



CLACKAMAS COUNTY  
**Soil and Water Conservation District**

Approved August 20, 2013

***SWCD Executive Committee Meeting Minutes for August 1, 2013***

**Present:**

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

**Staff:** Lisa Kilders, Marlene Lloyd, Cathy McQueeney, Tom Salzer

***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 Thursday, August 1, 2013 at the Clackamas County SWCD Beaver Creek Demonstration Farm at 22055 S. Beaver Creek Road, Beaver Creek.

The agenda was accepted as presented.

***2 – MINUTES AND OLD BUSINESS***

- A. Minutes from the July 16, 2013 regular board meeting were presented. Director Lee suggested one correction.

***3 – MONTHLY FINANCIALS***

- A. Staff Lloyd presented the voucher list for approval. She noted that beginning with the August 20, 2013 Board Meeting, the monthly Verizon Wireless bill for Internet services would be included in the Recurring Expenses. Manager Salzer explained that this service supports the iPads used by the Weed Wise Program, that Verizon has more towers in the County, and that we enjoy a great government rate. Directors Lee/ Guttridge moved/seconded to approve the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd shared that the auditor, Richard Winkle, had provided an audit engagement letter and signature forms. She requested that the Board sign these today.

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

There were no non-recurring financial/funding issues discussed at this meeting.

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

- A. Manager Salzer explained that the purpose of today's meeting was to identify immediate versus long-term needs at the Beaver Creek Farm. Chair Oberg stated that he felt it was important to establish a process for how decisions were going to be made regarding the farm, noting that he expected this process to change over time. Director Lee inquired as to what the Building Committee had in mind when they purchased the property. Director Guttridge stated that the primary goal was to build a clean, healthy, new office building for the District staff and to have a demonstration farm. The property is

zoned RA-2 and due to our status as a local government entity, the District is eligible to build on the new site once it obtains a conditional use permit. Manager Salzer explained that work is being undertaken to make connections in the community and build good will. He attended the Beaver Creek CPO/Hamlet meeting in July and shared that the District was currently inventorying the many resources on the property. He reported that he observed no negative reactions and that they are curious to know what will be done with the farm in the future. Chair Oberg noted that this is the most educated and active CPO/Hamlet in the County.

Manager Salzer reminded the Board that they had just signed a new five-year lease on the current office property in Oregon City so there was plenty of time to be methodical in deciding how to use the farm property. Chair Oberg acknowledged that Manager Salzer had many of the short-term issues under control and Director Lee inquired as to whether the District should engage an interim caretaker or rely on the staff to care for the property. She also asked if there were IRS consequences in having Manager Salzer live on the property. Staff Lloyd explained that a stipend could be issued to Director Salzer which would require that he receive a 1099 tax form or he could pay a nominal rent which the District would report as income, resulting in no tax liability for him. She also suggested that a month-to-month lease agreement could be drawn up which could specify that utilities would be provided in exchange for irrigating the property.

The Board discussed the possibility of having Manager Salzer live on the property, expressing some concern at how much work this would require of him in addition to his already full-time position. Manager Salzer expressed that he was possibly interested in creating an arrangement but was clear that he would not be able to do all of the work the property required. Chair Oberg requested that the Building and Personnel Committees develop a rental agreement with Manager Salzer to present at the upcoming August 20, 2013 Board Meeting. Manager Salzer expressed an interest in irrigating the property, explaining that the District was informed by the Water Master that we should exercise the water rights this year. An "in-stream" irrigation option was discussed and dismissed. Manager Salzer noted a need for new poly-pipe to undertake irrigation as the current pipe is shattered. The electric pump is old but in working order.

Chair Oberg stated that the Building Committee needed to meet with Manager Salzer to decide on the status of some of the farm structures and Director Zuber noted that safety and weather related items should take priority and be addressed before November. Primary safety/hazard issues identified included securing the farm house, assessing the condition of and possibly tearing down the old shed and outhouse, preventing neighborhood dogs from accessing the property, the need for a gate at Beaver Creek Road and repair to the deck on the house and some of the other property buildings. He also noted that the District would require some basic farm machinery and signage, and eventually a truck.

Director Oberg asked where funding would come from to execute the necessary repairs and projects on the farm and Manager Salzer suggested the Board might consider a budget amendment. Staff Lloyd noted that there was a separate line on the budget statement to track farm-related expenses and that by being "lean" in all other expense areas, monies could be found to fund initial expenses at the farm. The farm would require its own budget in the future. Director Zuber asked if there was a way to generate revenue from the property by renting buildings, pasture or farm land and Director Lee stated that the property must first be brought up to a safe condition. Director Zuber asked if it was possible to sell the Pleasant Avenue property and Manager Salzer explained that this sale could be considered by 2015 to fund the new office building for staff on the site. The option of having the farmhouse registered as a historic building as a way to limit permitting costs was discussed and dismissed.

A discussion was held regarding the formal name of the new farm. Manager Salzer reported that the previous owners have given the District permission to use the name "Roaring Creek Ranch." Director Zuber liked the idea of calling the farm the Clackamas County SWCD Demonstration Farm. Staff Kilders

noted that the District logo should be included on the sign. Chair Oberg tasked the Building Committee to come up with and present name options at the August 20, 2013 Board Meeting. A permit will be required for a permanent sign on the property. Chair Oberg reiterated that he would like to see staff and Board members work together as the farm is developed, with no one being left out and everyone having input. Director Guttridge encouraged the use of a suggestion box, noting that the Board would have final approval on all decisions but the staff had expertise that must be considered. Director Zuber encouraged the staff to consider the farm as a very large plan for a customer that would be comprehensive in scope for both the present and the future.

## **6 - MANAGEMENT REPORT**

- A.** Staff Kilders reported that the Annual Dinner will be held on August 28, 2013 at the Farm. It will be a casual, relaxed buffet dinner of local food. Guests will park in the front pasture. Staff will be located at stations around the property to discuss different features of the farm. Blue polo shirts have been ordered for staff and Board members. Invitations will be sent out the beginning of next week and local neighbors have been included on the invitation list. Talking points will be provided to staff and Board members by Manager Salzer and the Annual Report will be available for review by guests. Staff Kilders will also look into securing live music for the event.

Director Zuber asked if there would be an opportunity for guests to donate to a local food pantry and Staff Kilders said she would look into this option.

Staff and Board members should arrive at the farm by 2:30 pm. The event will run from 3:00 – 7:00 pm.

## **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 2:23p.m.

Respectfully submitted,

  
Cathy McQueeney

# Voucher Approval List 08/01/2013

VENDOR NAME:	MEMO:	Check Number	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2013-004:

Clackamas County Department of Finance	August Benefits	5076	8/1/2013	\$ 14,259.42
Comcast	DSL for District monthly Network Service	5077	8/1/2013	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	5078	8/1/2013	\$ 609.90
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5079	8/1/2013	\$ 7,302.29
Pacific Automation	June Copier Expense	5080	8/1/2013	\$ 303.17
Sonitrol	Security Monitoring	5081	8/1/2013	\$ 149.00
Voyager Fleet Systems Inc	Fuel for District Vehicles	5083	8/1/2013	\$ 453.50
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	8/7/2013	\$ 3,364.61
			Subtotal	\$ 26,566.74
<b>Additional Payments Authorized by Board</b>				
Verizon Wireless	Monthly Internet Service for Ipads	5082	8/1/2013	\$ 130.71
			Total	\$ 26,697.45

Approved By Board:

Board Chair

Board Treasurer