



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 7/7/2012

SWCD Board Meeting Minutes for June 19, 2012

Present:

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

Associate Directors: Roger Fantz, Janiece Miller

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

Guest: Anthony Barber, Jessica Budge, Rebecca Budge, Keith Kaiser

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

Chair Oberg called the meeting to order at 1:00 p.m. on Tuesday, June 19, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon. The scholarship recipient topic was moved to the beginning of the agenda .

Jessica Budge, one of the recipients of the 2012 CCSWCD Scholarship, attended the board meeting to thank the board for the scholarship award. A thank you card from Kalia Bistolas, another scholarship winner, was distributed for the board to read. Kalia could not attend the meeting as her internship began that day in northern Washington State.

2 – MINUTES AND OLD BUSINESS

- A. Corrections were made to the May 15, 2012 board meeting minutes. Directors Weinberg/Zuber moved/seconded to accept the corrected minutes for the May 15, 2012 Board minutes. Motion carried unanimously.
- B. The June 6, 2012 executive committee meeting minutes were presented. Directors Guttridge/Oberg moved/seconded to accept the June 6, 2012 Executive Committee minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the financial reports through the end of May, 2012. Lloyd noted that the District is 97% of the way through the fiscal year. The District's expenditures remain below budget allocations.

Directors Zuber/Guttridge moved/seconded to accept the financial reports as presented. Motion carried unanimously.

- B. Staff Lloyd presented the voucher list for approval. Directors Guttridge/Zuber 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 continued through the fiscal year. The District ended the fiscal year spending four times more for on the ground practices than two years earlier.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Staff Rains reported that all budget documents have been filed with the county clerk and county tax assessor.
- B. Staff Lloyd reported that the District received a letter from the Social Security Administration stating that they found a discrepancy between the IRS and SSA records for tax year 2010. After reconciling the payroll and filings, Staff Lloyd found the IRS and SSA records match exactly. She believes the mistake may be a key-stroke entry error on the part of the IRS. She has sent a letter and supporting documentation to the SSA and IRS.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer gave an overview of the 2012-2013 Annual Plan of Work for the District, required by the Oregon Department of Agriculture to apply for the Local Management Agency funding. Directors Guttridge/Zuber moved/seconded to approve the 2012-2013 Annual Plan of Work as presented. Motion carried unanimously.
- B. Staff Kilders reviewed the District Scope of Work for the Oregon Department of Agriculture Local Management Agency funding. Directors Guttridge/Nelson moved/seconded to approve the Scope of Work as presented. Motion carried unanimously.
- C. Scholarship committee chair, Director Zuber, explained that a mistake had been made on determining eligibility for the 2012 scholarships. To correct the mistake, three additional scholarship applications were evaluated. Two applicants stood out; therefore, the committee recommends that two additional scholarships be awarded. Michelle Janik of Sandy and Emily Kraxberger of Canby would be the additional scholarship winners of \$1,000 each. Directors Guttridge/Nelson moved/seconded to accept the recommendation of the scholarship committee to award \$1,000 in scholarship money to both Michelle Janik and Emily Kraxberger. Motion carried unanimously
- D. Staff Kilders presented a proposal from the Clackamas County Watershed Education Team (CCWET) to help fund a teacher workshop "Getting Wet in your Watershed". Curriculum for this event was developed last year through funding from a Grays Foundation Grant and was well received by local teachers. Funding for this year's event will focus on teacher substitute reimbursement. The request is for \$5,500. Directors Guttridge/Zuber moved/seconded to provide funding in the amount of \$5,500 to

CCWET for the Getting Wet in your Watershed teacher training. Motion carried unanimously

- E. Manager Salzer updated the board on a possible future project, the Wilsonville habitat corridor. The City of Wilsonville has invited the District to participate in this habitat restoration project. They have been working on a plan and in contact with the local landowners for the past two years. The city hopes to move forward soon. District participation may include invasive species removal.
- F. The excess ODA funding discussion was tabled until more information could be obtained.
- G. Staff Rains reported that she, Manager Salzer and our legal counsel have been working on language for the temporary easement required in our new financial assistance policy. Eann also gave an update on the Milk Creek project and the continuing push to obtain large woody debris.

