



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 6/18/13

### **SWCD Board Meeting Minutes for May 21, 2013**

#### **Present:**

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

**Associate Directors:** Lowell Hanna, PK Melethil

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

**Partners:** Kris Homma (NRCS)

**Guests:** Kerry Rappold (City of Wilsonville), Jerry Thommen, John Rosebrook

#### **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, May 21, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Manager Salzer asked that the board officer election topic be changed to a discussion of when to elect board officers. The agenda was accepted as revised.

#### **2 – MINUTES AND OLD BUSINESS**

- A. Minutes from the April 16, 2013 regular board meeting were presented. Director Guttridge made one correction. Directors Guttridge/Lee moved/seconded to accept the minutes as corrected. Motion carried unanimously.
- B. Minutes from the May 1, 2013 special board meeting were presented. Directors Guttridge/Nelson moved/seconded to accept the minutes as presented. Motion carried unanimously.

#### **3 – MONTHLY FINANCIALS**

- A. Staff Lloyd presented the financial report. The budget to actual for the first 10 months (83% of the fiscal year) show the District has expended well below 83% of the budget. Directors Guttridge/Lee moved/seconded to approve the financial reports as presented. Motion carried unanimously.

Staff Lloyd presented the May voucher list for approval. Expenses totaled \$116,194.78 on check numbers 4926 through 4966 with no gaps in the number sequence. Lloyd noted the one check for a large amount was made out to Ag West Supply for a no-till drill; we are purchasing the drill for a cooperator who will repay this as a loan with interest. She also noted that we are at the upper limit on the \$50,000 contract with J Franco. This is one of six contracts for vegetation management, and all six contracts are due to expire at the end of December. We are now using other contractors more so that we don't exceed the contract limit with J Franco. J Franco has been a very good contractor for us.

Directors Fantz/Zuber moved/seconded to approve the May voucher list as presented. Motion carried unanimously.

- B. Staff Kilders reviewed the summary of Conservation Fund commitments and expenditures. The District exceeded the goal for committing project funding, and there will be a banana split celebration at the next board meeting. (Kris Homma arrived.)

## **GUEST SPEAKERS**

Kerry Rappold, Resource Manager at the City of Wilsonville spoke about the Boeckman Creek Project. This creek has its headwaters in agricultural lands and flows into the Willamette River. There are cutthroat trout, chinook salmon, steelhead trout and western lamprey in this stream. There are several acres of blackberry that must be controlled before native plants may be planted in the riparian zone. Taking care of the invasive weeds would help preserve and restore good wildlife habitat. The plan is to spray in September and then replant in the spring.

Local farmers Jerry Thommen and John Rosebrook spoke about the District's Equipment Rental Program that is currently on hold. They have used the large no-till drill since the mid-1990s and it has helped to improve their pastures, reduce mud, and increase their forage yields. They noted that many folks are interested in raising cattle on small acreage, making access to this piece of equipment important to the small acreage farmer. Director Guttridge told the visitors that the board is interested in getting the equipment back out in the field, but the District is having problems finding a venue handle the rental that has indoor storage for the equipment.

Manager Salzer summarized the options:

- Find a vendor
- Sell the equipment
- Lease the equipment to someone
- Give the equipment away
- Rent the equipment ourselves

The board noted that they didn't want to sell the equipment, and it was possible that the new vendor would want to raise the rental rates. Director Nelson mentioned that we already have a tarp to cover the equipment during the winter. We just need a vendor to do the maintenance.

Mr. Thommen agreed that the equipment is not always returned clean as he had to clean the seed box out before he could use it.

Director Lee asked if the District shouldn't be paying for the maintenance. Staff Lloyd assured her that the District did pay for maintenance and repairs.

Director Zuber asked about advertising of the program. Staff Kilders and Baker listed all the places that the equipment had been advertised and the events where the equipment had been on display to attract customers.

The question was asked how to entice a new vendor without raising the rates. One suggestion was to offer the equipment for a reduced rate to landowners having a conservation plan. The District would then make up the difference in the rental rate to the vendor so the vendor is made "whole."

The board decided by consensus that Staff Klock be given one month to find a vendor to take over the plan. The results will be brought to the board at the next regular meeting.

