



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 6/19/12

SWCD Board Meeting Minutes for May 15, 2012

Present:

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

Associate Directors: Roger Fantz, Janiece Miller

Staff: Lisa Kilders, Marlene Lloyd, Eann Rains, Tom Salzer

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

Chair Lee called the meeting to order at 1:00 p.m. on Tuesday, May 15, 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. The April 17, 2012 board meetings were presented as corrected at the May 2nd executive committee meeting. Directors Weinberg/Zuber moved/seconded to accept the corrected minutes for the April 17, 2012 Board minutes. Motion carried unanimously.
- B. The May 2, 2012 executive committee meeting minutes were presented. Directors Guttridge/Oberg moved/seconded to accept the May 2, 2012 Executive Committee minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the balance sheet and profit-and-loss statements, as well as the budget-to-actual report through the end of April 2012. Lloyd noted that the District is 83% of the way through the fiscal year and we have received 98.86% of our tax revenue. The District's expenditures remain below budget allocations.

Chair Lee requested that future annual dinner expenses be reported separately.

The Board accepted the financial report without dissent.

- B. Staff Lloyd presented the voucher list for approval. Directors Oberg/Guttridge moved/seconded to approve the voucher list as presented. Motion carried unanimously.
- C. Staff Rains reported on the Conservation Implementation Fund expenditures and commitments. The upward trend in commitments and cash expended is continuing.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. The Budget Committee has voted to approve the budget proposed by the Budget Officer and modified by the Budget Committee. A public hearing on the budget was held today prior to the Board meeting.

Manager Salzer stepped through a proposed resolution for the 2012-2013 budget. Resolution 2012-002 combines all steps necessary to adopt the budget, including: establishing a special revenue fund; dissolving the equipment fund; renewing the building reserve fund; adopting the budget; appropriating funds for fiscal year 2012-2013; imposing an ad valorem property tax; and categorizing that tax as required by law. Directors Weinberg/Guttridge moved/seconded to adopt Resolution 2012-002 titled "*Resolution to Adopt the Budget, Make Appropriations, and Impose and Categorize the Property Tax for Fiscal Year 2012-2013.*" Motion carried unanimously.

- B. Manager Salzer stated that a 3% Cost of Living Adjustment (COLA) had been built into the budget, but the amount applied was at the discretion of the board. This rate is based on the annual CPI-W percentage calculated by the Local Government Personnel Institute for calendar year 2011. Directors Oberg/Zuber moved/seconded to ratify a 3% COLA for all personnel beginning July 1, 2012. Motion carried unanimously.

Directors Weinberg/Oberg moved/seconded that for consistency the budget committee will continue to use the annual consumer price index (CPI) calculated for the Portland Metro area by the Local Government Personnel Institute in January of each year as the basis for deriving a cost-of-living adjustment for staff wages. Motion carried unanimously.

- C. Manager Salzer reported that only one bid had come in for large wood supply for the Milk Creek project. That bid did not have transportation costs included and was therefore incomplete. To keep the project on schedule, Salzer requested that he be delegated authority to approve a purchase of large wood for the Milk Creek project, not to exceed \$50,000. Directors Zuber/Guttridge moved/seconded to delegate authority to Manager Salzer for approval of the purchase of large wood for the Milk Creek project, not to exceed \$50,000. Motion carried unanimously.

EXECUTIVE SESSION – Chair Lee suspended the meeting at 1:30 p.m. to call an executive session with the District's legal counsel, Eileen Eakins, to consider information or records that are exempt by law from public inspection, pursuant to ORS 192.660(2)(f).

Chair Lee called the meeting back to order at 2:10 p.m.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

A. Officer Elections:

Chair: Directors Weinberg/Guttridge nominated and seconded Ron Oberg for the position of Chair. No other nominations were brought forward. Motion carried unanimously.

Vice Chair: Directors Zuber/Nelson nominated and seconded Mike Weinberg for the position of Vice Chair. No other nominations were brought forward. Motion carried unanimously.

