



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 11/20/12

### SWCD Board Meeting Minutes for October 16, 2012

#### **Present:**

**Directors:** Ron Oberg (Chair), Mike Weinberg (Vice Chair), Don Guttridge (Treasurer), Jan Lee, Jesse Nelson

**Associate Directors:** Roger Fantz, Janiece Miller

**Staff:** Jeremy Baker, Lisa Kilders, Clair Klock, Marlene Lloyd, Eann Rains, Tom Salzer

**Partners:** Kris Homma

**Guests:** Jackie Hammond-Williams, Richard Winkel

#### **1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/ PUBLIC COMMENT**

Chair Oberg called the meeting to order at 1:00 p.m. on Tuesday, October 16, 2012 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City. Two changes were proposed for the agenda. If time allows, Kris Homma will present Equal Employment Opportunity and Civil Rights training. Also, if time allows, Janiece Miller would like to discuss exotic animals. The agenda was accepted by consensus.

#### **2 – MINUTES AND OLD BUSINESS**

- A. Minutes from the September 18, 2012 board meeting were presented. Directors Lee/Guttridge moved/seconded to accept the minutes for the September 18, 2012 Board meeting as presented. Motion carried unanimously.
- B. Minutes from the October 3, 2012 Executive Committee meeting were presented. Directors Weinberg/Guttridge moved/seconded to accept the minutes for the October 3, 2012 executive committee meeting as presented. Motion carried unanimously.

#### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd gave an overview of the financial reports  
Directors Guttridge/Nelson moved/seconded to accept the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd also presented the voucher approval list. She noted that the Pacific Office Automation charges exceeded the amount pre-approved this month and OACD registration was due before the board meeting so the Executive Committee had

approved those expenditures on October 3. She also noted that the large check to Aquatic Contracting LLC was for the Milk Creek project.

Directors Weinberg/Guttridge moved/seconded to approve the voucher list as presented. Motion carried unanimously.

- C. Staff Lloyd reviewed the Conservation Fund expenditures. Commitments and expenditures have increased and are substantially more than at the same time last year.

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

- A. Directors Guttridge/Weinberg moved/seconded to approve 2012-003 Resolution to Adopt a Supplemental Budget and Make Appropriations for Fiscal Year 2012-2013. A public hearing was held this morning to allow citizen input on the proposed supplemental budget. Motion carried unanimously.

- B. CPA Richard Winkel gave an overview of the annual audit. He reported that after completing the audit he issued an unqualified opinion, which means the district had a clean audit.

Directors Weinberg/Guttridge moved/seconded to accept the annual audit as presented. Motion carried unanimously.

#### **5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS**

- A. Manager Salzer explained that last year the District provided \$1,000 in support for the 2012 Tree School. This year the staff recommends we continue this same level of financial support for the 2013 Tree School.

Directors Lee/Guttridge moved/seconded to provide funding in the amount of \$1,000 to support Tree School. Motion carried unanimously.

- B. The market manager for the Oregon City Farmers Market, Jackie Hammond-Williams, gave a presentation on their Power of Produce Club (POP Club) program that has been bringing children ages 5-12 and their families to the market for the past year and a half. This highly successful program creates for the kids the link between farms and their food. This year 1,245 kids have registered to participate in the program.

Last year the District gave \$4,000 to support the POP program. This year Manager Salzer proposed that the District issue a challenge grant for up to \$3,000. The district will match donations, dollar for dollar, up to a cumulative total of \$3,000. The market manager would assist in marketing the program. This grant could garner \$6,000 in support for the POP Club program, 50% more than we provided last year.

Directors Weinberg/Lee moved/seconded to approve a challenge grant in the amount of up to \$3,000 for the Oregon City Farmers Market POP Club. Motion carried unanimously.

- C. Manager Salzer reviewed the potential vehicle makes and models that would fill the needs of the District staff. Two vehicles rose to the top of the list: the Subaru Forester

and the Toyota RAV4. He noted that the Oregon Procurement Information Network had a state contract for Toyota, but not for Subaru. Since the District belongs to the network, we can piggyback on a state contract and take advantage of lower prices.

Director Lee noted that the board should start to let the manager make these kind of decisions.

