

October 12, 2022 - 6:00 PM - 8:00 PM

**Recording and attachments available on request**

**CALL BOARD MEETING TO ORDER:** Chair Woods @6:00PM. Introductions were then made.

**DIRECTORS:**

Chad Woods, Chair  
 Judy Beebe, Vice Chair  
 Mike Wilson, Secretary  
 John (Jock) Dalton, Treasurer  
 Pryor Garnett  
 David Simmons

**STAFF:**

Marc Bell  
 Morgan Neil  
 Jane Keppinger

**GUESTS:**

Donna Champeau  
 Lindsay McClary  
 Eden Olsen

**Absent**

Evelyn Conrad, NRCS  
 Brad Ford, Director  
 Hayley White, OSU Extension

**PUBLIC COMMENTS**

No public comment.

**REVISION OF AGENDA**

No additions or revisions were made to the agenda.

**TREASURER'S REPORT**

Treasurer Dalton reported on financial activity over the last month. Discussed timing of current year tax deposits from county, largest amounts will come in in November and December. Annual NACD dues are being requested. Previously paid \$775.00. Woods asked for a list of the tax deposits for this year as a citizen has requested it. Beebe moved and Garnett seconded motion to approve the treasurer's report at submitted. Motion passed. NACD annual dues at \$775.00, Simmons moved Dalton seconded to pay the dues. Motion passed.

**BOARD MEETING MINUTES**

September 2022 board meeting minutes were presented at this time. Dalton moved Garnett seconded. Motion passed.

**NEW BUSINESS**

NRCS presentation postponed until November's meeting due to employee illness.

**COMMITTEE/MONTHLY REPORTS**

**Finance Committee:** No finance committee meeting held in October 2022. Office visit for audit will happen on October 19, 2022, at 1pm. Both accountant and Keppinger has gathered as much information as was found or available for auditor to review.

**Personnel Committee:** Wilson reported reviewing applications and then holding interviews for district manager. Board will be going into executive session later in the meeting for further discussion of hiring a district manager. Wilson thanked Cascade Employers Association for their assistance in the hiring process of the district manager. They have been very helpful and good to work with.

**Verbal SWCD Employee Updates:**

**Neil** mentioned that today marked her one-year anniversary working for the district. She would like to meet with the Personnel Committee to do her performance review and to share her accomplishments and goals for next year. She will contact the committee to setup a time to meet. Wilson congratulated Neil on her one-year anniversary. Also, is mentioned in employee handbook, there is a standardized evaluation form that was previously used to do evaluations and Neil wants help in finding it. Bell or Keppinger will help locate the form for her.

**Bell** reported he received notification from the Institute of Applied Ecology that they will be out doing some spraying work at the Cornerstone property under their existing OWEB grant. Bell has a copy of the employee evaluation form used in the past. Spending time with NRCS to divide and concur those landowners interested in the Oak Habitat program and would have been out onsite visits today, but NRCS person was ill so will do in November. Simmons asked had Bell heard anything about the turnaround at Smithfield property from BPA. He stated BPA is wanting to wait until their management plan is fully approved and then will address the turnaround as part of the plan. Bell will check with BPA as to the status of the plan/turnaround.

**OSU EXTENSION CONTRACT LETTER** regarding Hayley White. Her current contract between OSU Extension and Polk SWCD has now been cancelled as of December 31, 2022. White will work for Polk and Marion County Extension offices only, and no longer for the SWCD too. Enough funding became available to support her position through Extension in both counties. White will continue to work in Polk County, so we are not losing a good resource. As of December 31<sup>st</sup>, the district will no longer be contributing towards her position.

### **SWCD DIRECTOR ELECTIONS STATEWIDE SURVEY**

Woods discussed SWCD director eligibility information provided by the Soil and Water Conservation Commission and it was being reviewed to see if changes to the criteria were needed, primarily involving the 10-acre rule, to potentially increase participation. Keppinger explained why the eligibility for becoming a director was challenged stemming from the 2018 elections, where a person who ran in another SWCD, later found out they were not eligible and did not meet the existing criteria for a zone position. Polk directors then made comments. Board will draft their own opinion about the director eligibility.

