



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved 12/17/13

### ***SWCD Board Meeting Minutes for November 19, 2013***

#### **Present:**

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

**Associate Directors:** Lowell Hanna, Robin Harrower, PK Melethil

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

**Guest:** Ben Gates

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

Chair Oberg called the meeting to order with a quorum present at 1:03 p.m. on Tuesday, November 19, 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 October 15, 2013 regular board meeting were presented. Directors Guttridge/Fantz moved/seconded to accept the minutes as presented. Motion carried unanimously.
- B. Minutes from the October 16, 2013 special board meeting were presented. Directors Guttridge/Nelson moved/seconded to accept the minutes as presented. Motion carried unanimously.

#### ***3 – MONTHLY FINANCIALS***

- A. Staff Lloyd presented the financial reports. There were no changes made to the balance sheet. The profit and loss statement reflects Equipment Rental Program income of \$395 as a result of three customers renting the no-till drill over the past month. There were no unusual expenses. A year-to-date profit and loss statement for July through October was presented, as was a July –through–September budget-to-actual report. Director Lee requested a schedule of loan payments being made to the District. Staff Lloyd agreed to provide this information. Directors Zuber/Guttridge moved/seconded to approve the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd presented the November voucher list for approval. November expenses totaled \$93,117.02 on check numbers 5245 through 5297 with no gaps in the number sequence. 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. Expenditures for the year are below budget projections, but are expected to accelerate in January.

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

- A. Guest Ben Gates with Redside Development explained the role his organization played in the demolition and clearing of the Pleasant Avenue property. Change orders for the removal of the septic tank, decommissioning of an old well, and replacement of a broken hose bib resulted in increased work and expense for Redside. The additional expenses incurred exceed Manager Salzer's delegated purchasing authority and require board approval for the revised contractual agreement and invoice.

Directors Zuber/Guttridge moved/seconded to approve the revised contractual agreement with Redside Development and the invoice for services rendered. Motion carried unanimously.

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

- A. Manager Salzer reported that the State of Oregon requires the District to have a registered agent and address where our official communications can be delivered. While the District submitted this information in the past, the State has no record of that action, so the paperwork must be resubmitted. A resolution designating Lisa Kilders as the registered agent at 221 Molalla Avenue, Oregon City, Oregon, 97045 was submitted to the Board for approval.

Directors Fantz/Guttridge moved/seconded to adopt Resolution Number 2013-007 adopting account signers and authorizations. Motion carried unanimously.

- B. Manager Salzer shared that the Special Districts Insurance Services (SDIS) offers the District a discount in insurance premiums in return for signing a longevity credit agreement. This agreement states that the District will continue to purchase insurance from SDIS for another year. The agreement for the coming year is expected to be almost identical to the one last signed in 2011.
- C. Manager Salzer reported that he has been attending meetings for ONEStop – a partnership project led by the Clackamas County Board of Commissioners and Clackamas Community College. The project's goal is to provide a centralized, virtual repository of information for County residents with questions about their land resources.
- D. Manager Salzer updated the Board on recent activity at the Beavercreek Farm. Willow roots which were plugging the drain from the upper pond were removed but are still partially plugging the drain line; Associate Director Toops performed some electrical repair work in the barn and advised the District on some fire safety measures; a screen was installed in the stovepipe chimney cap which was restored after a recent windstorm blew it loose; the American flag was replaced; willows for a future cutting block were planted near the southeast corner of the upper pond; two leaking toilets were repaired; and bids were secured for tree removal and trimming to be undertaken on December 18, 2013. Additionally, the District submitted a grant application for \$3,000 to Special Districts Association of Oregon for safety and security items for the farm.
- E. Manager Salzer reported that the new seed box on the small no-till drill purchased for the Equipment Rental Program does not seem to be working properly. Staff Rains will contact a representative from the manufacturer to evaluate the machine.
- F. Staff Baker reported on the Kaser irrigation project. He and Manager Salzer met with a representative of the State Historic Preservation Office regarding the cultural resources issues present at this property. They learned that what is required of the District is actually different than what the District had contracted to have done at a cost of \$17,000. An additional \$15,000 will be required to complete the cultural resource survey, resulting in a total of \$32,000 in cultural resources-related expenses to this

