



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 11/19/13

SWCD Board Meeting Minutes for October 15, 2013

Present:

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

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

Guests: Manette Simpson, Mike Weinberg

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

Chair Oberg called the meeting to order with a quorum present at 1:00 p.m. on Tuesday, October 15, 2013 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

The agenda was accepted without revision.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the September 17, 2013 regular board meeting were presented. Directors Guttridge/Zuber moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the October 2, 2013 special board meeting were presented. There was one correction made. Directors Guttridge/Zuber moved/seconded to accept the minutes as corrected. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Staff Lloyd presented the financial reports. One new account was added to the balance sheet: Beaver Creek Farm Furniture. The account balance of \$848.96 reflects the purchase of a new refrigerator and the replacement water heater for the farm house. In the profit-and-loss report, Staff Lloyd pointed out that the Equipment Rental Program has generated \$195 in income. Under Grants/Contracts, income of \$33,430 comes from an Oregon Department of Agriculture/Oregon Watershed Enhancement Board grant. Contracted Services includes payment made to Richard Winkle for the annual financial audit. The insurance credit of \$316.18 reflects a refund to the District. The Capital Outlay expense for \$2,539.18 is for work done on the Pleasant Avenue property. All Beaver Creek Farm expenses are detailed in the green Beaver Creek Farm Operations Binder. Directors Zuber/Lee moved/seconded to approve the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd presented the October voucher list for approval. October expenses totaled \$123,313.99 on check numbers 5183 through 5243 with one gap in the number sequence representing check number 5235 which was voided. Staff Lloyd is holding on to a \$6,000 check from August 20, 2013 to Fischer Mill

Supply pending delivery of a completed equipment order. There was one unusual expense for \$28,549.00 to Konell Construction for the demolition and removal of the structures on Pleasant Avenue. Directors Fantz/Lee moved/seconded to approve the October 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. Conservation expenditures for the current fiscal year have been slower than expected because two big projects are currently on hold, and Oregon Department of Fish and Wildlife funds are covering much of the cost of the Corral Creek dam removal project.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Manager Salzer reviewed the amendment for the Department of Environmental Quality (DEQ) loan agreement. This amendment clarifies the timing of when the District will repay the DEQ loan. Directors Fantz/Guttridge moved/seconded to approve the amendment for the DEQ loan agreement. Motion carried unanimously.
- B. Manager Salzer presented the City of Wilsonville TIF program resolution which requests that the District forgo tax revenue in six urban renewal zones starting in 2017 and lasting until 2023. The total reduction in tax revenue to the District is estimated to be approximately \$46,000, but increased property values in these areas after 2023 is expected to result in corresponding increased tax revenue. Directors Fantz/Nelson moved/seconded to adopt Resolution Number 2013-006 concurring with the revenue sharing formula in the Wilsonville TIF zones. Motion carried unanimously.
- C. Manager Salzer introduced Resolution number 2013-005 authorizing worker's compensation coverage for District volunteers. The District utilizes volunteers, especially on rain garden installations. For a minimal cost, the District can reduce risk and liability by adding volunteers on an as needed basis to the existing worker's compensation plan. Actual cost to implement this resolution will not be known for one year as the District pays premiums retroactively based on actual use and enrollees. Directors Guttridge/Zuber moved/seconded to adopt Resolution Number 2013-005 authorizing worker's compensation coverage for volunteers. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Guest Manette Simpson from the Oregon Department of Agriculture introduced herself to the Board of Directors and spoke briefly on the different programs and projects her office offers to conservation districts. These include long-range planning, micro-trainings and operational reviews.
- B. Staff Rains reported that ten watershed councils and twelve farmers markets were proposed by the grant rating committee to receive grant funds from the District. Some specific recommendations and restrictions were attached to individual grants to ensure District funds will be utilized appropriately and efficiently. Directors Guttridge/Fantz moved/seconded to award the market and council support grants as recommended with the Pudding River stipulations. Motion carried unanimously.
- C. Staff Kilders reported that the District has been invited once again to be a platinum supporter of the annual Tree School event presented by Oregon State University. The \$1,000 donation provides the District with a full page ad in their catalog, space for a display booth, and two lunches. Tree School is the largest woodland event in the United States with 600 attendees. Directors Zuber/Guttridge moved/seconded to approve having the District continue as a platinum supporter of the Tree School. Motion carried unanimously.

