



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved April 15, 2014

SWCD Board Meeting Minutes for March 18, 2014

Present:

Directors: Jeff Becker, 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, Jim Toops

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

Partners: Kris Homma (NRCS)

Guests: Ryan Beyer (Oregon Department of Agriculture)

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, March 18, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Matt Clark with the Johnson Creek Watershed Council was unable to attend the meeting. His visit has been rescheduled for next month.

The agenda was accepted with this revision.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the February 18, 2014 special board meeting were presented.

Directors Fantz/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.

- B. Minutes from the February 18, 2014 regular board meeting were presented.

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

- B. Staff Lloyd presented the March voucher list for approval. March vouchers totaled \$74,835.98 on check numbers 5449 through 5493. There were no gaps in the check sequence; however, check number 5491 was voided. There were no unusual expenses.

Directors Guttridge/Nelson 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 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Matt Clark with the Johnson Creek Watershed Council was unable to attend the meeting. His visit has been rescheduled for next month.

- B. Staff Reische presented the Diggin' Roots Farm Wildlife Habitat Restoration project. She requested a 72/25 cost share for the project and the funds would be spread over three years.

Directors Lee/Guttridge moved/seconded to authorize the Manager to enter into a cost share agreement with Diggin' Roots Farm not-to-exceed \$24,000. Motion carried unanimously.

- C. Staff Baker presented information regarding the Sycamore Lane Therapeutic Riding Center project. He requested cost share funding to install an aerated manure composting facility. Concern was expressed due to property's proximity to a 100 year flood plain. Staff Baker shared that the project location is above the flood plain and the facility is a closed, concrete system, highly maintained, with no run off.

Directors Guttridge / Lee moved/seconded to authorize the Manager to enter into an agreement with Sycamore Lane Therapeutic Riding Center not-to-exceed \$22,000, and not-to-exceed 75% of the total cost of the project. Motion carried unanimously.

- D. Manager Salzer presented a letter from H & R Engineering which requested a letter of support and a commitment of \$5,000 from the District. This money would be used as matching funds for a USDA Conservation Innovation Grant application for the development of a computer program that assists farmers in determining more agronomic application rates for dairy waste.

Directors Lee/Guttridge moved/seconded to provide a letter of support for the grant application without providing funding to H & R Engineering. Motion carried unanimously.

- E. Manager Salzer requested that the Board authorize the District to waive rental fees for Clackamas County residents who use the Equipment Rental Program. Instead, he suggested that the District request donations at whatever level the renter wished to contribute. He expects this change to increase rentals of equipment with little loss of revenue. It was discussed, and decided, that the flail mower would not be available for rental. Directors Guttridge, Fantz, Zuber, and Becker noted that they have a potential conflict of interest because they may participate in the Equipment Rental Program in the future.

Directors Fantz/Zuber moved/seconded to allow the Equipment Rental Program to operate for one year on a donation basis for Clackamas County residents. Motion carried unanimously.

- F. Staff Klock reported that the District was recently contacted by a land owner who would like to put a permanent conservation easement on his 27 acre property near Estacada. Discussion was had over the potential costs of staff time and/or possible litigation in the event that the terms of the easement were broken. An Easements Committee composed of Directors Lee and Nelson, Associate Director Melethil, and Manager Salzer was formed to explore this topic more fully. Staff Klock was asked to present a conservation plan for this property at the next regular board meeting.

- G. Manager Salzer reported on the District properties. He shared that there had been some vandalism at the Pleasant Avenue property and that security lights on timers and photo sensors had been installed at the Beavercreek Farm.

5 – MANAGEMENT, BOARD REPORT

- A. Staff McQueeney reported that the second draft of a revised Personnel Manual had been completed. She will be incorporating recommendations made by Manager Salzer and the document will then be sent to the District's attorney for review. A draft will then be sent to the personnel committee. The Personnel Manual is expected to be adopted by the beginning of the new fiscal year.
- B. Manager Salzer noted that a request had been made to publish the draft meeting agenda on the District's website prior to monthly board meetings. The Board agreed that this was an excellent idea and it will be a regular procedure moving forward.
- C. Manager Salzer noted that he had received requests from a Director and Associate Director that the District consider shifting the regular meeting of the Board to sometime later in the day. There was a discussion about moving the meeting time to Tuesdays from 4:00 p.m. to 6:00 p.m. for the summer months. This will be an action item on next month's agenda.

