



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved April 21, 2015

Clackamas County SWCD Executive Committee Meeting Minutes for March 11, 2015

Present:

Directors: Don Guttridge (Secretary), Jesse Nelson (Treasurer), Ron Oberg (Chair), Joan Zuber (Vice-Chair)

Staff: Marlene Lloyd, Cathy McQueeney, Tom Salzer

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

Chair Oberg called the meeting to order with a quorum present at 2:01p.m. on Wednesday, March 11, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

There were no public comments or director reports.

The agenda was accepted without revision.

2 – MINUTES AND OLD BUSINESS – N/A

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the March monthly recurring expenses. There was one unusual payment added to the voucher list: check #6084 to DSU Peterbilt & GMC Inc. for \$6,903.56 for automotive repairs made to the Chevy Silverado truck.

4 – OTHER FINANCIALS – N/A

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

A. Committee Reports

- The Executive Committee discussed the various committees that have been created to support the District and the Board of Directors, their necessity, goals, and meeting schedules. It was agreed that committee chairs should take lead of their committees for dissemination of materials and agendas and for setting meeting dates and times. Manager Salzer and Staff McQueeney will meet with each committee chair to create individualized committee guidelines and to clarify committee expectations and needs from staff. All committee chairs will pass along their committee reports to Manager Salzer, who will then share those reports to the Board at the regular board meetings.

- Beaver Creek Demonstration Farm Use Guidelines Committee Chair Jeff Becker reported that his committee has been communicating via email. They will address the topics of farm use, rental, availability, fees, parking, and security as they prepare a policy to submit to the Board through Manager Salzer.
- Manager Salzer reported that the Budget Committee will have their first meeting on Tuesday, March 24, 2015. He is the interim lead until a Budget Chair is appointed at the first meeting. This committee meets twice yearly in the spring.
- Building Committee Chair Don Guttridge suggested the name of this committee be changed to Building and Land Use Committee. The committee members did not meet this month as they are waiting for responses to the Request for Qualifications which has a deadline of May 1, 2015. This committee will draw up guidelines for new buildings, how to manage buildings, determine land usage, and farm planning.
- Manager Salzer suggested that the Building Committee prepare a 15-minute topic of discussion on one area of the farm for each regular board meeting. This would enable the Board to address the larger farm property plan one manageable piece at a time. He also noted that staff is available to advise and assist. It was recommended that this committee meet monthly. Manager Salzer was instructed by Chair Oberg to add this committee report to the regular board agenda under Item 8 – Properties and Planning.
- Executive Committee Chair Ron Oberg noted that this committee meets infrequently and only as needed.
- Manager Salzer reported that the Health and Safety Committee, comprised of staff and a member from Natural Resource Conservation Service, meets monthly on the second Tuesday at 2:00 p.m. He suggested that a board member be invited to join this committee. This invitation will be added to the April regular board meeting agenda.
- Master Plan Committee Chair Jesse Nelson stated that this committee was created to address the existing District Master Plan which is out of date. Staff Kilders will provide a text only document of the current Master Plan to Directors Guttridge, Nelson, and Zuber for review.
- Personnel Committee Chair Don Guttridge noted that this committee meets as needed, and as requested by the General Manager. This committee will be meeting via email in the next few days. It was noted that District job descriptions need to be updated by staff and submitted to the personnel committee for review.
- It was noted that the Scholarship Committee meets just once a year. Current year scholarship applications are due on April 3, 2015.
- Working Lands Committee Chair Jan Lee was not present at this meeting. In her stead, Manager Salzer reported that the short term goal of this committee is to create a matrix to assist the District in determining which properties, if any, the District should consider for a conservation easement program. He noted that the District needs a framework which allows it to set clear boundaries, but still permits flexibility to take advantage of great opportunities which present themselves. Director Nelson expressed his preference that the committee focus on farmland within the County. Manager Salzer stated that he believes the Board's preference is to preserve farmland, followed by forestland and habitat and then open lands and natural space. Chair Oberg requested that an item be added to the March regular board meeting agenda to address this topic.

- Chair Oberg appointed Associate Director Jim Johnson to the Working Lands Committee and charged Manager Salzer with conveying this appointment to him at the next Working Lands Committee meeting.
 - It was noted that Director Fantz is currently only assigned to the Budget Committee and that two of the Associate Directors rarely attend board meetings. This topic will be addressed at the March regular board meeting.
- B. Manager Salzer reported that the Request for Qualification (RFQ) for architectural design services has been published. The deadline for submissions is May 1, 2015. To date, the District has received two inquiries regarding the RFQ. Manager Salzer has reached out to Oregon State University Extension's Mike Bondi for additional recommendations for how to best promote this opportunity. Director Guttridge noted that he has shared information regarding the RFQ with two design firms.
- C. Manager Salzer reported that the District is a signed partner of the Clackamas County ONESop Program. ONESop program manager Bob Wise has asked Manager Salzer to sit on an advisory committee. Concern was expressed about the time commitment impact on Manager Salzer's already full schedule. Chair Oberg noted that the District likes this project and the partners who are involved in its development. He also noted the value of making sure District interests were represented. Manager Salzer was encouraged to join this advisory committee with the provision that he alert the Board if the obligation became too time-consuming.
- D. Manager Salzer noted that he will be submitting a staff request for funding not-to-exceed \$35,000 for a water quality project in Molalla at the upcoming regular board meeting. This project developed out of an Oregon Department of Agriculture violation notice and will provide fencing to restrict livestock access to streams on the property. He observed that while this might be a politically uncomfortable discussion, the benefits to soil and water quality make this project a good choice.

6 – PERSONNEL

- A. Manager Salzer distributed a handout diagramming proposed staff reorganization to improve District effectiveness. This proposed plan would include hiring a new farm planner, moving one staff to education and outreach, replacing the administrative assistant, sharing one current employee with Oregon Association of Conservation Districts, and adding a seasonal weed crew to the WeedWise program. From a financial perspective, this will represent a small net increase from 13.5 to 14 full-time employees.
- B. Manager Salzer presented the recommendations of the Personnel Committee to promote two employees: Katey DellaMaggiore to Conservation Specialist and Cathy McQueeney to Education and Outreach Specialist. These promotions would be effective April 1, 2015.

Directors Fantz/Guttridge moved/seconded to promote Katey DellaMaggiore and Cathy McQueeney to Specialist 1 positions at the first step rate of \$21.73/hour effective April 1, 2015. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. The Executive Committee discussed performance expectation of Associate Directors. The Personnel Committee will bring a recommendation to Manager Salzer for the March regular board meeting.

- B. Manager Salzer reported that the District office building at 221 Molalla Ave. in Oregon City is being sold. A new estoppel agreement, approved by the District attorney, will need to be signed by the Board Chair.

8 - PROPERTIES & PLANNING

- A. A discussion of the annual and five-year plan did not occur at this time.

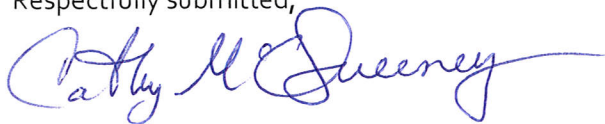
8 – COMMITTEE, PARTNER, DIRECTOR REPORTS – N/A

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, March 17, 2015 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 3:31 p.m.

Respectfully submitted,



Cathy McQueeney