

Polk Soil and Water Conservation District

January 9, 2019

Board Meeting Minutes

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

Attachments available on request

In Attendance:

Directors

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

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

Evelyn Conrad – NRCS
Ginger Simmons – Weyerhaeuser

BOARD MEETING

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

PUBLIC COMMENT: None

REPORTS:

Partners: Evelyn Conrad from NRCS gave a detailed update on the current active project files.

High Tunnel: Three applications were submitted for high tunnel. Out of those three applications one dropped out, one was not eligible. Crawford asked if there was a cap on that funding. Conrad replied, yes \$7725.00 usually covers 2400 square feet.

Organic applications: One submitted application for 90 acres on Red Prairie Road that has some creeks and ditches running through it.

Simmons asked if the shutdown has had any effect on these applications. Conrad replied not really, we have accepted and ranked the applications and have processed them. Funding will come when the government is back up and running.

Other projects within the Oak Habitat RCPP vary in size of acres and location. There are 12 new applications for this last round of funding for 2019. Acreages vary from 9 to 50 acres and are scattered over the county. From North of Salem, to Pedee to Sheridan, Monmouth and Baskett Slough National Wildlife Refuge. Marc Bell, District staff, is the lead on these applications.

2019 Local Working Group:

2019 Local Working Group is on Friday January 25, 2019 at OSU Extension on 289 E Ellendale Ave Suite 301, Dallas, OR 97338 from 9:00 AM to 12:00 PM.

Committees:

Easement Committee: Simmons informed the group that they (Woods, Wilson, and Simmons) held a telephone meeting to discuss the access easement, waterline easement, and the good neighbor agreement. Woods stated it was supposed to close November of 2018, now it's January 2019 and still not closed. The committee was ok with the waterline and access easement being part of closing. By consensus the committee agreed to recommend to the board that we want to be good neighbors, but we don't want a formal agreement, that we need to move forward and get it nailed down. Simmons asked if BPA has any say on this. Stutzman stated BPA and The Trust for Public Land want the District to handle the Good Neighbor Agreement outside of closing directly with the seller. ***Woods made a motion that at this time we want to be good neighbors; we do not want to move forward on a Good Neighbor Agreement Contract as part of this transaction. Dalton 2nd. No Discussion; passed unanimously.***

Directors:

Crawford: explained he spoke to Spencer Rockwell the lead loss prevention attorney from SDAO. Rockwell advised Crawford that in order to keep liability and deductibles down it is imperative the board meets with Rockwell before moving forward with the Special Personnel Committee requests, Karin's Evaluation, Reelecting Board Officers, etc. Crawford liked what Rockwell had to say and he will be coming to the next meeting in March which will be an Executive Session.

Staff Reports: (attachment A)

ACTION ITEMS:

Swear in Elected Officials:

Crawford read out loud the swear in statement to Directors: Beebe, Ford and Simmons. They raised their right hands and repeated it back. Wilson was out sick and will be sworn in the next board meeting he is able to attend.

Board Officers for 2019:

Tabled - ***Beebe moved to postpone the election of Officers until after the meeting with Spencer Rockwell. Ford 2nd. No Discussion; passed unanimously.***

Appoint Committees: (attachment C)

Tabled

December 12, 2018 Supplemental Budget Hearing Minutes: (Attachment D)

Beebe motioned to approve the December 12, 2018, Supplemental Budget Hearing Minutes, Woods 2nd. No Discussion; passed unanimously.

December 12, 2018, Board Meeting Minutes: (Attachment E)

Woods moved to accept the December 12, 2018, Board Meeting Minutes, Beebe 2nd. No Discussion; passed unanimously.

Treasurer's Report: (see attachment F):

Simmons moved to accept the November Treasurer's Report, Woods 2nd. No Discussion; passed unanimously.

Karin's Evaluation – Salary Schedule Recommendation: (Attachment G)

Tabled

Lucas Hunt Final Paycheck:

Stutzman explained that the pay cycle is from the 26-25 of the month. His last final full check was from May 26 - June 25. He stayed until June 30 and during that week Stutzman was still in negotiation with the new employer as to when he would start. Then things got very busy at the District and the final week of pay was not paid out. Hunt brought it to Stutzman's attention in December of 2018 that his last week with Polk SWCD was not paid, so Stutzman was letting the board know she would correct the oversight.

