



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 9/20/11

### SWCD Board Meeting Minutes for August 9, 2011

#### **Present:**

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

**Associate Directors:** Janiece Miller, Roger Fantz

**Staff:** Jeremy Baker, Jason Faucera, Mike Garvison, Rhoda Givens, Eann Rains, Tom Salzer

**Partners:** Kris Homma

**Guests:** Mike Bondi, Ken Everett

**1 – CALL TO ORDER** – Chair Lee called the meeting to order at 1:06 p.m. on Tuesday, August 9, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon. A banking resolution will be addressed later in the agenda, and the Manager reported that he'll cover another resolution during the Management Report.

**2 – PUBLIC COMMENT** – No public comments received.

**3 – MINUTES** – Directors Guttridge/Weinberg moved/seconded to accept the July 12, 2011 Board minutes as presented. Motion carried unanimously.

**4 – FINANCIAL REPORT AND APPROVAL OF EXPENDITURES** – Staff presented the July 2011 financial report, noting expenditures are in line with the budget. Staff presented a revised June 2011 financial report that addressed the question raised last month about a negative balance showing on a Citizens Bank account. Directors Guttridge/Zuber moved/seconded to accept the financial report for July 2011 and the revised report for June 2011. Motion carried unanimously.

Staff presented the July 2011 vendor payment list for approval. Directors Weinberg/Guttridge moved/seconded to approve the July 2011 vendor payment list. Motion carried unanimously.

Staff presented a revised June 2011 vendor payment list, noting that one invoice was not included in the previously approved list, but it had been combined with another invoice from the same vendor when the District made payment. Directors Weinberg/Guttridge moved/seconded to approve the revised June 2011 vendor payment list. Motion carried unanimously.

**5 – 457 PLAN CONTRIBUTION RATE** – Manager Salzer presented a resolution that would affirm the employer contribution rate for the tax-deferred 457 plan available to qualified employees. The District has been using the same rate as with the previous provider, and this resolution codifies and affirms the continued use of the same 7.5% contribution rate.

Directors Guttridge/Weinberg moved/seconded to adopt resolution number 2011-003 as presented. Motion carried unanimously.

**6 – CHANGE CHECKING ACCOUNT** – CFO Garvison presented a resolution that would change the purpose of the Citizens Bank checking account to be dedicated to repayment of the District's obligations under the new DEQ loan agreement. Directors Guttridge/Zuber moved/seconded to adopt resolution number 2011-005 as presented. Motion carried unanimously.

The District will leave \$15,000 in the account to meet our current obligation to DEQ and move the rest of the money currently in the account to the Wells Fargo bank account. In the future, funds will be transferred to the Citizens Bank account as needed to meet the District's repayment obligations to DEQ.

**7 – WEED PROGRAM CONTRACTS** – CFO Garvison presented six contracts for approval. These contracts are the result of the District's Invitation to Bid process to select vendors for vegetation management and weed eradication services as part of the District's Early Detection/Rapid Response (EDRR) program. A staff committee reviewed all submissions and their ratings were ranked to select the following bidders: Ash Creek Forest Management, J. Franco Reforestation, Franco Reforestation, R. Franco Restoration, Sound Native Plants, and RJ Consulting. Directors Guttridge/Zuber moved/seconded to award these contracts not to exceed \$50,000 each and terminating on December 31, 2013 as presented. Motion carried unanimously.

**8 – PURCHASING CARD LIMITS** – Manager Salzer briefed the Board on two issues relating to the District's corporate purchasing cards. One issue is that the credit limit for all cards is one-half of the total of individual card limits, and this has resulted in a few instances of exceeding the corporate limit. Salzer recommended setting all cards to \$2,500 limits except for one at \$10,000, and then raising the corporate limit to match the total of all cards issued. Directors Weinberg/Oberg moved/seconded to adopt resolution number 2011-004 as presented. Motion carried unanimously.

**9 – FORESTS FOREVER FUNDING REQUEST** – Mike Bondi and Ken Everett presented information regarding fire protection ponds on the Hopkins Demonstration Forest that need renovation in order to protect the new environmental education classroom that is nearing completion. Conservation benefits include preventing wildfire and providing wildlife habitat. Directors Guttridge/Oberg moved/seconded to approve funding not to exceed \$20,187, with the additional stipulation that any required permits or letters excusing the need for permits be provided to the District before funding is released, and with the understanding that the existing impoundment is not more than 18 inches above grade. Manager Salzer stated the District would release funds on a reimbursement basis. Motion carried unanimously.

