



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 4/16/13

SWCD Board Meeting Minutes for March 28, 2013

Present:

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

Associate Directors: Robin Harrower, Janiece Miller

Staff: Jeremy Baker, Lisa Kilders, Clair Klock, Marlene Lloyd, Eann Rains, Tom Salzer

Partners: Kris Homma (NRCS)

Guests: Julie Harvey, Jim Fisher, Kim Swan, Steve Fedje, Danny McGinley, Michael Weinberg

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

Chair Oberg called the meeting to order with a quorum present at 1:00 p.m. on Tuesday, February 12, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Director Zuber requested a discussion item be added regarding an amicus brief for the appeal against the mountain bike trail that has been approved for Mt. Hood.

The agenda is accepted as revised.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the February 12, 2013 regular board meeting were presented. Directors Lee/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the March 6, 2013 executive committee meeting were presented. Director Guttridge made two corrections. Directors Guttridge/Zuber moved/seconded to accept the minutes as corrected. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the corrected financial report from January, 2013. This report was missing the interest from the Citizen's Bank statement totaling \$1.27. Directors Guttridge/Lee moved/seconded to approve the January financial report as corrected. Motion carried unanimously.
- B. Staff Lloyd presented the February financial reports. The district is eight months into the financial year and has received 94% of anticipated tax funds. Only 51.75% of the District Operations budget has been spent and 57% of the Conservation Services budget has been expended. Directors Zuber/Nelson moved/seconded to approve the February financial report. Motion carried unanimously.
- C. Staff Lloyd presented the March voucher list for approval. Expenses totaled \$52,801.33 on check numbers 4852 through 4885 with no gaps in the number sequence. Lloyd noted the March office rent had been increased by \$197.00. Staff is working with Redside to investigate the reason for this increase.

Directors Guttridge/Lee moved/seconded to approve the March voucher list as presented. Motion carried unanimously.

- D. Staff Lloyd reviewed the summary of Conservation Fund commitments and expenditures.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Staff Lloyd reported that several times a year the date of the board meeting and the due date for our Wells Fargo purchasing card bill do not align, so our payment is not received on time. This results in late fees and interest charges. The solution requested by staff is to allow us to pay the bill by bank transfer on the rare occasions when this situation arises. This action could only be taken when approved by the Treasurer or Chair, with the District Manager then making the transaction.

Directors Guttridge/Lee moved/seconded to adopt this new policy and authorize the District Manager to transfer funds electronically to pay the purchasing card when the board will not meet in time to sign a check that will arrive before the payment is overdue, and only after receiving authorization from the Board Treasurer or Board Chair.

Directors Guttridge/Lee moved/seconded approve direct electronic payment of the Wells Fargo purchasing card when essential. Motion passed unanimously. Staff will bring a written policy to the next board meeting.

- B. Staff Lloyd reported that one purchasing card has been assigned to Staff Faucera for information technology purchases.
- C. Manager Salzer gave an update on the development of the proposed budget. The District is on track for the upcoming budget committee meeting. Salzer is proposing to change the way the Conservation Fund is reported. This fund is used for conservation practices on customer's property. In the past it was reported as individual project names. This year it will be reported in categories that reflect the expected natural resource benefits. This approach will highlight our spending on our conservation priorities.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Kim Swan of Clackamas River Water Providers, Jim Fisher of Clackamas County Water Environment Services, and Julie Harvey of the Oregon DEQ Drinking Water Program gave a presentation on the Clackamas Septic System Risk Analysis and proposed septic system repair program. They requested that the District use some State Revolving Fund money to make loans for septic system repairs. The Safety Net program from Clackamas County for septic system repair is no longer in place to help homeowners make these repairs.

The board will discuss this proposal at a future meeting.

- B. Staff Rains reported that staff has decided to not request an increase in a weed management contract. Information from legal counsel suggests that if such an increase were approved, that prevailing wage law would come into play.
- C. Staff Rains proposed to use DEQ State Revolving Fund dollars on an equipment loan for a specialized no-till drill that can maneuver on hill sides. When previously discussed with the Executive Committee, the option of the District buying the equipment and leasing it to the interested producer with an option to buy was discussed. Staff's investigation suggests that offering a loan is simpler for all parties. We would use a promissory note which is enforceable. The interested producer owns 21 acres and is renting land from nurseries and dairies to put in hay crops. This protects the steep fields from eroding and keeps weeds from taking over. Staff requests the board authorize Manager Salzer to sign a loan agreement of up to \$45,000 for the no-till drill. The Board's authorization would expire on June 30, 2013.

