



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

## Clackamas County SWCD Executive Committee

DRAFT AGENDA ~ August 8, 2012 ~ 12:30 pm

221 Molalla Ave. Suite 102, Oregon City, OR

#	Item	Time/Who	Notes
1	Call to order, agenda	12:30 Oberg	Amend/accept agenda as needed
2	Minutes/old business	12:30 Oberg	A - INFO: June 19, 2012 draft minutes
3	Monthly financials	12:35 Lloyd	A - ACTION: Approve expenditures B - INFO: Conservation Implementation Fund update
4	Non-recurring financials/funding	12:45 Lloyd	A - INFO: Annual audit
5	Projects/programs	12:55 Salzer, staff	A - INFO: Milk Creek Project B - INFO: County Fair Booth C - INFO: Equipment Rental Program D - INFO: Northwoods Project E - INFO: Commercial real estate
6	Personnel	1:15 Salzer	A - ACTION: Potential action to approve temporary hire for Milk Creek Project support
7	Management/policy	1:30 Salzer	A - INFO: Operating agreement with NRCS B - INFO: September annual/board meeting C - INFO: Manager's delegated authority
8	Roundtable	1:45 Oberg	
9	Adjourn, next meeting	2:00 Oberg	Regular Board meeting August 21, 2012 at 1:00 pm



CLACKAMAS COUNTY

## Soil and Water Conservation District

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Approved 8/21/12

### **SWCD Executive Committee Meeting Minutes** for August 8, 2012

#### **Present:**

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

**Staff:** Jeremy Baker, Jason Faucera, Lisa Kilders, Marlene Lloyd, Eann Rains, Jenne Reische, Tom Salzer

**1 – CALL TO ORDER** - Chair Oberg called the meeting to order at 12:30 p.m., August 8, 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 July 17, 2012 to the full board for approval at the August 21, 2012 meeting.

#### **3 –MONTHLY FINANCIALS–**

A. Staff Lloyd reviewed the authorized recurring expenses. Directors Weinberg/Guttridge moved/seconded to approve expenditures as submitted. Motion carried unanimously.

B. Staff Rains reviewed the Conservation Fund graph for the new fiscal year. The graph was not complete as the WeedWise spray program payments were not included. Actual expenditure was \$32,519 as compared to the \$15,919 in the graphic. An updated graph will be provided at the August board meeting.

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

A. Staff Lloyd reported that she had completed the internal annual audit of our workers' compensation for the fiscal year ending June 30, 2012. She gave an overview of the process and reported that we should be receiving a small refund from our insurance agency.

Lloyd also completed the internal audit of the employers 457b contributions for years 2010, 2011 and 2012 and found that social security and Medicare taxes were not assessed on this benefit as required by IRS (IRS Publication 963). This was one of the areas that the District was deficient in our IRS audit for 2009. Ten quarterly tax returns need to be amended and two years of W-2 forms. The estimated additional payroll taxes owed for 2010 is \$5,434, for 2011 \$6,921 and for 2012 \$3,273 for an estimated total of \$14,000. This does not include penalties and

interest that may be assessed by the IRS. Wells Fargo is charging the District \$3,000 to amend the returns and W-2 forms. Currently she has been able to negotiate the fee down to \$2,000. The returns and W-2s should be completed within the next 90 days.

The board requested the District draft a letter from the board to Wells Fargo bank disputing the bank charges they will levy to the District for making corrections. The Board believes that since we hired Wells Fargo for their payroll expertise we depended on them not to make these mistakes.

Lloyd also reported that Richard Winkel will be here to start our annual audit on August 21<sup>st</sup> and he hopes to be able to report to the board at the September board meeting.

Last year the District had one ding on our audit because we did not hire an outside municipal CPA to review the audit papers prepared by Richard Winkel. This is common among small agencies. Staff asked if the board wants to spend the money to hire an outside Municipal CPA or live with the ding on our audit. Several board members thought that it would be more prudent to spend the funds an outside CPA would charge on conservation projects. This issue will be brought to the board in August.

Richard Winkel will be available on Board meeting day to answer any questions that the board may have regarding the audit.

## **5 – PROJECTS/PROGRAMS –**

- A. Staff Reische gave an update on the Milk Creek project. She shared the postcard that had been sent to upstream and downstream neighbors plus landowners in a 1 mile radius of the project. The postcard explained the restoration project and gave our phone number if there were questions. Reische reported that the County permit had been received, the state permit was in transit and the federal permit would arrive two days following the close of the tribal comment period. The material had been purchased and the agreements for the outside funders had been signed except for the DEQ funding agreement that was in progress. The contract with contractor, Aquatic, is scheduled to be signed the next week. One landowner had signed the access easement agreement. One landowner may not need an access easement agreement because the activities on their property are mostly planting and invasive species control. The third landowner access agreement is being finalized and should be signed in the next week. August 17<sup>th</sup> is the date for the pre-construction meeting. The in-stream work window is open until September 30, but Oregon Department of Fish and Wildlife said we would be able to obtain an extension if we needed it to finish the project.
- B. Staff Kilders reported that the District had been working with Cooperative Extension on the fair booth design and assisting them in their banner design. We coordinated display of the native plant trailer near the booth. The new banners and displays were in the process of printing and we are just about ready for the fair arrival.

