



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved March 18, 2014

SWCD Board Meeting Minutes for February 18, 2014

Present:

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

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

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

Partners: Kris Homma (NRCS)

Guests: Lori Burr, John Byers, Kristen Taylor, Tom Thompson, Bruce Wilson

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

Chair Oberg called the meeting to order with a quorum present at 1:05 p.m. on Tuesday, February 18, 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 January 21, 2014 regular board meeting were presented.

Directors Guttridge/Zuber 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 budget-to-actual report.

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

- B. Staff Lloyd presented the February voucher list for approval. February vouchers totaled \$58,640.95 on check numbers 5405 through 5448 with no gaps in the number sequence. There were no unusual expenses.

Directors Zuber/Guttridge moved/seconded to approve the February 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. Staff Gelet presented a conservation plan for the Becker farm property.

Directors Guttridge/Zuber moved/seconded to approve the conservation plan as proposed for the Becker farm property. Motion carried unanimously.

- B. Directors Guttridge/Fantz moved/seconded to appoint Jeff Becker to fill the vacant Zone 3 position on the Clackamas County SWCD board of directors. Jeff Becker is eligible to serve as an elected director of the District because he is a registered voter residing in Zone 3, has been an associate director for at least one year, and has a conservation plan approved by the District. Motion carried unanimously.

Chair Oberg administered the oath of office to Jeff Becker to serve as the Zone 3 Board Director.

5 – OTHER FINANCIALS/FUNDING

- A. Manager Salzer presented a proposed budget calendar with the date of the second Budget Committee rescheduled, as was discussed at the January regular board meeting.

Directors Fantz/Becker moved/seconded to approve the amended budget calendar for the 2014/2015 fiscal year. Motion carried unanimously.

- B. Manager Salzer noted that two vacancies currently exist for citizen representatives on the District budget committee. Five individuals stepped forward to be considered for appointment to the committee: Jim Fisher, Steve Fedje, Robin Harrower, PK Melethil, and Genevieve Sheesley.

Associate Director Harrower requested that she be removed from consideration.

Directors Zuber/Nelson moved/seconded to appoint Associate Director PK Melethil to the District budget committee. Motion carried unanimously.

Directors Zuber/Guttridge moved/seconded to appoint Steve Fedje to the District budget committee. Motion carried unanimously.

6 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Guests Tom Thompson and Bruce Wilson of H & R Engineering presented information to the Board about their new internet-based nutrient management program for farmers. The name of this system is ODARK: Online Decision making And Record Keeping. They have applied for a Conservation Innovation Grant and are requesting the District to contribute matching funds of \$5,000 over a three year period as well as a letter of support. This request will be revisited at the March 2014 regular board meeting.
- B. Guest John Byers of the Oregon Department of Agriculture (ODA) spoke to the Board about the progress of the Strategic Implementation Area pilot project. Associate Director Hanna expressed concerns that the public may misperceive the District as a regulatory agency because of its association with ODA and that this could negatively influence the District's ability to work with land owners in the future. Guest Byers noted this was his concern as well and that all steps would be taken to minimize this misperception.
- C. Guests Lori Burr and Kristen Taylor of SOLVE presented an update on several programs and projects which the District helps to support.
- D. Manager Salzer shared information on three irrigation projects which are ready to move forward upon receiving approval for funding from the Board.

Directors Guttridge/Nelson moved/seconded to authorize Manager Salzer to enter into funding agreements with: Kaser, funding already approved; Berry Pro, not-to-exceed \$41,000; and J. Frank Schmidt and Son Nursery, not-to-exceed \$51,000. Motion carried unanimously.

E. Manager Salzer updated the Board on the Beaver Creek Farm property.

7 – PERSONNEL

A. Manager Salzer requested that the Board approve CONNECT training costs for all staff members. Directors Guttridge/Fantz moved/seconded to approve expenditure not-to-exceed \$6,000 to register and send staff to attend the 2014 CONNECT training. Motion carried unanimously.

8 – MANAGEMENT REPORT

A. Manager Salzer reported that the first draft of a revised Personnel Manual has been completed. Staff McQueeney will be adding recommendations made by the Special Districts Association of Oregon (SDAO).

9 – PLANNING

A. A recap of the morning planning meeting was skipped to conserve time. The next planning meeting has been scheduled for March 18, 2014 from 10:00 a.m. until noon.

10 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Staff Gelet noted that this was her first Board meeting and that she enjoyed it.
- B. Natural Resources Conservation Service (NRCS) partner, Kris Homma, shared that a new federal farm bill has been signed. She also reported on the upcoming NRCS planning course, the Environmental Quality Incentives Program, and Conservation Innovation Grants.
- C. Staff Kilders reported that the Pesticide Roundup was moved to March 8, 2014 because of bad weather. She also noted that soil calendars were available to the Board members and that a pesticide application workshop will be held on February 20, 2014 at J. Frank Schmidt and Sons Nursery. Sixty producers are expected to attend.
- D. Manager Salzer expressed his appreciation to the Board for attending the Special Districts Association of Oregon conference.
- E. Staff Rains thanked the Board for approving funding for the three irrigation projects.
- F. Director Guttridge shared upcoming Springwater Grange events.

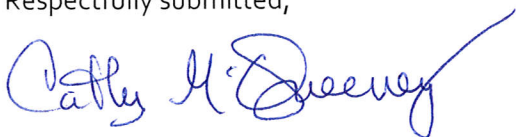
ADJOURN and NEXT MEETING

The next board planning meeting will be a special meeting held on Tuesday, March 18, 2014 from 10:00 a.m. to noon at the District office.

