



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 7/20/2010

SWCD Business Meeting Minutes for June 15, 2010

Present:

Directors: Guttridge, Hanna, Lee, Miller, Zuber

Associate Directors: Oberg

Staff: Bucy, Faucera, Garvison, Klock, Givens, Rains, Reische

NRCS: Homma

Guests: Oregon Department of Agriculture - Sheila Marcoe and Wym Matthews (by phone)

CALL TO ORDER

The Business Meeting was called to order at 1:00 p.m. on Tuesday, June 15, 2010 at the District Office by Chair Lee.

PUBLIC COMMENT: None

AMEND/ACCEPT AGENDA:

Directors Hanna/Guttridge 2nd moved to accept the agenda as changed; presentation by Staff Reische (Creek Care), retirement program resolution and banking services contract. The motion was **unanimously passed**.

ODA guest speakers – Sheila Marcoe and Wym Matthews: Sheila Marco, ODA Water Quality Specialist and Wym Matthews, CAFO Program Manager, presented information on developments regarding a District client for which staff had previously completed a conservation plan.

APPROVAL OF MINUTES: Directors Guttridge/Hanna 2nd made a motion to accept the May 18, 2010 minutes, **unanimously passed**. Director Hanna asked Staff Givens to call him when draft minutes were done. Chair Lee postponed the executive minutes to the July meeting, awaiting review by the Secretary before proposed adoption.

OLD DISTRICT BUSINESS:

District Manager Report: Manager Bucy reviewed the revised board calendar. She gave a short report on the IT progress. The board agreed they would like to have District email addresses when the new District IT system is completed. Manager Bucy asked the board if they wanted a quarterly report. The board agreed it was not needed. Director Guttridge asked for a budget to actual quarterly; Manager Bucy said she would provide this. Manager Bucy informed the board the management team had streamlined the office forms. Manager Bucy told the board Director Zuber will be receiving a letter from the Molalla/Pudding Local Advisory Committee appointing her the District representative to the LAC. Manager Bucy and Staff Goodwater have completed a check of past resolutions with policy in anticipation of a policy work session. The District will be represented at the Oregon Lavender Farm Festival on June 26/27 and the Water Efficient Garden event at Clackamas Community College, June 26th. Manager Bucy attended the Molalla Pudding LAC monitoring meeting where she received the Integrated Water Strategy Map booklet. She passed the booklet around for review. Manager Bucy described staff interest in bank stabilization strategies and asked the board for approval for a tour to Washington State to work with Doug Fenwick of the Clark Conservation District.

Directors Guttridge/Hanna 2nd made the motion to have Chair Lee sign a statement on behalf of the board for out-of-state travel for an as yet determined date of travel, the motion was **unanimously passed**.

Technical Staff Supervisor Report: Staff Klock reported he did education and outreach at the Clackamas County Rain barrel sale with about 1,200 attending and 750 barrels sold. Staff Givens attended the Springwater Grange Strawberry Social. Staff Klock will be working with Wilsonville schools on a Farm to Field program. Staff Klock gave an update on the Clackamas Stewardship Partnership RAC funding and he will be at the Oregon City Farmers Market on July 10th.

NEW DISTRICT BUSINESS

CFO REPORT:

Financials: CFO Garvison reviewed with the board the report he had sent out and he will have final fiscal year payments ready to sign on June 30th. Chair Lee requested CFO Garvison email a voucher list before the 30th, to be reviewed so that Directors Lee and Hanna can sign closing year checks as necessary on the 30th. CFO has also sent out the Audit journal entry for review. CFO Garvison and Manager Bucy reported on history on the Districts deferred compensation carrier. **Directors Hanna/Zuber** made a motion to authorize resolution number 2010-005 for amendment, the motion was **unanimously passed**. CFO Garvison reported the application for the Wells Fargo Revolving Loan account was ready to be signed by board members. Directors Hanna/Guttridge 2nd made a motion to approve the Wells Fargo Business Account Application for the Revolving Loan account, the motion was **unanimously passed**. (Note: all resolutions should be attached to the minutes as a permanent record so when send out minutes to full board could also include the resolutions for their review. Otherwise we don't know what the resolution said.)

Voucher List: Directors Hanna/Guttridge 2nd made a motion to approve the June 15, 2010 voucher list as presented and accept the monthly financial reports. The motion was **unanimously passed**. (The voucher list itself should have a specific motion as it authorizes payments. The financials don't need approval but could combine them into a joint motion.)

Policy Addition – Don Guttridge: Directors Guttridge/Miller 2nd

made the motion to accept the following change to board operation policy:

"The Chair and Vice-Chair together; or any three of the four officers can act in the name of the District Board at any time (intended for emergency usage). Any such action must be brought to the full Board at the next meeting for discussion and approval or disapproval."

The motion was **unanimously passed**. Chair Lee asked CFO Garvison to investigate when resolutions are required instead of motions.

Review Agreement with Legal Counsel: Directors Guttridge/Miller 2nd made the motion to approve the agreement between the district and legal counsel Eileen Eakins as presented. The vote was **unanimously passed**.

