



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 10/18/11

### SWCD Board Meeting Minutes for September 20, 2011

#### **Present:**

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

**Associate Directors:** Jim Toops, Janiece Miller

**Staff:** Lisa Kilders, Marlene Lloyd, Tom Salzer, Clair Klock, Jeremy Baker

**Guests:** Cheryl McGinnis

**Partners:** Lee Ko

**1 – CALL TO ORDER and AMEND/ACCEPT AGENDA** – Chair Lee called the meeting to order at 1:00 p.m. on Tuesday, September 20, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon. No changes were proposed for the agenda.

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

**3 – MINUTES** – Directors Weinberg/Oberg moved/seconded to accept the August 9, 2011 Board minutes and the September 12, 2011 Executive Committee minutes as presented. Motion carried unanimously.

#### **4 – FINANCIAL REPORT AND APPROVAL OF EXPENDITURES –**

**A.** Staff Lloyd gave an overview of the reconciled July and August financial statements and balance sheets. She noted that on the profit/loss sheet the loss shown is due to the reduced tax payments received at this time of year. The financial report was accepted without objection.

**B.** An over of the voucher list was also presented by Staff Lloyd.

Directors Guttridge/Zuber moved/seconded to approve the voucher list for payment. Motion carried unanimously.

#### **5 – BANKING –**

**A.** Staff Lloyd went over the District banking procedures including a flowchart that showed the how funds flow through the District and how they are handled. She also reviewed the bank accounts the District hold for various funds. Another handout showed the financial tasks that occur each month.

**B.** Staff Lloyd requested signatures for the safety deposit box from Wells Fargo Bank. The people with access to the box would be the Executive Committee, Manager Tom Salzer and staff Jason Faucera for switching out back-up tapes for our computer system.

Directors Guttridge/Zuber moved/seconded to approve signatures for the safety deposit box at Wells Fargo Bank. Motion carried unanimously

- C. Staff Lloyd requested signatures for those with access to the Citizen's Bank account. Signatures were required from the board Chair Lee, Treasurer Oberg, Secretary Zuber and Manager Salzer. Directors Oberg/Weinberg moved/seconded to approve signatures for the safety deposit box at Wells Fargo Bank. Motion carried unanimously

## **6 – FUNDING –**

- A. Clackamas River Basin Council Director Cheryl McGinnis gave an update on the process they are navigating to acquire a new office building. She anticipated a specific funding request would come in the near future.
- B. Manager Salzer presented the Oregon City Farmers Market Power of Produce (POP) Club program. This program was wildly successful this summer. In this Club kids receive \$5 of tokens to buy produce and then go to the chef on site to learn to clean and prepare the produce. The program has gained national recognition. So many children have participated that the POP Club has run out of money. The importance of the program is that it connects kids with the farmers who produce their food. The Oregon City Farmers Market is requesting funds to help the program continue through the winter market to spring when they hope more funds will be acquired to run the program. Staff recommends \$4,000 for this program. Directors Zuber/Oberg moved/seconded to approve \$4,000 to the Oregon City Farmers Market for the continuation of the POP Club program. Motion carried unanimously.
- C. Manger Salzer presented a request for funding from the recipient of a Conservation Innovations Grant who needs matching funds to meet the grant requirements. This producer is also contributing funds toward the project. The project will produce fertilizer information for nursery growers and will use a rainwater harvesting system to irrigate the crop. The request is for \$12,350. Directors Weinberg/Guttridge moved/seconded to approve providing match in the amount of \$12,350 to Mr. Lackey to meet the requirements of his Conservation Innovations Grant. Motion carried unanimously
- D. Staff Kilders brought forward a request from Jay Mull, a Canby High School science teacher to support a Salmon Watch field trip for his class. The Canby High School is not funding any field trips. The Salmon Watch program will bring the kids to the Santiam River for an entire day of field learning. The program once funded by Oregon Trout was cut when the organization became Freshwater Trust. Marion SWCD took up the program and funded the Marion County students, but the Canby High School students were not in their district so they passed the request on to our District. Directors Guttridge/Zuber moved/seconded to approve funds not to exceed \$370 for a substitute teacher and transportation for Jay Mull's science class to attend Salmon Watch. Motion carried unanimously
- E. Manager Salzer reported that he met with Dean Gustafson and another producer from KOIN TV about the Do the Right Thing campaign. Statistics from previous years show that these advertisements reach 144,000 households in Clackamas County. The first ad of this year's campaign ran on Monday and 52,000 in Clackamas County. The ads now include a call to action after discussions with our District. Forty clips will be run per year and the ads will be available from the KOIN TV website. We can also have a link from our website. We can track visitors on the internet and will track phone calls generated from people watching the ads. The sponsorship will cost is \$9,000. Directors Oberg/Weinberg moved/seconded to support the KOIN TV Do the Right Thing

