



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 8/17/2010

SWCD Business Meeting Minutes for July 20, 2010

Present:

Directors: Guttridge, Hanna, Lee, Miller, Zuber

Associate Directors: Oberg

Staff: Bucy, Faucera, Garvison, Givens

NRCS: Homma

Guests: Tom Salzer, Charles Patrick, Warren Kitchen

CALL TO ORDER

The Business Meeting was called to order at 1:00 p.m. on Tuesday, July 20, 2010 at the District Office by Chair Lee and introductions were made.

PUBLIC COMMENT: Mr. Patrick described his interest in the zone five position.

AMEND/ACCEPT AGENDA: Staff Bucy requested the draft copy of the ODA scope of work and an IT update by Staff Faucera both be added to the agenda.

APPROVAL OF MINUTES: Directors Guttridge/Hanna 2nd made a motion to accept the June 15, 2010 minutes, **unanimously passed**. Directors Hanna/Guttridge 2nd made a motion to accept both the July 7, 2010 and July 8, 2010 special board meeting minutes, **unanimously passed**.

OLD DISTRICT BUSINESS:

District Manager Report: Interim Manager Bucy asked the board to review a staff member's second June expense reimbursement request. Interim Manager Bucy presented two requests for out of state travel. The first is for Staff Baker to attend the NW Christmas Tree Association Trade Show and Conference, Staff Baker has been requested to give a presentation, on September 10, 2010; the second is for Staff Rains to attend a grant writing seminar in Olympia, WA on August 11, 2010. Directors Guttridge/Miller 2nd made a motion to approve both out of state travel requests, the motion was **unanimously passed**. Interim Manager Bucy continued with a draft of the new fall workshop calendar, the final Water Environmental Services, ODA and Barton Park reports and there will be a Nativescaping workshop in Oak Grove this fall by request. Interim Manager Bucy requested the Board's direction and the Board decided by consensus the idea of donations (food or cash) to the Estacada Food Bank when persons attend the CCSWCD Annual Dinner on September 20, 2010. The Board also thought the idea of rotating between different Clackamas County food banks, for donations in the future, as entrance to the annual dinner was a good idea. Interim Manager Bucy will contact Dave Piper to get the ball rolling. Chair Lee requested Interim Manager Bucy contact Karla Sanders, ODA, about request forms for additional funds the Soil and Water Conservation Commission agreed to distribute to districts (up to \$9,300 per district).

Chair Lee asked Mr. Kitching to introduce himself as he arrived after the meeting began. He stated he thought he would like to get involved. All participants then re-introduced themselves.

Technical Staff Supervisor Report: Staff Klock could not attend as he is attending training and had given Staff Bucy his information.

NEW DISTRICT BUSINESS

CFO REPORT:

Voucher List/Financial Report: Directors **Hanna/Zuber 2nd** made a motion to approve the July 20, 2010 voucher list as presented and accept the monthly financial reports. The motion was **unanimously passed**. CFO Garvison presented a request for Staff Klock's second May expense reimbursement request. Directors **Guttridge/Miller 2nd** made a motion to approve payment to Staff Klock for \$101.99 for June expenses.

Resolutions:

2010-0007: Oregon Savings Growth Plan Resolution, Directors **Guttridge/Miller 2nd** made a motion to approve the change of the retirement provider from AIG/Valic to OSGP. The motion was **unanimously passed**.

2010-0008: Building Reserve Fund Transfer Resolution, Directors **Guttridge/Miller 2nd** made a motion to approve this resolution to move funds from the regular Local Government Investment Pool account to the Local Government Investment Pool –Building Reserve Fund. The motion was **unanimously passed**.

2010-0009: Revolving Loan fund Resolution, Directors **Miller/Guttridge 2nd** made a motion to approve the resolution to transfer \$250,000.00 from the regular Local Government Investment Pool account to the Revolving Loan checking account with Wells Fargo. The motion was **unanimously passed**.

General discussion followed.

Conservation Plan Approval – Don Guttridge: Director Guttridge had reviewed conservation plan, 2010-001, for Ron Oberg and recommended approval by the Board. Directors **Guttridge/Hanna 2nd** made a motion to approve this plan. The motion was **unanimously passed**.

Conservation Plan Approval – Joan Zuber: Director Zuber had reviewed conservation plan 2010-002 for a landowner in her district and recommended approval by the Board. General discussion followed. Directors **Zuber/Miller 2nd** made a motion to approve this plan. The motion was **unanimously passed**.