District Audit – Jan Lee: Chair Lee presented a report on the District's audit as the result of receiving information from the auditor for the fiscal year 2008-2009. General discussion followed.

Directors Guttridge/Miller 2nd made a motion to approve a sum not to exceed \$1,500.00 for review of the prior quarter's records (4th quarter of fiscal year) to assure issues from the 2008-2009 audit were corrected. The motion was **unanimously passed**. Chair Lee signed the letter authorizing the auditor to perform the task detailed.

Personnel Committee Report – Employee Annual Performance Evaluation / District Manager Recruitment: Director Guttridge presented the personnel committee

recommendations: 1) step increase for staff Reische; 2) adjustments to employee step levels (excluding exempt salary positions) to bring hourly rates into compliance with the annual steps; and 3) an across-the-board "cost of living adjustment". (No cola adjustment was provided in the 2009-2010 fiscal year.) General discussion followed. **Directors Guttridge/Hanna 2nd** made a motion to align the salary matrix to the step levels. The motion was **unanimously passed**. **Directors Guttridge/Hanna 2nd** made a motion that all staff be given a 2.2% cost of living adjustment. The motion was **unanimously passed**. Director Guttridge reported the personnel committee has recommended four applicants for interviews on June 26, 2010. The top three applicants will come to a special board meeting on July 7, 2010 and each will do a presentation to the board, staff and public starting at 1:00 p.m. An informal "meet and greet" will follow the presentations.

Schedule Policy Work Session: Chair Lee and Manager Bucy will set a date for a policy work session and notify all with a time and date so that they may participate if they chose to do so.

Phone / Computer System Status Report: Staff Faucera presented the update to the issues to date and stressed the District will have to use contractors approved by NRCS. NRCS will remove the CCE image from the district computers. Staff Faucera will be coordinating with NRCS IT and contractors for both the phone and computer systems. Staff Faucera will also be working with K. Homma of NRCS to work out how many NRCS CCE computers the District will have to comply with the District/NRCS agreement and asked the board if they had any direction on this issue. The board indicated that the staff should make that determination. Director Guttridge will be working with computer allocation among all districts within the basin as directed by OACD and NRCS. General discussion followed. K. Homma, NRCS, said she would be putting in a request for three CCE machines, two for the District and one volunteer computer. Staff Faucera asked the board for their direction on taking an administrative class and following through with setting up the Graphic Information System services for the District. The board approved Staff Faucera's involvement. Staff Faucera then discussed the joint work with Richardson IT and asked for board direction. **Directors Hanna/Guttridge 2nd** a motion to implement the contract previously approved with the Richardson IT Group. The motion was **unanimously passed**.

The Chair called a break at 3:10 p.m. The meeting continued at 3:18 p.m.

NRCS REPORT: K. Homma reported the Conservation Stewardship Program had two applications and was to close on June 25, 2010: Environmental Quality Incentives Program has a continuing application status at this time. K. Homma informed the board her basin will be focusing on south county (Molalla/Pudding watersheds) and will be maintaining a forestry block for the full county.

APPOINTMENT OF COMMITTEES:

Personnel Committee: Chair Guttridge; members Lee, Zuber, Oberg

Finance Committee: CFO Garvison, Treasurer and Chair; Treasurer
is chair of the Finance Committee

Loan Committee: Chair Lee; members Hanna, Zuber and Weinberg

Training Committee: Chair Guttridge

PRESENTATION ON CREEK CARE PROGRAM – J. REISCHE: Staff Reische described the request from Johnson Creek Watershed Council for the District to participate in implementation of JCWC's OWEB grant under an IGA with the District. Staff Reische presented a program she would like to develop for the District that would provide funding for the creekside project long-term maintenance. After general discussion the board approved Staff Reische to come back to the board with particulars for this program as a pilot project with JCWC and enter into an IGA

with JCWC for a five- year period and have the District dedicate a budget starting with the 2011-2012 fiscal year through fiscal year 2015-2016.

BOARD MEMBER REPORTS AND COMMENTS: None

Director **Hanna/Miller 2nd** made a motion to adjourn. The motion was **unanimously passed**. The meeting was adjourned at 3:55 p.m.

The board meeting was reopened at 4:10 p.m. following a special hearing for the budget approval for fiscal year 2010-2011.

Directors Guttridge/Hanna 2nd made a motion to accept the budget as in resolution number 2010-006 for the fiscal year 2010 through 2011 in the amount of \$3,164,266.00. The motion was **unanimously passed**.

The board meeting was adjourned at 4:11 p.m.

NEXT MEETING DATES:

Executive Committee: July 8, 2010 following special board meeting

Brown Bag Discussion: July 20, 2010, 12:30 p.m.

Board Meeting: July 20, 2010, 1:00 p.m.

Special Board Meetings for the purpose of employing District Manager: July 7, 2010, 1:00 p.m.;
July 8, 2010, 8:30 a.m.

Respectfully submitted,

Lowell Hanna
Secretary