



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 10/16/12

### SWCD Board Meeting Minutes for September 18, 2012

#### Present:

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

**Associate Directors:** Roger Fantz, Jim Toops

**Staff:** Marlene Lloyd, Eann Rains, Tom Salzer

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

Chair Oberg called the meeting to order at 5:00 p.m. on Tuesday, September 18, 2012 in the Clackamas County Event Center 694 NE 4<sup>th</sup> Ave. Canby, Oregon. Three changes were proposed for the agenda. The revised agenda was accepted by consensus.

#### **2 – MINUTES AND OLD BUSINESS**

- A. Minutes from the August 21, 2012 board meeting were accepted. Corrections were offered by Director Guttridge. Directors Guttridge/Weinberg moved/seconded to accept the minutes for the August 21, 2012 Board meeting as corrected. Motion carried unanimously.

#### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd reviewed the balance sheet and profit-and-loss statement. Directors Guttridge/Zuber moved/seconded to accept the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd presented the voucher approval list. Staff noted that in order to have adequate funds available to pay for registrations and hotel costs for the upcoming OACD convention using the District purchasing card, the District is paying for some expenses that have been charged to the card but haven't yet appeared on the bill. Directors Guttridge/Weinberg moved/seconded to approve the voucher list as presented. Motion carried unanimously.
- C. Manager Salzer reviewed the Conservation Fund expenditures and commitments spreadsheet for 2012-13. Staff Lloyd presented a graph comparing FY 2012-13 Conservation Fund expenses to date (\$150,619) to FY 2011-12 expenses to date (\$17,212).

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

- A. Audit report update: Staff Lloyd explained that our auditor, Richard Winkel, was unable to attend the meeting as planned due to the change in the meeting time. The audit is almost completed and no significant glitches have come up that she is aware of. A draft of the audit documents should arrive later this week. Mr. Winkel will present the FY 2011-12 audit at the October meeting. One point of confusion that has arisen is whether the Conservation Implementation Fund was a special fund or was part of the General Fund during FY 2011-12. Manager Salzer explained that the District looked at it as part of the General Fund at that time. A special revenue fund called the Conservation Fund has since been set up, beginning in FY 2012-13, to prevent such confusion in the future.
- B. Payroll tax update: Staff Lloyd gave an update on the District's Wells Fargo payroll accounting. Wells Fargo, which manages the District's payroll, is amending and correcting ten 941 quarterly payroll returns regarding Social Security and Medicare withholdings on 457(b) plan employee contributions. The total tax owed is approximately \$15,600 representing calendar years 2010, 2011, and the first half of calendar year 2012.
- C. Vehicle purchase update: Staff Lloyd reported that she has confirmed with the Oregon Department of Administrative Services (DAS) that the State of Oregon does not have a contract with any Subaru dealer in the state. Therefore, Subaru vehicles do not appear in the ORPIN list of state contracts. Both DAS and the District's attorney, Eileen Eakins, have confirmed that the District may purchase a Subaru vehicle after getting three bids. Manager Salzer said his top choice would be a Subaru Forester, which has numerous features and benefits, including cargo and passenger capacity, all-wheel drive, and automatic transmission for those staff who are unable or uncomfortable driving a stick shift. This report was followed by a discussion of vehicle makes and models, automatic v. standard transmission, and fuel economy. Manager Salzer will continue to research vehicles and get bids, and will report back to the Board in October.

#### 5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Conservation Actions and Tracking Database: Manager Salzer reported that the District's attorney and the prospective contractor have reviewed the contract for the development of the database. A scope of work was distributed at the meeting. Manager Salzer requested permission to pursue a contract not to exceed \$20,000 using the scope of work. He stated that he is hoping that a prototype would be available for testing late December, with a final version available in March 2013 for staff to begin to use. Directors Weinberg/Guttridge moved/seconded to give Manager Salzer the authority to sign a contract for the development of the database, with a limit of \$20,000. Motion carried unanimously.
- B. Septic system Grant + Loan offer: Manager Salzer reported that a resident of the District had come to us to request financial assistance to repair his failing septic system. The private residence is located directly on Milk Creek, downstream of the District's in-

