



CLACKAMAS COUNTY

Soil and Water Conservation District

APPROVED February 18, 2014

SWCD Board Meeting Minutes for January 21, 2014

Present:

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

Associate Directors: Jeff Becker, Robin Harrower, PK Melethil

Staff: Jeremy Baker, Erik Carr, Lisa Kilders, Clair Klock, Samuel Leininger, Marlene Lloyd, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

Guests: John Atkins, Marc Bell, Amy Cleary, Susan Hansen, Rick McMonagle, Larry Ojua, Kay Patteson, Dan Roix, Mark Schmidt, Bill Taylor

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

Vice Chair Zuber called the meeting to order with a quorum present at 1:00 p.m. on Tuesday, January 21, 2014 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 December 17, 2013 annual board meeting were presented.

Directors Lee/Nelson moved/seconded to accept the minutes as presented. Motion carried unanimously.

- B. Minutes from the December 17, 2013 regular board meeting were presented.

Directors Fantz/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 profit-and-loss-statement, plus a six-month budget-to-actual report.

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

- B. Staff Lloyd presented the January voucher list for approval. January expenses totaled \$86,713.31 on check numbers 5356 through 5404 with no gaps in the number sequence.

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

- C. Manager Salzer reviewed the summary of Conservation Fund commitments and expenditures.

4 – NON-RECURRING FINANCIALS/FUNDING

- A. Manager Salzer noted that state law required the Board to appoint a budget officer to oversee the development of the District's budget for fiscal year 2014-2015.

Directors Fantz/Guttridge moved/seconded to appoint District Manager Tom Salzer as budget officer for the 2014-2015 budget process. Motion carried unanimously.

- B. Manager Salzer shared a draft 2014-2015 budget calendar with the Board. He asked them to consider possible recommendations for up to two appointments to the budget committee. Following discussion, the second budget committee meeting was moved to Wednesday, April 23, 2014 to avoid a conflict with CONNECT training.
- C. Staff Lloyd discussed the Special Districts Insurance Services longevity credit program. The District will receive a total credit of \$695.00 for 2014 and 2015 for our continued business.
- D. Staff Lloyd shared that she discovered two payroll errors made by Wells Fargo. To correct the error, she was required to issue manual checks to two employees for overpayment of payroll taxes by the end of December 2013 so that the correct totals would be reflected on their 2013 W-2 forms.
- E. Staff Lloyd noted that the District has renewed its ORPIN-based (Oregon Procurement Information Network) contract with Pacific Office Automation for an office copier. A new copier machine with improved functions will be delivered to the District office on January 30, 2014. The monthly lease for the new machine will be less than what the District pays for its current copier and the per-copy charges will remain unchanged.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Guests Larry Ojua of Yamhill Soil and Water Conservation District, Rick McMonagle of East Multnomah Soil and Water Conservation District, and Dan Roix of Columbia Land Trust presented a panel discussion on conservation easements and responded to questions asked by the Board of Directors.
- B. Guest Amy Cleary answered questions posed by the Board in response to her summary of the sensing interviews which she conducted with staff, board, and associate board members regarding the Pleasant Avenue and Beaver Creek Farm properties. The discussion included a request to identify top areas of consensus, the importance of keeping staff involved in the conversation, the need to revisit or rewrite the District's strategic plan, and the possibility of a Board retreat in the summer to address planning concerns and ideas. A special meeting of the Board with Amy Cleary as facilitator was proposed for February 18, 2014, from 9:00 a.m. to noon, to begin the planning discussion. The proposal was accepted without dissent.
- C. Manager Salzer asked the Board for direction on the future location of the District office. The Board ruled out purchasing the Redside property, but chose to continue discussions regarding a possible move to the Pleasant Avenue or Beaver Creek Farm properties. A motion by Director Fantz that the District not build on the Pleasant Avenue site was withdrawn pending further consideration. Associate Director Melethil requested that Manager Salzer present a proposed vision for building on the Pleasant Avenue property at the February board meeting.

Directors Guttridge/Fantz moved/seconded to decline the opportunity to purchase the 221 Molalla Avenue building in Oregon City. Motion carried unanimously.

