



CLACKAMAS COUNTY

Soil and Water Conservation District

APPROVED 3/16/2010

SWCD Business Meeting Minutes

Present

Directors: Guttridge, Jarrett, Lee, Miller, Zuber

Associate Directors: Oberg

Staff: Bucy, Cerra, Faucera, Garvison, Givens, Klock, Leininger, Rains

NRCS: Homma

Guests: Amy Cleary, Community Solutions for Clackamas County

CALL TO ORDER

The Business Meeting was called to order at 1:10 p.m. on Tuesday, February 23, 2010 at the District Office by Chair Jarrett.

PUBLIC COMMENT

Chair Jarrett introduced Amy Cleary with Community Solutions, and had all present introduce themselves. Ms Cleary described her agency and how it functions and that she would be partnering with Donna Silverberg and they would be interviewing the board, management and employees in March in preparation for the District retreat. The retreat will be held at Alton L Collins Retreat Center on April 13th Tuesday and 16th Friday. Staff is directed to hold April 13th and 16th on their calendars. A memo will be sent out with particulars. General discussion followed.

ACCEPT/AMEND AGENDA

Agenda approved by consensus.

APPROVAL OF MINUTES

Director **Lee/ Guttridge 2nd moved** to accept January 19, 2009 Minutes as presented. The motion was **unanimously approved.**

OLD DISTRICT BUSINESS

Management Team Report: Staff Garvison reported on the management team doing community outreach. Staff Garvison said he had gone to a finance officer's group meeting at Talbot, Korvola and Warwick. Staff Garvison then discussed the management/staff discussion on a concept project process that he felt was beneficial. Staff Garvison complimented Staff Faucera as manager on the IT RFP project. Staff Garvison said the banking RFP was done last week.

Staff Bucy reported on the community outreach she has participated in and what meetings she will be attending next week. Staff Bucy confirmed the executive committee meeting dates and that she would get those dates out to staff so they can plan their projects and have concept plans into the executive committee in time. The board said they would let Staff Bucy know as quickly as possible when there is any change. Staff Bucy then talked about progress on the South Needy Ground Water Monitoring project in partnership with Oregon Dept of Agriculture. She will be getting a letter out to invite landowner participation in the project.

Staff Klock reported he had gone to Happy Valley and Sandy City Council meetings and commented on the concept project process. General discussion followed.

NEW DISTRICT BUSINESS

Budget: Staff Garvison spoke about the proposed budget message and that he had the bare bones budget finished but was waiting until all three budgets were done (projected to be the middle to end of March) to send each budget to the board and the proposed budget message can be used with the three budgets. Staff Garvison said he would be advertising the first budget hearings in two weeks. He explained that in working with the proposed budgets he had assumed growth of new construction and value at ½ of 1% and increased the amount for uncollected taxes that might change the amount of collected property taxes affecting the budgeting process. Staff Garvison said he would get the budgeting timeline to board members. Director Lee requested that budget meetings do not conflict with board meetings.

Contracts and Agreements: Staff Garvison presented the board with a summary of the executive committee proposals for the full board to approve. The following contracts were discussed:

1. **Wilson Engineering:** Northwood Nursery Project. Management and staff feel “sole source” bidding requirement is met for this contract.
Director **Guttridge/ Lee 2nd** moved to approve this project and it was **unanimously passed**.
2. **Agreement with CRBC:** on a CSP project.
Director **Guttridge/Miller 2nd** moved to approve this project and it was **unanimously passed**
3. **R Franko Restoration Contract:** This contract is a shared intergovernmental pricing agreement with City of Portland (the District already has an IGA with the Portland Water Bureau). The contract is in part for an existing District contract and for new multiple projects in future. Staff Leininger will work with Staff Raines to find off-setting grant funds.
Director **Guttridge/Lee 2nd** moved to approve this project, not to exceed \$100,000.00, and it was **unanimously passed**.
4. **Clackamas County Service District #1 IGA amendment:** Staff Bucy has brought this existing agreement up to compliance with current district contracting standards. This agreement is for agricultural water quality monitoring/testing.
Director **Zuber/ Guttridge 2nd** moved to approve this agreement, and it was **unanimously passed**
5. **Marion SWCD IGA:** Pesticide monitoring project, Staff Faucera is now lead person. District will receive results of the monitoring.
Director **Zuber/Lee 2nd** moved to approve this project, and it was **unanimously passed**.
6. **OSU Composting Workshop: ACRES Contract, (MOU each year through 2012):** Staff Garvison will make notation of three year period with a MOU each year.
Director **Lee/Guttridge 2nd** moved to approve this contract and it was **unanimously passed**.
7. **CPA HELP.BIZ contract:** To review payroll and do all payroll reports, state and federal. Staff Garvison is looking into expanding the scope of this contract.
Director **Guttridge/Lee 2nd** moved to approve this contract, and it was **unanimously passed**. Staff Garvison brought up the question of when the board would like to have contracts and etc reviewed by the District’s attorney. Director Lee thought that prior/existing contracts should go through the attorney first, for the time being. This was accepted by consensus. General discussion followed.
8. **Fisherman’s Bend Concept:** Staff Leininger gave an outline of this upcoming project. This is an in development concept submitted for board approval to continue. It is a partnership with Clackamas County, METRO, two landowners and the Three Rivers Conservancy. The district is focusing mainly on false brome and garlic mustard and to help coordinate the two land owners. An Oregon Weed Board grant application would be

