

Polk Soil and Water Conservation District

June 12, 2019

Board Meeting Minutes

Polk County Fairgrounds: 520 S Pacific Hwy W, Building B, Rickreall, OR 97371

Attachments available on request

In Attendance:

Directors

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

Staff

Karin Stutzman (DM)
Patti Gray (Admin)

Directors Emeritus/Associates/Guests

CALL TO ORDER & INTRODUCTIONS: Judy Beebe Chair, called the Board Meeting to order at 7:29 PM. Directors Beebe, Woods, Wilson, Dalton, Crawford, Ford, and Simmons, and were present to start the meeting. Introductions were made.

PUBLIC COMMENTS: None

REVISION OF AGENDA: None

PARTNER AND STAFF REPORTS: None.

CHAIR REPORT:

Beebe provided a one page handout as information for reminder from the Polk Soil & Water Conservation District Policy Manual. The reminder stressed these five points of importance regarding individual board member responsibilities from pages:

III. A 2.c: Conservation District Directors, as a representative of the District board, Page III-2

III.A.2.d: Individual board members may be given authority or power to act on behalf of the board, Page III-2

III.C.1: Board grants authority to Chair as Chair Personnel Committee, Page III-7

VIII.C: A quorum of the District directors may attend a social gathering together, but they may not deliberate, Page VIII-3

IX.8: Directors are expected to stay informed of District operations & to be involved in District activities, Page IX-2

ACTION ITEMS:

May 8, 2019 Board Meeting Minutes: (see attachment E1):

Ford made a motion to approve the May 8th, 2019 Board Meeting minutes, Wilson 2nd, Crawford abstained. No Discussion; passed.

May 8, 2019 Local Contract Review Board Meeting Minutes: (see attachment E5):

Ford made a motion to approve Local Contract Review Board Meeting Minutes Simmons 2nd, Crawford abstained. No Discussion; passed.

May 16, 2019 Special Board Meeting Minutes: (see attachment E6):

Simmons asked if ODFW is ok with billing in July for the Willamette Oregon Department of Fish & Wildlife Tax Credit Internship. Stutzman replied yes. Simmons made a motion to accept the May 16th Board Meeting minutes, Crawford 2nd, Ford abstained. No Discussion; passed.

COMMITTEE REPORTS:

Finance Committee:

Dalton informed the group he went up to talk with John McDonald from Tualatin SWCD. His wife setup QuickBooks for them. He asked John if she would be willing to help Polk SWCD with QuickBooks (QB) he said yes. Dalton would like the authority to contact her to see what that would cost and other inquires. Beebe asked if he was talking about asking her to set up or to do the daily, weekly and monthly duties. Dalton replied just inquiring about the setup structure that we want. Beebe asked for a motion since Dalton will be asking on behalf of the board. Dalton informed the group he will report back with the cost and the scope of work. Woods made a motion that Dalton approach Ginger and John McDonald about exploring the potential of working with the District on refining the accounting process, Simmons 2nd, No Discussion; passed unanimously.

Beebe informed the group the Finance Committee would like to recommend hiring a 3rd party accountant to do the bookkeeping, but not until the revision of QB is done. Woods would like to narrow it down a little more in regards to do we need a bookkeeper or do we need an accountant. Dalton suggested setting up like a new company. Beebe disagreed if QuickBooks will be continued to be used than all the history will be lost. Beebe stated we are just changing the appearance, which is fine that can be done.

Beebe informed the group that the Finance Committee would like to close the First Community Credit Union checking account and move it to an account that would actually make money. The board has known about this account sitting there 5 years that has been making zero interest. Simmons asked what it is being used for, what was it set up for originally? Beebe stated asking the person who set it up 5 years ago. Woods made a motion to move accounts that are not making any money, no 2nd needed since it is a committee recommendation. Beebe reiterated, it has been moved and the board accepts the recommendation of the Finance Committee to move the money from the 1st Community Credit Union into an interest bearing account.

Dalton's informed the board this is a checking account so it is immediately accessible. Beebe reminded Dalton it is \$ 65,000.00. Dalton asked if it should be put into a CD. Beebe suggested, not a directive, if it is put in the main checking account it can be used instead of diving into the LGIP until the tax money comes in. Dalton's concern was having more than the \$250,000.00 to exceed that to lose the insurance coverage; he will take that into consideration. Beebe reiterated we will not be above the \$250,000 in the OSCU accounts if the money is moved there.

May Treasurer's Report: (see attachment F):

Beebe pointed out 1st Community Credit Union amount is \$ 66,290.77. Woods suggested those funds be put in OSU & Washington Federal be used for the reserve funds when they come in for Smithfield Oaks. Dalton stated he is going to do some looking around. Woods made a motion to accept May's Treasurer's Report as presented, Crawford 2nd. No Discussion; passed.

INFORMATION:

ODA SOW -biennial grant application considerations:

This topic was tabled.

The Future of Water Allocation in the Willamette Valley (subcommittee??): (see attachment G):

Stutzman informed the group she attended a SEDCOR meeting regarding this topic and this is a new conversation for her. The topic for the meeting was The Future of Water Allocation in the Willamette Valley. The Army Corp of Engineers is doing a series of 3 separate studies & assessments. 1. The reallocation of the water supply of those dams. 2. Renewing and updating their Environmental Impact Statement since their last review was nearly 40 years ago. Now they have a lot more current information 40 years later. The Environmental Impact Statement will cover if they are up to speed on current practices: fish passage, etc. 3. They are looking at their Operation & Maintenance System from here forward in relation to the Environmental Impact Statement.

Woods added there are 13 multipurpose dams the ACOE (Army Corps of Engineers) manage. Fern Ridge, Detroit and Foster are the three recreational dams. Mandate # 1. Flood Control, Electrical Generation, Irrigation, Municipality Water and Wildlife.

Dalton pointed out 15 years ago the local area attempted trying putting together a consortium; to pump up from Camp Adair Water Right to Dallas when it was looking at a shortage of water. Once the mill closed there was a 40% decrease of water usage in Dallas.

Template review format for District Manager: (see attachment H):

This topic was tabled. Although Beebe reported:

- Encourages everyone to look at attachment # H,
- The Personal Committee will be meeting early in July, would like to take action on Performance Appraisal. If you have input please let the Personal Committee (the members are: Brad Ford, Mike Wilson and Judy Beebe) know, otherwise they will be working with that format,
- The SPC (Special Personal Committee) was added to the Ad Hoc Committee List.

Wilson reported:

- Fire season starts on Monday June 6-17-19,
- They hired Lucas Hunt as a Forester, starts on Monday 6-17-19.

Simmons reported:

Glenn Gibson & Rickreall Watershed Councils will be doing a Board Development and training workshop regarding their grant.

BOARD MEETING ADJOURNED 8:13 PM

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



Judy Beebe - Chair



Date