

**CLATSOP SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MINUTES – JANUARY 23, 2013
OSU EXTENSION CONFERENCE ROOM
ASTORIA, OREGON**

Those in attendance:

Mike Seppa – Director at large 1, Chair
Cary Johnson – Director at large 2
Jerome Arnold – Director Zone 1
Ted Warila – Director Zone 3
Wayne Carmichael – Director Zone 5
Misty Metcalf Ogier – Office Manager
Wendi Agalzoff-LaRue – District Technician
Nathan Herr – CREP Technician
Sarah Tanuvasa – NRCS District Conservationist
Scott Lee – Clatsop County Commissioner
Laurie Carmichael – Nehalem Valley Landowner
Rebecca Pederson – NRCS Soil Conservationist

OATH OF OFFICE

Mike Seppa for the position of Director at large 1, Jerome Arnold for the position of Zone 1, Ted Warila for the position of Zone 3, Wayne Carmichael for the position of Zone 5 were sworn-in by Clatsop County Commissioner, Scott Lee.

CALL TO ORDER

Chair, Mike Seppa called the meeting to order at 10:20 AM.

ANNOUNCEMENTS

Native Plant Sale pre-orders are available until January 31, 2013.

ACTION ITEMS

Officer Nominations – *Jerome moved to nominate the Mike Seppa for position of Chair, Ted Warila for position of Vice Chair and Katherine Kahl for position of Secretary/Treasurer, Cary second, motion approved unanimously.*

Review of Registered Agent and location of Registered Office – Jerome Arnold moved to continue with same agent and office, Katherine Kahl for registered agent and the District office as the registered office location, Cary Johnson second, motion approved unanimously.

Mileage rate increase – *The Chair entertained a motion to approve the increase in personal mileage reimbursement rate from .555 to .565 cents per mile retroactive to January 1, 2013, Jerome Arnold moved, Cary Johnson second, motion approved unanimously.*

Weed Specialist hourly rate – The Board reviewed the Temporary Weed Specialist employee pay step history of since 2001. *Cary Johnson moved to increase the Temporary weed specialist hourly rate from \$17.00 to \$18.00 per hour, Wayne Carmichael second, motion approved unanimously.*

The office manager asked the Board to set a rate for the District when offering the Weed Specialist services to others, minimum needed to cover Districts expense to offer the service is \$22.25 per hour. Wayne Carmichael suggested \$25.00 per hour. *Cary Johnson moved to approve a fee of \$25.00 per hour fee for contracting non-project Weed Specialist Services from the District, Jerome second, motion approved unanimously.*

Weed Specialist survey work funded by General Fund work plan funds – The District Technician explained the need for the weed specialist to conduct a phragmites and Spartina survey in order to fulfill weed grant needs prior to funding availability. *Jerome Arnold moved to approve a budget amount of \$165.00 from the General fund for the phragmites/spartina survey on islands in the Columbia River with ODA, Cary Johnson second, motion approved unanimously.*

Temporary District Technician hours increase – The office manager reported the TA/LMA funding carry over was over the \$10,500 limit as stated in the funding agreement. *Cary Johnson moved to approve temporary increasing the District Technicians hours from 30 to 40 per week for the months of January, February and March of 2013, Jerome Arnold second, motion approved unanimously.* The Board will review TA/LMA funding carry over at the end of the quarter and make adjustments as needed.

Set Annual Meeting date per ORS 568.580 – The board moved to set the Annual Meeting for Saturday, September 14, 2013.

NEW BUSINESS

2013 Regular Meeting Calendar – The board reviewed the meeting calendar and changed the Regular monthly meetings to the **SECOND WEDNESDAY OF THE MONTH** for 2013 with no meeting held during the month of August.

MINUTES

The word Lincoln was struck from Jerome Arnold's report in the December 5, 2012 minutes. *The Chair entertained a motion to approve the December 5, 2012 regular meeting minutes as amended, September 26, 2012 Special Meeting minutes and September 6, 2012 regular meeting minutes, Jerome Arnold moved, Cary Johnson second, motion approved unanimously.*

ACTION ITEMS

Review and appoint Associate Directors and Director Emeritus for 2013 – *Jerome moved to re-appoint previous associate directors, Jim Scheller, Robert Stricklin and Don Leach, Wayne Carmichael second, motion approved unanimously. Cary Johnson moved to appoint John Ilg as Director Emeritus, Jerome second, motion approved unanimously.*

Review Committees – Committee member changes attached. *The Chair entertained a motion to adopt changes to the committee members list, Jerome Arnold moved, Cary Johnson second, motion approved unanimously.*

Appoint Representatives & Alternates – *The Chair entertained a motion to approve the following directors to serve as representatives to the following agency meetings, Soil & Water Conservation Commission – Mike Seppa, Representative Oregon Association of Conservation Districts – Mike Seppa, Representative Oregon Coastal Zone Management – Jerome Arnold, Representative Jerome moved, Cary Ilg second, motion approved unanimously.*

Northwest Oregon Restoration Partnership MOU – the District Technician explained the time commitment and benefits of access to plant materials in this MOU, *Jerome Arnold moved to approve the signing of the Northwest Oregon Restoration Partnership MOU, Cary Johnson second, motion approved unanimously.*

FINANCIAL

The Office Manager presented a report for the month of December 2012 of the General fund budget vs. actual, a list of transactions for the checking and petty cash accounts, a customers served report and activities report. The office manager presented a report for customers served in 2012.

REPORTS

District Technician – Wendi Agalzoff-LaRue. Report reviewed. See report.

CREP Technician – Nathan Herr. Report reviewed. See report.

NRCS District Conservationist – Sarah Tanuvasa. Sarah gave a power point presentation on Civil Rights and reported on the latest EQIP activities. See report.

BOARD MEMBERS

Director Zone 1 – Jerome Arnold. Jerome reported he is glad to be home from Texas.

Director Zone 2 – Katherine Kahl. Absent.

Director Zone 3 – Ted Warila. Ted reported he sent a landowner in to apply for hoop house funding.

Director Zone 4 – John McKesson. Absent.

Director Zone 5 – Wayne Carmichael. No report.

Director at large position 1 – Mike Seppa. Mike reported as general information on the OSU Dairy closure.

Director at large position 2 – Cary Johnson. No report.

OTHER

Youth AFO Award – The District Technician announced the annual youth animal feeding operation award is being offered again and encouraged directors to spread the word.

ADJOURN

Meeting was unanimously adjourned at 12:03 PM.

MINUTES APPROVED: _____, CHAIR

DATE: _____