



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 11/15/11

### **SWCD Annual Meeting Minutes for October 18, 2011**

#### **Present:**

**Directors:** Don Guttridge (Vice Chair), Ron Oberg (Treasurer), Jesse Nelson, Mike Weinberg

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

**Staff:** Jeremy Baker, Rhoda Givens, Lisa Kilders, Clair Klock, Sam Leininger, Marlene Lloyd, Eann Rains, Jenne Reische, Tom Salzer

**Guests:** Anthony Barber, Mike Moody, Kay Patteson, Bill Taylor

**Partners:** Kris Homma

#### **1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/ PUBLIC COMMENT**

Vice Chair Guttridge called the Annual meeting to order at 12:30 p.m. on Tuesday, October 18, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

Staff members Jenne Reische, Jeremy Baker, Sam Leininger and Lisa Kilders gave updates on district activities and accomplishments over the past year.

Manager Tom Salzer presented the Clackamas County Soil and Water Conservation District 2010-2011 Annual Report. Directors Weinberg/Nelson moved/seconded to accept the annual report. Motion carried unanimously.

Vice Chair Guttridge closed the annual meeting at 1:05 p.m.

### **SWCD Regular Meeting Minutes for October 18, 2011**

Vice Chair Guttridge called the regular board meeting to order at 1:06 p.m. with the same persons present as at the annual meeting. There were no changes to the agenda and no public comments were offered.

#### **2 – MINUTES AND OLD BUSINESS**

- A.** Manager Salzer noted that item #2 in the Executive Committee meeting minutes is a motion that amended #7B in the regular minutes. The Executive Committee minutes reflect that change. Directors Oberg/Weinberg moved/seconded to accept the September 20, 2011 Board minutes as presented. Motion carried unanimously.
- B.** Directors Oberg/Weinberg moved/seconded to accept the October 5, 2011 Executive Committee minutes as presented. Motion carried unanimously.

### **3 – MONTHLY FINANCIALS**

- A.** Staff Lloyd presented the monthly financials from July 1, 2011 through September 30, 2011. She noted that a loss is shown because we have not received our tax revenue yet. Directors Oberg/Weinberg moved/seconded to accept the financial report as presented. Motion carried unanimously.
- B.** Staff Lloyd presented the voucher approval list. Recurring expenses as authorized by resolution 2011-002 are shown separately in the list. It was noted that the district did not need to make a transfer from LGIP account to cover the recurring expenses as a cushion had been built up in our bank account. Directors Weinberg/Oberg moved/seconded to approve the expenditures as presented. Motion carried unanimously.
- C.** The Conservation Implementation Fund table was reviewed by Manager Salzer. The table will be updated monthly.

### **4 – NON-RECURRING FINANCIALS/FUNDING**

- A.** Manager Salzer reported that the requested umbrella increase in the limit on the purchasing cards has been completed. The increase was made to match the cumulative limit on currently issued cards only.
- B.** Mike Moody of the Molalla River Alliance spoke to the board regarding his group. It is a nonprofit and focuses on clean water and improving fish and wildlife habitat on the Molalla River. They have coordinated efforts to curb improper camping on the river, organized clean up events work with schools on environmental education and supports legislation to award the Wild and Scenic River status for the Molalla River. Kay Patteson and Bill Taylor provided additional information about the campsites and trash in the river.

Associate Director Fantz stated that he thought the Molalla River Alliance set a good model for year round campgrounds.

- C.** Manager Salzer reported that the funding request to support Tree School has been received. Last year the District gave \$750 to the event. The District participates by providing speakers and this year staff recommends pledging \$1,000 to the event. Directors Weinberg/Nelson moved/seconded to support Tree School at the \$1,000 level. Motion carried unanimously.
- D.** Manager Salzer presented a request from SOLV for \$3,000 to support their project on Wade and Currin creeks on the Estacada High School site. The project involves high school students, and is visible, meaningful work. Some plantings are completed, but they are still working with the Army Corps of Engineers on plans to complete the project. There is a possibility to do a video with the high school kids, with approval of the parents. It was suggested that the county cable channel would have forms for such permission. Directors Oberg/Weinberg moved/seconded to approve the funding request in the amount of \$3,000 for the SOLV project at Estacada High School. Motion carried unanimously.

### **5 – PROJECTS AND PROGRAMS**

- A.** Staff Kilders gave an update on the Prairie View project. The first meeting with the Prairie View homeowners was held at the end of September and staff is in the

process of scheduling a meeting with the large acreage landowners in the watershed. We have identified some possible opportunities for the large landowners to take advantage of while addressing the runoff issues.

- B.** Staff Klock reported that the American Rainwater Catchment Systems Association conference was a success. It was well attended and there was good positive response. The conference brought several hundred thousand dollars into the local economy. He thanked the board for their support.

## **6 – PERSONNEL**

- A.** Vice Chair Guttridge reported that Erik Carr had been selected by the personnel committee to fill the Urban and Community Conservation Specialist position. The Executive Committee authorized his employment. Erik starts on Monday, October 24, 2011.
- B.** Manager Salzer gave a status report on the personnel policy manual. He is in the process of collecting materials to send to Karla Sanders and is developing a personal services contract for the manual development.

