



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 4/19/11

SWCD Board Meeting Minutes for February 15, 2011

Present:

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

Staff: Lisa Bucy, Michael Garvison, Tom Salzer

Guests: Jim Toops, Kris Homma, Jesse Nelson, Jamison Cavallaro, Nathan Varns

1 – CALL TO ORDER

Chair Lee called the meeting to order at 1:00 p.m. on Tuesday February 15, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, OR.

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

3 – PUBLIC COMMENT – No public comment was given.

4 – MINUTES–The draft minutes for the January 18, 2011 Board meeting were changed to include in item#4 Directors Weinberg and Zuber moved/seconded to appoint Lowell Hanna and Roger Fantz as Associate Directors of the Clackamas Soil and Water Conservation District. Directors Guttridge and Miller moved/seconded to accept the minutes with the amendments presented. Motion carried unanimously. Directors Guttridge/Zuber moved/seconded to accept the February 3, 2011 Executive Committee meeting minutes as presented. Motion carried unanimously.

5 – FINANCE – Staff Garvison reviewed the six-month budget to actual spreadsheet. We are looking good for the first six months. We are significantly under budget for our new phone and computer systems.

Staff Garvison also reviewed the voucher list. The voucher list was formatted to show how a voucher list would look for publication with our minutes on the District website. Directors Zuber/Oberg moved/seconded to approve the voucher list as presented. Motion carried unanimously.

The board felt there was sufficient description for publishing the voucher list on the website. The board asked that reimbursements use first names plus staff or board. Landowner payments will be published as the year and a number (i.e. Landowner 2011-01). There will be another review after the first month of publication. Directors Guttridge/Zuber moved/seconded approve publication of the voucher list with the changes as presented. Motion carried unanimously.

6 – CONTINGENCY FUNDS – Staff Garvison gave an overview of contingency fund use to carry our programs through the remainder of the fiscal year. Directors Weinberg/ Guttridge moved/seconded to adopt Resolution 2011-01 Transferring Contingency Funds to Various Departments . Motion carried unanimously.

7 – BUDGET COMMITTEE – Staff Garvison reported that John Borden and John Martinson affirmed that they would continue to serve on the District Budget Committee. Commissioner Austin has not yet responded to our invitation to serve on our budget committee. Staff Garvison was directed to wait until next week for a response from Commissioner Austin, if no response is received, then contact the next person on the list and invite them to participate on our budget committee.

8 – DIRECTOR RESIGNATION – Chair Lee read a letter written by Janiece Miller, Zone 3 Director, resigning her position on the Clackamas Soil and Water Conservation District. The resignation is effective March 1, 2011. Directors Weinberg/ Zuber moved/seconded to accept with regret Director Miller’s resignation. Motion carried unanimously.

9 – ASSOCIATE DIRECTOR(S) –Directors Guttridge/Oberg moved/seconded to appoint Janiece Miller and Jim Toops as Associate Directors of the Clackamas Soil and Water Conservation District effective March2, 2011. Motion carried unanimously.

10 – WATERSHED COUNCIL SUPPORT–Manager Salzer presented a funding request of \$4000 from the Pudding River Watershed Council to support a part-time coordinator position. Pudding River special projects manager, Jamison Cavallaro, was present to answer questions regarding status and funding of the council. The council uses the Mid Willamette Watershed Alliance as fiscal agent. Directors Weinberg/Miller moved/seconded to approve the funding request from the Pudding River Watershed Council. Following discussion, Directors Guttridge/Miller moved/seconded an amendment to the motion to provide \$4000 in support funding to the Mid-Willamette Watershed Alliance acting as fiscal agent for Pudding River Watershed Council, subject to staff verification of the eligibility of the Alliance to receive these funds; in accordance with our policies. This action was accepted as a friendly amendment by the original mover and second, the amended Motion carried unanimously.