project. Staff Baker will educate the District planning staff on this issue to prevent future misunderstanding. Manager Salzer explained that using a public institution to complete the survey would result in the project being delayed for an excessive amount of time, possibly years, due to their limited resources. Director Lee stated that she would provide the District with the contact information of two other cultural resources organizations for the District to research and possibly include in future bids.

Directors Guttridge/Nelson moved/seconded to authorize funds not-to-exceed \$15,000 to complete the cultural resources survey on the Kaser irrigation project. Motion carried unanimously.

- G. Staff Rains reported that partner support grants to farmers markets and watershed councils totaling \$94,600 will be distributed in December. Three farmers markets have requested outreach support from the District.
- H. Staff Rains noted that a request for proposals (RFP) for Invasive Weed and Terrestrial Vegetation Management was being prepared for immediate distribution pending review by the District's attorney. Existing contracts expire in December 2013. Each new contract will be for a two-year cycle, each not-to-exceed \$50,000. The deadline to submit proposals is December 20, 2013. Staff Rains will contact board members and staff to assemble a rating committee to review submitted proposals.

## **6 – PERSONNEL**

- A. Staff and guests were excused from the meeting at 2:16 p.m. in order for the Board to hold an executive session to evaluate the manager's performance as allowed by ORS 192.660(2)(i). The regular meeting reconvened at 2:35 p.m at which time Director Guttridge commended Manager Salzer for his performance and commitment to the District. Director Guttridge shared that Manager Salzer had requested a change in title from "Manager" to "Executive Director." Directors Lee and Zuber will research the possibility of honoring this request and will report back within the next six months. Director Guttridge also noted that the Manager's current \$10,000 authorized delegated purchasing limit offered no flexibility and suggested raising the limit to \$15,000. Director Lee noted that new guidelines were recently passed outlining delegated purchasing limits. The decision was made to research the new state law and re-visit this topic at the December regular board meeting. Director Guttridge also announced that the Board expected to receive the personnel manual draft by March 1, 2014.

Directors Guttridge/Zuber moved/seconded to award the District Manager a \$5,000 performance award for this calendar year. Motion carried unanimously.

## **7 – MANAGEMENT REPORT**

- A. Manager Salzer shared that staff conservationist, Jenne Reische, received this year's Special Districts Association of Oregon (SDAO) Employee of the Year Award. A video team will be out to film an interview with Staff Reische in December. The video will be shown at the SDAO annual meeting in February 2014.
- B. Manager Salzer shared that Carrol and Pete Haushalter were chosen for the Oregon Association of Conservation Districts Co-operator of the Year award. This is the second year in a row that a Clackamas County SWCD co-operator has won the award.
- C. Staff Kilders noted that the District will hold a holiday potluck prior to the December Annual Board Meeting on December 17, 2013. Guests are asked to arrive at 11:30 a.m. and lunch will be served at 11:45 a.m.

## **8 – PLANNING**

- A. Manager Salzer suggested that the Board divide the plan for the Beavercreek Farm into small pieces, discussing one item at each regular board meeting. Chair Oberg noted that he does not want the Board to lose focus as the decisions made now will have a long lasting impact. Director Fantz suggested that several longer, larger view sessions be held during the winter months. Director Zuber suggested that the Board consult with the East Multnomah SWCD to discuss their farm planning process. Director Guttridge noted that Yamhill SWCD could be a good resource as well. Manager Salzer reminded the Board that there is little urgency to make permanent decisions now as the District has a 5-year lease at its current location. He suggested that the Board take more time to learn about the farm and its resources over time in order to determine the best plan for the site. He also shared that there will be a presentation at the December regular board meeting on green building construction. Chair Oberg asked that the Board consider how best to move forward with farm planning. This topic will be revisited at the December regular board meeting.

