



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

Clackamas County SWCD Executive Committee

DRAFT AGENDA ~ October 3, 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 - Update: September 18, 2012 draft minutes
3	Monthly financials	9:05 Lloyd	A - ACTION: Approve expenditures B - Update: Conservation Fund
4	Non-recurring financials/funding	9:10 Lloyd	A - Update: Annual audit
5	Projects/programs	9:20 Salzer, staff	A - Proposal: POP Club challenge grant B - Update: Milk Creek Project costs C - Update: Council and Market support grants D - Update: Vehicle purchase E - Update: Septic system program F - Update: "OneStop" proposal from County
6	Personnel	9:45 Salzer	A - Proposal: Logo clothing allowance B - Proposal: Employee dinner C - Update: IGA with Clark CD D - Update: Employee contribution to health care
7	Management/policy	10:00 Salzer	A - Update: Manager's delegated authority B - Update: Ledgerwood for OACD session
8	Other?	10:05 Oberg	
9	Adjourn, next meeting	10:20 Oberg	Regular Board meeting October 16, 2012 at 1:00 pm



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 10/16/12

SWCD Executive Committee Meeting Minutes for October 3, 2012

Present:

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

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

1 – CALL TO ORDER - Chair Oberg called the meeting to order at 9:00 a.m., October 3, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Ave, Oregon City, OR. Three amendments were made to the agenda. Mike Weinberg requested that the topic of manager supervision process be added to the agenda. Manager Salzer requested that an update on the tax returns and acquisition of real property be added. The agenda was accepted by consensus.

2 – MINUTES/OLD BUSINESS – The committee agreed to move the minutes forward to the full board for comment and approval.

3 –MONTHLY FINANCIALS–

- A. Staff Lloyd reviewed the authorized recurring expenses. Three charges were unusual. Charges for the printer/photocopier (Pacific Office Automation) exceeded the pre-authorized limit by \$55.98 in August. Also, the OACD conference registration and the WACD/Clark area meeting registration were included in the voucher list as they needed to be paid before the board meeting. Directors Weinberg/Guttridge moved/seconded to approve expenditures as submitted. Motion carried unanimously.
- B. Manager Salzer proposed that the Conservation Fund graph for the new fiscal year be presented at regular board meetings. Updating of the graph is time consuming and the numbers do not change often enough to warrant presentation at both the Executive Committee meeting and the regular Board meeting. There was no objection.

4 – NON-RECURRING FINANCIALS/FUNDING –

- A. Staff Lloyd reported that the annual audit went off without a hitch. We received a clean audit. In the Management Letter it is mentioned that we did not have the footnotes produced by a Municipal CPA. This is the same "ding" that we received with last year's audit. Most small organization rely on the auditor to perform this function, however the auditor is not allowed to be part of the internal control environment, so this results in an internal control finding. Among small to mid-

sized organizations this "ding" is very common and most organizations choose to live with the ding because of the cost of finding a municipal CPA to perform this function. There were a few journal entries made to reclassify expensed equipment to our fixed assets and to record the accumulated depreciation. We also overspent the Conservation Implementation fund by \$5,387, an accounting error because the fund was not set up correctly in the previous budget process. We did not spend money that was not in our account.

- B. The quarterly payroll tax returns for 2010, 2011 and the first two quarters of 2012 were all amended and filed with the IRS. Because we self-reported and corrected, we hope there will be no penalties levied or interest charged.

5 – PROJECTS/PROGRAMS –

- A. Manager Salzer reported that last year the District supported POP Club, a children's program at the Oregon City Farmers Market, with a grant of \$4,000. This program introduces kids to good food and helps them make the connection between farms, farmers, and food. There is a large participation by young children and the program brings increased sales to vendors and draws more families to the Market. Salzer is proposing that this year the District offer a challenge grant for up to \$3,000. This would give the Market an opportunity to raise up to \$6,000. Jackie Hammond-Williams would do a good job marketing the challenge grant. The board agreed by consensus to move this proposal to the full board.

During discussion, it was suggested that some form of training be offered to the smaller markets so they may also become as successful as the Oregon City market.

- B. Staff Rains reported that the District overspent the budget on the Milk Creek project by \$1,596.24. This was due to last minute design changes required because of unknown site conditions. More root wads and rock were needed. Another \$1,665 was spent to excavate a grassed waterway while the contractor was still onsite. This action saved expensive mobilization charges for the large equipment to come back later.
- C. Staff Rains reported that the partner support grant applications have been sent out to all watershed councils and farmers markets in Clackamas County. She noted that the board will need appoint a review committee at the next board meeting. She reviewed the minor changes that were made to the application form before it was sent out. They were mailed and sent electronically on September 21, 2012 and the due date is October 22, 2012.

