



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 5/21/13

### ***SWCD Board Meeting Minutes for April 16, 2013***

#### **Present:**

**Directors:** Roger Fantz, Don Guttridge (Treasurer), Jesse Nelson, Ron Oberg (Chair)

**Associate Directors:** Robin Harrower, PK Melethil, Janiece Miller

**Staff:** Jeremy Baker, Erik Carr, Lisa Kilders, Marlene Lloyd, Eann Rains, Tom Salzer

**Partners:** Kris Homma (NRCS)

**Guests:** Danny McGinley

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

Chair Oberg called the meeting to order with a quorum present at 1:02 p.m. on Tuesday, April 16, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

The agenda was accepted with no changes by consensus.

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

- A. Minutes from the March 20, 2013 regular board meeting were presented. Directors Guttridge/Nelson moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the April 3, 2013 special board meeting were presented. Directors Guttridge/Fantz moved/seconded to accept the minutes as presented. Motion carried unanimously.

#### ***3 – MONTHLY FINANCIALS***

- A. Staff Lloyd presented the March financial reports. Directors Guttridge/Nelson moved/seconded to approve the March financial report. Motion carried unanimously.
- B. Staff Lloyd presented the voucher list for approval. Expenses totaled \$69,429.18 on check numbers 4886 through 4925 with no gaps in the number sequence. There were three unusual expenses: \$750 deposit for the Clackamas County Fair booth, \$10,000 to Clackamas River Water Providers for the Septic Pump and Inspection Rebate program approved in December, 2012, and \$1,050 to Yamhill SWCD for native plants left over from their plant sale.  
Directors Guttridge/Fantz moved/seconded to approve the April voucher list as presented. Motion carried unanimously.
- C. Manager Salzer reviewed the summary of Conservation Fund commitments and expenditures.

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

- A. Manager Salzer presented for signature the new district policy for direct payment of the purchasing card, as approved by the board in March. This policy is to be used only in emergency to avoid a late payment fee. To use the policy requires approval of the board treasurer or board chair and the District manager.

Manager Salzer gave an update on the development of the budget for fiscal year 2013-2014. The District is on track for the upcoming budget committee meeting scheduled for May 1, 2013.

Guest Danny McGinley arrived at 1:30 p.m.

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

- A. Staff Kilders reported on the septic system maintenance and operation workshop that was held on April 9, 2013 in Happy Valley. The District partnered with Clackamas River Water Providers, Clackamas County and Oregon Department of Environmental Quality to offer this workshop. Fifteen homeowners attended and from that presentation, three applications have been received for the septic system pump-out and inspection rebate program. Another workshop will be held in October at the Estacada library.
- B. Manager Salzer reported that the back-up offer that the District made on a 15 acre property in Beaver Creek was probably moot as the sale of that property to another party was moving along smoothly. Salzer recommended that the Building Committee meet soon. Director Guttridge requested that Director Nelson be appointed to the Building Committee. Director Nelson affirmed that he was interested and Chair Oberg officially appointed him to the building committee.

Manager Salzer reported that no Request for Qualifications was required to hire a surveyor for the Pleasant Avenue property because the cost should be under \$50,000. Director Fantz inquired if the District had contacted parties other than Redside for assisting in property planning. Salzer responded that he had worked with four realtors, but none were very responsive.

- C. Manager Salzer announced that the District was awarded a \$10,000 grant from American Rivers for the dam removal on Corral Creek. Oregon Department of Fish and Wildlife has also offered to assist in funding the project. Currently we are in the permitting phase of the project.
- D. The Conservation Actions Tracking System database development is moving forward. Salzer and staff Faucera are testing the system and having the developer rework some of the user screens and programming. Salzer has extended the contract to June 30 with no increase in cost.
- E. Staff Carr gave a presentation on the urban conservation program.

Director Guttridge left the meeting, 1:40 p.m., resulting in the loss of a quorum of the board.

#### **6.– PERSONNEL and BOARD**

- A. Manager Salzer reported that the District hired a summer intern to work on the water quality sampling program. His name is Chris Conrad. He will also be working with Clackamas River Water this summer on the *E. coli* DNA source identification project in the Clackamas River.
- B. Salzer updated the board on the search for an administrative assistant. The position has been advertised and the closing date for applications is April 24, 2013.

#### **7 – MANAGEMENT REPORT**

- A. Manager Salzer reported that the Oregon Department of Agriculture (ODA) had moved up the deadline for the Annual Plan of Work document required for ODA Local Management Agency funding. ODA

changed the deadline date get the funding out to Districts quicker. The Annual Plan of Work document requires board approval; therefore, a special board meeting has been scheduled before the May 1 Budget Committee meeting to approve the document.

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

- C. Kris Homma of the USDA Natural Resources Conservation Service (NRCS) reported that the third Environmental Quality Incentive Program sign-up ends on April 19, 2013. Any remaining sign-ups must be in by May 1, 2013.

Homma announced that Lee Ko, NRCS Water Quality Specialist, will be retiring in early July. A potluck will be scheduled for the end of June in her honor. Homma did not know if NRCS will refill the position.

- Staff Kilders announced the Pesticide Round-up event will be on June 1, 2013.
- Staff Rains reported that the paperwork for the loan on a No-Till drill is moving forward.
- Associate Director Melethil attended a class on deconstruction and reported that there are tax credits available for recycling/donating construction material.
- Associate Director Harrower reported that she had just started her first bee hive.

Associate Director Miller reported that the Oregon City Farmers Market was filling up with vendors. She also reported the Sunnyside Farmers Market had only 4-5 vendors.