## **9 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

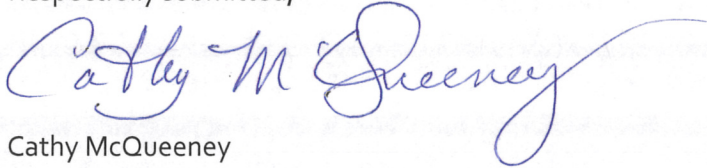
- A. Associate Director Hanna shared that Ed Hendrix, a colleague who worked with the Clackamas River Basin Council, passed away. A memorial service will be held at Liberty Bible Church in Vancouver, Washington on Thursday, November 21, 2013.
- B. Manager Salzer noted that National Resource Conservation Service representative Kris Homma was unable to attend the board meeting due to previous obligations. Manager Salzer summarized notes provided by Homma, including these points:
- There will be a conservation planning course offered in 2014, so the District should begin to identify any planners who need to have NRCS certified planner status.
  - An NRCS employee in a neighboring area will be retiring. This person may be available to assist with NRCS planning and compliance checks.
  - Given the change in status of some District employees, NRCS and the District will need to revisit the existing Cooperative Work Agreement in the future.
  - Kris Homma and Cory Owens would like to provide Civil Rights training for the Board at the District's regular December meeting. This will take about 15 minutes.
  - There is still no farm bill.
  - NRCS will need to consider a funding strategy for 2015, which probably means convening the Local Work Group, perhaps in January. Irrigation water management, abandoned Christmas tree farms, nurseries, and soil health are likely topics.
  - The FSA office is open once a week on Tuesday, staffed by Darca Glasgow. The schedule is expected to continue for at least the next six months.
- C. Associate Director Harrower reported that the Magnus Memorial Tree Farm event celebrating the completion of the Corral Creek project was a wonderful celebration. She extended her appreciation to Staff Kilders and Staff Reische.

## **ADJOURN and NEXT MEETING**

The annual holiday potluck will be held on Tuesday, December 17, 2013 at 11:30 a.m. It will be followed by the District's annual meeting (as required by ORS 568.580) at 12:45 p.m.

The next regular board meeting will be held on Tuesday, December 17, 2013 at 1:00 p.m. at the District office.  
There being no further business, Chair Oberg adjourned the meeting at 3:09 p.m.

Respectfully submitted,



Cathy McQueeney

# Voucher Approval List 11/01/2013

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	November Benefits	5245	11/1/2013	\$ 15,498.38
Comcast	DSL for District monthly Network Service	5247	11/1/2013	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	5251	11/1/2013	\$ 628.33
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5252	11/1/2013	\$ 7,302.29
Pacific Office Automation	September Copier Expense	5253	11/1/2013	\$ 345.34
Sonitrol	Security Monitoring	5257	11/1/2013	\$ 149.00
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	11/7/2013	\$ 3,364.61

## Additional Payments Authorized by Board for Tom Salzer to exercise his \$10,000 manager purchasing authority

Ainsworth House and Gardens	Facility rental for Employee Appreciation Dinner	5244	11/1/2013	\$ 200.00
Clackamas County Tax Collector	Beavercreek Farm 2013-2014 Property Taxes	5246	11/1/2013	\$ 1,893.68
Fischer Mill Supply, Inc.	Modification to Seed Box for 4' no-till drill	5248	11/1/2013	\$ 300.00
Forests Forever, Inc.	Partner Support - Platinum Sponsor	5249	11/1/2013	\$ 1,000.00
Garold Williams, Jr.	Golf Cart for Farm Chores	5250	11/1/2013	\$ 1,600.00
Pitney Bowes	District's Postage Meter Rental	5254	11/1/2013	\$ 60.00
Richardson Group IT	Firewall for District's Network	5255	11/1/2013	\$ 3,335.20
Secretary of State, Oregon Audit Division	FY 2012-2013 Audit Annual Filing Fee	5256	11/1/2013	\$ 250.00
Special District Association of Oregon	Property Insurance for Beavercreek Farm	5258	11/1/2013	\$ 445.00
Verizon Wireless	Monthly Internet Service for Ipad and mobile roaming service	5259	11/1/2013	\$ 120.03
	<b>Subtotal</b>			\$ 27,412.80
	<b>Total</b>			\$ 36,616.71

