

POLK SWCD BOARD MEETING MINUTES
March 13, 2024 - 6:00 PM – 8:00 PM
Recording and attachments available on request

 Draft
 X Approved

CALL BOARD MEETING TO ORDER: Vice-Chair Woods called the meeting to order at 6:00PM at the Polk SWCD Office, 580 Main St, Suite A, Dallas, Oregon. Introductions were then made.

DIRECTORS:	STAFF:	GUESTS:	ABSENT:
Michael (Mike) Wilson, Chair-Zoom	Kevin Porter	Tom Finnigan	John (Jock) Dalton
Chad Woods, Vice Chair	Beth Thiel-Zoom	Erubiel Valladares-Zoom	
Pryor Garnett, Secretary	Morgan Neil-Zoom		
Lindsay McClary	Hayley Iverson		
Donna Champeau	Evelyn Conrad		
Eden Olsen			

PUBLIC COMMENTS

No public comment.

REVISION OF AGENDA

No additions or revisions were made to the agenda.

CONSENT AGENDA

Pryor Garnett made a Motion to approve the Consent Agenda. Donna Champeau Seconded. Motion Passed Unanimously. Items in the Consent Agenda include the February 14, 2024 Minutes and Staff Reports.

DISTRICT MANAGER REPORT

Kevin Porter presented his District Manager Report to the Board. He discussed the PFA Grant application status. He stated that Marc Bell did a great job writing this grant for the District. He reviewed the PFA Grant specifications. He stated that there were over 70 applications submitted for the grant. He noted that the District ranked 59th. He stated that it seems unlikely that the District will receive funding from this grant. He noted that if similar opportunities come around, the District will be able to use this application to jump on them easily. He is hoping that this will open an opportunity to ask the legislature for more funding for these types of projects. He noted that the SIA Project with ODA is still moving forward.

COMMITTEE REPORTS

Finance Committee:

Chad Woods reviewed the District Financial Reports with the Board. He reviewed the need for plenary authority to be granted. He stated that the District could have multiple people with plenary authority, however, that would require everyone to be present to sign. Appointing the Treasurer to have plenary authority, would only requires the Treasurer to be present. He stated that the majority of money will be moved to the LGIP account and reviewed options for the remaining funds.

Tom Finnigan joined the meeting at 6:15PM.

Pryor Garnett Seconded the recommendation to give the Treasurer plenary authority to move funds from Citizens Bank to the LGIP, Umpqua Bank, or US Bank, in accordance with District policy on best return and security of District funds. Motion Passed Unanimously.

Personnel Committee:

Donna Champeau presented a report of the staff and District Manager annual review process to the Board. She stated that the Committee is almost ready to perform the District Manager review. She reviewed the process that would be taken to ask staff and partners to complete the evaluation. She reviewed the process of deciding which partners would be asked to complete an evaluation. She noted that every year the Committee will review this process and make changes as needed. There was discussion regarding suggested changes to the evaluation form. She asked for Board suggestions on the partner list. She stated that she would like to have any suggestions from the Board by the end of April. She stated that she met with Eric Nesbaum regarding bonuses. He recommended that if there are extra funds at the end of the fiscal year, that a bonus be given. He stated that the bonus doesn't have to be performance based. He recommended that if the District Manager receives a bonus, that staff do as well. Tom Finnigan reviewed the process that NRCS used for a similar bonus program. Donna Champeau noted that if there is a competition for bonuses, it can work against you.

NEW BUSINESS

Pryor Garnett reviewed the status of the Policy Manual and assigned Committee tasks. He noted that about two years ago the District began updating the Policy Manual in line with ODA. He stated that the Policy Committee got through the first three chapters and had to put it on pause. He believes the Directors have the bandwidth now to pick this project back up. He stated that he would like to see the items relating to the various Committees, be tackled by those Committees before they come back to the Policy Committee. He stated that this isn't an urgent task and should be handled when the Committees have time. There was discussion regarding what the Committees would be reviewing.

Mike Wilson joined the meeting at 6:45PM.

Mike Wilson presented an update on the SIA. He stated that at the last meeting there was discussion regarding how the District and Directors could move forward. He stated that the Ag Water Quality Committee should meet to continue to assist staff with the project. Mike Wilson recommended that the Committee meet and bring a recommendation to the Board on how to move forward.

Kevin Porter presented potential new times for the upcoming Board Meetings to the Board. There was discussion regarding having the April meeting on the second Wednesday at 5:00PM and beginning in May, the meeting will move to the second Thursday at 9:00AM. There was discussion about possibly doing a split schedule throughout the year, as schedules change.

Lindsay McClary made a Motion to move the April meeting to 5:00PM on the second Wednesday of the month and beginning in May, the new meeting times will be the second Thursday of the month at 9:00AM. Eden Olsen Seconded. Motion Passed Unanimously.

Kevin Porter noted that staff will make sure to send out reminders about the meeting time change and update all the necessary places.

Evelyn Conrad presented the NRCS Quarterly Update to the Board. She stated that they received 33 applications and were able to fund 27 of them. She reviewed the types of projects that are being funded. She reviewed the Conservation Stewardship program with the Board. Chad Woods noted that he feels it's important for members of the county to know how their tax dollars are being spent on these programs and encouraged staff and Board members to inform people about these programs.

Pryor Garnett presented a Legislative Update to the Board. He stated that the Legislature finished their short session. He stated there was positive and less positive progress for conservation. He reviewed the various items passed that received funding. He stated there was a relaxation in the tight urban growth

boundary that would allow for more homes to be built. He noted that the Governor has stated that this one-time boundary increase would likely happen again.

Kevin Porter presented the Annual Work Plan to the Board. He apologized to the Board that he didn't get this to the Directors before the meeting. He noted that he is using a new format for this year and it has required more work than he anticipated. He stated that he is using days to measure staff time rather than hours. He stated that he worked with staff to try to get the best possible outline of their time commitments. He reviewed how staff time is broken up. He stated that there has been discussion regarding adding an additional staff person. He stated that the District would want another steady source of income before hiring another person. He noted that a lot of other districts have a staff person that only covers urban projects. Donna Champeau questioned whether this was an issue that was brought up at the Local Work Group meeting. Kevin Porter stated that it wasn't but that the office gets a lot of calls regarding urban issues and sees the need for it. There was discussion regarding possible grant funding opportunities. Chad Woods stated that he would like to see a line item in the budget for a possible additional person.

Pryor Garnett made a Motion to approve the Annual Work Plan as presented with any updates that Kevin Porter may find necessary. Eden Olsen Seconded. Motion Passed Unanimously.

Meeting adjourned @ 7:47 pm by Chad Woods.

Respectfully submitted,

Hayley Iverson
Administrative Assistant