



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 5/17/11

SWCD Board Meeting Minutes for April 19, 2011

Present:

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

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

Staff: Lisa Bucy, Tom Salzer, Mike Garvison, Marlene Lloyd

Guests: Patti Jarrett, Cheryl McGinnis and Ron Blake (CRBC), Anthony Barber (EPA)

1 – CALL TO ORDER – Chair Lee called the meeting to order at 1:00 p.m. on Tuesday April 19, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon. No changes were made to the agenda.

2 – PUBLIC COMMENT – No public comment was given.

3 – MINUTES – Directors Guttridge and Weinberg moved/seconded to accept the February 15, 2011 Board minutes as submitted. Motion carried unanimously.

Directors Guttridge/Oberg moved/seconded to accept the March 15, 2011 Board minutes as submitted. Motion carried unanimously.

Directors Oberg/Guttridge moved/seconded to accept the March 1, 2011 Executive Committee minutes as submitted. Motion carried unanimously.

4 – FINANCIAL REPORT AND EXPENDITURES – Staff Garvison gave an overview of the budget to date. Chair Lee requested a column for anticipated expenditures for the next budget meeting. Directors Weinberg/Guttridge moved/seconded to approve the financials as presented. Motion carried unanimously.

Staff Garvison gave a brief overview of the voucher approval list. Directors Guttridge/Weinberg moved/seconded to approve the voucher list as presented. Motion carried unanimously.

5 – EXTENSION SUPPORT LETTER – Patti Jarrett spoke as a representative of the Clackamas County/OSU Extension Advisory Committee. She reported that Oregon State University is planning to institute a 20% cut in the Cooperative Extension program and closing five experiment stations. Patti requested a letter be sent to key legislators in opposition to the proposed cuts. A draft letter was submitted and a recommendation was made by staff to approve and send the letter. Directors Guttridge/ Oberg moved/seconded to approve and send a letter opposing the cuts to OSU Extension as presented. Motion carried unanimously.

6 – ENVIROTHON SUPPORT – Staff Bucy reported that this year Clackamas County will have two Envirothon teams. The teams will need assistance to pay for a substitute teacher to cover the advisor for the day. The cost of a substitute teacher is approximately \$250. Bucy also requested that the CCSWCD respond to the request to support the Envirothon 501(c)(3) organization with a donation of \$7,500. Directors Guttridge/ Oberg moved/seconded to approve financial support to the Clackamas County Envirothon teams and the Envirothon non-profit organization in an amount not to exceed \$1,000, split as described. Motion carried unanimously.

7 – WATER QUALITY PROTECTION – Manager Salzer requested funding a cooperative project with NRCS (Organic Environmental Quality Incentive Program- EQIP). The District has funds in our District Led Work budget. The project is to implement best management practices on a dairy near Wilsonville, adjacent to a fish-bearing stream. This farm operation supports three families. Directors Guttridge/ Weinberg moved/seconded to approve funding for this water quality project on a Clackamas county dairy not to exceed \$30,000. Motion carried unanimously.

8 – IRS EXAMINATION – Staff Garvison reported that the IRS had completed their field data collection part of the examination. IRS examiner Lori Stieber finished her field work at our office early. She was pleased with our level of cooperation. We had some issues with social security tax that was not applied to some benefits. This issue has been corrected for the future, but the District may need to go back and make some corrections.

9 – CRBC LEASE – Cheryl McGinnis, Executive Director of the Clackamas River Basin Council, and Ron Blake the chair of the lease arrangement task force reported that a modular building and property had been donated to the CRBC. The Council is working with Clackamas County on zoning use and building code issues. Cheryl and Ron requested letters of support be written to the County to support their request for variances.

10 – BUDGET COMMITTEE – Staff Garvison reported that the Budget Hearing would be on May 17, 2011. This will coincide with our board meeting date. A public notice will be published in the East side edition of the Oregonian. Chair Lee directed Garvison to show the ending cash carry over in the next version of the budget to show our operational budget until we receive tax funds in late fall.

