



CLACKAMAS COUNTY

## Soil and Water Conservation District

APPROVED 2/12/13

### ***SWCD Board Meeting Minutes for January 15, 2013***

#### **Present:**

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

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

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

**Partners:** Kris Homma (NRCS)

**Guests:** Jeff Becker, Jill Bonanno, Matt Clark, Noah Jenkins, Susan Hansen, Beverlee Koutny, Danny McGinley, PK Melethil, John Persell

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

Vice Chair Weinberg called the meeting to order at 1:00 p.m. on Tuesday, January 15, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Vice Chair Weinberg administered the oath of office to directors Jan Lee, Jesse Nelson, and Ron Oberg.

Vice Chair Weinberg handed the meeting over the Chair Oberg. Associate Director Miller requested time to give a report on the Stafford Hamlet meeting. Treasurer Guttridge requested time to appoint a budget officer. Director Zuber asked that Susan Hansen be given time after the Pudding River Watershed Council presentation rather than giving public comment at the beginning of the meeting.

The modified agenda was accepted without objection.

#### ***2 – MINUTES AND OLD BUSINESS***

- A. Minutes from the December 18, 2012 annual meeting were presented. Directors Guttridge/Lee moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the December 18, 2012 regular board meeting were presented. Director Guttridge pointed out one spelling mistake. Directors Lee/Weinberg moved/seconded to accept the minutes as corrected. Motion carried unanimously.
- C. Manager Salzer explained to the board that the minutes from January 2011 showed a motion to appoint two associate members but no vote was recorded. He remembers that the motion was passed unanimously and asked the board if they too remembered this vote. Salzer recommended the board correct the meeting minutes for January 2011. Directors Guttridge/Weinberg moved/seconded to correct the minutes from the January 2011 board meeting to reflect a unanimous vote to appoint Lowell Hanna and Roger Fantz as Associate Directors. Motion carried unanimously.

### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd presented the regular monthly balance sheet and the profit-and-loss statement, plus a six-month budget-to-actual report.

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

- B. Staff Lloyd presented the voucher list for approval.

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

- C. Staff Lloyd reviewed the summary of Conservation Fund commitments and expenditures.

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

- A. Danny McGinley from Redside presented a lease renewal proposal for the District's office space. Terms offered were \$6,589/month for a five year lease. Monthly operating expenses would be waived for the first year of the new five-year term. McGinley also proposed that the District consider purchasing the building. Directors Weinberg/Guttridge moved/seconded to table the discussion. Motion carried unanimously. The board scheduled a special meeting for January 25, 2013, at 8:00 am in the District office to discuss our office lease.

- B. Matt Clark, Noah Jenkins and Jill Bonanno of Johnson Creek Watershed Council presented a proposal for funding a riparian shade project along tributaries in the upper Johnson Creek watershed. Their goal is 80% shade. Director Lee proposed a funding offer of \$15,000 for the project as the District has already given JCWC \$10,000 for riparian planting maintenance in the CreekCare program. It was suggested that the grant proposal to East Multnomah SWCD would be strengthened if the Clackamas SWCD funding were secure. The Clackamas funding maybe contingent on JCWC receiving funding from East Multnomah SWCD.

Directors Zuber/Guttridge moved/seconded to table the discussion until the February meeting when a staff recommendation would be presented. Motion passed unanimously.

- C. Staff Lloyd explained that recurring bills from two companies, Integra Telecom and Pacific Office Automation, will increase due to new charges or increased fees. The result will be invoices that exceed the amount previously pre-approved by resolution for payment each month. Staff recommends adopting a revised resolution authorizing payment of recurring expenses. Lloyd asked that the monthly telephone service for the District with Integra Telecom be increased to an amount not to exceed \$700 in any one calendar month, and that monthly charges for copying and printing in the District office through our Pacific Office Automation agreement be increased to an amount not to exceed \$500 in any one calendar month. This is an increase of \$100 per month for each company. As proposed, resolution 2013-001 would become effective January 1, 2013 and would expire at the end of the 2014 fiscal year.

Directors Weinberg/Lee moved/seconded to approve Resolution 2013-001 Resolution Authorizing Payment of Recurring Expenses as presented. Motion passed unanimously.

- D. Staff Lloyd reported that she, Manager Salzer, and our SDAO insurance agent reviewed the current insurance coverage for the District and found that we were under insured. The District is working with more people, investing more funds in on-the-ground actions, using more contractors, and we have another vehicle.

Manager Salzer authorized increasing insurance coverage, and this resulted in additional premium cost. The premium for property coverage increased by \$427, the premium for general liability coverage increased by \$1,792, the premium for automobiles increased by \$671, and the premium for miscellaneous coverage increased by \$374. Our total premium is \$7,447.

- E. Lloyd reported that the Vendor 1099 forms for 2012 would be mailed by the end of January. Those receiving more than \$600 in payment from the District will receive the form.
- F. Lloyd also reported that with the New Year payroll changes the deductions for social security, medical premiums, and federal income tax withholding had all increased. Employees will be receiving smaller paychecks than last year.
- G. Manager Salzer presented a letter from the Mid Willamette Watershed Alliance (MWWA) stating that the organization is continuing as the fiscal agent for the Pudding River Watershed Council (PRWC). The MWWA also sent their transaction report for the PRWC from January 2000 through December 2012 outlining the expenditure of funds received from the Aurora Litigation settlement.

Bev Koutny (Chair of the Pudding River Watershed Council) and John Persell (Coordinator) gave a presentation to the board providing answers to many of the questions that the board asked of the council. The PRWC reiterated their request for the District board to reconsider their decision not to award the PRWC a partner support grant.

Susan Hansen of the Molalla Prairie Hamlet stated that she believed the District should not provide public funds to the PRWC.

Directors Lee/Zuber moved/seconded to postpone the PRWC funding reconsideration request until the District's fall 2013 application submission time. Motion passed unanimously.

Director Lee asked that Manager Salzer attend the PRWC annual meeting.

- H. Manager Salzer reported that he posted a notice on the District website asking for people who are interested in participating in our budget process to contact the District. Three budget committee positions expired last year. Of the three he has heard that one person is not interested in being reappointed, one is interested in reappointment, and one has not yet been contacted. Budget Committee appointments need to be made by the March meeting.

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

- A. Director Guttridge pointed out that a budget officer needed to be appointed for our budget process. Directors Weinberg/Guttridge moved/seconded to appoint Manager Salzer as budget officer for the 2013-2014 budget. Motion carried unanimously.
- B. Associate Director Miller reported on discussions at the recent Stafford Hamlet meeting. Hamlet members are concerned about environmental problems they believe will result from a proposed composting operation. Legal appeals have been filed.

Miller requested the District donate funds to the Stafford Hamlet to help them with legal fees. Director Lee noted that the legislature has removed authority for SWCDs to be involved in land use issues. Manager Salzer stated that the District has not to his knowledge, donated funds to a municipality or quasi-governmental organization.

- C. Manager Salzer gave a brief update on the Milk Creek project. The District will be planting 8,000 native trees and shrubs over the next couple of months at Milk Creek.
- D. Staff members Reische and Fenwick are working on the proposed Corral Creek dam removal project. They are gearing up for a cultural resources survey and working on permit applications. A grant application was submitted to American Rivers.
- E. The District is finalizing specifications and a budget for Delano Farms where we are looking to install 3,000 feet of livestock exclusion fence, as well as several nose pumps for off-channel watering.
- F. We are working with the owner of 100 acres of forestland in Colton and the owner of a large parcel of potential oak savanna in Molalla. In both cases, regeneration after commercial harvest has been poor, and the owners are interested in restoring oak or mixed forest assemblages.
- G. An aerated compost facility and an associated heavy use area for a local horse stable is completed and we are entering the loan repayment phase.
- H. Staff Rains has audited the contractor insurance compliance for the Early Detection Rapid Response WeedWise program. Several contractors were found to have not kept their insurance requirements current. The District will only work with the contractors that meet the requirements specified in the signed contracts.
- I. Staff Kilders reported that the Oregon City Farmers Market (OCFM) succeeded in meeting the \$3,000 challenge grant offered by the District. A check to the OCFM Power of Produce Club was included in the voucher list authorized earlier in this meeting. That means the program has a total of \$6,000 to carry them into – and hopefully through – the summer.
- J. Manager Salzer pointed out the completion of the North Clackamas Christian School rain garden. Photos were including in the board’s briefing memo.

## 6 – PERSONNEL

- A. Manager Salzer presented draft Associate Director Guidelines. These were first adopted in 1997, and Staff Kilders has improved the guidelines by including a flowchart illustrating how to become an associate director. Director Guttridge pointed out that the Associate Directors may not be covered under the errors and omissions insurance because they are not in a voting position. However, they are covered under our tort liability insurance. Directors Lee/Weinberg moved/seconded to adopt the Associate Director Guidelines as presented. Motion carried unanimously.

Manager Salzer noted that the terms for Associate Directors Lowell Hanna, Roger Fantz, Janiece Miller, and Jim Toops are expiring. Three of those associates have expressed interest in being reappointed. One associate has not been in contact with the District for several months.

Directors Guttridge/Zuber moved/seconded to reappoint the Roger Fantz, Janiece Miller, and Jim Toops for another two-year term as associate directors. Motion carried unanimously.

Clackamas County citizens Robin Harrower, PK Melethil, and Jeff Becker have expressed interest in being appointed as associate directors. They have each attended at least two meetings and have submitted letters of interest. Directors Lee/Guttridge moved/seconded to appoint Robin Harrower, PK Melethil, and Jeff Becker as associate directors. Motion carried unanimously.

- B. Manager Salzer announced that training for new directors will be offered by the Oregon Department of Agriculture. One of the sessions will be held on March 14, 2013 in Salem. A schedule of sessions was passed out in the board packets. If you prefer to view a webinar instead of travel, then the Salem



session and the Madras session on February 28 are available for viewing. Please contact Tom if you are interested in a webinar.

- C. Director Guttridge explained that at the District planning meeting at the end of November there was interest in expanding the WeedWise program. An opportunity has presented itself to do this. Director Guttridge proposed moving Jeff Lesh from a 30-hour-a-week employee in our WeedWise program to a 40-hour-a-week regular employee, working four 10-hour days per week. Directors Weinberg/Guttridge moved/seconded to make Jeff Lesh a regular full-time employee of the Clackamas County Soil and Water Conservation District WeedWise program. Motion carried unanimously.
- D. Manager Salzer reported that the annual performance reviews were in progress.

## **7 – MANAGEMENT REPORT**

- A. Manager Salzer had nothing more to report.

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

Kris Homma, USDA Natural Resources Conservation Service, reported that they had received 27 signups for the Environmental Quality Incentive Program (EQIP). Ten applications were for forestry, three for seasonal high tunnels, two for energy efficiency, two for certified organic, two for transitioning to certified organic, four for water quality improvements and one for fish habitat. The remainder will be submitted for the next deadline.

Director Zuber reported that an appeal against the Timberline mountain bike park decision had been submitted. The appeal cited environmental concerns.

Director Lee announced that dues notices for the Oregon Association of Conservation Districts (OACD) are in the mail to Districts. She said that this year the notice included an option for Districts to make an additional donation.

Director Weinberg announced that he regrets to inform the Board of his decision to resign his board position, probably in March or April. He has enjoyed the time he served on the District board and is very proud of how far the organization has come over the years. He noted that he was the District representative on the Clackamas River Basin Council (CRBC) board and that CRBC has requested that his replacement have an agricultural background.

Chair Oberg thanked Director Weinberg for his service and asked the other board members to start thinking about who they would like to propose be appointed to fill the remainder of Director Weinberg's term. Associate Director Miller stated that she would like to be considered for the position.

Director Guttridge mentioned that the Springwater Grange play performances would be on March 15, 16 and 17, 2013.

Associate Director Becker thanked the board for his appointment and for the POP Club challenge grant award.

Staff Rains reported that the District is spending money for on-the-ground conservation projects as quickly as possible.

Associate Director Melethil thanked the board for his appointment and said he is best contacted by e-mail.

Staff Kilders announced that the Northwest Ag Show would be on January 28-31, 2013. She also reported that the Clackamas Watershed macroinvertebrate sampling report was completed and will be on the website soon.

She also mentioned that anyone wishing to attend Tree School contact her with their registration information and she will make a group reservation.

