



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved August 20, 2013

### ***SWCD Board Meeting Minutes for July 16, 2013***

#### **Present:**

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

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

**Partners:** Kris Homma (NRCS)

**Guests:** John Byers (Oregon Department of Agriculture)

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

Chair Oberg called the meeting to order with a quorum present at 1:01 p.m. on Tuesday, July 16, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Manager Salzer requested the personnel discussions be dropped from this month's agenda and the Instream Weed Control Contract Request be added. The agenda was accepted with those revisions.

#### ***GUEST SPEAKER***

John Byers of the Oregon Department of Agriculture provided a 30-minute presentation on the Strategic Implementation Area program. He stressed that care would be taken to preserve the District's relationship as a non-regulatory collaborator with Clackamas County land owners and expressed his appreciation to the District for volunteering to be part of this pilot project.

#### ***2 – MINUTES AND OLD BUSINESS***

- A. Minutes from the June 18, 2013 regular board meeting were presented. Director Guttridge made one correction. Directors Guttridge/Zuber moved/seconded to accept the minutes as corrected. Motion carried unanimously.

#### ***3 – MONTHLY FINANCIALS***

- A. Staff Lloyd presented the financial reports. Under income received for fiscal year 2012-2013, the District received 104% of revenue expected. This was due to receiving an additional \$66,000 in tax revenue and \$4,000 in miscellaneous reimbursements that could not be anticipated. Chair Oberg asked why the District received additional revenue and Manager Salzer explained that this was primarily a result of tax status changes within the County.

Directors Zuber/ Guttridge moved/seconded to approve the financial reports as presented. Motion carried unanimously.

- B. Staff Lloyd presented the July voucher list for approval. Expenses totaled \$52,946.70 on check numbers 5044 through 5075 with no gaps in the number sequence. There was one unusual expense: Check #5073 to Westlake Consultants, Inc. for \$2,661.80, which represents partial payment for survey services on the Pleasant Avenue property (not to exceed \$8,400).

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

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

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

- A. Manager Salzer asked the Board to adopt a revised Resolution Authorizing Payment of Recurring Expenses. This resolution reflects the new, automatic loan payment to Wells Fargo for the Beavercreek Farm and three recurring expenses that have been reduced: Comcast from \$225 to \$200 per month, ATT from \$250 to \$50 per month and MODOC lease reduced by \$3,000 per month. The monthly loan payment to Wells Fargo for the Beavercreek Farm is \$3,364.61. Payments begin August 7, 2013 and will continue for a 10-year period, at which time the farm will be paid off in full.

Directors Guttridge/Zuber moved/seconded to adopt Resolution No. 2013-004: Resolution Authorizing Payment of Recurring Expenses. Motion carried unanimously.

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

- A. Staff Baker reported on the Lake manure management project at a 30-acre horse boarding facility in the Eagle Creek drainage area. This project will enable the land owner to switch from using a manure pile to utilizing a composting system for re-use on the farm. Director Salzer requested that the Board approve this project not-to-exceed \$32,000.

Directors Guttridge/Nelson moved/seconded to authorize the District Manager to proceed with the funding of the Lake project not-to-exceed \$32,000. Motion carried unanimously.

- B. Staff Baker reported on the Kaser irrigation improvement project on a hazelnut orchard on Butte Creek, adjacent to the Mt. Angel groundwater limited area. This project is located in a culturally sensitive area, along a stream in a flood plain that may have been used for Native American campsites. A cultural resources review is needed and is expected to have associated costs up to \$17,000. Expenditures for materials and supplies to complete the irrigation project are calculated not-to-exceed \$70,000. Director Salzer requested that the Board approve these two separate components.

Directors Guttridge/Nelson moved/seconded to approve funding for the Kaser project for cultural resource assessment not-to-exceed \$17,000 and for equipment and materials not-to-exceed \$70,000. Motion carried unanimously.

- C. Manager Salzer updated the Board on the Septic System Program. The District is preparing a proposal using Department of Environmental Quality funds for septic system repair. Director Zuber asked how many individuals took advantage of the \$100 rebate on septic system inspection and pumpout offered by the District beginning in April. Staff Kilders reported that she knew of three land owners who utilized the rebate and that there will be another Septic System Maintenance workshop offered in Estacada in October.
- D. Manager Salzer reported that the staff has begun using the Conservation Actions Tracking System (CATS). Staff Baker shared that there is a learning curve in using the new system but, ultimately, he believes it will be highly effective.

