



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 4/19/11

### **SWCD Board Meeting Minutes** for March 15, 2011

#### **Present:**

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

**Associate Directors:** Lowell Hanna, Janiece Miller, Jim Toops, Roger Fantz

**Staff:** Lisa Bucy, Tom Salzer

**Guests:** Kris Homma (NRCS), Sheila Marcoe (ODA)

#### **1 – CALL TO ORDER**

Chair Lee called the meeting to order at 1:10 p.m. on Tuesday March 15, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, OR.

**2 – AMEND/ACCEPT AGENDA:** Added Farmers Markets and Scholarship Program.

**3 – PUBLIC COMMENT** – No public comment was given.

**4 – MINUTES**–The draft minutes for the February 15, 2011 Board meeting and the March 1, 2011 Executive Committee meeting were not sent to the board in time for adequate review. Therefore, approval of the minutes will be considered at the April Board Meeting.

**5 – FINANCE** – Manager Salzer gave an overview of the voucher approval list. Directors Weinberg/Guttridge moved/seconded to approve the voucher list as presented. Motion carried unanimously.

Manager Salzer requested signatures for a Safe Deposit box at Wells Fargo, no charge, to hold our computer data back-up discs. He also requested signatures on the District application through Oregon Procurement Information Network (ORPIN) for Voyager Gas Cards. Each vehicle would have a gas card and all employees would have their own Personal Information Numbers (PIN). This system would track the odometer readings, gallons of gas, location of gas stations, the date and the person filling the tank. It will help with maintenance records and bookkeeping for charging fuel to the different programs. Our lawyer also needs to review and sign the application before it is submitted.

Salzer also reviewed the budget committee to date. We have had three people decline our invitation. The board suggested several other people to invite. The first budget committee meeting will be on April 12, 2011 at 9:00 a.m. at the District office. The Executive committee meeting will be moved from April 5, 2011 to April 12, 2011 directly following the budget committee meeting. Public notice has been submitted to be published in the Clackamas County Edition of the Oregonian on Saturday March 12 and March 26, 2011.

**6 – COUNCIL SUPPORT GRANT** – Manager Salzer reviewed a request that the Johnson Creek Watershed Council receive approval for the Watershed Council Partner Support grant that was offered to watershed councils last summer. The application was submitted on time, but was lost at the District. The application for \$7,500 would have received a high score using the ranking criteria. This request was forwarded to the full board by the Executive Committee with the recommendation to fund. Directors Guttridge/ Weinberg moved/seconded to approve the Johnson Creek Watershed Council request for \$7,500. Motion carried unanimously.

**7 – COUNCIL MATCHING FUNDS** – Manager Salzer reviewed a request from the Sandy River Basin Watershed Council for \$1,500 matching funds to receive a challenge grant from Portland Water Bureau for the Sandy River Restoration Expo. The District will be participating in the event with a display and providing a speaker. The Executive Committee forwarded this request to the full board with a recommendation for funding. Directors Oberg/ Guttridge moved/seconded to approve funding to the Sandy River Basin Watershed Council in the amount of \$1,500. Motion carried unanimously.

**8 – MANAGEMENT REPORT** – Manager Salzer reported on the board retreat with Ray Ledgerwood. He also reported that funding for the Resource Conservation and Development (RC&D) Program appears to be at risk of being cut from the federal budget. Since the RC&D Council is a 501(c)(3) organization the loss of funding doesn't automatically mean the organization will disappear. Salzer recommended that one of the elected board members be appointed as our representative to the Council, and if that was not possible at this time, to appoint Salzer as the alternate representative to the Council. Staff Klock is currently our primary representative. Directors Guttridge/ Weinberg moved/seconded to approve Manager Salzer as the alternate representative to the RC&D Council. Motion carried unanimously.

Salzer reported that the District has three grant applications in progress. He also stated that the State Revolving Loan application that the District had submitted had moved up the possible funding list. Salzer also handed out a copy of the proposed District contracting procedures for comment by the board. The District is working on two requests for proposals (RFP) for vegetation management and accounting software.

The Executive Committee received a report by Shari Anderson, the County Treasurer, on her review of our internal controls. The internal controls the District has are good. She recommended replacing our current accounting software with one more appropriate to the size of our District. Staff Garvison and Lloyd are implementing the recommendations.

Chair Lee requested that discussion reports be created for items on the budget and be presented at each board meeting during budget development so the board may be better informed on the budget details. She also requested a column showing projected expenditures to year end.

Staff Bucy reported that she is in the process of communicating with the Oregon Culinary Institute to arrange student catering of our 2011 Annual Dinner. She also reported that the Pesticide Round-up on Saturday April 12, 2011 was very successful, collecting 35,184 pounds of waste pesticides and cleaned pesticide plastic containers filling half a truck load. Staff Bucy also reported that she and Director Oberg had put together a draft District scholarship

program application. The scholarship committee decided to meet following the meeting and review the proposed scholarship program.

**9 – COMMITTEE REPORTS**–Chair Lee gave the Executive Committee report on the internal control review conducted by the county treasurer. Director Guttridge reported that the Personnel Committee would bring the Manager’s evaluation to the board in executive session.

**10 – PARTNER REPORTS**–Kris Homma reported that she had attended the Composting Workshop that the District had partnered in hosting. She said it was a good workshop with good speakers. Approximately 30-35 people attended. She also reported that the Natural Resources Conservation Service (NRCS) is wrapping up on the Environmental Quality Incentives Program (EQIP) contracting. They are starting to do contracting on the Conservation Stewardship Program and then will begin contracting for Organic EQIP.

