



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 12/13/11

SWCD Board Meeting Minutes for November 15, 2011

Present:

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

Associate Directors: Roger Fantz, Lowell Hanna, Janiece Miller

Staff: Lisa Kilders, Clair Klock, Marlene Lloyd, Tom Salzer

Partners: Kris Homma

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

Chair Lee called the meeting to order at 1:02 p.m. on Tuesday, November 15, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon. One item, the Sandy River Expo, was added under projects and programs.

2 – MINUTES AND OLD BUSINESS

- A.** No amendments or changes were proposed. Directors Guttridge/Zuber moved/seconded to accept the October 18, 2011 Board minutes as presented to the Executive Committee. Motion carried unanimously.
- B.** No amendments or changes were proposed. Directors Guttridge/Weinberg moved/seconded to accept the November 1, 2011 Executive Committee minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A.** Chair Lee thanked Staff Lloyd for her good work taking care of the financials and payroll. Staff Lloyd presented the Balance Sheet and Profit/Loss statement. She explained that tax revenue arrives late in November and into December so it is good to have the carryover funds to keep us running until the tax money arrives. She also explained that she had paid the \$1,500 in tax penalties, but the IRS accidentally refunded the check. The IRS asked that she deposit the refund and reissue a check to the IRS for the penalty. That check is on today's accounts payable list for approval.
- B.** Staff Lloyd presented the accounts payable list for approval. Directors Weinberg/Oberg moved/seconded to accept the expenditures as presented. Motion carried unanimously.

- C. Manager Salzer presented the Conservation Implementation Fund update. He noted that \$5,000 had been committed since the Executive Committee had reviewed the update at their last meeting. An update on this fund will be given at every executive committee and regular board meeting through this fiscal year.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Staff Lloyd reported that the IRS will present their findings at the Board's regular meeting on December 13, 2011.
- B. Tax revenue will be arriving shortly and will be directly deposited into our LGIP account.
- C. Manager Salzer noted that we have the funds that the budget committee had intended for transfer into the building reserve fund. Those funds can be transferred at any time.
- D. At this point our auditor Richard Winkle came into the meeting to talk with the Board about the difference between an audit report, a financial review and a financial compilation.

Discussion revolved around whether to request and pay for some type of audit or review of the watershed councils that we provide with funds. Ideas that emerged were to pay for two to three audits per year and rotate them through the participating watershed councils. A tiered level of funding potential was suggested based on whether the watershed council had demonstrated financial accountability through an audit or review.

Another idea was to ask Shari Anderson to address the quarterly meeting of watershed councils and the District to talk about internal financial controls. Our role in this scenario would be to help educate our partner councils.

5 – PROJECTS AND PROGRAMS

- A. Staff Kilders reported that the large landowner meeting for the Prairie View Project would be held that night. The District received RSVPs from six landowners for the meeting.
- B. Manager Salzer reported that a second site visit at the Milk Creek project site with the OWEB grant review committee was held on Monday.
The District may be awarded another \$35,000 in support of this project, but that commitment was not yet confirmed.
- C. The watershed council and farmers market grant applications have been sent out and Eann Rains was following up with those mailings to make sure of their receipt. The possible grantees have until November 30, 2011 to submit their applications.

The Grant Review committee (Directors Lee, Guttridge, and Zuber) will meet on December 7, 2011 to review the applications. The committee will report to the entire board at the December 13, 2011 board meeting.

It was suggested that next spring we invite farmers market managers to give presentations to the Board about how they used our funding.

It was also noted that Johnson Creek and Sandy Watershed Councils receive support funding from East Multnomah Soil and Water Conservation District.

- D. Item D was covered in the discussion of item C above.
- E. Manager Salzer explained that the board approved \$1,000 last year to assist the Sandy River Watershed Council hold their first annual Sandy River Expo. Our funds were match for a challenge grant from Metro. This year Metro has declined to provide funds due to cuts in their budget. The Sandy River Watershed Council requested \$2,500 in support from the District. We received the first call on Orange Hawkweed in the Sandy area due to a visitor to the expo last year who saw a display with a photo of the invasive species. From that call, our weed program made a dramatic change for the 2011 field season. Staff feels that we receive valuable contacts through this event. Directors Guttridge/Zuber moved/seconded to approve \$2,000 to the Sandy River Watershed Council in support of the Sandy River Expo. Motion carried unanimously.

