



CLACKAMAS COUNTY

Soil and Water Conservation District

APPROVED 6/17/14

Clackamas County SWCD Board Meeting Minutes for May 20, 2014

Present:

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

Associate Directors: PK Melethil

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

Partners: Kris Homma (NRCS)

Guest: Eileen Eakins

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

Chair Oberg called the meeting to order with a quorum present at 4:01 p.m. on Tuesday, May 20, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Manager Salzer noted that Item 5A was mislabeled and should read "Consider Riparian Restoration Funding Request."

The agenda was accepted with this revision.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the March 17, 2014 special board meeting were presented.

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

- B. Minutes from the April 15, 2014 regular board meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reported that the monthly financials were not complete in time for presentation to the Board, but noted that they would be ready in a few days. Manager Salzer will distribute the April financials to the Board via email upon completion.

- B. Staff Lloyd presented the May voucher list for approval. May vouchers totaled \$215,303.66 on check numbers 5550 through 5610. Checks numbered 5539-5549 were voided due to a printer malfunction. There was one unusual expense on the voucher list: Check #5608 to Wilbur-Ellis for \$2,632.11 for 18,860 pounds of lime applied to the Beavercreek Farm fields.
- C. Directors Guttridge/Zuber moved/seconded to approve the May voucher list as presented. Motion carried unanimously.
- D. Staff Rains reviewed the summary of Conservation Fund commitments and expenditures.

4 – OTHER FINANCIALS

- A. Manager Salzer presented the resolution to adopt the 2014-2015 budget. The total adopted budget for 2014-2015 is \$4,392,727.00.

Directors Zuber/Guttridge moved/seconded to adopt resolution number 2014-001 Resolution To Adopt The Budget, Make Appropriations, And Impose And Categorize The Property Tax For Fiscal Year 2014-2015. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer clarified the funding request made by the Johnson Creek Watershed Council at the May Board Meeting. They have requested \$15,000 for second year implementation of their Riparian Restoration Project.

Directors Guttridge/Zuber moved/seconded to award \$15,000 to Johnson Creek Watershed Council for the Riparian Restoration Project to be used in Clackamas County. Motion carried unanimously.

- B. Director Zuber updated the Board on the Scholarship committee's recommendation to award the 2014 District Scholarships to Jairo Romero and Jessica Lindsey. Jairo Romero is a student at Clackamas Community College who will be transferring to Oregon State University to study agribusiness. Jessica Lindsey is studying mechanical engineering with an agricultural emphasis at Portland State University.

Directors Fantz/Nelson moved/seconded to approve the recommendation of the Scholarship Committee to award scholarships in the amount of \$2,000 each to Jairo Romero and Jessica Lindsey. Motion carried unanimously.

- C. Manager Salzer provided a sample Working Lands Legacy Program resolution based on the one adopted by East Multnomah Soil and Water Conservation District. He suggests that the Easement Advisory Committee review the document and report back to the Board at a future meeting. Partner Kris Homma with Natural Resource Conservation Service noted that new guidelines for the Agricultural Conservation Easements Program are just coming out and that she would be happy to share this information with the District.

6 – PERSONNEL

- A. District attorney, Eileen Eakins, reviewed the draft employee handbook with the Board. She observed that it was well organized and addressed every key item required by law. She noted that several employee handbook changes suggested by the Special Districts Association of Oregon (SDAO) would require Board approval. She recommended that these changes be made. Manager Salzer shared that

all staff had received a copy of the document and that he had requested their questions, concerns, and suggestions.

7 – MANAGEMENT, BOARD

- A. Manager Salzer reviewed the new federal non-discrimination statement provided to the District by Natural Resources Conservation Service representative, Kris Homma.

Directors Guttridge/Lee moved/seconded to adopt the new federal non-discrimination statement. Motion carried unanimously.

- B. Manager Salzer and Guest Eakins reviewed changes to District Board committee workflow. This change would allow Board committees to make recommendations to the Manager, who would then make a report to the Board. This change would improve efficiency, transparency, and aid the District in complying with Oregon public meeting regulations.

