



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 1/15/13

SWCD Board Meeting Minutes for December 18, 2012

Present:

Directors: Ron Oberg (Chair), Joan Zuber (Secretary), Don Guttridge (Treasurer), Jan Lee, Jesse Nelson, Michael Weinberg

Associate Directors: Roger Fantz

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

Partners: Kris Homma (NRCS)

Guests: Havard Bauer, Jeff Becker, Jeff Butsch, Carol Hammond, Susan Hansen, Robin Harrower, Beverlee Koutny, Christine Lewis, PK Melethil, John Persell, Henry Schmid

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

Chair Oberg called the meeting to order at 1:15 p.m. on Tuesday, December 18, 2012 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

The agenda was accepted by consensus. Attendees introduced themselves.

Before proceeding with the agenda, Chair Oberg asked guests if they would like to address the Board of Directors. Guests gave public comment. Five guests spoke in support of the Pudding River Watershed Council (PRWC) and one expressed concerns about the PRWC.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the November 20, 2012 regular board meeting were presented. Directors Guttridge/Lee moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the November 27, 2012 special board meeting were presented. Directors Lee/Weinberg moved/seconded to accept the minutes as presented. Motion carried unanimously.
- C. Minutes from the December 5, 2012 regular board meeting were presented. Directors Weinberg/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the regular monthly balance sheet and the profit-and-loss statement, plus a draft budget-to-actual report.
Directors Guttridge/Weinberg moved/seconded to accept the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd presented the voucher list for approval.

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

- C. Staff Rains reviewed the Conservation Fund expenditures. Commitments and expenditures continue to occur at a greater rate than last year. The steep increase this month was due to payment of farmers market and watershed council support grants.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. John Persell, Coordinator of the Pudding River Watershed Council (PRWC), and six council members presented information on the PRWC activities and their efforts to move their organization forward to carry out restoration activities in the watershed. They requested the board reconsider the District's choice to not provide partner support funding to the PRWC. District Board members had several questions about the organization and requested additional information be submitted. Directors Lee/Zuber moved/seconded to table the discussion until the board receives additional information. Motion carried unanimously.
- B. Staff Lloyd reported that signature cards and required paperwork had been submitted to Wells Fargo Bank to obtain a safe deposit box for titles and deeds to District property. Two of three signatories are required to be present to obtain access to the box. The three signatories are Ron Oberg, Don Guttridge, and Tom Salzer.
- C. Staff Lloyd also reported that of the ten quarterly payroll returns that were revised and submitted to the Internal Revenue Service (IRS) in October, seven have been processed and to date no penalties or interest have been assessed.
- D. Lloyd informed the board that the contract for audit services with Richard Winkel expires and the District needs to obtain a contract for next year's audit. The board members discussed the options available. Directors Lee/Zuber moved/seconded to commit to another three years of audit services with Richard Winkel. At the end of the contract period, the District will issue a new Request for Proposals. Motion carried unanimously.
- E. Manager Salzer reported that he had proposed a continuation of the contract with Clark Conservation District for services provided by Doug Fenwick. The continuation would extend the contract from January 1, 2013 to June 30, 2013 for an amount not to exceed \$20,000. Salzer brought the contract extension to the Clark Conservation District board. They were happy to sign the extension and in the excitement, Salzer signed the contract as well. He requested the board ratify the agreement that he signed. Directors Guttridge/Zuber moved/seconded to approve the signing of the extended contract for services with Clark Conservation District. Motion carried unanimously.
- F. Manager Salzer reminded the board that the terms of three seats on the budget committee are expiring and we need to start contacting committee members whose terms are up to see if they are interested in continuing in the position. If they do not wish to continue, we need to contact prospective new members. The members whose terms are expiring are John Borden, John Martinson, and Rennie Squire. One board member told the group that John Martinson already expressed that he did not want to be reappointed. Director Lee will contact John Borden to see if he is still interested in participating. She also suggested Lowell Hanna as a possible committee member. Other board members agreed that it was good to invite new members to show the public that our process is transparent.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer updated the Board on the Pleasant Avenue property. He outlined the work that needed to take place no matter what the board decides to do with the property in the future. First, the property needs to be surveyed by a licensed surveyor to find the property corners (not to exceed \$10,000). Second, the structures need to be demolished and removed and the utilities need to be located (not to exceed \$25,000). Third, an independent certified arborist needs to evaluate the large conifer that is looming over the power lines. Removal of the tree is a likely result (not to exceed \$5,000). Fourth and lastly, the brush needs to be cut down and removed (not to exceed \$5,000). This comes to a total not to exceed \$45,000. Salzer requested authorization to expend funds from the building reserve fund to accomplish these tasks. Directors Weinberg/Guttridge moved/seconded to authorize the manger to expend funds from the building reserve fund not to exceed \$45,000 to accomplish the tasks presented. Motion carried unanimously.
- B. Staff Kilders and manager Salzer have been meeting with Clackamas County Water Environment Services and Clackamas River Water Providers to develop a program to reduce risk of failing onsite septic systems identified along the Clackamas River. A workshop to instruct onsite septic system owners how to maintain their systems will be held in the spring and fall. To encourage participation a \$100 voucher toward septic tank inspection and pumping will be offered. Salzer requested funds not to exceed \$10,000 for the inspection/pumping vouchers. Directors Lee/Guttridge moved/seconded to approve funds in an amount not to exceed \$10,000 for onsite septic system inspection and pumping vouchers to promote the water quality project in the Clackamas River Watershed. Motion carried unanimously.
- C. Manager Salzer reported that Johnson Creek Watershed Council (JCWC) has submitted a request for funds. They are planning a riparian restoration project with a goal of establishing cover on 80% of Johnson Creek. The headwaters of Johnson Creek are in Clackamas County. The watershed straddles both Clackamas and Multnomah Counties. The JCWC is also requesting financial support from East Multnomah Soil and Water Conservation District. Their request is for \$30,000 to \$35,000 a year for three years. The board decided to invite JCWC to the January board meeting to present their project idea. One concern of the board is that funding this request would set a precedent for other group's projects. They also discussed the need for setting criteria for such requests. The board was also concerned that the funding request between East Multnomah and Clackamas should be based on the amount of stream miles within each county.
- D. Associate Director Miller was absent so the discussion on the Stafford Community Planning Organization will be rescheduled for a later date.
- E. Manager Salzer reported that the Conservation Actions Tracking System database development was on track. He and Staff Faucera will be meeting with the programmer the next day to see the first draft model.
- F. Salzer updated the board on the Equipment Rental Program. This program was put on hiatus until a new venue for the rental program could be found. Staff Baker and Lloyd are discussing the possibility of such an agreement with the AA Rentals up the street from the District office. The advantage of this location is the mechanic that works with AA Rentals know about no-till drills. Baker reported that Director Nelson noticed that there is not a seed box on the 3' no-till drill to accommodate grass seed. The purpose of offering the small no-till drill was to encourage cover crops in nurseries and vineyards. Baker is looking into the cost for purchasing an appropriately sized seed box for this implement.