Director Hanna and Chair Lee recommended reviewing the process as to how the Board would review conservation plans for approval. Staff will check with ODA and the CCSWCD Attorney regarding confidentiality of plan data, and collaborate with the executive committee on this issue.

Appointment of Zone 2 Director: Chair Lee informed the Board that Ron Oberg has met the requirements to be a District Director for zone two, serving as an associate director for one year and having a district approved conservation plan. Directors **Hanna /Guttridge 2nd** made a motion to appoint Ron Oberg as Director of Zone Two until this position comes up for election in November 2010. The motion was **unanimously passed**. Chair Lee gave Ron Oberg the oath of office.

Equipment Rental for Conservation Program Contract Renewal: Staff Bucy did a short review of the contract. Directors **Hanna /Guttridge 2nd** made a motion to enter into the

Conservation Equipment Rental program with Fisher Mill Supply, Inc for the twelve month period from July 20, 2010 forward. Chair Lee asked for clarification on whether the rental prices were included in the Contract, Staff Bucy said they are not and the only change was the list of equipment was updated. Director Guttridge said he would like a review of the rental rates at a future time. The motion was **unanimously passed**.

Staff Bucy asked all to review the guest list for the annual dinner and get back to her with any changes and/or additions.

Chair Lee recessed the meeting for five minutes at 2:05 p.m.

Chair Lee reopened the meeting at 2:10 p.m.

Staff Bucy presented the Oregon Department of Agriculture scope of work agreement for the 2010-2011 period and said it will be about the same as last year's agreement with the following changes: 1. ODA will not pay for someone else to do the monitoring and they want a district employee or volunteer to do the work. Staff Bucy has 1. spoken with East Multnomah SWCD and is working with finding a student or volunteer who would share duties between the Districts. 2. The District will be going with a contracting with a different lab to do the analysis. 3. Include participation in the Clackamas Pesticide Stewardship group. 4. Provide erosion control outreach to the Christmas tree industry. 5. New LAC members for the Clackamas basin need to be found and the Sandy basin would like to do a monitoring meeting to standardize monitoring procedures. 6. Provide attendance of the Lower Willamette and Tualatin LAC's meetings. Directors **Guttridge/Miller 2nd** made a motion to approve the 2010-2011 Scope of Work. General discussion followed. The motion was **unanimously passed**.

Accept Audit: CFO Garvison let the Board know a copy of the 2008-2009 audit year report had been e-mailed to the Directors and the same auditor is doing a short review of the current time frame (January through March 2010) The same audit firm will be starting the 2009-2010 audit in August (to be completed by the end of September). CFO Garvison recommended issuing an RFP for the 2010-2011 audit. Directors **Guttridge/Miller 2nd** made a motion to approve the 2008-2009 audit. The motion was **unanimously passed**.

IT presentation by Staff Faucera: Staff Faucera reported the District is waiting for OCIO (the computer portion of NRCS) to make a decision on the cabling and that OCIO has said the District should be receiving a waiver next week. Staff Faucera said the waiver is a little different than what was asked for and he felt, as long as it works the way explained this option would cost less than pulling cables and the waiver would use the existing patch cap in the ADP room going to the new District server. Staff Faucera said the phones and the District system would still be mobile. In the mean time Staff Faucera has been following the IT timeline. General discussion followed.

NRCS Report: Kris Homma reported NRCS has two Conservation Stewardship applications (this is the second sign up) and is going through the 2011 EQUP allocation process. This office is looking at their strategic work plan and will be focusing on Canby south and east county.

Board Member Reports and Comments: Director Oberg mentioned the Clackamas County Fair starts August 17th and that he caught his first steelhead (which he released). Director Lee reminded the board of the OACD executive board meeting on August 4th and the OACD annual meeting and convention is October 27th through the 29th. Director Zuber asked for an update on an ODA issue and Staff Bucy said she would check and get back with this information. Director Zuber said she had attended the Molalla River Alliance meeting and that they still have some issues to address. Director Hanna informed the board he would not be running, for his position,

in the election this year but he will finish out his term and he has enjoyed working with the District.

General discussion followed.

Chair Lee asked if there were any other board or staff comments, there were none.

NEXT MEETING DATES:

Executive meeting: August 10, 2010, 8:30 a.m.

August Board meeting: August, 17, 2010, 1:00 p.m.

Annual Dinner: September 20, 2010

September Board meeting: September 21, 2010, 9:30 a.m.

Chair Lee called for any other business, there was none. Directors **Guttridge/Miller 2nd** made a motion to close the meeting. The motion was **unanimously passed**. Chair Lee closed the meeting at 2:57 p.m.

Respectfully submitted,

Lowell Hanna
Secretary