Directors Fantz/Guttridge moved/seconded to make changes to the committee workflow where committees report to the District Manager who then reports to the Board. Motion carried unanimously.

- C. Manager Salzer and Guest Eakins discussed changes that would transfer hire-and-fire authority to the District Manager from the Board. This change was recommended by SDAO and the District attorney.

Directors Guttridge/Lee moved/seconded to delegate hire-and-fire authority to the District Manager when the new employee handbook goes into effect on July 1, 2014. Motion carried unanimously.

- D. To conserve time, the Board chose to move Board officer elections to the June 17, 2014 Board meeting.

Directors Zuber/Lee moved/seconded to table the discussion of Board elections to the June 2014 Board meeting. Motion carried unanimously.

8 – PLANNING

- A. Staff Kilders invited the Board to view some of the urban conservation projects the District has recently undertaken. The Board agreed to meet at the Beaver Creek Farm on Monday, June 30th, at 9:00 a.m. and tour District projects until 12:00 p.m. They will then return to the farm for lunch and a farm tour.

9 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Staff Kilders noted that the Annual Dinner will be held on Thursday, July 10, 2014 at the Beaver Creek Farm. She requested, and received, Board approval to invite the two, new scholarship recipients to the June Board meeting. She reported that the District has been approved for two supplemental environmental projects funded with money from the Department of Environmental Quality at Our Table Farm in Sherwood and at Candy Lane Elementary School in Milwaukie. She also noted that the Integrated Plant Protection Center in Corvallis is excited to collaborate with the District on a windsock program for nursery and Christmas tree growers; that the District is collaborating with Clackamas River Water Providers on a pesticide nozzle replacement program; and that the Oregon Department of Agriculture focus area meeting in Damascus was well attended and went very well.

- B. Director Becker shared that he would not be able to attend the June 17, 2014 meeting. In response to his expressed interest in being on a committee, Chair Oberg appointed him to the Scholarship Committee, to take the place Director Zuber.
- C. Manager Salzer shared that the Greater Oregon City Watershed Council presented an award to the District as a "Watershed Champion."
- D. Director Zuber noted that Manager Salzer spoke at the Greater Oregon City Watershed Council annual meeting and that he was very eloquent.
- E. Staff Rains noted that she will be getting married to her partner of 27 years on June 14, 2014.
- F. Director Lee asked if the Easement Advisory Committee had plans to meet. A date was not scheduled at this time.

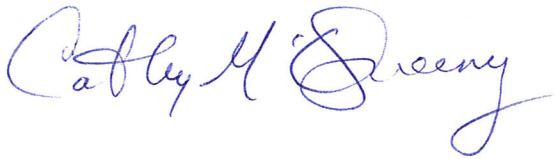
ADJOURN and NEXT MEETING

A Special Meeting of the Board to discuss planning will be held on Tuesday, June 17, 2014 at 1:00 p.m. at the Beaver Creek Farm.

The next Regular Board Meeting will be held on Tuesday, June 17, 2014 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 5:52 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 05/20/2014

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	VOID CHECKS - Printer Malfunction - 5539-5549			
Comcast	May Benefits	5551	5/1/2014	\$ 15,800.19
Integra Telecom	DSL for District monthly Network Service	5552	5/1/2014	\$ 134.85
Sonitrol	Payment for District's monthly Telephone Service	5553	5/1/2014	\$ 664.17
Wells Fargo Mortgage	Security Monitoring	5559	5/1/2014	\$ 153.00
	Beavercreek Farm Mortgage Payment	EFT	5/7/2014	\$ 3,364.61
			Subtotal	\$ 20,116.82
Additional Payments Authorized by Board				
Cabela's	Logo Expense for Employee Logo Clothing	5550	5/1/2014	\$ 5.00
Louie Norton	Two Dozen Pressure Treated Timbers	5554	5/1/2014	\$ 240.00
PDQipment	40 Tarps for Cover Your Pile Campaign	5555	5/1/2014	\$ 2,000.00
PGE	Monthly Electricity for Farm	5556	5/1/2014	\$ 185.46
Pitney Bowes	Quarterly Postage Meter Fee	5557	5/1/2014	\$ 60.00
Rockwest Training	First Aid Kit Supplies for Office	5558	5/1/2014	\$ 140.41
Verizon Wireless	Monthly Internet Service for Ipads and mobile roaming service	5560	5/1/2014	\$ 120.03
			Total	\$ 22,867.72

