



CLACKAMAS COUNTY

Soil and Water Conservation District

APPROVED 3/20/13

SWCD Executive Committee Meeting Minutes for March 6, 2013

Present:

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

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

1 – CALL TO ORDER - Chair Oberg called the meeting to order at 9:02 a.m., March 6, 2013 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 –

- A. Director Guttridge pointed out a spelling mistake on the February 12, 2013 draft regular board meeting minutes. Manager Salzer made an administrative addition to the minutes noting the total amount of the expenditures, and the associated range of check numbers. The committee agreed to move the corrected minutes forward to the full board for review and approval.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the recurring expenses on the voucher list. Expenses totaled \$36,463.55 on check numbers 4841 through 4851. Lloyd noted that there was an increase in the rent amount of \$197.68 that was charged to the District. She has a phone call into Redside to clarify the reason for the adjustment. Additional bills are included that are beyond the normal recurring bills. These additional payments are due to the change in the February regular board meeting and Staff Lloyd's vacation. Directors Guttridge/Zuber moved/seconded to approve the voucher list as presented. Motion carried unanimously.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Manager Salzer reported that fraudulent charges were found on the District credit card assigned to Clair Klock. The problem with the card in no way reflects badly on Klock, someone just got ahold of the card number. The card has been cancelled according to bank procedure. Salzer recommends that the card be reissued with Staff Faucera's name on the card. Faucera is often required to purchase computer parts at Fry's and since Fry's does not accept a credit card that does not have the purchaser's name on it, Tom is required to accompany Faucera on these trips. A card with Staff Faucera's name would be much more efficient. The bank requires a letter signed by two board members in order to make this change. Directors Weinberg/Guttridge moved/seconded to approve the reissued credit card be assigned to Jason Faucera. Motion carried unanimously.

B. Manager Salzer, who is also the Budget Officer, is required to develop the proposed budget under the direction of the governing body. So he went through a list of some of the starting assumptions before getting too far into the budgeting process.

- a. **Revenue** - The County gave the District a verbal estimate that our tax revenue may increase by 3%. Therefore Salzer proposes estimating tax revenue at 3% more than for fiscal year 2012-2013.
- b. **Staffing** - Salzer proposes maintaining current staffing in 2013-2014. This level includes the administrative assistant, as if filled, changing staff total from 12 to 13, with one position reduced to 50%.
- c. **Salary adjustment** - Salzer proposes a broader set of merit raises for more staff than last year. Last year the budget committee agreed to use the CPI number as the starting point for the cost of living adjustment. This year the CPI is 2.0%. Salzer recommends the budget committee starts the conversation at 3%. There was discussion of the Social Security deduction adjustment that occurred in January.
- d. **Other operating expenses** - The opportunity of property tax savings on our monthly rent may not go into effect until next fiscal year as it took Oregon City Planning two years to get their tax exemption. Salzer proposes not to include these tax savings in our 2013-2014 budget.

There will be increases in fuel costs this fiscal year as the price of gas goes up and the district has 4 vehicles to budget for this year as opposed to 3 vehicles last fiscal year.

Our contract with Google will be renewed in 2013 for \$5,000. This contract expires in 3 years.

The rate we pay our auditor increases slightly this year. Our contract with the auditor expires in 2016 at which time we will do another Request For Proposals to procure audit services.

Manager Salzer spoke with Clark Conservation District about continuing the arrangement to pay Clark for Doug Fenwick's time to work in Clackamas County. Clark Conservation District is happy with the arrangement.

Only four of the weed management contracts are in use at the moment, due to contractors allowing a lapse in insurance coverage. All weed management contractor contracts expire in December 2013.

Manager Salzer is assuming the same amount for the building reserve fund as in last fiscal year.

Salzer is building focus group expenses into this coming budget. He is also budgeting for a land acquisition program and a habitat rental program.

5 – PROJECTS/PROGRAMS

- A. The representative from the Oregon Department of Fish and Wildlife (ODFW) that had tentatively scheduled to talk to the executive committee about the Willamette Wildlife Mitigation program had to cancel.
- B. Manager Salzer updated the executive committee on a property near Molalla that has good habitat and extensive cultural resources. There is development pressure and a desire of the landowners not to leave the property to their children. They want it protected from development. The ODFW proposed the landowners take advantage of a program that uses Bonneville Power Administration funds to purchase the property and then the deed to the property is given to a care-taker organization. The board discussed ramifications of the District being the deed holder. One consideration is the issue of taking property off of the tax role. A conservation easement is a different type of protection for landowners. Anything the district does must be considered on a parcel by parcel basis.

