

POLK SWCD ANNUAL MEETING
NOVEMBER 9, 2022 - 6:00 PM - 8:00 PM
Recording and attachments available on request

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MCW X Approved

CALL ANNUAL AND BUSINESS MEETING TO ORDER: Chair Woods @6:00PM. Introductions were then made.

DIRECTORS:	STAFF:	GUESTS:	Absent
Chad Woods, Chair	Kevin Porter	Evelyn Conrad, NRCS	Marc Bell
Judy Beebe, Vice Chair	Morgan Neil	Eden Olsen, Director-Elect	
Mike Wilson, Secretary	Jane Keppinger	Donna Champeau, Director-Elect	
John (Jock) Dalton, Treasurer		Kristen Larson, Luckiamute Watershed-Zoom	
Pryor Garnett			
David Simmons			
Brad Ford			

PUBLIC COMMENTS

No public comment.

REVISION OF AGENDA

No additions or revisions were made to the agenda.

BOARD MEETING MINUTES

Jock Dalton made a Motion to approve the September Board Meeting minutes. Judy Beebe Seconded. Motion passed unanimously.

TREASURERS REPORT

Jock Dalton presented the Treasures Report. Dalton stated that the Board should be seeing property tax money coming in shortly from the County. Woods noted that usually happens the first or second week of December. Pryor Garnett made a Motion to approve the Treasurers Report. Brad Ford Seconded. Motion passed unanimously.

POLK SWCD FINANCIAL AUDIT

Chad Woods stated that the audit was not ready at the time of this meeting.

POLK SWCD DIRECTOR ELECTIONS OUTCOME

Donna Champeau introduced herself as the At Large District 2 Director-Elect. Eden Olsen introduced herself as the Zone 3 Director-Elect. Chad Woods noted that Lindsay McClary was not present at the meeting but is the Zone 2 Director-Elect.

NRCS PRESENTATION/REPORT/DISCUSSION

Evelyn Conrad reviewed the Civil Rights Overview for Soil and Water Conservation Districts & NRCS with the Board. Conrad reviewed several program signups, cut offs, and rates. Conrad reviewed available funding pools and payment rates.

EMERALD ASH BORER

Morgan Neil presented information she has gathered regarding the Emerald Ash Borer and how she has distributed that information to the public. Kristen Larson shared additional information regarding the Emerald Ash Borer with the Board. There was further discussion regarding the Emerald Ash Borer and its impact on the Oregon Ash.

ANNUAL MEETING

Chad Woods noted that the annual meeting was moved to later in the year to have the annual audit presented during it. There was discussion regarding when and where the annual meeting should be held. Woods stated that the annual report did not have to be presented during the annual meeting. Woods asked if the Board had any objections to the annual report and audit being done as soon as possible and letting Morgan Neil plan the annual meeting. There was no objection. Jane Keppinger reviewed the proper process regarding the annual meeting and annual report.

OFFICE FURNITURE

Jane Keppinger reviewed the plan and process being taken for new office furniture for the front office area and District Manager's office. Many of the pieces needed are being supplied by NRCS. There was discussion regarding disposal of the old office furniture. Woods stated that a \$5,000.00 budget would be fine and that there is a line item in the budget for purchases like this. The Board approved office furniture to be purchased in an amount up to \$5,000.00.

MONTHLY REPORTS

OACD Annual Conference: Mike Wilson stated that this was the first OACD Annual Conference he had attended and felt that it was a good conference. Pryor Garnett reviewed his time at the OACD Annual Conference and stated that it was an excellent conference.

Financial Committee-Crime Policy Coverage Increase and Fiscal vs. Finance Committee Name: Jock Dalton and Chad Woods reviewed the Crime Policy Coverage Increase with the Board. Pryor Garnett recommended that the Fiscal Committee name be changed to Finance Committee, as that is what the Board commonly refers to it as. There was discussion regarding concerns with the name change.

Personnel Committee-Employee Performance Evaluation: Mike Wilson stated that recently the main objective of the Personnel Committee has been to fill vacant positions and he is happy that the District Manager position has been filled. Wilson also stated that due to the District Manager position being vacant, the committee was asked to perform an employee performance evaluation for Morgan Neil. Wilson stated that the committee recommends that the Chair be given authority to set a merit increase for Morgan Neil consistent with the evaluation performed by the committee. The Board agreed with this recommendation. Wilson stated that the committee discussed another open position but does not have a recommendation for the Board on that matter.

Additional Staff Updates (Verbal or Written): Morgan Neil stated that she has provided her written report to the Board.

POLICY MANUAL

David Simmons reviewed the draft policy manual with the Board. There was discussion regarding the differences of the old policy manual and the new draft policy manual. Pryor Garnett recommended that the Board accurately quote or site the statutes referenced in the manual, instead of having an interpretation or a paraphrase, as it gives the potential for misinterpretation. There was discussion regarding the necessity of the policy manual.

EXECUTIVE SESSION

8:00 PM Woods entered executive session according to ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member, or individual agent. Discussion followed.

8:45 PM Woods adjourned executive session and reconvened regular board meeting.

MEETING ADJOURNED: With no further business to discuss, Woods adjourned the meeting at 8:45pm

Respectfully submitted,

Hayley Iverson, Administrative Assistant