



CLACKAMAS COUNTY

Soil and Water Conservation District

SWCD Business Meeting Minutes

APPROVED 4/20/2010

Present

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

Associate Directors: Oberg

Staff: Bucy, Faucera, Garvison, Givens, Rains

Guests: Jason Zong, Black Box Network Services. Kent Ikeda and Jeff Ahrend, Wells Fargo Bank.

CALL TO ORDER

The Business Meeting was called to order at 1:00 p.m. on Tuesday, March 16, 2010 at the District Office by Chair Jarrett.

PUBLIC COMMENT

Chair Jarrett asked to move Jason Zong's presentation until the later in the meeting.

ACCEPT/AMEND AGENDA

Agenda approved by consensus.

APPROVAL OF MINUTES

Director **Guttridge/ Lee 2nd** moved to accept February 23, 2010 Minutes as presented. The motion was **unanimously approved.**

MANAGEMENT TEAM REPORT

Staff Garvison presented two agreements that have been to the management committee. Staff Bucy informed the meeting on the first agreement with Portland Purple Water to develop a large container water harvesting class. Staff Klock was going to talk about the Greater Oregon City Watershed Council. Staff Klock was absent due to illness and Chair Jarrett directed staff Garvison and Bucy to report on this later in the meeting.

NEW DISTRICT BUSINESS

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. **Portland Purple Water:** Rainwater harvesting information power point class on large tank systems.

Director Lee suggested a one page summary page of each proposal presented to the executive committee be sent to the board, in their board packet, after the executive committee approves the item.

Director **Guttridge/ Hanna 2nd** moved to approve this project and it was **unanimously passed.**

2. **DS Consulting:** For staff and board retreat at Alton L Collins Retreat Center.

Director **Guttridge/ Miller 2nd** moved to approve this project and it was **unanimously passed.**

3. **Wells Fargo Banking Services:** This agreement was sent to the board by staff Garvison and reviewed by the District's attorney, Eileen Eakins. Wells Fargo's RFP ranked first of the RFP applicants.

Staff Garvison said Mr. Ikeda and Mr. Ahrend were to arrive at 2:30 and would assist the board with the paper work after the board meeting. The checks and deposit slips, for the new account, have been received and staff Garvison felt everything would be up and running by the middle of April.

Director **Guttridge/ Miller 2nd** moved to accept the agreement for banking services. Director Hanna had questions, about the cost of the agreement. After general discussion Director Hanna called for the question and the **motion passed unanimously.**

Chair Jarrett requested staff Garvison have the attorney for the District review the Portland Purple Water and the DS Consulting agreements.

Presentation from Sheila Marcoe, Water Quality Specialist, ODA: Chair Jarrett and staff Bucy introduced Sheila Marcoe, the Districts representative with Oregon Department of Agriculture. Ms. Marcoe spoke to the board on the two biennial reviews in the Districts area, the Clackamas and the Sandy. Sheila then outlined how her office, as the designated management agency, and the District work together on senate bill 1010 issues, water quality monitoring and LMA outreach and the scope of work agreement with the District. General discussion followed. Sheila gave out copies of the Clackamas and Sandy ODA reports, left her card with the Directors and said she would also send a list of present projects ODA has with the District. The Board expressed its appreciation to Sheila for her work with the District and her presentation.

Presentation from Jason Zong: Staff Garvison introduced Jason Zong with Black Box Network Services, current provider of the office phone system through FSA and NRCS. Staff Garvison explained the board requested staff Garvison investigate options with the phone system and that Mr. Zong presented a direction the management team felt would work for the District. Mr Zong spoke to the board on what Black Box Network Services is, and the plan he developed after reviewing the problems with the old system and how a new system could work for just the District or including FSA and NRCS if they chose. Chair Jarrett expressed the District server system would be voted on separately. Mr Zong also passed out copies of his proposal. General review of the proposal and discussion followed. Director **Lee/Guttridge 2nd** moved to go forward with the proposal, Directors Hanna, Miller and staff Faucera had questions on pricing and whether NRCS would accept their part of the proposal, and if they did not what were the ramifications. Staff Garvison and Mr. Zong answered that either way the system or systems would work. Chair Jarrett called for the vote and it was **unanimously passed.**

Director Hanna questioned a part of the contract agreement with Wells Fargo Bank and what would be late charges due to process. Staff Garvison answered that the area questioned was an annual charge for credit cards for the District at a cost of \$10.00 per card per year. Mr. Ahrend of Wells Fargo Bank said he would work with the District so there would not be late payment charges.