#### **4 – NON-RECURRING FINANCIALS/FUNDING**

- A. Manager Salzer noted that one change needed to be made to the budget that had been approved by the Budget Committee. The Department of Revenue wants to see the Building Reserve Fund expenditures broken out as capital expenditures and as materials and services. To meet that need, Salzer explained the changes on the Building Reserve Fund sheet of the budget. This was the only change proposed in the budget that was approved by the Budget Committee.

Directors Guttridge/Zuber moved/seconded to approve revisions to the approved budget, regarding the Building Reserve Fund, to reflect the guidance received by the Department of Revenue. Motion passed unanimously.

Manager Salzer then reviewed the resolution to adopt the 2013-2014 budget.

Directors Lee/Fantz moved/seconded to adopt resolution number 2013-002 Resolution To Adopt The Budget, Make Appropriations, And Impose And Categorize The Property Tax For Fiscal Year 2013-2014. Motion passed unanimously.

- B. Director Zuber updated the board on the Scholarship Committee's recommendation to award the 2013 District Scholarships to Jessica Lindsey and Michelle Janik. Jessica Lindsey is studying mechanical engineering at Portland State University. She intends to redesign horse-drawn farm implements to make them safer and more efficient. Michelle Janik is studying veterinary medicine at Oregon State University. She plans to be a farm animal veterinarian.

Directors Fantz/Guttridge moved/seconded to approve the recommendation of the Scholarship Committee to award scholarships in the amount of \$2,000 each to Jessica Lindsey and Michelle Janik. Motion passed unanimously.

- C. Staff Rains gave an over view of the loan program. Six loans have awarded, four were grant plus loans and two were straight conservation loans. The most recent loan (conservation loan) was for a no-till drill. This is the first loan the District has made using the State Revolving Loan funds from the Oregon Department of Environmental Quality.

#### **5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS**

- A. Manager Salzer updated the board on the Corral Creek dam removal project. There was an unexpected request from the State Historic Preservation Officer to include the original homestead in the cultural resources assessment. The cultural resource assessment is required to receive a permit to continue the project. Except for this hiccup, the project is on track.
- B. Salzer also gave an update on District property. The District owns a one-acre parcel up the street on Pleasant Avenue. Salzer authorized a contract to survey the corners of the property. With Redside's help, we went after three bids for the project and found a wide range of prices for the project, ranging from \$3,430 to \$9,950. We are in the process of issuing a contract with the lowest bidder.
- C. Manager Salzer reported that the Conservation Actions Tracking System ("CATS") is being tested on several computers in the office. Salzer and Staff Faucera have some final changes, but the final product will be ready by the end of June. There was no cost overrun for this project, but we extended the deadline to accommodate changes requested by District staff.

#### **6 – PERSONNEL and BOARD**

- A. Director Guttridge, chair of the Personnel Committee, reported that 63 applications had been received for the Administrative Assistant position. Staff reduced the number to ten applications that were then sent to the Personnel Committee for review. The committee reduced the number to six applicants to be

interviewed. Two of those applicants were clear standouts. The Personnel Committee recommends the Administrative Assistant position be offered to Cathy McQueeney, contingent on positive review from her references. If McQueeney refuses the offer then Manager Salzer may offer the job to Katey Gelet. Both women hold masters degrees, McQueeney in Education and Gelet in Natural Resource Science.

Director Guttridge pointed out that our summer intern will only be able to work several days a month, leaving money unspent in the intern budget.

Directors Zuber/Guttridge moved/seconded to approve the Manager Salzer to offer Cathy McQueeney the Administrative Assistant position. If McQueeney refuses the offer, then Salzer is authorized to offer the position to Katey Gelet. In the event that McQueeney accepts the position, then Salzer is authorized to Gelet a full time, no benefits, same wage summer intern position. Motion carried unanimously.

## **7 – MANAGEMENT REPORT**

- A. Director Oberg noted that in the minutes of 2010 it was specified that election of board officers be held in May or June and the new officers take over as of July 1. During discussion, the consensus of the board was to continue this process and hold the 2013 officer elections in May.

Chair position: Directors Guttridge/Lee moved/seconded to nominate Ron Oberg for Chair. Motion carried unanimously.

Vice Chair position: Directors Lee/Fantz moved/seconded to nominate Joan Zuber for Vice Chair. Motion carried unanimously.

Secretary position: Directors Lee/Zuber moved/seconded to nominate Don Guttridge for Secretary. Motion carried unanimously.

Treasurer position: Directors Fantz/Zuber moved/seconded to nominate Jan Lee for Treasurer. Motion carried unanimously.