11 – MANAGEMENT REPORTS – Manager Salzer reported on the status of two grant applications, the personnel policy that have been consolidated and are in the process of editing and improving. Salzer also presented a request on behalf of Staff Klock a funding request for support of the American Rainwater Catchment Systems Association (ARCSA) conference to be held in Clackamas County this summer. The request is for \$3,000 (charged in the budget to partner support) and to allow up to two weeks of staff time for two employees to support the ARCSA conference. To maintain effective controls, the District’s Finance department should guide and assist procurement processes that involve District funds, review any contracts or agreements that may involve the District, and establish controls on registration and cash-handling processes that may involve District staff. Directors Guttridge/Zuber moved/seconded to accept the funding proposal with the proviso as presented. Motion carried unanimously.

Staff Garvison reported that he is reviewing the Governor’s budget proposal and how it may affect the District.

Staff Bucy reported that one area culinary school provides student catering services. She has messages out to the catering supervisor to determine if this would be a possibility for the 2011

Annual Dinner. She had a meeting with Jackie Hammond-Williams, manager of the Oregon City Farmers' Market, to talk about what would be available from local producers for the annual dinner.

Bucy also reported that an organizational meeting for the Women Farmer's Networking group will be held this Thursday at Luscher Farm.

12 – COMMITTEE REPORTS –No committee reports this month.

13 – PARTNER REPORTS –Nathan Varns of the Northwest Oregon Resource Conservation and Development Council gave an update on the council activities and recent staff changes. Kris Homma of the NRCS asked the board if they were interested in her pursuing technical service provider funds that could be used by the District through a cooperative agreement for project implementation between now and the end of June. The board agreed that it would be a good idea to pursue this opportunity as long as we have staff time to complete the work.

14 – DIRECTOR REPORTS - Director Miller reminded the board that Tree School is coming up next month. She also brought to the attention of the board that she had been serving on the Tualatin River Local Advisory Committee for the Agricultural Water Quality Management Plan and since she will no longer be a board member, the board may be interested in finding a replacement. The board noted that you do not need to be a board member to sit on the Local Advisory Committee and she may be interested in continuing in this role.

Director Weinberg reported that at the upcoming Clackamas River Basin Council meeting on Thursday, there will be a speaker on Modular Bridges.

Director Oberg reported that he completed his first bank reconciliation as treasurer. He has also planted the 400 tree along his riparian property in accordance with his conservation plan.

Director Zuber thanked Janiece Miller for the get well card. She did not know about the board mail box. It was explained to the board that there is a mailbox for mail that is directed to board members. Manager Salzer vowed to deliver the mail each month at the meeting.

Director Guttridge reported that he had attended the Special Districts Association of Oregon Conference and that it was mostly valuable information that was presented. He also reminded people of the Springwater Players Dinner Theater.

Director Lee reminded everyone of the Board Retreat on March 1 here at the District office. She had spoken to Ray Ledgerwood at the National Association of Conservation Districts conference and he gave a few recommendations for the agenda. She and Manager Salzer are continuing to work on the agenda. The executive committee will have a brief meeting at noon on March 1. Director Lee brought back a report from the Conservation Commission meeting about projects implemented by districts across the state. She also reported on House Joint Resolution #29. A phone and e-mail tree is in progress to get people to express their concern to their elected officials.

15 – EXECUTIVE SESSION – At 2:20 p.m. an executive session was called to review and evaluate the employment-related performance of the chief executive officer in accordance with ORS 192.660(2)(i). At 2:50 p.m. the executive session was closed and general session resumed.

16 – PERSONNEL ACTIONS – The personnel committee recommended that Manager Salzer had fulfilled his six month probation and should now be made a regular, full time employee.

Directors Guttridge/Weinberg moved/seconded to approve the personnel committee recommendation as stated. Motion carried unanimously. The personnel committee will meet before the March board meeting to consider salary adjustments.

17 – ADJOURN AND NEXT MEETING: There being no further business, Chair Lee adjourned the meeting at 2:55 p.m.