9 – PLANNING

- A. A recap of the morning planning meeting was skipped to conserve time. The next planning meeting has been scheduled for May 20, 2014 from 9:00 a.m. until noon.

10 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Natural Resources Conservation Service (NRCS) partner, Kris Homma, noted that there is a new federal farm bill. A new computer program is also being installed on the federal computer system that will update all of their planning and mapping. This will require some time for staff to develop proficiency. She also reported that 23 applications for the Environmental Quality Incentive Program (EQIP) have been received with more expected. She is currently covering a larger territory due to the retirement of NRCS employee Steve Fedje who covered Multnomah County.
- B. Director Nelson shared that the District assisted in hosting a successful pesticide application management workshop for nursery growers. Fifty-four people attended.
- C. Director Lee suggested that the Equipment Rental Program be advertised at area farmers markets.
- D. Director Guttridge shared upcoming Springwater Grange events and announced that the Colton Foothills Grange voted to consolidate with the Springwater Grange.
- E. Staff Baker noted that Jackie Hammond-Williams of the Oregon City Farmers Market and Andrey Kaya of Stettler Supply have been doing an outstanding job of promoting District programs. He also shared that he is working on several rainwater harvesting projects.
- F. Staff Rains reported that several of the staff will be teaching at Tree School on March 22, 2014.
- G. Director Zuber reported that she will be attending Tree School.
- H. Assistant Director Melethil clarified that the Board would still meet at 1:00 in April and that Amy Cleary may need to be alerted of any time changes to the special board planning meeting in May.
- I. Manager Salzer reported that the District received a Cooperator of the Year award from the Oregon Department of Agriculture.
- J. Staff Kilders shared that the District held a women's self-defense class for District and Clackamas River Basin Council staff. She also noted that the District participated in a Pesticide Round Up with Tualatin SWCD and collected over 7 tons of pesticides; the District, along with the Clackamas Pesticide Stewardship Partnership, held a pesticide spray workshop and additional pesticide use reduction

workshops are coming up; April 4, 2014 is the scholarship deadline; and the Water Festival for Clackamas County fourth and fifth graders will be held on April 15, 2014 at Clackamas Community College.

- K. Staff Lloyd added that District staff received 1st Aid/CPR/AED training on March 4, 2014.
- L. Staff Klock reported that he has been exploring oak habitat in Clackamas County and commended Staff McQueeney for undertaking a conservation plan for her farm.
- M. Guest Beyer, the new Oregon Department of Agriculture regional water quality specialist, shared that he has heard many good things about the District and that he is happy to be working with us.
- N. Chair Oberg reported that the livestock barn at the County Fairground is closed and will not be available for use during this year's County Fair.

ADJOURN and NEXT MEETING

The first budget committee meeting will be held on April 2, 2014 at 9:00 a.m. at the District office.

The next regular board meeting will be held on Tuesday, April 15, 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 03/18/2014 Revised

