



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

Clackamas County SWCD Executive Committee

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

221 Molalla Ave. Suite 102, Oregon City, OR

#	Item	Time/Who	Notes
1	Call to order, agenda	9:00 Oberg	Amend/accept agenda as needed
2	Minutes/old business	9:00 Oberg	A - INFO: May 15, 2012 draft minutes
3	Monthly financials	9:05 Lloyd	A - ACTION: Approve expenditures B - INFO: Conservation Implementation Fund update
4	Non-recurring financials/funding	9:15 Kilders	A - DISCUSS: Water Education Training for teachers
5	Projects/programs	9:25 Rains	A - INFO: Scholarship applications B - INFO: Milk Creek procurement
6	Personnel	9:35 Salzer	A - REVIEW: Personnel Committee to recommend personnel actions
7	Management/policy	10:00 Kilders 10:05 Salzer 10:15 Salzer and Lloyd	A - DISCUSS: Annual dinner dates, location B - INFO: WeedWise complaint C - DISCUSS: How to implement new policies D - REVIEW: Financial processes, separation of duties, internal controls, accounts
8	Roundtable	10:30 Oberg	
9	Adjourn, next meeting	10:40 Oberg	Ice Cream Social, June 19, 2012 at 12:30 pm Regular Board meeting June 19, 2012 at 1:00 pm



CLACKAMAS COUNTY
Soil and Water Conservation District

Approved 6/19/12

SWCD Executive Committee Meeting Minutes for June 6, 2012

Present:

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

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

1 – CALL TO ORDER - Chair Oberg called the meeting to order at 9:00 a.m., June 6, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Ave, Oregon City, OR. No changes were made to the agenda. The agenda was accepted by consensus.

2 – MINUTES/OLD BUSINESS – The committee agreed by consensus to send the draft minutes for the May 15, 2012 to the full board for approval at the June 19, 2012 meeting.

3 –MONTHLY FINANCIALS–

- A. Staff Lloyd reviewed the authorized recurring expenses. Directors Zuber/Guttridge moved/seconded to approve expenditures as submitted. Motion carried unanimously.
- B. Manager Salzer reported that the Conservation Investment Fund commitments had exceeded the \$200,000 mark. The trend is continuing upward.

4 – NON-RECURRING FINANCIALS/FUNDING – Staff Kilders proposed to the executive committee an opportunity to support teacher training in water education. Through the Clackamas County Water Education Team, funding will be used for substitute reimbursements, bus rentals and supplies. Manager Salzer suggested that the District continue support of the "Do the Right Thing" programing, but at a lower level and use the savings for the teacher training.

Director Zuber made a request for the list of schools that participated last year and who is being may participate this year.

The committee agreed to move the teacher training project forwarded to the full board for approval.

5 – PROJECTS/PROGRAMS –

- A. Staff Kilders updated the committee on that three additional scholarship applications had indeed arrived on time and the scholarship committee had decided to evaluate these last three applications against the two applications that already selected for award. The scholarship committee will discuss the applications this week over e-mail.
- B. Staff Rains updated the committee on the Milk Creek project. The District has been having a difficult time locating enough large woody debris for the project. At the Watershed Councils meeting the week before, we found out that other groups are having the same problem. This issue was forwarded to the Clackamas Stewardship Partnership as a possible agenda item for next week's meeting.

6 – PERSONNEL –

- A. All but two staff evaluations are complete. Manager Salzer asked how the committee would like him to proceed with the personnel evaluations and recommendations. The personnel committee will make a recommendation to the full board at the next board meeting.

7 – MANAGEMENT/POLICY –

- A. Staff Kilders reviewed with the executive committee the dates that were available at the Clackamas County Event Center for the 2012 Annual Dinner. The committee agreed on September 18, 2012 as the date for this year's event. Staff Kilders also updated the committee on the status of the fair booth location. We will be located next to the county's booth and we will be able to pick up additional space that was utilized by vector control last year.
- B. Manager Salzer briefed the committee on the weed complaint received the previous week. He documented the investigation that our vegetation control contractor had trespassed onto private property without permission during a garlic mustard control spray. Salzer will keep the committee updated to any additional contact with the landowner's lawyer.
- C. Salzer also updated the committee on the implementation of the new policy on working with landowners. Staff Rains is working on the agreement/easement language. She will send a draft to our legal counsel soon.
- D. The committee decided to adjourn and then spend time in training on the District financial processes, separation of duties, internal controls and accounts that the district holds while the two past treasurers and the new treasurer were present.

9 – NEXT MEETING /ADJOURN – The next board meeting will be on June 19, 2012 at 1:00 p.m. There will be a 12:30 ice cream social prior to the meeting.

There being no further business, Chair Oberg adjourned the meeting at 10:08 a.m.

Respectfully submitted,



Lisa Kilders
Assistant Manager

Voucher Approval List 06/06/2012

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2012-001:

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

Total \$ 22,551.25

Executive Board Authorized Payments:

Approved By Board:


 Board Chair

 Board Treasurer