

**CLATSOP SOIL AND WATER CONSERVATION DISTRICT  
REGULAR BOARD MEETING  
MINUTES – JUNE 12, 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  
Katherine Kahl – Director Zone 2  
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  
Nathan Herr – CREP Technician  
Mitch Cummings – NRCS  
Tessa James Scheller – Associate Director

**CALL TO ORDER**

Chair, Mike Seppa called the meeting to order at 10:05 AM.

**ANNOUNCEMENTS**

There will be a Business plan meeting June 12, 2013, today at the office at 12:30pm.

Directors were given annual personnel evaluations to complete for each permanent employee; District Technician and Office Manager. Evaluations are due to the personnel supervisor and Chair as soon as possible.

**MINUTES**

Regular Meeting Minutes May 8, 2013 - *The Chair entertained a motion to approve the May 8, 2013 regular meeting minutes, Ted Warila moved, Wayne Carmichael second, motion approved unanimously.*

Annual Meeting Minutes July 23, 2011 – *The Chair entertained a motion to approve the July 23, 2011 annual meeting minutes, Katherine Kahl moved, Cary Johnson second, Wayne Carmichael abstained, motion approved.*

**FINANCIAL**

The Office Manager announced and passed around information regarding a training being offered in Seaside by Special Districts Association of Oregon, free of charge. The training will cover the following topics; Am I covered?, insurance coverage review and HR 101, wrongful termination and discrimination. The training will be held June 24<sup>th</sup>, 2013. The office manager asked if the board wanted her to attend. The Chair said he would attend the training for the board. The office manager presented a report for the month of May 2013 of the General fund budget vs. actual, a list of transactions for the checking and petty cash accounts and customers served report. John McKesson asked

how many hours the employees were working and if the phone and internet were able to be upgraded yet. Cary asked about the canoe rental for the weed employee to treat aquatic weeds. The office manager reported that the additional hours has assisted in completion of reconciliation procedures needed to get the audit materials to the CPA. The office manager is working with the CPA to complete the FY 2011 – 2012 Annual Financial Review. ***The Chair entertained a motion to approve the financial report, Cary Johnson moved, Wayne Carmichael second, motion approved unanimously.***

### **ACTION ITEMS**

FY 2013-2014 Annual Work Plan – The Annual Work Plan was presented to the Board for final approval after the personnel policy committee conducted an analysis of the workload for employees, directors and associate directors. The office manager explained that she noticed some parts of her job description missing from the work plan and will present those items to the Board for revision during the next fiscal year.

John inquired about more hours were allocated to do certain things, are those things going to get done? The office manager reported that the audit materials were compiled, reconciled and sent to the CPA and back minutes have been completed.

Katherine discussed office manager's hours that did not appear in the work plan. The board discussed the fine print at the bottom that says "should not exceed 85% in order to leave flexibility for new projects". The Board requested removing the fine print. ***The Chair entertained a motion to approve the 2013-2014 Annual Work Plan, Ted Warila moved, Katherine Kahl second, motion approved unanimously.***

Office Lease Renewal – The USPS has given us a renewal option of 3 years with an increase of \$10.00 per month. ***Katherine Kahl moved to approve signing the office space lease renewal with a monthly rate of \$635.00 per month for a period of 3 years, Ted Warila second, motion approved unanimously.***

FY 2013-14 Budget Proposal - The Treasurer presented a budget proposal for the next fiscal year. The office manager explained the differences the carry-over from 2012-13 could make in the budget proposal. ***The Chair entertained a motion to approve the 2013-14 budget proposal, Ted Warila moved, Katherine kahl second, motion approved unanimously.***

2013 Summer Intern – District Technician presented the developing opportunity to have a summer intern July 18<sup>th</sup> thru August 27<sup>th</sup> for a total of 165 hours. Possible job objectives were presented and feedback solicited from directors. The intern's mileage can be reimbursed by the TA/LMA fund. ***Ted Warila moved for the District to host the summer intern that has been in contact with the District Technician, John McKesson second, motion approved unanimously.***

### **NEW BUSINESS**

District Insurance Review – The office manager reported that at the budget meeting earlier the treasurer requested this item be added to the agenda due to the fact the District does not have property insurance. The office manager attempted to explain the District's present liability coverage. The Chair suggested the board discuss this item after he attends the SDAO "Am I covered?" training in seaside.

Annual Meeting Location & Planning – The Board agreed to hold the meeting at Pacific Grange in Zone 2 this year at 2 pm with meeting at 3 pm. John asked that we invite legislators as soon as possible. Mike asked if there was anyone that may have an extra salmon to donate.

## **OLD BUSINESS**

FY 2012-13 District Annual Report – The office manager asked if Board members would submit input on what they would like to see and a report on their director activities by the end of the month. No comments were received.

## **REPORTS**

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

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

District Conservationist – Mitch Cummings. Mitch reported that contracts are moving with some modifications. Wendi did will with CIS work for NRCS. John Guillien will be acting as engineer while Rosalyn is on maternity leave. Mitch reminded that security checks need to be conducted on persons with unattended access to the office.

Tessa asked for a letter from NRCS for the sunset of PL 566. Mitch commented that Emily should be at the July meeting and would be the one to contact about that.

## **OTHER BUSINESS**

Cattle on Dikes – Tessa Scheller reported on the City of Warrenton following rules when horses were on the Fausett property. Tessa said that Fausett stated there are other dikes that have cattle on them and discussed a cooperative action to keep cattle off dikes. Documentation of cattle pooping in water was discussed. Tessa stated the issue with ODA is cattle getting in the stream. Tessa reported a 180K grant was received to study the decommissioning of the 8<sup>th</sup> street dam. Tessa reported that the North Coast watershed association and the college are cooperating on a water quality monitoring project. John McKesson asked if the Nicolai-Wickiup watershed was at the meeting and would like to be kept informed.

## **BOARD MEMBERS**

Director Zone 1 – Jerome Arnold. Absent.

Director Zone 2 – Katherine Kahl. No report.

Director Zone 3 – Ted Warila. No report.

Director Zone 4 – John McKesson. No report.

Director Zone 5 – Wayne Carmichael. No report.

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

Director at large position 2 – Cary Johnson. Cary reported that he will be gone fishing for a while. Cary has been meeting with fish and wildlife about re-writing rules to keep allowing commercial fishing and discussed the idea to have the gillnetters off the main stem of the Columbia river by 2017.

Associate Director – Tessa Scheller. Tessa reported success on working with the Alderbrook neighborhood area in cooperation with City of Astoria on invasive weeds.

**ADJOURN**

*Meeting was unanimously adjourned at 11:34 AM.*

**MINUTES APPROVED: \_\_\_\_\_, CHAIR**

**DATE: \_\_\_\_\_**