



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 12/18/12

SWCD Board Meeting Minutes for November 20, 2012

Present:

Directors: Ron Oberg (Chair), Joan Zuber (Secretary), Don Guttridge (Treasurer), Jan Lee, Jesse Nelson

Associate Directors: Janiece Miller

Staff: Jeremy Baker, Marlene Lloyd, Eann Rains, Tom Salzer

Partners: Kris Homma (NRCS)

Guests: Eileen Eakins, Robin Harrower, PK Melethil, Ray Liere, Raymond Rendleman

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

With a quorum present, Chair Oberg called the meeting to order at 1:07 p.m. on Tuesday, November 20, 2012 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Manager Salzer reminded the Board they need to annual review three statutes: ORS 198 on Special Districts, ORS 244 on Government Ethics, and ORS 568 on Soil and Water Conservation. Copies of these statutes are included in the back of the meeting binders provided to Directors.

The agenda was accepted by consensus. Attendees introduced themselves.

2 – MINUTES AND OLD BUSINESS

A. Minutes from the October 16, 2012 regular board meeting were presented. Directors Lee/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.

B. Minutes from the November 13, 2012 special board meeting were presented. Directors Guttridge/Nelson moved/seconded to accept the minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

A. Staff Lloyd gave an overview of the financial reports.

Directors Lee/Guttridge moved/seconded to accept the financial reports as presented. Motion carried unanimously.

- B. Staff Lloyd also presented the voucher approval list. The District's purchase of a new vehicle as previously approved is included in this report. Also, the District's annual rent increase starts this month. Lloyd reported that 13 payments are for conservation practices (Conservation Fund) totaling \$35,422.

Director Zuber stated that she wanted to acknowledge publicly that the voucher list includes a cost-share payment that she will be receiving for a conservation practice she recently installed on her property.

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

- C. Staff Rains reviewed the Conservation Fund expenditures. Commitments and expenditures continue to occur at a greater rate than last year. Staff Rains noted that there is revenue coming into the Conservation Fund from grants and other sources to cover some of those expenditures.

EXECUTIVE SESSION

At 1:22 pm, Chair Oberg called for an executive session to meet with counsel to consider information or records that are exempt by law from public inspection, as allowed by ORS 192.660(2)(f). Attorney Eakins and Manager Salzer were asked to confer with the Board. As a representative of news media, Mr. Rendleman also attended. The Board returned to regular session at 1:55 pm.

GUESTS

Before proceeding with the agenda, Chair Oberg asked guests if they would like to address the Board of Directors. Guests spoke about their interest in being considered as associate directors.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Staff Rains presented the recommendations of the grant review committee for grants in support of farmers markets and watershed councils. Directors Lee/Guttridge moved/seconded to approve the recommendations of the committee as presented. Following discussion, the motion carried unanimously.
- B. Manager Salzer described the positive benefits of utilizing Clark Conservation District's engineering technician through the District's intergovernmental agreement (IGA) with Clark CD. At the December 18th regular meeting of the Board, he will present for approval an amendment to the IGA to extend it to June 30, 2013.
- C. Manager Salzer updated the Board on the purchase of the property at 314 Pleasant Avenue. That purchase closed on November 13, 2012. Effective November 14th, the Special Districts Association of Oregon began providing liability insurance on that parcel. Several urgent actions will be proposed in December, including contracting with a surveyor to mark the corners of the parcel, demolishing the existing buildings and removing a hazard tree.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer updated the Board on the rapid progress made installing a heavy use area that was approved for funding at last month's regular Board meeting.
- B. Staff Reische updated the Board on the status of the work completed for the Milk Creek project, and described future actions including planting of native trees and shrubs.
- C. Staff Reische presented slides about a potential project to remove a fish passage barrier on Corral Creek. The District will be applying for grant funding to help cover the cost of removing an old dam and restoring habitat.

6 – PERSONNEL

- A. Personnel Committee Chair Guttridge informed the Board that one employee had requested an extension of unpaid medical leave through March 31, 2013. If approved, the District would continue to cover 90% of the medical and dental insurance premiums for the insurance package selected by the employee. Directors Guttridge/Zuber moved/seconded to approve unpaid medical leave for Staff Klock through March 31, 2013, including paying 90% of his medical and dental insurance program premiums. Motion carried unanimously.
- B. Manager Salzer gave a brief explanation regarding a resolution that was passed at the October 16th Board meeting which allows the District to purchase logo clothing for staff and Board members, up to \$200.00 every two years, as a taxable benefit on a voluntary basis. The resolution includes appointing a District clothing committee, made up of at least two Board members and an equal number of employees. Directors Guttridge/Lee moved/seconded to form and appoint a clothing committee. Motion carried unanimously. Directors Lee and Nelson volunteered to serve, and Manager Salzer volunteered himself and Staff Lloyd to serve on the committee.

