



CLACKAMAS COUNTY  
**Soil and Water Conservation District**

Approved 1/21/14

***SWCD Board Meeting Minutes for December 17, 2013***

**Present:**

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

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

**Staff:** Erik Carr, Marlene Lloyd, Cathy McQueeney, Eann Rains, Tom Salzer

**Guests:** Sue Beilke, Steve Fedje, Ben Gates, Danny McGinley, Laura Tesler

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

Vice Chair Zuber called the meeting to order with a quorum present at 1:01 p.m. on Tuesday, December 17, 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 November 19, 2013 regular board meeting were presented. Directors Lee/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.

***3 – MONTHLY FINANCIALS***

- A. Staff Lloyd presented the financial reports. There were no significant changes made to the balance sheet. The profit and loss statement reflects receipt of an Oregon Watershed Enhancement Board grant of \$12,500 and annual tax base revenue of \$1,312,202.16. There were no unusual expenses. Staff Lloyd reminded the Board that the Beavercreek Farm notebook has itemized details for all farm related expenses. Directors Fantz/Nelson moved/seconded to approve the financial reports as presented. Motion carried unanimously.
- B. Staff Lloyd presented the December voucher list for approval. December expenses totaled \$162,865.19 on check numbers 5298 through 5355 with no gaps in the number sequence. Checks written for partner support grants to farmers markets and watershed councils totaled \$94,600. Vice Chair Zuber requested that Manager Salzer look into securing monthly, rather than weekly, garbage pick-up at the Beavercreek Farm. Directors Guttridge/Nelson moved/seconded to approve the December voucher list as presented. Motion carried unanimously.
- C. Staff Rains reviewed the summary of Conservation Fund commitments and expenditures. Expenditures for December included the farmers market and watershed council support grants. Additional on-the-ground projects are developing and expenditures are expected to increase in the new year.

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

- A. Staff Lloyd distributed a handout outlining property and development expenses for demolition and improvements on the Pleasant Avenue property. Expenses totaled \$41,429.91 and were paid from the General Fund. Since these expenses were related to the development of the property, they should be paid out of the Building Reserve Fund. Staff Lloyd requested that the Board authorize the transfer of this amount from the Building Reserve Fund to the General Fund.

Directors Fantz/Lee moved/seconded to authorize the transfer of \$41,429.91 from the Building Reserve Fund to the General Fund. Motion carried unanimously.

- B. Staff Lloyd shared that there was a change in the way contributions are submitted to the District's Oregon Savings Growth Plan. By January 1, 2015, all contributions to this fund must be submitted electronically through their website.

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

- A. Guests Ben Gates and Danny McGinley from Redside Development presented information to the Board regarding the development of the Beaver Creek Farm property and the possibility of the District purchasing the building at 221 Molalla Avenue in Oregon City where the District currently offices. Based on their expertise in the field, they suggested that new construction of a 10,000 square foot building with improvements for solar and wind energy would cost approximately \$4.5 million dollars, roughly \$275 per square foot, including all hard and soft costs. This does not include the cost of the property which was previously acquired on July 2, 2013.

Redside Development estimated that the Beaver Creek Farm property, once built, would incur \$75,000 in annual expenses in addition to debt payments for an approximate total of \$306,500 per year. If, however, the District chose instead to purchase the 221 Molalla Avenue property, rather than build at the Beaver Creek Farm site, the District could experience a positive cash flow income of approximately \$175,000 per year.

In response to Board member inquiries, Guests Gates and McGinley shared that the building at 221 Molalla Avenue is modern and meets all current code requirements; potential management costs for the building run between 3-5% of the property's gross income and are reflected in the figures provided by Redside; the flat roof with single ply membrane has no leaks, is under warranty, and is expected to be replaced in 14 years; current co-tenants have staggered lease expirations over the next 5 years with options to renew; and solar panels and/or a "green" roof could be added to the building, as could a kitchen, new bathrooms, and a conference room, to best serve the District's future needs.