- G. Salzer updated the board on the Milk Creek project. The planting area is being prepared, trees are on order and planting should begin after the first of the year. There have been two high water events since the structures were completed and they functioned as designed.
- H. The Corral Creek dam removal project is moving forward. Staff Reische has applied for grant funding to help defray the costs on this project.
- I. Manager Salzer prepared a summary of ideas and discussion from the November 27, 2012 Board-Staff planning meeting. He will use the input from this meeting to draft a 5-year plan. The plan will be to the board early in 2013.

6 – PERSONNEL

- A. Chair Oberg asked that the visitors interested in becoming an associate board member should attend several meetings and submit a letter of interest to Manager Salzer. Oberg then asked the other board members what the past procedure has been to name associate directors. Board members make a motion to appoint an associate board member. Associates are appointed for a two-year term (based on the calendar year). January is the month we also swear in elected officials. Staff will bring a list of associates and appointment dates to the next meeting.
- B. Manager Salzer gave a brief update on training that staff has attended recently.
- C. Manager Salzer announced that the Special Districts Association of Oregon would offer training for district directors on February 8-10, 2013. The training will be here in Portland and the deadline for registration is January 23. Staff Kilders will handle the registration for board members.

7 – MANAGEMENT REPORT

- A. Treasurer Guttridge and manager Salzer found that the Wells Fargo account ending in 9919 was unused, and funds in that account were receiving only 0.3% interest. Accordingly, Guttridge approved closing the account. Salzer did so, and transferred the balance of \$45,147.41 to the District's LGIP account where the interest rate is 0.6%.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

Kris Homma reported that 23 signups for the Environmental Quality Incentive Program (EQIP) were received thus far. The closing date is Friday, December 21, 2012. The categories for the EQIP applications are forestry, energy, seasonal high tunnels and regular EQIP practices.

Kris also invited the board members to attend the local work group meeting on January 23, 2013 at the District office.

Director Lee announced the 2013 Oregon Association of Conservation Districts (OACD) conference on November 6-8, 2013 in Newport. She and the OACD are working toward making National Association of Conservation Districts training available to directors in Oregon.