Board members Don Guttridge, Joan Zuber and Mike Weinberg and staff Lloyd and Rains volunteered to serve on the Farmers Market committee. Director Weinberg will not participate on the Watershed Council partner support committee. Board members Don Guttridge, Joan Zuber and staff Lloyd and Rains volunteered to serve on the Watershed Council support review committee. The committees will meet on October 31, 2012 at 9:00 a.m. at the District office.

- D. Manager Salzer outlined the need for an additional vehicle. He listed the requirements as determined by a survey of staff. These requirements include 4-

wheel drive with the possibility of using chains on the vehicle for employee safety. We received three quotes on the Toyota RAV 4 between \$30,500 and \$32,000. The ORPIN manager will be sending a quote and said that their price would be substantially less. Salzer made the request not to exceed \$31,000. We have budgeted for \$30,000 for a new vehicle.

Director Zuber requested that the staff look into the legality of spider spikes.

The board decided to move the decision to the full board at the next board meeting.

- E. Manger Salzer gave an update on the septic system program. He reported that the District is still in discussion with Water Environment Services (WES) on a program. A meeting within DEQ will be happening in a few days regarding the interpretation of using our Revolving State Fund Loan for septic system repair and replacement. Davis Bacon rules, point vs. nonpoint, and environmental reviews are the issues in question.

Director Weinberg suggested that we limit our program to make an impact on streams and not cover the entire county.

- F. Manager Salzer reported that he had met with Rick Gruen, now with the county economic development department. He proposed a one-stop access to assistance for local farmers wanting to implement conservation practices. He envisioned a virtual hub to assist farmers with finding assistance by agencies.

Salzer had some concerns about branding among the various agencies that would be involved. He worries that it may diminish branding, but stated the concept is sound. There will be more discussions on the topic.

Director Guttridge suggested updating the Navigator, which was used for navigating the county and District systems for assistance.

6 – PERSONNEL –

- A. Manager Salzer put forward a policy written by our legal counsel for District clothing. A committee will select styles and vendor options. Employees will be given the option to participate and will be taxed only on the funds used to purchase district clothing up to \$200 every two years. A survey of employees will be taken to see if they would like to participate in this proposed program.
- B. Staff Kilders proposed an employee dinner for staff, as they had to work serving, clearing and cleaning up after the recent annual dinner. She proposed dinner served family style at a local restaurant in West Linn that promotes local food. Director Zuber suggested that next year the employee dinner be served by board members. Directors Weinberg/Guttridge moved/seconded to approve the expenditure for an employee appreciation dinner at the Allium in West Linn. Motion carried unanimously.
- C. Manager Salzer updated the board on the employment of Doug Fenwick on a part time basis. Fenwick is an employee of Clark Conservation District in Brush Prairie, Washington. His assistance on Milk Creek was very useful and we are anxious to

use his assistance on other projects, 1-2 days per week until the allotted funds are expended or December 31, 2012, whichever comes first.

- D. Staff Lloyd informed the board that open enrollment of medical and dental insurance is coming up for staff. We have not yet received the packets to see if there are any increases. For the last two years the District has paid 90% of premiums and employees have paid 10% of premiums. This has worked well. Directors Guttridge/Zuber moved/seconded to continue the practice of 90% employer/10% employee payment of premiums for medical and dental insurance offered to employees. Motion carried unanimously.
- E. Director Weinberg stated that he wanted to discuss the process of supervising the District Manager as there would be a Personnel Committee meeting after the executive committee meeting to evaluate the Manager. Weinberg stated it may be more appropriate for the District Chair to be the official supervisor of the Manager since the Chair has the most contact with him. Director Guttridge explained that this system had been set up a long time ago.

It was suggested that the Chair and Executive Committee supervise the District Manager. The Personnel Committee should review the Manager's evaluations of personnel and propose personnel policy.

Weinberg suggested that the Personnel Committee could continue with its current duties, but have the District Chair be the supervisor and do the evaluation of the District Manager with input from the Personnel Committee.

Chair Oberg recommended that the duties of the Personnel Committee be left as is and have the Chair be the supervisor of the District Manager. The personnel policy will need to be reviewed and updated to reflect this process.

Weinberg asked that Jan Lee's comments on the District Manager be considered by the Personnel Committee for the Manager's evaluation today.