- B. Guests Laura Tesler and Sue Beilke with the Oregon Department of Fish and Wildlife (ODFW) presented information on the Willamette Wildlife Mitigation Program. They reported that the program managed twelve projects in 2013, covering 2,475 acres, with an investment of \$11.9 million. They shared that none of the projects were in Clackamas County, even though there are landowners who want to do this work. This is largely due to ODFW not having a partner in the county who is able to hold an easement. They noted that the District would be an ideal partner for them because we can hold both easements and property. Also, their goal to preserve working farms and forest lands fits well with the goals of the District. Yamhill SWCD has been a leader in conservation easements as their county has faced a good deal of pressure from development. Director Lee stated that she believed we should be more involved in this issue and suggested that Yamhill District Manager Larry Ojua be invited to the next board meeting to share his experience and expertise on this topic. Director Fantz was concerned about the cost the District might incur for operation and management of the properties. He was assured that ODFW would pay for associated operating and management costs.

- C. Manager Salzer reported that the request for proposals (RFP) for Priority Invasive Weed and Terrestrial Vegetation Management was out and that the deadline to submit a proposal was Friday, December 20, 2013.
- D. Manager Salzer briefly referred to the many projects on which District staff is currently working.
- E. Manager Salzer reported that a few small repairs had been made at the Beavercreek Farm and that the past month's electricity bill was abnormally high because heat was kept on in the pump house and inside the house during a cold spell to prevent frozen pipes. He hopes to schedule a free, whole farm energy audit in the spring.

## **6 – PERSONNEL**

- A. Director Guttridge announced that the Personnel Committee recommends pay increases for three staff members – Staff Carr, McQueeney and Gelet.

Directors Guttridge/Lee moved/seconded to award Staff Carr, McQueeney and Gelet an hourly pay increase of \$2.00 effective January 1, 2014. Motion carried unanimously.

## **7 – MANAGEMENT REPORT**

- A. Staff McQueeney shared that the 2014 Special Districts Association of Oregon Annual Conference will be held in Seaside on February 6-9, 2014. She requested that Board and Associate Board members notify her of their intent to attend so that proper registrations and accommodations could be made.

## **8 – PLANNING**

- A. Manager Salzer noted that the cherry tree has been cut down at the Beavercreek Farm and the fir trees have been trimmed where they had been resting on the roofs of buildings.
- B. Manager Salzer shared that Amy Cleary, a Clackamas County mediator, was compiling a white paper summarizing the feedback she received from the staff and Board regarding the development of the Beavercreek property.

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

- A. Natural Resources Conservation Service partner, Kris Homma, was unable to attend the meeting, but Manager Salzer observed that there was still no Farm Bill.
- B. Associate Director Hanna shared that Clackamas County Vector Control has been putting funds aside to develop a new site because they need to store their chemicals and pesticides away from a dense population center. He suggested that they might be a potential partner to join the District at the Beavercreek Farm property.
- C. Director Fantz noted that, while he valued the expertise of our guests from Redside Development, he did not believe they were very objective. He would like to obtain additional independent council regarding the potential capital outlay for a building project on the Beavercreek Farm property. Director Fantz also shared that he would be willing to attend the Clackamas River Basin Council meetings on the third Thursday of each month as a District representative.
- D. Associate Director Harrower expressed surprise at the idea of the District purchasing the building at 221 Molalla Ave. in Oregon City. Manager Salzer explained that he had invited Redside Development to explore some "purely conceptual" ideas as the District has no previous experience with commercial development. Additionally, Manager Salzer stated that it was important to consider the possibility of purchasing the building because it might create positive cash flow for the District.


- E. Staff McQueeney expressed appreciation to the Board and Manager for raises on behalf of herself and Staff Gelet and Carr.
- F. Manager Salzer announced that Associate Director Becker might be eligible for the currently vacant Zone 3 board member position. Associate Director Becker will be meeting with planning staff to develop a conservation plan for his property.