Lee also mentioned that the board members might want to keep an eye out for a bill proposed by Farm Bureau that will require conservation projects to seek land use approval before implementing.

Director Guttridge said that he was excited about the prospect of the District implementing an intern program.

Director Zuber reported is now on the Mazama executive council. The council is expecting a presentation developer of the Timberline mountain bike park. The council also appreciated the letter Manager Salzer wrote on behalf of the District board regarding the mountain bike park.

Associate Director Fantz requested that the board put in writing the information they require from the Pudding River Watershed Council in order to have their application for partner support reconsidered. The board members will send Manager Salzer a list of the information they would like to see submitted by the PRWC. Salzer will compile the list and send it to the PRWC.

Staff Rains is working on reports to our funders. She also stated more of the grant money for the Milk Creek project arrived.

Visitor Jeff Becker thanked the board on behalf of the Oregon City Farmers Market for the support grant and the challenge grant for the Power of Produce Club. He said they have almost reached the \$3,000 goal.

Staff Kilders announced that the Northwest Ag Show would be on January 28-31, 2013 and the District will have a booth in partnership with East Multnomah SWCD and the NRCS. She also announced the North Willamette Horticulture Society meetings on January 15-17 at the Clackamas County Event Center. The District will also have a booth at this event.

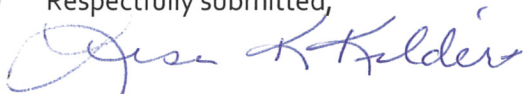
Kilders reported a successful pesticide round-up in Washington County. Clackamas County SWCD collaborated with the Tualatin SWCD to hold this collection event. Four Clackamas County producers participated, including one producer whose truck broke down on the way to the event. He dropped his 1,600 pounds of pesticides at the Clean Harbor location in Clackamas once his truck was repaired. The district is working with DEQ to request unused grant funds from other 319 grants in the northwest region. A spring pesticide round-up is planned in the Clackamas watershed in May.

ADJOURN and NEXT MEETING

The next board meeting will be January 15, 2013 at 1:00 p.m. at the District office.

There being no further business, the meeting adjourned at 3:12 pm.

Respectfully submitted,



Lisa Kilders

Assistant District Manager

Voucher Approval List 12/18/2012

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
--------------	-------	-----------	-------	--------------

Recurring Expenses Authorized for Payment by Resolution 2012-001:

Clackamas County Department of Finance	December Benefits	4717	12/5/2012	\$ 13,962.59
Comcast	Monthly DSL Service for District Network	4718	12/5/2012	\$ 201.90
Integra Telecom	Payment for District's monthly Telecom Service	4719	12/5.2012	\$ 610.33 **
MODOC Investments dba Redside Equities, LLC	December Rent & Utilities	4720	12/5/2012	\$ 7,359.41
Pacific Office Automation	October Copier Expense	4721	12.5/2012	\$ 302.34
Sonitrol	December Monitoring	4722	12/5/2012	\$ 149.00

**Over the \$600 Authorized amount.

Subtotal \$ 22,585.57

Board Approved Expenses:

A & L Western Agricultural Labs, Inc	Basic Soil Tests for two Landowners	4723	12/18/2012	\$ 48.00
AT&T	District Cell Phone Services	4727	12/18/2012	\$ 188.02
Abe's Royal Cleaners	Cleaning WeedWise Clothes with Herbicides	4724	12/18/2012	\$ 37.50
ABR, Inc	Professional Services - ODA Grant - Macroinvertebrate Study	4725	12/18/2012	\$ 3,390.16
Alan Leftridge	L Kilders Writers Training Workshop	4726	12/18/2012	\$ 265.00
Canby Area Chamber of Commerce	Farmers Market Support Grant	4728	12/18/2012	\$ 2,000.00
Celebrate Milwaukie, Inc.	Farmers Market Support Grant	4729	12/18/2012	\$ 6,000.00
Clackamas River Basin Council	Watershed Council Support Grant	4730	12/18/2012	\$ 18,000.00
Colton Farmers and Crafters Market	Farmers Market Support Grant	4731	12/18/2012	\$ 1,500.00
DOG 1013-002	DOG 1013-002	4732	12/18/2012	\$ 485.21
Donald Guttridge	November Expenses	4733	12/18/2012	\$ 262.39
East Multnomah SWCD	4 County CMWA Partner Support	4734	12/18/2012	\$ 2,000.00
Eileen Eakins, LLC	November Legal Services	4735	12/18/2012	\$ 1,800.00
Erik Carr	November Expense Reimb	4736	12/18/2012	\$ 12.21
Fischer Mill Supply Inc	Equipment Repair	4737	12/18/2012	\$ 155.96
Friends of Tryon Creek	Watershed Council Support Grant	4738	12/18/2012	\$ 5,000.00
Greater Oregon City Watershed Council	Watershed Council Support Grant	4739	12/18/2012	\$ 4,000.00
H2Oregon	Water for Board Room	4740	12/18/2012	\$ 16.00
Habitat Restoration dba RJ Consulting Services	EDRR Contract Services	4741	12/18/2012	\$ 1,960.00
Historic Downtown Oak Grove Neighborhood	Farmers Market Support Grant	4742	12/18/2012	\$ 1,500.00

