



CLACKAMAS COUNTY

Soil and Water Conservation District

APPROVED 5/19/2010

SWCD Business Meeting Minutes

Present:

Directors: Guttridge, Hanna, Lee, Miller, Zuber

Associate Directors: Oberg, Weinberg

Staff: Bucy, Garvison, Klock, Givens

Guests: Clackamas County Commissioner Ann Lininger, Gary Barth (Clackamas County Business & Development), Dan Green (Clackamas County Forester)

CALL TO ORDER

The Business Meeting was called to order at 1:00 p.m. on Tuesday, April 20, 2010 at the District Office by Interim Chair Hanna.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: moved to later in the meeting.

OLD DISTRICT BUSINESS/MANAGEMENT TEAM REPORT

Staff Bucy reported all public information requests will be completed as of 4/21/2010, workshops attendance has been good and staff Bucy has connected with more publication resources.

Staff Klock had a good large rainwater class, successful feed store information tables and expressed his appreciation for the statistical work staff Leininger has been doing.

Staff Garvison told the board that he and Staff Bucy had been meeting weekly with the Black Box Network Services to coordinate the new telephone system and that the project date may be pushed back a few weeks, the first budget meeting has been completed and the financials have been sent out.

Director Lee suggested the District buy a color copier soon because of the expense to have color items printed out of office.

Interim chair Hanna requested all attending introduce themselves.

NEW DISTRICT BUSINESS

Special Guests: Gary Barth, Clackamas County Business and Economic Development project, expressed his objectives. Number one was to meet the Board and two is to speak on the counties strategic partnership, alliances opportunities and a couple of opportunities he will also speak to the meeting about.

Mr. Barth explained he would introduce County Commissioner Lininger and continue his presentation after Commissioner Lininger's presentation.

Commissioner Lininger conveyed some general concerns with the County and District name recognition as both being conservators of public funds and that there may be interesting ways the District could inform the public of the District mission. Directors Lee/Hanna gave an historic background of current issues and controls in place. A suggestion of having a "meet and greet" type of meeting for the public, by the District, was made. Interim Chair Hanna emphasized the Board is available to the Commissioners for discussions at any time. After general discussion Commissioner

Liningier thanked the Board for the effort and understanding the Board has been committed to, and then left the meeting.

Gary Barth continued his presentation. One of the strategic partnerships he discussed was the county Ag Investment Plan with a three pronged approach, Food production, Ag tourism and Waste to Energy, looking at short, intermediate and long term goals with a pro active focus.

The second partnership opportunity is sustainable forestry. Dan Green discussed the work he and staff Rains had been working on with this issue and thanked the District for staff Rains participation.

Interim Chair Hanna described the Districts participation in the Bio – Mass aspect and suggested J. Calcagno be recognized for his efforts in this area. Mr. Barth asked that Mr. Calcagno's contact information be forwarded to him and also suggested a District staff member be a liaison with this project, Interim Chair Hanna said the idea of a liaison person from the District would be looked into. Director Miller asked if the issue of stocking a facility was still pertinent. Mr. Barth said this was exactly the issue they are looking at. Director Zuber asked if the carbon footprint was being investigated. Mr. Barth said this was also being considered. After general discussion every one expressed the common interest in keeping informed on the issues; and Mr. Barth and Mr. Green left.

Contracts and Agreements:

CIG – Northwood's Nursery Contract – Staff Bucy presented. **Directors Miller/Zuber 2nd** moved to change the contact name, **passed unanimously.**

CRBC – Weed Database – Change Order - Staff Bucy presented. **Directors Lee/Zuber 2nd** moved to sign the change order, **passed unanimously**

Pace Analytical – Proposed Contract – Staff Bucy presented. **Directors Guttridge/Miller 2nd** moved to accept the contract, not to exceed \$2,550.00, **passed unanimously.**

Portland Purple Water, LLC – Proposed Contract - Staff Bucy presented, **Directors Zuber/Guttridge 2nd** moved to accept, not to exceed \$11,500.00 , **passed unanimously.**

Richardson IT – Proposed Contract - Staff Bucy presented, **Directors Guttridge/Miller 2nd** moved to set aside this project to a later date, **passed unanimously.** Director Lee suggested a reserve/carry over account in next year's budget. Director Guttridge asked that Richardson IT be contacted to let them know of the delay and directed the organizational District IT meetings continue. Director Lee suggested waiting until the new District Manager is on board to resume the project, with staff support.

Interim Chair Hanna began a discussion of the Board/Staff Retreat:

Director Lee informed the board that the paperwork had not been received as yet.

Associate Oberg reiterated that Staff Bucy would be serving as General Manager until a new DM was hired. Staff Garvison still reports to the board as CFO and Staff Klock would be in charge of technical staff. Director Hanna continued that Staff Bucy and Klock would handle issues under \$10,000.00 with budget approval and the board would review and handle issues over \$10,000.00. The Board agreed by consensus to accept, in concept, what was approved at the retreat pertaining to management structure, pending receipt of paperwork from the retreat.