- D. Staff Leininger announced that twelve proposals were received from the Priority Invasive Weed and Terrestrial Vegetation Management request for proposals which ended on December 20, 2013. Nine contractors were selected by the technical and administrative review committees for contracts not-to-exceed \$50,000.00 each.

Directors Lee/Fantz moved/seconded to authorize the District Manager to enter into agreements with the nine selected contractors for vegetation management services, each not-to-exceed \$50,000.00. Motion carried unanimously.

- E. Manager Salzer updated the Board on current conservation projects. The District is collaborating on a Trolley Trail restoration project with North Clackamas Parks and Recreation District, the Casper forest restoration project is moving forward, and the Kaser irrigation project is progressing.
- F. Manager Salzer noted that a tree assessment was being undertaken at the Beaver Creek Farm. He also shared that the toilet in the house had a leak which damaged the sub floor. Both have been repaired. Manager Salzer also received permission from the Board to allow the grandson of the farm's previous owner to hold his wedding on the farm property.

6 – PERSONNEL

- A. Manager Salzer shared that Staff Rhoda Givens will retire from the District effective January 31, 2014. An exit interview with Manager Salzer has been scheduled.

7 – MANAGEMENT REPORT

- A. Staff McQueeney shared that the first draft of the Personnel Manual will be ready by the March 1, 2014 deadline.
- B. Staff McQueeney reported that all of the District vehicles have been provisioned with winter safety and emergency supplies.

8 – PLANNING

- A. Planning topics were covered in 5A and 5B above.

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. Director Guttridge shared that the Springwater Community Theater will be presenting *Goldilocks and the Three Pigs* at the Springwater Grange. Tickets are \$15 each.
- C. Director Zuber shared that she will be attending a February 11, 2014 presentation being offered by the Marion SWCD on mitigation and stream quality on Silver Creek.
- D. Manager Salzer reported that a local citizen contacted the District to see if she could donate 3 alpacas to the farm. The offer was declined at this time.
- E. Staff Kilders noted that the District is partnering with the Tualatin Soil and Water Conservation District to offer a Pesticide Round Up on February 8, 2014. The Northwest Agriculture Show will take place January 27 – 30, 2014 and the District is promoting a pesticide application workshop at J. Frank Schmidt on February 20, 2014. Staff Kilders also noted that the District is offering two - \$2,000 scholarships to local students, a native tree will be planted at the Beaver Creek farm in memory of late Associate Board Member Janiece Miller, and she reminded all present that it is time to register for Tree School.
- F. Staff McQueeney reminded the Board that the deadline to cancel hotel reservations made for the upcoming Special Districts Association of Oregon conference is January 27, 2014.
- G. Associate Director Becker stated that he had met with Staff Faucera and Gelet to begin a conservation plan on his property.

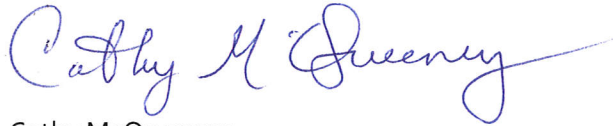
ADJOURN and NEXT MEETING

The next special board meeting will be held on Tuesday, February 18, 2014 from 9:00 a.m. to noon at the District office.

The next regular board meeting will be held on Tuesday, February 18, 2014 at 1:00 p.m. at the District office.

There being no further business, Vice Chair Zuber adjourned the meeting at 3:03 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 01/21/2014

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	December Benefits	5357	1/7/2014	\$ 16,599.00
Comcast	DSL for District monthly Network Service	5358	1/7/2014	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	5359	1/7/2014	\$ 623.54
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5360	1/7/2014	\$ 7,302.29
Pacific Office Automation	November Copier Expense	5362	1/7/2014	\$ 287.90
Sonitrol	Security Monitoring	5364	1/7/2014	\$ 149.00
Voyager	December Fuel for District Vehicles	5366	1/7/2014	\$ 194.03
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	1/7/2014	\$ 3,364.61
	Subtotal			\$ 28,645.22

Additional Payments Authorized by Board

BCT	Monthly Telephone and Internet Service at the farm	5356	1/7/2014	\$ 118.84
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5361	1/7/2014	\$ 25.60
PGE	Monthly Electric Service at the Farm	5363	1/7/2014	\$ 305.06
Verizon Wireless	Monthly Internet Service for IPad and mobile roaming service	5365	1/7/2014	\$ 120.03
	Total			\$ 29,214.75

