



CLACKAMAS COUNTY

## Soil and Water Conservation District

---

Approved 8/9/11

### SWCD Board Meeting Minutes for July 12, 2011

**Present:**

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

**Associate Directors:** Roger Fantz

**Staff:** Lisa Bucy, Marlene Lloyd, Tom Salzer

**Guests:** Bill Breshears, Janine Breshears, Logan Breshears

**Partners:** Kris Homma

**1 – CALL TO ORDER** – Chair Lee called the meeting to order at 1:01 p.m. on Tuesday, July 12, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

**2 – AMEND/ACCEPT AGENDA** – Three were three amendments made to the agenda. Public contracting issue will be added to item #7, and both the scholarship presentation and the partner report will be moved ahead of the minutes.

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

**4 – MINUTES** – It was suggested that in the future, under director reports, only reports given will be recorded rather than recording no report given. Also, our partners will be listed as partners rather than guests in our attendance section. A clarification was made on page 4 under Associate Director Hanna's report. The sentence was amended to say Associate Director Hanna reported that he and staff Rains had participated in a walk to become acquainted with the Clackamette Cove project. Directors Weinberg/Oberg moved/seconded to accept the June 21, 2011 Board minutes as amended. Motion carried unanimously.

**5 – FINANCIAL REPORT AND APPROVAL OF EXPENDITURES** – Staff Lloyd gave an overview of the June 30, 2011 and July 7, 2011 voucher list. Directors Guttridge/Weinberg moved/seconded to approve the July 7, 2011 voucher list for payment. Motion carried unanimously. Directors Weinberg/Zuber moved/seconded to approve the June 30, 2011 voucher list for payment. Motion carried unanimously.

Manager Salzer recommended that the financial statements not be accepted as some balances appear to be inaccurate. Staff will investigate and correct those problems. New financial statements will be submitted for the meeting next month.

**6 – ANNUAL AUDIT** – Manager Salzer reviewed a letter of engagement to Richard Winkel for district audit services not to exceed \$5350.00 for the 2010-2011 audit. Directors

Guttridge/Zuber moved/seconded to approve the audit letter of engagement to Richard Winkel as presented. Motion carried unanimously.

**7 – WEED PROGRAM CONTRACTS** –The Invitation to Bid for vegetation control process has been completed and five vendors were selected. However, the insurance coverage required in the bidding process was \$1.7 million, increased from the \$1 million required in previous contracts. This increase was a recommendation from the Oregon Judicial Department, stating that agencies increase the insurance requirements on contracts to \$1.7 million for state agencies and \$1, 133,000 for local governments. A requirement above \$1 million substantially increases the cost for the insurance. On these contracts that are \$50,000 the board felt that increasing the insurance requirement places an undue burden on the contractor. To correct this issue, authority was given to staff to conduct an intermediate procurement under the district contracting board rules and Oregon state statute 279b.070. Staff is to notify all bidders of the change to the insurance requirement, request new bids be submitted within a shortened timeline, evaluate the new bids, select 5 new contractors and approve contracts. Results will be reported to the board. Directors Guttridge/Weinberg moved/seconded to approve give staff the authority to request new bids from the participants of the vegetation control invitation to bid process, evaluate, select 5 new contractors and approve contracts. Motion carried unanimously.

**8 – NORTHWEST YOUTH CORPS**– Manager Salzer presented an opportunity to acquire a Northwest Youth Corps crew for one week in August to work on field projects. The crew may not use power tools, but can do manual labor for weed control and restoration projects and could possibly help with site prep for the new Clackamas River Basin Council building site. The crew is available August 8-12 at a cost of \$3,950. The District has sufficient money in the budget for this arrangement. Directors Oberg/Guttridge moved/seconded to approve the use of the Northwest Youth Corps for district or partner projects at a cost of \$3,950. Motion carried unanimously.

**9 – OACD/OWEB CONFERENCE** – Chair Lee reported that the OACD conference on November 7-9 will include a joint day of meetings with OWEB members. The conference will be held at Sunriver Resort and the early registration discount is in effect until August 24<sup>th</sup>. The district will pay for the registration for board members and staff who wish to attend. Board members Zuber, Weinberg and Guttridge indicated that they are interested in attending.

**10 – MANAGEMENT REPORT** – Manager Salzer reported that he is working with Nikki Cerra to amend the job description for the urban conservationist. He will forward the draft to Director Guttridge, chair of the personnel committee. Earlier this year during budgeting, the board approved funding for a conservation technician position, but after more in-depth evaluation, Manager Salzer realized that a conservation planner is more in line with what the district needs to implement more on-the-ground projects. The board asked if there is room in the budget for this upgraded position. Manager Salzer felt that hiring the urban conservationist position at an entry level and anticipated savings due to personnel changes would allow room in the budget for a conservation planner as opposed to a technician.

