



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 6/21/11

SWCD Board Meeting Minutes for May 17, 2011

Present:

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

Associate Directors: Janiece Miller, Roger Fantz

Staff: Lisa Bucy, Tom Salzer, Mike Garvison, Clair Klock

Guests: John Borden, Jamison Cavallaro, Kris Homma

1 – CALL TO ORDER – Chair Lee called the meeting to order at 1:03 p.m. on Tuesday, May 17, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

2 – AMEND/ACCEPT AGENDA – Two additions were made to the agenda, scholarship update and personnel issue.

3 - PUBLIC COMMENT – Jamison Cavallaro addressed the board in support of funding from the 2011-2012 budget to include and increase support for county watershed councils. He also encouraged the District to participate in the Willamette Falls Watershed Association. The IGA for the organization is currently in draft form.

4 – MINUTES – Director Guttridge pointed out a correction on the April 19, 2011 board minutes on page 2 number 8 – change “our” to “the” in the first sentence. Director Weinberg noted that he was in attendance at the May 3, 2011 Executive Committee meeting. Directors Guttridge/Oberg moved/seconded to accept the April 19, 2011 Board minutes and May 3, 2011 Executive committee minutes as amended. Motion carried unanimously.

5 – FINANCIAL REPORT AND APPROVAL OF EXPENDITURES – Staff Garvison gave an overview of the voucher list. He pointed out that there was a difference of \$12.13 on the Staples check #3945 between the originally presented voucher list and the corrected one presented at the meeting. An outstanding credit at Staples changed the amount due, making the check \$299.06. Garvison also reported that we had received another tax revenue payment from the county. The District received \$28,000 more than was estimated in collectible property taxes. Directors Guttridge/Oberg moved/seconded to approve the voucher list for payment. Motion carried unanimously.

6 – BUDGET APPROVAL – Directors Guttridge/ Oberg moved/seconded to approve the Clackamas County Soil and Water Conservation District 2011-2012 Budget, levying \$0.045 per \$1000 of property valuation. Motion carried unanimously.

7 – MEETING SCHEDULE – Chair Lee proposed the summer meeting time be changed to make it easier for associate directors and the public to attend. Currently one associate director and one possible director candidate has a difficult time attending due to the meeting time. The meeting time of 4:00 p.m. to 6:00 p.m. was proposed. Chair Lee directed Manager Salzer to contact Associate Director Toops and Jesse Nelson to see if this change would help them to be able to attend. No action to change the time was taken.

8 – MANAGEMENT REPORT – Staff Garvison reported that there was no activity yet on the Request for Proposals (RFP) on the accounting software. The RFP was sent to 15 vendors and posted on the website. The Invitation to Bid for the invasive vegetation control had a number of callers asking for clarification. We expect a number of bids to be received by the closing date in June. The invitation was sent to 50 vendors and posted on the website.

Staff Bucy reported that the Women Farmer’s Network kick-off potluck was very well attended and the participants were very enthusiastic and happy that such an organization was forming! She also reported that she requested and been granted the assistance of an NRCS economist for the Prairie View project. Thanks were given to Pedro Ramos for assisting in this request before he leaves. She also received confirmation that the County Community Solutions group headed by Amy Cleary will assist with any facilitation needed.

9 – COMMITTEE REPORTS – Director Guttridge requested a personnel committee meeting be held to review employee evaluations. The meeting was set for June 15, 2011 at 12:30 p.m. at the District office.

It was requested that the job description for the Urban Conservationist be reviewed for any needed changes by June 14, 2011. The position will be vacated by Nikki Cerra on a date to be determined in June. Ms. Cerra will be moving to New York this summer.

Director Zuber requested that the day for the Executive Committee meetings be changed to Wednesdays instead of Tuesdays. The next Executive Committee meeting will be held on Wednesday, June 1, at 12:30 p.m. at the District office.

The scholarship deadline was closed on Friday, May 13, 2011. Four applications were received. The Scholarship committee decided to meet directly following the board meeting to select the scholarship recipients.

10 – PARTNER REPORTS – Kris Homma thanked the board for picking up funding for a conservation planner two days per week. So much extra work has been completed that more than \$100,000 in additional federal financial assistance dollars for landowners were brought into the county.

She reminded the board that the operational agreement ends in July and hopefully she and Tom will have a draft agreement ready in June. She also noted that the security system that has been installed does not change the NRCS lease.

11 – PERSONNEL ISSUE - Chair Lee reported that the Executive Committee has recommended that the Chief Financial Officer (CFO) be returned to the $\frac{3}{4}$ time work schedule that he was hired at in 2009. The Executive Committee feels that the problems that had prompted the increase in work hours have been satisfactorily resolved and there is no longer a need for the position to be full time. Directors Weinberg/Guttridge moved/seconded to

direct the District Manager to change the CFO position to a $\frac{3}{4}$ time position. Motion carried unanimously.