Board Approved Expenses:

CF Ash Creek Forest Management, LLC	Weed Contract Services	5369	1/21/2014	\$ 9,380.90
CF Benton SWCD	Partner Support for the Soil Quality Network	5370	1/21/2014	\$ 1,000.00
C. Klock	December Mileage Reimbursement	5371	1/21/2014	\$ 51.98
Cathy McQueeney	Reimbursement of First Aid Supplies	5372	1/21/2014	\$ 71.96
Community Newspapers	1-year subscriptions:Sandy Post, Clackamas Review, Estacada News,	5373	1/21/2014	\$ 114.00
Don Guttridge	December Director Reimbursement	5374	1/21/2014	\$ 103.97
East Multnomah SWCD	Pesticide Recertification Registration - J Lesh & S Leininger	5375	1/21/2014	\$ 40.00
Eileen Eakins, LLC	December Legal Services	5376	1/21/2014	\$ 440.00
H2Oregon	December Bottled Water for Board Room	8377	1/21/2014	\$ 22.00
ING, Oregon Savings Growth Plan	January 3 PR Employer & Employee 457b Contributions	5378	1/21/2014	\$ 6,236.92
CF J Frank Schmidt & Sons Co	DOG 1314-002	5379	1/21/2014	\$ 6,500.00
Jan Lee	NACD Conference Registration 2014	5380	1/21/2014	\$ 445.00
Jeffrey Nelson	Repairs to Beavercreek Farm House Doors	5381	1/21/2014	\$ 245.00

Jenne Reische	November & December Mileage Reimbursement	5382	1/21/2014	\$	132.22
Jeremy Baker	December Mileage Reimbursement	5383	1/21/2014	\$	84.57
Joan Zuber	October, November, & December Director Exp Reimbursement	5384	1/21/2014	\$	503.64
Marlene Lloyd	December Expense Reimbursement	5385	1/21/2014	\$	80.84
Minuteman Press	Annual Report, Business Cards, & Poster printing	5386	1/21/2014	\$	184.88
NACD	2014 Membership Dues	5387	1/21/2014	\$	775.00
OACD	2014 Membership Dues	5388	1/21/2014	\$	5,000.00
Oregon Tree Care	Tree removal and pruning at the Beaver Creek Farm Property	5389	1/21/2014	\$	3,296.00
CF Pacforest Supply Co	Tree tubes and stakes for Riparian Projects	5390	1/21/2014	\$	2,528.60
PGE	December Electricity for Beaver Creek Farm	5391	1/21/2014	\$	251.88
Quill	Office Supplies and 1099-G Forms;	5392	1/21/2014	\$	58.88
Richardson Group IT	IT Firewall Inspection	5393	1/21/2014	\$	83.75
Rockwest Training Company, Inc.	Winter Safety Kits for each District Vehicle	5394	1/21/2014	\$	309.87
Society for Conservation GIS	Membership - J Lesh	5395	1/21/2014	\$	35.00
Soil & Water Conservation Society	Membership - S Leininger	5396	1/21/2014	\$	90.00
CF Sound Native Plants, Inc	Corral Creek Services	5397	1/21/2014	\$	3,684.25
Special Districts Insurance Services	Annual Insurance for the District & Beaver Creek Farm	5398	1/21/2014	\$	8,458.00
Staples Advantage	Office Supplies and 1099-Misc Forms	5399	1/21/2014	\$	103.68
State of Oregon - DEQ	WeedWise NPDES Permit	5400	1/21/2014	\$	483.00
The Gold Wrench	F-150 Repair	5401	1/21/2014	\$	3.75
Tom Salzer	Expense Reimbursement	5402	1/21/2014	\$	82.35
Wells Fargo	SDAO Conference Registration \$2,370; Various other Expenses	5403	1/21/2014	\$	4,356.87
Westlake Consultants, Inc.	Survey Contract for Pleasant Avenue	5404	1/21/2014	\$	2,259.80
	Board Approved Total			\$	57,498.56

Note: CF abbrev is Conservation Fund

Total Month's Payment \$ 86,713.31

Approved By Board:

Board Chair

Board Treasurer