7 – MANAGEMENT REPORT

- A. Manager Salzer briefly discussed activities that have occurred since the last meeting of the Board. He announced that CCSWCD Cooperators of the Year Jim and Mary Toops were recognized as the statewide District Cooperators of the Year at the recent annual conference of the Oregon Association of Conservation Districts (OACD). Manager Salzer also announced that CCSWCD was given the Oregon USDA Natural Resources Conservation Service Partner of the Year award at the OACD conference.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

Kris Homma informed the Board that the EQIP application deadline had been extended to December 21, 2012. She described the kinds of applications received to date.

Associate Director Miller noted an immature bald eagle had been visiting her home. She also noted that work at Hagg Lake had impacted the Tualatin River in a good way.

Director Lee noted the recent annual conference of the Oregon Association of Conservation Districts was quite successful. The annual meeting of the National Association of Conservation Districts will be

during the last week of January in San Antonio. Also, there will be a Natural Resources Day on March 19, 2013 in the Capitol rotunda in Salem.

Director Zuber asked if anyone had watched the PBS special on the Dust Bowl. She thanked Manager Salzer for providing information on permeable pavement at high elevation sites, such as parking lots at ski areas. Zuber informed the Board she had been elected to the executive council of the Mazamas. Zuber is also the president of the Federation of Western Outdoor Clubs.

Director Guttridge informed the Board that four directors and three staff received training at the Oregon Association of Conservation Districts meeting. He reminded directors that annual training will be provided at the Special Districts Association of Oregon annual meeting in February.

Manager Salzer congratulated the Directors who ran for office and were elected. He also reported that he received an email from the manager of the Oregon City Farmers Market informing him that last week a farmer made a donation of \$1,000 to support POP Club, as a direct result of CCSWCD's challenge grant.

Chair Oberg reported that he attended a 4-H recognition event recently, which was attended by over 300 people. He also reported that the District may be installing a weather station at the Clackamas County Event Center (fairground), which will be of use to people who plan to attend the fair.

ADJOURN and NEXT MEETING

There will be a special meeting from 8 am to noon on November 27, 2012 to revisit District goals, programs, and services.

A meeting of the Executive Committee will be held at 8:00 am on December 5, 2012.

A seasonal potluck will be held for directors, associate directors, and employees at noon on December 18, 2012, in the District office.

The District will hold its annual meeting at 1:00 pm on December 18, 2012 in the District's conference room. The Board's regular meeting will begin at 1:15 pm.

There being no further business, the meeting was adjourned at 3:10 pm.

Respectfully submitted,

Tom Salzer, Manager

Voucher Approval List 11/20/2012

| VENDOR NAME: | MEMO: | Check No. | DATE: | AMOUNT PAID: |
|--------------|-------|-----------|-------|--------------|
|--------------|-------|-----------|-------|--------------|

Recurring Expenses Authorized for Payment by Resolution 2012-001:

| | | | | |
|---|--|------|-----------|---------------------|
| AT&T | Monthly Cell Phone Service | 4672 | 11/1/2012 | \$ 190.20 |
| Clackamas County Department of Finance | November Benefits | 4673 | 11/1/2012 | \$ 13,962.59 |
| Comcast | Monthly DSL Service for District Network | 4674 | 11/1/2012 | \$ 201.90 |
| Integra Telecom | Payment for District's monthly Telecom Service | 4675 | 11/1/2012 | \$ 568.60 |
| MODOC Investments dba Redside Equities, LLC | November Rent & Utilities | 4676 | 11/1/2012 | \$ 7,359.41 ** |
| Pacific Office Automation | September Copier Expense | 4677 | 11/1/2012 | \$ 306.61 |
| Sonitrol | November Monitoring | 4679 | 11/1/2012 | \$ 149.00 |
| | Subtotal | | | \$ 22,738.31 |

**November Rent Increase per Lease of \$191.91/month.

October Board Authorized Payment(s):

| | | | | |
|-------------------------|--|------|------------|---------------------|
| Ron Tonkin Toyota Scion | Purchase 2012 Toyota RAV4 District Vehicle | 4678 | 11/1/2012 | \$ 25,960.00 |
| Oregon DMV | Vehicle Registration 2012 Toyota RAV4 | 4671 | 10/18/2012 | \$ 303.00 |
| | Total | | | \$ 49,001.31 |