- D. Manager Salzer reported that the Corral Creek dam removal is complete. Final costs for the project are not yet known as the Oregon Department of Fish and Wildlife is picking up some of the costs. The District also has grant funding for part of the work completed.
- E. Manager Salzer asked the Board to provide direction on the Equipment Rental Program (ERP). The program is currently operating from the Beavercreek farm and, as of the October board meeting, equipment has been rented five times. B & R Rental has indicated willingness to assume the rental program and is now ready to handle the no-till drills for the District, but staff is divided on the efficacy of this move. Renting the equipment directly ensures proper record keeping and maintenance and enables staff to develop positive relationships with community farmers. The Board decided by consensus to leave the ERP at the farm for now and revisit the topic in the spring. Staff will communicate this decision to B & R Rental.

Manager Salzer also reported on the 3-foot no-till drill and 5-foot seed box situation at Fischer Mills. A 3-foot seed box was ordered, but Fischer Mills obtained and attached a 5-foot seed box. The Board found this situation unacceptable. Manager Salzer will set up a meeting with Fischer Mills, take pictures of the equipment, and communicate back to the Board.

- F. Manager Salzer reported on the Pleasant Avenue property. The demolition and removal of the structures and debris exceeded expected costs due to four unexpected situations requiring change orders for health and safety reasons as follows: (1) a previously undetected septic system was found that was pumped and removed; (2) a hand-dug water well was found and decommissioned according to Water Resources Department specifications; (3) a hose bib was damaged during the demolition and replaced with a heavy-duty, frost-free hydrant; and (4) stump removal related to the District's work to control invasive species. The total amount of charges due to change orders was \$4,849.

Once demolition was complete, disturbed areas were smoothed and a layer of weed-free straw was applied. An area approximately 65 x 100 feet was covered with geotextile and a four-inch layer of crushed gravel was placed and compacted. This pad will provide off-street parking for the District.

- G. Manager Salzer reported on the Beavercreek Farm. Lime has been applied to the garden and hay fields, weeds have been treated, and repairs have been made to the house.

6 – PERSONNEL

- A. Director Guttridge reported that the Personnel Committee recommended honoring the request to extend the three month medical leave for a staff member for an additional three months. Directors Guttridge/Zuber moved/seconded to approve extended medical leave for Staff Givens for another three month period from November 1, 2013 until January 31, 2014. Motion carried unanimously.

7 – MANAGEMENT REPORT

- A. Manager Salzer shared that, with the departure of former District Director Mike Weinberg, the District is no longer represented on the Oregon Association of Conservation Districts' (OACD) Board of Districts. The Board of Districts meets one time each year at the OACD annual conference. Directors Lee/Guttridge moved/seconded to appoint Joan Zuber to the OACD Board of Districts. Motion carried unanimously.
- B. Staff Kilders shared that Carrol and Pete Haushalter were nominated by the District for the OACD Co-operator of the Year award. The winner will be announced at the upcoming OACD conference.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Staff Baker provided copies of the OACD annual meeting schedules for those individuals who were planning on attending the event.

- B. Director Lee announced that there was still no federal farm bill in place and that the federal government remained shut down. She also reminded staff that the District will need to provide a door prize for the upcoming OACD conference.
- C. Director Fantz expressed his gratitude to Manager Salzer for presenting a District overview to the Oregon Trail Democrats group.
- D. Director Zuber noted that a tree planting event had been put on hold because the National Forest Service was shut down. She also requested that staff create a graphic showing how the District's conservation funds are distributed.
- E. Director Guttridge reminded the Board that there would be a special board meeting at 9:00 a.m. on October 16, 2013 to discuss the District's properties.
- F. Manager Salzer shared that a report from the Sandy River Basin Watershed Council noted success in controlling Policeman's helmet (an invasive weed) in their area.
- G. Staff Kilders circulated a greeting card for Board members to sign for Associate Director Miller. She also shared a thank you note from the Beaver Creek Food Pantry expressing appreciation for the recent donation of goods and money gathered at the District's annual dinner in August. Additionally, she noted the following upcoming events:
- October 22 – SepticSmart Workshop in Estacada
 - October 28 – Graywater Workshop
 - November 6 – Beginning Beekeeping Workshop
 - November 6 – Oak Lodge Watershed Event
 - November 7 – Corral Creek Neighborhood Event
- H. Staff Rains thanked the Board for approving the farmers' market and watershed council grants and for allowing the Equipment Rental Program to operate for the time being from the Beaver Creek farm.
- I. Guest Weinberg shared that he was looking forward to attending the meeting on October 16, 2013.
- J. Staff Klock announced that he had free burlap bags available to Board members if they were interested in using them.
- K. Staff McQueeney shared registration confirmations with Board members who will be attending the OACD conference in November.

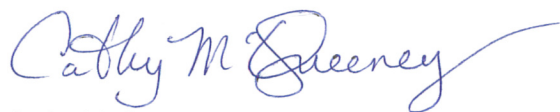
ADJOURN and NEXT MEETING

The next special board meeting will be on Wednesday, October 16, 2013 at 9:00 a.m. at the District office.

