



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 5/15/12

### SWCD Board Meeting Minutes for April 17, 2012

#### **Present:**

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

**Associate Directors:** Janiece Miller

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

**Partners:** Kris Homma (NRCS)

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

Chair Lee called the meeting to order at 1:00 p.m. on Tuesday, March 20, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

No changes were made to the agenda.

#### **2 – MINUTES AND OLD BUSINESS**

- A. No changes were proposed to the March 20, 2012 board meeting minutes. Directors Guttridge/Weinberg moved/seconded to accept the March 20, 2012 Board minutes as presented. Motion carried unanimously.
- B. Two spelling mistakes were made to the April 4, 2012 executive committee meeting minutes. Directors Weinberg/Guttridge moved/seconded to accept the April 4, 2012 Board minutes as corrected. Motion carried unanimously.

#### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd presented the Balance Sheet and Profit/Loss statements. Lloyd noted the mileage reimbursement rate for personal vehicle miles is increasing to \$/0.555 per mile on April 17, 2012.

The budget to actual through March 2012 was presented. The District is 75 percent through the fiscal year and our spending remains below the budget allocations. The District has received 98 percent of our tax funds. The Board accepted the financial report without dissent.

- B. Staff Lloyd presented the voucher list for approval. Directors Weinberg/Guttridge moved/seconded to approve the voucher list as presented. Motion carried unanimously.
- C. Staff Lloyd on the Conservation Implementation Fund that the District has committed \$192,549 and has processed \$108,171 in payments. The upward trend in commitments and cash expended is continuing.

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

- A. Staff Lloyd gave an overview of the proposed Recurring Payments Resolution. This is a modified resolution from last year reflecting changes in costs. Directors Guttridge/Weinberg moved/seconded to approve 2012-001 Resolution Authorizing Payment of Recurring Expenses. Motion carried unanimously.

Staff Lloyd reminded the board that the lease on the office space will expire in February of 2014; however, a commitment to renew or change the lease is due in February 2013.

Chair Lee requested that Staff Lloyd research if the District may upgrade the photocopier when the District renews the lease for that piece of machinery.

- B. Staff Rains gave an update on the budget committee that met on April 4, 2012. The budget document was well received by the committee. Good questions were asked and the budget team has finished responding to those questions. The second budget committee meeting is on May 2, 2012. Staff Rains reviewed the budget calendar and published notice requirements.

#### **5 – PROJECTS AND PROGRAMS**

- A. Manager Salzer presented to the board on a request from the Hopkins Tree Farm for \$30,000 for wildlife habitat, pond improvements and signage. The Hopkins Tree Farm received \$20,000 last year for the improvements of two ponds. Plans changed and only one pond, for fire protection, was improved; the pond also provides some wildlife benefit. Several directors agreed that the District should ask the Hopkins Tree Farm for a list of contributors and more detailed information on the plans, designs, and budget. The board questioned how much of the project was being funded by the District, noting the District should not be the only or primary contributor to this work. The board directed the manager to follow up on these questions with the Hopkins Tree Farm director. Directors Oberg/Guttridge moved/seconded to defer taking action until the questions have been answered. Motion carried unanimously.
- B. Manager Salzer also presented a request for funding from the Oregon Agricultural Education Foundation. The funding was to support a teacher to attend the 2012 Summer Agriculture Institute. A brochure and fact sheet on the Summer Agriculture Institute was included in the board packet. The request was for \$2,800 which equals tuition and costs for one person. Directors Oberg/Guttridge moved/seconded to approve the funding request with the condition that a Clackamas County teacher be the beneficiary of the scholarship. Motion carried unanimously.

- C. The Mt. Scott Creek back channel project was reviewed. It is a riparian restoration project that includes invasive species removal and restoration of a back channel for fish rearing. The District has committed \$10,000 for designs and other costs this fiscal year. An OWEB grant application had been submitted but was returned by OWEB for more information. The OWEB application will be resubmitted when designs are complete.

## 6 – PERSONNEL

- A. Manger Salzer reported that he is working on performance reviews and should have them ready for the board at the June meeting.
- B. Manager Salzer stated that the personnel manual revisions should be ready for the board at the June meeting as well. The personnel committee will meet prior to the June board meeting to review both of the above items.

## 7 – MANAGEMENT REPORT

- A. At the recommendation of Director Guttridge, Manager Salzer brought the rules of conduct that the board worked on over the past few months. These rules are may be amended in the future, but the board wanted to complete the task of adopting rules of conduct. Directors Guttridge/Weinberg moved/seconded to adopt the Clackamas County Soil and Water Conservation District Board Member Expectations as presented. Motion carried unanimously.
- B. Manager Salzer gave an overview of two draft policies on making conservation improvements on private property, and on providing financial assistance. The main policy on conservation improvements would require the District pay for all project costs and have temporary dominion and control of the project site for the life of the practice. The second policy would be for the exceptions to the main policy (traditional cost-share). The main policy would likely mean the district would not need to provide a 1099 tax form to the landowner, while the second policy would likely require a 1099 tax form for the cost of the project.  
  