Directors Guttridge/Zuber moved/seconded to authorize Manager Salzer to enter into this conservation equipment loan for up to \$45,000 for a no-till drill. The authorization expires June 30, 2013. Motion carried unanimously.

- D. Manager Salzer updated the board on the Pleasant Ave property. Salzer met with Redside and is close to issuing a Request For Proposal for demolition of the structures on the property. The proposal will include constructing a gravel pad that may be used for overflow parking. There is potential for Redside to lease the property from the District for parking.

Manager Salzer also discussed the large 15 acre parcel with water rights, two ponds, municipal water, power, and natural gas lines. He noted that with the depressed real estate market the price is low. Other groups may be looking into this property as well. Salzer requested the authority to retain a realtor to enter into negotiations for final price on the property.

Directors Guttridge/Zuber moved/seconded to authorize Manager Salzer to retain a realtor in consultation with the building committee. Motion carried unanimously.

- E. Manager Salzer reported that there was nothing new regarding the Equipment Rental Program. The new vendor we had approached is having the same issues with the agreement as the previous vendor.
- F. Salzer also reported that staff is working on proposals for two projects on large properties belonging to two separate landowners. One property is a 100-acre piece with a few streams on it, including Milk Creek. About 60 acres is land that was logged in the past eight years. After logging, the ground was replanted with timber species, but the trees are not thriving; much of the area is now infested with Scotch broom and blackberry. The property once supported a local elk herd, plus deer and native birds, but those animals are now rarely seen. The owner is elderly and is interested in restoring wildlife habitat.

The other property is 30-acres near Molalla that was logged in 2006 and replanted in 2007. Seedlings are not thriving and there is now a dense cover of Scotch broom. ODF staff have stated the land is unable to support the Douglas fir that was planted and would be much more suitable as oak woodland. A good portion of the surrounding land supports mature oak forest. Restoring this parcel to oak would help reconnect fragmented habitat.

Both landowners are willing to talk about conservation easements to ensure the practices are maintained over time and the habitat benefits are realized.

- G. Staff Kilders reported that a focus group was held including two nursery growers and two Christmas tree producers. Director Nelson participated as one of the nursery growers. The purpose of the focus group was to gather information to create a program to increase riparian cover and reduce erosion in the expanded Doane, Dolan, and North Fork Deep Creek area. We want the program to be a grass roots program that meets the needs of our customers. The focus group was very successful and we appreciate the candid discussion. Staff is currently working on developing a generic outline for future focus group discussions.

Director Zuber reported on the mountain bike trails that have been approved on Mt Hood. An appeal against the construction of the mountain bike park has been filed. Zuber asked to the board to consider filing an amicus brief in support of the appeal. The board took no action at this time. Additional information will be sent to the board via the District Manager.

6.– PERSONNEL and BOARD

- A. Director Guttridge reported that the Personnel Committee met with Staff Klock regarding his ability to work as a regular full-time employee of the District. Klock stated that he appreciated the accommodations the board has made for him while he has been dealing with his medical issues. The Personnel Committee recommends that the Senior Conservationist position held by Clair Klock be

reclassified to a less-than-half-time position effective May 1, 2013. Directors Guttridge/Zuber moved/seconded to reclassify the Senior Resource Conservationist position to less than half time effective May 1, 2013. Motion carried unanimously.

- B. Director Guttridge and Manager Salzer gave an overview of the draft job description for an administrative position. This position would shift some workload from District Operations staff and Conservation Services staff, and would hopefully begin before July 1, 2013. Manager Salzer requested permission to proceed with the recruitment of the administrative assistant. Directors Lee/Guttridge moved/seconded to approve the administrative assistant job description and proceed with recruitment. Motion carried.
- C. Manager Salzer presented an opportunity to fill a summer intern position with a college student who has been volunteering to help Staff Baker with water quality monitoring. This student is also volunteering with Clackamas River Water (CRW) to assist with water quality sampling. Salzer proposed that this student would be a good fit for our paid summer intern position and that it be a temporary, less than half-time position. It is built into the current budget. Directors Guttridge/Zuber moved/seconded to proceed with hiring the summer intern position for assisting water quality work. Motion carried unanimously.
- D. Manager Salzer thanked the board for the authority to proceed with the recruitment of an administrative assistant. He noted that as he was working on the job description, he was also looking at the need to provide assistance to the WeedWise and Outreach programs. He was exploring the idea of combining those needs with the Administrative Assistant position and upgrading the position to a Program Assistant. The pay for this position would be comparable to the conservation technician rate. Salzer asked to upgrade the Administrative Assistant position to Program Assistant. The consensus of the board was to evaluate applications for the administrative assistant position and revisit the question if suitable candidates were found in the pool of applicants.