DISCUSSION:

Local Budget Law Training Offered 2019 should we go as a board and staff? (Attachment H)

Stutzman reminded the group that Rebecca Hall has invited the group to join any one of the Local Budget Law Training Offered 2019 or also offered to meet the group in a private setting after hours with them to go over their questions. After some discussion as a group the consensus was to hold it at the Viticulture Center in West Salem, at the March 13, 2019 Board Meeting along with the annual meeting or at the April Board Meeting. Stutzman will follow up with R. Hall.

Need a new Registered Agent: (attachment I)

Tabled

Property Tax CANNOT be paid with Stewardship Funding: (attachment J)

Stutzman stated the Cornerstone Reserve Fund needs to be paid back for this year's tax payment as the O & M funds that came from BPA cannot be used to pay property taxes from this account. Woods stated it's already in the budget to go ahead and replace the money. Discussion around the Cornerstone fund as a restricted reserve fund and moving forward, Woods would like it to have some language on the LB-10 specifying the purpose for which the reserve moneys can be spent. Woods suggested taking the balance to \$162,000.00. After some discussion Beebe suggested putting back the \$395 for taxes, then add the proceeds from the native plant sale of \$1,500, and then make up the difference from the General Fund.

Crawford asked the board if they are comfortable with asking Stutzman to investigate not having to pay property taxes in the future. Simmons reminded the group of a discussion they had when the board first thought about acquiring this property. At that time the board decided to continue to pay. Doing this keeps some money on the tax rolls, so we don't look like a welfare recipient. In the future it will be paid and seen as a donation to the Cornerstone.

Questions for Conservation Easement/Waterline Easement/Stewardship Agreement for Trust for Public Land:

Woods summarized from earlier, we want for it to happen, but no more new items. Crawford asked do we need Mr. Plotkin to come from Seattle? Simmons suggested doing it on a conference call. Crawford agreed to a conference call as Simmons suggested. Crawford instructed email any and all questions to Stutzman so she can forward to Plotkin, so he can prepare.

Plant Sale and Annual Meeting postponement:

Crawford informed the group the second half of the plant sale, regularly held in February, will not be happening this year. Tom Wilson had been doing the show. Gray is new to us and Stutzman did not have the time. Stutzman informed the group that Gray was provided with a written statement to give to people if they should inquire. That it would only be this one time and that things would be back on schedule for next year and to redirect them to other sales around the valley. Woods asked what about materials for any of the grant contracts? Stutzman informed the group those were ordered during the bulb sale and no one had put in an order for bare root plants.

The annual meeting be held in March or April as part of a regular meeting for this year only. Then again, things will be back on schedule for next year.

Resolution # 059- 110514 – “Duties & Responsibilities of the Board”: (attachment K)

Woods explained that resolution 059-110514 is mentioned in the Policy Manuel on page 2, but it was never incorporated into the Policy correctly. *Woods made a motioned to rescind resolution #059-110514 and remove mention of it from District Policy. Beebe 2nd. No Discussion; passed unanimously.*

Treasurer as Custodian Policy Review: (attachment L)

Dalton updated the group that the District tax base money is still in the LGIP although it is over the \$50,000 the board liked to keep in there. The reason is that Dalton is proposing taking out \$100,000.00 and put it into a 6-month CD at Washington Federal. The balance of \$214,000.00 he will put into another CD at another institution. By doing this it will give us some money in July of 2019 and then in October 2019 and get maximum interest. We will have \$50,000.00 in a money market. \$250,000.00 in long term (CD, savings accounts) and \$200,000.00 in short term money market and checking accounts in each institution. Beebe added other banks call them demand account or non-demand accounts in regards to terminology. Dalton explained the packet attachment (L) FDIC document. It is an explanation of government accounts wording for custodians of public funds. Dalton encouraged everyone to read L-1 – L-3, if anyone had questions to please call him for clarification.


INFORMATION:

Keep binder information from prior year?


A general consensus was to only keep Agenda, Minutes, Treasures Reports, Budget information.

ADJOURNED 8:30 PM.

Respectfully submitted by Administrative Assistant Patti Gray on January 11, 2019.



Matt Crawford - Chair
Judy Beebe



Date