11 – PROJECTS – Manager Salzer gave a brief overview of the Prairie View community conservation project.

Salzer also gave an overview of the Sonitrol security system. Staff recommends to contract with Sonitrol to provide this service. Directors Guttridge/ Weinberg moved/seconded to approve the installation of a security system provided by Sonitrol. Motion carried unanimously.

12 – MANAGEMENT REPORT– Staff Bucy reported that the Kick-Off Women Farmer’s Network potluck will be on May 3rd at the Abernethy Grange. She also reported that the ODA report for the Local Management Agency funding was submitted on time.

Manager Salzer reported that the Equipment Rental Program agreement ends in June and he will be setting up a meeting with Dean Fischer, Don Guttridge, Jeremy Baker and Clair Klock to review the pricing structure.

Staff Garvison reported that the Invitation to Bid on the Rapid Response Vegetation and Restoration Control was sent to 70 contractors. We have received several calls from the contractors. The deadline is June 2, 2011. We will need at least one board member to participate in the screening of the bids and to score the Accounting Software RFP. Chair Lee volunteered to help score the Accounting Software RFP.

13 – COMMITTEE REPORTS – Staff Bucy reported that the scholarship applications and information are out to the educational institutions that the scholarship committee had recommended.

Staff Garvison reported that we are working with Clackamas Community College (CCC) on the internship program. He and Staff Bucy will work on the internship descriptions and meet with CCC.

14 – PARTNER REPORTS – The Partner Roundtables with Farm Services Agency, Natural Resources Conservation Service, Oregon Department of Agriculture, Oregon Conservation Employee Association Network and OWEB will be during the week of May 3rd, May 10th. Our basin roundtable will be on May 6th.

It was also reported that funding for Rural Conservation and Development (RC & D) was cut from the federal budget.

15 – DIRECTOR REPORTS

- Director Weinberg – no report.
- Director Oberg reported that the fair display will be a cooperative effort with Cooperative Extension, Vector Control and the District. We will be on the main lawn at the Clackamas County Fair.
- Director Zuber - no report.
- Chair Lee - no report.
- Director Guttridge asked about the updates to District policies. Staff reported that a draft has been completed and will likely be ready for the end of the fiscal year.
- Associate Director Miller encouraged everyone to attend the Master Gardeners Spring Garden Fair at the fairgrounds. She is concerned about the devastation that the Japanese earthquake caused and indicated we should be prepared for disaster. She is also concerned about the flooding in the Midwest and the lack of pumpkin available at the store due to this natural disaster. She asked that we contact the responsible parties along Hwy 43 who have butterfly bush (an invasive species) and ask that they control the plant.

16 – NEXT MEETING/ADJOURN – The next meetings include the Executive Committee meeting on May 3 at 9:30 a.m., Budget Hearing meeting on May 17 at 12:30 and the Board meeting at 1:00 p.m.

There being no further business, Chair Lee adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Lisa Bucy, Assistant Manager