Campaign in the amount of \$9,000. Directors Lee, Oberg, Weinberg, Nelson and Guttridge voted for and Director Zuber voted against. The motion passed.

## **7 – PERSONNEL/PROJECTS–**

- A. Manager Salzer explained that our current payroll schedule is such that employees must wait sometimes several days past the 5<sup>th</sup> of the month to be paid when the 5<sup>th</sup> falls on a weekend or holiday. Salzer requested that the payroll procedure be changed to having employees receive their paycheck on the Friday before a weekend or holiday if the 5<sup>th</sup> falls on a holiday or weekend. Directors Weinberg/Guttridge moved/seconded to approve staff pay day be made on the Friday before a weekend or holiday if the regularly scheduled payday falls on a holiday or weekend. Motion carried unanimously.
- B. To better comply with existing policy, Manager Salzer requested a revision to the previously approved motion to increase the WeedWise technician staff hours. Currently Jeff Lesh (WeedWise technician) is working two days per week, not to exceed 19.5 hours per week. Workload has increased with the discovery of an orange hawkweed outbreak and is becoming unmanageable. The proposal is to increase Lesh's status to no more than 120 hours per month (3/4 time) on a regular basis with full non-wage compensation benefits; holidays and vacations pro-rated; accrual of sick leave at 8 hours per month; and a six-month introductory period. Directors Guttridge/Zuber moved/seconded to approve Lesh's position to be increased as presented. Motion carried unanimously.
- C. The summer internship program ends on September 23, 2011. Our two interns were very helpful and Manager Salzer requested that the District have a continued intern position through the winter. He recommended Lisa Dallaire be selected to fill that position. The duties of the intern will help fill the vacant receptionist position and assist with our water quality program. The position would be scheduled not to exceed 19.5 hours per month with no benefits. Directors Zuber/Oberg moved/seconded to approve a continued intern position through winter at no more than 19.5 hours per week, no benefits, and selected Lisa Dallaire to fill that position. Motion carried unanimously.
- D. Manager Salzer reported that 92 complete applications were received for the Urban Conservationist position. Salzer and Staff Kilders reviewed the applications and reduced the number to 15 applications that were passed on to Director Guttridge, chair of the personnel committee. Director Guttridge reduced the number to five applicants that will be interviewed in the next couple of weeks with a recommendation for hire to the board at the next board meeting. Chair Lee stated that her work load was such that she will be resigning from the personnel committee and will appoint Director Weinberg to take her place.
- E. Manager Salzer reported that a title change for Staff Lloyd had been endorsed by the Executive Committee. Staff Lloyd has taken on many of the tasks that were previously the responsibility of Staff Garvison. She will now have the title of Financial Administrator.
- F. Staff Baker and Manager Salzer spoke about a project on Clear Creek. The project encompasses 140 acres of upland prairie, oak savannah and wetland. Metro came to the District for assistance to control a field that is approximately 40 acres and is overrun with bentgrass. Metro wanted to use agricultural practices to get rid of the invasive. They will do some chemical treatment, but will concentrate on summer fallow and tillage with a wheat crop for two years. The long term goal is to no-till native seed into the field. Oregon Watershed Enhancement Board (OWEB) fund will be used on

other parts of the restoration project, but the District has committed to \$10,000 for field restoration until a full plan has been developed by Metro. At that point they will come back to the District to request funding for continued restoration.