7 – MANAGEMENT REPORT

- A. Manager Salzer stated that he regretted receiving Director Weinberg's resignation from the board, and on behalf of the board and staff we wish him well. He also reported that the Oregon Department of Agriculture (ODA) has accepted Director Weinberg's resignation and has declared the at-large position vacant. Salzer also noted that the District now has two vacant positions. In looking at the current composition of the board, there is no representation of Christmas tree producers and this is a large agricultural activity in the county.

Associate Director Miller made it known that she would be interested in being appointed as interim director.

Manager Salzer noted that Associate Director Toops was not interested in service as a Director at this time. Associate Director Franz is interested in serving in the at-large director position.

Associate Director Harrower is open to the idea, but still learning about the District.

Associate Director Becker was not interested until he had more time in as an associate director.

Chair Oberg stated that he would take nominations from the board members.

Director Zuber nominated Associate Director Roger Fantz to fill the vacant at-large position. As a Christmas tree grower, he would be able to represent that segment of the agricultural community. Chair Oberg accepted the nomination.

Director Zuber nominated Associate Director Janiece Miller to fill the vacant at-large position. Chair Oberg accepted the nomination.

There being no other nominations, Chair Oberg called for the vote. Associate Director Fantz was voted unanimously to fill the vacant at-large position. As Fantz was not present to be sworn into office, the board will hold a special meeting before the budget committee meeting on April 3, 2013, so Fantz can take the oath of office and participate in the budget committee meeting as a director.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- Kris Homma of the USDA Natural Resources Conservation Service reported that not all Environmental Quality Incentive Program funds had been spent in the state and there would be additional sign-ups. The first deadline is April 19th and due to Farm Services Agency going through a software migration, a second sign-up is possible. The due date for the second sign-up, if necessary, would be May 17th. Applications will be accepted for organic conversion, seasonal high tunnels and late season winter harvested crops.
- E. Manager Salzer reported that the District has been using the time of Doug Fenwick, engineering technician from Clark Conservation District to assist in getting conservation practices on the ground. The District is approaching the \$20,000 that, according to the Intergovernmental Agreement, the District is not to exceed. Salzer requested that the District increase the not-to-exceed amount to \$30,000 so the District may continue to benefit from Fenwick's assistance. Directors Lee/Guttridge moved/seconded to approve the increase the amount not to exceed in our IGA with Clark Conservation District from \$20,000 to \$30,000. Motion carried unanimously.
- Associate Director Becker reported that he had attended the Director training presented by ODA in Salem. He thought the session was very informative.
- Associate Director Miller expressed her disappointment at not being voted in to fill the at-large director position.
- Director Lee reported that all weed positions at ODA would be defunded if the current budget was approved. She also stated that the lottery funding was down approximately 17%, so conservation grants from this funding source may be down this biennium. The Network of Watershed Councils have decided to move into the office space with Oregon Association of Conservation Districts.
- Staff Rains thanked the board for approving the possible loan on a No-Till drill.
- Associate Director Harrower appreciated the work the District is coordinating on Corral Creek.

ADJOURN and NEXT MEETING

- A Special Board meeting will be held on Wednesday, April 3, 2013 at 8:45 a.m. at the District office.
- Budget Committee meeting will be held on Wednesday, April 3, 2013 at 9:00 a.m. at the District office.
- The next regular board meeting will be on a Tuesday, April 16, 2013 at 1:00 p.m. at the District office. Directors Zuber and Lee will not be in attendance at that meeting.

There being no further business, Chair Oberg adjourned the meeting at 3:38 pm.

Respectfully submitted,



Lisa Kilders,

Assistant District Manager

Voucher Approval List 03/20/2013

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2013-001:

AT&T	February Cell Phone Services	4841	3/6/2013	\$ 191.55
Clackamas County Department of Finance	March Benefits	4842	3/6/2013	\$ 14,981.54
Comcast	February/March DSL for District Network	4843	3/6/2013	\$ 121.90
Integra Telecom	Payment for District's monthly Telephone Service	4845	3/6/2013	\$ 598.11
MODOC Investments dba Redside Equities, LLC	March Rent & Utilities	4846	3/6/2013	\$ 7,641.82
Pacific Automation	January Copier Expense	4847	3/6/2013	\$ 358.06
Sontrol	March Monitoring	4848		\$ 149.00
	Subtotal			\$ 24,041.98