- Visitor McGinley highly recommended Earth Advantage for information on green development.
- Staff Baker reported that he was busy with new conservation projects. He also mentioned that the Oregon Conservation Education and Assistance Network statewide training conference - CONNECT was scheduled for April 24-26. All but one staff member are registered to attend.
- Manager Salzer asked that any questions about the budget be sent to him as soon as possible so he could address them in his presentation for the next budget committee.

## **ADJOURN and NEXT MEETING**

- A Special Board meeting will be held on Wednesday, May 1, 2013 at 8:30 a.m. at the District office.
- Budget Committee meeting will be held on Wednesday, May 1, 2013 at 9:00 a.m. at the District office.
- Scholarship Committee meeting will be held on Wednesday, May 1, 2013 immediately following the Budget Committee meeting at the District office.
- Public Hearing on the proposed 2013-14 budget will be held on Tuesday, May 21, 2013 at 12:30 p.m. at the District office.
- The next regular board meeting will be on a Tuesday, May 21, 2013 at 1:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 2:20 pm.

Respectfully submitted,



Lisa Kilders, Assistant District Manager

# Voucher Approval List 04/16/2013

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

Clackamas County Department of Finance	April Benefits	4887	4/3/2013	\$ 14,981.54
Comcast	March/April DSL for District Network	4889	4/3/2013	\$ 121.90
Integra Telecom	Payment for District's monthly Telephone Service	4890	4/3/2013	\$ 626.82
MODOC Investments, LLC dba Redside Equities	April Rent & Op Exp \$7,302.29;2012 Op Exp Recon (2,793.97);:	4891	4/3/2013	\$ 3,743.91
Pacific Automation	February Copier Expense	4892	4/3/2013	\$ 321.70
Sonitrol	April Monitoring	4893	4/3/2013	\$ 149.00
Voyager Fleet Systems Inc	Feb/March Fuel for District Vehicles	4894	4/3/2013	\$ 540.58
	Subtotal			\$ 20,485.45

## Additional Payments Authorized by Board


Clackamas County Fair	Aug 2013 Fair Booth's 32-35, Payment 1 of 2	4886	4/3/2013	\$ 725.00
Clackamas River Water Providers	Septic System Inspection and Pump Rebate Program (Board Ap	4888	4/3/2013	\$ 10,000.00
	Total			\$ 31,210.45

## Board Approved Expenses:

Bennett/Porter & Associates, Inc.	QuickBook Support	4924	4/16/2013	\$ 265.99
Clair Klock	Mileage Reimb	4895	4/16/2013	\$ 114.13
Clark Conservation District	February Engineer Technician Services	4896	4/16/2013	\$ 2,541.87
Community Newspaper	Marketing and Ads	4897	4/16/2013	\$ 1,503.00
Ecological Society of America	Membership Dues	4898	4/16/2013	\$ 90.00
Eileen Eakins, LLC	Legal Services	4899	4/16/2013	\$ 1,548.00
Erik Carr	Training Exp; Mileage Reimb	4900	4/16/2013	\$ 76.20
H2Oregon	March Bottled Water for Board Room	4901	4/16/2013	\$ 22.00
ING, Oregon Savings Growth Plan	April 5 PR Employer & Employee 457b Contributions	4902	4/16/2013	\$ 6,445.53
J Franco Reforestation, Inc	2011 EDRR-003 Contracted Services - Field Tech	4903	4/16/2013	\$ 899.10
Jenne Reische	Milk Creek Project Stakes; Mileage Reimb	4904	4/16/2013	\$ 104.55
Jeremy Baker	March Mileage Reimb	4905	4/16/2013	\$ 60.46
Jillian Lamont & Associates	Data Base Contracted Services	4906	4/16/2013	\$ 1,595.00
Johnson Creek Watershed Council	Contracted Services - Creek Care MOA	4907	4/16/2013	\$ 1,207.00
Lisa Kilders	Feb/March Exp Reimbursement	7908	4/16/2013	\$ 76.65
DOG Recipient	DOG 1113-006	4909	4/16/2013	\$ 1,070.35

Molalla Pioneer	1-year newspaper subscription	4910	4/16/2013	\$	35.00
Northwest Agricultural Show	January 2014 Ag Show Booth Fee	4911	4/16/2013	\$	285.00
Northwest Oregon R C & D, Inc.	Membership Dues	4912	4/16/2013	\$	325.00
OSU Extension (NW/REC)	Two Registration Fee Scholarships for Growing Farms Class	4913	4/16/2013	\$	400.00
ProScape NW, Inc.	Cooperator Assistance - EPIC Program	4914	4/16/2013	\$	7,381.00
Quill	Office Supplies	4915	4/16/2013	\$	22.51
DOG Recipient	DOG 1214-005	4916	4/16/2013	\$	1,356.80
Rhoda Givens	March Exp Reimb	4917	4/16/2013	\$	22.54
The Oregonian	Ad for April 3 Budget Hearing	4918	4/16/2013	\$	133.40
DOG Recipient	DOG 1214-001	4919	4/16/2013	\$	3,808.09
Weed Science Society of America	Membership Dues	4920	4/16/2013	\$	210.00
Wells Fargo	Various Expenses	4925	4/16/2013	\$	1,615.64
Williamette Cultural Resources Associates, Ltd.	Contracted Services - Creek Assessment Corral Creek	4921	4/16/2013	\$	3,935.92
Wilsonville Spokesman	1-year newspaper subscription	4922	4/16/2013	\$	18.00
Yamhill SWCD	Shrubs and Trees for various Riparian Projects	4923	4/16/2013	\$	1,050.00
	Board Approved Subtotal			\$	38,218.73
	Total April Payments			\$	69,429.18

Approved By Board:

Board Chair   
 Board Treasurer 