

Polk Soil and Water Conservation District

July 10, 2019

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)
Mike Wilson (Secretary) (arrived at 7:03)
Jock Dalton (Treasurer)
Brad Ford
David Simmons

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

BOARD MEETING

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Board Meeting to order at 6:37 PM. Directors Beebe, Woods, Dalton, Ford, and Simmons, and were present to start the meeting. Introductions were made.

PUBLIC COMMENT: None

REVISION OF AGENDA:

PARTNER AND STAFF REPORTS:

ODFW Habitat Incentive Programs Internships:

Stutzman updated the group that the two interns have been hired to work as an agent for ODFW and they started on Monday July 8th, 2019. One of the interns will be working out of the Salem Head Quarters office and the other one will be working out of the Clackamas location.

PECAN Advocacy Group:

Stutzman informed the group she attended the steering committee & has become the vice chair of the PECAN (Polk Extension Citizens Advisory Network) Advocacy Group for the OSU Extension office here in Dallas, Oregon.

Smithfield Oaks:

Stutzman informed the group she had a meeting regarding Smithfield Oaks with Bonneville Power Administration (BPA) & The Trust for Public Land (TPL) on July 10, 2019. During the meeting it was discussed that the closing has to be before the end of September. Everything is on track, falling in order & there are no hang ups. Now it is just a matter of taking any easements, deeds or anything that has been created by (TPL) and giving it to BPA for review. They send it to the Department of Justice (DOJ) for review, and then it can close. Susan is going to own the property that will be sold to us and William will own the agriculture land.

Ground Water Education Forum:

Stutzman informed the group she and the LWC have been planning for a Ground Water Education Forum to utilize funds from a DEQ 319 grant, we will host a workshop in January 2020.

ODA Capacity/SOW Grant:

Stutzman informed the group she has turned in the ODA Capacity and Scope of Work (SOW) Grant applications. The ODA Capacity Grant is what generally funds computer, rent, office supplies, and some of Gray's salary. The scope of work grant funds a good portion of Morgan's job.

Kinkaid's Lupine Recovery:

Stutzman informed the group she met with the grant review team regarding the Kinkaid's Lupine Recovery Grant for Cornerstone. Next month there should be some answers regarding how things are going. That grant is for using 10 acres of Cornerstone to reestablish a pure strain of Kinkaid's Lupine.

RCPP Renewal:

Stutzman informed the group that in August she has an RCPP renewal contract meeting with NRCS and Yamhill SWCD. Right now it's a matter of winding down the end of the current RCPP 5 year contract for upland oak restoration and then we will try to put it through again to continue funding. Yamhill has been the lead for this contract, and this next time we are going to try to get our own pots of money, one for each county instead of sharing. Polk SWCD billed \$8380.00 for April, May & June RCPP services.

In August, Stutzman & Conrad will give a nice report breaking down program plans for the next couple of years and the money it should bring in for the District.

CHAIR REPORT:

Letter from Spencer Rockwell: (attachment A)

Beebe informed the group that she received a letter from Spencer C. Rockwell, dated April 6, 2019. She also reminded the group that in one of the executive sessions they had discussed some concerns, he then was supposed to come back with some recommendations, and this is the result.

In the letter it states:

1. Have all Board Members attend Board Training.

Beebe reminded everyone SDAO Insurance gives a discount on the insurance policies, if a certain amount of training is done per year. Beebe asked Stutzman what all the different ways of obtaining training were.

Stutzman explained there are 3 options:

1. Specified training at a board meeting.
2. Videos & webinars
Woods would like to see a list of the video trainings. Beebe asked Stutzman to provide a list of the videos.
3. Attend Annual SDAO Conference. In Woods opinion, he thought the annual training was one of the best training opportunities, which happens at the end of January beginning of February in different parts of the state (Seaside, Bend, Eugene, Sunriver, Pendleton and Portland) and has different types of classes.

Beebe's question was how many hours of training do they have to do. Stutzman replied our policy states Directors are to take 12 hours a year in training. Beebe suggested to the board they could think of a specific topic that they would really like to cover in an hour, but it sounds like they would rather attend the annual conference. Woods pointed out at the conference, everyone could split up with lots of different topics, you can talk & hear other Districts and ask them questions about different issues, and they have good

motivational and top line keynote speakers. Dalton suggested first figure out who has had training, how much training and how recent. Beebe requested the group make a summary list of the trainings they liked so Stutzman can make a table.

2. Determine, as a Board who to use as your General Counsel Lawyer.

Dalton pointed out Rockwell seems to assume we are going to hire a general counsel. Woods suggested he would rather hire a lawyer with the most experience or most trusted each time something arises. The board agreed that an attorney should be used that best fits the need at hand and not to have only one general counsel represent the board. Simmons thought there is an exclusive agreement with Comstock. Beebe stated there was not an exclusive agreement; you can't have an exclusive agreement with an attorney. Some discussion. Beebe will distribute the email she received from Mark Comstock that explains there is no exclusive agreement.

3. Work with Special District Association of Oregon (SDAO) or your general counsel to address the personnel issues in an appropriate way.

Beebe stated in the past we have had general counsel come in and tell us how to handle issues and it's been ignored. Ford stated he is curious how this is going to be approached since we seem to have issues that are still not resolved. Who should we work with, SDAO or an attorney? Simmons explained we signed a contract stating that we would keep SDAO in the loop since they are our insurance provider.

Beebe asked Wilson to introduce himself when he arrived and joined the meeting at 7:03 p.m.

