



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 3/20/12

SWCD Board Meeting Minutes for February 14, 2012

Present:

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

Associate Directors: Roger Fantz

Staff: Jeremy Baker, Erik Carr, Lisa Kilders, Marlene Lloyd, Eann Rains, Tom Salzer

Partners: Kris Homma (NRCS)

Guests: Brett Halverson (OSU Extension)

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

Vice Chair Guttridge called the meeting to order at 1:07 p.m. on Tuesday, February 14, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

A presentation from Brett Halverson of OSU Extension was added to the agenda. Introductions were made. No public comments were received.

2 – MINUTES and OLD BUSINESS

- A. No amendments or changes were proposed. Directors Weinberg/Oberg moved/seconded to accept the January 17, 2012 Board minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the Balance Sheet and Profit/Loss statement. Directors Oberg/Zuber moved/seconded to approve the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd presented the voucher list for approval. Directors Weinberg/Oberg moved/seconded to approve the voucher list as presented. Motion carried unanimously.
- C. Manager Salzer reported on the Conservation Implementation Fund. He noted that the total commitments and cash expended had not changed.
- D. Brett Halverson and Staff Carr presented a proposal for demonstration gardens on the Clackamas-OSU Extension campus. These gardens would incorporate examples of low impact development practices. The board will discuss the proposal at the next regular board meeting.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Manager Salzer proposed a lodging variance for the NACD trip. He noted that this would normally be requested prior to a trip, but we had not realized that the cost of the conference would exceed the

normal allowance by such a large amount. Board approval will provide backup documentation at our next audit. Directors Weinberg/Oberg moved/seconded to approve payment of exceptional lodging costs for the NACD conference not to exceed \$200/night. Motion carried unanimously.

- B. Manager Salzer reported that the internal budget team has been busy with budget development. The Budget Committee should have an equal number of board seats for citizen members as we have Board members. Staff recommends the Executive Committee select a slate of Budget Committee candidates at the March 6th meeting of the Executive Committee.

Staff Rains gave an overview of the budget calendar and a process. The board was given a copy of the budget calendar. Mike Weinberg suggested we allow public comment at the first meeting.

Manager Salzer gave a short description of the structural changes being made to the budget for clarity. He also discussed the Cost of Living Adjustment.

- C. Staff Lloyd reported on the W2 revisions. Phyllis at the Bookkeeping Collaborative will be assisting her in making the adjustments.

5 – PROJECTS AND PROGRAMS

- A. Manager Salzer reported that for the Prairie View project, John Gillilan (NRCS Engineer) and Staff Baker had presented the nursery with potential solutions to the erosion issues at the nursery.
- B. Manager Salzer commented that he expects to receive guidance from a tax attorney about our 1099 reporting requirements for cooperators who receive financial assistance from the District.

6 – PERSONNEL

- A. Manager Salzer reported that five staff had completed the first step in performance reviews.
- B. Manager Salzer updated the Board on the personnel manual development. Twenty-six pages are being consolidated and they are on the third set of revisions. He plans to have it to our legal counsel in March.

7 – MANAGEMENT REPORT

- A. Manager Salzer noted that the weekly snapshot of district activities has been well accepted. He also has changed the weekly report to a monthly conservation actions report.
- B. A draft Board Rules of Meeting Conduct was distributed. Vice Chair Guttridge noted that the best time to adopt a code of conduct is when the group is functioning well.

Manager Salzer suggested that if a visitor's behavior caused a disruption of the meeting that visitor may be ejected. Associate Director Fantz recommended that the statement be made in a more positive light.

Director Oberg suggested that there be a sign-up for public comment.

Director Zuber stated that visitors should be treated with respect.

This document will be revisited at the March board meeting. Directors and Associate Directors are asked to send suggestions to Staff Kilders for incorporation into a new draft document.

- C. Manager Salzer reported the District's Health and Safety Committee continued to meet regularly.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A.** Kris Homma (NRCS) thanked Manager Salzer and Staff Kilders and Faucera for their assistance in a very successful Dairy Pasture Management Workshop.

She also reported that the EQIP sign-up had closed. Thirty-one applications must now be ranked. Funds are limited and she hoped that the producers who were not funded may have an opportunity for District funding.

- B.** Director reports:

- 1) Director Zuber reported that she had attended the SDAO conference and had gotten a lot out of the information presented.
- 2) Associate Director Fantz reported that he attended the Clackamas County Transportation System Planning meeting. He also noted that there was a group in Sandy that worked with troubled youth.
- 3) Director Guttridge hoped the board would mull over the proposal that OSU Extension proposed, but to bear in mind that OSU Extension in Clackamas County receives their own tax base.
He also announced that the Springwater Players dinner theater will be in March and that the Springwater Grange held a very successful pie auction.
- 4) Staff Kilders reminded the board of the upcoming tour on February 28, 2012.
- 5) Manager Salzer reported on the Do the Right Thing Campaign including viewer statistics.