***ADJOURN and NEXT MEETING***

The next regular board meeting will be held on Tuesday, January 21, 2013 at 1:00 p.m. at the District office.

There being no further business, Vice Chair Zuber adjourned the meeting at 2:49 p.m.

Respectfully submitted,



Cathy McQueeney



# Voucher Approval List 12/17/2013

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2013-004:

Recurring Expenses Authorized for Payment by Resolution 2013-004:

Clackamas County Department of Finance	December Benefits	5298	12/3/2013	\$ 15,498.38
Comcast	DSL for District monthly Network Service	5299	12/3/2013	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	5300	12/3/2013	\$ 619.92
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5301	12/3/2013	\$ 7,302.29
Pacific Office Automation	October Copier Expense	5303	12/3/2013	\$ 289.97
Sonitrol	Security Monitoring	5305	12/3/2013	\$ 149.00
Voyager	November Fuel for District Vehicles	5307	12/3/2013	\$ 358.58
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	12/7/2013	\$ 3,364.61
	<b>Subtotal</b>			<b>\$ 27,707.60</b>

## Additional Payments Authorized by Board

Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5302	12/3/2013	\$ 25.60
Redside Equities, LLC	Construction Management Services - Pleasant Ave Site for October	5304	12/3/2013	\$ 4,065.00
Verizon Wireless	Monthly Internet Service for I pads and mobile roaming service	5306	12/3/2013	\$ 120.03
Wells Fargo	Safe Deposit Box Rental 2014	5308	12/3/2013	\$ 75.00
	<b>Total</b>			<b>\$ 31,993.23</b>

## Board Approved Expenses:

BCT	Telephone & Internet Service at the Farm	5309	12/17/2013	\$ 118.69
Beavercreek Bulletin	3-month Ad	5310	12/17/2013	\$ 27.00
CF Boring Saturday Market	Farmers Market Support Grant FY 2013-14	5311	12/17/2013	\$ 500.00
C. Klock	Rainwater Harvest Conference Exp Reimb	5312	12/17/2013	\$ 736.93
CF Celebrate Milwaukie, Inc.	Farmers Market Support Grant FY 2013-14	5313	12/17/2013	\$ 5,000.00
CF City of Sandy	Farmers Market Support Grant FY 2013-14	5314	12/17/2013	\$ 1,500.00
CF Clackamas River Basin Council	Watershed Council Support Grant FY 2013-14	5315	12/17/2013	\$ 15,000.00
CF Clark Conservation District	Engineer Technician Conserv Fund Projects; Conserv Services Sept-Nov	5316	12/17/2013	\$ 7,311.56
CF Colton Farmers and Crafters Market	Farmers Market Support Grant FY 2013-14	5317	12/17/2013	\$ 1,600.00
Don Guttridge	November Director Exp Reimb; OACD Conference Exp Reimb	5318	12/17/2013	\$ 165.74
Eann Rains	Oct & Nov Mileage Reimb	5319	12/17/2013	\$ 88.41