- E. Manager Salzer reported that the draft agreement to house and manage the Equipment Rental Program had been sent to B & R Rental but there has been no response. Salzer recommends that the equipment be moved from Director Nelson's property to the Beavercreek Farm for storage.
- F. Manager Salzer reported that the survey on the Pleasant Avenue property is almost complete. A few minor encroachments were found on the property line and a utility easement was discovered, but will have no impact on how the property can be developed.
- G. Manager Salzer outlined a generalized 5-year schedule for planning and development of the Beavercreek Farm and explained how that schedule aligned with the District's values.
  - 2013 – "What Do We Have?" - Evaluate, Investigate, Repairs
  - 2014 – "What Could/Should We Do?" – Vision, Concepts
  - 2015 – "What Will We Do and When?" – Design, Permits, Financing
  - 2016 – "Do It!" – Build
  - 2017 – Move the District office to the Beavercreek Farm.

Director Zuber expressed concern about the possibility of higher interest rates in 1 ½ years for the office construction and how that would impact financing. Manager Salzer shared that the Special Districts Association of Oregon (SDAO) has the ability to finance such projects with a competitive rate signature loan that requires no collateral. He expressed the possibility of borrowing funds from SDAO to pay off the Wells Fargo loan on the Beavercreek Farm early and the possibility of selling the Pleasant Avenue property in 2015 to help finance development.

Salzer shared a real estate flyer for the Beavercreek Farm from 2011 and pointed out that it was originally advertised as a "development opportunity." He commended the Board for undertaking the preservation of this exceptional property. Chair Oberg stated that he was looking forward to a brainstorming session with the Board and District staff and was glad not to be feeling rushed about making decisions on how the property was going to be used.

Director Nelson wanted to know how the day-to-day operations at the Farm would be handled. Manager Salzer stated that he had taken it upon himself to pick up mail, take out trash, set lights on a timer and stay overnight in the house several times during the week to provide an occupied presence at the farm. This will fulfill the necessary terms on our insurance policy which has a "vacancy exclusion," meaning there may not be coverage on a loss if the property is not occupied. Director Guttridge recommended that Manager Salzer be permitted to handle the day-to-day operations for the short term. Chair Oberg recommended that a meeting be set with District staff to discuss some of the urgent issues related to the Farm. Salzer noted that Staff Baker and Leininger had already begun an inventory process. Due to the many commitments the District has over the next month, Salzer observed that the best meeting time for a brain storming session would be after the end of August. All Board Directors agreed, and it was suggested that the Building Committee should meet soon and bring recommendations to the meeting.

- H. Staff Kilders reported that plans are under way to hold the Annual Dinner at the Beavercreek Farm on August 28, 2013 from 4:00-7:00 p.m. This will be an informal event that will include a BBQ dinner, walking tour with stations managed by staff, a comment board or box to solicit ideas for how our partners and guests would like to see the property used, and possibly live music. Chair Oberg suggested that neighbors be invited and all present agreed.
- I. Manager Salzer reported that the Proposals for the Instream Weed Control Contract had been reviewed and a contractor had been selected. He requested that the Board authorize entering into a contract with Ash Creek Forest Management not-to-exceed \$50,000 for work to begin work this fall.



Directors Guttridge/Fantz moved/seconded to authorize the District Manager to enter into a contract with Ash Creek Forest Management on behalf of the Conservation District not-to-exceed \$50,000 for a two and a half year period. Motion carried unanimously.

## **6 – PERSONNEL**

- A. The agenda was amended to remove the discussion on employee wage adjustments from this month's meeting.
- B. The agenda was amended to remove the discussion on an employee request to reduce hours from this month's meeting.

## **7 – MANAGEMENT REPORT**

- A. Staff Kilders reported that an update of activities in the Clackamas River Basin had been sent to the Clackamas Local Area Committee. She shared the handout.

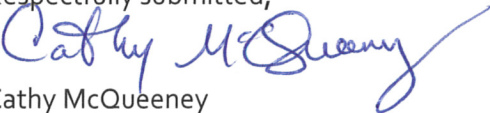
## **8 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

- A. Director Nelson reported that a two-day field day demonstration of the experimental Smart Sprayer that he has been testing at his nursery was held at the North Willamette Research and Education Center in Aurora. He hopes to work with the District to make a video to demonstrate the effectiveness and efficiency of this equipment.
- B. Director Zuber observed that the Director name cards needed to be updated to reflect new Board officers.
- C. Director Guttridge shared that he has completed haying for the season. He was also very happy that the purchase of the Beavercreek Farm was completed.
- D. Manager Salzer reported that the Lavender Festival was very successful and that staff members were kept busy talking with people interested in conservation.
- E. Staff Rains thanked the Board for approving the Lake and Kaser projects and Instream Weed Control contract.
- F. Staff Baker thanked the Board for approving the Lake and Kaser projects.
- G. Kris Homma of the USDA Natural Resources Conservation Service (NRCS) shared that the Far West Show is coming up in August and requested help in staffing the NRCS booth. She also noted that the USDA Farm Bill is going to conference committee.
- H. Chair Oberg reminded everyone that the County Fair begins on August 13, 2013, and that the Small Farm School will be held on September 7, 2013 at Clackamas Community College. Staff Kilders noted that there were still slots on the booth staffing schedule for Saturday and Sunday.

