



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 1/17/12

SWCD Board Meeting Minutes for December 13, 2011

Present:

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

Associate Directors: Roger Fantz, Janiece Miller, Jim Toops

Staff: Jeremy Baker, Lisa Kilders, Clair Klock, Marlene Lloyd, Tom Salzer

Guests: Lori Stieber, Richard Winkle

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

Chair Lee called the meeting to order at 1:00 p.m. on Tuesday, December 13, 2011 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

Items 4A and B will need to be discussed before the approval of expenditures (item 3B).

2 – MINUTES AND OLD BUSINESS

- A.** No amendments or changes were proposed. Directors Guttridge/Weinberg moved/seconded to accept the November 15, 2011 Board minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A.** Staff Lloyd presented the Balance Sheet and Profit/Loss statement. The financial reports were accepted by consensus with no objections.
- B.** Manager Salzer and the Grant Rating Committee presented recommended funding lists for the watershed council and farmers markets partner support grants. It was recommended that grants in the total of \$69,500 be approved for the watershed council applications. It was also recommended that grants in the total of \$29,500 be approved for the farmers market applications. Directors Guttridge/Oberg moved/seconded that the grant awards recommended by the ranking committee be approved. Motion carried unanimously.
- C.** Staff Lloyd presented the voucher list for approval with the addition of the Master Card purchase card bill as it arrived too late to be included on the voucher list. Directors Weinberg/Zuber moved/seconded to accept the expenditures including the purchasing card invoice as presented. Motion carried unanimously.
- D.** Manager Salzer presented the Conservation Implementation Fund update. He noted that there was incremental movement on the committed and processed project

funding. A graph showing changes in commitments and expenditures for the Conservation Implementation Fund will be provided at the next board meeting.

4 – NON-RECURRING FINANCIALS/FUNDING

- A.** Richard Winkle, CPA, reported to the Board of Directors on our annual audit. He gave us an unqualified opinion. He reported that he had no concerns and was very happy with Staff Lloyd's work. Manager Salzer recommended next year that a CPA be contracted to help prepare and review our financial reports prior to providing them to our auditor. This continues the evolution of the District toward greater transparency. There was no objection from the Board.
- B.** Lori Stieber of the IRS gave a preliminary report that will become final in 30 days unless we present additional information. Her audit of the 2009 payroll records found mistakes in the amount of \$11,725.40. These are taxes due, and since they appear to be due to mistakes made in 2009, no penalties were levied. She said she was happy with our current payroll procedures and noted we were no longer making the mistakes. Directors Guttridge/Weinberg moved/seconded to accept the IRS letter and pay the taxes due. Motion carried unanimously.

5 – PROJECTS AND PROGRAMS

- A.** Manager Salzer reported that he had been contacted by the Marion SWCD regarding a landowner that was requesting assistance from Marion SWCD, but whose property crossed the Marion-Clackamas County border. An Intergovernmental Agreement (IGA) for working across district borders was developed and reviewed by our legal counsel. The Marion SWCD board signed the agreement and it is now being presented to the CCSWCD board for signature. Directors Weinberg/Oberg moved/seconded to approve the IGA between MSWCD and CCSWCD for working with landowners that own property across the district borders . Motion carried unanimously.
Manager Salzer said he would talk to our other neighboring districts to see if a cooperative IGA for our districts may be developed using this IGA as a template.
- B.** Staff Kilders reported that the large landowner meeting was held for the Prairie View meeting. Approximately 17 invitations were sent out, but only four properties were represented at the meeting, including the North Willamette Research and Extension Center (NWREC). The exchange was very friendly. The discussion included brainstorming on how to convince other large landowners to participate in the project or, at the very least, allow our planners to access their property to assess the landscape and the water flow.
The next step will be to have a meeting with Mike Bondi (NWREC), Kris Homma from NRCS and district staff to strategize our approach for encouraging participation. Once we make our second attempt at participation we will arrange a meeting with the large landowners and the residential landowners.
Photos were taken during the heavy rain events of the last few weeks to document runoff.

6 – PERSONNEL

- A.** Manger Salzer reported there have been multiple e-mails, telephone calls and a video conference with our contractor regarding work on our personnel manual. She has chosen a template for formatting and we anticipate a first draft by the end of January.