Approved By Board:

Board Chair

Board Treasurer

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Verizon Wireless	<b>Total</b>			<b>\$ 36,616.71</b>
<b>Board Approved Expenses:</b>				
CF Abe's Royal Cleaners	WeedWise Cleaning Clothes; Corral Creek Project T-Shirts 87.70	5260	11/19/2013	\$ 127.30
CF Ash Creek Forest Management, LLC	WeedWise Treatments; Instream & Riparian Vegetation Treatments	5261	11/19/2013	\$ 23,186.35
CF Audubon Society of Portland	Forest Hills Elementary Native Plant Garden	5262	11/19/2013	\$ 950.00
AutoTeam Automotive	Oil Change Toyota RAV4	5263	11/19/2013	\$ 57.44
BCT	Telephone & Internet Service at the Farm	5264	11/19/2013	\$ 112.98
Black Box Network Services	Redirect District Telephone Lines	5265	11/19/2013	\$ 297.50
CF Blossom Earthworks	Bio-swale and Landscape Installation - Boeckman Creek Primary	5266	11/19/2013	\$ 4,500.00
C Klock	October Mileage Reimb (visiting Farmer's Markets)	5267	11/19/2013	\$ 233.91

Copper Conferencing	5268	11/19/2013	\$	31.70
CF DOG Recipient	5269	11/19/2013	\$	318.66
Don Guttridge	5270	11/19/2013	\$	146.91
Eileen Eakins, LLC	5271	11/19/2013	\$	1,000.00
Erik Carr	5272	11/19/2013	\$	74.69
CF Franco Restoration	5273	11/19/2013	\$	5,891.48
H2Oregion	5274	11/19/2013	\$	22.00
ING, Oregon Savings Growth Plan	5275	11/19/2013	\$	6,641.72
Jason Faucera	5276	11/19/2013	\$	194.55
Jeffrey Nelson	5277	11/19/2013	\$	1,315.26
Jenne Reische	5278	11/19/2013	\$	94.70
Jeremy Baker	5279	11/19/2013	\$	386.27
Katey Gelet	5280	11/19/2013	\$	82.00
Lavender Thyme Herb Farm	5281	11/19/2013	\$	98.00
Marlene Lloyd	5282	11/19/2013	\$	34.33
CF Minuteman Press	5283	11/19/2013	\$	424.24
Oregon City Garbage	5284	11/19/2013	\$	25.60
CF Oregon City Signs	5285	11/19/2013	\$	90.00
P K Melethil	5286	11/19/2013	\$	469.73
PGE	5287	11/19/2013	\$	150.44
Redside Equities, LLC	5288	11/19/2013	\$	1,040.00
Ron Oberg	5289	11/19/2013	\$	185.51
CF Sound Native Plants, Inc	5290	11/19/2013	\$	120.00
Staples Advantage	5291	11/19/2013	\$	241.74
CF Sturm's Berry Farm, Inc	5292	11/19/2013	\$	1,770.00
The Oregonian	5293	11/19/2013	\$	40.00
CF DOG Recipient	5294	11/19/2013	\$	1,039.63
Tom Salzer	5295	11/19/2013	\$	88.00
Voyager	5296	11/19/2013	\$	446.08
CF Wells Fargo	5297	11/19/2013	\$	4,571.59
		Board Approved Subtotal	\$	56,500.31
		<b>Total Month's Payments</b>	<b>\$</b>	<b>93,117.02</b>

Approved By Board:

Board Chair



Board Treasurer