Beebe recapped the last few minutes of the meeting. The recommendation is to use SDAO to help the board resolve issues still on the table. As in # 2 we are not going to approach or hire a general counsel. So now we have SDAO left as the group who is going to help us address the personnel issues in an appropriate way. Ford asked if the Special Personnel Committee (SPC) should be the ones to contact SDAO. Beebe stated only if the board appoints a member of that committee as a representative. Ford asked who the members of that committee are. Beebe replied Wilson, Dalton & Woods. More Discussion. Ford made a motion for Wilson to be the representative to speak to SDAO about personnel issues. More Discussion. Woods pointed out that the board & staff need to work through the 5-year plan first, the board hasn't been clear with its expectations, define who we are and how we're doing it, and we need to deal with that first, then get to other issues. Board needs a representative to talk to SDAO specifically about personnel issues. Dalton stated the Special Personnel committee has not made any recommendations thus far. Ford withdrew his motion. Discussion. Decision to try and invite a board mediator or the like to the next board meeting, Karin will contact SDAO and see if this person is available for next meeting.

Need a motion indicating who will be signers on bank accounts in minutes to add new chair to bank accounts:

Beebe explained she went to the institutions and ¾ of them are requesting a Letter of Authorization to go with a copy of approved minutes disclosing who the signers will be; not just who is to be removed or added. Woods made a motion that we do a letter of authorization to go with our approved minutes that designate Judy Beebe as Chair, Chad Woods as Vice Chair & John (Jock) B. Dalton as Treasurer to be the authorized signers on all of our bank accounts, Wilson 2nd. No Discussion; passed.

ACTION ITEMS:

June Budget Hearing meeting minutes: (see attachment B):

Woods made a motion to accept the June Budget Hearing meeting minutes, Ford 2nd. Discussion; passed.

June Local Contract Review Board meeting minutes: (see attachment B):

Woods made a motion to accept the June Local Contract Review Board meeting minutes, Dalton 2nd. No Discussion; passed.

June Board meeting minutes: (see attachment B):

Simmons requested two revisions.

1. Revision was on page 5/6 under Finance Committee, third paragraph. Where it states, Beebe stated asking the person who set it up 5 years ago. He would like that question in quotation marks.
2. Revision requested was on page 6/6 where it states Consulting and Collaboration training/workshop. He would like the wording to say "Board Development and training workshop regarding their grant."

Simmons made a motion to accept the June Board meeting minutes, once the two revisions have been made Woods 2nd. No Discussion; passed.

June Treasurer's Report: (see attachment C):

Stutzman explained that she hadn't included the treasurer's report in the packet that was mailed out because she wanted to try and get all the bank statements posted to QB for year-end before the meeting. Some discussion. **By consensus the group decided to table this topic so Chad could look at it since it was not included in the packet that went out ahead of the meeting.**

Pay Raises for Marc and Jackson: (see attachment D):

Stutzman informed the group that Bell has been doing well on several levels. For example, he has implemented many RCPP contracts, handles CREP and is the project manager for Jont Creek. He is building relationships with partners and staff. Dalton added that when he came into the office Reams had expressed her gratitude with Bell for his assistance with mutual files. Woods would like the personnel committee to define the qualifications for placing an employee at a STEP on the GS pay scale, and how they could move up. Beebe explained during the personnel committee meeting Stutzman addressed that she would like to personalize the Federal G steps to our needs and provide that document for committee and board review in the near future. Dalton, Woods & Simmons would like to see more information about the different requirements to upgrade from one step to another step. Stutzman agreed and stated she understands that employees like to be able to see how they can advance in a company, helps with longevity. Some Discussion. Woods reminded the group they did all vote to use this pay scale. **Woods made a motion to apply pay raises as recommended to Bell & Morgan, Simmons 2nd. Discussion; passed.**

COMMITTEE REPORTS:

PERSONNEL COMMITTEE MEETING

Manager's Annual Review Document: (see attachment E):

Wilson explained the personnel committee would like to recommend that the board approve using the new Performance Appraisal that includes two sections. The blue barred "*District Manager Performance Appraisal*" and the "*Board Appraisal*." The "*Board Appraisal*" (beginning at section F) would be the form that each individual board member would get and that each member should fill out and return to the personnel committee by July 31, 2019. Then the committee will tally the votes, and make a recommendation based off these forms. The first part of the appraisal, the one with blue bars, would be a one on one iterative, between the supervisor and the manager. Does the board have any comments? Woods asked if the Personnel Committee meeting was published, if so, the committee could make a recommendation to the board. Beebe confirmed the meeting was published. Stutzman will email the new Performance/Board Appraisal forms to Beebe, so Beebe can email it to the other directors. Please have the forms returned to the personnel committee by July 31, 2019. **Woods, Wilson, Dalton, Ford, and Simmons voted to use the new recommended form, Discussion; passed.**

INFORMATION:

Polk County Fair program:

Stutzman informed the group that over the past few years she has learned the fair is really all about the kids and that the Cultivating Activity Tent will be located in the entertainment section of the fairgrounds. The dates for the fair this year are: Thursday, August 8, 2019 to Saturday, August 10, 2019.

Thursday and Friday all day general activities will be the following:

- A craft table
- Claudia the Chinook will be on display
- Nature Ball Plant terrariums will be made
- Soil Your Undies experiment packs will be given out
- A science project, last year's science project was pop bottle composting

Saturday's Highlighted activities will be the following:

11:00	Chintimini Wildlife Center	Birds of Prey Presentation
12:00	OSU Extension	Live Bee Display and Honey Stick making
1:00	OSU Extension	Bicycle Blender – Come work for your smoothie!
2:00	OSU Extension	Vermiculture Demonstration (Worm Composting)

ADJOURNED 8:21 PM

Respectfully submitted by Administrative Assistant Patti Gray on July 24, 2019.



Judy Beebe - Chair



Date