stream and riparian project that is being installed to protect water quality. The homeowner does not qualify for Clackamas County's Safety Net program, which provides loan for septic system repairs. He was referred to the District by Clackamas County Water Environment Services (WES), and District staff have been consulting with WES staff to explore solutions for the homeowner. Manager Salzer presented the idea of the District awarding the homeowner a 50:50 Grant + Loan using District funds. Issues that were brought up included the fact that the District has not funded septic systems before and that there is a risk that the loan would not be repaid. Manager Salzer stated that the Grant + Loan funding agreement would include a provision for any unpaid balance to be repaid upon the sale of the property, and the District could place a lien on the property. Other questions discussed were the impact of this failed septic system on Milk Creek, and the roles of the Oregon Department of Environmental Quality and WES in enforcing regulations on septic systems. The question was raised whether the District should set up a ranking system for future cases like this one. Chair Oberg asked for a motion to award the homeowner a Grant + Loan as presented. The question died for lack of a motion.

- C. Salmon Watch field trip support: A science teacher at Canby High School has requested funding from the District to pay for bus transportation and a substitute teacher so he can take his advance zoology and advanced ecology students on a field trip with Salmon Watch. The District supported a similar request from this teacher in the fall of 2011. Directors Weinberg/Guttridge moved/seconded to award up to \$500 to Canby High School for this Salmon Watch field trip, with the idea the District may support these field trips annually. Motion carried unanimously.
- D. Milk Creek in-stream and riparian habitat project update: manager Salzer reported that the installation of the large wood structures is going well. The site conditions were different from what the engineers had expected. As a result, they made additional changes to the design in the first few days of construction. This required the District to purchase more rootwads, boulders, and topsoil than had been anticipated. Manager Salzer reported that even though there will be some cost overruns, this is an amazing project we will be heralding as a great success for years to come. He will report back after the construction has been completed and we have tallied up the bills.

## 6 – PERSONNEL

- A. Manager Salzer stated that there was nothing to report or discuss.

## 7 – MANAGEMENT REPORT

- A. Revisiting District goals: Manager Salzer stated that he will bring a report to the Board in October for a gathering or planning meeting of Board members and staff. Chair Oberg commented that it would be a good opportunity for the District Board and staff to dream a bit for the future and for future District leaders. Manager Salzer commented that the District is getting closer to possibly buying real estate, so it would

be a good time to set goals. Possible dates for the gathering that were mentioned are late November or early December 2012.

- B. Annual meeting: Manager Salzer reported that for the District's annual meeting, a financial report is required. An annual meeting is required by law and must have 15 days' public notice. Manager Salzer proposed that the annual meeting of the District be held in December, allowing time for the FY 2011-12 annual audit to be completed so that audited numbers could be reported to the public and to allow adequate public notice of the meeting. Manager Salzer stated that compared to the annual dinner, which is by invitation, the annual meeting is a public event. A comment was made that the annual meeting typically has poor attendance by members of the public, but because the District's website has regular updates on District activities and other information, that's not surprising.
- C. OACD registration: Manager Salzer and Director Lee reminded Directors that the annual convention of the Oregon Association of Conservation Districts will be held November 7-9 at the Valley River Inn in Eugene, Oregon. Directors were asked to notify Staff Lisa Kilders if they plan to attend and if they are bringing their spouse. In the past, there have been Board members who have stated that they would be attending the OACD convention and then changed their plans after it was too late to cancel the conference registration and hotel reservation. The suggestion was made that the District should develop a policy stating that if the District pays for someone's registration and hotel and the person does not attend the conference, the person would be required to refund those costs to the District. Manager Salzer said he would re-send the OACD agenda via email to the Board members so they could review it before making a decision whether or not they plan to attend the convention.

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

There were no staff or NRCS reports.

Director reports:

- 1) Director Weinberg asked that the topic of the Districts representation on the Clackamas River Basin Council (CRBC) be placed on the October Board meeting agenda. He stated that the District's current representative is Lowell Hannah, and Director Weinberg serves on CRBC as a citizen at large. Director Weinberg stated that because his and Mr. Hannah's roles have changed on the District Board, it would make sense for Director Weinberg to be named the District's representative and Mr. Hannah to serve on CRBC as a citizen at large.
- 2) Director Zuber reported that the Sandy River/Pudding River Local Area Committee will be holding a tour soon, and she won't be able to attend. She wanted to inform the Board in case someone else would like to attend. She also brought up farmers markets, reporting that the Molalla Area Farmers Market is not really a farmers market. Manager Salzer agreed that the Molalla market has not lived up to the expectations the organizers had expressed to the District when a Farmers Market

Support Grant was awarded to that market in FY 2011-12. He stated that Farmers Market and Watershed Council Support Grants will be discussed at the October Board meeting.

