



CLACKAMAS COUNTY SOIL AND WATER
**CONSERVATION
DISTRICT**
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Clackamas County SWCD Executive Committee

DRAFT AGENDA ~ March 6, 2012 ~ 9:00 am

221 Molalla Ave. Suite 102, Oregon City, OR

#	Item	Time/Who	Notes
1	Call to order, agenda	9:00 Lee	Amend/accept agenda as needed
2	Minutes/old business	9:05 Lee	A - INFO: February 14 th draft minutes
3	Monthly financials	9:10 Lloyd 9:15 Salzer	A - ACTION to approve expenditures B - Conservation Implementation Fund update
4	Non-recurring financials/funding	9:15 Lee 9:20 Salzer 9:30 Lloyd	A - ACTION on letter to ODA regarding extra funding B - ACTION on Budget Committee composition C - Discuss budget approach D - Discuss status of account 9919 E - Update on insurance coverage (rental vehicles) F - Payroll amendments for 2010, 2011 G - GOCWC document retrieval
5	Projects/programs	9:40 Kilders	A - Discuss Board tour, sites, suggestions B - NW OR RC&D dues
6	Personnel	9:45 Salzer	A - Update on staff evaluations B - Update on personnel manual revisions
7	Management/policy	9:55 Lee 10:15 Salzer	A - Policy for commenting on land actions B - Review January 2012 monthly report C - New website went live February 29 th
8	Roundtable		
9	Adjourn, next meeting	10:30 Lee	



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 3/20/12

SWCD Executive Committee Meeting Minutes for March 6, 2012

Present:

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

Staff: Tom Salzer, Lisa Kilders

1 – CALL TO ORDER - Chair Lee called the meeting to order at 9:03 a.m., March 6, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Ave, Oregon City, OR. No amendments were made to the agenda.

2 – MINUTES - The Executive Committee reviewed the DRAFT February 14, 2012 board meeting minutes. No comments or corrections were made. The Committee agreed by consensus to move the minutes forward to the full board for approval.

3 – FINANCIALS

- A. Manager Salzer presented the voucher list for approval. Recurring expenses plus a reissue of a travel check were on the list. Directors Guttridge/Oberg moved/seconded to approve expenditures as submitted. Motion carried unanimously.
- B. There was an uptick in the conservation implementation commitments.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Chair Lee reported that at the Soil and Water Conservation Commission (SWCC) meeting there was a discussion regarding extra funding that the commission could distribute to districts, amounting to approximately \$11,000 per district. There is a recommendation that the funds should go to the districts that are in most need of the funding.

Chair Lee asked for the executive committee to discuss this option and if in support of the idea, direct staff to compose a letter to the SWCC proposing that the Clackamas SWCD not apply for the funding and in return the funding be offered to the Deschutes SWCD with performance strings attached. The District would also appreciate a report from ODA on how the funding is used and the progress made by the receiving district.

The executive committee clarified that the funds going to a neighboring district was not Clackamas County tax funds. Director Oberg recommended that talking points be developed for the manager and chair in preparation for any inquiries by the media.

The executive committee directed Manager Salzer to write a draft letter to the SWCC and have it available for review and comment at the March board meeting.

- B. Director Oberg spoke with John Martinson and he is still interested in fulfilling his term on the budget committee. Director Zuber spoke with Ivan Maluski to see if he were interested in serving on the budget committee. Jeff Becker was interested in the committee.

Those on the list but who have not officially been contacted were: Mike Dillard, Sha Spady, Rennie Squire (current cooperator), Jim Toops, Ivan Maluski, Dave Albrecht, Walt Cate. Manager Salzer will start at the top of the list and work down. We are short four budget committee members.

- C. Manager Salzer discussed the budget approach for the FY 2012-2013. Staff Rains has completely rebuilt the budget sheet with correct and functioning formulas. It was a time consuming task. This coming week we are ready to begin putting numbers into the budget sheet.
- D. Account 9919, formerly known as the equipment fund, was never created as an actual reserve fund. Manager Salzer asked the executive committee if account 9919 should become part of the general fund and tracked or be kept as a separate account. The executive committee recommended the account be closed and the equipment fund be part of the general fund and tracked within the budget.
- E. Staff Kilders reported that when in the process of renting vans for two recent conservation tours, it was discovered by our insurance provider that the rental coverage was not included in our policy. That deficiency was quickly rectified by the insurance provider and we are now covered. Director Lee asked if there was loss of use coverage from our credit card provider. Manager Salzer will look into that possibility.
- F. Manager Salzer updated the executive committee on the payroll amendments. Apparently in 2009 the district should have paid, but failed to pay, Social Security and Medicare on the employer-paid portion of employee's 457 accounts. The IRS penalized us and the payment has been made. When investigating our 2010 and 2011 payroll we found the same condition exists so the same mistake may have been made. We are working with our payroll vendor and calculating what we may owe so that we can become current. There is a possibility of another IRS penalty.
- G. Staff Rains and Lloyd have been working hard on document retrieval for the Greater Oregon City Watershed Council (GOCWC). The GOCWC now has a professional bookkeeper who is working to put the Council on a more solid footing.