6 – PERSONNEL

- A. Manger Salzer reported that a draft personal services contract was completed. A scope of work would be negotiated with the contractor on Wednesday so she can begin work.

7 – MANAGEMENT REPORT

- A. Manager Salzer announced that the SDAO checklist had been completed and submitted on time. He also provided the information to our insurance agent because SDAO does not communicate this information well to our agent.
- B. Manager Salzer reported that the staff appreciation dinner would be held at the Stone Cliff Inn on Wednesday evening. It is convenient for the staff and helps keep dollars in the local community.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Kris Homma of USDA Natural Resources Conservation Service reported that Ralph Meyer, the Farm Services Agency County Executive Director is retiring on December 2, 2011. We will be having a potluck in his honor on November 30, 2011. Board members are all invited.

The Environmental Quality Incentive Program sign-up period closed on October 31, 2011. We had 12 forestry applications, 7 cropland (nursery and Christmas Trees), 1 pasture. Four projects have potential for SWCD funding. Three projects funded with SWCD money have been installed.

One Wildlife Habitat Incentives Program project signed-up and 14-16 landowners have expressed interest in a future sign-up.

A Local Work Group meeting will be held on December 15 at Clean Water Services located at Jackson Bottom Wetland. More details will be provided as they become available.

B. Director reports:

- 1) Director Weinberg reported that for the first time in his memory, 100% of the Clackamas County SWCD Board of Directors attended the OACD conference. All resolutions that had been brought forward at the Board of Districts meeting were passed. Director Guttridge was reelected as the Lower Willamette Basin Representative. Interest was expressed in holding a basin meeting, so one will be scheduled soon.
- 2) Associate Director Fantz reported that he was getting ready to ship Christmas Trees to California.
- 3) Director Guttridge reported that Brian Lightcap will be serving as alternate for the Lower Willamette Basin Representative. He also mentioned that he would like to have staff schedule a fall/winter tour of District projects for Board members.
- 4) Director Lee reported that she had attended the Conservation Commission meeting at the OACD conference. There were complaints from some SWCDs that ODA had not been processing and sending funds in a timely manner. OACD Executive Director Jerry Nicolescu, Director Lee and the Commission Chair would be meeting with ODA to find a solution to this problem.
- 5) Associate Director Miller gave Thanksgiving well wishes and reported that the Tualatin River was actually blue on a sunny day a few weeks back.
- 6) Director Zuber reported that the Mazamas would be holding a tree planting with the Sandy River Watershed Council. She also noted that Director Lee would be the OACD President beginning January, 2012.
- 7) Associate Director Hanna noted that he was glad to be back to attending the District board meetings and questioned how much tax money was given to support other organizations. Manager Salzer said he would get those numbers for him.

ADJOURN and NEXT MEETING

- A.** There will be no Executive Committee meeting in December.
- B.** The Grant Review Committee will be meeting at 10:00 a.m. on December 7, 2011.
- C.** The December Board meeting will be held on December 13, 2011 rather than on the third Tuesday of the month. A Holiday Potluck will be held at noon with the regular Board meeting to follow at 1:00 p.m.
- D.** There being no further business, Directors Weinber/Zuber moved/seconded to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Lisa Kilders, Assistant Manager

Voucher Approval List 11/15/2011

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

Comcast	November 2011 DSL for District Network	4141	11/1/2011	\$ 104.90
Clackamas County Department of Finance	November Benefits	4140	11/1/2011	\$ 8,700.97
Integra Telecom	Payment for District's monthly phone and IT Network	4142	11/1/2011	\$ 562.17
MODOC Investments dba Redside Equities, LLC	November Rent & Utilities	4143	11/1/2011	\$ 6,761.99
Pacific Automation	September Copier Expense	4144	11/1/2011	\$ 344.62
Sonitrol	November Monitoring	4145	11/1/2011	\$ 136.00
	Subtotal			\$ 16,610.65
Wells Fargo Business Elite Card	October Expense: OACD Conference and other various exp's	Electronic Transfer	11/1/2011	\$ 6,227.88

11/1/11 Check Total \$ 22,838.53

Board Approved Expenses:

A & L Western Agricultural Labs Inc	Soil Testing	4147	11/15/2011	\$ 12.00
Aamodt Dairy	DLW-1012-001	4148	11/15/2011	\$ 6,457.77
Barry Bong	WQSG-1112-002	4149	11/15/2011	\$ 500.00
Bio-Med	Background Check	4150	11/15/2011	\$ 29.00
C Klock	Oct Exp Reimb	4151	11/15/2011	\$ 187.14
Canby Herald	Ads in Canby Connection	4152	11/15/2011	\$ 400.00
Canby School District	Salmon Day educational field trip for Canby High School	4153	11/15/2011	\$ 359.86
DOG Grant Recipient	DOG-1112-001	4154	11/15/2011	\$ 1,895.00
Community Newspapers	Ads for Rain Garden Workshop	4155	11/15/2011	\$ 244.58
Don Guttridge	Sept/Oct Exp Reimbursement	4156	11/15/2011	\$ 42.95
Eann Rains	Oct Exp Reimbursement	4157	11/15/2011	\$ 44.36
Eileen Eakins, LLC	Legal Services	4158	11/15/2011	\$ 756.00
Franco Reforestation	Conservation Implementation	4159	11/15/2011	\$ 2,717.62
H2Oregon	Bottled Water for Board Room	4160	11/15/2011	\$ 29.00
ING - State of Oregon Plan	October OGSP Contribution - Employer & Employee	4161	11/15/2011	\$ 6,498.03
J. Franco Reforestation	Conservation Implementation	4162	11/15/2011	\$ 3,584.31

Jan Lee	4163	October Mileage Reimb	11/15/2011	\$	14.84
Jason Faucera	4164	Oct Mileage Reimbursement	11/15/2011	\$	27.54
Jenne Reische	4165	Oct Expense Reimbursement	11/15/2011	\$	121.95
L&C Trucks, LLC	4166	Dodge Toolbox	11/15/2011	\$	705.00
Laurie Taylor	4167	WQSG-1112-001	11/15/2011	\$	1,740.00
Minuteman Press	4168	Business Cards, Annual Report Printing	11/15/2011	\$	476.13
MODOC Investments	4169	Cork Board in Kitchen Installed	11/15/2011	\$	92.00
Nurnberg Scientific	4170	Water Quality Meter Supplies	11/15/2011	\$	58.23
State of Oregon - Dept of Environmental Quality	4178	Pesticide Roundup Disposal Costs	11/15/2011	\$	7,500.00
Oregon Rule Company	4172	Herbarium Supplies	11/15/2011	\$	150.00
Oregon PERS	4171	Annual Fee for PERS/Section 218 Admin Fee	11/15/2011	\$	15.00
R Franco Restoration	4173	Conservation Implementation	11/15/2011	\$	3,005.96
Rhoda Givens	4174	Oct Exp Reimbursement	11/15/2011	\$	21.00
Sam Leininger	4175	Oct Exp Reimbursement	11/15/2011	\$	76.00
Sound Native Plants	4176	Conservation Implementation	11/15/2011	\$	552.02
Staples	4177	Office Supplies	11/15/2011	\$	176.58
The Gold Wrench	4180	Dodge Oil Change	11/15/2011	\$	52.20
The Oregonian	4181	Board Meeting Ad	11/15/2011	\$	18.33
The Oregonian	4182	Newspaper Subscriptions	11/15/2011	\$	74.00
TestAmerica Laboratories	4179	ODA IGA Water Quality Testing	11/15/2011	\$	560.00
Tom Salzer	4184	Reissue Voided check 4012:June Exp Reimb	11/15/2011	\$	61.00
Tom Salzer	4184	October Exp Reimbursement	11/15/2011	\$	81.24
Tom & Lisa McIlwain	4183	OWEB Grant 12-10-007	11/15/2011	\$	1,035.00
DOG Grant Recipient	4183	DOG-1015-005	11/15/2011	\$	220.00
US Treasury/IRS	4187	IRS refunded our Check 4107; Reissue Civil Penalty Payment	11/15/2011	\$	1,500.00
USDA, NFC	4185	July-Sept Postage	11/15/2011	\$	294.86
Voyager	4186	October Fuel for District Vehicles	11/15/2011	\$	287.06
		Board Approved Subtot		\$	42,673.56
		September Total Paymei		\$	65,512.09

Approved By Board:

Board Chair

Board Treasurer