



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved May 20, 2014

SWCD Board Meeting Minutes for April 15, 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, PK Melethil

Staff: Lisa Kilders, Marlene Lloyd, Cathy McQueeney, Eann Rains, Tom Salzer

Partners: Kris Homma (NRCS)

Guests: Matt Clark, Noah Jenkins, Mike Weinberg

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

Chair Oberg called the meeting to order with a quorum present at 1:00 p.m. on Tuesday, April 15, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Manager Salzer noted that three additional expenditures had been added to the monthly financials.

The agenda was accepted with this revision.

2 – MINUTES AND OLD BUSINESS

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

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

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

Directors Lee/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. She noted that there were three unusual expenses itemized in the District credit card statement: \$2,109.99 for a riding lawn mower for the Beaver Creek Farm; \$6,000 for registering all staff for CONNECT training; and \$651.50 for tractor repair. Director Zuber suggested that the Board take a field trip to examine the Milk Creek Restoration project.

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

- B. Staff Lloyd presented the April voucher list for approval. April vouchers totaled \$115,910.82 on check numbers 5494 through 5538. There were no gaps in the check sequence. There were no unusual expenses on the voucher list.

Directors Zuber/Guttridge moved/seconded to approve the April voucher list as presented. Motion carried unanimously.

Staff Lloyd requested preapproval from the Board to include three checks on the May 1, 2014 check run: \$140.41 to Rockwest Training for first aid kits and supplies; \$2,000.00 to B.D. Equipment for 40 manure pile tarps; and \$240.00 to Louie Norton for pressure treated wooden ties.

Directors Guttridge/Fantz moved/seconded to include all three checks on the May 1, 2014 check run. Motion carried unanimously.

- C. Staff Lloyd reviewed the summary of Conservation Fund commitments and expenditures.

4 – OTHER FINANCIALS

- A. Staff Lloyd requested the transfer of \$100,000.00 from the General Fund to the Building Reserve Fund. This represents the annual contribution to the building reserve fund as outlined in the proposed 2014-2015 budget.

Directors Guttridge/Fantz moved/seconded to approve the transfer of \$100,000.00 from the General Fund to the Building Reserve Fund. Motion carried unanimously.

- B. Staff Lloyd requested the transfer of \$45,555.66 from the Building Reserve Fund to the General Fund to reimburse the General Fund for property development expenses at the Beaver Creek Farm and the Pleasant Avenue properties.

Directors Fantz/Guttridge moved/seconded to approve the transfer of \$45,555.66 from the Building Reserve Fund to the General Fund. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Noah Jenkins of Johnson Creek Watershed Council reported on their riparian planting endeavors and requested continued support for their CreekCare Program. Director Fantz suggested that the Board postpone taking action on this item until the May 2014 meeting to allow the Board time for discussion.

Directors Lee/Fantz moved/seconded to table the discussion to providing continued funding to the CreekCare Program until the May 2014 meeting. Motion carried unanimously.

- B. Manager Salzer noted that grocery carts discarded on the Pleasant Avenue property had been removed. He also shared that ten tons of lime have been spread on the Beaver Creek Farm pastures.

6 – MANAGEMENT, BOARD

- A. The Board renewed their discussion on the idea of changing the regular board meeting time to later in the afternoon.

Directors Lee/Becker moved/seconded to move the regular District board meeting time to 4:00 p.m. to 6:00 p.m. starting May 2014 until standard time changes in the fall, to be reconsidered at the September 2014 regular board meeting. Motion carried unanimously.

- B. Manager Salzer reported that the personnel manual has been sent to the District attorney for review. When it is returned, Staff McQueeney will amend as suggested and then the manual will go to the personnel committee and staff for review and input.

- C. Staff Kilders asked the Board to consider dates for this year's annual dinner, noting that this year is the District's 40th anniversary. After deliberation, the annual dinner was set for Thursday, July 10, 2014 from 4:00 p.m. to 7:00 p.m.; there was no dissent. The dinner will be held at the Beaver Creek Farm.

- D. Kris Homma of Natural Resources Conservation Service presented a civil rights training to the Board. Changes were made to the United States Department of Agriculture non-discrimination statement that will need to be reflected in District materials: *The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)*

Board members were also made aware that confidentiality regarding District cooperators extends beyond their tenure as Board members.

