading needed. Simmons pointed out these were the discussion points at the November meeting. Simmons went on to say it's housekeeping due to the new executive director, its really just a wordsmithing. Beebe added it's also a corporation renewal. Dalton made a motion to accept the draft OACD Articles of incorporation as drafted in the restatement document. Crawford 2nd. No Discussion; passed.

Cornerstone Internal Management plan comments:

(see attachment G):

Stutzman asked the group if there was any feedback on the management plan and informed the group that the prior owner has been mowing a path so he can walk all the way to the back of the property. Simmons asked Stutzman if Craig would be interested in mowing the property for pay, or donated equipment? Would he like a document for his taxes? Stutzman replied she doesn't know, but she will check with him. Simmons asked what is the status of the plan that was sent to BPA? Stutzman replied that a 40-page document has been approved by BPA and she had emailed the final document to Simmons and Woods in December at their request.

SDAO Legislative Bills that passed and may affect us:

(attachment H):

Stutzman informed the group this is just for information. She has compiled the legislative bills that passed last fall she thinks will affect the district. For example, election ads must disclose who paid for the ad. Stutzman explained a few of them. Beebe asked Stutzman if Polk SWCD pays FUTA because it has decreased. Stutzman replied no we don't pay FUTA.

Local Working Group Meeting announcement- Jan 31-OSU Extension:

Stutzman informed the group that Mary Beth who represents the NRCS Farm Bill Ground Water Funding, was invited to the LWG Meeting that will be at the Dallas OSU Extension office on Friday January 31, 2020. There could be some potienal ways we can work work this grant for potable water for vineyards, or we may be able to get a group of people to develop a project around a certain number of wells. The idea is to get the water clean from there to your ag water station, to get it to your irrigation.

Set annual meeting for April or May (out at Conservation property??) 2020:

Stutzman asked if the board would like to go to Cornerstone to have a tour of the spring flowers and do our annual meeting out there this year? Simmons ask whats the weather going to be like and if there were canopies in the storage and if we still own a bbq? Stutzman replied to Simmons yes we do. Crawford liked the idea. Simmons and Crawford agreed May would be a great month. As a consensus, the group picked not to set the date to close to Memorial weekend. Stutzman was instructed to send out an email out so they can pick out the final date.

INFORMATION:

Wainwright:

Simmons asked where are we with Mr. Wainwright? Stutzman informed the group he called yesterday, to see when the committee would like to meet. Stutzman asked if the easement committee would like to meet an hour before to review the documents before Mr. Wainwright comes into the meeting? Simmons clarified they would just be going over the Good Neighbor Agreement. Dalton suggested making a Good Neighbor document for each piece of property. Simmons would like no singular documents for one property. Stutzman will send out dates to the board members. Beebe pointed out Bell is the appointed staff member so he would need to be included in the email as well.

Update on Oregon Department of Fish & Wildlife Riparian Tax Defferal:

Stutzman updated the group on the two interns who cleaned up the database of Oregon Department of Fish & Wildlife for the two tax incentive programs. Earlier last year the board agreed to fund two interns to try to figure out how many people there are in these two tax deferral programs, as well as, is there proper documentation, where in the application process are they, and if the properties were being monitored. That was the first phase which as been completed. Stutzman passed around the printed information for the board to review.

ODFW has not approved the next phase yet. They are looking for funding to do the next phase to try to get these programs back in order and current. Some have not been monitored for a long time.

New Business:

Boot Brushes Grant for LSNA with LWC, OSU Extension

Stutzman informed the group that LWC is applying for an Oregon Invasive Species Council grant to construct boot brushes in the North end of the Luckiamute State Natural Area (LSNA) to help not spread invasive weeds. The council is asking for a match of \$1000.00 to help move this project forward. This grant application is due at the end of January 2020. Stutzman also thought of improving the grant by also getting some boot brushes for Cornerstone and Smithfield Oaks.

The grant is to cover the boot brushes and the sign with our logo and name. Oregon Parks and Recreation would be hiring an inmate crew to construct the boot brushes.

Simmons's question was what makes a boot brush cost a thousand dollars. Beebe stated from what she understands the boot brushes for this project would brush the top, bottom, and sides of your shoes, so it would be different from the one in the picture. Dalton's thought was this is not vandal proof. Discussion. Last thought expressed was the District would give \$100 as match. No vote was taken.

February Board Meeting:

Next month begins the annual work planning and budgetary process.

County Road signs:

Simmons pointed out that there is no Polk SWCD sign entering Polk County from Marion County. Dalton reminded the group that is the one where the Highway Department says it is too close to the highway. Simmons stated he called the Highway Department and spoke to the person in charge of that stretch of highway, he stated since it is a government agency to just go put it up. Their department is complaint driven, that they will not do anything, he even remembers where the bracket is. Stutzman stated yes they will do something. Simmons asked what. Stutzman stated that the road sign on Corvallis Hwy for Benton County had to be moved. The Highway Department made us move the sign because it was too close to the road, it their right of way. Simmons stated that the Ditchinson's own that little plot.

Crawford stated are there extra signs sitting around, because he even remembers pictures of that location. Stutzman stated no.

Stutzman reminded the group we put one SWCD on one-side and the other SWCD does the other side.

Simmons made an amendment that if Yamhill wants their name on the other side they can do that at some other time.

Dalton made a motion to have Stutzman pursue getting two signs, one for a spare and the other one to the county line at Wallace Road, Ford 2nd. No Discussion; passed.

SDAO Conference:

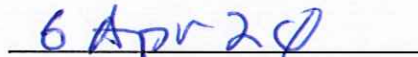
Simmons asked what the status is of that? Stutzman informed the group that it is sold out and asked him if he would like for her to put him on the waiting list. He replied sure, for Friday and Saturday. Simmons reminded Crawford & Ford this would be beneficial for both of them. They stated they have other commitments.

ADJOURNED 7:55 PM

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



Chad Woods - Chair



Date