Directors Lee/Weinberg moved/seconded to approve the purchase of a vehicle of the manager's choice. Motion carried unanimously.

- D. Manager Salzer reported that the speaker scheduled to lead the directors and manager's session at the Oregon Association of Conservation Districts (OACD) annual meeting had cancelled. Salzer is assisting OACD in putting together this session and recommends retired professor of geography Jim Huckabay as a replacement speaker. Salzer requested approval to commit an amount not to exceed \$2,200 to secure the speaker. OACD should backfill all or part of this expense, but the funds are needed to get a commitment from Huckabay.

Directors Weinberg/Guttridge moved/seconded to approve the cost of securing a speaker for OACD in an amount not to exceed \$2,200. Motion carried unanimously.

- E. Manager Salzer described a property that had paddocks next to a creek. The District is proposing the installation of a heavy use area to keep runoff from the stream. The amount for the project is \$12,800 in a grant plus loan (75% grant and 25% loan). This amount exceeds Manager Salzer's \$10,000 expenditure authority.

Directors Guttridge/Weinberg moved/seconded to approve the grant plus loan for the heavy use area, not to exceed \$15,000. Motion carried unanimously.

- F. Manager Salzer reported that the construction phase of the Milk Creek project is completed. There are still planting and weed control tasks left to complete. NRCS staff from around the northwest who have toured the site are saying that it is a great project.
- G. Manager Salzer also reported that the Conservation Actions and Tracking System (CATS) database contract has been signed and the first meeting went well. A second meeting had to be cancelled due to a death in the family; however, the project is still on track.
- H. Salzer noted that the watershed council and farmers market partner support applications had been sent out and are due back by October 22, 2012. During the Executive Committee meeting, several directors volunteered to serve on the review committee. Directors Guttridge, Weinberg and Zuber with staff Lloyd and Rains will serve on the farmers market review committee.

Director Lee volunteered to serve on the watershed council committee in place of Director Weinberg. The watershed council committee will consist of Directors Guttridge, Lee and Zuber with staff Lloyd and Rains. They will meet to review applications on October 31 at 9:00 a.m. A recommendation on funding will be brought to the November 20, 2012 board meeting.

## 6– PERSONNEL

- A. Manager Salzer discussed the need for logo clothing to boost employee morale and provide a more professional look for District staff and board when working with the public. He had requested that legal counsel draft a policy on a logo clothing program for staff and board. If staff or board members choose to participate, they would be taxed only on the amount of dollars used, up to \$200 per person every other year. Staff recommends adoption of Resolution 2012-004: A Resolution Establishing A Policy For District Apparel.

Directors Guttridge/Weinberg moved/seconded to adopt Resolution 2012-004: A Resolution Establishing A Policy For District Apparel as presented. Motion carried unanimously.

- B. Director Guttridge reported that the Personnel Committee met after the October 3, 2012 Executive Committee meeting to complete the evaluation of Manager Salzer. The committee feels that Manager Salzer is doing a good job and they are positive about how things are going in the District. The Personnel Committee is not recommending a raise, but instead recommending a \$3,000 performance bonus.

It was decided that the manager evaluation will be scheduled in September or October of each year, after all the budget and other annual tasks are completed.

Directors Lee/Guttridge moved/seconded to approve a bonus for Manager Salzer in the amount of \$3,000 to be awarded in his next pay check. Motion carried unanimously.

In addition to the manager evaluation, a discussion was held on the supervision of the manager position. Officially, the chair of the Personnel Committee has been the supervisor for the District Manager, but Director Weinberg felt that the District Manager had more direct contact with the Chair of the Board. Weinberg proposed that the Board Chair be the direct day-to-day supervisor of the District Manager. At evaluation time, the Board Chair should work with the Personnel Committee Chair to develop the manager's evaluation to be reviewed by the Personnel Committee.

Directors Weinberg/Lee moved/seconded to modify the personnel policy on District Manager supervision to reflect that the Board Chair is to supervise the District Manager and will evaluate the District Manager in coordination with the Personnel Committee Chair. Motion carried unanimously.

- C. Staff Kilders reported that an employee dinner had been scheduled as approved by the Executive Committee. The dinner will be at The Allium restaurant in West Linn. This restaurant promotes and uses locally grown and raised food. Staff and spouses will attend the dinner on Tuesday, October 23, 2012.