The Board thanked Staff Garvison for all of his good work and extended service.

12 – DIRECTOR REPORTS – Director Weinberg invited everyone to attend the Clackamas River Basin Council Annual Meeting and Dinner. The event will be on Thursday May 19, 2011 at the Tumwater Room of the Oregon Heritage Museum.

Director Guttridge announced the Springwater Grange Strawberry Social on June 11, 2011. A BBQ dinner and strawberry shortcake will be available from 4:00 p.m. to 7:00 p.m.

Associate Director Miller reported that she is concerned about the flooding in the Midwest and how it will affect food availability and prices. She also reported that she attended the Milwaukie Farmers Market and how much she enjoyed the experience.

13 – NEXT MEETING/ADJOURN –There being no further business, Chair Lee adjourned the meeting at 2:10 p.m.

Respectfully submitted,

Lisa Bucy, Assistant Manager

Voucher Approval List 05/13/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
Clackamas County Dept of Finance	May Employee Health and Dental Benefits	3918	4/29/2011	\$ 9,769.82
Comcast	April 2011 DSL for District Network	3919	4/29/2011	\$ 104.90
Eileen Eakins, LLC	March Professional Services	3920	4/29/2011	\$ 1,404.00
Integra Telecom	Payment for District's monthly phone and IT Network	3921	4/29/2011	\$ 556.09
MODDOC Investments dba Redside Equities, LLC	May Rent & Utilities	3923	4/29/2011	\$ 6,575.66
Pacific Automation	March Copier Expense	3922	4/29/2011	\$ 351.10
Wells Fargo	March/April Credit Card Expenditures	3924	4/29/2011	\$ 3,416.28
AT & T	April Cell Phone Expense	3925	5/13/2011	\$ 213.97
Jeremy Baker	April Expense Reimb	3937	5/13/2011	\$ 120.77
Canby Ford	F-150 Repair	3927	5/13/2011	\$ 448.87
Canby Herald	Display Ads for Program Advertisements	3928	5/13/2011	\$ 886.25
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	3951	5/13/2011	\$ 788.40
Community Newspapers	Display Ads for Program Advertisements	3929	5/13/2011	\$ 1,030.83
DAS, Cashier	Direct Purchase and Negotiation Training - M Lloyd	3930	5/13/2011	\$ 125.00
Eileen Eakins, LLC	April Legal Services	3933	5/13/2011	\$ 1,008.00
Mike Garvison	April Exp Reimb	3939	5/13/2011	\$ 28.00
Rhoda Givens	April Exp Reimb	3943	5/13/2011	\$ 16.00
Don Guttridge	April Board Exp Reimb	3931	5/13/2011	\$ 79.62
H2Oregon	April Board Room Water	3934	5/13/2011	\$ 69.00
ING - State of Oregon Plan	April 457 Contributions	3935	5/13/2011	\$ 6,587.23
Clair Klock	April Exp Mileage Reimb; District Vehicle's Fuel	3926	5/13/2011	\$ 115.24
Marlene Lloyd	April Mileage Reimbursement	3938	5/13/2011	\$ 136.58
Numberg Scientific	Water Quality Testing Supplies	3940	5/13/2011	\$ 113.10
Oakfield Apparatus, Inc	Soil Tube Repair	3941	5/13/2011	\$ 73.36
Oregon Envirnonthon	Sponsorship Donation	3942	5/13/2011	\$ 750.00
Eann Rains	April Mileage Reimb	3932	5/13/2011	\$ 44.70
Jenne Reische	April Mileage Reimb	3936	5/13/2011	\$ 94.86
Special Districts Association of Oregon	Training - C Klock; T Salzer, L Bucy, M Garvison	3944	5/13/2011	\$ 300.00
Staples	Office Supplies	3945	5/13/2011	\$ 311.19
Test America	E-coil water testing	3947	5/13/2011	\$ 336.00
The Oregonian	Board Meeting Legal Notice;	3948	5/13/2011	\$ 19.03
Tom Salzer	April Mileage & Exp Reimb	3949	5/13/2011	\$ 57.00
Western Forestry & Conservation Assoc	Registration for May Conference - C Klock	3950	5/13/2011	\$ 195.00

Landowner

DOG Award - DOG-1014-004

3946

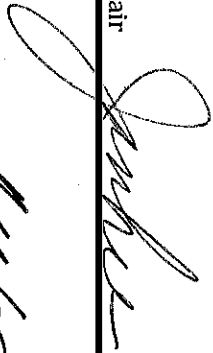
5/13/2011

\$

3,320.00

Approved By Board:

Board Chair



Board Treasurer



Subtotal	\$	22,177.85
Total	\$	39,445.85