- G. Manager Salzer reported that the riparian restoration project on Milk Creek was rejected by OWEB as over engineered and for adding anchored wood to the stream. However our design experts encouraged us to reapply because we have used the Natural Resources Conservation Service designs and specifications that used upstanding experts in the field. They will make some adjustments to the design, but say that this is a solid project.
- H. Manager Salzer reviewed the table showing the status of the Conservation Implementation Fund. Of the \$385,324 available in the fund for projects, \$131,429 has been committed in the first quarter of the fiscal year.

## **8 – MANAGEMENT–**

- A. Manager Salzer asked for feedback from the board on both the annual work plan and the 2010-2011 Annual Report. Both will be presented for approval at the next board meeting on October 18, 2011. Chair Lee asked that a brown bag be held before directly before the next meeting so the board may express their thanks to the staff. Manager Salzer then requested permission to spend funds on a staff appreciation dinner since the staff was asked to serve and work during the Annual Dinner. Staff and their families would be invited. Directors Oberg/Weinberg moved/seconded to approve Manager Salzer to spend funds on a staff appreciation dinner not to exceed an agreed upon amount determined by the chair and vice chair. No alcohol will be purchased. Motion carried unanimously.
- B. Item B was covered in the preceding paragraph.
- C. Manager Salzer proposed adding one spending card to the Wells Fargo account to be used by Jason Faucera for IT purchases only. This will allow better tracking of IT purchases and more efficient purchasing. The limit on the card will be \$2,500.
- D. The personnel manual has not been revised in several years despite several attempts to do so. Manager Salzer has been tasked with this job, but is finding that there is not enough time in his schedule to complete this task. He requested that a first draft of the manual be contracted out with an agreement for the work not to exceed 80 hours at \$50/hour. The draft would then go to our legal counsel for review. The manual will then be brought to the board for final approval and adoption. Manager Salzer recommended Karla Sanders who knows soil and water conservation district law quite well and recently retired from Oregon Department of Agriculture. Directors Guttridge/Zuber moved/seconded to approve the contracting with Karla Sanders LLC for a draft revision to the District's personnel manual, not to exceed 80 hours at \$50/hour to Karla Sanders. Motion carried unanimously.
- E. Dean Fischer of Fischer Supply declined to sign the Equipment Rental Program agreement after consulting his insurance agent. The agreement was sent to our legal counsel who made changes to the language. Manager Salzer and Staff Baker will bring the updated agreement to Dean Fischer in the next few weeks to discuss signing.

F. Staff Kilders reported that 116 people attended the 2011 Annual Dinner. There was a donation of the facility from the Clackamas County Event Center, the speaker contributed his time and 50 pounds of carrots were donated from Larry Thompson of Thompson Farm. The cost of the meals came to \$16/plate. The dinner was well received with the staff hearing many compliments. Overall it was a great success!

G. Staff Klock announced the American Rainwater Catchment Systems Association (ARCSA) Conference is coming up next week. The professional classes will be held before and after the actual conference. Staff Faucera will be giving a presentation on the Northwoods project and lead a tour to that project and Kay and David Pollack's rainwater harvesting system. Currently there are 190 people signed up.

H. Chair Lee suggested the District submit a paper on the Northwoods project or some other project to the National Association of Conservation Districts (NACD) for possible presentation at the national conference.

I. **9 – COMMITTEE REPORTS** – Chair Lee, on behalf of the Executive Committee and the Personnel Committee, recognized Manager Salzer for the good work that he has completed in his first year of service. She proposed that Salzer receive a merit increase of 2.5%, effective on September 1, 2011. Directors Zuber/Guttridge moved/seconded to approve a merit increase for Manager Salzer of 2.5%, effective on September 1, 2011. Motion carried unanimously.

**10 –PARTNER REPORTS**– Lee Ko, of the USDA Natural Resources Conservation Service, reported on Luscher Farms. Luscher Farms is a Community Supported Agricultural operation on property leased to them by the City of Lake Oswego. Lake Oswego is in the process of determining whether to convert the property from an agricultural use to a recreational use. Ko was asked her professional opinion on the agricultural value of an alternative property for farm use. The alternative property was hilly and had highly erodible soil. The committee is not asking for more public input and is still in deliberation.