The next regular board meeting will be on Tuesday, November 19, 2013 at 1:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 2:52 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 10/15/2013

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

Recurring Expenses Authorized for Payment by Resolution 2013-004:

| | | | | |
|---|---|----------|--------------|---------------------|
| Clackamas County Department of Finance | October Benefits | 5183 | 10/1/2013 | \$ 15,243.04 |
| Comcast | DSL for District monthly Network Service | 5184 | 10/1/2013 | \$ 124.85 |
| Integra Telecom | Payment for District's monthly Telephone Service | 5185 | 10/1/2013 | \$ 641.69 |
| MODOC Investments, LLC dba Redside Equities | Monthly Rent and Operating Expenses | 5186 | 10/1/2013 | \$ 7,302.29 |
| Pacific Office Automation | August Copier Expense | 5187 | 10/1/2013 | \$ 379.07 |
| Sonitrol | Security Monitoring | 5188 | 10/1/2013 | \$ 149.00 |
| Voyager Fleet Systems Inc | Fuel for District Vehicles | 5190 | 10/1/2013 | \$ 527.55 |
| Wells Fargo Mortgage | Beavercreek Farm Mortgage Payment | EFT | 10/7/2013 | \$ 3,364.61 |
| | | Subtotal | | \$ 27,732.10 |
| Additional Payments Authorized by Board | | | | |
| Verizon Wireless | Monthly Internet Service for Ipad and mobile roaming service | 5189 | 10/1/2013 | \$ 120.03 |
| | | | Total | \$ 27,852.13 |
| Board Approved Expenses: | | | | |
| A&L Western Agricultural Labs | Beavercreek Farm Soil Testing, Recommendations | 5191 | 10/15/2013 | \$ 46.60 |
| CF Apogee Landscapes, LLC | Installation of Rain Garden for DOG Recipient | 5192 | 10/15/2013 | \$ 4,400.00 |
| BCT | Telephone & Internet Service at the Farm | 5193 | 10/15/2013 | \$ 112.67 |
| CF Blossom Eathworks | Bio-swale and Landscape Installation - Boeckman Creek Primary | 5194 | 10/15/2013 | \$ 6,910.00 |
| C Klock | September Mileage Reimb (visiting Farmer's Markets) | 5195 | 10/15/2013 | \$ 42.94 |
| Clark Conservation District | August Engineer Technician Services - Doug Fenwick | 5196 | 10/15/2013 | \$ 3,050.44 |
| CF DOG Recipient | DOG 1213-007 | 5197 | 10/15/2013 | \$ 1,955.99 |
| Don Guttridge | July & August Director Exp Reimb | 5198 | 10/15/2013 | \$ 122.05 |
| CF Eann Rains | Various Exp Reimb; C. Fund 4.57 | 5199 | 10/15/2013 | \$ 43.77 |
| Eileen Eakins, LLC | District & Beavercreek Legal Services | 5200 | 10/15/2013 | \$ 240.00 |
| Erik Carr | September Mileage Exp Reimb | 5201 | 10/15/2013 | \$ 13.56 |
| Google Inc | Google User License - 1 year subscription | 5202 | 10/15/2013 | \$ 1,050.00 |
| Government Finance Officers Association | Government Accounting Training - M Lloyd | 5203 | 10/15/2013 | \$ 925.00 |
| | Membership Dues | | 10/15/2013 | \$ 160.00 |
| H2Oregon | September Bottled Water for Board Room | 5204 | 10/15/2013 | \$ 22.00 |
| ING, Oregon Savings Growth Plan | October 4 PR Employer & Employee 457b Contributions | 5243 | 10/15/2013 | \$ 6,262.96 |
| Jason Faucera | September Mileage Exp Reimb | 5205 | 10/15/2013 | \$ 63.28 |
| Jeffrey Lesh | Reimb for District Laptop and Accessories | | 10/15/2013 | \$ 774.96 |
| | September Expense Reimb | 5206 | 10/15/2013 | \$ 40.68 |


