



CLACKAMAS COUNTY

## Soil and Water Conservation District

APPROVED 6/15/2010

### SWCD Business Meeting Minutes for May, 2010

Present:

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

**Associate Directors:** Oberg, Weinberg

**Staff:** Bucy, Garvison, Klock, Givens

**Guests:** None

### CALL TO ORDER

The Business Meeting was called to order at 1:05 p.m. on Wednesday, May 19, 2010 at the District Office by Interim Chair Hanna.

**PUBLIC COMMENT:** None

### AMEND/ACCEPT AGENDA:

The agenda was accepted with one addition, by Director Guttridge, to add discussion of the date, time and place of the annual meeting.

**APPROVAL OF MINUTES: Directors Lee/Guttridge 2<sup>nd</sup>** moved to accept the meeting minutes of April 5, 2010 (special meeting); April 6, 2010 (executive committee) April 20, 2010 (regular board meeting) and May 3, 2010 (special meeting). The motion was **unanimously passed**.

### OLD DISTRICT BUSINESS:

#### MANAGEMENT TEAM REPORT

District Manager Report: Staff Bucy reported the dates for the District Director election time line:

July 15, 2010 - District publishes legal notice of positions open in a general circulation paper.

**Prior** to August 24, 2010 – Candidates must collect signatures on an election petition AND have the completed petitions verified by Clackamas County Elections office.

**August 24** – Candidates must submit the verified petition to Oregon Department of Agriculture on or before August 24<sup>th</sup>.

**August 26** – Deadline to be included in voter pamphlet, this must be done through the Clackamas County Elections office. Candidate pays cost to be included in the voter pamphlet.

Staff Bucy reported on the Envirothon team the district is supporting, the team came in 6<sup>th</sup> out of 24 teams and got "Rookie of the Year", quite a good showing. Staff Bucy went over an information sheet on changes to the Personnel Policy. **Directors Guttridge/Miller 2<sup>nd</sup>** moved to adopt the suggested personnel policy changes. The motion was **unanimously passed**. Discussion followed on how many holiday hours were to be credited according to work week hours. **Directors Lee/Miller 2<sup>nd</sup>** moved to accept a personnel policy that employees with a less than 40 hour /week will have holiday hours proportional to their weekly hours. The motion was **unanimously passed**. The Needy project samples have been sent to a lab in Seattle and the District will write the body of the report and Oregon Department of Agriculture will do an

interpretation of the data. Staff Bucy reported that the CONNECT workshop went well and ODA will be sending the District a reimbursement. Staff Bucy will arrange to have D. Green, Clackamas County Natural Resources Coordinator, do a presentation at the June board meeting. Staff Bucy reported the District has received four applicants for the District Manager position to date, and one information call on the zone two board vacancy.

Staff Klock reported he has started the employee review process. Staff Klock went on to discuss the upcoming District /ARCSA workshop. Staff Klock presented an "Advance Travel Authorization" for staff Baker, to attend the WADE conference.

**Directors Lee/Guttridge** made a motion to approve the authorization. The motion was **unanimously passed**.

Discussion followed about staff hours supporting other groups. Staff Baker asked the board for direction on staff hours to Oregon Conservation Employee Association Network. After general discussion **Directors Guttridge/ Lee** made a motion the Clackamas SWCD support OCEAN to the limit of eighty hours total of employee time, in a twelve month period, from 5/19, 2010, motion was **unanimously passed**.

Staff Klock and the board discussed monitoring projects. The staff and board agreed there needed to be a level of staff qualifications, consistent monitoring standards and good coordination between monitoring entities.

Staff Klock informed the board the new Pudding River Watershed Council is requesting a District letter of support for a grant application to OWEB. After general discussion the board decided it would consider this when the council was in compliance with OWEB standards. Staff Klock/Bucy will e mail a statement to that effect to the Council.

#### **NRCS REPORT**

Lee Ko filled in for Kris Homma. Lee reported NRCS has 179 practices scheduled for this fiscal year, with about 20% installed and total project amount of \$465,000.00. These projects are in the EQIP, CSP AND WHIP programs. Representative K. Schrader had a meeting at the District office and then briefly met with agency department heads. The deadline for the conservation Stewardship Program is June 11, 2010, Lee passed out an information check sheet on the program. NRCS had a basin appraisal by their state office. Findings of the appraisal were; training for first aid and defibrilator response need to be updated and NRCS and the Board need to review the EEO and Civil Rights policy. Kris Homma would like to schedule the review in July or August. Staff Bucy will talk with Kris and schedule this appointment.

#### **NEW DISTRICT BUSINESS**

Contracts and Agreements:

Landowner Access Form approval – Staff Bucy presented. **Directors Zuber/Miller 2<sup>nd</sup> moved** to adopt the Permission for CCSWCD to Access Private Land form (dated 7/6/09), **passed unanimously**.

Interim Chair Hanna called for a recess at 2:15 p.m.

The meeting resumed at 2:20 p.m.