Salzer also reported that the two interns have started this week and will be assisting the staff in field and office work. They will be here until sometime in September.

The draft State Revolving Fund that was presented and approved by the board last month has been returned from the Department of Environmental Quality. The Department of Justice reviewed it with minimal changes. Attorney Eileen Eakins reviewed this final version and had no new advice. Following board approval, the District will need to more fully develop a water quality loan program to appropriately use these funds. Staff recommends approval. Directors Zuber/Guttridge moved/seconded to approve the Clean Water State Revolving Fund Loan Agreement No. R22405 with Oregon Department of Environmental Quality. Motion carried unanimously.

Manager Salzer stated that Staff Klock could not attend the meeting today, but had completed filming three short conservation videos with Staff Bucy's help, using the District's new video camera.

Staff Lloyd reported that Special Districts Association of Oregon was offering a Board of Directors and Management Staff Training on August 4<sup>th</sup> in Lake Oswego.

Staff Bucy has been discussing the food for the 2011 Annual Dinner with Chef Paul Folkestad from Le Cordon Bleu College of Culinary Arts. He is available to prepare the local food. She requested board input on the dinner plans. The board discussed and directed staff to charge \$10 per person for the annual dinner and make an agreement with Chef Folkestad to prepare the food. Cooperators honored at the dinner will not be charged.

Staff Bucy also requested that the board consider changing the August board meeting date to August 9 so the board may approve the Annual Work Plan and the Scope of Work documents that must be submitted to the Oregon Department of Agriculture by August 15, one day before our regularly scheduled meeting. This date change will also help avoid conflicts during Fair Week. Chair Lee agreed and changed the meeting date to 1:00 p.m. on August 9, 2011.

**11 – COMMITTEE REPORTS** – There were no reports from the personnel or executive committee. Chair Lee recommended that a Policy Committee be reinstated relying heavily on the Human Resources experience of Staff Lloyd to assist in reviewing and updating the district policies. Chair Lee and Director Weinberg will participate in the committee. The policy revisions need to be completed by November before the SDAO checklist is due.

Staff Bucy reported for the outreach committee that an article regarding the Orange Hawkweed problems near Sandy was published in the Mountain Times newspaper. The District's Early Detection and Response program was mentioned in the article. Also an article on our scholarship award was published in the Oregonian. It was picked up from the online blog that we submitted.

She also reported that a photographic chronicle on our rain garden installation funded by Water Environment Services was completed and available for viewing.

**12 – PARTNER REPORTS** – Kris Homma reported that the operational agreement between the Natural Resources Conservation Service and the District will be reviewed over the next couple of months so it is ready to be signed by October. She also gave a brief overview of a public meeting to determine the future of Luscher Farms in Lake Oswego. The city, who owns the property, is proposing to move the agricultural activities to another area that has more erodible soil. Lee Ko of the NRCS visited the property at the request of the city of Lake Oswego to evaluate the soils for agricultural production value. The meeting will be held

tonight. Chair Lee recommended that Homma notify the board if there is an extended comment period as there is not enough time to prepare a statement to submit.

**13 – DIRECTOR REPORTS** –Associate Director Fantz reported that he had assisted in the design of the community garden for the Action Center in Sandy. The garden is coming along very well! He also mentioned that Staff Leininger will be presenting to the Firwood Community CPO (Community Planning Organization) on Thursday to talk about early detection and weed control.

Director Oberg reported that there will be an Annual Community Open House and Centennial Celebration today at the North Willamette Research and Extension Center from 4:00 to 7:30 p.m. Everyone is welcome! The experiment station has 150 acres of organic and conventional agriculture displayed. Among many other projects, they are currently they are working on developing a blueberry tree that may be harvested in the same manner as hazelnuts.

Director Weinberg reported that he was interviewed by the civil rights review committee. He said that they had asked him about our director recruitment process. The committee suggested we keep in mind women and minorities when we are recruiting. Our district has had 3 women fill the board chair position over the last 15 years.

Director Guttridge reported that he is approximately half done with his haying for the season. As he is in the field most days, the best way to reach him is by phone message rather than e-mail.

**16 - NEXT MEETING/ADJOURN** –The August board meeting will be held on August 9, 2011 at 1:00 p.m.

There being no further business, Chair Lee adjourned the meeting at 2:35 p.m.

