**Ash Creek Water Control District**

Board Meeting – **May 1, 2025**

Board meeting **begins at 6:00 PM**

The meeting will be an in-person event held at Indy Commons.

Zoom will also be available: https://us06web.zoom.us/j/82158510794

AGENDA, May 1, 2025 meeting

1. Call to Order
2. Roll Call
3. Approval of Minutes – March 6, 2025 (minutes attached) & April 3, 2025 (minutes attached)
4. Audience Comments
5. Director Comments
6. Reports
7. Finance: Monthly Report
8. Phone: Monthly Report
9. Nutria: Monthly Report
10. Precipitation: Monthly Report
11. Engineer’s Report
12. Report on 4/23/25 Watershed Partnership meeting?
13. Unfinished Business
14. Trestle Cleanup (revisit as needed)
15. New Business, Miscellaneous Business/Information Items
16. Correspondence

10. Adjournment: Discussion of future meeting dates/times/locations

Documents following include:

1. Financial recap of latest information available from institutions.
2. Board of Directors, Positions & Terms. For the May 2025 election, 2 positions (BOD #8 and #9) will be open for write-ins; no candidates have been filed
3. Content/Links for electronic correspondence received since last meeting from WHA, SDAO, LCWCD
4. Minutes from March meeting, approval deferred to May meeting
5. Minutes from April meeting (SDOA Training)

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| --- | --- |
| **Financial Reports for Ash Creek Water Control District for 4-3-2025 meeting** |  |
|  |  |  |  |  |
| **Pioneer Trust Bank 2025** |  |  |  |  |
|  | **Date** | **Credit** | **Debit** | **Running Balance** |
| Beginning Balance | 1/1/2025 |  |  |  $ 5,950.93  |
| Ascension Accounting | 1/2/2025 |  |  $ 249.67  |  $ 5,701.26  |
| Ascension Accounting | 1/3/2025 |  |  $ 54.00  |  $ 5,647.26  |
| Xfer from LGIP | 1/14/2025 |  $ 5,000.00  |   |  $ 10,647.26  |
| 2338, Streaming Annual | 1/10/2025 |   |  $ 1,260.00  |  $ 9,387.26  |
| 2339, Marilyn Morton | 1/8/2025 |   |  $ 200.00  |  $ 9,187.26  |
| 2340, SDIS Annual | 1/10/2025 |   |  $ 2,780.00  |  $ 6,407.26  |
| Interest | 1/31/2025 |  $ 3.63  |   |  **$ 6,410.89**  |
| ACH, Ascension Accounting | 2/5/2025 |   |  $ 161.33  |  $ 6,249.56  |
| 2341, Marilyn Morton fee | 2/6/2025 |   |  $ 200.00  |  $ 6,049.56  |
| 2342, Indy Commons space rental | 2/6/2025 |   |  $ 30.00  |  $ 6,019.56  |
| 2343, Or Sec'ty State Business renew | 2/24/2025 |   |  $ 40.00  |  $ 5,979.56  |
| Interest earned | 2/28/2025 |  $ 3.06  |   |  $ 5,982.62  |
| ACH, Ascension Accounting 10017 | 3/4/2025 |   |  $ 465.23  |  $ 5,517.39  |
| ACH, Ascension Accounting 10038 | 3/4/2025 |   |  $ 54.00  |  $ 5,463.39  |
| 2344, Marilyn Morton fee | 3/5/2025 |   |  $ 200.00  |  $ 5,263.39  |
| 2346, Indy Commons space rental | 3/6/2025 |   |  $ 30.00  |  **$ 5,233.39**  |
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|  |  |  |  |  |
| **LGIP - State of Oregon, through 2024** |  |  |  |  |
|  | **Date** | **Credit** | **Debit** | **Running Balance** |
| Beginning Balance | 1/1/2025 |   |   |  $ 530,840.29  |
| Polk County Treasury, Tax | 1/8/2025 |  $ 847.02  |   |  $ 531,687.31  |
| Debits, Transfer to checking | 1/14/2025 |   |  $ 5,000.00  |  $ 526,687.31  |
| Polk County Treasury, Tax | 2/3/2025 |  $ 2,125.01  |   |  **$ 528,812.32**  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **LGIP Prepaid Visa Card,205** |  |  |  |  |
|  | **Date** | **Credit** | **Debit** | **Running Balance** |
| Beginning Balance | 1/1/2025 |   |   |  $ 247.26  |
| Debits, none to date |   |   |   |  $ 247.26  |
| Credits, none to date |   |   |   |  **$ 247.26**  |
|  |  |  |  |  |