Statewide Weed Database - Staff Bucy presented. **Directors Lee/Miller 2<sup>nd</sup> moved** to authorize financial support for the Statewide Weed Database, in the amount of \$4,000.00, **passed unanimously**

Personnel Committee Report –Director Guttridge presented. Director Guttridge said the personnel committee had reviewed and recommended permanent position status, at the step three level for staff Givens. **Directors Guttridge/Lee 2<sup>nd</sup> moved** to accept the recommendation of the personnel committee for staff Givens, effective 5/19/2010. The motion **passed unanimously**. Director Guttridge reported staff Klock had requested approval for flexible scheduling due to his health issues.

**Directors Lee/Miller 2<sup>nd</sup> moved** to accept a flexible schedule for staff Klock, with a

physician's statement, **passed unanimously**. Director Guttridge relayed the personnel committee's recommendation that staff Klock's compensation be raised to supervisor level two and backdate this raise to February, 2010 in recognition of his increased duties. **Directors Lee/Miller 2<sup>nd</sup>** moved to confirm the personnel committee's recommendation to raise staff Klock to \$70,000.00/ year retroactive to February, 2010, **passed unanimously**.

Loan Committee Report – Director Weinberg presented the report. The committee will not be partnering with DEQ and the loan committee is developing the Districts own program. The committee will be contacting L. Ojua and R Baden and will have the fund up and running in 90 days.

Director Vacancy Discussion - Staff Bucy presented. Staff Bucy relayed the District has received an application from the Milwaukie area, for a total of four applications, to date.

#### Board Officer Election

Position:

Chair: Director **Miller nominated J Lee**. There are no other nominations. Interim **Chair Hanna** called for the vote, the vote was **unanimous**.

Vice Chair: Director **Miller nominated D Guttridge**. There are no other nominations. Interim **Chair Hanna** called for the vote, the vote was **unanimous**.

Secretary: Director **Miller nominated L. Hanna**. There were no other nominations. Interim **Chair Hanna** called for the vote, the vote was **unanimous**.

Treasurer: Director **Miller nominated J. Zuber**. There were no other nominations. Interim **Chair Hanna** called for the vote, the vote was **unanimous**. These positions take effect June 1, 2010.

Budget Committee Outcome: Director Guttridge presented the Budget Committee report that recommended a four cent per thousand levy for the 2010-2011 year, explaining this would support the District and give the taxpayer a twenty percent tax break from the five cents per thousand that was levied for the 2009-2010 period. Director Oberg and staff Bucy will be working on talking points to get this message to the public.

Approval of Financials – Action **Directors Guttridge/Miller 2<sup>nd</sup>** moved to approve the financials as presented, **passed unanimously**. Staff Garvison asked the board to review a letter of confirmation to GOCWC that he and staff Bucy had put together.

#### Approval of Vouchers for Payment – Action

**Directors Lee/Guttridge 2<sup>nd</sup>** moved to approve all vouchers, **passed unanimously**.

Staff Garvison, in addition to the regular board meeting voucher list, requested a check run/signing on the last day of fiscal year. The board approved such an action.

Set Time, Date and Place for Annual Dinner and Meeting: Director Guttridge gave a brief history and offered the Springwater Grange Hall for the annual dinner. The board discussed dates and places then agreed on Monday, September 20, 2010 for the annual dinner at the Springwater Grange. The Board meeting date remains on September 21, 2010. Staff Baker offered staffs help to find three or four venues, around the county, for the 2011 dinner. Director Zuber suggested The Coleman Ranch Guesthouse near Molalla. **Directors Lee/Miller 2<sup>nd</sup>** made the motion to approve Springwater Grange Hall for the 2010 annual dinner and to have staff

research sites for the 2011 annual dinner, **passed** with two conflicts of interest due to grange membership.

**BOARD MEMBER REPORTS AND COMMENTS:** Director Lee attended the Conservation Partnership meeting today and reported ODA is moving forward with the attorney general's push to have an environmental crime position. Discussion followed about the impacts that this position may have on Clackamas County. Director Lee said the computer allocation numbers from NRCS would come out the first of June. Director Hanna said he had attended the RAC meeting on 5/17/2010. He reported the Clackamas Stewardship Partners had received a title two grant.

Staff Garvison asked the Chair to sign the confirmation letter to the Greater Oregon City Watershed Council. Staff Garvison said the Districts current year's contribution had not been made, as the District is waiting for the Councils invoice.

Director Weinberg thanked Director Hanna for stepping into the Interim Chair position and all his efforts involved in this difficult transition time.

The meeting was adjourned at 3:45 p.m.

**NEXT MEETING DATES**

Executive Committee: June 1, 2010, 8:30 a.m.

Personnel Meeting: June 15, 2010, 9:00 a.m.

Brown Bag Discussion: June 15, 2010, 12:30 a.m.

Board Meeting: June 15, 2010, 1:00 p.m.

Budget Hearing: June 15, 2010, 3:00 p.m.

Loan Committee: to be announced

Respectfully submitted,

Donald Guttridge  
Secretary