



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 7/12/11

SWCD Board Meeting Minutes for June 21, 2011

Present:

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

Associate Directors: Janiece Miller, Roger Fantz, Lowell Hanna

Staff: Lisa Bucy, Tom Salzer, Mike Garvison, Clair Klock

Guests: Mitchell Ross, Patricia Ross, Jesse Nelson

Partners: Kris Homma, Ralph Meyer

- 1 – CALL TO ORDER** – Chair Lee called the meeting to order at 1:00 p.m. on Tuesday, June 21, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.
- 2 – AMEND/ACCEPT AGENDA** – Two additions were made to the agenda: election of board officers, and nomination of board members for the Oregon Association of Conservation Districts.
- 3 – PUBLIC COMMENT** – Pat Ross commented that she attended the meeting become better informed about the Clackamas County Soil and Water Conservation District. She is on the Shady Dell Water Control District board.
- 4 – MINUTES** – Directors Weinberg/Guttridge moved/seconded to accept the May 17, 2011 Board minutes and June 1, 2011 Executive committee minutes as presented. Motion carried unanimously.
- 5 – FINANCIAL REPORT AND APPROVAL OF EXPENDITURES** – Staff Garvison gave an overview of the voucher list. Directors Zuber/Weinberg moved/seconded to approve the voucher list for payment. Motion carried unanimously.
- 6 – RECURRING EXPENSES** – Manager Salzer reviewed a resolution authorizing payment of certain recurring expenses. The draft resolution that was sent to the board was changed to add four additional regular recurring costs, including monthly cell phone charges (for phones assigned to District vehicles), vehicle fuel costs, security system monitoring, and photocopier monthly charges. All of these additions have a not-to-exceed amount. The resolution expires annually, so this is not an open-ended authorization to pay expenses. As with other payments, the signature of two Board members is required. The reason for this resolution is to keep the business running if a quorum of directors is not available to authorize payments. Directors Weinberg/Guttridge moved/seconded to adopt the resolution authorizing payment of recurring expenses, resolution no. 2011-002. Motion carried unanimously.

7 – APPOINTMENT OF INTERIM DIRECTOR – Jesse Nelson of Hans Nelson and Son Nursery in Boring, Oregon was appointed interim director for Zone 1. Chair Lee swore in Mr. Nelson to his director position. This zone appointment will be open for re-election in November of 2012. We are very happy to have Jesse as a zone director.

8 – PERSONNEL COMMITTEE – Director Guttridge, Chair of the Personnel Committee, provided an overview of the Personnel Committee meeting. The Committee concurs with the employee evaluations completed by the District Manager. They recommended step increases for three staff and a two-step increase for one staff member. They directed the District Manager to develop or revise job descriptions for the urban conservationist and a riparian conservationist/planner to be brought to the full board.

Directors Weinberg/Guttridge moved/seconded to approve a 1.75% cost of living adjustment, effective July 1, 2011. Motion carried unanimously.

Directors Guttridge/Zuber moved/seconded to approve a one-step increase for Jenne Reische, Jeremy Baker and Jason Faucera, effective July 1, 2011, and to approve a two-step increase and change of status from probationary to regular full-time employee for Marlene Lloyd, effective July 1, 2011. Motion carried unanimously.

Directors Guttridge/Weinberg moved/seconded to extend the part-time weed program staff position, not to exceed 19.5 hours per week. Motion carried unanimously.

9 – DEQ 319 LOAN – Manager Salzer told the board that Staff Rains has been working diligently on the DEQ 319 loan agreement for the past couple of years. The District recently received a version of the agreement as approved by the Department of Justice. Manager Salzer incorporated comments from staff and provided a version with some changes to attorney Eileen Eakins to review. Appendix C may not be required, according to Eakins, who also suggested more definition of what "completion of the project" means. These items have been addressed. The current agreement includes the 30% loan forgiveness if the project is completed. Since this agreement has taken so long to get to this stage, the start-up date and disbursement schedule will need to be adjusted by DEQ. An extension letter for agreement is on the way from DEQ in case we need to extend the deadline for reaching agreement between the District and DEQ.

Staff recommends signing and sending the contract as amended by Manager Salzer to DEQ to show that we are serious about this loan program. Directors Guttridge/Zuber moved/seconded to approve the loan agreement as presented. Motion carried unanimously.

10 – ORGANIZATIONAL DEVELOPMENT – Manager Salzer reported on the next steps for board development and operating plans following the board retreat with Ray Ledgerwood. The list includes: budget, staffing plan, annual plan, long range plan and a visioning document. These steps usually start with a visioning document and proceed stepwise to more detailed, shorter range plans. However, we have a budget and a staffing plan, so from a practical standpoint, we're going to work from the detailed view toward more general, longer range documents. The District will review progress with Ray Ledgerwood this fall.

11 – MANAGEMENT REPORT - Manager Salzer reported a non-injury vehicle accident this week. There was no damage to the District's Dodge pickup. The other vehicle appeared to

have a a quarter-size dent in the rear bumper that may have been caused by our vehicle. Staff completed a motor vehicle accident form and submitted it to our insurance agent. We did not have an accident report form in the District vehicle at the time of the incident, but all vehicles now have this form available in the glove box.