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
Recurring Expenses Authorized for Payment by Resolution 2013-004:				
Clackamas County Department of Finance	March Benefits	5449	3/4/2014	\$ 15,800.19
Comcast	DSL for District monthly Network Service	5450	3/4/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5451	3/4/2014	\$ 641.19
MODOC Investments, LLC dba Redside Equities	Monthly Rent - New Lease: amount effective with no Operating Exp	5452	3/4/2014	\$ 6,786.82
Pacific Office Automation	January Copier Expense	5454	3/4/2014	\$ 311.10
Sonitrol	Security Monitoring	5456	3/4/2014	\$ 153.00
Voyager	Fuel for District Vehicles	5458	Estimate	\$ 209.46
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	3/7/2014	\$ 3,364.61
Additional Payments Authorized by Board				\$ 27,401.22
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5453	3/4/2014	\$ 25.60
PGE	Monthly Electricity for Farm	5455	3/4/2014	\$ 299.44
Verizon Wireless	Monthly Internet Service for iPad and mobile roaming service	5457	3/4/2014	\$ 120.05
Total				\$ 27,846.31
Board Approved Expenses:				
CF WQSG Recipient	WQSG 1214-004	5459	3/18/2014	\$ 2,498.85
BCT	Farm Telephone and Internet Service	5460	3/18/2014	\$ 118.84
Beavercreek Bulletin	3-month ad	5461	3/18/2014	\$ 27.00
Buel's Impressions Printing	Hitchhiking Weed Posters	5462	3/18/2014	\$ 14.70
C. Klock	February Mileage and Training Reimbursement	5463	3/18/2014	\$ 535.67
Cabelas	Employee District Logo Clothing	5464	3/18/2014	\$ 1,578.06
Cathy McQueeney	February Mileage Reimbursement	5465	3/18/2014	\$ 7.28
Clackamas County Finance Department	Sensing Interviews for District Visioning (Nov-Dec)	5466	3/18/2014	\$ 1,800.00
CF Clark Conservation District	January Engineer Technician Services - D Fenwick (3,017.37)	5467	3/18/2014	\$ 3,293.93
Community Newspapers	FFA Ad Canby Newspaper; 1-year Subscription Lake Oswego Review	5468	3/18/2014	\$ 84.00
CPR Solutions	First Aid/CPR/AED Training for our Staff	5469	3/18/2014	\$ 560.00
Ecological Society of America	Membership	5470	3/18/2014	\$ 160.00
Eileen Eakins, LLC	February Legal Services	5471	3/18/2014	\$ 240.00
Erik Carr	February Mileage Reimbursement	5472	3/18/2014	\$ 46.72

GIS in Action	GIS Training - J Lesh	5473	3/18/2014	\$	225.00
H2Oregon	Bottled Water for Board Room	5474	3/18/2014	\$	22.00
ING, Oregon Savings Growth Plan	March 5 PR Employer & Employee 457b Contributions	5475	3/18/2014	\$	6,234.35
Jeffrey Nelson	Build Shelving & Tool Cage in Garage; Install 3 sensor lights	5476	3/18/2014	\$	2,124.40
CF Jenne Reische	Zip Ties for Tree Tubes (48.63); Feb Mileage Reimb	5477	3/18/2014	\$	137.11
Jeremy Baker	February Mileage Reimbursement	5478	3/18/2014	\$	29.01
CF Johnson Creek Watershed Council	JCreekCare MOA	5479	3/18/2014	\$	4,630.75
Lowell Hanna	SDAO Exp Reimbursement	5480	3/18/2014	\$	293.85
CF WQSG Recipient	WQSG 1314-006	5481	3/18/2014	\$	1,350.00
CF North Clackamas School District	EPICC 1314-005	5482	3/18/2014	\$	3,000.00
Oregon Environmental Council	Pesticide Workshop - Lunch for participants	5483	3/18/2014	\$	350.50
CF Sound Native Plants	WQSG 1214-005	5484	3/18/2014	\$	2,498.85
The Oregonian	8-week subscription through May 29	5486	3/18/2014	\$	40.00
Oregonian	Public Notice for April Budget Committee Meeting	5485	3/18/2014	\$	313.68
Wallowa Soil & Water Conserv District	CONNECT Conference Registration for Employees; Memberships	5487	3/18/2014	\$	6,150.00
Weed Science Society	Membership - S Leininger	5488	3/18/2014	\$	200.00
Wells Fargo	Various Exp- Harrow; Laptop; SDAO Conf Exp; Farm Security; etc	5489	3/18/2014	\$	8,305.16
CF Weyerhaeuser	Milk Creek Project - Trees	5490	3/18/2014	\$	44.96
CF	Check VOIDED	5491	3/18/2014		
CF Yamhill SWCD	Trees & Shrubs	5492	3/18/2014	\$	75.00
MODOC Investments	April Rent	5493	3/18/2014	\$	6,786.82

Board Approved Total \$ 53,776.49

Total Month's Payments \$ 81,622.80

Note: CF abbrev is Conservation Fund

Approved By Board:

Secretary 
 Board Chair

Board Treasurer 