**Board of Directors, Positions & Terms**

Mailing Address & Phone Number for all Directors:

PO Box 81, Independence, OR 97351

503 779-9869

**Director #1**

Tom Wilson

Term: 2027

Email: director1@ashcreekwcd.com

**Director #2**

Emmanuel Goicochea

Term expires: 2027

Email: director2@ashcreekwcd.com

**Director #3**

Madeline Fisher

Term expires: 2027

Email: director3@ashcreekwcd.com

**Director #4**

Molly Barbano

Term expires: 2026

Email: director4@ashcreekwcd.com

**Director #5**

Brooke Getty

Term expires: 2027

Email: director5@ashcreekwcd.com

**Director #6**

Ed Matteo

Term expires: 2027

Email: director6@ashcreekwcd.com

**Director #7**

Mancil Russell

Term expires: 2025

Email: director7@ashcreekwcd.com

**Director #8: Position Vacant**

**Director #9**

Andrea Melendy

Term expires: 2025

Email: director9@ashcreekwcd.com

**Content/Links for electronic correspondence:**

**From SDAO:**

[**https://www.magnetmail.net/actions/email\_web\_version.cfm?ep=WR3zYkspt41BnMmEPt\_H\_dAwjixEfcDBGW2qLaDnmOgXeAOufqEzlzUyhNLw1sF3C2dqA\_Olp45DMMQ3e0RraOrbRnBdKk5D1m-qbM60C8AZ8CNdvOMt21iyomF9Y2vI**](https://www.magnetmail.net/actions/email_web_version.cfm?ep=WR3zYkspt41BnMmEPt_H_dAwjixEfcDBGW2qLaDnmOgXeAOufqEzlzUyhNLw1sF3C2dqA_Olp45DMMQ3e0RraOrbRnBdKk5D1m-qbM60C8AZ8CNdvOMt21iyomF9Y2vI)

[**https://www.magnetmail.net/actions/email\_web\_version.cfm?ep=WR3zYkspt41BnMmEPt\_H\_dAwjixEfcDBGW2qLaDnmOi\_t4sa7E6GCwD\_U1qXA2pIQ6DXaAZVMQsqIfAsYgi4pQUxBszoWlbzTAEatAfLb8j40ochz-cHWGJLZ6OVfIb4**](https://www.magnetmail.net/actions/email_web_version.cfm?ep=WR3zYkspt41BnMmEPt_H_dAwjixEfcDBGW2qLaDnmOi_t4sa7E6GCwD_U1qXA2pIQ6DXaAZVMQsqIfAsYgi4pQUxBszoWlbzTAEatAfLb8j40ochz-cHWGJLZ6OVfIb4)

[**https://www.magnetmail.net/actions/email\_web\_version.cfm?ep=WR3zYkspt41BnMmEPt\_H\_dAwjixEfcDBGW2qLaDnmOinzZHuT\_JaZUoL\_SAMKoZ8aHjEe4\_ZIVkw-c4snkw1jiLjPNdylzwFWEndyCTMnmoC21Czq68UcpzyilcG19SI**](https://www.magnetmail.net/actions/email_web_version.cfm?ep=WR3zYkspt41BnMmEPt_H_dAwjixEfcDBGW2qLaDnmOinzZHuT_JaZUoL_SAMKoZ8aHjEe4_ZIVkw-c4snkw1jiLjPNdylzwFWEndyCTMnmoC21Czq68UcpzyilcG19SI)

[**https://www.magnetmail.net/actions/email\_web\_version.cfm?ep=WR3zYkspt41BnMmEPt\_H\_dAwjixEfcDBGW2qLaDnmOgg454WCD7Aqwyv2zodtlbYeg\_-bXrFhwtfB-it0fkbKFtTvhAQI-XFcUh4Na0NWUK3ajNMI18QvbA9G-wTUr-1**](https://www.magnetmail.net/actions/email_web_version.cfm?ep=WR3zYkspt41BnMmEPt_H_dAwjixEfcDBGW2qLaDnmOgg454WCD7Aqwyv2zodtlbYeg_-bXrFhwtfB-it0fkbKFtTvhAQI-XFcUh4Na0NWUK3ajNMI18QvbA9G-wTUr-1)

