



CLACKAMAS COUNTY SOIL AND WATER
**CONSERVATION
DISTRICT**
Good dirt. Clean water.

Clackamas County SWCD Executive Committee

DRAFT AGENDA ~ April 4, 2012 ~ 11:00 am

221 Molalla Ave. Suite 102, Oregon City, OR

#	Item	Time/Who	Notes
1	Call to order, agenda	11:00 Lee	Amend/accept agenda as needed
2	Minutes/old business	11:00 Lee	A - INFO: March 20, 2012 draft minutes
3	Monthly financials	11:05 Lloyd	A - ACTION to approve expenditures B - Conservation Implementation Fund update
EXECUTIVE SESSION		11:10 to 11:30	District attorney Eileen Eakins will confer with the Executive Committee in an executive session " <i>To consider information or records that are exempt by law from public inspection</i> " pursuant to ORS 192.660(2)(f)
4	Non-recurring financials/funding	11:30 Salzer	A - INFO: Update the recurring payments resolution
5	Projects/programs	11:35 Salzer	A - Mt. Scott Creek backchannel project B - Hopkins Forest funding request C - Status of Extension funding request
6	Personnel	11:40 Salzer	A - Update on staff evaluations B - Update on personnel manual revisions
7	Management/policy	11:45 Salzer	A - Discuss an "expulsion policy" for meetings B - Some office spaces are being reconfigured C - March monthly delayed a week
8	Roundtable	11:55 Lee	
9	Adjourn, next meeting	12:00 Lee	Regular Board meeting April 17, 2012 at 1:00 pm

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CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 4/17/12

SWCD Executive Committee Meeting Minutes for April 4, 2012

Present:

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

Staff: Tom Salzer, Lisa Kilders, Marlene Lloyd

Guest: Eileen Eakins - legal counsel

1 – CALL TO ORDER - Chair Lee called the meeting to order at 11:05 a.m., April 4, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Ave, Oregon City, OR. Chair Lee moved the Executive Session up on the agenda so our legal counsel would not have to wait.

2 – MINUTES/OLD BUSINESS - The Executive Committee will send any comments or corrections to the District Manager before the April board meeting.

3 –MONTHLY FINANCIALS–

- A. Staff Lloyd presented the expenditures list for approval. Expenses included two checks that had been approved for payment at the March Board meeting, support for the Molalla Farmers Market and dues for the Northwest Oregon Resource Conservation and Development District. Directors Zuber/Oberg moved/seconded to approve expenditures as submitted. Motion carried unanimously.
- B. Manager Salzer reported that the Conservation Investment Fund graph had resumed an upward trend.

EXECUTIVE SESSION – The Executive Committee meeting was adjourned at 11:10 a.m. “to consider information or records that are exempt by law from public inspection” pursuant to ORS 192.660(2)(f). The District’s attorney attended.

The Executive Committee meeting was called back to order at 11:55 a.m.

4 – NON-RECURRING FINANCIALS/FUNDING – Staff Lloyd presented the proposed amendments to the 2011-002 Resolution Authorizing Payment for Recurring Expenses for the upcoming fiscal year. Changes were due to increases in the costs of goods and services. Chair Lee requested a table showing all increases proposed to be ready for the April board meeting. These changes will be passed to the full board with a recommendation for approval.

5 – PROJECTS/PROGRAMS – Manager Salzer updated the board on funding requests for projects.

- A. A. Mt. Scott Creek backchannel project – The district has committed \$10,000 to this project. An OWEB grant application will be submitted.
- B. Hopkins Forest Funding – Director Guttridge accompanied Manager Salzer on a visit to the Hopkins Tree Farm to see the project that was funded last year and hear the proposal

for funding to create a wildlife pond. The district will not be the major contributor for another project on this site. Funding of up to \$10,000 would be considered.

- C. Status of Extension Funding Request – The Executive committee felt the funding request of \$30,000 per year for 5 years was excessive. They did not feel this project was a high priority for the district and suggested possible seed funding not to exceed \$5,000 for initiation of a project.

6 – PERSONNEL –

- A. Manager Salzer reported that staff evaluations had been put on hold until budget preparations had been completed.
- B. Manager Salzer stated that the personnel manual revisions had also been put on hold until the budget was completed, but thought he could get back to it next week.

7 – MANAGEMENT/POLICY –

- A. Manager Salzer received a copy of the County policy on meeting conduct to see if there was any verbiage that we could use for a rule on unruly visitors. Director Guttridge suggested that the board take action on the rules of conduct that we have put together so far and then tackle changes later. Manager Salzer will put the rules that have been discussed on the document site for board review. He will have something ready for the board to adopt at the April board meeting.
- B. Manager Salzer reported that several office spaces needed reconfiguring and upgrading. The total for the work is \$8,000 and that amount fits in the current budget.
- C. Salzer also reported that the March Monthly report had been delayed one week while the staff was working on preparing for the budget committee meeting.

8 – ROUNDTABLE –

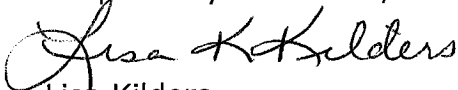
Director Zuber announced that she would not be in attendance at the April board meeting. She also questioned involvement in a grant application that KOIN TV submitted to the Oregon Watershed Enhancement Board for their "Do the Right Thing" campaign. The application was submitted to OWEB by the Clackamas River Basin Council, not by the Clackamas County Soil and Water Conservation District.

Director Guttridge complimented the Manger Salzer on the monthly reports.

9 – NEXT MEETING /ADJOURN – The next board meeting will be on April 17, 2012 at 1:00 p.m.

There being no further business, Chair Lee adjourned the meeting at 12:25 p.m.

Respectfully submitted,



Lisa Kilders
Assistant Manager



Voucher Approval List 04/04/2012

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

Clackamas County Department of Finance	April Benefits	4363	4/4/2012	\$ 13,907.06
Comcast	March 2012 DSL for District Network	4364	4/4/2012	\$ 111.90
Integra Telecom	Payment for District's monthly Telecom Service	4365	4/4/2012	\$ 570.10
MODOC Investments dba Redside Equities, LLC	April Rent & Utilities	4366	4/4/2012	\$ 7,167.50
MODOC Investments dba Redside Equities, LLC	2011 Add'l Op Expenses - Janitorial, Utilities, Property Taxes; 1 QTR 2012	4368	4/4/2012	\$ 4,970.57
Pacific Office Automation	February Copier Expense	4368	4/4/2012	\$ 350.56
Sonitrol	April Monitoring	4369	4/4/2012	\$ 149.00
Subtotal				\$ 27,226.69
TEAM for Economic Action in Molalla	Molalla Farmers Market Support Grants for FY 2011-12	4370	4/4/2012	\$ 1,000.00
NW Oregon Resource Conservation & Dev Council	NW Oregon RCD Dues for 2012	4367	4/4/2012	\$ 325.00
Total				\$ 28,551.69

Approved By Board:


 Board Chair

 Board Treasurer