Secretary: Directors Weinberg/Oberg nominated and seconded Joan Zuber for the position of Secretary. No other nominations were brought forward. Motion carried unanimously.

Treasurer: Jan Lee was nominated for the position of Treasurer. Lee respectfully declined the nomination due to responsibilities serving as president of OACD.

Directors Weinberg/Oberg nominated and seconded Don Guttridge for the position of Treasurer. No other nominations were brought forward. Motion carried unanimously.

Directors Weinberg/Guttridge moved and seconded to make the change of officers effective June 1, 2012. Motion carried unanimously.

- B. Manager Salzer discussed the proposed policy on making improvements on private property. It was noted that if the landowner refuses to grant a temporary access easement for the project life, that a second option may be offered in which the landowner will receive a form 1099 for taxation on the grant funding provided for the project.

Chair Lee requested that the first few projects to have this policy apply, be brought to the Board of Directors for review. Directors Zuber/Weinberg moved/seconded to adopt the policy on making improvements to private property as presented, with the intent that the policy be applied to projects of \$10,000 or greater. The board also intends to review this policy in one year. Motion carried unanimously.

- C. Manager Salzer reviewed the proposed policy on financial assistance on private property. He noted that the grant plus loan program would be offered under this scenario. Directors Guttridge/Oberg moved/seconded to adopt the policy on financial assistance on private property as presented. Motion carried unanimously.
- D. Staff Kilders reviewed the recommendation of the scholarship committee to award the Clackamas County Soil and Water Conservation District scholarship of \$1,000 each to Jessica Budge and Kalia Bistolas. Directors Zuber/Guttridge moved/seconded to accept the recommendation of the scholarship committee to award \$1,000 in scholarship money to both Jessica Budge and Kalia Bistolas. Motion carried unanimously.

6 – PERSONNEL

- A. Manger Salzer noted the personnel committee will meet at 9:00 a.m. on May 23, 2012 at the District office to discuss employee evaluations and the personnel manual.

7 – MANAGEMENT REPORT

- A. Manager Salzer reported that the election packets from ODA had not yet arrived, but as soon as they do, they will be sent to every director that is up for election and the members of the public who have requested the packet.

Chair Lee recommended that board members running for election be included in the Voters Pamphlet. This costs \$25 and is well worth the investment.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

A. Director reports:

- 1) Director Oberg reported that he was participating on a planning committee to develop a small farms school to be held this fall. Staff Jason Faucera and Lisa Kilders are also serving on the committee.
- 2) Associate Board Member Miller reported that the Robinwood area is looking for a farmers market manager and she is interested in applying.
- 3) Associate Board Member Fantz reported that he is logging on his property.
- 4) Director Zuber asked where the annual dinner would be held this year. She also reported that she had attended the Molalla Farmers market and there no produce vendors were present. She suggested starting a mentoring program for the new markets with managers of established markets.
- 5) Chair Lee reported that she had attended an officers meeting at OACD and they were looking for nominations for Cooperator of the Year. She recommended that the district nominate our local Cooperator of the Year winner for the OACD Cooperator of the Year. Manager Salzer said that he would discuss nominations with the staff at a staff meeting.

ADJOURN and NEXT MEETING

The June Board meeting will be on June 19, 2012. A root beer social will be held at 12:30 to celebrate a great year. The Board meeting will convene at 1:00 p.m.

There being no further business, Directors Weinberg/Zuber moved/seconded to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 2:57 p.m..