**10 – EQUIPMENT RENTAL PROGRAM (ERP) PRICING** – Specialist Baker presented a proposed adjustment to the pricing schedule for District equipment rented through the District's agreement with Fischer Mill Supply. Following discussion, directors Weinberg/Guttridge moved/seconded to retain the current rental rates for out-of-District rentals, allow in-District rentals at 50% of the published rate, and rent equipment at 25% of the published rate for in-District renters with an active conservation plan. Further, the District will compensate Fischer Mill Supply to match the 50% rental rate for all 25% rentals.

Directors Guttridge and Zuber declared a potential conflict of interest as they may rent the equipment from time to time. Motion carried unanimously.

**11 – NORTHWOODS PROJECT** – Specialist Faucera presented an overview of work completed to date on the Northwoods Nursery rainwater harvesting project. This is a Conservation Innovation Grant (CIG) through USDA. Grant funds are released based on deliverables completed. We have not yet met all of our obligations, so to receive final payment, we will need to make some final investments in the project. Work should be completed this fall.

**12 – MANAGEMENT REPORT** – Manager Salzer reported the Northwest Youth Corps is working this week on weed removal on two public parks. Annual dinner plans continue to solidify. The scope of work for fiscal year 2011-2012 with the Oregon Department of Agriculture has been finalized and submitted to ODA, and represents follow-up work from our previous two years of water quality sampling. The recruitment for the vacant Urban and Community Conservation Specialist position is going well with several well-qualified applicants already having submitted applications.

Salzer presented a resolution revising the purpose of the Wells Fargo savings account to serve as the Equipment Reserve Fund as created in the District's 2011-2012 adopted budget. Directors Zuber/Guttridge moved/seconded to adopt resolution number 2011-006 as presented. Motion carried unanimously.

CFO Garvison reported that an engagement letter has been sent to CPA Richard Winkel for preparation of the District's Fiscal Year 2010-11 audit . Garvison updated the Board on potential areas of concern for our next audit. A recent minor accident involving a District vehicle was discussed. Garvison reported that one of our Oregon Treasury Local Government Investment Pool (LGIP) account has not been used for the past year; therefore, Treasury has deactivated the account. This account is being used for the District's Building Reserve Fund. Directors Guttridge/Zuber moved/seconded to reactivate the LGIP account. Motion carried unanimously.

Salzer presented information provided by Senior Conservationist Klock regarding the upcoming ARCSA (American Rainwater Catchment Systems Association) national conference to be held in Portland. There was discussion regarding developing a policy on cost-sharing when staff see potentially hazardous or unsafe conditions occurring on the cooperator's land. The consensus of the Board was that the District should not cost-share on practices if doing so might reinforce potentially unsafe behavior or hazardous use of associated resources.

**13 – COMMITTEE REPORTS** – Chair Lee set September 12<sup>th</sup> at 9:00 am for a combined Executive Committee and Personnel Committee meeting. The Personnel Committee will review applications for the Urban and Community Conservation Specialist position.

**14 – PARTNER REPORTS** – USDA NRCS District Conservationist Kris Homma reported on potential federal budget cuts and their impact on Farm Bill programs. She expects about a 15% reduction for Clackamas County for federal Fiscal Year 2012 (October 2011 to September 2012). Homma reported that as a result, the Local Work Group will focus its efforts on erosion control measures and forestry for the upcoming fiscal year.

## 15 – DIRECTOR REPORTS –

- Guttridge – Pleased to see ERP pricing adjusted.
- Oberg – Reminded folks the County Fair is next week.
- Weinberg – Commented that he saw an article on conservation practices in relation to climate change in the Journal of Soil and Water Conservation and would like to see District programs address this issue.
- Lee – The NACD Legislative Committee recognizes that federal funding for conservation districts is drying up so they are seeking alternative funding sources. She reminded the Board that resolutions for the Oregon Association of Conservation Districts will be on the District's September meeting agenda.
- Zuber – Willing to volunteer for the Fair booth.

**16 – STAFFING MODIFICATIONS** – Manager Salzer presented a staffing analysis to the Board and proposed modifications that help meet the Board's desire to have more conservation work performed "on the ground" while also seeking administrative efficiencies. Directors Zuber/Weinberg moved/seconded to adopt resolution number 2011-007 reorganizing District staff for effectiveness and administrative efficiency. One result of this resolution would be the immediate elimination of the Chief Financial Officer position and layoff of the incumbent in that position. Following discussion, the motion carried unanimously and the Board thanked CFO Garvison for his help in getting the District through a difficult time and wished him success in his future endeavors. Garvison also thanked the Board for their support during his tenure with the District.