Respectfully submitted,



Lisa Bucy, Assistant Manager

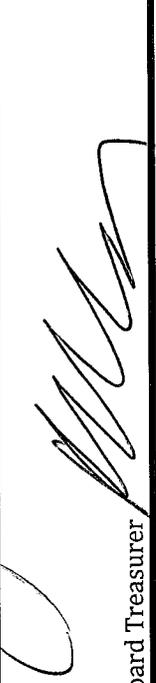
# Voucher Approval List 06/30/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
Clackamas County Dept of Finance	June Employee Health and Dental Benefits	3953	5/26/2011	\$ 9,769.82
Comcast	May 2011 DSL for District Network	3954	5/26/2011	\$ 104.90
Integra Telecom	Payment for District's monthly phone and IT Network	3955	5/26/2011	\$ 543.74
MODOC Investments dba Redside Equities, LLC	June Rent & Utilities	3956	5/26/2011	\$ 6,575.66
Pacific Automation	April Copier Expense	3957	5/26/2011	\$ 407.82
Wells Fargo	April/May Credit Card Expenditures	3959	5/26/2011	\$ 2,983.80
Sonitrol	Security System Installation	3958	5/26/2011	\$ 6,741.00
Sonitrol	Electrical Permit/May Prorated Monitoring	3958	5/26/2011	\$ 171.04
Alton Collins Retreat Center	Rental Workshop Space April 13 & 16, 2010	3952	5/26/2011	\$ 1,209.60
AT & T	May Cell Phone Expense	3960	6/17/2011	\$ 214.17
B & B Print Source	Printing of 200 Creek Care Brochures; 2,000 EDRR Brochures	3961	6/17/2011	\$ 908.00
Black Box Network Services	Telephone consolidation	3962	6/17/2011	\$ 952.00
Bosky Dell Natives	Raingarden Plants - WES Grant	3963	6/17/2011	\$ 304.00
Lisa Bucy	May Mileage Reimb;	3972	6/17/2011	\$ 62.53
Nikki Cerra	May Mileage Reimb; Rain Garden Installation Exp Reimb	3976	6/17/2011	\$ 109.61
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	3965	6/17/2011	\$ 788.40
Community Newspapers	Display Ads for Program Advertisements	3966	6/17/2011	\$ 500.00
DAS, Cashier	Principles of Public Contracting Training - M Lloyd	3967	6/17/2011	\$ 350.00
East Multnomah SWCD	Share booth at NW Ag Show - January 2012	3986	6/17/2011	\$ 277.50
H2Oregon	Bottled Water for Board Room	3987	6/17/2011	\$ 6.00
ING - State of Oregon Plan	May 457 Contributions	3969	6/17/2011	\$ 6,794.74
Clair Klock	May Exp Mileage Reimb	3964	6/17/2011	\$ 149.94
Jan Lee	May Board Exp Reimb	3970	6/17/2011	\$ 54.06
Sam Leininger	May Field Supplies Reimb	3978	6/17/2011	\$ 88.57
Marlene Lloyd	May Mileage Reimbursement	3973	6/17/2011	\$ 214.37
Minuteman Press	Printing of Postcards	3974	6/17/2011	\$ 17.86
National Assoc of Conservation Districts	Membership	3975	6/17/2011	\$ 775.00
OCCMA	Mike Garvison July Conference	3977	6/17/2011	\$ 370.00
Oregon State University - Business Affairs	Scholarship 2011-12 L Breshears	3988	6/17/2011	\$ 1,000.00
The Oregonian	8-week subscription	3983	6/17/2011	\$ 38.00
The Oregonian	Advertise May & June Board Meeting; Publication of 2011-2012 Budget	3982	6/17/2011	\$ 692.65
Pacific Office Automation	May Copier Rental/Usage	3989	6/17/2011	\$ 317.52
R Franko Restoration, Inc.	May & June Tech Services	3990	6/17/2011	\$ 3,061.32



Approved By Board:

  
Board Chair

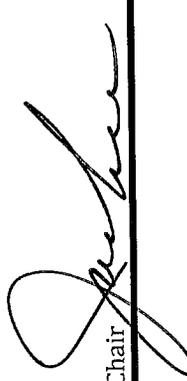
  
Board Treasurer

Total \$ 91,119.86

# Voucher Approval List 07/09/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
Ben Meadows	Safety Vest	4016	7/7/2011	\$ 57.07
Calendars	2012 Calendar	4017	7/7/2011	\$ 21.79
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	4018	7/7/2011	\$ 742.70
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	4018	7/9/2011	\$ 8,741.40
Eileen Eakins, LLC	June Services	4019	7/7/2011	\$ 1,584.00
Test America	E-coli water testing	4020	7/7/2011	\$ 308.00
The Oregonian	Advertise June 2 Board Meeting	4021	7/7/2011	\$ 17.65
SDAO	Workers' Comp Policy Year 7/2011 to 6/2012	4022	7/7/2011	\$ 3,111.35
Total				\$ 14,583.96

Approved By Board:

  
 \_\_\_\_\_  
 Board Chair

  
 \_\_\_\_\_  
 Board Treasurer