7 – MANAGEMENT REPORT

- A.** Manager Salzer proposed that the District become more proactive in our work rather than reactive and recommended we look at consciously selecting areas of less than optimal habitat between pockets of good habitat as a productive way to focus some District resources. This would not affect our service to other landowners in the district.
- B.** Staff Kilders proposed tentative weeks that a district board tour would be best attended. It was determined that the week of February 27th, excluding February 29th, would work best for board members.
- C.** Staff Kilders offered to register the board and any staff that would benefit, for the Special Districts Association of Oregon conference held from February 9-12, 2012 in Sunriver, OR. Directors Zuber and Guttridge said they were interested in attending. Registration deadline is January 20, 2012, so final commitments can be made at the January board meeting. Manager Salzer noted that Staff Lloyd should also attend.
- D.** The North Willamette Horticulture Society Annual Meeting will be held at the Clackamas County Event Center in Canby on January 10-12, 2012. Staff Kilders will register all those interested at one time. Directors interested in attending will notify Staff Kilders.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

A. Director reports:

- 1) Associate Director Fantz reported that he had a good Christmas Tree selling trip to Santa Cruz, CA.
- 2) Director Oberg noted that the Event Center bathroom construction was ahead of schedule. The Event Center board has begun working on their strategic plan for the Event Center. Director Oberg is also invited to be a member of the North Willamette Research and Extension Center Advisory Committee.
- 3) Director Weinberg thanked the CCSWCD board on behalf of the Clackamas River Basin Council for their support this year. He also reported that the CRBC will be moving into new office space in January.
- 4) Chair Lee reported that the Network of Watershed Councils has hired Erik Kancler as their new executive director. Chair Lee has worked with Erik previously and looks forward to working with him in the future.
- 5) Associate Director Miller wished everyone a Merry Christmas.
- 6) Associate Director Toops works for Oregon Department of Transportation on their weather stations and is researching weather stations placed by the federal and state agencies in Clackamas County. He hopes there can be some partnering, efficiency and dollar saving with better coordination of weather stations.

ADJOURN and NEXT MEETING

- A.** No Executive Committee meeting is planned for January.
- B.** The Scholarship Committee will meeting at 9:00 a.m. on January 4, 2011.
- C.** The next regular Board meeting will be held on January 17, 2012 at 1:00 p.m.
- D.** There being no further business, Directors Oberg/Weinberg moved/seconded to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,



Lisa Kilders, Assistant Manager

Voucher Approval List 12/13/2011

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2011-002:

AT&T	October Cell Phone Expense	4188	12/1/2011	\$ 187.14
Comcast	December 2011 DSL for District Network	4189	12/1/2011	\$ 104.90
Clackamas County Department of Finance	December Benefits	4190	12/1/2011	\$ 8,700.97
Integra Telecom	Payment for District's monthly phone and IT Network	4191	12/1/2011	\$ 558.66
MODOC Investments dba Redside Equities, LLC	December Rent & Utilities	4192	12/1/2011	\$ 6,761.99
Pacific Automation	October Copier Expense	4193	12/1/2011	\$ 394.88
Sonitrol	December Monitoring	4194	12/1/2011	\$ 136.00
	Subtotal			\$ 16,844.54

Board Approved Expenses:

Bushnell Performance Optics	Repair	4195	12/13/2011	\$ 10.00
C Klock	Nov Exp Reimb	4196	12/13/2011	\$ 53.94
Clackamas River Basin Council	Watershed Council Support Grant 2011-2012	4198	12/13/2011	\$ 18,000.00
DOG Grant Recipient	DOG-1112-001	4197	12/13/2011	\$ 2,130.00
DOG Grant Recipient	DOG 1113-002	4200	12/13/2011	\$ 516.00
Community Newspapers	Ads for Rain Garden Workshop	4199	12/13/2011	\$ 1,029.58
Don Guttridge	Sept/Oct Exp Reimbursement	4201	12/13/2011	\$ 135.66
Don Guttridge	Nov Exp Reimbursement	4201	12/31/2011	\$ 236.19
Eileen Eakins, LLC	Legal Services	4202	12/13/2011	\$ 468.00
Erik Carr	November Exp Reimbursement	4203	12/13/2011	\$ 50.37
Foothills Honey Company	Conservation Implementation	4204	12/13/2011	\$ 3,000.00
Forests Forever Inc.	Conservation Implementation	4205	12/13/2011	\$ 20,187.00
Greater Oregon City Watershed Council	Watershed Council Support Grant 2011-2012	4206	12/13/2011	\$ 1,500.00
Hans Nelson and Son Nursery	Conservation Implementation DOG 1113-003	4207	12/13/2011	\$ 3,528.40
ING - State of Oregon Plan	October OGSP Contribution - Employer & Employee	4208	12/13/2011	\$ 7,103.71
Inn at Seaside	Conference Hotel Accommodations	4209	12/13/2011	\$ 335.72
Internal Revenue Service	Payroll Penalties 941 3rd Qtr 2009	4210	12/13/2011	\$ 1,660.98
Jan Lee	November Mileage Reimb	4211	12/13/2011	\$ 104.42
Jeff Lesh	Oct Exp Reimbursement	4212	12/31/2011	\$ 76.00
Jenne Reische	Nov Expense Reimbursement	4213	12/13/2011	\$ 144.84
Jeremy Baker	Nov Exp Reimbursement	4214	12/13/2011	\$ 109.96

Johnson Creek Watershed Council	Watershed Council Support Grant 2011-2012	4216	12/13/2011	\$	10,000.00
Lake Oswego United Church of Christ	Conservation Implementation	4217	12/13/2011	\$	2,800.00
Lisa Kilders	Sept/Oct/Nov Exp Reimbursement	4218	12/13/2011	\$	103.33
Mariene Lloyd	November Exp Reimbursement	4219	12/13/2011	\$	43.60
Minuteman Press	Printing ORS for Board Notebooks	4221	12/13/2011	\$	200.39
Michael Weinburg	October Mileage Reimb	4220	12/13/2011	\$	30.60
Molalla River Watch, Inc.	Watershed Council Support Grant 2011-2012	4222	12/13/2011	\$	12,000.00
North Clackamas Urban Watersheds Council	Watershed Council Support Grant 2011-2012	4223	12/13/2011	\$	5,000.00
Oregon Department of Agriculture	Pesticide Renewal Licenses for S. Leininger, C. Klock, J. Reische	4224	12/13/2011	\$	140.00
Oregon Soil & Water Conservation Society	Soil Quality Network 2012, Sponsorship Conference	4225	12/13/2011	\$	1,000.00
Oswego Lake Watershed Council	Watershed Council Support Grant 2011-2012	4226	12/13/2011	\$	2,500.00
Pacific Northwest Invasive Plants Council	Membership Dues	4227	12/13/2011	\$	30.00
Pudding River Watershed Council	Watershed Council Support Grant 2011-2012	4228	12/13/2011	\$	500.00
Rhoda Givens	Nov Exp Reimbursement	4229	12/13/2011	\$	51.78
Sandy River Basin Watershed Council	Watershed Council Project Support	4230	12/13/2011	\$	2,000.00
Sandy River Basin Watershed Council	Watershed Council Support Grant 2011-2012	4230	12/13/2011	\$	10,000.00
The Oregonian	Board Meeting Ad	4232	12/13/2011	\$	17.65
TestAmerica Laboratories	ODA IGA Water Quality Testing	4231	12/13/2011	\$	560.00
Tom Salzer	November Exp Reimbursement	4233	12/13/2011	\$	40.00
Tualatin River Watershed Council	Watershed Council Support Grant 2011-2012	4234	12/13/2011	\$	5,000.00
Tryon Creek Watershed Council	Watershed Council Support Grant 2011-2012	4235	12/13/2011	\$	5,000.00
Voyager	November Fuel for District Vehicles	4236	12/13/2011	\$	358.93
Weed Science Society of America	Membership Dues & Monthly Publication	4237	12/13/2011	\$	285.00
Western Society of Weed Science	Membership Dues	4238	12/31/2011	\$	30.00
Joan Zuber	Nov Exp Reimbursement	4215	12/31/2011	\$	309.22

Board Approved Subtot \$ 118,381.27

September Total Paymei \$ 135,225.81
December

Approved By Board:

Board Chair

Board Treasurer

Added:

Wells Fargo
JRS

November Expenses
2009 Payroll Tax Assessment

4239

4230

12/13/2011

12/13/2011

6,545.01

11,725.40

153,496.22