ADJOURN and NEXT MEETING

The Executive Committee will meet on March 6, 2012 at 9:00 a.m.

The March Board meeting will be on March 20, 2012. The board meeting will convene at 1:00 p.m.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Lisa Kilders, Assistant Manager

Voucher Approval List 03/20/2012

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

AT&T	January Cell Phone Expense	4322	3/6/2012	\$ 188.02
Clackamas County Department of Finance	March Benefits	4323	3/6/2012	\$ 13,907.06
Comcast	February 2012 DSL for District Network	4324	3/6/2012	\$ 111.90
Integra Telecom	Payment for District's monthly Telecom Service	4325	3/6/2012	\$ 568.08
MODOC Investments dba Redside Equities, LLC	March Rent & Utilities	4326	3/6/2012	\$ 6,761.99
Pacific Automation	January Copier Expense	4327	3/6/2012	\$ 322.61
Sonitrol	March Monitoring	4328	3/6/2012	\$ 149.00
	Subtotal			\$ 22,008.66

Board Authorized Payments:

Tom Salzer	Jan Expense Reimburse (Voided Check 4317, 02/14/12; Reissue)	4329	3/6/2012	\$ 415.76
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Board Approved Expenses:

A&L Western Ag Labs	Soil Testing	4330	3/20/2012	\$ 48.00
AT&T	March Cell Phone Expense	4331	3/20/2012	\$ 192.38
C Klock	Jan & Feb Expense Reimbursement	4332	3/20/2012	\$ 128.52
Canby Ford	Ford Escape Oil Change & Transmission Fluid	4333	3/20/2012	\$ 222.90
Canby Herald	February Advertising	4334	3/20/2012	\$ 575.00
Clackamas High School	Watershed Council Project Support	4335	3/20/2012	\$ 352.97
Copper Conferencing	Executive Committee Meeting Conference Call	4336	3/20/2012	\$ 10.08
DOG 1015-002 Receipt	DOG 1015-002	4337	3/20/2012	\$ 4,789.00
WQSG 1112-003	Water Quality Small Grant Receipt	4338	3/20/2012	\$ 2,248.71
Donald Guttridge	February Board & SDAO Exp Reimb	4339	3/20/2012	\$ 292.12
Eann Rains	February Mileage Reimb	4340	3/20/2012	\$ 25.12
Eileen Eakins, LLC	February Legal Services	4341	3/20/2012	\$ 1,116.00
Erik Carr	February Mileage Reimb	4342	3/20/2012	\$ 17.14
DOG 1015-007 & OWEB 1012-008 Receipt	DOG/OWEB Final Payment	4343	3/20/2012	\$ 17,000.00
H2Oregon	January Water for Board Room	4344	3/20/2012	\$ 22.00
ING - State of Oregon Plan	February Employer & Employee OGSP Contributions	4360	3/20/2012	\$ 6,583.45
Jenne Reische	Feb Expense Reimbursement	4345	3/20/2012	\$ 87.09
Joan Zuber	January & February Board & SDAO Exp Reimbursement	4346	3/20/2012	\$ 399.52
	Total			\$ 22,424.42

Lisa Kilders	January & February Exp Reimbursement	4347	3/20/2012	\$	106.90
Marlene Lloyd	Feb Exp Reimbursement	4348	3/20/2012	\$	38.66
Minuteman Press	Spring Workshop Flyers	4349	3/20/2012	\$	45.39
DLW 1112-003 Receipt	District Led Work	4350	3/20/2012	\$	4,340.00
Samuel Leininger	Feb Exp Reimbursement	4351	3/20/2012	\$	6.00
Sonitrol	Check No. 4249 lost; Voided and Reissue for January Monitoring	4352	3/20/2012	\$	136.00
OWEB 12-10-005 Receipt	OWEB 12-10-005	4353	3/20/2012	\$	3,138.75
TestAmerica Laboratories, Inc	Water Quality Sampling	4354	3/20/2012	\$	560.00
Tom Salzer	SDAO Exp Reimbursement	4355	3/20/2012	\$	163.00
Tonkon Torp LLP	Legal Services	4356	3/20/2012	\$	2,040.00
Voyager Fleet Systems Inc	February Fuel for District Vehicles	4357	3/20/2012	\$	282.87
Wells Fargo Credit Card	February Expenses - Conferences & Training, Supplies, Software	4358	3/20/2012	\$	5,034.37
Willamette Cultural Resources Assoc. Ltd.	Archaeological Assessment	4359	3/20/2012	\$	1,692.77
Wallowa SWCD	Connect 2012 Registration Fees	4362	3/20/2012	\$	1,500.00

Board Approved Subtotal \$ 53,194.71

Total March Payments \$ 75,619.13

Approved By Board:

Board Chair

Board Treasurer