CF East Multnomah SWCD	Four County CWMA Coordinator Partner Support	5320	12/17/2013	\$	2,000.00
Eileen Eakins, LLC	November Legal Services	5321	12/17/2013	\$	800.00
Erik Carr	November Mileage Exp Reimb	5322	12/17/2013	\$	26.56
CF Friends of Trees	PSC 1214-001	5323	12/17/2013	\$	580.00
CF Friends of Tryon Creek	Watershed Council Support Grant FY 2013-14	5324	12/17/2013	\$	3,500.00
Google Inc	Archiving and Discovery License Renewal - 2014	5325	12/17/2013	\$	2,079.00
CF Greater Oregon City Watershed Council	Watershed Council Support Grant FY 2013-14	5326	12/17/2013	\$	3,500.00
H2Oregon	October Bottled Water for Board Room	5327	12/17/2013	\$	28.00
CF Habitat Restoration, LLC	Weed Contract Services	5328	12/17/2013	\$	4,384.58
CF Historic Downtown Oak Grove Neighborhood	Farmers Market Support Grant FY 2013-14	5329	12/17/2013	\$	1,000.00
CF Historic Willamette	Farmers Market Support Grant FY 2013-14	5330	12/17/2013	\$	2,500.00
ING, Oregon Savings Growth Plan	December 5 PR Employer & Employee 457b Contributions	5331	12/17/2013	\$	6,776.02
Jan Lee	November OACD Conference Exp Reimb	5332	12/17/2013	\$	167.99
Jeffrey Nelson	Beavercreek Farm Repairs \$1,337; Rental Equipment Repairs \$102	5333	12/17/2013	\$	1,439.13
CF Johnson Creek Watershed Council	Watershed Council Support Grant FY 2013-14; CreekCare MOA \$5,120	5334	12/17/2013	\$	14,620.00
Lisa Kilders	August - November Mileage Reimb	5335	12/17/2013	\$	302.50
Marlene Lloyd	November Expense Reimb	5336	12/17/2013	\$	58.67
CF Mid-Willamette Watershed Alliance	Putdning River - Watershed Council Support Grant FY 2013-14	5337	12/17/2013	\$	500.00
CF Miles McCoy/19th Street Farm	dba Willamette Farmers Market-Farmers Mkt Support Grant FY 2013-14	5338	12/17/2013	\$	1,000.00
CF Molalla River Watch	Watershed Council Support Grant FY 2013-14	5339	12/17/2013	\$	15,000.00
CF North Clackamas Urban Watershed	Watershed Council Support Grant FY 2013-14	5340	12/17/2013	\$	4,500.00
CF Oregon City Farmer's Market	Farmers Market Support Grant FY 2013-14	5341	12/17/2013	\$	5,000.00
Oregon City Signs	Sign - Cooperator of the Year 2012 - J Toops	5342	12/17/2013	\$	196.00
Oregon Department of Agriculture	Pesticide Licenses - J Reische and J Lesh	5343	12/17/2013	\$	122.50
Oregon FFA Foundation	FFA Vendor Passport at 2014 NW Ag Show	5344	12/17/2013	\$	100.00
CF Oswego Lake Watershed Council	Watershed Council Support Grant FY 2013-14	5345	12/17/2013	\$	1,500.00
Portland Parks and Recreation	Riparian Training for J Reische	5346	12/17/2013	\$	50.00
CF Sandy River Basin Watershed Council	Watershed Council Support Grant FY 2013-14	5347	12/17/2013	\$	9,500.00
CF Sound Native Plants, Inc	Weed Contract Services	5348	12/17/2013	\$	1,230.00
CF Sunnyside Farmer's Market	Farmers Market Support Grant FY 2013-14	5349	12/17/2013	\$	1,500.00
CF The City of Lake Oswego	Farmers Market Support Grant FY 2013-14	5350	12/17/2013	\$	1,500.00
CF The Committee for the Future of Damascus	Farmers Market Support Grant FY 2013-14	5351	12/17/2013	\$	1,500.00
The Oregonian	Subscription 8-weeks through February 6, 2014	5352	12/17/2013	\$	40.00
CF Tualatin River Watershed Council	Watershed Council Support Grant FY 2013-14	5353	12/17/2013	\$	3,500.00
CF Wilsonville Farmers Market	Farmers Market Support Grant FY 2013-14	5354	12/17/2013	\$	5,000.00

Note: CF abbrev is Conservation Fund

Board Approved Total \$ 127,549.28

**Additional Payments**  
Wells Fargo

Various Exp's: Beaver Creek Farm, OACD Conference Rooms, etc

5355

12/17/2013 \$

3,322.68

**Total Month's Payment \$ 162,865.19**

*Secretary*  
*Disc*

Board Chair



Board Treasurer



Approved By Board: