

**POLK SWCD BOARD MEETING/EXECUTIVE SESSION MINUTES**  
**September 14, 2022 - 6:00 PM - 8:00 PM**  
**Recording and attachments available on request**

\_\_\_ Draft  
CW X Approved

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

<b><u>DIRECTORS:</u></b>	<b><u>STAFF:</u></b>	<b><u>GUESTS:</u></b>	<b><u>Absent</u></b>
Chad Woods, Chair	Marc Bell	Evelyn Conrad, NRCS	David Simmons
Judy Beebe, Vice Chair	Morgan Neil	Donna Champeau	
Mike Wilson, Secretary	Hayley White	Debra Landforce	
John (Jock) Dalton, Treasurer	Jane Keppinger	Lindsay McClary	
Pryor Garnett		Toby McClary	
Brad Ford			

**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 bank statements etc. Woods explained to guests the fiscal year starts July 1<sup>st</sup> and we operate on unappropriated funds from previous year until current tax dollars are collected, Garnett moved and Wilson seconded motion to approve the treasurer’s report at submitted. Motion passed.

**BOARD MEETING MINUTES**

No August board meeting minutes were presented at this time.

**NEW BUSINESS**

Contractor Discussion – Part 2 of Rickreall Large Woody Debris Project. Keppinger reported status of reimbursement for this portion of project. Stated she was working on submitting the forms for the funds, but OWEB made two different amendments to the original grant agreement. The start date needed to be changed and the administrative funds were incorrect as there were more funds available. The second discussion involved applying for additional funds from OWEB for the second part of this project. Staff needs to apply for the grant. The SWCD needs to go out for bids for this part of the project quickly, as the work in water window will close October 31<sup>st</sup>.

**COMMITTEE/MONTHLY REPORTS**

**Finance Committee:** Meet this month and reviewed financial information. Discussed audit. Keppinger thanked staff for working on and submitting 4<sup>th</sup> Qtr. ODA Scope of Work report.

**Personnel Committee:** Wilson reported the SWCD has three positions open. Meet with Cascade Employers Association and reviewed job descriptions where some changes were made. District Manager position is open now and will close on September 30, 2022. Wilson met with employees Neil and White about workshop they attended regarding best hiring practices and will implement some of their recommendations. PERS discussion followed regarding salaries and how PERS was currently being handled by the SWCD. Woods brought up at Personnel Committee meeting that current salaries did not reflect the 6% PERS contribution which was paid for by the SWCD as most employees may be paying the 6% contribution themselves rather than the entity paying it for them. Therefore, an individual may think he/she has to pay the 6% out of the current salary range listed which is not true. More discussion

followed. Garnett suggested leaving stated salary ranges in job descriptions as they are regarding the 6% PERS contribution but stated the top end of the range is low. Garnett moved to increase only top range of salary for District Manager to \$94,000, Beebe seconded, more discussion followed. Motion passed.

**Polk County Fair:** Woods complimented staff on booth and how things were very organized. Neil mentioned that the fair opened Wednesday afternoon instead of Thursday morning. Had very little traffic and then tent blew over, which was setup by the Fair staff. Thursday, Friday and Saturday were much better traffic wise. The fair is a lot of work and takes a lot of volunteers and staff hours. White stated the booth was in a different location, which hurt foot traffic this year so may need to address this with the Fair Board to see if another location could be arranged for next year.

#### **Verbal SWCD Employee Updates:**

**White** reported on small farm social at Chemeketa. Had good attendance but was during heat wave. 70 people attended for farmers to network and meet service providers. Had food and giveaways. Attended community event in Independence for two days and had good outreach material for Spanish speaking people. Gave talk at Monmouth/Independence Rotary Club. Been doing sight visits. Had intern this summer which Polk SWCD contributed funds. Living on the Land Workshops starting this September.

**Bell** reported he worked on RCPP for the last four to five weeks to finish contracts. Several people have been referred to SWCD from the outreach events.

**Neil** reported plant sale next month, signs available to put out. Event held at Delbert Hunter Arboretum. Need volunteers. Will be a coffee, cider, donut vendor there and tree tours.

**NRCS Update:** Conrad mentioned wrapping up contracting for this fiscal year (ending September 30<sup>th</sup>). Had a good year. Obligated all RCPP funds and \$750,000 obligated for EQIP. In process of hiring soil conservationist, forester and then a shared biologist position.

#### **POLICY HANDBOOK**

Since Simmons was not in attendance at this meeting, the Board decided to postpone discussion until next meeting.

#### **SWCD ELECTIONS-CANDIDATE PROFILES**

Garnett stated with the four positions open and six candidates running that Polk SWCD will likely draw more attention from the public, especially with Zone 4 director running for the At-Large position. Has ideas to help inform the public about the candidates by posting their profiles on SWCD's website, offer a public forum for all the candidates to speak at and staff to reach out to news and other media platforms. Garnett volunteered to work with Neil to create a form for all candidates to fill out, then their information can be posted to SWCD website. Form would be designed, similar to what information is in a typical voters' pamphlet. Board was in consensus from all but one director, to post the candidate profiles. Dalton refrained from this discussion due to a potential conflict of interest, as he is one of the candidates.

**7:25PM** Woods called for a 5-minute break and suspended the regular board meeting to go into Executive Session.

**7:30pm** Woods convened **Executive Session under ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff, member, or individual agent.** The Board held discussion in executive session.

**8:00PM** Woods adjourned Executive Session and reconvened the regular board meeting. With no further discussion required or action needed, Woods adjourned the board meeting at 8:01 pm.

Respectfully submitted,

*Jane Keppinger*

Jane Keppinger, Administrative Assistant (Temporary)