5 - PROJECTS/PROGRAMS

- A. Manager Salzer asked the Executive Committee for feedback on the Board tour the previous week. He said he would have rather taken them to completed projects, but in visiting new projects, the board will be able to see how the projects progress from initiation to completion. The Executive Committee was happy with the tour. Director Zuber reported that the fish she saw was a Mountain Whitefish.
- B. Manager Salzer brought to the executive committee a request for dues payment to the Northwest Oregon Resource Conservation and Development Council (NW OR RC&D). He reported that the West Multnomah SWCD and East Multnomah SWCD managers have indicated their districts may not pay these dues.

The executive committee recommended not paying the dues, but to invite someone from the NW OR RC&D to come to a board meeting and talk about the state of their council after funding was cut from the USDA Natural Resources Conservation Service budget.

6 – PERSONNEL

- A. Manager Salzer reported that all staff had turned in their preliminary evaluation survey and he was working on them to get comments back to staff quickly.
- B. Manager Salzer spend six hours working on the draft personnel manual with our contractor Karla Sanders. He wants to make one more pass before giving the document to our legal counsel before sending it to the personnel committee for review. The contract with Karla ends at the end of March.

7 – MANAGEMENT/POLICY

- A. Chair Lee reported that after being urged to comment on a land use action by an associate board member, Lee thought it wise to develop a policy outlining on what type of activities the District should or should not comment.

Regarding a proposed fee on temporary Farmers Markets, it was recommended that Manager Salzer contact the chair of the Clackamas County Commission and Commissioner Paul Savas to find out more information about the fees.

Director Guttridge recommended we contact Yamhill SWCD to request a copy of their public comment policy. It was noted that in the past the District has expressed concern regarding the Paloma pipeline, the Mount Hood bike trail, the proposed move of Lusher Farm, and the Mount Hood ranger district road closures.

Manager Salzer noted that the Molalla Farmers Market had hired a coordinator and he would be bringing the Farmers Market support award for the Molalla Market back to the Board at the March 20th board meeting for re-approval. The executive committee requested the coordinator attend one of our upcoming board meetings to talk about the Molalla Farmers Market.

- B. Manager Salzer asked for comments on the January monthly report. The Executive Committee approved of the report. Manager Salzer mentioned that a copy had been given to Commissioner Savas during our visit, who commented he was very impressed with all the work that the District accomplishes.
- C. Manager Salzer announced that the new website was online. Director Zuber commented that she liked the new website and that it was a huge improvement over our old website.

8 – ROUNDTABLE

Chair Lee brought a flyer regarding the Living on a Few Acres offered in Redmond, OR by a group of partners including the Deschutes Soil and Water Conservation District. Director Lee encouraged the Clackamas SWCD to look into offering a similar event. Director Oberg highly recommended offering hands-on activities if we plan to coordinate an event of this nature.

Manager Salzer explained that the district uses the Farm Services Agency postage meter and that the federal government was eliminating all the Pitney Bowes meter machines and going with online

Stamps.com. Salzer said the district could either pick up the Pitney Bowes meter, which would be fairly expensive, or use an online service. More research into our options will be conducted.

Salzer also passed around a copy of a letter from the Natural Resources Conservation Service (NRCS) and the National Association of Conservation Districts which indicates a possible restructuring of NRCS.

Salzer also passed around for review a copy of the district's LGIP account statements.

Director Zuber announced that Nathan Poage of Clackamas Stewardship Partners would be giving a presentation to the Mazamas organization at their upcoming meeting.

Zuber also mentioned that she had participated in a conference call for the Federation of Outdoor Clubs and the telephone unit they used was very clear and was able to be moved around the table. She recommended the district look into getting one of these units for conference calls. She thought the unit was from Comcast.

Director Zuber announced that the Molalla Hamlet would be holding a county commissioner candidate forum and she would be the moderator.

Director Guttridge recommended the district take a driver training course such as the SDAO course, but was concerned about the effectiveness of the training. Through this training, the district may receive lower insurance rates.

Director Oberg reported that he had attended the Soil Quality Network training and that the class was very informative and well organized.

9 - NEXT MEETING /ADJOURN – The March board meeting will be on March 20, 2012 at 1:00 p.m.

There being no further business, Chair Lee adjourned the meeting at 10:32 a.m.

Respectfully submitted,



Lisa Kilders
Assistant Manager

Voucher Approval List 03/06/2012

VENDOR NAME:	MEMO:	check Numbe	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2011-002:



VENDOR NAME	MEMO	check Numbe	DATE	AMOUNT PAID
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	February Expense Reimbursement (Voided Check 4317, Feb 14, 2012; Reissue)	4329	3/6/2012	\$ 415.76
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Total \$ 22,424.42

Approved By Board:


 Board Chair

 Board Treasurer