#### **11 – DIRECTOR REPORTS –**

A. Chair Lee appointed Director Weinberg to continue serving as the Clackamas Soil and Water Conservation District representative on the state Board of Districts at the OACD conference. Director Weinberg said he would be happy to continue.

##### OACD RESOLUTIONS:

1. Migratory Waterfowl Damage Compensation Resolution – the population of overwintering geese has increased dramatically and they are taking a toll on farmer's fields. This resolution proposes OACD lobby for funding to farmers who are negatively impacted by the geese. CCSWCD agrees by consensus to support this resolution.
2. OACD Constitution and Bylaws change to reflect a revision to the OACD Basin structure. CCSWCD agrees by consensus to support this resolution.
3. OACD Bylaws amendment to Section 27, 28.B, and 28. D CCSWCD agrees not to support this resolution, but to make an amendment that the duties of the President, Vice President and Immediate Past President be delegated upon approval of the Executive Committee.

Chair Lee also encouraged board members to consider attending the NACD conference in January.

- B. Director Guttridge reported that he had received a letter from OACD Board Member Paul Reed asking if any board member would consider running for OACD president or vice president. No board members were interested.

Director Guttridge encouraged staff to develop more ways to get our name out into the public. One suggestion was a bumper sticker.

- C. Director Nelson reported that he had been given a watershed tour by Steve Wise the executive director of the Sandy River Watershed Council.
- D. Director Oberg reported that the 2011 Clackamas County Fair had 150,000 people attending including volunteers and vendors. This was an increase in visitors from past years. They also had their biggest day ever on Tuesday!
- E. Director Zuber reported that she attended the Western Outdoor Clubs conference. It was the 80<sup>th</sup> anniversary of the founding of outdoor clubs.
- F. Associate Director Miller reported that she enjoyed the annual dinner. She also suggested Manager Salzer contact Phil Volker for weather station information.
- G. Associate Director Toops reported the Molalla Fire District is having their first Dinner and Auction on October 8, 2011.

**12 – ADJOURN** – A Personnel Committee meeting will be held on October 5, 2011 at 11:30 a.m. with an Executive Committee meeting at 1:00 p.m.

An October Brown bag discussion will be held on Tuesday, October 18, 2011 at 12:30 p.m. with a Board meeting to follow at 1:00 p.m.

There being no further business, Chair Lee adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Lisa Kilders, Assistant Manager

# Voucher Approval List 09/20/2011

VENDOR NAME:	MEMO:	Pck Num:	DATE:	AMOUNT PAID:
--------------	-------	----------	-------	--------------

## Recurring Expenses Authorized for Payment by Resolution 2011-002:

AT & T	July Cell Phone Expense	4056	9/12/2011	\$ 217.07
Comcast	July 2011 DSL for District Network	4058	9/12/2011	\$ 104.90
Clackamas County Finance Department	September Benefits	4057	9/12/2011	\$ 8,074.02
ING - State of Oregon Plan	September OGGP Contribution - Employer & Employee	4060	9/12/2011	\$ 7,448.58
Integra Telecom	Payment for District's monthly phone and IT Network	4061	9/12/2011	\$ 550.13
MODOC Investments dba Redside Equities, LLC	September Rent & Utilities	4062	9/12/2011	\$ 6,625.66
Pacific Automation	July Copier Expense	4063	9/12/2011	\$ 341.49
Sonitrol	September Monitoring	4064	9/12/2011	\$ 136.00
Voyager Fleet Systems, Inc.	July/August District Vehicle Fuel	4065	9/12/2011	\$ 341.83
	Resolution Subtotal			\$ 23,839.68

## Expenses approved by Executive Committee on 9/12/2011:

Certified Nuts LLC	Food for Annual Dinner	4067	9/12/2011	\$ 20.00
Goldin Artisan Goat Cheese LLC	Food for Annual Dinner	4068	9/12/2011	\$ 46.75
Wells Fargo	July Expenses	4066	9/12/2011	\$ 4,022.29
Eileen Eakins, LLC	August Legal Services	4059	9/12/2011	\$ 1,260.00
	9/12/11 Check Total			\$ 29,188.72

