

**CLATSOP SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MINUTES – JULY 10, 2013
OSU EXTENSION CONFERENCE ROOM
ASTORIA, OREGON**

Those in attendance:

Mike Seppa – Director at large 1, Chair
Jerome Arnold – Director Zone 1
Katherine Kahl – Director Zone 2, Secretary/Treasurer
Ted Warila – Director Zone 3
John McKesson – Director Zone 4
Wayne Carmichael – Director Zone 5
Misty Metcalf Ogier – Office Manager
Wendi Agalzoff-LaRue – District Technician
Deborah Boone – State Representative

CALL TO ORDER

Chair, Mike Seppa called the meeting to order at 10:04 AM.

ANNOUNCEMENTS

Please see Wendi to sign up for your Clatsop County Fair Booth shift to find out what fun activities are planned for the Fair Booth this year. The fair runs Tuesday, July 20, 2013 through Saturday, August 3, 2013, 10:00 am to 9:00 pm.

MINUTES

Regular Meeting Minutes June 12, 2013 - *The Chair entertained a motion to approve the June 12, 2013 regular meeting minutes, Ted Warila moved, Katherine Kahl second, motion approved unanimously.*

Special Meeting Minutes June 12, 2013 – *The Chair entertained a motion to approve the June 12, 2013 special meeting minutes, Ted Warila moved, Wayne Carmichael second, motion approved unanimously.*

Special Meeting Minutes June 20, 2013 – *The Chair entertained a motion to approve the June 20, 2013 special meeting minutes, John McKesson moved, Wayne Carmichael second, motion approved unanimously.*

FINANCIAL

The Office Manager presented a report on how the TA/LMA carry over was spent, an activities report for the month of June 2013, a general fund budget vs. actual report for June 2013, a list of transactions for the checking account for June 2013, a list of petty cash transactions for fiscal year 2012-2013 and a customer served report for June 2013. Director, John McKesson asked if there was any qualitative input on how customers were served and what kind of service they received. Director McKesson asked for an example, the office manager shared 3 examples. Discussion commenced in regards to the

possibility for areas with a Watershed Council and SWCD only receiving funding for one. Director, Wayne Carmichael inquired about the canoe rental for the temporary weed specialist. The office manager explained the changes in Internet with the assistance from Ifocus. ***The Chair entertained a motion to approve the financial report, Wayne Carmichael moved, Ted Warila second, motion approved unanimously.***

ACTION ITEMS

Staff weekly hours – The office manager presented a report on the gross payroll expenses for each employee working different amounts of hours for directors to compare. Director Carmichael is in favor of whatever we may do to prove the District's position and increase deliverables and if that means to tighten budgets and increase hours once that is seen. ***The Chair entertained a motion to approve reducing the office manager's hours from 40 back to 25 hours per week and reduce the District Technician from 40 back to 30 hours per week with some 5-10 hour flex for the District Technician, Katherine moved, Ted Warila second, motion approved unanimously.***

FY 2011-2012 Annual Review – The board reviewed the Annual Review submitted by CPA, Tony Wilder for fiscal year 2011-2012. ***The Chair entertained a motion to approve the Annual Review for fiscal year 2011-2012, Wayne Carmichael moved, John McKesson second, motion approved unanimously.***

OCZMA Dues – Jerome Arnold offered to pay the Oregon Coastal Zone Management dues in the amount of \$75.00 for the District. ***John McKesson moved to allow Jerome Arnold to pay the dues on behalf of the District, Ted Warila second, motion approved unanimously.***

Ted Warila moved to approve Jerome Arnold as representative to the OCZMA, John McKesson second, motion approved unanimously.

NEW BUSINESS

Discussion regarding the Legislature looking into not funding both an SWCD and a Watershed Council in the same area. Debbie Boone said it would be good to have a statement or a letter of our position on the issue and she would make our case and to include Senator Betsy Johnson for support too.

Business Plan update – The Board reviewed and discussed the revised 5 year Business plan. The Board mutually agreed with the changes and hoped the business plan would be ready for the approval at the September meeting for presentation at the Annual Meeting.

OLD BUSINESS

District Insurance review – Mike Seppa gave a review of the Risk management workshop he attended hosted by Special Districts Association of Oregon. Mike will meet with the office manager and look into getting property insurance for the District's personal property.

FY 2012-2013 Annual Report – The office manager referred Directors to the latest annual report in effort to solicit input for the 2012 – 2013 Annual Report.

49th Annual Meeting Speaker & Planning – Speaker suggestions included Neal Maine in regards to outcomes for salmon, GMO or Director Wayne Carmichael speaking on a water topic.

REPORTS

District Technician – Wendi Agalzoff-LaRue. Report reviewed. See report. The Board gave consensus to reimburse the summer intern for mileage.

OTHER BUSINESS

Board members and staff pooled their personal funds to sponsor a 4-H trophy for the Clatsop County Fair.

BOARD MEMBERS

Director Zone 1 – Jerome Arnold. Jerome reported that he spent much time on Scotch Broom eradication of the west side of the North entrance of Cannon Beach. He placed temperature data loggers in the Ecola Watershed.

Director Zone 2 – Katherine Kahl. No report.

Director Zone 3 – Ted Warila. No report.

Director Zone 4 – John McKesson. John reported that he and Representative Deborah Boone met with Susan Bonamici about the resiliency plan and then met with Senator Betsy Johnson. John discussed energy trust and reported that 3% of all power bills are set aside for big projects. John is hoping to get energy trust to look at smaller projects for self-resiliency.

Director Zone 5 – Wayne Carmichael. Wayne asked if we had heard from Sarah at OACD regarding the name he submitted for their newsletter. No notice has been received at the office.

Director at large position 1 – Mike Seppa. No report.

Director at large position 2 – Cary Johnson. Absent.

ADJOURN

Meeting was unanimously adjourned at 12:25 AM.

MINUTES APPROVED: _____, **CHAIR**

DATE: _____