



CLACKAMAS COUNTY

## Soil and Water Conservation District

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Approved 4/17/12

### **SWCD Board Meeting Minutes for March 20, 2012**

#### **Present:**

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

**Associate Directors:** Roger Fantz, Janiece Miller

**Staff:** Jeremy Baker, Lisa Kilders, Marlene Lloyd, Tom Salzer

**Partners:** Kris Homma (NRCS)

**Guests:** Anthony Barber (US EPA), Donna Davey (Molalla Farmers Market), Cheryl Hummon (ODA), Ginny Van Loo (NW Oregon RC&D)

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

Chair Lee called the meeting to order at 1:03 p.m. on Tuesday, March 20, 2012 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, Oregon.

Presentations from the Northwest Oregon Resource Conservation and Development Council, Oregon Department of Agriculture (ODA), and Molalla Area Farmers Market were added to the agenda, and introductions were made.

Ginny Van Loo made a presentation about the Northwest Oregon Resource Conservation and Development (NW OR RC&D) Council. Since the funding for a coordinator had been cut by USDA, the council has struggled. Ms. Van Loo has volunteered to coordinate and has been actively working through the project list, including applying for grant funding to support those projects. This council covers a seven-county area. Their purpose is to help build partnerships, provide facilitation, and assist in securing funding for projects. She asked that the District support the council. Their only funding for a coordinator position is from dues paid by their partners. Since there is an action item on this request later on the agenda, the Board deferred action until later in the meeting.

Cheryl Hummon of the Oregon Department of Agriculture introduced herself as the regional water quality planner, replacing Sheila Marcoe who has moved into a statewide position. She spoke about the Sandy and Clackamas Local Advisory Committees that are currently conducting biennial reviews of the Sandy and Clackamas Subbasin Agricultural Water Quality Management Area plans.

## 2 – MINUTES AND OLD BUSINESS

- A. No amendments or changes were proposed to the February 14, 2012 board meeting minutes. Directors Guttridge/Weinberg moved/seconded to accept the February 14, 2012 Board minutes as presented. Motion carried unanimously.
- B. No amendments or changes were proposed to the March 6, 2012 executive committee meeting minutes. Directors Oberg/Guttridge moved/seconded to accept the March 6, 2012 Board minutes as presented. Motion carried unanimously.

## 3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the Balance Sheet and Profit/Loss statement. District spending remains within appropriations in the budget. The Board accepted the financial report without dissent.
- B. Staff Lloyd presented the voucher list for approval. A check for payment of registration fees for employee training at CONNECT 2012 was added to the accounts payable list. Directors Weinberg/Zuber moved/seconded to approve the voucher list and additional check as presented. Motion carried unanimously.
- C. Manager Salzer reported on the Conservation Implementation Fund. He noted that the total commitments and cash expended had increased this month.

## 4 – NON-RECURRING FINANCIALS/FUNDING

- A. Manager Salzer reported that John Borden and John Martinson confirmed that they are willing to serve the last year of their three-year term on the Budget Committee. Irwin Rogers declined the offer to participate. Jeff Becker (representing the Oregon City Farmers Market board), Mike Dillard (a past District board member) and Jim Toops (a current District associate board member) all expressed interest in serving on the Committee. Salzer proposed that the board appoint these five individuals to the Committee and delegate authority to him to appoint the last committee member from the short list of candidates provided to the Board. Directors Guttridge/Zuber moved/seconded to appoint Budget Committee members Borden, Martinson, Becker, Dillard, and Toops, and to authorize Manager Salzer to appoint the last Committee member. Motion carried unanimously.
- B. Manager Salzer presented a draft letter to Oregon Department of Agriculture regarding additional grant funding that is available. The Executive Committee had requested that Manager Salzer write this letter and present it to the Board. The letter asks ODA to allow a neighboring district to apply for the additional amount that would have been made available to the Clackamas County Soil and Water Conservation District. Our District's work plan and staff workload are full, so the additional work these unanticipated funds would require would actually reduce our ability to serve existing customers. The District suggests that the funding application be tied to tasks approved by ODA. Chair Lee reported that she, as OACD president, along with Jerry Nicolescu (OACD Executive Director) and John Byers (Program Manager, ODA) had personally visited with Deschutes SWCD and confirmed their need for the funding. Director Weinberg noted that the funding being discussed was lottery funding and not Clackamas property tax funding. Directors Weinberg/Zuber moved/seconded to approve the letter to Oregon Department of Agriculture. Motion carried unanimously.

- C. Payment of annual to the NW Oregon RC&D has been requested. Coordinator Ginny Van Loo gave a presentation on the Council's activities since the coordinator funding had been eliminated. The District board was satisfied that the council is working on continuing as a viable organization providing needed services in its seven-county service area. Directors Weinberg/Oberg moved/seconded to approve payment of the dues for the NW Oregon RC&D council in the amount of \$325. Motion carried unanimously.
- D. Manager Salzer reported that he had met with the District's legal counsel and a contracted tax attorney regarding how to provide financial assistance to cooperators for conservation projects without such funding being taxable as income to cooperators. Salzer reported that there is a viable mechanism with very specific requirements. A memo from the tax attorney is being drafted and may be available for review with the District's attorney by the next meeting of the Executive Committee.