**ADJOURN and NEXT MEETING**

A special meeting of the board will be on January 25, 2013 at 8:00 a.m. The topic will be the District office lease and budget calendar approval.

The next regular board meeting will be February 12, 2013 at 1:00 p.m. at the District office.

The March board meeting will be on March 20, 2013 at 1:00 p.m. at the District office.

(Note that due to schedule conflicts, these two meeting are not scheduled for the third Tuesday as is normal for Board meetings.)

There being no further business, Chair Oberg adjourned the meeting at 3:45 pm.

Respectfully submitted,



Lisa Kilders  
Assistant District Manager

# Voucher Approval List 01/15/2013

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2011-002:

Clackamas County Department of Finance	January Benefits	4778	1/3/2013	\$ 14,981.54
Comcast	December 2011 DSL for District Network	4779	1/3/2013	\$ 211.90
Integra Telecom	Payment for District's monthly Telephone Service	4780	1/3/2013	\$ 603.98 *
MODOC Investments dba Redside Equities, LLC	January Rent & Utilities	4781	1/3/2013	\$ 7,359.41
Pacific Automation	November Copier Expense	4782	1/3/2013	\$ 321.62
Sonitrol	January Monitoring	4783	1/3/2013	\$ 149.00
*Over the \$600 Authorized amount				\$ 23,627.45

## Board Approved Expenses:

ABR Inc.	Macroinvertebrate Data Analysis (ODA Grant)	4784	1/18/2013	\$ 2,135.75
ARCOSA	Clair Klock Membership Dues	4785	1/18/2013	\$ 25.00
Atkinson Memorial Church	Cooperator Assistance signage for Rain Garden	4786	1/18/2013	\$ 742.81
Canby Herald	Wilsonville Connection Ad - Urban Conservation	4787	1/18/2013	\$ 300.00
Clackamas County Department of Finance	County Parks & Forest DOG-1013-001, OWEB 12-10-003	4788	1/18/2013	\$ 858.76
Clark Conservation District	November Engineer Technician Services	4789	1/18/2013	\$ 1,540.77
Eileen Eakins, LLC	Legal Services	4790	1/18/2013	\$ 504.00
Erik Carr	December Mileage Reimbursement	4791	1/18/2013	\$ 18.87
ING - State of Oregon Plan	December OGSP Contribution - Employer & Employee	4792	1/18/2013	\$ 7,039.52
Joan Zuber	Dec Expense Reimbursement	4793	1/18/2013	\$ 99.60
Water Quality Small Grant Recipient	WQSG 1213-001	4794	1/18/2013	\$ 1,345.58
Marlene Lloyd	Dec Mileage Reimb; Office Supplies	4795	1/18/2013	\$ 32.08
Michael Weinberg	Nov OACD Exp Reimb; Mileage Reimb	4796	1/18/2013	\$ 47.10
Minuteman Press	Printing	4797	1/18/2013	\$ 39.68
OACD	Annual Dues for 2013	4798	1/18/2013	\$ 5,000.00
Oregon City Farmers Market	POP Club Challenge Grant 2012-2013	4799	1/18/2013	\$ 3,000.00
Rhoda Givens	Dec Exp Reimb; District Vehicle Car Washes	4800	1/18/2013	\$ 71.11
Soil and Water Conservation Society	Clair Klock Membership Renewal	4801	1/18/2013	\$ 90.00
Special Districts Association of Oregon	2013 Annual General Liability/Auto/Property Insurance	4802	1/18/2013	\$ 7,447.00
OWEB Small Grant Recipient	OWEB SG 12-10-005	4803	1/18/2013	\$ 1,560.00

The Oregonian  
DOG Grant Recipient  
Voyager  
Wells Fargo Business Card

16 Week Subscription  
DOG 1214-001  
December Fuel for District Vehicles  
Various December Expenses

4804  
4805  
4806  
4807

1/18/2013 \$ 89.60  
1/18/2013 \$ 618.75  
1/18/2013 \$ 253.81  
1/18/2013 \$ 3,342.00

**Board Approved Subtotal \$ 36,201.79**

Total January Payments \$ 59,829.24

Approved By Board:

Board Chair

Board Treasurer