- C. Staff Baker gave a report on the Equipment Rental Program. He noted that there was no current agreement between the District and Fischer Mill Supply who is running the program for the District. The district holds liability insurance on the equipment, but no insurance on the equipment itself.

The program has been running for three years, but there has been little use of the equipment even with extensive outreach. Staff recommends suspending the program until an agreement can be worked out with Fischer Mill Supply.

Chair Oberg asked about costs of the program. Other than the upfront cost of the equipment and insurance, annual costs have been largely limited to staff time.

Director Weinberg agreed that the program should be suspended until a solution can be found, but feels the program is important and should be continued. Director Zuber agreed. Director Guttridge thinks the rental prices should be reduced, but at this time there is no agreement with Fischer Mill Supply for cutting prices.

- D. Staff Faucera gave an overview of the Northwoods Nursery Conservation Innovation Grant (CIG) project. The project is behind schedule due to staffing issues at the nursery. To date the 309,000 gallon tank has been installed. Left to install is a distribution line and a line from the second collection point (with a pump) to the storage tank. A letter was sent to Northwoods Nursery informing them that the District had received a letter from the USDA Natural Resources Conservation Service informing us that we are in default due to inactivity of the project. Further discussions with the nursery to resolve the problems are scheduled.
- E. Manager Salzer reported that he and Director Guttridge had met with a commercial realtor recommended by Wells Fargo Bank. The parameters was from Happy Valley to Canby, east of I-205 and within 2 miles of Hwy 99. Our size range is 6,000 to 10,000 square feet. There is not much available in that size range. Director Zuber would like the District to stay in the Oregon City area. The board directed Salzer to keep looking.

## **6 – PERSONNEL –**

- A. Manager Salzer brought forth a request to preapprove the personnel committee to make a decision on hiring project support for the Milk Creek project. Directors Weinberg/Guttridge moved/seconded to approve the personnel committee to make a decision on hiring Milk Creek project. Motion carried unanimously.

## **7 – MANAGEMENT/POLICY –**

- A. Manager Salzer reported a proposed five-year operational agreement will be presented to the board by Kris Homma at the August board meeting. The only change from the previous agreement is use of the administrative space and the space occupied by Jeff Lesh in exchange for the security and phone systems.
- B. Manager Salzer reminded the committee that the annual dinner is on September 18 and proposed the board meeting be held at a later time, so the directors would not have to make two trips to district functions that day. Chair Oberg suggested contacting Laurie Bothwell at the Event Center to see if we could use the meeting room next to the new restroom facility.

Salzer also updated the committee on the septic system program. He and Kim Swan of the Clackamas River Water Providers are working on developing a framework for the program and will meet with WES in the next few weeks to discuss the project.

- C. Manager Salzer asked the board for clarification on his delegated expenditure authority. The committee asked that this be brought to the full board for discussion.

**8 – ROUNDTABLE –**

- A. Director Zuber had completed her fuel reduction project before the high risk fire season arrived. She will be attending the Molalla Farmers Market on Friday. She asked if someone could attend the Colton Farmers Market as she had heard they were struggling.

Zuber commented that the OACD website did not have the November conference information.

- B. Director Guttridge reported that he had finished haying! He will be attending the OACD Executive Board Meeting in St. Helens.
- C. Manager Salzer reported that his wife would be visiting for a week and would be a volunteer at the fair booth.
- D. Director Weinberg reported that Director Lee would be running for her seat on the board this fall.
- E. Chair Oberg encouraged all members to attend the Clackamas County Fair.

**9 – NEXT MEETING /ADJOURN** – The next board meeting will be on August 21, 2012 at 1:00 p.m.

There being no further business, Chair Oberg adjourned the meeting at 2:50 p.m.

Respectfully submitted,



Lisa Kilders  
Assistant Manager

# Voucher Approval List 08/08/2012

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

Clackamas County Department of Finance	August Benefits	4545	8/8/2012	\$ 13,960.39
Comcast	August 2012 DSL for District Network	4546	8/8/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4547	8/8/2012	\$ 573.80
MODOC Investments dba Redside Equities, LLC	August Rent & Utilities	4548	8/8/2012	\$ 7,167.50
Pacific Office Automation	June Copier Expense	4549	8/8/2012	\$ 314.41
Sonitrol	August Monitoring	4550	8/8/2012	\$ 149.00

## Executive Board Authorized Payments:

Subtotal \$ 22,367.00

Total \$ 22,367.00

Approved By Board:

Board Chair



Board Treasurer