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

There being no further business, Chair Oberg adjourned the meeting at 2:54 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 02/18/2014

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	February Benefits	5406	2/4/2014	\$ 15,800.19
Comcast	DSL for District monthly Network Service	5407	2/4/2014	\$ 124.85
Integra Telecom	Payment for District's monthly Telephone Service	5408	2/4/2014	\$ 637.41
MODOC Investments, LLC dba Redside Equities	Monthly Rent and Operating Expenses	5409	2/4/2014	\$ 7,302.29
Pacific Office Automation	December Copier Expense	5411	2/4/2014	\$ 281.17
Sonitrol	Security Monitoring	5412	2/4/2014	\$ 149.00
Voyager	Monthly Fuel for District Vehicles	5414	2/4/2014	\$ 219.74
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	2/7/2014	\$ 3,364.61

Subtotal \$ 27,879.26

Additional Payments Authorized by Board

BCT	Monthly Telephone and Internet Service at the farm	5405	2/4/2014	\$ 118.84
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5410	2/4/2014	\$ 25.60
Verizon Wireless	Monthly Internet Service for Ipad and mobile roaming service	5413	2/4/2014	\$ 120.07

Total \$ 28,143.77

Board Approved Expenses:

C. Klock	January Mileage Reimbursement	5415	2/18/2014	\$ 84.00
Cathy McQueeney	January Mileage Reimbursement; SDAO Conference Mileage Reimb	5416	2/18/2014	\$ 271.57
Clackamas County Fair	Deposit for 2014 County Fair Booth	5417	2/18/2014	\$ 725.00
CF Clackamas County Recording	Easement Recording Fee	5418	2/18/2014	\$ 78.00
Clark Conservation District	December Engineer Technician Services - D Fenwick	5419	2/18/2014	\$ 2,287.56
Donald Guttridge	January Director Exp Reimburse; SDAO Conf Hotel, Mileage Reimb	5420	2/18/2014	\$ 869.32
Eileen Eakins, LLC	January Legal Services	5421	2/18/2014	\$ 720.00
Erik Carr	January Mileage Reimbursement	5422	2/18/2014	\$ 38.04
H2Oregon	December Bottled Water for Board Room	5423	2/18/2014	\$ 32.00
ING, Oregon Savings Growth Plan	February 5 PR Employer & Employee 457b Contributions	5424	2/18/2014	\$ 6,946.57
Jason Faucera	Mileage Reimbursement	5425	2/18/2014	\$ 75.04
Jeff Becker	SDAO Conference Hotel, Mileage Reimbursement	5426	2/18/2014	\$ 436.03
Jeffrey Lesh	Parking Reimbursement	5427	2/18/2014	\$ 6.00
Jeffrey Nelson	Repairs to Beavercreek Farm Bathroom; Install Locks on Barn;	5428	2/18/2014	\$ 1,290.92

Jenne Reische	Feb Riparian Conference Hotel, Mileage Reimbursement	5429	2/18/2014	\$	356.74
Jeremy Baker	January Mileage Reimbursement	5430	2/18/2014	\$	69.10
Joan Zuber	January Director Exp Reimbursement; Tree School Registration	5431	2/18/2014	\$	107.20
Katey Gelet	January Mileage Reimbursement	5432	2/18/2014	\$	109.54
Lisa Kilders	January Mileage Reimbursement	5433	2/18/2014	\$	91.84
Marlene Lloyd	January Expense Reimbursement; SDAO Conference Mileage Reimb	5434	2/18/2014	\$	299.32
Minuteman Press	Name Tag - K Gelet	5435	2/18/2014	\$	24.66
Minuteman Press-OC	500 Copies Soil Health 2014 Calendars	5436	2/18/2014	\$	2,417.88
Pacific Office Furnishings	Single Screen Monitor Arm Support (2)	5437	2/18/2014	\$	332.00
Pitney Bowes	February-April Postage Meter Rental	5438	2/18/2014	\$	60.00
Pitney Bowes/Purchase Power	Postage added to Meter; Inkcartridges for Meter	5439	2/18/2014	\$	593.48
CF Sandy River Basin Watershed Council	Weed Management - Policeman's helmet project	5440	2/18/2014	\$	3,000.00
Staples Advantage	Office Supplies	5441	2/18/2014	\$	117.36
The Gold Wrench	Repair Ford Escape - Correct Idle; Software updated; Dome light fixed	5442	2/18/2014	\$	187.00
The Oregonian Dist 154	8-week subscription thru April 3	5443	2/18/2014	\$	40.00
Tom Salzer	SDAO Exp Reimbursement	5444	2/18/2014	\$	89.00
Wells Fargo	Various Exp-website subscript's \$1,579.99; Training \$755;RAV \$438.60	5445	2/18/2014	\$	4,801.81
Westlake Consultants, Inc.	Survey Contract for Pleasant Avenue	5446	2/18/2014	\$	647.90
CF Willamette Cultural Resources Assoc. Ltd	Assessment of Kaser Property	5447	2/18/2014	\$	2,117.30
CF Yamhill SWCD	Nursery Stock for Casper & Sawan Projects	5448	2/18/2014	\$	1,175.00
	Board Approved Total			\$	30,497.18
	Total Month's Payment			\$	58,640.95

Note: CF abbrev is Conservation Fund

Approved By Board:

Board Chair 

Board Treasurer 