The board requested that staff continue to seek improvements to the policies. The board will send any questions or suggestions to Manager Salzer. Answers to questions and revisions to the policies will be brought back to the board at the May board meeting.
- C. Manager Salzer reported that the safety committee had purchased seat covers for the Weedwise program to protect other employees from possible contamination from pesticides transferred from clothing to vehicle seats. The District also purchased Spot Messenger units that can send one way signals for assistance, or to let the office know a planner is okay, if they are in an area without cell phone coverage. The cost for this service is \$99 per year per device per year.
- D. Staff Kilders reported that the deadline for scholarship applications was on Friday April 13, 2012. Ten applications were received. Six of the ten were on time and five of the six were complete and therefore eligible. The scholarship committee meeting was

scheduled to follow the Budget Committee and Executive Committee meetings on May 2, 2012. Staff Kilders will send paper copies of the applications to the scholarship committee for review.

- E. (Not on the agenda.) Manager Salzer shared with the board an interim report from SOLV on a project that the District helped to fund. The board recommended that groups receiving funding make reports on how they use the funding. This was an example of this type of report.

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

- A. Kris Homma (NRCS) reported that most of the EQIP contracts were completed. They are now working on the second round of Organic EQIP signups.

The draft operational agreement was 90% completed and she would give it to Tom for review and comment prior to the May board meeting.

- B. Director reports:

- 1) Chair Lee reported that she would be the NACD representative for Oregon on a web meeting with NRCS Chief White regarding the vision of the NRCS office of the future. Lee also reported that she had attended the Oregon Soil and Water Conservation Commission meeting where ODA had reported that the Clackamas SWCD had requested funding available to Clackamas be offered to Deschutes SWCD. The commission was very appreciative of the Clackamas action.

East Multnomah SWCD has requested that Chair Lee attend their board meeting to talk about this option for helping other districts.

Chair Lee brought a 2012 Election Calendar from ODA. She requested that staff update the calendar with Clackamas deadlines for voter pamphlet submission etc.

She also announced a water quality meeting that ODA would be hosting in Salem on May 9, 2012 at 1:00 p.m. This meeting will also be available as a webinar.

Chair Lee will be gone the month of June and asked for officer elections to be held in May. She encouraged the board to let staff know if they would be unavailable for board meetings over the summer.

- 2) Director Guttridge will attend the OACD executive board meeting in The Dalles this Friday, April 20th.

- 3) Associate Board Member Miller reported that the OSU Spring Garden Fair will be the first weekend in May.

She is also concerned about a proposed composting facility on Stafford area. Chair Lee recommended that Miller request water quality reports from the county. Chair Lee also asked Manager Salzer to put the topic of the role of the District to respond when the county makes rules that affect water quality on a board meeting agenda in the near future.

- 4) Director Weinberg thanked District staff for all of their assistance and good work. He also reported that the Clackamas Local Advisory Committee (LAC) had finished their third and hopefully final meeting for the biennial review process. The committee seemed to get a long much better than in previous years. The LAC has decided to meet again before the next biennial review because so many issues are affecting the Clackamas subbasin. The EPA is proposing to add biological criteria, dissolved oxygen, and pesticide listings to streams in the subbasin. The LAC may need to add an erosion rule to address some of these new problems. Director Weinberg and Manager Salzer will present at a brown bag discussion about the LAC issues later in the summer.

The outcome of the Acosta case may affect the LAC work.

#### **ADJOURN and NEXT MEETING**

- A. Budget Committee will meet on May 2, 2012 at 9:00 a.m. The Executive Committee will meet following the budget committee at 11:00 a.m. The Scholarship Committee will meet after the Executive committee meeting is adjourned.

The May Board meeting will be on May 15, 2012. The Board meeting will convene at 1:00 p.m.

There being no further business, Directors Nelson/Guttridge moved/seconded to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 2:12 p.m..