- B. Manager Salzer will be working on the employee reviews now that the budget process is over. Director Zuber recommended that Director Lee be named to the Personnel Committee to replace Director Weinberg. Chair Oberg appointed Director Lee to the Personnel Committee.
- C. Manager Salzer reported that he submitted forms and the fee to renew the District's trademark for Golf Course Quality Lawns. The cost is \$50 for five years.
- D. Salzer also explained a little about Oregon Department of Agriculture's (ODA) Strategic Implementation Area (SIA) plan. Clackamas County SWCD and Wasco County SWCD will be the first districts to participate. ODA will do an assessment within the SIA, conduct outreach, refer landowners to the District for help, and eventually ODA may enforce on those situations where the landowner is not in compliance with water quality rules. ODA will take what they learn from the Clackamas and Wasco trials, and modify the program before rolling it out in another area. ODA has tentatively selected North Fork Deep Creek as the SIA in Clackamas County but this may change.

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

- A. Kris Homma of the USDA Natural Resources Conservation Service (NRCS) reported that she, Eann Rains, and Lisa Kilders inspected the seasonal high tunnel constructed with help from the District via a "bridge" loan. The farmer paid the District back with the Environmental Quality Incentive Program funds he received through NRCS.

Homma also thanked Director Nelson for helping to spread the word about assistance available through this office. She has received calls from two large nurseries in the Damascus- Boring area looking to work with the Clackamas County SWCD, NRCS and East Multnomah SWCD.

Homma reported that NRCS employee Lee Ko is retiring on July 3, 2013. She did not know if the NRCS will replace Lee, there may be an increase in Homma's workload. She may need to request assistance from a District planner periodically.

- B. Director Zuber reported that BARK had a new program director, Russ Plaegar, who was working for the Sandy Basin Watershed Council. She also reported that the Mazamas held a tree planting.

Zuber reported that the Crag Law Center was filing a lawsuit against the Forest Service for approving the mountain bike park at Mount Hood without requiring an Environmental Impact Statement.

Associate Director Becker reported that he had attended the Director training presented by ODA in Salem. He thought the session was very informative.

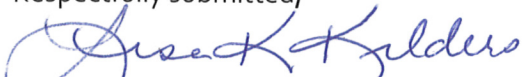
- C. Director Lee reported that the National Association of Conservation Districts is working to support the farm bill and it may be passed before the summer break.
- D. Associate Director Hanna spoke for Vector Control, asking that if the District staff sees potential mosquito breeding situations that they report them to Vector Control. He also handed out brochures for Friends of Clackamas River Basin Council, encouraging board members to donate money in support of the watershed council, noting that such donations are tax deductible.
- E. Director Guttridge reported that the building committee had toured the 15-acre Beavercreek farm the previous Friday. He also reported that the Springwater Grange Strawberry Social would be held Saturday June 15 from 4-7 p.m. A barbeque chicken dinner will include a strawberry shortcake dessert!
- F. Manager Salzer reported that he and staff Kilders had attended the CRBC annual dinner along with Director and Mrs. Guttridge, and Director Lee. Past Director Weinberg received an award for his work with the Council. CRBC received a \$1,200 donation from a large nursery in Clackamas County.
- Salzer also thanked the board for adopting the budget and shared with the board compliments that he had received about the budget from committee members Dave Albrecht and John Borden.
- G. Staff Kilders reported that the Pesticide Round Up would be held on June 1, 2013. The District was able to secure additional funds to pay for the disposal of the old pesticides.
- H. Chair Oberg reported that Small Farm School would be held this year on September 7, 2013. He anticipated a number of good classes including a track on cattle.
- I. Manager Salzer reported that he had received a key for a safe deposit box from a former board member who did not remember where the box was located. He asked if anyone knew. It was suggested that he look at the credit union on Warner Milne Street or check with Key Bank.

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

- No Executive Committee or special board meeting has been scheduled for June.
- The next regular board meeting will be on a Tuesday, June 18, 2013 at 1:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 3:10 pm.

