



CLACKAMAS COUNTY

Soil and Water Conservation District

SWCD Business Meeting Minutes

Present

Directors: Guttridge, Hanna, Jarrett, Lee, Miller, Zuber

Associate Directors: Oberg, Weinberg

Staff: Baker, Bucy, Faucera, Garvison, Givens, Klock, Rains

NRCS: Homma

Guests: Mike Dillard, Julie Dillard,
Cheryl McGinnis, Clackamas River Basin Council (CRBC)
Doug Neeley, Greater Oregon City Watershed Council

CALL TO ORDER

The Business Meeting was called to order at 1:00 p.m. on Tuesday, January 19, 2010 at the District Office by Chair Jarrett.

PUBLIC COMMENT

Cheryl McGinnis with the Clackamas River Basin Council came to the Board to discuss the Clackamas Stewardship Program. She asked that the Board approve the \$10,000 support pledged by staff Gruen for the CSP program. General discussion followed. It was agreed by consensus that this issue will be set over until the February Business Meeting. Ms. McGinnis then left the meeting.

ACCEPT/AMEND AGENDA

Agenda approved by consensus.

APPROVAL OF MINUTES

Director **Hanna moved** to accept November 17, 2009 Minutes. Director **Guttridge seconded** the motion and it was **unanimously approved**.

Director **Guttridge moved** to accept the December 15, 2009 Minutes. Director **Hanna seconded** the motion and it was **unanimously approved**.

Director **Hanna moved** to accept the December 29, 2009 Minutes. Director **Guttridge seconded** the motion and it was **unanimously approved**.

COMMITTEE REPORTS

Annual Safety Committee Report. Staff Baker informed the board that staff Gruen had been replaced on the Safety Committee by Staff Bucy. Staff Baker discussed the updated vehicle inspection protocol, safety binder placement, fire escape maps, new boot wash procedure and sign out board. Director Lee said she would get a copy of SDAO safety policy for Staff Baker to review, as Staff Baker agreed to work with Staff Garvison to draft a new Safety Policy.

Equipment Rental Program: Staff Baker informed the board of the conservation equipment rental program status and maintenance updates. Director Guttridge said he would participate in the review of

the rental rates for the equipment. The initial agreement with Fischer's Mill Supply was to be "fine-tuned", after some rental experience had been gained.

Questions and Answers: Board was asked to direct questions to Staff Baker outside of the meeting due to time constraints.

Scholarship Committee: Chair Jarrett appointed Director Zuber to chair this committee. Director Guttridge and Staff Rains continue to serve as members.

Poage Contract: There was general discussion about this contract. Staff Garvison asked for this contract to be placed on the February Business Meeting Agenda. No action was taken.

Mike and Julie Dillard left at this time (2:10 p.m.).

NEW DISTRICT BUSINESS

Budget Timeline: Staff Garvison asked the board to review his recommended budget timelines.

Appointment of Budget Officer: Director **Zuber moved** that staff Garvison be appointed as the District's Budget Officer. Director **Guttridge seconded** the motion and it was **unanimously approved**.

Budget Committee Membership: Staff Bucy agreed to put deadlines and application information for Budget Committee membership on the district website. Discussion of the three year term for committee members followed. Director Jarrett said she would like an ad hoc committee formed to review applications and make recommendations to the board. She appointed Directors Lee, Guttridge and herself. This committee will meet on February 11, 2009 to select applicants.

Contracts and Agreements: Staff Gruen kept financial documents of RC&D in the district office. These documents will be returned to the Northwest Oregon RC&D office.

Greater Oregon City Watershed Council: Doug Neeley expressed the council's appreciation for the District's support. Discussion followed.

Four County Weed Management MOU: Staff Leininger entered at 2:15 p.m. and gave a brief report on status of the MOU. Director **Lee moved** that Staff Leininger be given signature authority for this MOU. Director **Guttridge seconded** the motion and it was **unanimously approved**.

Zone Director Position: Director Dillard said that he is considering whether he is interested in this position or not. Chair Jarrett will follow up.

Extension of hours of Receptionist position: Staff Garvison asked that contract employee Goodwater's hours be increased to 38 hours a week. Director **Lee moved** to increase her hours to 38 per week. Director **Guttridge seconded** the motion and it was **unanimously approved**.

