



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 1/18/11

SWCD Business Meeting Minutes for December 14, 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

Guests: Blake Hamalainen, Jim Johnson, Roger Fantz, Raymond Rendleman

1 – CALL TO ORDER

Chair Lee called the meeting to order at 1:08 p.m. on Tuesday, December 14, 2010 in the Clackamas County SWCD (CCSWCD) conference room.

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

3- PUBLIC COMMENTS – Blake Hamalainen introduced himself and his interest in finding out about the District. He is a small farmer with a nursery background located between Boring and Sandy. Roger Fantz reported that he had a good trip to California to sell his Christmas trees.

4 – MINUTES: Directors Hanna/Oberg moved/seconded to accept the minutes of the November 9, 2010 regular business meeting as submitted. Directors Zuber/Miller moved/seconded and the minutes of the December 7, 2010 Executive Committee meeting as submitted. Motions carried.

5 – FINANCIAL REPORT AND APPROVAL OF EXPENDITURES: Directors Guttridge/Oberg moved/seconded to accept the financial report and approve vouchers, as submitted. Motion carried.

Staff Garvison reported that the District had received approximately 87% of our tax revenue for the year. Also our budget is on track for the first six months of our financial year.

Staff Garvison proposed publishing the District voucher payment log on the website to be more financially transparent to the public. Although concerns about privacy were expressed, overall the Board thought it was a good concept and asked him to request feedback from the Special Districts Association of Oregon.

6 – CONTRACTS: Directors Guttridge/Zuber moved/seconded to approve a contract with Pacific Automation for printer/copier services. This contract was sourced using the State's price agreement. Directors Guttridge/Miller moved/seconded to approve a contract with TestAmerica for e. coli analysis of Clackamas Basin stream water samples. The District received competitive quotes by phone from testing laboratories and selected TestAmerica because of their expertise and ability to accept our water samples within a certain time period. Directors Zuber/Guttridge moved/seconded to approve a contract with Richard Winkel CPA for auditing services. This contract was sourced using a competitive RFP process. Motions carried.

7 – TRAVEL: Directors Oberg/Guttridge moved/seconded to approve out-of-state travel for Jenne Reische and Clair Klock to attend a riparian design and restoration effectiveness workshop in Stevenson, WA. The workshop is hosted by River Restoration NW and will be held February 1-3, 2011. Motion carried.

8 – PERSONNEL: Director Guttridge reported that an annual review of staff Garvison was completed and the personnel committee recommended that staff Garvison be removed from probationary status and recognized as a full-time, permanent staff member. Directors Miller/Oberg moved/seconded to remove Garvison from probationary status and recognize him as a full-time, regular staff member. Director Hanna moved to table the motion until more discussions with Garvison could be completed. Motion failed. The original motion carried with Director Hanna voting against.

9 – GUEST PRESENTATION: Jim Johnson, Land Use and Water Planning Coordinator from Oregon Department of Agriculture, briefed the board on land use issues that may be addressed during the 2011 legislative session. The board asked Johnson give them more updates throughout the legislative session.

10 – MANGEMENT REPORT – Manager Salzer reported he had reviewed the current holiday policy and schedule. The District office will be closed on December 24th and 31st in observance of Christmas Day and New Years Day, respectively.

He also reported that he convened a meeting of the watershed councils that serve Clackamas County to discuss common issues, coordinate events and promote partnerships. The meeting was very well received and participants decided to repeat the meeting quarterly.

Manager Salzer has scheduled staff annual reviews once per week through February.

Staff Bucy presented a draft emergency communication procedure for media contacts with staff and directors. Several edits were suggested. Staff Bucy also informed the board of a New Farmer training offered by OSU extension beginning January 19, 2011. The District will advertise the workshops on our website. Bucy suggested that the District may want to offer partial scholarships to Clackamas County residents interested in attending. After discussion it was decided not to do so this year as the timeline is too short. It will be investigated for next year.

Staff Klock reported that the District will offer free transportation to Clackamas County residents interested in attending the OSU Small Farms Conference in February. The week of the event, any open seats will be open to anyone calling to reserve a space. Klock attended the County Event Center board meeting with Ron Oberg to discuss options for a rainwater harvesting project. He noted that there is a possibility of applying for a Bureau of Recreation grant to conduct a feasibility study. The Event Center board will discuss the options during future meetings.

Staff Klock also reported that the American Rainwater Catchment Systems Association will hold their national conference in the Portland area this coming fall. The District will be requested to contribute some sponsorship for the event.

Klock presented a letter he crafted on behalf of the board addressed to staff of the Mt Hood National Forest Office. The letter outlines comments on the Preliminary Assessment and associated materials for the Clackamas Road Decommissioning for Habitat Restoration Plan. Directors Guttridge/Zuber moved/seconded to approve the letter as written. Motion carried.

Staff Garvison reported that the District audit is progressing and should be wrapped up and delivered by next week, enough time to meet our December 31, 2010 deadline for submittal to the State Auditor. He noted that the auditor was very thorough and asked many questions. Director Guttridge mentioned that the board would have to meet to accept the audit before we send it to the State Auditor. He recommend we have a teleconference prior to the end of the month.

Director Oberg requested summary notes of the audit to make it more understandable and that it be sent to the board with enough lead time to be reviewed before the teleconference.

Garvison also reported that the County Treasurer Anderson visited with the management team and executive committee. She gave an overview of services she offered including review our internal controls. Manager Salzer will coordinate the review.

11 – COMMITTEE REPORTS: Committee reports were included in prior agenda items.

12 – PARTNER REPORTS: Staff Bucy read a report submitted by Ralph Meyer of Farm Services Agency. The report was an overview of the County Committee election results.

13 – DIRECTOR REPORTS:

- Director Hanna reported that he attended a Clackamas River Basin Council budget meeting and the CRBC is very appreciative of the support and cooperation received from the CCSWCD.
- Director Lee reported that she is involved in organizing a legislative day for watershed councils and soil and water conservation districts on March 11th. There will be a breakfast with legislators and exhibits will be displayed. The District and CRBC will have a joint display.
- Director Oberg reported that had attended the presentation that staff Klock made the Event Center Board. He also reported that he had been accompanying staff on site visits. He enjoyed seeing how they do their jobs.
- Director Guttridge commented that the board enjoyed the board tour held in January 2009 and asked that another tour be planned.
- Director Weinberg reported that he had received the Oregon Climate Change Adaptation Framework Dec. 2010 report that may be of interest to the district board and staff.
- Director Miller reported that she had attended the Tualatin Local Advisory Committee meeting. She learned that erosion was decreasing in the agricultural section of the Tualatin basin and therefore phosphorus was also decreasing. The urban areas did not have similar findings. She also thanked Jim Johnson for attending. She was also concerned about the safety of the office. Staff gave an overview of safety improvements that will be made to the building.

14 – ADDITIONAL ITEMS: The board was reminded to let staff know if they intended to attend the Special Districts Association of Oregon training in February in Eugene.

15 – Next Meeting/Adjourn: The next meeting was set for January 18, 2011 at 1:00 p.m.

Directors Hanna/Miller moved/seconded to adjourn. Motion carried. The meeting was adjourned at 3:35 p.m.

Respectfully submitted,

Lisa Bucy

Assistant Manager