



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved September 17, 2013

SWCD Board Meeting Minutes for August 20, 2013

Present:

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

Associate Directors: PK Melethil, Robin Harrower

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

Partners: Kris Homma (NRCS), Cory Owens (NRCS)

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

Chair Oberg was unable to attend the meeting. Vice Chair Zuber presided over the meeting in his place.

Director Zuber called the meeting to order with a quorum present at 1:04 p.m. on Tuesday, August 20, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Director Guttridge requested that a third item be added to the personnel discussion. The agenda was accepted with this revision.

NRCS staff member Cory Owens introduced herself to the Board. She will be taking Lee Ko's place as the Clackamas County Soil Conservationist and will also act as the State Soil Health Coordinator.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the July 16, 2013 regular board meeting were presented. Director Guttridge made one correction. Minutes from the August 1, 2013 executive committee meeting were presented. Director Guttridge made two corrections. Directors Lee/Guttridge moved/seconded to accept both sets of minutes as corrected. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the financial reports. She explained that, beginning July 2013, the financial reports will be based on an accrual basis instead of a cash basis. This change was recommended by the District auditor, Richard Winkel, and will allow her to present a more complete picture of District transactions. Four new lines were added to the balance sheet: (1) Fixed Assets – Farm Equipment; (2) Other Assets – Beaver Creek Farm; (3) Liabilities & Equity – Accounts Payable; and (4) Long Term Liabilities. Long term liabilities include the Wells Fargo mortgage on the Beaver Creek Farm on which the District began payments starting 8/17/13; the term length is ten years. Associate Director Harrower asked if the District would make additional payments on the mortgage in order to pay it off sooner and Director Zuber noted that while this was an option, the District is still in the planning phase and this option will be considered in the future.

Manager Salzer noted that, as a local government entity, the District is exempt from property taxes unless it uses the property to generate revenue. In order to maintain the current farm deferral tax status, the property needs to gross \$100/acre each year for the 13.15 acres in deferral. The previous property owner paid approximately \$2200 yearly in property taxes on the homesite. Research needs to be undertaken to find out what will happen if the District generates revenue and the farm deferral is lost.

Staff Lloyd pointed out that she added three new accounts on the Profit and Loss statement: (1) Beaver Creek Farm operational expenses; (2) Insurance – SDAO; and (3) Capital Outlay for the Pleasant Avenue property.

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

- B. Staff Lloyd presented the August voucher list for approval. Expenses totaled \$124,655.16 on check numbers 5076 through 5132 with no gaps in the number sequence. There were five unusual expenses: check #5104 for \$6,446.00 to Fischer Mill Supply for a seed box for the three-foot no-till drill; check #5115 for \$2,875.00 to Moen Machinery Company for a flail mower for \$2,875.00; check # 5116 for \$44,877.50 to North Clackamas Parks and Recreation District for two grants that passed through the District to them; check #5121 for \$3,605.00 to Redside Equities for construction management services associate with the Pleasant Avenue property; and check #5132 for \$1,616.00 to Westlake Consultants, Inc. for survey services on the Pleasant Avenue property.

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

- C. Staff Lloyd reviewed the summary of Conservation Fund commitments and expenditures. Director Zuber asked to see a comparison graph between last year and this year at future meetings.

4 – AUDIT UPDATE

- A. Staff Lloyd shared that she and Staff Rains had been gathering information in preparation for meeting with auditor Richard Winkel starting August 21, 2013. She will report the audit results at the September 17, 2013 Board of Directors meeting.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Staff Kilders noted that the Oregon Department of Agriculture (ODA) focus area has expanded to include Christmas tree growers and nurseries that share similar land use conditions in Clackamas County. She shared that the District will collaborate with the East Multnomah Soil and Water Conservation District to host a series of field days and workshops on erosion control and riparian stewardship and that there will be several guest speakers to discuss topics which will include integrated pest management, soil quality, and weather service data. Manager Salzer asked the Board to approve the scope of work with ODA.

Directors Guttridge/Fantz moved/seconded to approve the scope of work with ODA. Motion carried unanimously.

- B. Manager Salzer reported that the District has enjoyed a productive partnership with SOLVE over the past several years, providing funding for many of their projects. This year, the District has identified three projects which make sense for the District to support. SOLVE has demonstrated responsible management and a high level of follow-through in the past. Manager Salzer's recommendation is that the District give SOLVE a \$6,000 block grant to be used on these three projects.