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|--|---|------|------------|----|-----------|
| Jeffrey Nelson | Beavercreek Farm - Bathroom Floor repair; Water Heater Installation | 5207 | 10/15/2013 | \$ | 1,020.50 |
| Jenne Reische | September Expense Reimb | 5208 | 10/15/2013 | \$ | 180.99 |
| Jeremy Baker | September Mileage Reimb | 5209 | 10/15/2013 | \$ | 62.04 |
| Joan Zuber | September Director Exp Reimb | 5210 | 10/15/2013 | \$ | 62.54 |
| Katey Gelet | September Mileage Reimb | 5211 | 10/15/2013 | \$ | 60.79 |
| Konell Construction & Demolition Corp. | Demolition and Removal of Pleasant Ave House and Septic Tank | 5212 | 10/15/2013 | \$ | 28,549.00 |
| Marlene Lloyd | September Expense Reimb | 5213 | 10/15/2013 | \$ | 15.82 |
| CF Meisel Rock Products | GFOA Training Reimb Travel Expenses - Hotel, Car, Per Diem | 5214 | 10/15/2013 | \$ | 1,246.86 |
| Metro | Corral Creek Dam Removal and Rock | 5215 | 10/15/2013 | \$ | 825.85 |
| Minuteman Press | RLIS Live Subscription Annual Renewal | 5216 | 10/15/2013 | \$ | 480.00 |
| CF Mr. Rooter Plumbing | 650 Rain Garden Postcards; 200 Knotweed Postcards | 5217 | 10/15/2013 | \$ | 208.97 |
| Northwest Agricultural Show | Reroute drain spout to Rain Garden | 5218 | 10/15/2013 | \$ | 589.10 |
| CF O'Malley Brothers Corporation | Booth Space Rental - 2nd half of payment | 5219 | 10/15/2013 | \$ | 285.00 |
| OACD | Corral Creek Project - Logs & Rootwads | 5220 | 10/15/2013 | \$ | 2,000.00 |
| Oregon City Garbage | Director & Staff Conference Registration | 5221 | 10/15/2013 | \$ | 2,150.00 |
| Oregon City Signs | Monthly Garbage Services for the Beavercreek Farm | 5222 | 10/15/2013 | \$ | 25.60 |
| Pape Machinery, Inc. | WeedWise Display Board | 5223 | 10/15/2013 | \$ | 170.00 |
| Paul Folkestad, Chefs Annex Catering | Pallet Forks | 5224 | 10/15/2013 | \$ | 397.00 |
| PGE | Employee Appreciation Dinner | 5225 | 10/15/2013 | \$ | 611.00 |
| Polk County Livestock Association | September Electricity for Beavercreek Farm | 5226 | 10/15/2013 | \$ | 109.44 |
| Reliable Fence & Construction, Inc. | Pasture Mgmt Training - J Baker & K Gelet | 5227 | 10/15/2013 | \$ | 200.00 |
| CF Scholls Valley Native Nursery LLC | Farm Fence & Gate Purchase and Installation | 5228 | 10/15/2013 | \$ | 3,980.00 |
| Schulz-Cleanwater Sanitation, Inc. | 25% Deposit for Trees - for DOG Project | 5229 | 10/15/2013 | \$ | 308.75 |
| CF Sound Native Plants, Inc | October Handicap Porta-Potty | 5230 | 10/15/2013 | \$ | 127.50 |
| Stark Street Lawn & Garden | Weed Contract Services | 5231 | 10/15/2013 | \$ | 1,201.10 |
| State of Oregon - Govt Ethics Commission | Farm Tools | 5232 | 10/15/2013 | \$ | 515.83 |
| The Gold Wrench | Annual Fee assessment through June 30, 2014. | 5233 | 10/15/2013 | \$ | 412.87 |
| CF Tualatin Valley Straw Products, Inc. | Dodge Oil Chage; Battery, Cover, and Latch Replaced (Stolen) | 5234 | 10/15/2013 | \$ | 875.00 |
| CF Wells Fargo | Corral Creek Project - Straw | 5242 | 10/15/2013 | \$ | 75.00 |
| Wilbur-Ellis Company | Various September Exp's; Conserv Fund Exp \$532.44 | 5236 | 10/15/2013 | \$ | 3,990.32 |
| CF Wilco Farm Store | Farm - 9.6 Tons of Lime for Farm Fields; Backpack Sprayer&Chem | 5237 | 10/15/2013 | \$ | 3,267.43 |
| CF Willamette Cultural Resources Assoc. Ltd. | G+L 1314-001 | 5238 | 10/15/2013 | \$ | 3,949.66 |
| CF William Berry dba Natural Recovery | Archaeologist Assessment Services | 5239 | 10/15/2013 | \$ | 5,326.00 |
| Winkel, CPA | Corral Creek Dam Removal Project | 5240 | 10/15/2013 | \$ | 250.00 |
| CF Yamhill SWCD | Audit Services for FY 2012-2013 | 5241 | 10/15/2013 | \$ | 5,300.00 |
| | Trees for Conservation Fund Projects | 5235 | 10/15/2013 | \$ | 395.00 |

NOTE: Check No. 5235 VOIDED

Board Approved Subtotal \$ 95,461.86

Total Month's Payments \$ 123,313.99

Approved By Board:

Board Chair 
Board Treasurer 