

Polk Soil and Water Conservation District

September 12, 2018

Board Meeting Minutes - APPROVED

Polk SWCD Office: 580 Main Street Suite A., Dallas, Oregon 97338

**Attachments available on request*

In Attendance:

Directors

Matt Crawford (Vice Chair)
Mike Wilson (Secretary)
Chad Woods
Jock Dalton (Treasurer)

Staff

Karin Stutzman (DM)
Patti Gray (Administrative)
Jackson Morgan

Directors Emeritus/Associates/Guests

Mel Chase - Associate
Judy Beebe - Associate
Evelyn Conrad - NRCS
Eric Nussbaum – ODA
Terry Lamers – Emeritus
Lucas Hunt – Rickreall & Glenn-Gibson
Watershed Councils and the Western
Invasive Network

BOARD MEETING:

CALL TO ORDER & INTRODUCTIONS: Matt Crawford, Vice-Chair, called the Board Meeting to order at 6:00 PM. Directors Crawford, Wilson, Woods and Dalton, and were present to start the meeting. Introductions were made.

PUBLIC COMMENT:

Judy Beebe - Associate Director informed the Board she has applied to be the At – Large Zone 2 Director.

UPDATED AGENDA:

Stutzman asked if Morgan could go first and if she could add to the voting section a discussion about changing bank signers and looking at Certificate of Deposit rates. Crawford said it was "Ok."

ACTION ITEMS:

OWEB GRANT 11-16-015 ROCK HOUSE CREEK: (see attachment E):

Morgan explained to the Board the contract and quote cost for the Large Woody debris project is roughly going to be \$15,000.00. That cost is going to include yarding the logs, temporary decks, putting the structures in and everything and anything associated with it. Hunt and Jackson tried to get other quotes, but no one else is available or has a self-loader. In addition, the logs are longer and have to be hauled to a longer destination. The Board's concern was what are the additional losses of employee's time if the project is not completed. Hunt informed the Board the reason for going past the work window dates is due to the contractor having health issues. If the Army Corps of Engineers doesn't approve the extended permit, the small grant funds will go back into the OWEB pool of funds. Dalton motioned to proceed with the project once they get the approval from Army Corps of Engineers and get the insurance. Woods 2nd. No discussion. Passed unanimously.

OWEB GRANT 11-18-002 OAK GROVE ROAD: (see attachment E):

Morgan informed the Board this was a grant for Oak Restoration on Oak Grove Road heading into Salem. It was a very nasty overgrown site. At the beginning of the project the blackberries were as tall as the ceiling, you could not have punched in even if you wanted to. As a result the contractor has not been able to do work as was planned, or efficiently. Contractor, James Riedman is hitting stumps and rocks while trying to mow. Morgan also explained the contractor will bring in his dozer to get it cleaned up. Morgan's request is to ask the board to allow the contract to

go back up to a maximum of the OWEB approved \$6336.00. Currently the contract was for \$5,100 but going this much over the \$5,000 means the board needs to approve the change. Contractor is also giving \$1,800.00 as match, and the landowner match is bulbs and seeds. More discussion. **Wilson motioned to proceed, raising the cap back to \$6336.00 for this project, so it can be completed. Woods 2nd. Passed unanimously.**

ITEMS TABLED:

June Treasurer's Report: any additions or corrections? Vote (see attachment A):

Re-Vote on additions/corrections to June Budget Hearing and Board Meeting Minutes (see attachment C1):

Re-Vote on additions/corrections to July Board Meeting Minutes if needed (see attachment C2):

CERTIFICATES OF DEPOSIT and MONEY MARKET RATES: (see attachment H1 & H2):

Woods explained that Washington Federal called him to inform him the Certificate of Deposit matured, so he went in and had it set to renew for 1.1% and stated that there would only be a small fee to close it out and move it to a bank with better rates. Stutzman verified with a letter from the bank the Certificate of Deposit does not mature until 9-20-18. Stutzman instructed Gray to call institutions here in Dallas for Certificate of Deposit and Money Market rates, so we could be ready for when it matured. Beebe explained the intuitions needing the cash flow would always have better rates, looks like that's what Wells Fargo was doing with rates above 2%. **Woods motioned for Stutzman to setup a new Certificate of Deposit account and then he would transfer \$50,000.00 to be deposited as a 12-month Certificate of Deposit and ~\$60,000.00 18-month Certificate of Deposit at Wells Fargo. Dalton 2nd. No discussion. Passed unanimously.**

BANK SIGNERS:

Stutzman asked the Board if they wanted to wait until the November 2018 Elections and swearing in process in January 2019 were over, to update the signature cards at the various institutions. Discussion, but no, they would like to act now. Beebe explained at most institutions they just need verification of meeting minutes to make any changes. **Dalton motioned for a resolution to be drawn up to update signers; to remove Frank Pender and Linda Marquardt-Sutton and add these authorized signers to all our accounts: Matt Crawford, John B. Dalton and Chad Woods. Wilson 2nd. No discussion. Passed unanimously.**

JUNE TREASURER'S REPORT: (see attachment A1-A4):

Stutzman reminded the Board that in August 2018 Director Simmons had a question regarding the June Treasurer's Report. Stutzman presented a written explanation to the board for discussion to go along with attachment A. (see typed explanation inserted in front of attachment A)

JULY TREASURER'S REPORT: (see attachment B):

Woods motions to approve July Treasurer's Report. Crawford 2nd. No discussion. Passed unanimously.