Directors Fantz/Lee moved/seconded to approve a \$6,000 grant to SOLVE. Motion carried unanimously.

- C. Staff Rains reported that all of the forms have been signed that are required for the District to file for a 10-year conservation easement on the oak restoration property. The easement will be submitted on August 21, 2013, along with the \$73.00 filing fee.
- D. Manager Salzer reported that the cultural resources survey on a mainline irrigation project resulted in a discovery of sufficient cultural items to qualify the area under consideration as a cultural resource site. Pending further investigation, this project is on hold as the planner and landowner regroup and possibly redesign the project.
- E. Manager Salzer reported that the Lake horse manure composting project is moving forward with the O2 composting system and that the District's involvement at this time is minimal.
- F. Manager Salzer reported that there has still been no reply from B&R Rental in response to the Equipment Rental Program contract. He proposed that the District make the 6' no-till drill directly available to farmers from the Beaver creek farm while the District continues to work toward a final agreement with B&R Rental.
- G. Staff Rains reported on the farmers market and watershed council grants. She has put together application packets with a September 30, 2013 deadline to send out to 16 markets and 10 watershed councils. Applications will be reviewed in October and support checks to successful applicants should be distributed in December. Staff Rains and Staff Klock have been visiting all farmers markets currently receiving support from the District to gather additional information. Staff Rains suggested that the application review committee be comprised of the following individuals: Chair Oberg, Director Zuber, Associate Director Harrower, Manager Salzer, and Staff Rains and Klock. Director Zuber and Associate Director Harrower agreed to be on the committee and a meeting date will be set for early October.
- H. Manager Salzer reported on the Pleasant Avenue property. Most of the survey has been done. Laurels and hawthorns have been removed and the blackberry and bamboo have been cleared. There is an active request for proposal for demolition and removal of the house and debris.
- I. Manager Salzer reported on the Beaver creek farm. The real estate sign has been removed. The requirements to maintain the water rights on the property have been met. An unlisted phone number and Internet service have been set up for the property. Director Guttridge recommended that the District purchase a gate to the farm and Manager Salzer noted that he had received a \$16,000 bid from Sonitrol. He suggested that a single, 12'-16' swing gate be installed by a local builder now and that a more secure, keypad operated gate be budgeted for in the future. Director Zuber strongly encouraged Manager Salzer to purchase a refrigerator for the house.
- J. Staff Kilders shared that the Annual Dinner/Open Farm event was on schedule for August 28, 2013. The event will run from 3:00 p.m. until 7:00 p.m. with a buffet style dinner starting at 4:30 p.m. An acoustic guitarist has been secured by Associate Director Becker. A map will be provided outlining a Discovery Trail where guests can see various aspects of the farm and speak with planners about different conservation practices. Voluntary donations will be suggested for the Beaver creek Food Pantry. All staff and Board members were asked to wear their new, blue District shirts to the event.

6 – PERSONNEL

- A. Director Guttridge reported that the Personnel Committee met on August 1, 2013 at the Beaver creek farm. The committee reviewed the annual performance reviews and recommended performance awards ranging from \$0 to \$2,500 for individual staff members.

Directors Fantz/Guttridge moved/seconded to approve the awarding of performance awards as specified by the Personnel Committee. Motion carried unanimously.

- B. Director Guttridge reported that Staff Givens has requested medical leave and that the Personnel Committee recommends granting her leave for a three-month period starting August 1, 2013. This will enable her to work less than 75% time and still retain her benefits during this period.

Directors Fantz/Lee moved/seconded to approve medical leave for Rhoda Givens for three months effective August 1, 2013. Motion carried unanimously.

- C. Director Guttridge reported that the Personnel Committee recommends making a job offer to current intern Katey Gelet. This will be a full-time position as Conservation Assistant at the salary she is currently receiving and she will undertake training with the goal of becoming a planner in the future. Director Lee noted that she was already well vetted.

Directors Lee/Nelson moved/seconded to approve offering Katey Gelet the full-time position of Conservation Assistant effective September 1, 2013. Motion carried unanimously.