- 3) Lee: No report.
- 4) Guttridge: No report.
- 5) Nelson: No report.
- 6) Oberg reported that the recent Small Farm School that the District sponsored was a big success. Over 200 people registered.
- 7) Associate Director Fantz reported that he made a visit to the Milk Creek project site recently and was very impressed.
- 8) Associate Director Toops: No report.

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

The October Board meeting will be held October 16, 2012. The Board of Directors will convene at 1:00 p.m. at the District office.

There being no further business, the meeting was adjourned at 5:56 p.m.

Respectfully submitted,



Eann Rains, Conservation Investments Coordinator



# Voucher Approval List 09/18/2012

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

Clackamas County Department of Finance	September Benefits	4582	9/5/2012	\$ 13,960.39
Comcast	September 2012 DSL for District Network	4583	9/5/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4584	9/5/2012	\$ 591.59
MODOC Investments dba Redside Equities, LLC	September Rent & Utilities	4585	9/5/2012	\$ 7,167.50
Pacific Office Automation	July Copier Expense	4586	9/5/2012	\$ 310.80
Sonitrol	September Monitoring	4587	9/5/2012	\$ 149.00

Resolution Subtotal \$ 22,381.18

## Board Approved Expenses:

DLW 1012-001	DLW Recipient	4588	9/18/2012	\$ 22,839.36
Anne Penfound Storytelling	Annual Dinner Speaker	4589	9/18/2012	\$ 120.00
DOG 1012-006 & OWEB 12-10-009	DOG/OWEB Recipient	4590	9/18/2012	\$ 20,000.00
Buel's Impressions	Annual Dinner Invites	4591	9/18/2012	\$ 85.50
Busy Beaver Contracting, LLC	Milk Creek Project Woody Materials	4592	9/18/2012	\$ 17,400.00
Calendars	Office Supplies	4593	9/18/2012	\$ 127.75
Canby Herald	Aug Fair Ads	4594	9/18/2012	\$ 468.00
Capital Press	1-year newspaper subscription	4595	9/18/2012	\$ 49.00
DOG 1013-002	DOG Recipient	4596	9/18/2012	\$ 889.00
Eileen Eakins, LLC	August Legal Services	4597	9/18/2012	\$ 1,728.00
Erik Carr	August Expense Reimb	4598	9/18/2012	\$ 41.02
Green Field Paper Company	250 Natural Seed Coasters - Giveaways Annual Dinner	4599	9/18/2012	\$ 1,180.77
H2Oregon	Board Room Supplies	4600	9/18/2012	\$ 17.00
ING - State of Oregon Plan	September 5 Employer & Employee OGSP Contributions	4601	9/18/2012	\$ 8,158.32
Jacqueline & Jack Freeman	Refund Registration Fee - Train Livestock to Eat Weeds	4602	9/18/2012	\$ 50.00
Jason Faucera	June-Aug Exp Reimb	4603	9/18/2012	\$ 99.90
Jenne Reische	August Expense Reimbursement	4604	9/18/2012	\$ 143.19
Joan Zuber	July & August Expense Reimbursement	4605	9/18/2012	\$ 161.46
K. Beijer	10 Mason Bee Houses - Annual Dinner Drawings	4606	9/18/2012	\$ 150.00
Kathy Voth/Livestock for Landscapes	Train Livestock to Eat Weeds Speaker Fee, Materials & Travel Exp	4607	9/18/2012	\$ 3,877.66

# Voucher Approval List 09/05/2012

<b>VENDOR NAME:</b>	<b>MEMO:</b>	<b>Check Number</b>	<b>DATE:</b>	<b>AMOUNT PAID:</b>
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## Recurring Expenses Authorized for Payment by Resolution 2012-001:

VENDOR NAME	MEMO	Check Number	DATE	AMOUNT PAID
Clackamas County Department of Finance	September Benefits	4582	9/5/2012	\$ 13,960.39
Comcast	September 2012 DSL for District Network	4583	9/5/2012	\$ 201.90
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## Executive Board Authorized Payments:

Subtotal \$ 22,381.18

Total \$ 22,381.18

Approved By Board:

  
 Board Chair

  
 Board Treasurer