## 5 – PROJECTS AND PROGRAMS

- A. Donna Davey, representing the Molalla Area Farmers Market, gave a presentation on the plans for continuing the Molalla Farmers Market. Jenny Sisco, the assistant market manager for the past two years has volunteered to take on the market manager duties. The market will be held monthly in conjunction with the Second Friday events. Funding from the District would help pay for portable toilets and advertising.

Funding had previously been approved but payment was suspended when the District learned the market manager had resigned. The Board was satisfied that the Molalla Farmers Market now has someone in place to supervise the event. Director Zuber asked that there be a report with some estimates of attendance and vendor types. Reports are required to be eligible for future the funding. Directors Guttridge/Zuber moved/seconded to release the funds for support of the Molalla Farmers Market. Motion carried unanimously.

- B. Chair Lee brought a pamphlet advertising the Living on a Few Acres program, an annual event in Deschutes County. Because Tree School is so popular she thought that this type of event might be well accepted for small acreage farmers in Clackamas County. The contact for Deschutes SWCD to find out more information is Spring Alaska Olson. The Board directed staff to develop a proposal for a version of Living on a Few Acres type event in our area.

## 6 – PERSONNEL

- A. Manager Salzer reported that he is working on performance reviews.
- B. Manager Salzer updated the board on the personnel manual development. He is in the process of editing the fifth draft on the personnel manual, and that edited draft will go to the District's attorney for review and comment.

## 7 – MANAGEMENT REPORT

- A. Manager Salzer reported that a letter was sent to the Clackamas County Board of Commissioners requesting they review the proposed fee on temporary farmers markets in the county. He stated that we did not understand what services were being provided by the county that would require a fee.

- B. Manager Salzer noted that we had received no additional suggestions on the board meeting rules of conduct since last meeting. At the last meeting it was recommended that "visitors would be treated with respect" be added and that a positive way of stating that unruly visitors would be asked to leave, also be added. Chair Lee recommended that the Clackamas County Board of Commissioners meeting rules be reviewed for possible wording.
- C. Manager Salzer reported that he had requested the Yamhill SWCD's policy on commenting on public policies. Their policy does not cover comments of that type.
- D. A Health and Safety Committee meeting has not yet been held in March due to staff illnesses. A meeting will be held before the end of the month.
- E. Staff Kilders reported that an organic farmer from the Canby area had expressed interest in becoming a board member. He has been sent information about District activities and Board member responsibilities. He was also invited to attend the board meeting today.

Four director positions are up for election in 2012:

- The zone 1 position is due for election because the incumbent, Jesse Nelson, was appointed to fill a vacancy, and under ORS 568, the position must stand for election this year.
- Zone 2 is due for election. Director Ron Oberg currently holds that position.
- Zone 3 is due for election. The position is currently vacant.
- One at-large position held by Chair Jan Lee is also due for election.

Election packets from ODA are not yet available for the November general election.

## **8 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

- A. Kris Homma (NRCS) reported that there were 32 applications for EQIP. There were more high tunnel applications than could be funded. She thought about 20 of the 32 applications will be funded before the funds are depleted. Possibly the District would be able to assist in funding the remaining applications. Chair Lee requested that Kris send the high tunnel brochure to the Board so they would know more about this practice. High tunnels are used primarily to extend the growing season, and they help reduce pest infestation and pesticide drift.
- B. Director reports:
  - 1) Director Zuber reported that she had facilitated a county commissioner candidate forum.
  - 2) Director Nelson reported that he had a healthy new daughter on Leap Day and that everyone was doing well.
  - 3) Chair Lee passed out the OACD newsletter. She also reported that she had attended the OWEB meeting and it was announced that the same watershed councils that were not approved for funding last year would again not be funded in 2012. Those districts included the Greater Oregon City Watershed Council and the Pudding River Watershed Council.
  - 4) Director Weinberg reported that the Clackamas Local Advisory Committee (LAC) meeting had gone very well. The conflicts that plagued the original LAC seem to have diminished over the years and they were having fewer problems. Barry Bushue had been elected chair of


the LAC. The LAC seems to be on board with the new strategy to focus efforts on one area at a time to try and show progress.

- 5) Director Guttridge reported that he and Manager Salzer were scheduled to visit Hopkins Tree Farm to see how the pond project that the district funded last year was holding up.
- 6) Associate Director Miller reported that she was a fan of farmers markets and buys their products. She will not be attending Tree School this year, but her sister will be attending. She is interested in the feral pig issue, saying they are invading 17 counties in Oregon. Miller also reported that she had received a letter from the Lake Oswego Farmers Market that they will be providing compostable bags for their vendors to use for free in the first seven weeks of the market. The letter went on to say that funding for the bags was generously provided by the Clackamas County Soil and Water Conservation District.