Voucher Approval List 04/14/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
Clackamas County Dept of Finance	April Employee Health and Dental Benefits	3870	4/11/2011	\$ 9,764.53
Comcast	February 2011 DSL for District Network	3871	4/11/2011	\$ 104.90
Wallowa SWCD	CONNECT April 2011 Registration - 11 Staff Members	3879	4/11/2011	\$ 550.00
ING - State of Oregon Plan	March OGGSP 457 Contributions	3872	4/11/2011	\$ 7,110.97
Integra Telecom	Payment for District's monthly phone and IT Network	3873	4/11/2011	\$ 555.66
Johnson Creek Watershed Council	Partner Support	3874	4/11/2011	\$ 7,500.00
MODOC Investments	April Rent & Utilities; 2010 Utilities Adjustment; 2011 Utilities Adjust;	3875	4/11/2011	\$ 9,390.31
Pacific Automation	February Copier Expense	3876	4/11/2011	\$ 354.02
Redside Equities, LLC	Moved Cabinet in Conference Room	3877	4/11/2011	\$ 378.98
Sandy River Basin Watershed Council	Partner Support	3878	4/11/2011	\$ 1,500.00
Wells Fargo	February Credit Card Expenditures	3880	4/11/2011	\$ 3,886.31
Abermathy Grange	Rent Space	3881	4/14/2011	\$ 50.00
B & B Print Source	Riparian Brochure Printed	3882	4/14/2011	\$ 418.00
Jeremy Baker	March Mileage & Exp Reimb	3893	4/14/2011	\$ 86.90
Lisa Bucy	March Mileage & Exp Reimb	3895	4/14/2011	\$ 61.90
Canby Herald	Display Ads for Program Advertisements	3884	4/14/2011	\$ 2,411.30
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	3885	4/14/2011	\$ 788.40
Community Newspapers	Display Ads for Program Advertisements	3886	4/14/2011	\$ 2,310.21
DAS, Cashier	ORPIN & RFP Trainings - M Lloyd	3887	4/14/2011	\$ 200.00
Friends of Historic Champeog	March Compost Workshop Meals	3889	4/14/2011	\$ 640.00
Mike Garvison	March Exp Reimb	3897	4/14/2011	\$ 119.00
Rhoda Givens	March Exp Reimb	3905	4/14/2011	\$ 49.46
H2Oregion	February and March Bottled Water for Board Room	3890	4/14/2011	\$ 24.00
Harvard Business Review	Year Subscription	3891	4/14/2011	\$ 159.00
Clair Klock	March Exp Mileage Reimb; District Vehicle's Fuel	3883	4/14/2011	\$ 215.17
Jenne Reische	March Exp Reimb	3892	4/14/2011	\$ 90.78
Key Manufacturing & Rentals	March Compost Workshop Program Canopy Rental	3894	4/14/2011	\$ 800.00
Marlene Lloyd	March Seminar Meals & Mileage Reimbursement	3896	4/14/2011	\$ 112.93
Minuteman Press	Business Envelopes	3898	4/14/2011	\$ 865.86
Molalla Pioneer	Year Subscription	3899	4/14/2011	\$ 35.00
Nurnberg Scientific	Water Quality Testing Field Equipment	3900	4/14/2011	\$ 2,199.00
Oregon City Signs	Display for Legislative Day	3901	4/14/2011	\$ 260.00
Pacific Northwest Christmas Tree Assoc	Booth for 2011 Tree Fair and Trade Show	3902	4/14/2011	\$ 555.00

Pacific Office Automation	Copier Toner	3903	4/14/2011	\$	48.00
Quill	Office Supplies	3904	4/14/2011	\$	172.43
Eann Rains	March Mileage Reimb	3888	4/14/2011	\$	26.50
Staples	Office Supplies	3906	4/14/2011	\$	118.38
Stitch N' Embroidery	T Salzer Name Badge	3907	4/14/2011	\$	15.00
Test America	E-coil water testing	3908	4/14/2011	\$	644.00
The Bookkeeping Collaborative, LLC	January Bookkeeping Services	3909	4/14/2011	\$	75.00
The Gold Wrench Quality Auto Repair	Oil Chargers for F-150 & Ford Escape	3910	4/14/2011	\$	154.70
The Oregonian	Budget Legal Notices; subscription	3911	4/14/2011	\$	96.88
Tom Salzer	March Mileage & Exp Reimb	3912	4/14/2011	\$	199.00
USDAN/FC	October-December 2010 Postage	3913	4/14/2011	\$	600.61
Western Forestry & Conservation Assoc	Conference Registration - C Klock & R Givens	3914	4/14/2011	\$	150.00
Wilsonville Spokesman	Year Subscription	3915	4/14/2011	\$	18.00
AT & T	March Cell Phone Services	3916	4/14/2011	\$	170.57
WADE	Registration for June Conference -	3917	4/14/2011	\$	600.00
	Subtotal			\$	41,095.68
	Total			\$	56,636.66

Approved By Board:

Board Chair

Board Treasurer