Board Approved Expenses:

| | | | | |
|--------------------------------------|---|------|------------|-------------|
| A & L Western Agricultural Labs, Inc | Basic Soil Tests for two Landowners | 4680 | 11/20/2012 | \$ 36.00 |
| AT&T | District Cell Phone Services | 4681 | 11/20/2012 | \$ 190.21 |
| B & B Print Source | 500 Weed Watch Guide Booklets | 4682 | 11/20/2012 | \$ 1,701.50 |
| Black Box Network Services | IT Services | 4683 | 11/20/2012 | \$ 208.50 |
| Canby Ford | Windshield Wipers for Escape & F-150 | 4684 | 11/20/2012 | \$ 59.37 |
| Canby Herald | Farmers Salute Ad in October | 4685 | 11/20/2012 | \$ 50.00 |
| Canby School District | Canby High School Salmon Watch Field Trip | 4686 | 11/20/2012 | \$ 404.72 |
| Clark Conservation District | Milk Creek Restoration Project & Other Engineering Tech Service | 4687 | 11/20/2012 | \$ 3,724.54 |
| DOG 1213-007 | DOG Recipient | 4688 | 11/20/2012 | \$ 5,064.60 |
| Donald Guttridge | September/October Expense Reimb | 4689 | 11/20/2012 | \$ 238.48 |
| Eann Rains | October Expense Reimb | 4690 | 11.20.2012 | \$ 22.25 |
| Eileen Eakins, LLC | October Legal Services | 4691 | 11/20/2012 | \$ 1,512.00 |
| Erik Carr | October Expense Reimb | 4692 | 11/20/2012 | \$ 57.88 |
| Forests Forever, Inc. | Tree School 2013 Platinum Supporter | 4693 | 11/20/2012 | \$ 1,000.00 |

| | | | | | |
|----------------------------------|--|------|------------|-----------|-------------------|
| Franco Reforestation | Contracted Services - WeedWise EDRR | 4694 | 11/20/2012 | \$ | 7,305.23 |
| ING - State of Oregon Plan | November 5 Employer & Employee OGSP Contributions | 4695 | 11/20/2012 | \$ | 7,990.82 |
| J Franco Reforestation | Herbicide WeedWise Treatments on various properties | 4696 | 11/20/2012 | \$ | 4,173.98 |
| Jenne Reische | Oct Mileage Reimbursement | 4697 | 11/20/2012 | \$ | 96.57 |
| Jeremy Baker | Oct-Nov Expense Reimbursement | 4698 | 11/20/2012 | \$ | 262.03 |
| Joan Zuber | October Expense Reimbursement | 4699 | 11/20/2012 | \$ | 99.60 |
| DOG 1213-006 | DOG Recipient | 4699 | 11/20/2012 | \$ | 603.69 |
| Johnson Creek Watershed Council | Weed Work on Creek Care Grant | 4700 | 11/20/2012 | \$ | 808.00 |
| Marlene Loyd | October Exp Reimb | 4701 | 11/20/2012 | \$ | 16.66 |
| Minuteman Press | Map; Rain garden Postcards | 4702 | 11/20/2012 | \$ | 172.85 |
| NACD | 2013 Membership Dues | 4703 | 11/20/2012 | \$ | 775.00 |
| OACD | Toops Cooperator Recognition OACD Conference Banquet | 4704 | 11/20/2012 | \$ | 130.00 |
| Oregon City Signs | Decals and installation on vehicles | 4705 | 11/20/2012 | \$ | 470.00 |
| Oregon Department of Agriculture | S Leiringer Registration for Oregon Inter Noxious Weed Symposium | 4706 | 11/20/2012 | \$ | 145.00 |
| Pacific Office Furnishings | Office Furniture 5 Chairs | 4707 | 11/20/2012 | \$ | 789.60 |
| Pitney Bowes | Postage | 4708 | 11/20/2012 | \$ | 519.99 |
| G+L 1213-002 | G+L 1213-002 Recipient | 4709 | 11/20/2012 | \$ | 4,502.00 |
| DOG 1214-005 | DOG Recipient | 4710 | 11/20/2012 | \$ | 3,817.44 |
| Richardson Group IT, Inc | SonicWALL & Kaspersky Security Subscriptions 1-year | 4711 | 11/20/2012 | \$ | 1,156.40 |
| Sound Native Plants | Weed & Vegetation Surveys and Monitoring | 4712 | 11/20/2012 | \$ | 2,250.00 |
| The Oregonian | Ad: Supplemental Budget Hearing October 16 | 4713 | 11/20/2012 | \$ | 236.80 |
| DOG 1015-005 & DOG 1214-001 | DOG Recipient | 4714 | 11/20/2012 | \$ | 1,731.77 |
| Voyager Fleet System | October Fuel for District Vehicles | 4715 | 11/20/2012 | \$ | 433.32 |
| Wells Fargo | Various Expenses | 4716 | 11/20/2012 | \$ | 4,341.82 |
| | Board Approved Subtotal | | | \$ | 57,098.62 |
| | Total October Payments | | | \$ | 106,099.93 |

Building Fund
 Fidelity National Title Company of Oregon
 Property Purchase 314 Pleasant Ave., Oregon City, OR
 Wire Transfer 11/13/2012 \$ 102,418.61

Approved By Board:

Board Chair 
 Board Treasurer 