



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 10/15/2013

SWCD Board Meeting Minutes for September 17, 2013

Present:

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

Associate Directors: Jeff Becker, Robin Harrower, PK Melethil

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

Guests: Geoffrey Gotham, Becky Meats, Nathan Piekstra, Mike Weinberg

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

Chair Oberg called the meeting to order with a quorum present at 1:04 p.m. on Tuesday, September 17, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Staff Kilders requested that a discussion item be added to the agenda regarding the employee dinner. The agenda was accepted with this revision.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the August 20, 2013 regular board meeting were presented. Chair Oberg made one correction. Directors Lee/Guttridge moved/seconded to accept the minutes as corrected. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the financial reports. She reminded the Board that, beginning July 2013, the financial reports are based on an accrual basis instead of a cash basis. Two new accounts were added to the balance sheet: (1) Landowner Conservation Loans; and (2) Landowner Equipment Loan. These two accounts represent amounts owed to us that are now visible with the accrual basis of reporting. Under Current Liabilities, the accounts payable balance was \$59,119.64, representing invoices paid in September.

In the profit-and-loss report, Staff Lloyd pointed out that Beaver Creek Farm Expenses for the month came to \$5,594.15. She has compiled a notebook with the breakdown of all farm expenses paid for each month that is available for review at any time. Manager Salzer noted that there are initial startup costs associated with the property which will diminish over time. Under Capital Outlay, there is long-term investment expense of \$4,288.96 for tables and folding chairs.

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

Director Zuber arrived at 1:09 p.m.

- B. Staff Lloyd presented the September voucher list for approval. Expenses totaled \$83,566.41 on check numbers 5133 through 5182 with no gaps in the number sequence. There were three new vendors this month – Portland Creamery, Milk Creek Produce and The Party Place – all used in conjunction with the Annual Dinner.

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

- C. Manager Salzer reviewed the summary of Conservation Fund commitments and expenditures. The graph summary contained a side-by-side comparison to the 2013-2014 Conservation Fund expenditures.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. While awaiting the arrival of auditor Richard Winkel, the Board continued on with the agenda, returning to this item at 1:25 p.m.

CPA Richard Winkel gave an overview of the annual audit. He reported that after completing the audit, he issued an unqualified opinion, which means the district had a clean audit. He also commended Staff Lloyd for doing a wonderful job and the Board for implementing exceptional controls and having great oversight of the District finances. Winkel suggested that all existing and future Board and Associate Board members fill out a conflict of interest form to be kept on file.

Directors Guttridge/Zuber moved/seconded to accept the annual audit as presented. Motion carried unanimously.

- B. Staff Kilders reviewed a report previously presented in March, 2013, about water quality risk assessment and how drinking water is threatened in two “hot spots” in the Clackamas River Watershed where there are 1,000 high risk septic systems older than 50 years. In the past, there was a Safety Net Program available to land owners with failed systems, but that is now gone. Funds from that program have been moved to the Clackamas River Water Providers, but only limited assistance is available. Staff Kilders outlined a new District administered loan program that would enable the District to loan money to homeowners to undertake and complete costly repairs using Department of Environmental Quality funds. Total funds available through the loan program would not exceed \$50,000 and any one project would receive funds not-to-exceed \$15,000 at 3% interest. According to Manager Salzer, the loans would be secured and the payback time period would be negotiable.

Directors Fantz/Guttridge moved/seconded to authorize the development of a loan program for septic system repairs not-to-exceed \$50,000, with individual project loans not-to-exceed \$15,000, at 3% interest for this current fiscal year. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer recommended that Carrol and Pete Haushalter be selected as the District’s cooperators of the year for their work on the Milk Creek project.

Directors Guttridge/Zuber moved/seconded to recognize Carrol and Pete Haushalter as cooperators of the year. Motion carried unanimously.

- B. Manager Salzer reported on the demolition of the structures at the Pleasant Avenue property. He noted that the final bids had been processed by Redside Property Management and that his recommendation was to go with Konell Construction, who not only provided the low bid at \$23,700, but who will recycle 85% and re-use 10% of the materials generated by the demolition. The contractor will also remove the

piles of trash and plant materials and pull existing stumps. He does not expect the contractor to find an oil tank on the property. Revenue generated by recycling and reuse of materials will go to the contractor.

Directors Zuber/Guttridge moved/seconded to approve the low bid of \$23,7000 submitted by Konell Construction and to authorize the District Manager to sign and accept the contract. Motion carried unanimously.

- C. Staff Kilders reported that 133 guests attended the District's annual dinner in August. The Beaver Creek Food Pantry collected \$200 and 75 pounds of donated food at the event. The dinner costs broke down to \$17.15 per person. Associate Director Becker was thanked for arranging live music for the event.
- D. Staff Kilders recommended that the annual employee dinner be held this year at the Beaver Creek farm with a meal prepared by Chef Paul Folkestad.

Directors Fantz/Lee moved/seconded to approve an expenditure not-to-exceed \$1,000 to cover the costs for the employee annual dinner. Motion carried unanimously.