Respectfully submitted,



Lisa Kilders, Assistant Manager

Voucher Approval List 06/19/2012

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

AT&T	May Cell Phone Services	4449	6/6/2012	\$ 190.11
Clackamas County Department of Finance	June Benefits	4450	6/6/2012	\$ 13,957.06
Comcast	May 2012 DSL for District Network	4451	6/6/2012	\$ 111.90
Integra Telecom	Payment for District's monthly Telecom Service	4452	6/6/2012	\$ 570.63
MODOC Investments dba Redside Equities, LLC	June Rent & Utilities	4453	6/6/2012	\$ 7,167.50
Pacific Office Automation	April Copier Expense	4454	6/6/2012	\$ 405.05
Sonitrol	June Monitoring	4455	6/6/2012	\$ 149.00

Subtotal \$ 22,551.25

Board Authorized Payments:

None

Board Approved Expenses:

A&L Western Agricultural Labs	Soil Testing for LO Hunt Club	4456	6/19/2012	\$ 94.00
AT&T	May Cell Phone Service	4457	6/19/2012	\$ 190.34
Canby Herald	May Ad to Salute FFA	4458	6/19/2012	\$ 50.00
DOG 1112-001	DOG 1112-001 Recipient	4459	6/19/2012	\$ 1,892.79
DOG 1112-007	DOG 1112-007 Recipient	4460	6/19/2012	\$ 1,586.48
Clackamas County Finance Dept	Benefits	4461	6/19/2012	\$ 1,750.00
CPR Solutions	First Aid/CPR Training for 9 Staff	4462	6/19/2012	\$ 292.50
Donald Guttridge	May Expense Reimb	4463	6/19/2012	\$ 84.75
Eann Rains	May Expense Reimb	4464	6/19/2012	\$ 28.31
Eileen Eakins, LLC	May Legal Services	4465	6/19/2012	\$ 1,908.00
Erik Carr	May Expense Reimb	4466	6/19/2012	\$ 53.64
Ernst Irrigation	Grant + Loan 1113-001	4467	6/19/2012	\$ 4,064.00
H2Oregon	April & May Bottled Water for Board Room	4468	6/19/2012	\$ 39.00
ING - State of Oregon Plan	June 5 Employer & Employee OGSP Contributions	4469	6/19/2012	\$ 7,919.74
Interior Technology	Install Projector Screen in Board Room	4470	6/19/2012	\$ 265.05
J Franco Reforestation, Inc	May & June Herbicide Applications - Various Properties	4471	6/19/2012	\$ 18,938.52

Total \$ 22,551.25

Jenne Reische				4472	6/19/2012	\$	59.94
Jeremy Baker				4473	6/19/2012	\$	23.75
Joan Zuber				4474	6/19/2012	\$	137.34
Lisa Kilders				4475	6/19/2012	\$	57.72
Marlene Lloyd				4476	6/19/2012	\$	42.96
Metro				4477	6/19/2012	\$	1,911.92
Michael Weinberg				4478	6/19/2012	\$	40.80
Minuteman Press				4479	6/19/2012	\$	1,464.66
MODOC Investments				4480	6/19/2012	\$	1,980.82
Molalla River Watch				4481	6/19/2012	\$	5,000.00
North Clackamas Parks & Recreation District				4482	6/19/2012	\$	3,040.00
Oregon Agricultural Education Foundation				4483	6/19/2012	\$	2,800.00
Oregon Small Trees Nursery				4484	6/19/2012	\$	3,865.12
Pacific Northwest Christmas Tree Assoc				4485	6/19/2012	\$	555.00
Pacific Office Furnishings				4486	6/19/2012	\$	7,664.67
R Franco Restoration, Inc.				4487	6/19/2012	\$	4,178.36
Richardson Group IT				4488	6/19/2012	\$	2,605.00
Sam Leininger				4489	6/19/2012	\$	75.96
SOLV				4490	6/19/2012	\$	1,050.00
TestAmerica Laboratories				4491	6/19/2012	\$	560.00
The Bookkeeping Collaborative, LLC				4492	6/19/2012	\$	100.00
Tonkon Torp, LLC				4493	6/19/2012	\$	412.50
Voyager Fleet System				4494	6/19/2012	\$	435.61
Wells Fargo Business Elite Card				4495	6/19/2012	\$	3,601.88

Board Approved Subtotal \$ 80,821.13

Total May Payments \$ 103,372.38

Approved By Board:

Board Chair



Board Treasurer

