



CLACKAMAS COUNTY

## Soil and Water Conservation District

APPROVED 12/18/12

### **SWCD Executive Committee Meeting Minutes** for December 5, 2012

#### **Present:**

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

**Staff:** Lisa Kilders, Marlene Lloyd, Tom Salzer

**1 – CALL TO ORDER** - Chair Oberg called the meeting to order at 8:05 a.m., December 5, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Ave, Oregon City, OR. The agenda was accepted as presented.

**2 – MINUTES/OLD BUSINESS** – There were no changes to the draft minutes for the November 20, 2012 regular board meeting. The committee agreed to move the minutes forward to the full board for review and approval.

There were no changes to the draft minutes for the November 27, 2012 special board meeting. The committee agreed to move the minutes forward to the full board for review and approval.

#### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd reviewed the recurring expenses. There were no unusual charges, but the Integra Telecom bill has increased by \$20/month. The company completed an internal audit and found that we had not been charged the monthly caller ID fee. We will not be charged for past fees, but we will be charged this fee moving forward. Staff recommends that we increase the maximum amount pre-authorized for pay for this monthly bill. Directors Guttridge/Weinberg moved/seconded to increase the monthly, preapproved charge for Integra Telecom to an amount not to exceed \$650. Motion carried unanimously.

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

- A. Staff Lloyd reported that a second safety deposit box is needed to secure vehicle titles and the deed to 314 Pleasant Avenue. Our first safe deposit box holds computer back-up tapes. She obtained a new box at the Oregon City branch of Wells Fargo for \$75/year, and the bank will require two of three signatories to access the box. Chair Ron Oberg, Treasurer Don Guttridge, and Manager Tom Salzer are the three people authorized to access the new box.

## **5 – PROJECTS/PROGRAMS**

- A. Manager Salzer updated the executive committee on the request he will make to the full board for authority to spend money out of the Building Reserve Fund to survey property corners, demolish the existing structures, contract with an independent arborist, and hire a crew to remove brush. He will need to get competitive bids for the work.

A Request For Qualifications is required to hire licensed professionals before a price is requested for the project. He also noted that the Local Contracting Board will need to update their procurement rules.

- B. Salzer also told the board that the property next door to the Pleasant Avenue parcel may be for sale. He was given permission to ask our realtor to inquire about this property.
- C. Salzer stated that he will be developing a briefing for the board and recommend that the farm property that the building committee visited be put on the back burner while the board considers what they want to do with the Pleasant Avenue property.
- D. Manager Salzer and Staff Kilders have been meeting with Water Environment Services (WES) and Clackamas River Water Providers (CRWP) to discuss a possible on-site septic system program. CRWP has received funding for an educational program to protect drinking water from failing on-site septic systems. They have developed a database that shows areas where system failures are highly possible. We are working with them to offer workshops to educate homeowners on maintenance and operation of these septic systems. Under consideration are incentives including a \$100 vouchers toward septic system pump out service and updating of septic information at the county. Salzer will take the voucher/education project to the board for their input.
- E. Salzer updated the board on a funding commitment he made to SOLV for weed control and native planting along Rinearson Creek. The commitment was for \$3,320.

## **6 – PERSONNEL**

- A. Manager Salzer stated that it is cold and flu season and he encourages staff to use their sick leave and stay home if they contract an illness.
- B. The logo clothing committee has chosen four possible vendors for our logo clothing. The committee includes Jesse Nelson, Jan Lee, Marlene Lloyd, and Tom Salzer.
- C. Manager Salzer will attend the Clark Conservation District meeting in Vancouver to request an extension of our personnel contract for the services of Doug Fenwick.

Doug is working out very well as a part time technician. Our staff enjoy working with him and he has been very productive.

## **7 – MANAGEMENT/POLICY**

- A. Manager Salzer created a summary report of the “Review of Goals” meeting with staff and the board that was sent to the Committee for their review. This report was developed to make the information more usable and easier to read.

Salzer will be using the information gathered at this session to develop a draft five-year plan for the board to consider.

## **8 – OTHER**

- A. Chair Oberg recommended that the folks who are interested in becoming associate board members write a letter of interest and attend several meetings. The board will then make the appointments of Associate Directors.
- B. It was agreed that Associate Director Janiece Miller will be given time at the next board meeting to report on a meeting of the Stafford Community Planning Organization (CPO).

**9 – NEXT MEETING /ADJOURN** – The next board meeting will be the District’s Annual meeting on December 18, 2012 at 1:00 p.m. The regular board meeting will immediately follow the annual meeting.

A holiday potluck will start at noon on December 18, 2012.

There being no further business, Chair Oberg adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Lisa Kilders  
Assistant Manager

# Voucher Approval List 12/05/2012

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

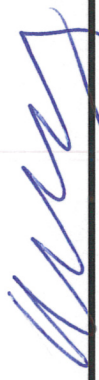
VENDOR NAME	MEMO	Check Number	DATE	AMOUNT PAID
Clackamas County Department of Finance	December Benefits	4717	12/5/2012	\$ 13,962.59
Comcast	Monthly DSL Service for District Network	4718	12/5/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4719	12/5.2012	\$ 610.33 **
MODOC Investments dba Redside Equities, LLC	December Rent & Utilities	4720	12/5/2012	\$ 7,359.41
Pacific Office Automation	October Copier Expense	4721	12.5/2012	\$ 302.34
Sonitrol	December Monitoring	4722	12/5/2012	\$ 149.00
<b>Subtotal</b>				<b>\$ 22,585.57</b>

\*\*Over the \$600 Authorized amount.

### December Board Authorized Payment(s):

Total \$ 22,585.57

Approved By Board:

Board Chair   
 Board Treasurer 