Discussion of Greater Oregon City Watershed Council: Staff Garvison explained that in the 2008/2009 fiscal year the District had committed to give GOCWC \$5,000.00 that the District never paid. In the fiscal year 2009/2010 the District was committed for \$7,500.00 that has not been paid. GOCWC is asking for the 2009/2010 \$7,500.00 commitment and since the GOCWC had not asked for the 2008/2009 amount, in that fiscal year, the District was not liable for that amount. The management team is in agreement with paying only the 2009/2010 amount. Staff Garvison said the second issue is that there was a District \$2,000.00 in kind match to review the assessment and help with the action plan. Staff Bucy said staff Klock is in the process of reviewing their assessment and plan and what could be used as District contribution at this time. There was discussion on what cost the District could attribute to the "in kind" amount. Staff Garvison said the management team was in agreement with this commitment and will be working on a new process on partner support that will be brought to the Board soon. Director Lee suggested paying the council the

\$7,500.00 amount after the District change in Banks. Director **Guttridge/Miller 2nd** moved to implement the prior "in kind" \$2,000.00 agreement to GOCWC and it was **unanimously passed**.

Approval of Voucher List: After discussion, Director **Hanna/Miller 2nd** moved to accept the entire voucher list, and it was **unanimously passed**.

Approval of Financials:

Director **Lee/Guttridge 2nd** moved to approve the Month to Date February Financial Report, and it was **unanimously passed**.

Approval of Out of State Travel:

Director **Lee/Guttridge 2nd** moved to approve staff Rains travel to Washington State for a class, and it was **unanimously passed**.

Reports NRCS: Staff Homma was absent.

NEXT MEETING DATES:

Executive Committee: April 6, 2010, 11:00 a.m.

Business Meeting: April 20, 2010, 1:00 p.m.

First Budget Meeting: April 20, 2010, 9:00 a.m.

Second Budget Meeting (if needed): May 18, 2010

All dates and times by Board consensus.

BOARD COMMENTS:

Director **Guttridge** asked the Boards permission to attend the OACD Board of Districts meeting on April 28, 2010 in Sunriver. After discussion the Board approved his reimbursement for expenses by consensus.

Staff Bucy informed the Board of the Democracy in Sustainable Economy Rural Organizing Project meeting, Saturday March 27, 2010.

Chair **Jarrett** reported staff Garvisons six month review should be done in May, and staff reviews will be done in April by staff Klock. Chair Jarrett also said Clackamas County Economic Development would like to come to the executive committee and do a presentation on the Ag Investment Plan. Chair Jarrett will check this out and e-mail board members with the information. Chair Jarrett asked if the issue of parking had been addressed with the building manager. Staff Garvison said the building managers would not convert anymore spaces to disabled parking at this time. Staff Garvison said he would talk to other tenants and see if they have a consensus to go to the building managers requesting more handicap parking now that there is additional parking across Molalla Avenue. Chair Jarrett asked if Director Miller needed transportation to the District retreat, and staff Garvison asked if Director Zuber needed transportation and said he would take care of finding out about Director Zuber and make arrangements if needed. Director Miller had arranged transportation. Chair Jarrett asked if Amy Cleary had contacted the office and staff Bucy said she would be coming to the staff meeting the next day. Chair Jarrett said she had e-mailed out a draft of the new Board Calendar and would like Directors to make any changes and get the changes, etc... back to staff Givens.

Meeting adjourned at 3:05 p.m.

Respectfully submitted,



Donald Guttridge,
Secretary