Staff Klock brought up the retreat idea of how the Districts direction and philosophy was to be decided on, Director Lee reminded the board there was to be a committee to work on this. Director Weinberg said this committee did not need the Boards approval to meet and to come back to the board with their findings at the next full board meeting, if the committee is ready. This committee was to be made up of Director Guttridge, Staff Klock and Staff Faucera and they would find common ground and resolution.

Interim Chair Hanna then asked the board to address the fact that Staff Bucy has been placed in a position of full authority and asked the personnel committee to address a position and salary change and how her position will be handled when a new District manager is hired. Director Lee, with the groups approval, asked the personnel committee to back date such a change to an appropriate date.

Staff Garvison wanted to affirm that what happened at the retreat would stay at the retreat, the meeting agreed and Interim Chair Hanna repeated that this will be addressed when the report from the retreat was received.

Staff Bucy said that the retreat facilitators would be stopping by a staff meeting, in the next couple of weeks, to do follow up and provide further information on communications and building relationships.

Director Zuber suggested a "Meet and Greet" opportunity for the board, staff and public be done when the final three candidates, for the District Manager position, were selected by the Personnel Committee.

Director Lee opened a discussion of the District acting as fiscal agent. Director Weinberg suggested looking at the Wasco County model for fiscal agents and Director Weinberg may have information on this at the next board meeting. General discussion followed.

Director Zuber left the meeting.

Project Approval:

OWEB Grant Application Approval – Hag & Mountjoy – Presented by Staff Bucy, **Directors Miller/Lee 2nd** moved to proceed with OWEB application, of less than \$10,000.00, **passed unanimously**.

South Creek Application Approval - Presented by Staff Bucy, The board agreed with the District proceeding to develop an OWEB grant application for \$10,000.00 and development of an IGA with the county.

Discussion Items:

Envirothon Team Sponsorship: Presented by Staff Bucy, Director Hanna stated this was two issues and asked for a motion. **Directors Hanna/Guttridge 2nd** moved to support the team, no greater than \$200.00, **passed unanimously**.

Staff Bucy presented – **Directors Guttridge /Miller 2nd** moved to make a \$100.00 donation to Envirothon, a 501 (C)(3), **passed unanimously**. Staff Bucy will get back to the board with information about the Envirothon board members.

OACD Website Support: Presented by Staff Bucy, **Directors Guttridge /Lee 2nd** moved that Staff Faucera will develop a new MOU with OACD for website support, not to exceed 80 hours per year, and to continue Staff Faucera's support until the new MOU is in place, as long as it does not interfere with District work, **passed unanimously**. with two expressed potential conflicts of interest by Directors Guttridge/Lee.

QuickBooks Training: Staff Bucy presented - **Directors Miller/Guttridge 2nd** moved to send Staff Goodwater to a two day QuickBooks training for \$399.00, **passed unanimously**.

Approval of Voucher List – Action

Director Lee will speak to GOCWC before payment, after CFO confirms amount.

Directors Lee/Guttridge 2nd moved to approve all vouchers, except 3296, **passed unanimously**.

Approval of Financials – Action

Director Weinberg inquired of partnership support. General discussion followed and it was agreed the District would ask the Clackamas River Basin Council to submit an invoice.

Approval of out of state travel and for GIS training expense for five staff: Presented by Staff Bucy, **Directors Lee/Miller 2nd** moved, **passed unanimously**.

Approval of Minutes – March 16, 2010 – Director Lee had a correction on page two (Wells Fargo's RFP ranked first), no other changes. **Directors Miller/Guttridge 2nd** moved to accept the minutes with said changes, **passed unanimously**.

REPORTS

Director Miller said the Master Gardeners sale at the Canby Fair Grounds was on May 1st and 2nd. Director Hanna said the Pottery Showcase at the Convention Center would be the same dates. Director Lee let the meeting know she would be picking up the NACD regional manager and would be taking her to Washington County, then to Newport, then to the OACD meeting in Bend to better understand the area. Director Lee had asked Staff Bucy to send the regional manager some District information. Staff Bucy said she sent the Rural handbook.

NEXT MEETING DATES

Personnel Meeting: May 3, 2010, 11:30 a.m.

Special Board Meeting: May 3, 2010, 1:00 p.m.

Staff Bucy said CONNECT will be May 4, 5 and 6.

Staff Garvison asked for signatures on the letter to cancel the old credit cards.

Staff Bucy asked if the Northwood's CIG grant needed to be resigned. The board said no.

The meeting was adjourned at 3:25 p.m.

Respectfully submitted,

Donald Guttridge
Secretary