Respectfully submitted,



Lisa Kilders, Assistant District Manager

# Voucher Approval List 05/21/2013

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

AT&T	Cell Phone Service for District's Vehicles	4926	5/1/2013	\$ 186.92
Clackamas County Department of Finance	May Benefits	4927	5/1/2013	\$ 13,520.64
Comcast	DSL for District monthly Network Service	4928	5/1/2013	\$ 121.90
Integra Telecom	Payment for District's monthly Telephone Service	4929	5/1/2013	\$ 621.32
MODOC Investments, LLC dba Redside Equities	May Rent and Operating Expenses	4930	5/1/2013	\$ 7,302.29
Pacific Automation	March Copier Expense	4931	5/1/2013	\$ 321.70
Sonitrol	May Monitoring	4932	5/1/2013	\$ 149.00
Voyager Fleet Systems Inc	March/April Fuel for District Vehicles	4933	5/1/2013	\$ 298.49
	<b>Subtotal</b>			\$ 22,522.26
	<b>Total</b>			\$ 22,522.26

## Board Approved Expenses:

A&L Western Ag Labs	Landowner Soil Test	4934	5/21/2013	\$ 12.00
Ag West Supply	DEQ Equipment Loan - No-Till Drill	4935	5/21/2013	\$ 45,000.00
Ash Creek Forest Management, LLC	Herbicidal Treatment	4936	5/21/2013	\$ 9,248.02
AT&T	Cell Phone Service for District's Vehicles	4937	5/21/2013	\$ 189.27
Bennett/Porter & Associates	QuickBooks Software Upgrade & Consulting Services	4938	5/21/2013	\$ 225.28
Bosky Dell Natives	Arbor Day Event - Tree Give-a-way	4939	5/21/2013	\$ 285.00
Clair Klock	Mileage Reimb	4940	5/21/2013	\$ 202.27
City of Oregon City Police Department	Alarm Permit Renewal	4941	5/21/2013	\$ 15.00
Clackamas County School District	Field Trip to Water Festival @ CCC for 4th graders	4942	5/21/2013	\$ 74.66
Clark Conservation District	March & April Engineer Technician Services	4943	5/21/2013	\$ 2,702.71
Corporate Division, Secretary of State	Trademark Renewal - Golf Course Quality Lawns	4944	5/21/2013	\$ 50.00
Donald Guttridge	March & April Expense Reimb	4945	5/21/2013	\$ 128.83
Eileen Eakins, LLC	Legal Services	4946	5/21/2013	\$ 432.00
Erik Carr	Mileage Reimb	4947	5/21/2013	\$ 34.47
H2Oregon	Bottled Water for Board Room	4948	5/21/2013	\$ 22.00
ING, Oregon Savings Growth Plan	May 3 PR Employer & Employee 457b Contributions	4949	5/21/2013	\$ 6,645.39
J Franco Reforestation, Inc	2011 EDRR-003 Contracted Services - Field Tech	4950	5/21/2013	\$ 7,286.52
Jason Faucera	Mileage Reimb	4951	5/21/2013	\$ 57.63

Jenne Reische	Mileage Reimb	4952	5/21/2013	\$	142.73
Jeremy Baker	Mileage Reimb	4953	5/21/2013	\$	86.67
Jillian Lamont & Associates	Data Base Contracted Services	4954	5/21/2013	\$	1,705.00
Joan Zuber	Expense Reimb	4955	5/21/2013	\$	215.05
Johnson Creek Watershed Council	Contracted Services - Creek Care MOA	4956	5/21/2013	\$	1,150.40
Marlene Lloyd	Mileage Expense Reimb	4957	5/21/2013	\$	16.95
DOG Recipient	DOG 1113-006	4958	5/21/2013	\$	520.00
Minuteman Press	Printing 4,500 WeedWise Brochures and other printing	4959	5/21/2013	\$	1,165.63
Quill	Office Supplies	4960	5/21/2013	\$	324.04
Redside Equities, LLC dba Modoc Investments	Architect Fees - Pleasant Avenue Site Work	4961	5/21/2013	\$	1,235.00
DOG Recipient	DOG 1213-008	4962	5/21/2013	\$	9,115.50
OWEB SG Recipient	OWEB SG 12-10-005	4963	5/21/2013	\$	800.00
The Oregonian	Ad for April 3 Budget Hearing	4964	5/21/2013	\$	442.47
DOG Recipient	DOG 1214-001	4965	5/21/2013	\$	273.98
Wells Fargo	Various April Expenses	4966	5/21/2013	\$	3,868.05

Board Approved Subtotal \$ 93,672.52

Total Monthly Payments \$ 116,194.78

Approved By Board:

Board Chair   
Board Treasurer 