

**CLATSOP SOIL AND WATER CONSERVATION DISTRICT
REGULAR BOARD MEETING
MINUTES – SEPTEMBER 11, 2013
OSU EXTENSION CONFERENCE ROOM
ASTORIA, OREGON**

Those in attendance:

Mike Seppa – Director at large 1, Chair
Cary Johnson – Director at large 2
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
Nathan Herr – CREP Technician
Mitch Cummings – NRCS Acting District Conservationist

CALL TO ORDER

Chair, Mike Seppa called the meeting to order at 10:06 AM.

ANNOUNCEMENTS

Annual Meeting this Saturday, September 14th, 2013 at Pacific Grange near Cullaby Lake, Potluck at 2:00pm, emergent water quality issues for Clatsop County presentation at 2:30 pm and meeting at 3:00 pm..

MINUTES

Regular Meeting Minutes July 10, 2013 - *The Chair entertained a motion to approve the July 10, 2013 regular meeting minutes, Wayne Carmichael moved, Ted Warila second, motion approved unanimously.*

FINANCIAL

The Office Manager presented a report on general fund budget vs. actual, a list of transactions for the checking account, a list of petty cash transactions, and a customer served report and activities report for the months of July and August 2013. The office manager reported that the volunteer/summer interns' expenses were \$11.29 for insurance, \$39.55 for mileage to visit zone 5, \$9.04 mileage to travel to the tour that Mike Seppa gave him for a grand total expense of \$59.88. Staff would like to pursue such opportunity again if it should arise. The office manager presented a letter from the Oregon Government Ethics Commission explaining the legislature authorized funding in the commissions budget to build an electronic reporting system funded by an additional fee that we will be billed for starting 2013. The office manager shared OSHA's correspondence stating a likelihood of a future inspection and urging the district to schedule a free voluntary inspection. *The Chair entertained a motion to approve the financial report, Ted Warila moved, Cary Johnson second, motion approved unanimously.*

ACTION ITEMS

District Internet Service – The Chair explained that in order to hook the office up with the existing internet supplier in the building where the office is located; the District would need to run several hundred feet of conduit to get the internet to the office which would be costly. The Chair and staff explained that they felt the best solution was to use a USB Wi-Fi modem through Verizon or jet pack similar to what NRCS uses in the district office. ***Cary Johnson moved to use Verizon instead of Coastcom for internet service, Ted Warila second, motion approved unanimously.*** The technician presented an estimate and comparison for email plan 1 and 2. The office manager explained that the district is paid for the original internet service through December 1, 2013, so there is time to change to using Verizon for the internet carrier and the benefits to keeping the same Domain hosting and not switching to godaddy.com. The office manager explained that the IT help to change over to godaddy.com would be costly and wouldn't pay for itself for another five years.

The staff and Chair after researching the internet, email, and website hosting situation proposed to:

- 1. Continue paying the \$14.95 per year for the domain registration through Infinity Internet.***
- 2. Continue paying the \$107.40 per year for the website hosting.***
- 3. Purchase a jetpack device through Verizon for approx. \$70.00***
- 4. Pay approx. \$80.00 for a 10GB internet package through Verizon.***
- 5. Select Email plan Option 2 for the office 365 government plans with unlimited storage, archiving, and legal hold for \$7.00 per month per email address.***

Ted Warila moved to approve the internet, website and email option 2 proposal, John McKesson second, motion approved unanimously. These changes would remove \$540 in internet and email expenses annually and add \$1,198.00 in internet and email expenses annually bringing a difference of \$658.00 which is under the additional \$800.00 that was returned from Coastcom allocated specifically for improving internet service.

OLD BUSINESS

Annual Meeting final preparations – ***Katherine Kahl moved to approve a \$100 budget for supplies for the Annual Meeting and meal, Ted Warila second, motion passed unanimously.***

REPORTS

District Technician – Wendi Agalzoff-LaRue. Report reviewed. See report. Wendi asked the Boards permission to act as a mentor for an Astoria High School student for his senior project. ***Ted Warilla entertained a motion to approve the district technician to act as a mentor for Jake from Astoria High School on his senior project, Wayne Carmichael second, motion approved unanimously.***

John McKesson shared he had a good experience meeting with Weed Specialist, Lee Wunder during a site visit at a Knotweed patch discovered in his zone.

The District Technician presented a contract from North Coast Land Conservancy in the amount of \$1000 for herbicide application on a Scotch Broom test plot utilizing the

District Weed Specialist at an hourly rate set by the board at the beginning of calendar year. The agreement expires November 1, 2013, Ted Warila moved to sign the contract, Cary Johnson second, motion approved unanimously.

The District Technician presented a customer service survey form template to be used by the customers accessing the District office and website. Verbiage revisions were made to the form. *The Chair entertained a motion to approve the revised customer service survey form, Ted Warila moved, Cary Johnson second, motion approved unanimously.*

CREP Technician – Nathan Herr. See report. Nathan reported 2 CREP enrollments in Birkenfeld.

NRCS – Mitch Cummings. Mitch reported that there is 2 CIS levels approved in Clatsop County and that the District Conservationist position in our office has been filled by Treia Yang from South Carolina and will start in November.

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. John reported that the Brownsmead Corn feed was good.

Director Zone 5 – Wayne Carmichael. Wayne reported he thought the summer volunteer intern was great and that Director Emeritus, John Ilg moved.

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

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

ADJOURN

Meeting was unanimously adjourned at 11:07 AM.

MINUTES APPROVED: _____, CHAIR

DATE: _____