Signature Authority for Management Team: Director **Zuber moved** to give Staff Garvison signature authority for the management team. Director **Guttridge seconded** the motion and it was **unanimously approved**.

Errors in processing of payroll: Staff Garvison informed the Board regarding some processing and withholding errors. Discussion followed regarding multiple mistakes that were withheld from the board but recently discovered. The District is liable for fines and penalties resulting from these staff errors. There was consensus that this item be placed on the Executive Committee's February Agenda.

Unemployment Insurance Reports: Staff Garvison reported the 941's for 2009 have been completed.

Analysis Benefit Plans: Staff Garvison recommended the District stay with the current arrangement with Clackamas County for 2010. He asked that the April 2010 Agenda include time for a review by the Board of proposed Benefit plans for 2011.

Board Retreat and Staff Meeting: There was general discussion of the decision to hold a Board Retreat. Staff will be involved in this retreat.

Appointment of Registered Agent: Chair Jarrett read the Resolution. Director **Lee moved** to adopt this Resolution. Director **Miller seconded** the Resolution and it was **unanimously approved**. Staff Garvison was appointed the district's Registered Agent.

Review of Contracting: Presentation by Staff Garvison regarding current district contracts.

Compensatory Time Policy Change: Director **Hanna moved** to remove the Compensatory Time policy for exempt staff. Director **Guttridge seconded** the motion and it was **unanimously passed**.

Contractual Agreement for Payroll Services: Staff Garvison asked for authorization to have a private service do payroll for a 90 day trial period. Staff Garvison said that he had reviewed three contractors and recommended CPA Help.biz. Director **Hanna moved** to accept this recommendation and have this contractor do payroll for the next 90 days. Director **Lee seconded** the motion and it was **unanimously approved**.

Vehicle Management Services: Staff Garvison presented information on COMDATA card services and discussed differences between various vendors. Director **Hanna moved** to obtain a COMDATA account for the district. Director **Miller seconded** the motion and it was **unanimously passed**.

Update on District Insurance: Staff Garvison updated the board on present coverage for the district and directors.

Update on Audit: Staff Garvison said that auditor Kuykendall indicated the District's annual Audit should be completed by the end of January.

Network Services RFP: Staff Garvison said that Staff Faucera would be the point contact for the RFP. Discussion of the RFP followed. Director **Lee moved** to issue the Network Services RFP as prepared by staff. Director **Guttridge seconded** the motion and it was **unanimously approved**.

Approval of Voucher List: Approval delayed until later in meeting.

Approval of Financials: Director **Hanna moved** to approve Financials. Director **Lee seconded** the motion and it was **unanimously approved**.

Membership in NACD: Director **Guttridge moved** to continue district membership in NACD at the current level. Director **Miller seconded** the motion and it was **unanimously approved**.

The Board adjourned for Executive Session at 4:05 p.m. in accordance with ORS 192.660(2) (b) for discussion of personnel issues. Regular Business Meeting was reconvened at 4:25 p.m. by Chair Jarrett. Personnel issues regarding Staff Smith were discussed.

Director **Guttridge moved** to terminate Staff Smith for misconduct, effective today January 19th, 2010. Director **Lee seconded** the motion and **it carried with five votes. Director Miller abstained.**

APPROVAL OF VOUCHER LIST: Director **Lee moved** to approve vouchers as presented except for Staff Gruen and Rita Baker. Director **Hanna seconded** the motion and it was **unanimously approved**. Staff Garvison was directed by the board to get verification whether Ms. Baker is an employee or independent contractor for the Greater Oregon City Watershed Council. Director **Lee moved** to approve her voucher for this month. Director **Hanna seconded** the motion and it was **unanimously approved**.

As money due the district was deducted from staff Gruen's check, there was consensus that Staff Garvison find out whether or not this is permitted before issuing the check.

It was suggested a folder be developed with a numbering system for all MOUs. Director Hanna also asked that a folder be developed containing all contracts.

Chair Jarrett asked if there was consensus that if any staff member sends out a contract before its approval by Staff Garvison and the Board that this be considered grounds for disciplinary action. There was board consensus.

NRCS REPORT: Staff Homma spoke about the High Tunnel Pilot Project and wondered if this might be a project for the District.

NEXT MEETING DATES:

Executive Committee: February 3, 2010, 1:00 p.m.

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

Meeting adjourned 5:05 p.m.

Respectfully submitted,

Donald Guttridge,
Secretary