6 – PERSONNEL

- A. Director Guttridge, chair of the personnel committee made the following recommendations from the committee:

Step Increases:

- Erik Carr – 2 steps
- Jason Faucera – 1 step
- Rhoda Givens - 2 steps
- Jeff Lesh – 1 step
- Marlene Lloyd – 1 step
- Jenne Reische – 1 step

Directors Zuber/Nelson moved/seconded to approve the step increases recommended by the personnel committee effective July 1, 2012. Motion carried unanimously.

Promotion:

Rhoda Givens – promoted from Conservation Assistant to Conservation Technician.

Directors Guttridge/Nelson moved/seconded to approve promotion of Rhoda Givens from Conservation Assistant to Conservation Technician. Motion carried unanimously.

- B. Manager Salzer updated the board that the personnel manual was again being worked on now that the budget and employee evaluations were concluded.

7 – MANAGEMENT REPORT

- A. Staff Kilders reported that the election packets that were mailed out the previous week. Three packets were requested by interested parties, in addition to those sent to the board.

The legal announcement for the newspaper has been submitted.

- B. Manager Salzer updated the board on a trespassing complaint that the District had received regarding one of our vendors working on garlic mustard control in Midhill Park, West Linn.
- C. Manger Salzer reported that he had attended the Washington Association of District Employees training and gave three presentations. Also last week, staff attended a CPR-AED-First Aid training.
- D. Staff Kilders reported that September 18, 2012 will be the date for the annual dinner. The dinner will be in the 4-H Building at the Clackamas County Event Center. She will be meeting with the chef this week to set the menu.

Kilders also reported that the fair booth planning is in full swing. The District will be partnering with Extension only as Vector Control decided to move back to their original booth site. Our booth will continue to be on the main lawn, but will be next to the County Sustainability booth. Coordination between the County, Extension and the District for booth themes is underway. We expect several watershed councils will join us in the booth to help present information on restoration and conservation.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

A. Director reports:

- 1) Staff Klock reported that he was released by his physician to do partial work load at home and hopefully be able to work outdoors on level ground soon.
- 2) Associate Board Member Miller asked if the garlic mustard at Barton Park had been sprayed. Staff Klock assured her that there was control activity taking place at that location. Director Miller offered plant material for the Annual Dinner if we needed something to raffle.
- 3) Associate Board Member Fantz reported the installation of his solar panels had taken place and that he was moving forward on his energy project. Director Zuber reported that her solar panels had also been installed.
- 4) Director Zuber reported that she had attended the second Molalla Farmers Market. The weather had not been good and there were no produce vendors when she arrived. She also reported her experience with the county assessor regarding her timber deferral.
- 5) Visitor Keith Kaiser was interested in the invasive species discussions and thought he would attend future meetings to find out more about the District.
- 6) Staff Baker reported that he and staff Reische attended the Molalla Fish Survey presentation. It was very interesting and he learned a lot about juvenile salmonids.

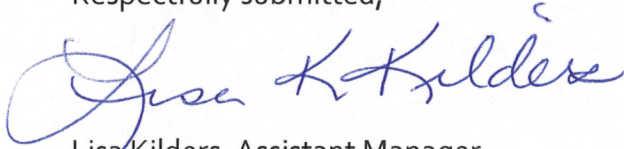
ADJOURN and NEXT MEETING

No executive committee is planned at this time for July as it would fall on July 4th, a holiday. A briefing memo will be sent to the committee in lieu of a meeting.

The July Board meeting will be on July 17, 2012. The Board meeting will convene at 1:00 p.m.

There being no further business, the meeting was adjourned at 2:30 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Lisa Kilders". The signature is written in a cursive style with a small flourish above the 's'.

Lisa Kilders, Assistant Manager

Voucher Approval List 07/17/2012

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
--------------	-------	-----------	-------	--------------

Recurring Expenses Authorized for Payment by Resolution 2011-002:

Clackamas County Department of Finance	July Benefits	4496	7/3/2012	\$ 13,960.39
Comcast	June 2012 DSL for District Network	4497	7/3/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4498	7/3/2012	\$ 566.31
MODOC Investments dba Redside Equities, LLC	July Rent & Utilities	4499	7/3/2012	\$ 7,167.50
Pacific Office Automation	May Copier Expense	4500	7/3/2012	\$ 386.18
Sonitrol	July Monitoring	4501	7/3/2012	\$ 149.00
	Subtotal			\$ 22,431.28

Board Approved Expenses:

1day Signs	NCUWC Riparian Program Signs for landowner participants	4502	7/17/2012	\$ 857.50
AT&T		4541	7/17/2012	\$ 187.04
Ash Creek Forest Management, LLC	April-June Herbicide Applications - Various Properties	4503	7/17/2012	\$ 12,149.31
Canby Herald	June Display Ad; Board Elections Ad; Subscription	4504	7/17/2012	\$ 573.50
Clackamas County Fair	2012 County Fair Booth	4542	7/17/2012	\$ 1,035.00
Comcast	Additional Services added in May	4505	7/17/2012	\$ 156.77
Community Newspapers	North Clackamas Urban Watersheds Council Ads	4506	7/17/2012	\$ 1,110.00
DAS, State Procurement Office	Annual Procurement Dues	4507	7/17/2012	\$ 50.00
DOG 1015-002	DOG Recipient	4508	7/17/2012	\$ 724.00
Donald Guttridge	June Expense Reimb	4509	7/17/2012	\$ 63.66
Eann Rains	June Expense Reimb	4510	7/17/2012	\$ 62.50
Eileen Eakins, LLC	June Legal Services	4511	7/17/2012	\$ 1,368.00
Erik Carr	June Expense Reimb	4512	7/17/2012	\$ 24.20
George Pennel Trucking & Excavating	Milk Creek Project	4513	7/17/2012	\$ 2,850.00
H2Oregon	June Bottled Water for Board Room	4514	7/17/2012	\$ 17.00
ING - State of Oregon Plan	July 5 Employer & Employee OGSP Contributions	4515	7/17/2012	\$ 6,575.35
J Franco Reforestation, Inc	June Herbicide Applications - Various Properties	4516	7/17/2012	\$ 3,973.47
Jenne Reische	June Expense Reimbursement	4517	7/17/2012	\$ 611.23
Jeremy Baker	June Expense Reimbursement	4518	7/17/2012	\$ 66.68
Joan Zuber	June Board Expense Reimbursement	4519	7/17/2012	\$ 104.04

Lisa Dallaire	June Expense Reimbursement	4520	7/17/2012	\$	23.31
Lisa Kilders	June Expense Reimbursement	4521	7/17/2012	\$	63.71
Marlene Lloyd	June Exp Reimbursement	4522	7/17/2012	\$	49.40
DOG 1113-006	DOG Recipient	4523	7/17/2012	\$	210.00
Minuteman Press	Small Farm Flyers; Garlic Mustard Postcards	4524	7/17/2012	\$	308.38
N. Clackamas Urban Watershed Council	WES Grant Application Support	4543	7/17/2012	\$	500.00
O'Malley Brothers Corporation	Milk Creek Project	4525	7/17/2012	\$	6,725.00
Oregon PERS	Annual Fee	4526	7/17/2012	\$	15.00
R Franco Restoration, Inc.	Herbical Applications	4527	7/17/2012	\$	698.25
Rhoda Givens	June Expense Reimbursement	4528	7/17/2012	\$	81.74
DOG 1112-004	DOG Recipient	4529	7/17/2012	\$	439.54
Special Districts Association of Oregon	Annual Workers' Comp Insurance	4530	7/17/2012	\$	2,676.83
Star Mooring Farm	Milk Creek Project	4531	7/17/2012	\$	3,950.00
Stitch N Embroidery	Name Tags	4532	7/17/2012	\$	30.00
TestAmerica Laboratories	E-Coli Testing for Customer	4533	7/17/2012	\$	84.00
The Gold Wrench	Ford & Dodge - Maintenance Services	4534	7/17/2012	\$	327.15
The Oregonian	Board Elections Display Ad	4535	7/17/2012	\$	236.80
DOG 1214-001 & DOG 1015-005	DOG Recipient	4536	7/17/2012	\$	1,020.56
Tom Salzer	June Expense Reimbursement	4537	7/17/2012	\$	50.00
Voyager Fleet System	June Fuel for District Vehicles	4538	7/17/2012	\$	556.65
WACD - CRM	Facilitation Skills Registration - Tom Salzer	4544	7/17/2012	\$	150.00
Weed Wrench Company	2 Weed Wrenches	4539	7/17/2012	\$	384.00
Wells Fargo	Various Expenses	4540	7/17/2012	\$	4,072.35

Board Approved Subtotal \$ **55,211.92**

Total July Payments \$ **77,643.20**

Approved By Board:


 Board Chair

 Board Treasurer