Salzer was given tentative go ahead to look at a 100 acre property with streams, including Milk Creek, that the landowners wants to do habitat restoration. The surrounding property has good habitat.

Another property, 30 acres, has been logged and replanted, but the new trees are not doing well. The status of the land according to Oregon Department of Forestry is suitable for oak not fir. They recommend oak restoration, not production on this property. The landowner has approached the District for assistance. The District would want to have an easement on the property before investing time and funds in a restoration project.

These are opportunities to apply conservation to a large area and actually make a difference.

- C. Staff Rains reported that the District may have the opportunity to do a conservation loan for an advanced no-till drill. She was interested in what the executive committee thought about loaning money for rolling stock. Another possibility that was suggested was to purchase the drill out right and then set up a lease to own arrangement with the producer. Maintenance costs would have to be included in the lease payments. Insurance would also need to be investigated.
- D. Staff Kilders reported on the successful focus group meeting that was held at the end of February. This group included two nursery growers and two Christmas producers. District staff discussed agricultural water quality rules and the inability to show progress by agriculture to improve water quality. We discussed what type of program or practices that growers may be willing to implement. We talked about delivery of program information. We receive good input and advice. A program will be built from this input. The focus group agreed to give input on the program before we roll it out to growers in our focus area.

6 – PERSONNEL

- A. Manager Salzer reported that OCEAN CONNECT statewide training for district employees will be held April 24-26. All staff will be attending except for Jason Faucera.

7 – MANAGEMENT/POLICY

- A. Manager Salzer reminded the board that ODA's Director Trainings continue throughout the state. The District will open our conference room to broadcast the webinar on March 14, 2013 from 5-9 p.m. All board members are encouraged to attend one of the training opportunities. Director Nelson linked from his home during the first webinar.

8– OTHER

- A. Manager Salzer shared with the executive committee three pieces of mail: One was a letter of appreciation from a scholarship recipient. The second was a letter of thanks from the Oregon City Farmers Market thanking the District for the Challenge Grant. The third was a newsletter from the Tualatin Soil and Water Conservation District in which they listed us as a partner in their successful pesticide round-up. Salzer noted that since the summer of 2007, the district has been a partner in 5 pesticide collection events removing 115,000 pounds of pesticide from watersheds in the area.
- B. Salzer was happy to tell the board that the county assessor's office was now referring landowners interested in a wildlife tax deferral to our office for a wildlife habitat plan.
- C. Staff Kilders announced that the District was sponsoring a pesticide round-up this June targeting producers in the Clackamas River watershed.
- D. Director Zuber reported that the mountain bike park on Mt. Hood had been approved through the Forest Service. An appeal was filed, but now a law suit is in the works to stop the construction of the mountain bike park.
- E. Director Weinberg proposed that instead of waiting to resign his position and participating in the budget process remotely, he will resign immediately. This will allow the board the freedom to appoint a replacement director before the budget committee process begins. The committee agreed.

9 – NEXT MEETING /ADJOURN – The next regular board meeting will be March 20, 2013 at 1:00 p.m.

There being no further business, Chair Oberg adjourned the meeting at 10:42 a.m.

Respectfully submitted,



Lisa Kilders
Assistant Manager

Voucher Approval List 03/06/2013

VENDOR NAME:	MEMO:	Check Numbe	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2013-001:

AT&T	February Cell Phone Services	4841	3/6/2013	\$ 191.55
Clackamas County Department of Finance	March Benefits	4842	3/6/2013	\$ 14,981.54
Comcast	February/March DSL for District Network	4843	3/6/2013	\$ 121.90
Integra Telecom	Payment for District's monthly Telephone Service	4845	3/6/2013	\$ 598.11
MODOC Investments dba Redside Equities, LLC	March Rent & Utilities	4846	3/6/2013	\$ 7,641.82
Pacific Automation	January Copier Expense	4847	3/6/2013	\$ 358.06
Sonitrol	March Monitoring	4848	3/6/2013	\$ 149.00
	Subtotal			\$ 24,041.98

Additional Payments Authorized by Board

ING - State of Oregon Plan	457b Employer & Employee Contributions for Feb 5 payroll	4844	3/6/2013	\$ 7,517.36
SDAO	Additional 2012 Auto Insurance Premium for adding Toyota RAV4 to our fleet.	4849	3/6/2013	\$ 128.00
Voyager	Dec/January Fuel for District Vehicles	4850	3/6/2013	\$ 186.44
Wells Fargo	Variety of January Expenses	4851	3/6/2013	\$ 4,589.77
	Total			\$ 36,463.55

Approved By Board:

Board Chair



Board Treasurer

