

POLK SWCD BOARD MEETING

July 08, 2020

6:00 PM - 8:00 PM

Via ZOOM video Conference - Attachments available by request

Directors

Chad Woods Chair
Judy Beebe Vice Chair
David Simmons
Brad Ford
John Dalton

Staff

Karin Stutzman (DM)

Emeriti/Associates

Tom Wilson (Rhythm Admin)
Mike Powers (ODA)
Jane Keppinger (Marion SWCD)

CHAIR WOODS CALLED BOARD MEETING TO ORDER AT 6:05 PM

PUBLIC COMMENTS: None

AGENDA REVISIONS:

Jane Keppinger was added to discuss Marion SWCD working in Polk County with a grant from the City of Salem to remove Japanese Knotweed.

PARTNER/STAFF/CHAIR REPORTS:

Mike Powers (ODA) presented information on House Bill 2437 (Ag Channel Maintenance Survey).

AT THIS TIME BILL WAINWRIGHT ENTERED THE MEETING 6:22

Jane Keppinger explained the city of Salem is funding survey and removal of Japanese Knotweed. By statute, she needs Polk SWCD permission to work in West Salem. They will survey, locate, and/or treat thru the summer, and provide a report of their findings at the end.

ACTION: Dalton moved (2nd Simmons) to give permission to Marion SWCD work in west Salem with Glen-Gibson WC; passed unanimously

Wainwright asked what the Polk SWCD can do with the tansy and other weeds by the roads. Woods replied he was aware of his concern.

Evelyn Conrad is in Idaho to fill in for the NRCS. Sue Reams is the acting DC.

STAFF:

- Partners Program doing mowing at cornerstone at this time (see map attachment).
- New Cultivating Newsletter has gone out.
- Morgan working a few small grants: oak , hedgerow and clearing ludwigia.
- Waiting for extension to hire shared position.

- RCPP portal available in August or September.
- Budget process is finished.
- Office is in Phase 2 of reopening: Taking appointments, PPE supplied
- 2 landowner in for Ag Maintenance Survey on the Luckiamute

ACTION:

JULY TREASURER'S REPORT: (see attachments)

Stutzman provided 2 styles of reporting, the "old" from last FY, and the "new" from July 2020 onward. She described the new format (YTD, Budget to Actual, by funds). The board requested to not zip or compress the files for the board packets.

Beebe commented she knows how much work it takes to do the switch and gave kudos to Karen and Gloria (bookkeeper) for all their and months of hard work.

Dalton will talk to Gloria and work on the special projects to general fund fix at finance committee.

Dalton moved (2nd Beebe) to adopt the July treasurer's report as presented. Discussion regarding changes in assets in balance sheet, real property and fixed assets; **Passed unanimously.**

MEETING MINUTES

Beebe moved (2nd Dalton) to adopt the June 10 Board Meeting minutes as presented. No Discussion; Passed unanimously.

Beebe moved (2nd Dalton) to adopt the June 10 Annual Meeting minutes as presented. No Discussion; Passed unanimously.

Beebe moved (2nd Dalton) to adopt the June 10 Budget Adoption Meeting minutes as presented. No Discussion; Passed unanimously.

OACD DUES: Woods asked what was budgeted Stutzman replied \$4000. Discussion regarding formula to calculate dues.

Dalton moved (2nd Simmons) to pay OACD dues of \$2500. Discussion regarding sending more later dependent on OACD need; **passed unanimously.**

STAFF WAGE INCREASE

Stutzman presented information regarding the pay scale comparisons (see attachment). Discussion regarding sources of information. Stutzman said the money is in the budget and the personnel committee has seen and discussed this. In July, the new salaries will be: Sr. Conservation Tech: \$61,340 GS-8 Step 7/ Farm Specialist: \$51,117 GS-8 Step 1

Dalton moved (2nd Simmons) to adopt the wage increase. Discussion regarding education, longevity and experience. Stutzman reported the personnel committee is working on chart to show those factors, to be ready soon; **passed unanimously.**

GOOD NEIGHBOR LETTER: see attachment

Discussion: board needs to read and discuss. The BPA (Bonneville Power Administration) expects our baseline management plan within 6 months, and then the District will develop a 10 years plan.

Simmons said hard to give a firm commitment without knowing the final plan. Wainwright suggested using verbiage from other BPA grants. Has not received feedback and he thinks he is being left in the dark and is confused by the draft letter, drafted by Director Wilson.

Simmons suggested tabling the motion until next month, when Director Wilson is available to explain the letter in more detail. . He wanted more open conversation and communication from the board.

Woods said he will contact the Sr. Conservation Tech for an update and bring it back to the board. Ford asked for Wainwrights recommendation for the property and comments on the letter. Wainwright wants to see the plans that are supplied to Bonneville Power Administration.

SURVEY OF ELIGIBILITY (see attachment): Simmons wanted an online fillable form and Stutzman said she will arrange it.

DIRECTOR REPORTS: None

COMMITTEE REPORTS: Simmons reported the policy committee is ready for board review. The idea is to separate policy from procedure. Beebe said final version of Fiscal Committee Chapter Revisions will be available by next meeting. Simmons explained that some exhibits are missing, some resolutions are missing a signature and some are superseded with no documentation.

BOARD MEETING ADJURNED AT 8:17 PM

Prepared by Tom Wilson, Rhythm Admin Services