Historic Oregon City	Meeting Room Rental	4743	12/18/2012	\$	150.00
ING - State of Oregon Plan	December 5 Employer & Employee OGSP Contributions	4744	12/18/2012	\$	7,346.14
Jason Faucera	November Expense Reimb	4745	12/18/2012	\$	154.29
Jenne Reische	Nov Mileage Reimbursement	4746	12/18/2012	\$	69.05
Jillian Lamont & Associates	Data Base Services	4747	12/18/2012	\$	5,912.50
Jim Fisher Roofing	Contractor Services G + L 1214-003	4748	12/18/2012	\$	485.00
Joan Zuber	November Expense Reimbursement	4749	12/18/2012	\$	266.39
Johnson Creek Watershed Council	Watershed Council Support Grant	4750	12/18/2012	\$	10,000.00
Jonas Company	Contractor Services G + L 1215-001	4751	12/18/2012	\$	15,000.00
Marlene Lloyd	November Exp Reimb	4752	12/18/2012	\$	30.24
Minuteman Press	Poster, Copies	4753	12/18/2012	\$	62.26
Molalla River Watch	Watershed Council Support Grant	4754	12/18/2012	\$	10,000.00
New Horizons Computer Learning Center	Staff Computer Training	4755	12/18/2012	\$	4,975.00
North Clackamas Urban Watershed	Watershed Council Support Grant	4756	12/18/2012	\$	7,500.00
Oregon City Farmer's Market	Farmers Market Support Grant	4757	12/18/2012	\$	6,000.00
Oregon Department of Agriculture	Pesticide Application License - J Reische, S Leininger	4758	12/18/2012	\$	100.00
Oregon FFA Foundation	NW Ag Show - Vendor Support for FFA Passport Program	4759	12/18/2012	\$	100.00
Pacific Fence and Wire Company	Contractor Services G+L 1214-003	4760	12/18/2012	\$	100.00
Popma & Sons Enterprises, LLC	Contractor Services- G + L 1213-002	4761	12/18/2012	\$	9,102.00
DOG 1112-004	DOG 1112-004 Recipient	4762	12/18/2012	\$	4,848.00
Sam Leininger	November Exp Reimb	4763	12/18/2012	\$	90.04
Sandy River Basin Watershed Council	Watershed Council Support Grant	4764	12/18/2012	\$	154.85
Secretary of State	Annual Audit Fee for FY 2011-2012	4765	12/18/2012	\$	10,000.00
State of Oregon DEQ	Pesticide WQ License Renewal	4766	12/18/2012	\$	250.00
Sunnyside Farmers Market	Farmers Market Support Grant	4767	12/18/2012	\$	469.00
The City of Lake Oswego	Farmers Market Support Grant	4768	12/18/2012	\$	1,000.00
The Committee for the Future of Damascus	Farmers Market Support Grant	4769	12/18/2012	\$	2,000.00
Tom Salzer	November Exp Reimb	4770	12/18/2012	\$	1,500.00
Tualatin River Watershed Council	Watershed Council Support Grant	4771	12/18/2012	\$	66.00
Tualatin SWCD	Pesticide Roundup Support	4772	12/18/2012	\$	3,000.00
Voyager Fleet Systems	Fuel for District Vehicles for November	4773	12/18/2012	\$	5,000.00
West Linn Farmers Market	Farmers Market Support Grant	4775	12/18/2012	\$	234.16
Wells Fargo	Various Expenses	4774	12/18/2012	\$	2,000.00
Wilsonville Farmers Market	Farmers Market Support Grant	4776	12/18/2012	\$	2,202.25
OACD	OACD Sponsorship - November Conference Speaker	4777	12/18/2012	\$	4,000.00

Board Approved Subtotal \$ 164,534.62

Total December Payments \$ 187,120.19

Approved By Board:

Board Chair 

Board Treasurer 