## **ADJOURN and NEXT MEETING**

The next regular board meeting will be on a Tuesday, August 20, 2013 at 1:00 p.m. at the District office. There being no further business, Chair Oberg adjourned the meeting at 3:07 p.m.

Respectfully submitted,



Cathy McQueeney

# Voucher Approval List 07/16/2013

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

Clackamas County Department of Finance	July Benefits	5044	7/1/2013	\$ 13,520.64
Voyager Fleet Systems Inc	Fuel for District Vehicles	5045	7/1/2013	\$ 316.69
Comcast	DSL for District monthly Network Service	5046	7/1/2013	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	5047	7/1/2013	\$ 596.83
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5048	7/1/2013	\$ 7,302.29
Pacific Automation	May Copier Expense	5049	7/1/2013	\$ 317.07
Somitrol	Security Monitoring	5050	7/1/2013	\$ 149.00
	Subtotal			\$ 22,327.37

## Board Approved Expenses:

4imprint, Inc.	2,500 Pens - give aways at Fairs and Festivals	5051	7/16/2013	\$ 946.71
Bennett/Porter & Associates	QuickBooks Technical Assistance	5052	7/16/2013	\$ 175.00
Canby Herald	1-year Mail Subscription	5053	7/16/2013	\$ 35.00
Habitat Restoration, LLC	Contracted Services - Skid Steer Mowing	5054	7/16/2013	\$ 6,844.00
C Klock	June Mileage Reimb	5055	7/16/2013	\$ 46.33
Clackamas Co. Fair	Fair Booth's 32-35 Pymt 2 of 2	5056	7/16/2013	\$ 764.00
Community Newspapers	Independence Day Ad - Molalla Pioneer	5057	7/16/2013	\$ 265.00
Sound Native Plants Inc.	Johnson Creek Weed Survey	5058	7/16/2013	\$ 915.00
Donald Guttridge	June Exp Reimb	5059	7/16/2013	\$ 64.42
Eileen Eakins, LLC	Legal Services	5060	7/16/2013	\$ 1,620.00
ING, Oregon Savings Growth Plan	July 5 PR Employer & Employee 457b Contributions	5061	7/16/2013	\$ 5,853.84
Institute for Applies Ecology	500 Field Guides to Weeds	5062	7/16/2013	\$ 2,064.33
Jenne Reische	Mileage Reimb	5063	7/16/2013	\$ 55.94
Jeremy Baker	Mileage Reimb	5064	7/16/2013	\$ 53.56
Minuteman Press	Printing Business Cards	5065	7/16/2013	\$ 211.48
Oregon PERS	Oregon State Social Security Annual Admin Fee	5066	7/16/2013	\$ 15.00
Oregon State University	Scholarship 2013-2014	5067	7/16/2013	\$ 2,000.00
Portland State University	Scholarship 2013-2014	5068	7/16/2013	\$ 2,000.00
SDAO	Workers Comp Insurance 2013-2014	5069	7/16/2013	\$ 2,465.24
Staples Advantage	Office Supplies	5070	7/16/2013	\$ 317.10
	Total			\$ 22,327.37

Oregonian  
DOG Recipient  
Westlake Consultants, Inc.

Advertisement - 2nd Notice of Public Meeting (Borrowing)  
DOG 1214-001  
Survey Services on 314 Pleasant Ave., Oregon City

5071 \$ 234.29  
5072 \$ 175.31  
5073 \$ 2,661.80

7/16/2013  
7/16/2013  
7/16/2013

Board Approved Subtotal \$ 29,783.35

**Additional Payments**

AT&T  
Wells Fargo

District Cell Phone Service  
Various June Expenses

5074  
5075

7/16/2013  
7/16/2013

\$ 186.80  
\$ 649.18

Total Monthly Payments \$ 52,946.70

Approved By Board:

Board Chair  
*[Signature]*  
Secretary  
Board Treasurer  
*[Signature]*