**11 – DIRECTOR REPORTS –**

- Director Weinberg – no report.
- Director Oberg reported that he had facilitated a meeting with the District, Vector Control, and OSU Extension to discuss the idea of a pod or group of displays on the main lawn at the Clackamas County Fair.
- Director Zuber reported that she will be attending Tree School. She also reported that she was against the mountain bike trail being proposed at Mount Hood and she requested the District write a letter against the development. An informational meeting will be held at the ZigZag Ranger Station on Thursday evening. She also encouraged people to write letters to our state representatives to oppose the cutting back of Job Corps funding in Clackamas County.
- Chair Lee reported on the OACD Legislative Day in Salem on Friday. She thanked Director Zuber for attending and Manager Salzer and Staff Garvison and Cheryl McGinnis from the Clackamas River Basin Council for staffing the display. She also recommended a one page mini report be sent to the board members if a Director has detailed information to report so that the time spent reporting could be more efficient and meaningful.
- Director Guttridge reported that he would like to have a report next month on the useage of the Equipment Rental Program. He asked if the equipment was available to out of county residents. He would also like to review the program to find ways to improve it and make it more widely used.
- Associate Director Fantz suggested having a county resident and non-county resident fee structure for the Equipment Rental Program.
- Associate Director Toops – no report.
- Associate Director Miller was directed to bring her complaint about the farmers market to the Oregon City Farmers Market board.
- Associate Director Hanna – no report.

**12 – EXECUTIVE SESSION** – At 2:27 p.m. Chair Lee convened an executive session to review and evaluate the employment-related performance of the chief executive officer, as allowed by ORS 192.660(2)(i). At 3:12 p.m. Chair Lee reconvened the public board meeting.

**13 – PERSONNEL ACTIONS** – Directors Guttridge/ Weinberg moved/seconded to increase the manager’s salary by \$4,000/year, effective March 1, 2011. Motion carried unanimously.

Directors Guttridge/Zuber moved/seconded to allow the manager to authorize out-of-state travel for staff only to Washington State. Motion carried unanimously.

**14 – NEXT MEETING/ADJOURN-** There being no further business, Chair Lee adjourned the meeting at 3:25 p.m.

Respectfully submitted,

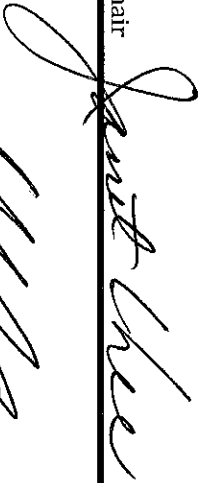
Lisa Bucy, Assistant Manager

# Voucher Approval List 03/15/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
Clackamas County Dept of Finance	March Employee Health and Dental Benefits	3840	3/1/2011	\$ 9,820.13
Comcast	February 2011 DSL for District Network	3841	3/1/2011	\$ 104.90
Integra Telecom	Payment for District's monthly phone and IT Network	3842	3/1/2011	\$ 561.80
MODOC Investments	March Rent/Utilities	3843	3/1/2011	\$ 6,419.59
Wells Fargo	February Credit Card Expenditures	3844	3/1/2011	\$ 6,058.65
Jeremy Baker	February SWCC Meeting Mileage Reimb	3855	3/14/2011	\$ 47.99
Board Works by Ledgerwood	District Director's Training	3845	3/14/2011	\$ 1,848.71
Canby Herald	Display Ads for Program Advertisements	3847	3/14/2011	\$ 676.00
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	3848	3/14/2011	\$ 2,948.40
Community Newspapers	Display Ads for Program Advertisements	3849	3/14/2011	\$ 573.90
Eileen Eakins, LLC	Legal Services	3852	3/14/2011	\$ 144.00
Mike Garvison	February SDAO Workshop Exp Reimb	3860	3/14/2011	\$ 209.00
Rhoda Givens	February Dodge Wash Reimb	3863	3/14/2011	\$ 16.00
Don Guttridge	February SDAO Workshop Exp Reimb; Director Meeting Reimb	3850	3/14/2011	\$ 510.34
ING - State of Oregon Plan	February OGSP 457 Contributions	3853	3/14/2011	\$ 5,854.64
Clair Klock	February Exp Mileage Reimb; District Vehicle's Fuel	3846	3/14/2011	\$ 115.16
Jan Lee	February SWCC Meeting Mileage Reimb	3854	3/14/2011	\$ 54.06
Samuel Leininger	February WSSA Meeting Expenses Reimb	3864	3/14/2011	\$ 119.54
Marlene Lloyd	February Seminar Meals & Mileage Reimbursement	3857	3/14/2011	\$ 172.32
Mid-Willamette Watershed Alliance	Partner Support	3859	3/14/2011	\$ 4,000.00
Nurnberg Scientific	Water Quality Testing Field Equipment	3861	3/14/2011	\$ 9,502.74
Quill	Office Supplies	3862	3/14/2011	\$ 250.60
Eann Rains	February Mileage Reimb	3851	3/14/2011	\$ 40.06
The Oregonian	Media Ad - Monthly Board Meeting	3866	3/14/2011	\$ 19.03
Tom Salzer	February SDAO Mileage & Exp Reimb	3867	3/14/2011	\$ 209.00
Sea Grant Communications (OSU)	Oregon Rain Garden Guide (160 Brochures)	3865	3/14/2011	\$ 678.60
Michael Weinberg	Feb Director Mileage Reimb	3858	3/14/2011	\$ 15.30
Joan Zuber	January/February Director Mileage Reimb/SDAO Exp Reimb	3856	3/14/2011	\$ 783.40
OACD	2011 Membership Dues	3868	3/14/2011	\$ 5,000.00
AT & T	February Cell Phone Services	3869	3/14/2011	\$ 173.27
	Subtotal			\$ 22,965.07

Approved By Board:

Board Chair



Total \$ 56,927.13

Board Treasurer