This topic will be discussed at the next board meeting on October 16, 2012.

7 – MANAGEMENT/POLICY –

- A. Manager Salzer stated that with the press of business related to the Milk Creek project, he was not prepared to present a recommendation on clarifying the Manager's delegated authority for certain expenditures.
- B. Manager Salzer reported that Ray Ledgerwood who was supposed to present "District Management: Whose Job Is It?" at the OACD conference has had to back out of the engagement. The District may still front some money for a speaker if one can be identified in time.

Director Weinberg reported that Director Lee had told him that OACD had the funds to pay for the speaker. Salzer noted this isn't quite what he heard from OACD. Salzer will call Jerry Nicolescu for clarification.

8 – OTHER –

- A. Manager Salzer reported that several months ago he had been instructed to work with the Building Committee to find a place to build an office or rent an office. The Board had commented that they would like the office to be close to the county buildings. He has found a one-acre property in Oregon City that is zoned multi-use commercial right up the street from the current District office. The property has been foreclosed on and has enough space for our current office size and about 30 parking spaces. He proposed that the District make an offer on the property for either demonstration sites and/or an office site. Salzer confirmed with legal counsel that the District is not required to hold real property for any particular length of time before selling. We can buy, make changes and sell if we are so inclined. If we build on the property we would probably be required to install sidewalks. Building costs aren't much different from an urban or a rural/suburban site.

Director Guttridge suggested that the site could be used for an urban demonstration site even if we decided not to locate the office on the property.

Manager Salzer requested authority to place a bid of \$101,500 for the property, cash and earnest money not to exceed \$5,000.

The other site that the Building Committee has visited is a 15-acre farm in Beavercreek hamlet. It has a farmhouse and large ponds for irrigation. The property is fenced and has many outbuildings. The house is not suitable for an office. It is zoned RA2 and would need a conditional use permit and a public hearing to be able to build an office on the site.

The board discussed options to buy both and finance half of the Beavercreek property. Part of the property could be leased to a farmer.

Directors Weinberg/Guttridge moved/seconded to authorize an offer of \$101,500 on the Oregon City property. Motion carried unanimously.

A supplemental budget hearing will be required to spend the funds for the property. The hearing will be held on the board meeting day, October 16, 2012 at 12:30 p.m. Notice of the hearing will be published for the required length of time.

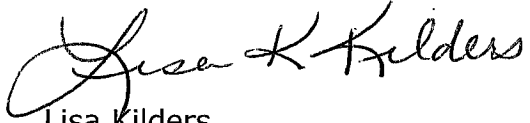
Before the October 16th meeting we will look for a buyers agent for help in future real estate acquisitions.

- B. Director Zuber announced that she is leaving October 9 and will be back on October 16. She has also been elected to Executive Council of the Mazamas.
- C. Director Guttridge announced that the Lower Willamette Basin will be meeting on October 18, 2012 from 7:00 p.m. to 8:30 p.m. here at the District office.

9 – NEXT MEETING /ADJOURN – The next board meeting will be on October 16, 2012 at 1:00 p.m. The public hearing for the supplemental budget will be on October 16, 2012 at 12:30 p.m. immediately before the board meeting.

There being no further business, Chair Oberg adjourned the meeting at 11:50 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Lisa Kilders". The signature is written in a cursive style with a large, looping initial "L".

Lisa Kilders
Assistant Manager

Voucher Approval List 10/03/2012

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


AT&T	October Cell Phone Service	4626	10/3/2012	\$ 189.34
Clackamas County Department of Finance	October Benefits	4627	10/3/2012	\$ 13,962.59
Comcast	October 2012 DSL for District Network	4629	10/3/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4630	10/3/2012	\$ 571.54
MODOC Investments dba Redside Equities, LLC	October Rent & Utilities	4631	10/3/2012	\$ 7,167.50
Pacific Office Automation	August Copier Expense	4633	10/3/2012	\$ 455.98 **
Sonitrol	October Monitoring	4634	10/3/2012	\$ 149.00
			Subtotal	\$ 22,697.85


**Exceeds our \$400 Resolution No. 2012-001 authorization.

Executive Board Authorized Payments:

OACD	November Registration Fees for Board Members & 2 Staff	4632	10/3/2012	\$ 1,650.00
Clark SWCD	October Annual Meeting Registration Fee - T Salzer	4628	10/3/2012	\$ 15.00
			Total	\$ 24,362.85

Approved By Board:


 Board Chair


 Board Treasurer