Additional Payments Authorized by Board

ING - State of Oregon Plan	457b Employer & Employee Contributions for Feb 5 payroll	4844	3/6/2013	\$ 7,517.36
SDAO	Additional 2012 Auto Insurance Premium for adding Toyota RA\	4849	3/6/2013	\$ 128.00
Voyager	Dec/January Fuel for District Vehicles	4850	3/6/2013	\$ 186.44
Wells Fargo	Variety of January Expenses	4851	3/6/2013	\$ 4,589.77
	Total			\$ 36,463.55

Board Approved Expenses:

ABR Inc.	Macroinvertebrate Data Analysis (ODA Grant)	4852	3/20/2013	\$ 26.50
AT&T	Cell Phone Services	4853	3/20/2013	\$ 191.61
Aurora Nursery	Milk Creek Project - Plants	4854	3/20/2013	\$ 4,090.72
Black Box Network Services	Telephone Repair	4855	3/20/2013	\$ 263.00
Capital Press	Advertisement	4856	3/20/2013	\$ 331.88
Champoeg Nursery	Milk Creek Project - Plants	4857	3/20/2013	\$ 4,793.60
Clackamas Community College	Native Plant Trailer Maintenance for 2013	4858	3/20/2013	\$ 1,000.00
Clark Conservancy District	January Engineer Technician Services	4859	3/20/2013	\$ 3,920.31
Community Newspapers	Advertisement - Salute to FFA	4860	3/20/2013	\$ 50.00
Don Guttridge	February SDAO Conference Exp; Feb Board Expenses	4861	3/20/2013	\$ 160.38
Eileen Eakins, LLC	Legal Services	4862	3/20/2013	\$ 1,152.00
Erik Carr	Jan & Feb Meeting Events Exp Reimb	4863	3/20/2013	\$ 78.07

H2Oregon	January & February Bottled Water for Board Room	4864	3/20/2013	\$	44.00
ING, Oregon Savings Growth Plan	March 5 PR Employer & Employee 457b Contributions	4865	3/20/2013	\$	6,547.15
J Franco Reforestation, Inc	OWEB 212-3042 Milk Creek Planting	4866	3/20/2013	\$	8,365.00
Jason Faucera	Stock Video Footage Subscription Exp Reimb	4867	3/20/2013	\$	89.00
Jason Faucera	Computer Parts		3/20/2013	\$	266.84
Jenne Reische	River Restoration Conference Hotel; Feb Exp Reimbursement	4868	3/20/2013	\$	575.94
Jeremy Baker	February Mileage Reimb	4869	3/20/2013	\$	77.63
Jillian Lamont & Associates	Data Base Contracted Services	4870	3/20/2013	\$	4,262.50
Joan Zuber	January Expense Reimbursement; Tree School	4871	3/20/2013	\$	256.80
Joan Zuber	Director Training - SDAO Accommodations		3/20/2013	\$	258.78
K Beijer	Rain Gauge Display Posts0	4872	3/20/2013	\$	35.00
Lisa Kilders	Feb/March Exp Reimbursement	4873	3/20/2013	\$	39.78
Marlene Lloyd	Jan & Feb Mileage Reimb	4874	3/20/2013	\$	26.56
Minuteman Press	Printing	4875	3/20/2013	\$	1,126.67
PacForest Supply Co	Milk Creek Project - Mesh Tubes & Bamboo Poles	4876	3/20/2013	\$	819.00
R Franco Restoration, Inc.	Herbical Treatment	4877	3/20/2013	\$	930.50
Richardson Group IT	4 New Computers	4878	3/20/2013	\$	3,130.00
Samuel Leininger	Feb Conference Parking Reimb	4879	3/20/2013	\$	26.00
Staples Advantage	Office Supplies	4880	3/20/2013	\$	184.05
The Gold Wrench	Oil Change for the Ford Escape	4881	3/20/2013	\$	74.25
Tom Salzer	Director Training Expense Reimb - Baker City	4882	3/20/2013	\$	80.76
Voyager Fleet Systems, Inc	February Fuel for District Vehicles	4883	3/20/2013	\$	140.49
Wells Fargo	Various February Expenses	4884	3/20/2013	\$	4,456.56

Board Approved Subtotal \$ 47,871.33

Additional Payment
 Wallowa SWCD CONNECT Registrations for 12 Employees - April 24-26,2013 4885 3/20/2013 \$ 4,930.00

Total March Payments \$ 89,264.88

Approved By Board:

Board Chair 
 Board Treasurer 