[**https://www.magnetmail.net/actions/email\_web\_version.cfm?ep=WR3zYkspt41BnMmEPt\_H\_dAwjixEfcDBGW2qLaDnmOjpxxbLuQst8rNTL7DoLwYAgiLLuRHPpsbXxN\_TGizwHNUYrwrkF78Jb8NFQaKPLsennU9W96knBT\_5W1AtGQuM**](https://www.magnetmail.net/actions/email_web_version.cfm?ep=WR3zYkspt41BnMmEPt_H_dAwjixEfcDBGW2qLaDnmOjpxxbLuQst8rNTL7DoLwYAgiLLuRHPpsbXxN_TGizwHNUYrwrkF78Jb8NFQaKPLsennU9W96knBT_5W1AtGQuM)

[**https://www.magnetmail.net/actions/email\_web\_version.cfm?ep=WR3zYkspt41BnMmEPt\_H\_dAwjixEfcDBGW2qLaDnmOjC8din3HkW95wyg4379ZoWbd0FZFET21jfBmoNrdrPTidvUDThi0slBSjp9XzAJCLkUhUsPQiaIFfrqTb4frAm**](https://www.magnetmail.net/actions/email_web_version.cfm?ep=WR3zYkspt41BnMmEPt_H_dAwjixEfcDBGW2qLaDnmOjC8din3HkW95wyg4379ZoWbd0FZFET21jfBmoNrdrPTidvUDThi0slBSjp9XzAJCLkUhUsPQiaIFfrqTb4frAm)

**Minutes of the Ash Creek Water Control District March 6, 2025 Board Meeting**

Mancil Russell called the meeting to order at 7:02 PM.

Roll Call: Mancil Russell, Tom Wilson, Todd Whitaker, Lauren & Francisco Zatkos (guests), Brooke Getty, Madeline Fisher, Andrea Melendy; online Ed Matteo, Gabby Dominge (guest, Americorps). Absent, Molly Barbano, Emmanuel Goicochea

Approval of Minutes – February 6, 2025. After noting two scrivener’s errors for correction, Tom moved to approve the minutes as amended, Brooke 2nd, motion passed unanimously.

Audience Comments: None

Director Comments:

Tom went to the Friends of Gentle Woods activity to help out. The Independence online newsletter had photos of the event. 80 trees of 5-6 varieties were planted and caged. ACWCD helped sponsor. Madeline said the college group will continue with the Emerald Ash Borer program in April. There is growing ivy infestation, and more pulling is needed. She contacted the city about the old railroad tracks. There is a need to trim trees near power lines for truck access. They are rewilding their fields and Luckiamute Watershed Council is helping with that. Monmouth City notes addressed Ash Creek restoration and a tree planning program. She suggested that the board reach out to Polk Soil & Water District to invite them to ACWCD board meeting(s).

Reports

Finance: Monthly Report. Tom gave the report, and in summary, LGIP has a $528,812.32 balance. This fund receives monthly property tax receipts. Pioneer Trust has a $6,410.89 balance. Tom delineated the monthly transactions.

Phone: Monthly Report. There were no calls (Ed has the phone).

Nutria: Monthly Report. Ed delivered the nutria report, in short: January, 52 traps were out, 5 nutria were captured. February, 51 traps were out and caught 3 nutria. The ACWCD program is working very well.

Precipitation: Monthly Report. Madeline reported the following precipitation amounts:

Feb. 2025, 5.64”

Feb. 2024, 4.63”

Feb. 2023, 2.91”

Feb. 2022, 2.19”

Feb. 2021, 5.28”

Engineer’s Report: Tood reported that spraying season is June/July. The county is working on securing a contractor to manage invasive species.

Unfinished Business

Trestle Cleanup

Luckiamute WSC is taking the lead on this. Progress is contingent on access being granted by the railroad. Continue this agenda item to next month.

Events by Friends of Gentle Woods, Luckiamute Watershed Council

The activity was discussed and pictures were shared. The next event will be the last Saturday in March (29th) and will involve mulching of the new trees.

May 2025 election. Brooke & Madeline have both registered for the May ballot.

Grant requests.

Brooke will be taking over Andrea’s work at reaching out to the school system with grant opportunities. Grant requests should be received by July 15. Tom moved to set the grant upper limit to $5,000, with any single grant a maximum of $1,000. Mancil seconded, the motion passed unanimously.