**OTHER BUSINESS: UPDATING OF BANK ACCOUNT SIGNERS AND AUTHORIZATIONS** – Because the District has a new Treasurer (Director Oberg), it is necessary to update the list of authorized signers on the District's bank accounts, including the Local Government Investment Pool (LGIP) accounts, to include him. It will also be necessary for him to have computer access to monitor those accounts. Resolutions 2011-008 would authorize Treasurer Oberg to be a signer and have this access. No objection was raised during Board review of this resolution, but the vote will be taken at the next meeting.

**17 - NEXT MEETING/ADJOURN** – There being no further business, Chair Lee adjourned the meeting at 3:58 p.m.

Upcoming meetings and events:

- The **Executive Committee** will meet on Monday, September 12 at 9:00 am at the District office.
- The **Personnel Committee** will meet immediately following the Executive Committee.
- The District's **Annual Dinner** will be Tuesday, September 13 at the Clackamas County Event Center in Canby.
- The next regular **Board of Directors** meeting will be Tuesday, September 20 at 1:00 pm at the District office.

Respectfully submitted,



Eann Rains, Conservation Investments Program Coordinator



# Voucher Approval List 08/05/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
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## Resolution Authorizing Payment of Recurring Expenses:

AT & T	June Cell Phone Expense	4023	8/1/2011	\$ 211.59
Comcast	June 2011 DSL for District Network	4024	8/1/2011	\$ 104.90
Integra Telecom	Payment for District's monthly phone and IT Network	4025	8/1/2011	\$ 549.21
MODOC Investments dba Redside Equities, LLC	August Rent & Utilities	4026	8/1/2011	\$ 6,575.66
Pacific Automation	June Copier Expense	4027	8/1/2011	\$ 357.92
Sonitrol	July Monitoring	4028	8/1/2011	\$ 136.00

## Board Approved Expenses:

American Rainwater Catchment Systems Assoc	Partner Support 2011	4029	8/5/2011	\$ 3,000.00
Black Box Network Services	Changes to voice mail	4030	8/5/2011	\$ 149.00
C. Klock	July Expense Reimbursement	4031	8/5/2011	\$ 48.54
Capital Press	1-year subscription to Ag Newspaper	4032	8/5/2011	\$ 47.00
Clackamas County Dept of Finance	August Employee Health and Dental Benefits	4033	8/1/2011	\$ 8,717.14
DAS, Cashier	2 Office Chairs; M Garvison - Training	4035	8/5/2011	\$ 185.00
DAS, Procurement Office	Annual Dues	4034	8/5/2011	\$ 50.00
Landowner	Grant Award Payment - Conservation DOG -1015-002	4036	8/5/2011	\$ 449.74
Eileen Eakins, LLC	July Legal Services	4037	8/5/2011	\$ 1,152.00
H2Oregon	Bottled Water for Board Room	4038	8/5/2011	\$ 12.00
ING - State of Oregon Plan	July 457 Contributions	4039	8/5/2011	\$ 7,002.32
Interior Technology	Installation of Projector Bracket	4040	8/5/2011	\$ 154.50
Jason Faucera	July Expense Reimbursement	4041	8/5/2011	\$ 148.88
Jenne Reische	July Expense Reimbursement	4042	8/5/2011	\$ 47.94
Marlene Lloyd	July Mileage Reimbursement	4043	8/5/2011	\$ 52.94
Mike Garvison	July Expense Reimbursement	4044	8/5/2011	\$ 396.00
Minuteman Press	Print Christmas Tree Fact Sheet	4045	8/5/2011	\$ 100.00
Rhoda Givens	District Vehicle Car Wash Reimb	4046	8/5/2011	\$ 22.00
Software One	Microsoft Office Pro Software	4047	8/5/2011	\$ 798.20
Staples	Office Supplies	4048	8/5/2011	\$ 214.94
State of Oregon-Govt Ethics Commission	Annual Dues	4049	8/5/2011	\$ 325.19
The Gold Wrench Quality Auto Repair	Dodge - Install auxiliary power port	4050	8/5/2011	\$ 262.45


The Oregonian  
The Oregonian  
Voyager Fleet Systems  
Wells Fargo  
Xerces Society

Ad - July Board Meeting  
8-week Subscription  
June Vehicle Fuel  
Various Expenses  
Program Supplies

4051 8/5/2011 \$ 17.65  
4052 8/5/2011 \$ 38.00  
4053 8/5/2011 \$ 269.83  
4054 8/5/2011 \$ 3,524.44  
4055 8/5/2011 \$ 120.00

Subtotal \$ 7,935.28  
Total \$ 35,240.98

Approved By Board:

Board Chair   
Board Treasurer 