### **ATTENDING OACD ANNUAL CONFERENCE**

Woods, Dalton, Wilson, and Garnett will attend OACD conference. Garnett has already registered and will commute back and forth each day. Keppinger will register the other three directors for both their registration and rooms. Bell and Neil will not be available to attend. Bell recommended directors attend as it is a good place to meet other SWCD directors and gather good information.

### **DISPOSAL OF SWCD BLACK DODGE TRUCK**

Discussion held about disposal of the Dodge truck as it was not being driven now, nor it is reliable. Has left employees stranded many times when it would not start. Has had it repaired several times, but the problem of not starting still exists. This truck is manual transmission and only a two-wheel drive so not good on all terrains. White Ford truck is the one used now. Discussion followed about donating, selling, or trading in this vehicle and it depends on what the SWCD's local contracting rules are for disposing of property. The value of the truck is not known as this time. Board then decided to wait until the new manager is hired to handle the disposal of this truck. Simmons asked staff about needing an additional vehicle if the Dodge truck was disposed of. Bell responded that a second vehicle doesn't seem to be needed at this time but should wait until all the new employees are hired as acquiring a second vehicle may be needed then.

### **BLM RICKREALL LARGE WOODY DEBRIS PROJECT**

Woods discussed what has already been done over the last year on this project. The project now still needs to place the 30 logs at the upper fork of the Rickreall to be used for to control flow of debris. There is a contractor who may be available within the next two weeks to do the work. Instream water permit expires on October 31, 2022, so time is short.

Woods suspended regular board meeting and convened a SWCD Contracting Board meeting for approval to spend funds and hire contractor for this project. Estimated costs of project is about \$17,000 and Woods needs approval from board to move forward. Keppinger reported what funds were still available for this portion of the project from OWEB and the need to apply for some of the additional grant funds. Dalton moved to grant Woods the authority to proceed with this project, not to exceed \$17,500, Simmons seconded motion. Motion passed.

Woods adjourned contracting board meeting and reconvened regular board meeting.

#### **LETTER OF SUPPORT GLENN-GIBSON WATERSHED COUNCIL GRANT**

Glenn-Gibson Watershed Council has asked for letter of support to apply for grant funds to do an inventory of the flora and fauna within their watershed and will work with the City of Salem. Dalton moved and Wilson seconded to write the letter of support. Motion passed.

#### **OAK TREES DOWNED FROM STORM ON SMITHFIELD OAKS PROPERTY**

Board has had request from local nonprofit to donate the downed trees to be cutup for firewood. Nonprofit will donate cut firewood to low income and those in need of wood for heat. Wilson moved and Garnett seconded the motion to donate the downed trees to a local nonprofit and wants material to be used in Polk County if possible. Motion passed.

#### **POLICY HANDBOOK**

Board decided to postpone discussion until next meeting due to time constraints.

**7:08PM** Woods called for a five-minute break of the regular board meeting before convening executive session.

**7:13PM** Woods reconvened regular board meeting and then suspended regular meeting to go into executive session. Woods excused SWCD staff and public from executive session.

#### **EXECUTIVE SESSION**

**7:14PM** Woods convened 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.

**8:41PM** Woods adjourned executive session and reconvened regular board meeting.

Garnett moved to have the Chair of the Personnel Committee extend an offer to the selected candidate at a competitive salary, within the range posted in the job notice, which will likely ensure an acceptance of their offer. Beebe seconded. Motion passed.

#### **POLICY HANDBOOK REVISTED**

Handbook was briefly discussed again. Garnett asked Simmons if Policy Committee will meet before November board meeting and if so would like to be present for the discussion. Simmons said he would convene a committee meeting sometime during the month.

**8:43PM** Woods adjourned regular board meeting to again convene an executive session due to an additional personnel item needing to be discussed.

**8:44PM** Woods reconvened Executive Session.

Respectfully submitted,

*Jane Keppinger*

Jane Keppinger, Administrative Assistant (Temporary)