New Business

Visit with Gabriella Dominge, Environmental Education Specialist.

Gabriella discussed opportunities to collaborate in several activities. A mobile environmental education kit is being developed, with an expected May launch. ACWCD could make contributions to this kit. Discussion followed. Elementary school presentations on storm water are planned and will tie into mobile education. Discussion followed. Tom noted that ACWCD’s participation must be directly relative to Ash Creek. A regional watershed partnership is being formed including cities, Polk County, and relative agencies. A partner event is planned, and a collaborative agreement is being drafted.

ACWCD work on flood mitigation.

The group's past work installing holding ponds for flood mitigation; and are there any current plans for installing holding ponds and the group's opinion on installing more if needed? The best ways to mitigate floods and stormwater were discussed. ACWCD does have easements that could lead to possible use/access for purposes of mitigation. Brooke will reach out to Luckiamute Watershed Council and also communicate with Polk Soil & Water District. Note: Ash Creek Water Control District’s main purpose is drainage.

Potential new board members:

Oath of Office: Brooke Getty took the oath of office and signed the document to officially become Board Member, Position #5

The two visitors (Lauren & Francisco Zatkos) may at some point consider board membership.

Training in Public Meeting Law, Ethics, and/or Board Roles & Responsibilities

This training will be scheduled for the April Board Meeting, the first agenda item. That meeting will begin at 6:30 PM.

Other new business

Miscellaneous Business/Information Items

Correspondence – there was none.

Adjournment:

The next meeting will be at Indy Commons, April 3, 2025, starting at 6:30 PM. Madeline moved to adjourn, Tom 2nd, Motion passed unanimously. The meeting adjourned at 8:27 PM.

**Minutes of the Ash Creek Water Control District**

**April 3, 2025 Board Meeting**

Mancil Russell called the meeting to order at 6:42 PM.

Roll Call: Mancil Russell, Tom Wilson, Madeline Fisher, Ed Matteo. Absent: Todd Whitaker, Brooke Getty, Andrea Melendy, Molly Barbano, Emmanuel Goicochea

Approval of Minutes and all other business was deferred to the May 1, 2025 meeting. This meeting was devoted to a training presented by Mark Knudson, SDAO, on operations of Special Districts.

Topics covered in the training include:

Nature of Special Districts, and levels of authority

Discussion on difference between a district designed to control drainage (ACWCD) and one to deal with flooding. This difference is defined by state statute and need

Definition of SDAO, and how that relates to sister organization SDIS. SDIS has a competitive product

SDAO Consulting Services Program described

District and Board authority is detailed in ORS 553. Mr. Knudson encouraged all to read this statute

District Authority is implied and it has express powers

ACWCD and other districts cannot claim home rule or “general welfare” powers

ACWCD and other districts must comply with applicable statutes

Board Authority. Policy and direction is set by the board. The Board has 3 tools for taking action:

1. All actions must include a motion, a second, and a vote.
2. A resolution
3. An ordinance

SDOA recommends that ACWCD keep records of all motions, resolutions, and ordinances. These are enforceable instruments. However, the board has no authority to delegate any of these policies.

BOD Rights & Duties is a document/book maintained by SDOA and is searchable online

Framework of the Board discussed, reviewing board members’ authority and what must be addressed by the board, as follows:

1. Board authority comes from the public (vote)
2. The Board can have one employee: Executive Director
3. The Board’s staff works for the Executive Director

Where/how do board meetings need to be noticed? Post a notice on the building entrance where the meeting will be held (if in person), websites, bulletin boards, press releases.

Policies do give the board chair authority to expel meeting disruptors

All votes should be taken via roll call, and so stated in minutes by individual vote (not “unanimous”)

SDOA & Ethics training

SDOA holds ethics training each fall, and all new members should attend

SDOA has an annual conference. In 2026 it will be February 5-8, held in Seaside

SDOA & Strategic Planning

Mapping a strategic plan should include these elements: Where are we, where are we going, how will we get there, and a period check-in for “are we there yet”

ACWCD’s strategic plan goes through 2026 and is, per Mr. Knudson, in good shape. He suggests that ACWCD’s engineer assess the progress made on the plan; the engineer can also provide a navigation plan.

The meeting was adjourned at 8:15 PM.

Next meeting is May 1, 2025, and presumably at Indy Commons with a zoom option.