Staff Bucy reported that the scholarship committee had selected Logan Breshears from Oregon City as the recipient of the 2011 CCSWCD Scholarship. Only one scholarship was awarded because only one application was complete. We had a complete application as a requirement to be considered for the scholarship. Logan will start his junior year at Oregon State University this fall. He has completed his freshman and sophomore years at Clackamas Community College. He is studying Fish and Wildlife Management.

Staff Bucy also reported that an instructor at Le Cordon Bleu Academy is considering preparing our annual dinner as there is a liability concern with having Academy students cooking off the Academy premises.

Staff Garvison reported that the District has received approximately \$70,000 more in tax receipts than anticipated. \$40,000 were for the current year and \$30,000 was for taxes due in prior years. He also gave a heads up that we will need to have an accounted dedicated to DEQ 319 funds if that agreement is executed. Garvison and staff Lloyd will be attending an unclaimed property class next week.

Staff Garvison reported that the Request for Proposals for the accounting software had only one respondent. With only one proposal, Garvison and Lloyd will be visiting other governmental entities to see what accounting software they are using.

The Invitation to Bid for Vegetation Control was more successful with 13 respondents. A rating committee comprised of Jenne Reische, Jeremy Baker and Mike Garvison, with Sam Leininger and Jeff Lesh as technical advisors, did a good job reviewing and rating the bids. Garvison is checking references and will have a recommendation for the executive committee or full board next month.

Staff Klock reported that he is busy with planning for the American Rainwater Catchment Society Association conference in September. He has been busy with outreach sessions and site visits.

12 – ELECTION OF OFFICERS – For the position of Board Chair: Directors Guttridge/Zuber moved/seconded to nominate Director Lee. Directors Weinberg/Guttridge moved/seconded to close nominations and to cast a unanimous ballot. Director Lee was unanimously elected Chair.

For the position of Vice Chair: Directors Oberg/Zuber moved/seconded to nominate Director Guttridge. Directors Weinberg/Oberg moved/seconded to close nominations and to cast a unanimous ballot. Director Guttridge was unanimously elected Vice Chair.

For the position of Secretary: Directors Guttridge/Oberg moved/seconded to nominate Director Zuber. Directors Guttridge/Oberg moved/seconded to close nominations and to cast a unanimous ballot. Director Zuber was unanimously elected Secretary.

For the position of Treasurer: Directors Weinberg/Guttridge moved/seconded to nominate Director Oberg. Directors Weinberg/Guttridge moved/seconded to close nominations and to cast a unanimous ballot. Director Oberg was unanimously elected as Treasurer.

13 – OACD NOMINATIONS - Directors Lee and Guttridge encouraged the board to submit nominations for OACD officers. The deadline to make nominations is August 15, 2011. The open positions are 1st Vice President, 2nd Vice President and Secretary.

14 – PARTNER REPORTS – Kris Homma from the USDA Natural Resources Conservation Service reported that they were currently undergoing a civil rights appraisal and an Americans with Disabilities Act appraisal. The committee has suggested that we look at the ethnic representations in the community and make an effort to recruit minority staff, board members and associate board members. Homma requested a board member and a staff member from the District volunteer to be interviewed by the appraisal committee.

Ralph Meyer from the USDA Farm Services Agency reported that the USDA is resolving lawsuits from past FSA loan program discrimination. His agency is in the process of reaching out to those who may have been discriminated against when applying for an FSA loan. He handed out an information sheet to the Board of Directors.

15 – DIRECTOR REPORTS – Director Guttridge reported that 325 people attended the Springwater Grange Strawberry Social. He also encouraged staff to organize a board tour now that the weather is getting better.

Director Nelson had nothing to report in his first meeting as a Director but looks forward to future conservation program discussions.

Associate Director Miller asked if anything had been done about the butterfly bushes along the roadways to Portland. Manager Salzer reported that the District had contacted ODA, the county and another SWCD who said they would investigate. Miller also requested new business cards with current contact information. Manger Salzer will bring this to the Executive Committee.

Associate Director Miller brought up local farmers markets and was encouraged to work with the board of a market if she has concerns. She is also concerned about the lack of eels in the Willamette. Chair Lee suggested she contact the Bonneville Power or the Northwest Power Planning Council as they had been doing some work on this issue.

Associate Director Hanna reported that he and staff Rains had participated in a walk to become acquainted with the Clackamette Cove project.

Director Weinberg reported that he attended the Clackamas River Basin Council award dinner and the Thalweg Award this year was awarded to Lowell Hanna. Congratulations to Associate Director Hanna!

Director Oberg reported that the fair board was working on ways to improve the event center. They will be working on a Master Plan and he may be coming to the board for input and participation to help develop the Master Plan.

Director Lee reported that she attended an Oregon Watershed Enhancement Board (OWEB) in Bend. At the meeting OWEB reviewed the ranking for funding. Three of the four councils in the state that ranked lowest and were recommended to not receive funding are in our District.