#### **ADJOURN and NEXT MEETING**

- A. Budget Committee will meet on April 4, 2012 at 9:00 a.m. The Executive Committee will meet following the budget committee at 11:00 a.m.
- B. The April Board meeting will be on April 17, 2012. The Board meeting will convene at 1:00 p.m.
- C. There being no further business, the meeting was adjourned at 2:30 p.m..

Respectfully submitted,



Lisa Kilders, Assistant Manager

# Voucher Approval List 03/20/2012

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

AT&T	January Cell Phone Expense	4322	3/6/2012	\$ 188.02
Clackamas County Department of Finance	March Benefits	4323	3/6/2012	\$ 13,907.06
Comcast	February 2012 DSL for District Network	4324	3/6/2012	\$ 111.90
Integra Telecom	Payment for District's monthly Telecom Service	4325	3/6/2012	\$ 568.08
MODOC Investments dba Redside Equities, LLC	March Rent & Utilities	4326	3/6/2012	\$ 6,761.99
Pacific Automation	January Copier Expense	4327	3/6/2012	\$ 322.61
Sonitrol	March Monitoring	4328	3/6/2012	\$ 149.00
	Subtotal			\$ 22,008.66

## Board Authorized Payments:

Tom Salzer	Jan Expense Reimburse (Voided Check 4317, 02/14/12; Reissue)	4329	3/6/2012	\$ 415.76
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## Board Approved Expenses:

A&L Western Ag Labs	Soil Testing	4330	3/20/2012	\$ 48.00
AT&T	March Cell Phone Expense	4331	3/20/2012	\$ 192.38
C Klock	Jan & Feb Expense Reimbursement	4332	3/20/2012	\$ 128.52
Canby Ford	Ford Escape Oil Change & Transmission Fluid	4333	3/20/2012	\$ 222.90
Canby Herald	February Advertising	4334	3/20/2012	\$ 575.00
Clackamas High School	Watershed Council Project Support	4335	3/20/2012	\$ 352.97
Copper Conferencing	Executive Committee Meeting Conference Call	4336	3/20/2012	\$ 10.08
DOG 1015-002 Receipt	DOG 1015-002	4337	3/20/2012	\$ 4,789.00
WQSG 1112-003	Water Quality Small Grant Receipt	4338	3/20/2012	\$ 2,248.71
Donald Guttridge	February Board & SDAO Exp Reimb	4339	3/20/2012	\$ 292.12
Eann Rains	February Mileage Reimb	4340	3/20/2012	\$ 25.12
Eileen Eakins, LLC	February Legal Services	4341	3/20/2012	\$ 1,116.00
Erik Carr	February Mileage Reimb	4342	3/20/2012	\$ 17.14
DOG 1015-007 & OWEB 1012-008 Receipt	DOG/OWEB Final Payment	4343	3/20/2012	\$ 17,000.00
H2Oregon	January Water for Board Room	4344	3/20/2012	\$ 22.00
ING - State of Oregon Plan	February Employer & Employee OGSF Contributions	4360	3/20/2012	\$ 6,583.45
Jenne Reische	Feb Expense Reimbursement	4345	3/20/2012	\$ 87.09
Joan Zuber	January & February Board & SDAO Exp Reimbursement	4346	3/20/2012	\$ 399.52
	Total			\$ 22,424.42

Lisa Kilders	January & February Exp Reimbursement	4347	3/20/2012	\$ 106.90
Marlene Lloyd	Feb Exp Reimbursement	4348	3/20/2012	\$ 38.66
Minuteman Press	Spring Workshop Flyers	4349	3/20/2012	\$ 45.39
DLW 1112-003 Receipt	District Led Work	4350	3/20/2012	\$ 4,340.00
Samuel Leininger	Feb Exp Reimbursement	4351	3/20/2012	\$ 6.00
Sonitrol	Check No. 4249 lost; Voided and Reissue for January Monitoring	4352	3/20/2012	\$ 136.00
OWEB 12-10-005 Receipt	OWEB 12-10-005	4353	3/20/2012	\$ 3,138.75
TestAmerica Laboratories, Inc	Water Quality Sampling	4354	3/20/2012	\$ 560.00
Tom Salzer	SDAO Exp Reimbursement	4355	3/20/2012	\$ 163.00
Tonkon Torp LLP	Legal Services	4356	3/20/2012	\$ 2,040.00
Voyager Fleet Systems Inc	February Fuel for District Vehicles	4357	3/20/2012	\$ 282.87
Wells Fargo Credit Card	February Expenses - Conferences & Training, Supplies, Software	4358	3/20/2012	\$ 5,034.37
Willamette Cultural Resources Assoc. Ltd.	Archaeological Assessment	4359	3/20/2012	\$ 1,692.77
Wallowa SWCD	Connect 2012 Registration Fees	4362	3/20/2012	\$ 1,500.00

Board Approved Subtotal \$ 53,194.71

**Total March Payments \$ 75,619.13**

Approved By Board:

Board Chair



Board Treasurer