submitted to fund the District portion of the project. Staff Garvison informed the board there might be MOU's and IGA'S associated with the project. General discussion followed. The Board directed the management team do more investigation of this project. Director Lee asked who would be responsible for liabilities when MOU's and IGA's come together.

Delayed to March Board Meeting by consensus.

Disposition of Zone 1 Director Position:

Chair Jarrett recommended the board make a final decision to vacate this position and also let the board know that so far Director Dillard's resignation had been verbal. ODA states a resignation is not final until it is in writing or until the board requests the position be vacated. Chair Jarrett said she spoke with Heather Rickenbach, of ODA. Ms. Rickenbach said the District needs to send a letter or e-mail asking for the position to be vacated and send past board meeting minutes indicating that Director Dillard has not been present. ODA will then vacate the position. Chair Jarrett directed Staff Garvison and Bucy to create and send a District letter requesting the position vacancy to ODA.

Director **Guttridge/Lee 2nd moved** the board recognize the position as vacant due to Director Dillards verbal resignation and continued absence, it was **unanimously passed**.

Award from Clackamas River Basin Council: Chair Jarrett presented an award from CRBC to the district for Consistency as a Conservation Partner and Valuable Financial Support.

Recognition of outgoing Director: Director Guttridge asked that the board recognize Director Dillards many years of service to the District. Chair Jarrett said Staff Bucy was sending a plaque.

Audit Update – CFO: Staff Garvison told the board that the Auditors would be coming on site in the next week and then the auditor felt another two to three weeks would wind up the audit. Staff Garvison informed the board he will be requesting, in June, an informal RFP for new audit services. Staff Garvison would like to have the auditors starting in late August, early September this summer. Staff Garvison will also check with Heather Rickenbach, ODA, on the extension request he has submitted.

Update Greater Oregon City Watershed Council – CFO: Staff Garvison said he spoken with Staff Raines and that there was still some billing that needed to be done and that Staff Raines was working with R. Baker so that all is going forward. Staff Garvison and the management team will be working on creating suggestions to improve how the District's work will be coordinated with watershed councils in the future. Discussion followed.

Award of Banking Services RFP: Staff Garvison reported that he, Staff Faucera, Directors Guttridge and Lee met and reviewed the RFP respondent submittals last week, and felt the Wells Fargo RFP was overall the best. Staff Garvison would like to start negotiating terms, with Wells Fargo in the next week. The agreement would then go through the management team and then to the executive board. The board gave it's consensus on this process.

Discussion and appointment of Budget Committee Members: Chair Jarrett asked attending Associate Director Oberg to be on the Budget Committee, he accepted. Chair Jarrett indicated Associate Director Weinberg would also be asked to sit on this committee. Staff Garvison indicated three persons had applied, John Borden, Irwin Rogers and John Martinson. In the following discussion it was clarified that the committee could have up to seven members.

Director **Lee/ Miller 2nd moved** to elect the three applicants and Mike Weinberg and Ron Oberg for a three year term as Budget Committee Members, it was **unanimously passed**.

Staff Garvison volunteered to put together letters to the applicants. Chair Jarrett directed that they be sent the basic budget book. Director Lee asked Staff Garvison to inquire if the new members would be

available during the daytime and if they might have any restrictions. Director Zuber asked Staff Garvison to send her a timeline.

Approval of Voucher List: Director Lee asked Director Guttridge to explain check #3220. Staff Garvison explained this was a payment on an old project of Staff Kolomechuk that Staff Raines is working with now. Chair Jarrett asked if this should be moved to next month's meeting for further discussion. Staff Garvison said he would get this to the executive meeting next week.