She also reported that the Local Management Agency funds that normally came from Oregon Department of Agriculture to districts will now come directly from OWEB. OWEB may be seeking to do a similar rating for funding with the Districts as they did with the watershed councils.

The Conservation Reserve Enhancement Program funds will also come from OWEB in the future. Currently 13 districts receive this funding, but in the future OWEB will open up that funding to other entities. She also noted that OWEB will likely be looking at basin outcomes rather than individual council/district outcomes.

16 - NEXT MEETING/ADJOURN –There being no further business, Chair Lee adjourned the meeting at 2:40 p.m.

Respectfully submitted,



Lisa Bucy, Assistant Manager

Voucher Approval List 06/17/2011

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
Clackamas County Dept of Finance	June Employee Health and Dental Benefits	3953	5/26/2011	\$ 9,769.82
Comcast	May 2011 DSL for District Network	3954	5/26/2011	\$ 104.90
Integra Telecom	Payment for District's monthly phone and IT Network	3955	5/26/2011	\$ 543.74
MODOC Investments dba Redside Equities, LLC	June Rent & Utilities	3956	5/26/2011	\$ 6,575.66
Pacific Automation	April Copier Expense	3957	5/26/2011	\$ 407.82
Wells Fargo	April/May Credit Card Expenditures	3959	5/26/2011	\$ 2,983.80
Sonitrol	Security System Installation	3958	5/26/2011	\$ 6,741.00
Sonitrol	Electrical Permit/May Porated Monitoring	3958	5/26/2011	\$ 171.00
Alton Collins Retreat Center	Rental Workshop Space April 13 & 16, 2010	3952	5/26/2011	\$ 1,209.60
AT & T	May Cell Phone Expense	3960 ✓	6/17/2011	\$ 214.17
B & B Print Source	Printing of 200 Creek Care Brochures; 2,000 EDRR Brochures	3961 ✓	6/17/2011	\$ 908.00
Black Box Network Services	Telephone consolidation	3962 ✓	6/17/2011	\$ 952.00
Bosky Dell Natives	Raingarden Plants - WES Grant	3963 ✓	6/17/2011	\$ 304.00
Lisa Bucy	May Mileage Reimb;	3972 ✓	6/17/2011	\$ 62.53
Nikki Cerra	May Mileage Reimb; Rain Garden Installation Exp Reimb	3976 ✓	6/17/2011	\$ 109.61
Columbia Analytical Services	Contracted Services for Nutrient Analysis of Sampling	3965 ✓	6/17/2011	\$ 788.40
Community Newspapers	Display Ads for Program Advertisements	3966 ✓	6/17/2011	\$ 500.00
DAS, Cashier	Principles of Public Contracting Training - M Lloyd	3967 ✓	6/17/2011	\$ 350.00
East Multnomah SWCD	Share booth at NW Ag Show - January 2012	3986 ✓	6/17/2011	\$ 277.50
H2Oregon	Bottled Water for Board Room	3987 ✓	6/17/2011	\$ 6.00
ING - State of Oregon Plan	May 457 Contributions	3969 ✓	6/17/2011	\$ 6,794.10
Clair Klock	May Exp Mileage Reimb	3964 ✓	6/17/2011	\$ 149.94
Jan Lee	May Board Exp Reimb	3970 ✓	6/17/2011	\$ 54.06
Sam Leininger	May Field Supplies Reimb	3978 ✓	6/17/2011	\$ 88.57
Marlene Lloyd	May Mileage Reimbursement	3973 ✓	6/17/2011	\$ 214.37
Minuteman Press	Printing of Postcards	3974 ✓	6/17/2011	\$ 17.86
National Assoc of Conservation Districts	Membership	3975 ✓	6/17/2011	\$ 775.00
OCCMA	Mike Garvison July Conference	3977 ✓	6/17/2011	\$ 370.00
Oregon State University - Business Affairs	Scholarship 2011-12 L Breshears	3988 ✓	6/17/2011	\$ 1,000.00
The Oregonian	8-week subscription	3983 ✓	6/17/2011	\$ 38.00
The Oregonian	Advertise May & June Board Meeting; Publication of 2011-2012 Budget	3982 ✓	6/17/2011	\$ 692.65
Pacific Office Automation	May Copier Rental/Usage	3989 ✓	6/17/2011	\$ 317.52
R Franko Restoration, Inc.	May & June Tech Services	3990 ✓	6/17/2011	\$ 3,061.32

Eann Rains
Sonitrol
Staples
Test America
Voyager Fleet Systems
Workforce Management
Joan Zuber

May Mileage Reimb
June Security Monitoring
Office Supplies
E-coli water testing
May Vehicle Fuel
Magazine Subscription
March, April, & May Board Expense Reimb


3968 ✓
3979 ✓
3980 ✓
3981 ✓
3984 ✓
3985 ✓
3971 ✓

6/17/2011
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6/17/2011
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\$
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31.95
136.00
170.48
308.00
189.48
124.00
317.16

Board Chair


Board Treasurer


Approved By Board:

Subtotal \$ 28,507.38

Total \$ 47,830.6