Respectfully submitted,

Lisa Kilders, Assistant Manager

# Voucher Approval List 05/15/2012

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
<b>Recurring Expenses Authorized for Payment by Resolution 2011-002:</b>				
AT&T	April Cell Phone Services	4405	5/2/2012	\$ 187.75
Clackamas County Department of Finance	May Benefits	4407	5/2/2012	\$ 13,907.06
Comcast	April 2012 DSL for District Network	4408	5/2/2012	\$ 111.90
Integra Telecom	Payment for District's monthly Telecom Service	4409	5/2/2012	\$ 570.15
MODOC Investments dba Redside Equities, LLC	May Rent & Utilities	4410	5/2/2012	\$ 7,167.50
Pacific Office Automation	March Copier Expense	4411	5/2/2012	\$ 338.47
Sonitrol	May Monitoring	4412	5/2/2012	\$ 149.00
Voyager	April Fuel	4413	5/2/2012	\$ 447.82
	<b>Subtotal</b>			<b>\$ 22,879.65</b>
<b>Board Authorized Payments:</b>				
Bump Parlor Inc.	Dodge Body Repair (Reimb by our Insurance Company.)	4406	5/2/2012	\$ 1,454.13
	<b>Total</b>			<b>\$ 24,333.78</b>
<b>Board Approved Expenses:</b>				
1 day Signs	District Banner	4414	5/15/2012	\$ 127.50
Calendars	Office Supplies	4415	5/15/2012	\$ 22.59
Canby Herald	April Advertising	4416	5/15/2012	\$ 525.00
DOG 1112-007 Recipient	DOG 1112-007	4417	5/15/2012	\$ 5,663.52
City of Oregon City - Police Department	Alarm Permit Renewal	4418	5/15/2012	\$ 15.00
Clackamas County Fair	County Fair Booth Rental Down Payment	4419	5/15/2012	\$ 475.00
Clackamas County Planning Division	Permit - Johnson Creek	4420	5/15/2012	\$ 305.00
Community Newspapers	April Advertising	4421	5/15/2012	\$ 900.00
DOG 1113-002 Recipient	DOG 113-003	4422	5/15/2012	\$ 656.75
Donald Guttridge	April Board Exp Reimb	4423	5/15/2012	\$ 81.33
Eann Rains	April Expense Reimbursement	4424	5/15/2012	\$ 32.39
Eileen Eakins, LLC	April Legal Services	4425	5/15/2012	\$ 2,556.00
Erik Carr	April Mileage Reimb	4426	5/15/2012	\$ 185.26
Friends of Historic Champoeeg	ACRES Workshop Supplies	4427	5/15/2012	\$ 652.50
ING - State of Oregon Plan	April Employer & Employee OGSP Contributions	4428	5/15/2012	\$ 6,788.21
Jason Faucera	April Expense Reimbursement	4429	5/15/2012	\$ 226.93

Jenne Reische	April Expense Reimbursement	4430	5/15/2012	\$	142.56
Jenne Reische	Reimb Garmin Data Card		5/15/2012	\$	89.95
Jeremy Baker	April Expense Reimbursement	4431	5/15/2012	\$	112.11
Joan Zuber	March Board Expense Reimbursement	4432	5/15/2012	\$	126.12
Joan Zuber	April Board Expense Reimbursement		5/15/2012	\$	58.80
Marlene Lloyd	April Exp Reimbursement	4433	5/15/2012	\$	64.79
Minuteman Press	Flyers for Healthy Yards, Healthy Streams	4434	5/15/2012	\$	215.50
North Clackamas Parks & Recreation District	DOG 1013-001; OWEB 12-10-003	4435	5/15/2012	\$	1,058.70
Nurnberg Scientific	Calibration Solution for ODA WQ Sampling	4436	5/15/2012	\$	124.42
Pacific Office Furnishings	Lock Plugs & Keys for Office Cabinets	4437	5/15/2012	\$	46.87
Portland Parks & Recreation	Staff Training - Recertification Class	4438	5/15/2012	\$	25.00
Precision Graphics	Rain Garden Guides	4439	5/15/2012	\$	198.00
Rhoda Givens	April Expense Reimbursement	4440	5/15/2012	\$	73.34
SOLV	DLW 1112-004	4441	5/15/2012	\$	1,950.00
Staples	Office Supplies	4442	5/15/2012	\$	137.09
TestAmerica Laboratories	March Samplings for ODA IGA WQ	4443	5/15/2012	\$	560.00
TestAmerica Laboratories	April Samplings for ODA IGA WQ		5/15/2012	\$	560.00
TestAmerica Laboratories	Weed Wise - March Water Samples		5/15/2012	\$	525.00
TestAmerica Laboratories	Weed Wise - April Water Samples		5/15/2012	\$	525.00
The Oregonian	Publication of LB1 Form Budget 2012-13	4444	5/15/2012	\$	629.38
DOG & OWEB Recipient	DOG 1015-005 & OWEB 12-10-007	4445	5/15/2012	\$	7,452.50
Tom Salzer	April Expense Reimbursement	4446	5/15/2012	\$	66.00
Tonkon Torp, LLC	Legal Professional Services	4447	5/15/2012	\$	3,337.50
Wells Fargo Business Elite Card	Various Expenses	4448	5/15/2012	\$	3,496.24

Board Approved Subtotal \$ 40,787.85

Total May Payments \$ 65,121.63

Approved By Board:

Board Chair

Board Treasurer