



CLACKAMAS COUNTY

Soil and Water Conservation District

APPROVED 3/20/13

SWCD Board Meeting Minutes for February 12, 2013

Present:

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

Associate Directors: Roger Fantz, P. K. Melethil, Janiece Miller

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

Partners: Kris Homma (NRCS)

Guests: Lowell Hanna

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

Chair Oberg called the meeting to order with a quorum present at 1:00 p.m. on Tuesday, February 12, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

No changes were made to the proposed agenda.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the January 15, 2013 regular board meeting were presented. Directors Lee/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the January 25, 2013 special board meeting were presented. Director Weinberg made two corrections. Directors Weinberg/Guttridge moved/seconded to accept the minutes as corrected. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the regular monthly balance sheet and the profit-and-loss statement, plus a budget-to-actual report. The statement from Citizen's Bank had not arrived before the financial reports were sent to the board, so the board will wait until next month to approve the corrected financial reports.
- B. Staff Lloyd presented the voucher list for approval. Expenses totaled \$65,468.15 on check numbers 4808 through 4840 with no gaps in the number sequence.
Directors Guttridge/Lee 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

Joan Zuber arrived at 1:25 p.m., and P.K. Melethil arrived at 1:32 p.m.

- A. Manager Salzer updated the board on the budget committee status. Jeff Becker, Mike Dillard, and Jim Toops confirmed they are willing to continue to serve their terms on the committee. Former members that are willing to be reappointed are John Borden and Rennie Squire. Dave Albrecht (treasurer of the Clackamas River Basin Council) was suggested as a possible addition to the committee, and Salzer confirmed his interest and availability.

Directors Guttridge/Weinberg moved/seconded to appoint Dave Albrecht and reappoint John Borden and Rennie Squire to three-year terms on the Clackamas County Soil and Water Conservation District budget committee. Motion carried unanimously.

- B. Manager Salzer reviewed the second amendment to the District lease for office space. The first lease was signed in 2008, and the first amendment was signed in 2009. The current lease expires in 2014. The second amendment to the lease included every item the board had requested plus an additional clause that will allow property tax savings to be passed through to the District (the District may be able to qualify for an exemption from property tax).

Directors Guttridge/Weinberg moved/seconded to approve the second amendment to the lease from MODOC Investments dated February 11, 2013 and authorize Chair Oberg to sign the amendment. Motion passed unanimously.

- C. Manager Salzer reviewed the information that the board had requested regarding the Johnson Creek Watershed Council project/grant proposal presented at the January board meeting.

Directors Lee/Guttridge moved/seconded to commit support to the Johnson Creek Watershed Council riparian planting project for an amount not to exceed \$15,000. The funds must be used for plantings on properties within the Clackamas County border. The support is renewable for a second and third year if adequate progress is made toward the goal and in consideration of other funding. Motion passed unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

Kris Homma arrived at 2:25 p.m.

- A. Manager Salzer gave an overview of the District Needs survey results received from board members and staff. He noted that where there was general agreement between staff and board, continued discussion was probably not necessary. Discussion followed on questions where responses were ambiguous or where there was lack of agreement between the two groups.

The board agreed by consensus with the following conclusions developed from the survey results:

- The current office facility does not meet our long-term needs for housing staff and educating citizens.
- The current office facility probably does not support our long-term needs to support public meetings of the Board of Directors.
- Vehicle parking is not sufficient for customers and Board directors.
- The District should occupy a facility that demonstrates green building practices and technologies.
- The District should have enough property to allow future expansion and to demonstrate conservation practices to customers.

- The District office should be located near population centers and SHOULD PROBABLY be easily accessible from major highways.
- The District does have an important role in helping to educate the public about conservation needs and solutions.

Although no formal action was taken, consensus was reached on the following points during discussion:

- We do not need to build a large facility like an event center.
- The District should look at a larger parcel first rather than a small parcel.

6 – PERSONNEL and BOARD

- A. Lowell Hanna stated that he was interested in continuing as an associate director. Directors Guttridge/Zuber moved/seconded to appoint Lowell Hanna as Associate Director. Motion carried unanimously.
- B. Director Weinberg brought to the board the question of the amount and number of scholarships the District would offer this year, so the scholarship committee could proceed. Discussion was held on the proper amount for the District to offer.
- Directors Lee/Weinberg moved/seconded to authorize the District to offer two scholarships at \$2,000 each for the 2013-2014 school year. Directors Lee, Nelson, Weinberg, and Zuber agreed. Director Guttridge opposed. Motion carried.
- Due to Director Weinberg's plans to leave the District in the near future he felt it would be best to appoint a replacement for him on the Scholarship Committee. Chair Oberg appointed Jesse Nelson to the scholarship committee.
- C. Director Guttridge announced that the personnel committee would meet following the adjournment of the board meeting.

7 – MANAGEMENT REPORT

- A. Manager Salzer gave an overview of the Oregon Department of Agriculture's new initiatives to focus resources, the scope of work proposal and the Strategic Implementation Area test runs. The Clackamas County Soil and Water Conservation District is being considered as a test run area.

As a test run area, the District would be listed as a resource on and involved in developing outreach materials. There is an off chance that some landowners could take this the wrong way and feel we are involved in compliance. Our District has/or could have the capacity to handle the increased workload that this project could create.

Agricultural associations, watershed councils and other organizations would be signing on as partners in this project.

Directors Lee/Zuber moved/seconded to authorize Manager Salzer to proceed with the Strategic Implementation Area project. Motion carried unanimously.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- Director Lee handed out information on Natural Resources Day at the Capitol, March 19, 2013. She encouraged board members to attend and interact with our elected officials.
- Director Lee also encouraged board members to attend the director training offered by ODA.