- E. Staff Kilders reported that this year's Small Farm School was a great success with 197 attendees benefitting from the expertise of many speakers, including Chair Oberg and Director Guttridge. Guest Meats shared that many people from Clark County in Washington attended the event.
- F. Manager Salzer reported that the Kaser project is on hold until the District planner and landowner meet with the State Historic Preservation Office to discuss the cultural resource findings.
- G. Manager Salzer reported on the Lake composting project. The District is currently waiting on the landowner to sign agreements and on contractors for bids.
- H. Manager Salzer reported on the Corral Creek dam removal project. The final permit from the Army Corps of Engineers is expected to arrive in time to start work on the project on September 23, 2013.
- I. Manager Salzer reported on the Equipment Rental Program. There is still no final agreement with B&R Rental. The 7' wide no-till drill is being rented directly to a small handful of individuals who need access to the tool now. The drill is being maintained and repaired by the renters and is in good shape. Manager Salzer reported that he did consult legal counsel before renting the drill and was told there was little additional risk involved compared to using a third-party vendor. His recommendation is that the District manage the Equipment Rental Program from the Beaver Creek Farm. Director Fantz observed that the equipment could serve a dual purpose – being rented to the public and being utilized on the farm. Director Zuber expressed that she thought it was better that the equipment was being used than just sitting idle. Director Lee noted that Fischer Mill Supply can provide on-site maintenance of the equipment.
- J. Staff Rains reported that she is evaluating the process for soliciting bids for new vegetation management contracts for weed control and tree planting. Current contracts expire at the end of December and there are several large projects that will require these services in the spring.
- K. Manager Salzer reported on the Beaver Creek Farm. A bid has been approved for a gate which should be installed within the next three weeks. The District purchased pelletized lime to be applied over 5.4 acres of pasture within the next week. The llamas have already been moved off of fields where lime will be applied.
- L. Manager Salzer requested that the Board set a date for a property planning meeting to discuss both the Pleasant Avenue property and the Beaver Creek Farm. The Board decided to meet without District staff members and, instead, requested staff input in writing to review at the meeting. The meeting was set for Wednesday, October 16, 2013 from 9:00 a.m. to noon. Manager Salzer will solicit observations and recommendations for how best to utilize these properties from the staff.

6 – PERSONNEL

- A. Director Guttridge reported that it is time to schedule the annual review of the District Manager. A date was set for the Personnel Committee Chair and Board Chair to meet on Wednesday, October 16, 2013 at 8:00 a.m. in order to conduct that review.

7 – MANAGEMENT REPORT

- B. Staff Kilders reported on the Network of Oregon Watershed Councils and Oregon Association of Conservation Districts Annual Meetings, November 3-8, 2013. A sign-up sheet was passed around for Directors to note if they would attend these meeting and, if so, for which days. Staff McQueeney will register participants and make hotel reservations.

Directors Lee/Guttridge moved/seconded to approve necessary expenditures for each Board member or Associate Board member who wants to attend either or both of these meetings to cover registration, lodging and mileage. Motion carried unanimously.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

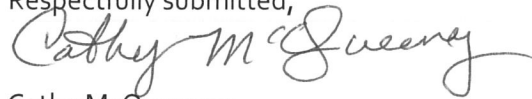
- A. Staff Kilders noted that the Oregon Flock and Fiber Festival will be in Canby from September 27-29. The District will have a display at the event. She also shared that there will be a Rain Garden Workshop led by Staff Carr on September 30, a bird watching event at the Beaver Creek Farm with Staff Klock on October 5, a Septic System Workshop in Estacada on October 22, and an Oak Lodge Watershed Event at which the District will be tabling on October 25.
- B. Associate Director Becker commended the staff on the annual dinner. He thought the event was "inspiring."
- C. Director Guttridge announced that the annual Springwater Festival would be held at the Springwater Grange Hall on Saturday, September 21, 2013.
- D. Associate Director Harrower expressed disappointment that she would be out of town and unable to observe the removal of the dam at Coral Creek.
- E. Director Zuber announced that she was recently elected as President of the Federation of Western Outdoor Clubs and that she will be featured in the news for her solar home installation with Energy Trust. She also mentioned her concerns regarding the use of giant cane by Portland Gas & Electric as a biofuel. It spreads along waterways in the same manner as Japanese knotweed.
- F. Guest Mike Weinberg shared that he has been busy in New York and is involved in many volunteer activities.
- G. Director Lee observed that there was still no federal farm bill with only nine days left in the session.
- H. Associate Director Melethil shared that the Portland Gas & Electric Cane Grass Project is considering alternatives, primarily sorghum, for both food and biomass.
- I. Staff Baker thanked the Board for the recent cost of living adjustment, noting that it made a huge difference for him. He also shared that there was a samurai armor display at the Portland Art Museum from October 5 until the end of the year.
- J. Staff Rains shared that the two individuals who had rented the 7' no-till drill were very happy to have access to the equipment.

- K. Manager Salzer invited the Board to participate in a tour of the Clackamas River Watershed hosted by the Clackamas River Water Providers on Saturday, October 5, 2013 from 7:30 a.m. to 4:30 p.m. A copy of the invitation was passed around the room. Director Lee requested that the invitation be shared with the Board via email. Staff Kilders agreed to do this. Director Salzer also shared that the District has its logo on file at Cabella's and that he recently discovered two wasp nests at the farm.
- L. Chair Oberg reported that the 2013 Clackamas County Fair was the most successful since 1998. Over 145,000 people attended the fair and the rodeo sold out two nights. 4-H students earned over \$247,000 with the livestock auction.

ADJOURN and NEXT MEETING

The next regular board meeting will be on Tuesday, October 15, 2013 at 1:00 p.m. at the District office. There being no further business, Chair Oberg adjourned the meeting at 2:58 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 09/17/2013

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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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 I pads	5140	9/3/2013	\$	153.59
Verizon Wireless			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 Bejer	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
Willamette 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 