7 – MANAGEMENT REPORT

- A. Kris Homma with NRCS expressed that she was happy to bring on Cory Owens as the new Clackamas County Soil Conservationist. She reported that Steve Fedje would be filling in for her while she was away on a two-week vacation which would, regrettably, keep her from attending the annual dinner.
- B. Staff Kilders reported on scholarships, noting that Portland State University publishes a financial aid/scholarship listing in which the District could participate. The deadline for submission is August 31, 2013. A discussion ensued which concluded that the District will offer scholarships again and that the applications would be available during a period between January and April 2014. It was decided that, instead of offering two \$2,000 scholarships, the number and amount of each scholarship would be flexible to accommodate the best distribution among applicants. The budget for the scholarships would remain at \$4,000. Director Fantz asked if there was a way to notify all Oregon higher learning institutions in order to increase promotion of the scholarships and Staff Kilders said she would look into it.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

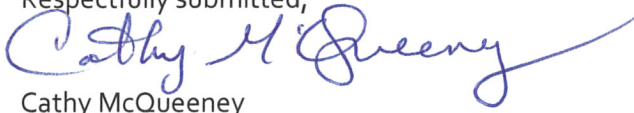
- A. Director Lee shared that the Network of Oregon Watershed Councils (NOWC) and the Oregon Association of Conservation Districts (OACD) received a grant from the Oregon Watershed Enhancement Board (OWEB) that would enable them to move in together, hire staff, and coordinate their efforts in Salem.
- B. Manager Salzer thanked the Board for awarding District staff well-deserved performance bonuses. He also expressed gratitude to Staff Klock and Givens for their outstanding work with the riparian and habitat incentive programs through the Oregon Department of Fish and Wildlife in Clackamas County, noting it was of great benefit to landowners, water quality, and wildlife.
- D. Staff Kilders noted that the OSU Smart Sprayer demonstration was featured in a video segment on Channel 8 news. Staff Faucera is currently working on producing a video on the Smart Sprayer. She also shared that she will be participating in a teacher training on watershed and water quality curriculum this week and that registration for the Small Farm School event on September 7, 2013 is still open.
- E. Director Guttridge expressed that he enjoyed the District's booth and location at this year's County Fair and that he felt both the fair and the booth were well attended by the community.

- F. Director Nelson shared that he is enjoying working with the Smart Sprayer and is working to get the word out about its capabilities. He anticipates another year of testing before it becomes commercially available. He was able to facilitate the recent purchase of the flail mower, saving the District \$400.
- G. Director Zuber expressed disappointment that she was unable to obtain a bee finger puppet for her grandchild at the District's County Fair booth. Staff McQueeney offered to procure some for her after the meeting. Director Zuber also shared that she recently attended a Focus the Nation meeting which focused on the topic of global warming and included a hike to Elliot Glacier.
- H. Staff Klock shared that he was impressed and amazed at the advances the District has made over the past several years.
- I. Staff Rains noted that she will be unable to attend the Annual Dinner because she will be away on vacation.

ADJOURN and NEXT MEETING

The next regular board meeting will be on Tuesday, September 17, 2013 at 1:00 p.m. at the District office. There being no further business, Vice-Chair Zuber adjourned the meeting at 2:42 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 09/17/2013

VENDOR NAME: _____ **MEMO:** _____ **Check No.:** _____ **DATE:** _____ **AMOUNT PAID:** _____

Recurring Expenses Authorized for Payment by Resolution 2013-004:

Clackamas County Department of Finance	September Benefits	5133	9/3/2013	\$	14,258.18
Comcast	DSL for District monthly Network Service	5134	9/3/2013	\$	124.85
Integra Telecom	Payment for District's monthly Telephone Service	5135	9/3/2013	\$	625.16
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5136	9/3/2013	\$	7,302.29
Pacific Office Automation	July Copier Expense	5137	9/3/2013	\$	218.36
Sonitrol	Security Monitoring	5139	9/3/2013	\$	149.00
Voyager Fleet Systems Inc	Fuel for District Vehicles	5141	9/3/2013	\$	478.24
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	9/7/2013	\$	3,364.61
	Subtotal			\$	26,520.69

Additional Payments Authorized by Board	Quarterly Postage Meter Rental	5138	9/3/2013	\$	60.00
Pitney Bowes	Monthly Internet Service for l pads	5140	9/3/2013	\$	153.59
Verizon Wireless				\$	26,734.28
	Total			\$	26,734.28

Board Approved Expenses:

A&L Western Agricultural Labs	Beavercreek Farm Soil Testing, Recommendations	5142	9/17/2013	\$	119.80
Ash Creek Forest Management, LLC	Weed Contract Services - Corral Creek Project	5143	9/17/2013	\$	3,000.00
Bio-Med Testing Services Inc	2 Employee's DMV checks	5144	9/17/2013	\$	36.00
BTC	Beavercreek Farm Telephone & Internet Services August & September	5145	9/17/2013	\$	207.05
C Klock	August Mileage Reimb (visiting Farmer's Markets)	5146	9/17/2013	\$	194.36
Calendars	Staff calendars & Wall Calendars	5147	9/17/2013	\$	178.93
Clark Conservation District	June & July Engineer Technician Services - Doug Fenwick	5148	9/17/2013	\$	6,304.99
Community Newspapers	County Fair & Rodeo Ads	5149	9/17/2013	\$	520.00
Eann Rains	August Mileage Reimbursement	5150	9/17/2013	\$	12.43
Eileen Eakins, LLC	Beavercreek Legal Services	5151	9/17/2013	\$	360.00
Erik Carr	August Mileage Exp Reimb	5152	9/17/2013	\$	43.86
H2Oregon	August Bottled Water for Board Room	5153	9/17/2013	\$	17.00
ING, Oregon Savings Growth Plan	September 5 PR Employer & Employee 457b Contributions	5154	9/17/2013	\$	7,394.60
Jason Faucera	August Mileage Exp Reimb	5155	9/17/2013	\$	51.07
Jeffrey Lesh	August Expense Reimb	5156	9/17/2013	\$	79.14
Jeffrey Nelson	Beavercreek Farm - Bathroom Floor repairs	5157	9/17/2013	\$	87.50
Jenne Reische	August Expense Reimb	5158	9/17/2013	\$	151.99

Jeremy Baker	August Mileage Reimb	5159	9/17/2013	\$	27.12
Joan Zuber	June, July, & August Director Exp Reimb	5160	9/17/2013	\$	257.68
K Beljer	25 Bird Houses for Event Drawings; Display Posts	5161	9/17/2013	\$	650.00
Katey Gelet	August Mileage Reimb	5162	9/17/2013	\$	58.76
Marlene Lloyd	August Expense Reimb	5163	9/17/2013	\$	50.85
Minuteman Press	Christmas Tree Flyers; Poster;	5164	9/17/2013	\$	117.42
Oregon City Garbage	September Garbage Services for the Beavercreek Farm	5165	9/17/2013	\$	25.60
Oregon Events & Tent Co	Small Farm School Canopy Rental	5166	9/17/2013	\$	1,250.00
Paul Folkestad	Chef for Annual BBQ Dinner August 28	5167	9/17/2013	\$	1,452.66
PGE	August Electricity for Beavercreek Farm	5168	9/17/2013	\$	85.36
Pitney Bowes Global Financial Services LLC	Postage for Meter	5169	9/17/2013	\$	500.00
Portland Creamery	Food for Annual Dinner	5170	9/17/2013	\$	25.00
DOG Recipient	DOG	5171	9/17/2013	\$	7,696.64
Schulz-Clearwater Sanitation, Inc.	Handicap Porta-Potty September \$127.50; Hand sanitizer \$165	5172	9/17/2013	\$	292.50
Serres Greenhouses	Food for Annual Dinner	5173	9/17/2013	\$	152.02
SOLVE	Partner Support	5174	9/17/2013	\$	6,000.00
Sound Native Plants, Inc	Weed Contract Services; Property Develop Costs Pleasant Ave	5175	9/17/2013	\$	3,485.76
Staples Advantage	Office Supplies	5176	9/17/2013	\$	176.29
DOG Recipient	DOG 1014-004	5177	9/17/2013	\$	775.00
The Gold Wrench	Ford F-150 oil change	5178	9/17/2013	\$	67.50
The Oregonian	8-week subscription	5179	9/17/2013	\$	44.80
The Party Place	Linen & Chairs Rental for Annual Dinner	5180	9/17/2013	\$	731.55
Wells Fargo	Various August Exp's	5181	9/17/2013	\$	3,981.82
Williamette Cultural Resources Assoc. Ltd.	Archaeologist Assessment Services	5182	9/17/2013	\$	10,169.08
	Board Approved Subtotal			\$	56,832.13
	Total Month's Payments			\$	83,566.41

Approved By Board:

Board Chair 

Board Treasurer 