



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 12/14/10

SWCD Business Meeting Minutes for November 9, 2010

Present:

Directors: Don Guttridge (Vice Chair), Jan Lee (Chair), Janiece Miller, Ron Oberg, Joan Zuber (Treasurer), Lowell Hanna (Secretary)

Associate Directors: Michael Weinberg

Staff: Lisa Bucy, Michael Garvison, Clair Klock, Tom Salzer, Jeremy Baker

NRCS: Kris Homma

Guests: Patti Jarrett, Becky Jo Goodwater, Sha Spady, Raymond Rendleman, Roger Fantz, Jerry Herman

1 – CALL TO ORDER

Chair Lee called the meeting to order at 1:30 p.m. on Tuesday, November 9, 2010 in the Clackamas County SWCD (CCSWCD) conference room.

2 – AMEND/ACCEPT AGENDA: No amendments were made to the agenda.

3- PUBLIC COMMENTS – Sha Spady addressed the board regarding comments she had received from members of the community concerned about the risk of misuse of the District funds. She stated she was there to support the District.

4 – MANGEMENT REPORT – Manager Salzer reported that the file server was up and running. He and Jason Faucera were testing the system. He anticipated that the archive would come online for testing within the next day.

He also reported that a request had been made to the County Treasurer to come in and review our internal controls. In response to feedback from our insurance agent, blank checks have been locked up by the Manager.

The SDAO checklist submitted by the District was scored at 90%. This will reduce our rates, however we will have a premium increase due to the increase in number of employees.

Finally, Manger Salzer noted that two air cleaners and a HEPA filter vacuum had been purchased to try and address respiratory problems experienced by the staff.

Staff Garvison reported that Jason Faucera and Manager Salzer had chosen a location for the copier/printer unit that will be purchased for the new computer system. A color printer was being investigated. The lease cost would be \$200-300/month including all ink and maintenance.

The Accounting Technician opening will be closing on November 15, 2010. The Personnel Committee agreed to let the management team make the first cut and recommend a pool of three to four candidates for the Committee to interview.

The update on the Watershed Council/Farmer's Markets partner support awards is that we are waiting for our tax revenue to come in before cutting the checks.

Staff Klock reported that he will be keeping the training files for the staff. Chair Lee requested that the board training files be updated with the OACD conference training.

5 – PARTNER REPORTS – Kris Homma of NRCS reported that Conservation Stewardship and Conservation Security program payments are being processed and are anticipated to be completed by December 16, 2010. The Environmental Quality Incentives Program and the Wildlife Habitat Incentives Program sign-up deadline is December 15, 2010.

Kris also reported that the primary funding pool this year will be directed toward south Clackamas County. She would like to put together a focus group including the district board, nursery growers and Christmas tree growers to discuss outreach and a funding pool for east Clackamas County. Energy efficiency improvements may be the focus.

During the first quarter of calendar year 2011, we need to reevaluate the NRCS-District agreement.

6 – DIRECTOR REPORTS –

- Director Miller reported that she will be attending the Tualatin LAC meeting via telephone.
- Director Hanna reported that he felt that the OACD conference was worthwhile.
- Director Oberg reported that he was planting willows his riparian area according to his riparian plan.
- Director Zuber reported that she was participating in a planting coordinated by the Mazama Conservation Committee and the Sandy Watershed Council.
- Director Lee reported that Ballot Measure 76 passed and she would be on the committee to develop implementing language. She also reported that she will be attending the NACD meeting in Nashville, TN in January.
- Director Guttridge reported that he was pleased at the District's representation at the OACD conference. OACD Directors met at the OACD conference and decided to only meet once per year unless there is an urgent need to have an additional meeting. He also reported that Director Lee was reaffirmed as President-Elect of OACD.

7 – MINUTES: Directors Hanna/Miller moved/seconded to accept the minutes of the October 19, 2010 regular business meeting and the minutes of the October 5, 2010 Executive Committee meeting with a correction from Don Guttridge on the October 5th executive committee meeting. Motion carried.

8 – FINANCIAL REPORT AND VOUCHERS: Directors Guttridge/ Zuber moved/seconded to accept the financial report and approve vouchers, as submitted. Motion carried.

9 – CONTRACT FOR WATER QUALITY ANALYTICAL SERVICES: Directors Guttridge/Hanna moved/seconded to approve a contract to TestAmerica for e-coli analysis on water samples from the Clackamas Basin, not to exceed \$27,000. The project is paid for with funds from the Oregon Department of Agriculture.

10 – POLICIES: The board reviewed the following district policies: Annual Review of Personnel Policies, Annual Training of Board Members, Board Meeting Policy, Compliance with State and Federal Laws, Contract forms to be Reviewed by Legal Counsel, Discipline Procedures, Employee Access to Medical and Dental Insurance, Job Descriptions to be Maintained by Manager, Legal Advice before Major Decisions, and Personnel Committee may Adopt Personnel Policies. Guest Sha Spady asked what the District policy was to comment on local issues. Chair Lee said that in

the past issues were brought to the board with a request to comment. No action was taken on policies.

11 – Executive Session: At 3:00 p.m. Chair Lee closed the board meeting and convened an executive session to hear complaints or charges brought against an employee, as allowed by ORS 192.660(2)(b). At 3:43 p.m. Chair Lee reconvened the public board meeting.

12– ADJOURN AND NEXT MEETING: The December Executive Committee will be held on December 7, 2010 at 1:00 p.m. Due to holiday schedules, the December board meeting will be held one week early on December 14, 2010 at 1:00 p.m. A holiday potluck will precede the meeting at 12:30 p.m.

There being no further business, directors Miller/Guttridge moved/seconded to adjourn, and Chair Lee adjourned the meeting at 4:00 p.m.

Respectfully submitted,

Lisa Bucy
Assistant Manager