## Board Approved Expenses:

AT & T	September Services	4069	9/20/2011	\$ 189.74
Atlas Financial Services	2007 District Vehicle Parking Tickets	4070	9/20/2011	\$ 110.67
Ben Meadows	Rakes; Supplies	4071	9/20/2011	\$ 345.58
Calendars	Office Supplies	4072	9/20/2011	\$ 54.78
Canby Ford	Vehicle Supply	4073	9/20/2011	\$ 16.00
Canby Herald	July Advertisements	4074	9/20/2011	\$ 510.00
Clackamas County Dept of Transportation	Weed Wise Vehicle/Road Working Signs	4076	9/20/2011	\$ 753.29
Lisa Dallaire	August Mileage Reimbursement	4086	9/20/2011	\$ 70.38
Eann Rains	Aug Exp Reimbursement	4079	9/20/2011	\$ 36.98
DOG Receipt	DOG 1112-001	4075	9/20/2011	\$ 1,040.00
Paul Folkestad	Chef Services for the 2011 Annual Dinner	4093	9/20/2011	\$ 1,343.48

Rhoda Givens	August Expense Reimbursement	4095	9/20/2011	\$	27.00
Don Guttridge	July & August Board Expense Reimbursement	4078	9/20/2011	\$	124.55
Healing Hooves, LLC	Grazing Workshop for 4 Employees	4081	9/20/2011	\$	300.00
H2O Oregon	Bottled Water for Board Room	4080	9/20/2011	\$	22.00
Jeff Lesh	August Expense Reimbursement	4082	9/20/2011	\$	50.64
Jenne Reische	August Expense Reimbursement	4083	9/20/2011	\$	61.20
Landowner	Grant Award Payment - Conservation DOG -1015-002	4077	9/20/2011	\$	724.00
Lieppold Farms	Annual Dinner Food	4085	9/20/2011	\$	75.00
Lisa Kilders	August Expense Reimbursement/Annual Dinner Exp Rimb	4087	9/20/2011	\$	195.37
Marlene Lloyd	August Mileage & Fair Exp Reimbursement	4088	9/20/2011	\$	97.77
Metro	RLIS Live Subscription	4089	9/20/2011	\$	480.00
Minuteman Press	Annual Dinner Invites, Programs, Postcards, Copies	4090	9/20/2011	\$	390.99
Northwest Youth Corps	Conservation Youth Noxious Weed Removal	4091	9/20/2011	\$	3,950.00
Oregon City Signs	Pollinator Display Boards for County Fair Booth	4092	9/20/2011	\$	260.00
Portland Purple Water LLC	Design for Rainwater catchment and stormwater mgmt system	4094	9/20/2011	\$	682.50
Richardson Group IT, Inc.	IT License Renewal	4096	9/20/2011	\$	585.00
Tom Salzer	August Mileage Reimbursement/Annual Dinner Supplies	4106	9/20/2011	\$	71.73
Shangria Corporation	Safety Vests	4097	9/20/2011	\$	271.64
Special Districts Association of Oregon	Board/Management Training	4098	9/20/2011	\$	150.00
Staples	Office Supplies	4099	9/20/2011	\$	288.42
Sittich N Embroidery, Inc.	Annual Dinner Aprons & Name Badges	4100	9/20/2011	\$	480.00
The Gold Wrench	Oil Change	4102	9/20/2011	\$	79.00
The Oregonian	Ad - August Board Meeting	4103	9/20/2011	\$	17.65
The Oregonian Dist 154	8-week subscription	4104	9/20/2011	\$	38.00
Time Honored Designs	Clackamas County Fair Face Painting	4105	9/20/2011	\$	1,236.00
United States Treasury	2009 Fees	4107	9/20/2011	\$	1,500.00
USDA, NFC	April-June Postage	4108	9/20/2011	\$	250.96
Women in Natural Resources	Job Advertisement	4109	9/20/2011	\$	150.00
DOG & OWEB Grant Recipient	DOG 1014-004; OWEB Small Grant	4101	9/20/2011	\$	3,365.00
Joan Zuber	July & August Board Expense Reimbursement	4084	9/20/2011	\$	117.60
	Board Approved Subtotal			\$	20,512.92
	September Total Payments			\$	49,701.64

Approved By Board:

Board Chair



Board Treasurer