## 7.– MANAGEMENT REPORT

- A. Manager Salzer proposed a meeting of staff and directors to revisit the District's goals so we can evaluate where the District program is headed. This will be considered a special meeting as we will have a quorum of the board present. The meeting will be on

November 27, 2012 from 8 to noon at the District office. The proposal was accepted without dissent.

- B. Manager Salzer reminded the board that they are required to hold an annual meeting to present the approved annual audit. It was decided to hold the annual meeting before the December 18, 2012 regular board meeting. A holiday potluck will be held at noon. The annual meeting will begin at 1:00 p.m. and the regular board meeting will be called to order at 1:15 p.m. All events will be held at the District office.
- C. Staff Kilders updated the board on reservations and registration for the upcoming OACD meeting in Eugene. Registration and room reservations . Kilders requested that board members and staff attending bring the hotel receipts back for Staff Lloyd.

## **8 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

- A. Director Weinberg reported that the Board of Districts meets at the OACD conference. In the past he has been the representative for Clackamas SWCD, but we need to appoint a representative annually.

Directors Guttridge/Nelson moved/seconded to appoint Director Weinberg to represent Clackamas Soil and Water Conservation District at the Board of Districts meeting in Eugene at the OACD conference. Motion carried unanimously.

- B. Director Weinberg reported that he had discussed the representation of the District on the Clackamas River Basin Council (CRBC). Currently our representative is Lowell Hanna. Mr. Hanna is an associate member, but has not been active with the District this past year. Since Director Weinberg regularly attends the CRBC meetings he proposes that he fill the representative position.

Directors Guttridge/Nelson moved/seconded to appoint Director Weinberg to represent Clackamas Soil and Water Conservation District on the Clackamas River Basin Council. Motion carried unanimously. Manager Salzer will write a letter to the Director of CRBC regarding the change in representation.

- C. Kris Homma of the USDA Natural Resources Conservation Service presented Equal Employment Opportunity/Civil Rights training to the Board and staff attending.

Homma also reported that she had attended a technical advisory meeting for the Pudding River Watershed Council. This advisory council assists the Pudding River Watershed Council in looking for possible projects.

- D. Director reports:

- 1) Director Lee reported that Deschutes County SWCD is very appreciative for the funding that Clackamas County SWCD requested be awarded to Deschutes SWCD who is experiencing financial difficulties.

She also encouraged District board members who run for election take advantage of the voter's pamphlet to get the District name out to the voting public.

She also reminded the board that a basin chair will need to be appointed this year.

- 2) Director Guttridge reported that Marion and Yamhill SWCDs would be holding their annual dinner/meetings the next day. He planned to attend the Marion event. He also announced that the Lower Willamette Basin meeting would be held at the District office on Thursday October 18, 2012 from 7:00 to 8:30 p.m.
- 3) Staff Baker thanked Director Nelson for assisting in the moving and storage on his property of the equipment from the Equipment Rental Program.
- 4) Associate Director Miller reported that she is concerned about feral pigs that are showing up in Clackamas County. She had a discussion with a staff member of the Oregon Department of Fish and Wildlife about the problem.  
  
She also reported that a judge had ruled that the contested placement of a compost facility on Redland Road was not acceptable.
- 5) Manager Salzer reported that he and Staff Baker had received six requests for the six-foot no-till drill in the last two weeks. The equipment is not currently available, but he is wondering if the reported usage of this particular piece of farm equipment may be less than actual usage. He is interested in exploring options to get the equipment rental program up and running again.

#### **ADJOURN and NEXT MEETING**

There will be no Executive committee meeting in November.

The partner support committees will meet at 9:00 a.m. on October 31, 2012 at the District office.

The November Board meeting will be held on November 20, 2012. The Board meeting will convene at 1:00 p.m. at the District Office.

The meeting to revisit goals with Board and District Staff will be on November 27 from 8:00 a.m. to noon at the District Office.

The Personnel Committee will meet in November, the date to be set by the Personnel Committee Chair Guttridge.

There being no further business, the meeting was adjourned at 2:57 p.m.

Respectfully submitted,

Lisa Kilders, Assistant Manager