## **7 – MANAGEMENT REPORT**

- A.** Staff Lloyd reported that she had ordered 250 checks, numbered 4150 through 4399. The District has added "VOID AFTER 6 MONTHS FROM DATE OF ISSUE" to each check since our bank won't honor checks more than six months old.
- B.** Manager Salzer reported that all arrangements have been made for the Oregon Association of Conservation Districts/Oregon Watershed Enhancement Board (OACD/OWEB) conference. Many staff and board members will be attending. The National Association of Conservation Districts conference will be in Las Vegas in January 2012. Chair Lee has asked Manager Salzer to attend. Special Districts Association of Oregon Annual Conference will be in February 2012. The financial administrator should attend to take advantage of the financial and budget training. Manager Salzer also reported that he had been asked to give a presentation on District Management to the National Conservation District Employee Association.
- C.** Vice Chair Guttridge reported that districts are not allowed to propose changes to the OACD resolutions that have been sent to the districts. Directors Weinberg/Oberg moved/seconded to instruct our district representative to support both resolutions. Motion carried unanimously.

## **8 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

- A.** Kris Homma of USDA Natural Resources Conservation Service reported that the Environmental Quality Incentives Program sign up will be cut off on October 31, 2011. The federal budget has not yet been approved. Postcards have been sent out to anyone interested in Farm Bill Programs. She participated in the Pacific Northwest Christmas Tree Association conference with the district. It was a good event and she made good contacts.

**B.** Director reports:

- 1) Director Nelson reported that he is busy getting the nursery ready for winter.
- 2) Associate Director Miller reported that she wants to know about permits for a project located at Wankers Corner.
- 3) Associate Director Fantz reported that he spent three weeks walking across England and saw many farms that were grazing streambanks. They needed better conservation practices.

**ADJOURN and NEXT MEETING**

- A.** The next Executive Committee meeting will be at 1:00 p.m. on November 1, 2011.
- B.** Informal "brown bag" networking will occur on Tuesday, November 15, 2011 at 12:30 p.m. with the regular Board meeting to follow at 1:00 p.m.
- C.** There being no further business, Vice Chair Guttridge adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Lisa Kilders, Assistant Manager

# Voucher Approval List 10/18/2011

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2011-002:

Comcast	September 2011 DSL for District Network	4112	10/5/2011	\$ 104.90
Cleakamas County Department of Finance	October Benefits	4111	10/5/2011	\$ 8,700.97
ING - State of Oregon Plan	September OGGP Contribution - Employer & Employee	4113	10/5/2011	\$ 6,870.87
Integra Telecom	Payment for District's monthly phone and IT Network	4114	10/5/2011	\$ 553.32
MODOC Investments dba Redside Equities, LLC	October Rent & Utilities	4116	10/5/2011	\$ 6,575.66
Pacific Automation	August Copier Expense	4117	10/5/2011	\$ 292.05
Sonitrol	October Monitoring	4118	10/5/2011	\$ 136.00
Voyager Fleet Systems, Inc.	August/September District Vehicle Fuel	4119	10/5/2011	\$ 511.55
	Resolution Subtotal			\$ 23,745.32

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

Koin-TV	Do the Right Thing - Healthy Watershed Communication Campaign	4115	10/5/2011	\$ 9,000.00
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## Board Approved Expenses:

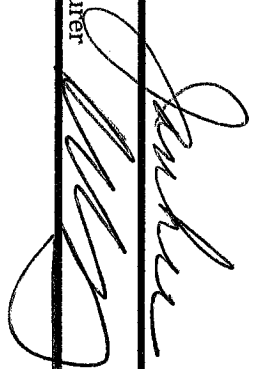
AT & T	October Services	4120	10/18/2011	\$ 186.94
Canby Herald	August Advertisements	4122	10/18/2011	\$ 800.26
C. Klock	Sept Mileage Reimbursement	4121	10/18/2011	\$ 153.00
Lisa Dallaire	September Mileage Reimbursement	4131	10/18/2011	\$ 12.24
Eann Rains	Sept Exp Reimbursement	4124	10/18/2011	\$ 20.82
East Multnomah SWCD	NW Ag Show Rent Space; CWMA Partner Support	4125	10/18/2011	\$ 2,277.50
Eileen Eakins, LLC	Legal Services	4126	10/18/2011	\$ 144.00
Jason Faucera	Aug/Sept Mileage Reimbursement	4127	10/18/2011	\$ 91.80
Jeremy Baker	Sept Mileage Reimbursement	4129	10/18/2011	\$ 182.69
Jenne Reische	Sept Expense Reimbursement	4128	10/18/2011	\$ 122.15
Marlene Lloyd	Sept Mileage Reimbursement	4132	10/18/2011	\$ 21.42
Minuteman Press	Annual Dinner RSVP Postcards, Copies, Prairie View Postcards	4133	10/18/2011	\$ 439.72
DOG Grant Recipient	DOG 1113-002	4123	10/18/2011	\$ 3,748.81
Oregon Vegetation Management Assoc.	Training - J Lesh, C Klock, S Leininger	4134	10/18/2011	\$ 435.00
	10/5/11 Check Total			\$ 32,745.32

Rhoda Givens  
 Redside Property Maintenance, Inc.  
 Staples  
 Wells Fargo  
 Joan Zuber

Sept Mileage Reimbursement	4136	10/18/2011	\$	56.69
Cork Board in Kitchen installed	4135	10/18/2011	\$	92.00
Office Supplies	4137	10/18/2011	\$	226.94
September Credit Card Various Expenses	4138	10/18/2011	\$	549.08
September & October Board Expense Reimbursement	4130	10/18/2011	\$	218.58

Board Approved Subtotal	\$	9,779.64
September Total Payments	\$	42,524.96

Approved By Board:

Board Chair   
 Board Treasurer 