AUGUST BOARD MEETING MINUTES: (see attachment D1):

Woods pointed out a typo on page D3 the word "Committee" was abbreviated and to please spell it out. **Woods motions to approve minutes. Dalton 2nd. No discussion. Passed unanimously.**

FRANK PENDER RESIGNATION:

Woods motions to accept Frank Pender's resignation and nominates Terry Lamers based on his previous experience and willingness, to fulfill Frank's position as an interim board member until January 2019. Dalton 2nd. No discussion. Passed unanimously.

Lamers verbally addressed the Board by informing them of his history. He knows Chad Woods, he has been on the Board as well as an Emeritus, and he has been on a steering committee for Rickreall Creek Watershed Council. His brother and he are the managers of a forestry operation south west of Monmouth about 500 acres; he has done a great deal of work for Jock Dalton and his extended family and for Jim Claussen. His degree is in Economics.

Crawford swore in Lamers.

NEW CHAIRMAN

Woods nominates Matt Crawford as Chair. Wilson 2nd. No discussion. Passed unanimously.

VICE CHAIR:

Dalton nominates Woods as Vice Chair. Lamers 2nd. No discussion. Passed unanimously.

JACKSON MORGAN CREDIT CARD:

Woods motions to allow Morgan to get a credit card with a max of \$500.00. Dalton 2nd. No discussion. Passed unanimously.

2017-2018 – BUDGET QUESTION- Some discussion around what the numbers were for the final budget for the 2017-2018 fiscal year. Woods requested Stutzman provide the final budget and meeting minutes approving the final budget that was approved at the Budget Hearing for 2017-2018 fiscal year. Woods motioned and Dalton seconds. No Discussion, all in favor, motion passes.

DISCUSSION:

NOXIOUS WEED LETTER: (see attachment F):

Stutzman asked the Board to inform her of any changes they would like made to the Noxious Weed Letter draft. Dalton suggested adding a sentence stating, "The Board sees noxious weeds as a problem in Polk County and would like to see cooperation on every level." We will rework the last paragraph of the letter.

SHOULD WE CALL FOR AGENDA ITEMS?:

Crawford strongly suggests and encourages items to be on the Board Meeting agenda ahead of time. At least 8 days' notice. Woods mentioned the mailed-out packets should be post marked 5 - 7 business days before meeting, so that everyone has time to deliberate and consider. Stutzman updated the Board that Gray has started the new procedure of date stamping, copying the bank statements, and putting them in a signed and sealed envelope for Treasurer to pick up and compare to the originals.

INFORMATION:

ODA STATEMENT OF CANDIDATES: (see attachment G):

Crawford asked the Board if they knew the Candidates who filed. Lamers stated he has worked with Sandra Schukar at Oregonians For Food & Shelter in the past. She lives in the area of Kings Valley Hwy & Airlie Road. Conrad stated the other candidate is Brad Ford, who is Lowell Ford's son.

OACD PLANNING OCTOBER BOARD MEETING:

Nussbaum reminded the Board they will receive a 4% discount off insurance by having this training. He explained to the Board most other meetings provide dinner and meet an hour before the regular Board Meeting. Crawford suggested for the October meeting to have dinner ready at 4:30p.m., start training 5 pm and 6 p.m. regular Board Meeting.

NRCS TA ASSISTANCE GRANT APPLICATION OUT IN OCTOBER:

Stutzman informed the Board the SWCD is going apply for funds to assist NRCS to help provide technical assistance with their contracting for various funding programs in October 2018.

Auditor SCHEDULED, NEED A FISCAL COMMITTEE MEMBER TO ATTEND:

Stutzman informed the Board the auditor has the QuickBooks files. She is waiting for him to set a date in October. Beebe & Dalton have volunteered to attend the audit and Stutzman will contact them once she hears from the auditor.

PLANNING OUR NOVEMBER NATIVE BULB SALE:

Stutzman informed the Board Tom Wilson has and will be coming in to assist in training Gray and helping implement set up and day of sales if we need his help.

OACD PLANNING NOVEMBER BOARD MEETING: (see attachment H):

Stutzman informed the Board the meeting is November 14-15, 2018. Please consider attending.

SALT CREEK UPDATE:

Stutzman informed the Board that she, Crawford and Pope will be attending a Salt Creek landowner meeting on Monday September 24 to address concerns with flooding and county roads. Crawford received his notice already. Conrad offered to join meeting. Crawford encouraged Conrad to wait until after the September 24, 2018 meeting.

POLICIES AND RESOLUTIONS

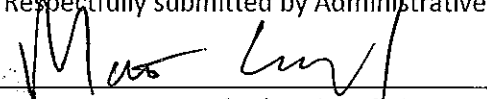
Stutzman informed the Board Tom Wilson has come in and trained Gray on how to update the Policies & Resolutions CD. It has been updated and is now with Stutzman for review. She also asked the Board if they would rather have a flash drive verses a CD. They all agreed a flash drive would be best.

REPORTS:

Conrad apologized to the Board for not attending the meetings for some time. She updated the Board NRCS now has 6 forestry contracts 3 oak restoration contracts and It's a great partnership with Polk SWCD.

ADJOURNED 8:32 PM

Respectfully submitted by Administrative Assistant Patti Gray on September 18, 2018.


Matt Crawford - Vice Chair

10/8/18
Date