

Meeting Minutes

Meeting Called to Order April 6, 2023, by Katrina Poydack, Chair at 5:01 pm

ATTENDEES	ZOOM ATTENDEES	ABSENTEES
Carol Crawford	Joy McEwen 6:00	
Janice Denney	Gene Merrill 5:10	
Patricia Downing	James Gurley 5:50	
Don Young	Marcy Sowa 5:40	
Katrina Poydack		
Bob Schmidt		
Kevin O'Brien (Staff)	John Bellville (SWCD Staff)	
Arlyse DeLoyola (Staff)		
Bob Webb		
Roger Brandt		

SCRIBE

Notes were taken by: Arlyse DeLoyola

A presentation on the proposed Old Stage Park was given by Roger Brandt. He explained the City's plans for the property and his plan for applying for a grant to complete the project. He asked for a letter of support from the Council. Discussion was held.

- **Minutes:** The minutes of the March,2023 meeting were presented to the council for review.
 - **Bob Schmidt made a motion to approve the minutes with one correction.**
 - **Carol Crawford seconded that motion.**
 - **The minutes were approved with the correction.**

- **Financials:** The Financial Reports for February 2023 and July 1, 2022 – February 28,2023, were presented to the Council for review.
 - **Bob Schmidt made a motion to accept the financial reports.**
 - **Carol Crawford seconded that motion.**
 - **The motion was approved without dissent.**

OLD BUSINESS

Strategic Planning:

Kevin reported that he had met with Rob of Soul Canyon Development & Training, and he is set to begin working on our plan in May, most likely.

NEW BUSINESS

- **Owl III:**

Kevin requested that the board consider the purchase of a second Owl III with the District. It would be beneficial to have one unit that stays in the office and another that can be taken on location for presentations and meetings held offsite.

- **Patty Downing made a motion to approve the purchase of 50% of another OWL III device with the District.**
- **Carol Crawford seconded the motion.**
- **Discussion was held.**
- **The motion passed with one abstention by Bob Schmidt.**

- **Ratification of email voting**

- **Patty Downing made a motion to ratify votes taken by email last week including approval of a letter of support for old Stage Park. (text of original email will follow these notes)**
- **Carol Crawford seconded the motion.**
- **The motion passed without dissent.**

- **Financial Policy Approval**

- Kevin and Arlyse explained that one of the new requirements for the Council Capacity grant from Oregon Water Enhancement Board was specific language be included in our Financial Policy.
- Arlyse presented an updated policy for the board's consideration which included the required language, excluded the Petty Cash portion, corrected spelling and grammar errors, and updated the policy to today's banking practices.
- **Gene Merrill made a motion to ratify the new Financial Policy as presented.**
- **Carol Crawford seconded the motion.**
- **Discussion was held.**
- **The motion passed without dissent.**

- **Authorization of Grant Writing Funds**

Kevin reviewed the email request for \$2500 in unrestricted funds to contract a grant writer to help with upcoming project asks.

- **Patty Downing made a motion to approve up to \$2500 in funds to pay for a contract grant writer from discretionary (unrestricted) funds.**
- **Carol Crawford seconded the motion.**
- **Discussion was held as to why the motion was necessary since email votes had been ratified and it was explained that it was better to have a vote in the minutes as well.**

CONTINUING

- **Staff and partnering agency reports were presented to the board:**

- Kevin reviewed his written report and added that he and John were working very hard on the Water Quality Monitoring current grant and planning for the future with multiple grant opportunities ahead.
- He discussed his and John's presentations to the Josephine County Commissioners, which were well-received and generated some press. He also added that one of the policies that will need to be

added is a media/public relations policy, which will direct media to engage through an appointed representative, who will be authorized to speak for the Council.

- Arlyse added that those Council Members viewing on ZOOM would be contacted by Rachel from Umpqua Bank to complete the process of becoming a signer on the account.
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NEXT MEETING

The next meeting is to be held at 5:00 pm on May 4th, 2023 at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Chair, at 6:23 PM.

APPROVED MINUTES: 

DATE: 8/3/23

Attachment: Text of email votes ratified at this meeting:

Item #1: Grant writing support.

John and I need outside help for April's water quality program grant writing load. We have met with a highly qualified individual that is available for it. Please authorize obligation of unrestricted WC funds Not To Exceed \$2,500.00 for contractual grant writing.

Are you in favor of \$2,500.00 of unrestricted funds being obligated for contractual grant writing services??

Item #2: Letter of Support for Old Stage Park proposal.

Roger Brandt is writing a grant proposal for developing Old Stage Park. The grant's deadline is before our next meeting on April 6th.

Are you in favor of me writing a letter of support for the project??

Item #3: Support for Four Way Foundation Grant.

We are growing and need the tools to support that growth as well as additional growth. Four Way's grant window (deadline 4/1/23) snuck up on me this year so we didn't cover this at our March meeting.

Are you in favor of us submitting a \$2,000.00 grant for a drone that will be used in developing projects, reporting on projects, grant submittals, outreach and education efforts, etc.??