- Director Guttridge mentioned that the Springwater Grange play performances would be on March 15-17 and March 22, 2013. The annual pie auction will be next Friday.
- Manager Salzer proposed that Director Weinberg not resign his board position until after the budget has been approved in May, even if he has to participate by telephone for a few meetings. Director Weinberg agreed.
- Staff Kilders reported that the NW Ag Show booth went very well.
- Associate Director Hanna thanked the board for reappointing him to Associate Director.
- Associate Director Miller asked how often we offer support funds to farmers markets. She reported that the hearings officer approve the S&H Logging request to locate a composting facility in the Stafford Hamlet. An appeal has/or will be filed.
- Kris Homma, USDA Natural Resources Conservation Service, reported the local work group was looking to target a focus area. This aligns with what ODA is doing with the Strategic Implementation Area.

ADJOURN and NEXT MEETING

- The Executive Committee will meet on Wednesday, March 6, 2013 at 9:00 a.m. at the District office.
- The next regular board meeting will be on a Wednesday, March 20 2013 at 1:00 p.m. at the District office. (Note: due to scheduling conflicts with the Natural Resources Day at the Capitol on March 19, the District meeting is shifted from Tuesday, March 19 to Wednesday, March 20.)

There being no further business, Chair Oberg adjourned the meeting at 3:15 pm.

Respectfully submitted,



Lisa Kilders,
Assistant District Manager

Voucher Approval List 02/12/2013

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2013-001:

AT&T	January Cell Phone Services	4808	2/1/2013	\$ 187.20
Clackamas County Department of Finance	February Benefits	4809	2/1/2013	\$ 14,981.54
Comcast	January/February DSL for District Network	4810	2/1/2013	\$ 58.04
Integra Telecom	Payment for District's monthly Telephone Service	4811	2/1/2013	\$ 593.37
MODOC Investments dba Redside Equities, LLC	February Rent & Utilities	4812	2/1/2013	\$ 7,359.41
Pacific Automation	December Copier Expense	4813	2/1/2013	\$ 325.48
Sonitrol	February Monitoring	4814	2/1/2013	\$ 149.00
	Subtotal			\$ 23,654.04

Board Approved Expenses:


1 day Signs	Weather Banner for NW Ag Show	4815	2/12/2013	\$ 127.50
ABR Inc.	Macroinvertebrate Data Analysis (ODA Grant)	4816	2/12/2013	\$ 3,099.47
Ad Specialties of Oregon NW, Inc.	150 Wooden Pasture Sticks	4817	2/12/2013	\$ 581.60
Black Box Network Services	Repair our Telephone System	4818	2/12/2013	\$ 268.00
Clark Conservation District	December Engineer Technician Services	4819	2/12/2013	\$ 1,380.63
Community Newspapers	1 year Subscription - Sandy Post	4820	2/12/2013	\$ 26.00
Community Newspapers	1 year Subscription - Estacada News	4820	2/12/2013	\$ 28.00
Community Newspapers	1 year Subscription - Clackamas Review	4820	2/12/2013	\$ 26.00
Community Newspapers	1 year Subscription - West Linn Tidings	4820	2/12/2013	\$ 34.00
Community Newspapers	1 year Subscription - Lake Oswego Review	4820	2/12/2013	\$ 34.00
Don Guttridge	December Board Member Expenses	4821	2/12/2013	\$ 149.55
Ecumenical Ministries of Oregon/INEC	Business Sponsorship for Earth Care Summit - Erik Carr	4822	2/12/2013	\$ 125.00
Eileen Eakins, LLC	Legal Services	4823	2/12/2013	\$ 612.00
Friends of Trees	PSC 1214-001 Contracted Services	4824	2/12/2013	\$ 6,408.36
H2Oregon	Bottled Water for Board Room	4825	2/12/2013	\$ 22.00
In-Situ Inc	Repair Water Meter Probe	4826	2/12/2013	\$ 1,353.05
J Franco Reforestation	Herbicide Treatments	4827	2/12/2013	\$ 10,393.26
Jenne Reische	January Expense Reimbursement	4828	2/12/2013	\$ 40.36
Jeremy Baker	January Mileage Reimb	4829	2/12/2013	\$ 144.07
Jillian Lamont & Associates	Data Base Contracted Services	4830	2/12/2013	\$ 3,932.50

Joan Zuber	January Expense Reimbursement; Tree School	4831	2/12/2013	\$	145.96
Johnson Creek Watershed Council	JCWC CreekCare MOA	4832	2/12/2013	\$	3,732.21
Grant + Loan Recipient	G + L 1213-002	4833	2/12/2013	\$	281.26
Minuteman Press	Printing	4834	2/12/2013	\$	254.69
North Clackamas Christian School	WQSG 1213-002	4835	2/12/2013	\$	4,333.50
North Clackamas Parks & Rec District	DOG 1013-001; OWEB 12-10-003	4836	2/12/2013	\$	2,883.87
Oregon City Signs	General District and Urban Display Boards	4837	2/12/2013	\$	185.00
Oregon Department of Agriculture	Pesticide Applicator License for J Lesh	4838	2/12/2013	\$	72.50
Staples	Mailing Supplies	4839	2/12/2013	\$	83.53
DOG Grant Recipient	DOG 1214-001	4840	2/12/2013	\$	1,056.24

Board Approved Subtotal \$ 41,814.11

Total January Payments \$ 65,468.15

Approved By Board:

Board Chair 

Board Treasurer 