Respectfully submitted,

Lisa Bucy
Assistant Manager

Voucher Approval List 02/02/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
BEARCOM	2 cell phone Rentals to Determine Coverage Gaps in Rural Clack Co	3808	2/2/2011	\$ 800.00
Clackamas County Dept of Finance	January and February Employee Health and Dental Benefits	3809	2/2/2011	\$ 20,620.12
Comcast	January 2011 DSL for District Network	3810	2/2/2011	\$ 104.90
Eileen Eakins	December Legal Services	3811	2/2/2011	\$ 540.00
ING-State of Oregon Plan	January OGSF Employee and Employer 457 Contributions	3812	2/2/2011	\$ 5,933.63
Integra	Payment for District's monthly phone and IT Network	3813	2/2/2011	\$ 557.95
MODOC Investments	February Rent/Utilities	3814	2/2/2011	\$ 6,419.59
Pacific Office Automation	December Copier Rental Lease Payment	3815	2/2/2011	\$ 238.77
Wells Fargo	January Credit Card Expenditures	3816	2/2/2011	\$ 4,877.68
Aquatic Entomology	Contracted Services for Macroinvertebrate Sampling Identification	3817	2/14/2011	\$ 180.00
A T & T	January Phone Service for District Safety Phones	3818	2/14/2011	\$ 169.29
Black Box Network Services	Telephone Equipment June 2010 Invoice -Final Completion of Install	3819	2/14/2011	\$ 7,773.43
Clair-Klock	Purchase of Olympus Digital Camera Reimbursement	3820	2/14/2011	\$ 139.99
Clair-Klock	January Reimbursement Mileage, UERC Conf. Event Refreshments, Company Vehicle Fuel	3820	2/14/2011	\$ 304.35
Canby Herald	Display Ad for program advertisement	3821	2/14/2011	\$ 285.00
CJM McGraw	ARCSA (RainWater Catchment Association) Meal Service 8/30, 8/31, 9/1	3822	2/14/2011	\$ 1,372.80
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	3823	2/14/2011	\$ 788.40
Community Newspapers	Renew 5 Annual Newspaper Subscriptions	3824	2/14/2011	\$ 148.00
Copper Centerfencing	Information & Outreach Teleconference Meeting	3825	2/14/2011	\$ 15.94
Eann Rains	January Mileage Reimbursement	3826	2/14/2011	\$ 40.80
H2Oregon	Bottled Water for office	3827	2/14/2011	\$ 12.00
Jeremy Baker	January Mileage Reimbursement	3828	2/14/2011	\$ 75.79
Marlene Lloyd	February BOLL Seminar Expense Reimbursement	3829	2/14/2011	\$ 61.26
Minuteman Press	Clackamas County Map; Copies	3830	2/14/2011	\$ 44.05
Molalla Pioneer	Display Ad for program advertisement	3831	2/14/2011	\$ 90.00
Northwest Oregon RC & D, Inc.	Annual District Dues	3832	2/14/2011	\$ 325.00
OSU Extension	Tree School Registration for three Staff Members	3833	2/14/2011	\$ 45.00
Richardson Group, IT	Server & Workstation Installation	3834	2/14/2011	\$ 2,882.50
Samuel Leininger	Reimbursement Pesticide Testing CCC	3835	2/14/2011	\$ 30.00
Sitch N' Embroidery	Board Member Service Recognition	3836	2/14/2011	\$ 92.75
Test America	Contracted Services for Water Quality Sampling	3837	2/14/2011	\$ 616.00
The Oregonian	Media Ad - Monthly Board Meeting 19.03;Subscription	3838	2/14/2011	\$ 55.03
Tom Salzer	January Mileage/Meals Reimbursement	3839	2/14/2011	\$ 115.50
	Subtotal			\$ 40,092.64
	Total			\$ 55,755.52

Approved By Board:

Board Chair 
 Board Treasurer 