7 – PLANNING

- A. The Board discussed the planning meeting scheduled from 9:00 a.m. until noon on May 20, 2014. Due to the change in the time of the regular board meeting beginning in May, the planning meeting will be held from 1:00 p.m. to 3:00 p.m. (subject to the availability of facilitator Amy Cleary), the public hearing on the budget will be held from 3:30 p.m. to 4:00 p.m., followed by the regular board meeting from 4:00 p.m. to 6:00 p.m. Manager Salzer will contact facilitator Amy Cleary to confirm that she can attend the planning meeting at its new time.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Natural Resources Conservation Service (NRCS) partner, Kris Homma, reported that the Environmental Quality Incentive Program (EQIP) application period has opened and that she has already received 40 applications. She may request that the District fund some of the projects that EQIP will not be able to fund.
- B. Staff Kilders reported that the District received 6 scholarship applications. The scholarship committee will meet Monday, April 28, 2014 at 9:00 a.m. to review the applications. The committee recommendations will be brought to the board at the May board meeting.

She also noted that the District is being honored by the Greater Oregon City Watershed Council at an upcoming dinner and that there are two tickets to attend the event. Director Zuber and Manager Salzer will attend.

A thank you note was passed around from the scholarship recipients who attended the OSU Growing Farms school program this spring.

Staff Kilders also reported that Water Environment Services' Tri-City Service District (TCSD) received a notice of civil penalty assessment and order for \$12,844 related to exceeding their total coliform effluent limit and failing to analyze samples as required by their NPDES permit. WES has requested to use 80% of that fine money for a Supplemental Environmental Project with the District.

- C. Director Lee shared that she will be joining the Sandy River Basin Watershed Council.
- D. Director Zuber noted that she recently attended a Women Owning Woodlands (WOW) networking retreat.
- E. Director Becker reported that the Oregon City Farmers Market will be hosting a "Homesteading" type event on June 14, 2014 and invited the District to be a sponsor or set up a booth or exhibit. Manager Salzer observed that this would be a good opportunity to promote the District's Equipment Rental Program.

- F. Manager Salzer reported that he will be making a presentation regarding internal controls to the Oregon Soil and Water Conservation Commission on April 21, 2014. He also noted that the conservation easement opportunity in Estacada is being explored by attorneys representing the District and the landowner. Manager Salzer will be meeting with the Hamlet of Beaver Creek to discuss District programs, including the use of easements as a conservation tool.
- G. Staff Rains shared that many projects are in progress and more are coming through. She believes the District will meet its annual conservation expenditure goal.
- H. Guest Weinberg shared that he was doing well after surgery and that he will be back in town in the fall through next winter.
- I. Associate Director Hanna noted that the Clackamas River Basin Council annual meeting will be held on May 15, 2014 and invited the Board to attend. He also expressed concerns about a proposed sewage treatment facility located alongside a stream. Manager Salzer will bring additional information about this issue to the May 2014 Board Meeting.
- J. Chair Oberg announced that the livestock barn at the Clackamas County Fairground will be torn down and that the livestock will be moved to another location for the fair this year. He also noted that due to the porcine epidemic diarrhea virus (PEDV), the fair will institute a terminal program this year, meaning that pigs at the fair will go directly to slaughter and not back to the farm.
- K. Manager Salzer additionally noted that the Easements Advisory Committee met earlier in the day for a two hour presentation by Rick McMonagle of the East Multnomah Soil and Water Conservation District.

ADJOURN and NEXT MEETING

The second budget committee meeting will be held on April 23, 2014 at 9:00 a.m. at the District office.

The public hearing on the proposed 2014-2015 budget will be held on May 20, 2014 at 3:30 p.m. at the District office.

The next regular board meeting will be held on Tuesday, May 20, 2014 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 2:52 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 04/15/2014

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	April Benefits	5494	4/2/2014	\$ 15,800.19
Comcast	DSL for District monthly Network Service	5495	4/2/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5496	4/2/2014	\$ 625.91
Sonitrol	Security Monitoring	5498	4/2/2014	\$ 153.00
Voyager	Fuel for District Vehicles	5500	4/2/2014	\$ 529.23
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	4/7/2014	\$ 3,364.61
Subtotal				\$ 20,607.79

Additional Payments Authorized by Board

PGE	Monthly Electricity for Farm	5497	4/2/2014	\$ 290.22
Verizon Wireless	Monthly Internet Service for iPad and mobile roaming service	5499	4/2/2014	\$ 120.03
Total				\$ 21,018.04

Board Approved Expenses:

CF A&L Western Ag Labs	Soil Testing	5501	4/15/2014	\$ 67.20
BCT	Farm Telephone and Internet Service	5502	4/15/2014	\$ 118.88
Black Box Network Services	Telephone Repair	5503	4/15/2014	\$ 203.50
Bud's Towing Inc.	Jump start F-150	5504	4/15/2014	\$ 35.00
Buel's Impressions Printing	WeedWise Envelopes for mailer	5505	4/15/2014	\$ 450.00
C. Klock	March Mileage Reimbursement	5506	4/15/2014	\$ 146.59
Clackamas County Finance Department	Facilitation Services for District Visioning (Jan-Feb)	5507	4/15/2014	\$ 1,050.00
CF Clark Conservation District	February Engineer Technician Services - D Fenwick (\$349.84)	5508	4/15/2014	\$ 1,510.74
Coulter Printing, Inc.	WeedWise Garlic Mustard Letter and Permission Slips	5509	4/15/2014	\$ 411.00
CF SuperDOG 1317-001	SuperDOG 1317-001	5510	4/15/2014	\$ 1,284.50
Donald Guttridge	Feb/March Exp Reimb	5511	4/15/2014	\$ 109.31
Eileen Eakins, LLC	March Legal Services	5512	4/15/2014	\$ 1,080.00
Erik Carr	March Expense Reimb	5513	4/15/2014	\$ 55.74
CF Ernst Irrigation	Irrigation hardware and parts for GPL 1314-003	5514	4/15/2014	\$ 36,915.40
CF Friends of Trees	PSC-FOT-TT - plantings along the Trolley Trail	5515	4/15/2014	\$ 5,415.15
Gopher Patrol	3-month Gopher Services at the Farm	5516	4/15/2014	\$ 360.00

ING - State of Oregon Plan								
CF J Franco Reforestation, Inc.								
Jan Lee	5517	April 4 PR Employer & Employee 457b Contributions	4/15/2014	\$	6,798.68			
J Reische	5518	Planting; WeedWise EDRR Contract Services	4/15/2014	\$	7,506.40			
J Baker	5519	District's MPAC Mileage Reimb	4/15/2014	\$	22.96			
Joan Zuber	5520	March Training Expense Reimb	4/15/2014	\$	45.00			
CF Johnson Creek Watershed Council	5521	March Expense Reimb	4/15/2014	\$	54.88			
Katey Gelet	5522	Feb/March Expense Reimb	4/15/2014	\$	181.52			
Marlene Lloyd	5523	Johnson Creek Riparian Restoration Strategy Partnership	4/15/2014	\$	7,335.75			
CF WQSG-1316-001	5524	March Expense Reimb	4/15/2014	\$	8.58			
North Clackamas Chamber of Commerce	5525	Mileage Expense Reimb	4/15/2014	\$	36.40			
Oregon City Garbage Co., Inc.	5526	WQSG-1316-001 Wildlife Habitat	4/15/2014	\$	1,200.00			
CF OSU Extension Service	5527	Annual Membership	4/15/2014	\$	350.00			
Pacific Office Furnishings	5528	April Garbage Services for the Farm	4/15/2014	\$	25.60			
CF Poage's Black, Inc.	5529	2014 Growing Farms Class - 5 Scholarships - Partner Support	4/15/2014	\$	1,090.00			
CF ProScape NW Inc.	5530	Sit-to-Stand Table	4/15/2014	\$	963.27			
S Leininger	5531	Clackamas Stewardship Partners' Facilitator - Partnership Support	4/15/2014	\$	1,500.00			
SDAO	5532	Services for Hedgerow at Clackamas United Church of Christ	4/15/2014	\$	5,728.25			
Staples Advantage	5533	March Expense Reimb	4/15/2014	\$	15.00			
The Gold Wrench	5534	Hiring Employees Workshop - C McQueeney	4/15/2014	\$	75.00			
MODOC Investments	5535	Office Supplies	4/15/2014	\$	61.93			
CF Wells Fargo	5536	Repairs to F-150, RAV, Ford Escape	4/15/2014	\$	926.25			
	5537	May Rent	4/15/2014	\$	6,786.82			
	5538	Various Exps-Riding Lawn Mower; Tractor Repair; CFund \$485,etc	4/28/2014	\$	4,967.48			
		Board Approved Total		\$	94,892.78			
		Total Month's Payments		\$	115,910.82			

Note: CF abbrev is Conservation Fund

Approved By Board:

Board Chair

Board Treasurer

CF Total \$68,877.49