Director **Miller/Guttridge 2nd moved** to accept the entire voucher list, and it was **unanimously passed**.

APPROVAL OF FINANCIALS: Staff Garvison said there is still a problem with the chart of accounts in QuickBooks and that he would like to use the CPA Help.biz for bank reconciliations and some accounting input through the transition. There was also discussion on changing accounting software. Staff Garvison addressed the old business of closing the building reserve fund, the money market accounts, as requested by the board. His suggestion is to close the money market accounts of \$136,230.26 and move this amount into regular checking, and then file a request with the Local Government Investment Pool, State Treasurer's Office, to open a new account for the new building reserve fund and transfer the funds into this new account. Staff Garvison pointed out the board would have to open the new account and that he has the authorization forms from the State Treasurers' Office to do this. Staff Garvison will also need one of the authorized signers to contact the bank to close the old account and transfer the funds into the District checking account. Staff Garvison recommends moving the total amount from the money markets into the new LGIP building fund account. Chair Jarrett asked Staff Garvison to state the two questions. Staff **Garvison stated he would like the board to approve transferring money from the two Citizen Bank money market accounts into the regular District account and closing the money market accounts.** Director **Guttridge/Zuber 2nd moved** to approve these acts, and it was **unanimously passed**.

Staff **Garvison stated he would like the board to approve creating a new reserve fund with the State Treasurers LGIP program which would be called the District building reserve fund.**

Director **Lee/Miller 2nd moved** to approve these acts, and it was **unanimously passed**.

Chair Jarrett called for a five minute break at 2:25 p.m.

Chair Jarrett called the meeting to order at 2:30 p.m.

Staff Leininger present a Concept plan for a small OWEB grant application and reviewed the plan for the board. Chair Jarrett requested the board members give permission to the executive committee to have the management team go over this plan and get all the facts together and come back to the board before the executive committee meeting. Director **Lee/Guttridge 2nd moved to approve the concept plan, and that funding would be approved separately,** and it was **unanimously passed**.

Staff Leininger asked board clarification on the concept process. Chair Jarrett directed the management team to talk with staff about this.

Reports NRCS: Staff Homma said they met with the management team last week about the interim period functions between NRCS and the District. She reported eight CSP contract applications, nine EQUIP and two Wildlife Incentive Programs. Discussion followed.

BOARD COMMENTS: Director **Miller** addressed the need for more handicapped parking. She then asked if the old idea of a multipurpose center is still being addressed. Discussion about something to show the activities of the District would be a good idea. Director Lee suggested an article in the county newspaper, there was general enthusiasm for this idea. Director **Lee** had handouts on county sustainability ordinances, action plan, to be reviewed on April 26th and that there were several goals the District would be interested in. Director **Zuber** said the commission was looking for two more

members. **Director Guttridge** pointed out he still needed to talk with Staff Baker on the equipment rental program about rental pricing. He also talked about the Springwater Grange pie auction and the Springwater play and the Grange strawberry social as opportunities for community involvement. **Associate Director Oberg** expressed his personal thanks to Staff Faucera and Bucy for their outstanding job on the pasture classes. Assoc. Director Oberg spoke about the new events director at the Clackamas fair grounds, Laurie Bothwell. Assoc Director Oberg then voiced his concern that staff are taking on too much and not being able to complete and follow through on their projects and that this would be a good point to discuss at the retreat. Staff Faucera spoke to the Directors about his concerns and looking forward to the process. **Director Zuber** spoke about the Wilderness Society and an award to a Molalla landowner awarded by the Society. Director Zuber is going to be moving ahead on the scholarship program. Director Zuber has been chosen to sit on the public advisory committee for Dept of Forestry. **Chair Jarrett** had no comments. General discussion followed. Directors Lee and Guttridge attended the OACD meeting and heard the Nature Conservancy presentation. The petitions to continue OWEB funding from lottery funds are now available. Staff Faucera asked for guidance on his IT RFP and budgeting criteria. Director Zuber made the suggestion to have different forms and worksheets on the district web site. Staff Bucy is planning for this in future sessions with tech staff on their concerns and how the web site could accommodate forms. Director Guttridge expressed his support for the navigator handbook. Staff Bucy let the meeting know that Clackamas County has an Envirathon team, at Rex Putnam High School, that has asked for the District's help.

NEXT MEETING DATES:

Executive Committee: March 9, 2010, 1:00 p.m.

Business Meeting: March 23, 2010, 1:00 p.m.

Meeting adjourned 3:23 p.m.

Respectfully submitted,

Donald Guttridge,
Secretary