Board Approved Expenses:

CF A&L Western Agricultural Labs	Soil Testing for Cooperators	5561	5/20/2018	\$ 140.00
CF Ash Creek Forest Management, LLC	Priority Invasive Weed and Vegetation Contracted Services	5562	5/20/2014	\$ 6,793.98
BCT	Farm Telephone and Internet Service	5563	5/20/2014	\$ 118.84 ^{ML}
Beavercreek Bulletin	3-month Ad - June-August	5564	5/20/2014	\$ 27.00
Black Box Network Services	Battery for District Telephone System	5565	5/20/2014	\$ 42.00
C. Klock	April Mileage and Farm Irrigation Reimbursement	5566	5/20/2014	\$ 238.98
Camp Adams	Community Outreach Day Event - Deposit on Space	5567	5/20/2014	\$ 60.00
Carex Working Group	Grass Identification Workshop - K Gelet	5568	5/20/2014	\$ 275.00
City of Oregon City Police Department	Annual Alarm Permit	5569	5/20/2014	\$ 15.00
CF Clark Conservation District	March Engineer Technician Services - D Fenwick (2,230.23)	5570	5/20/2014	\$ 3,019.74
Clear Channel Outdoor	Bill Board Advertisement on Hwy 99E North	5571	5/20/2014	\$ 1,100.00
Community Newspapers	Ads; 1-year Subscriptions - Wilsonville Spokesman & Molalla Pioneer	5572	5/20/2014	\$ 594.00

CF	Conservation Demonstrations	CF	SuperDOG Recipient	Erosion-cover crop demonstration display	5/20/2014	5573	\$	299.12
	Eann Rains		SuperDOG 1317-001		5/20/2014	5574	\$	2,025.00
	Eileen Eakins, LLC		April Expense Reimbursement		5/20/2014	5575	\$	102.76
	Erik Carr		April Legal Services		5/20/2014	5576	\$	2,480.00
	CF Ernst Irrigation		April Mileage Reimbursement		5/20/2014	5577	\$	42.00
	CF Fisher's Supply		Irrigation Project Contract Services (GPL 1314-001)		5/20/2014	5578	\$	10,029.60
	CF Friends of Trees		Irrigation Project Contract Services (GPL 1314-003)		5/20/2014	5579	\$	43,318.36
	Gopher Patrol		PSC 1214-001		5/20/2014	5580	\$	1,500.00
	H2Oregon		April Services for 7 Gophers		5/20/2014	5581	\$	245.00
	ING, Oregon Savings Growth Plan		March and April Bottled Water for Board Room		5/20/2014	5582	\$	44.00
	CF Integrated Resource Management		May 5 PR Employer & Employee 457b Contributions		5/20/2014	5583	\$	7,346.30
	CF J Franco Reforestation, Inc.		Contracted Svcs WeedWise Integrated Resource Management Survey		5/20/2014	5584	\$	11,462.51
	Jason Faucera		WeedWise Herbicide Treatments on Various Locations		5/20/2014	5585	\$	5,563.64
	Jeffrey Lesh		April Expense Reimbursement		5/20/2014	5586	\$	109.08
	Jeffrey Nelson		April Expense Reimbursement		5/20/2014	5587	\$	12.00
	CF Johnson Creek Watershed Council		Repairs Beaver Creek Farm \$364 and Rental Equipment \$390		5/20/2014	5588	\$	754.00
	Marlene Lloyd		Riparian Restoration and CreekCare		5/20/2014	5589	\$	5,082.00
	DOG Recipient		April Expense Reimbursement		5/20/2014	5590	\$	55.20
	Minuteman Press		DOG 1315-003		5/20/2014	5591	\$	9,847.50
	MODOC Investments		Business Cards and Name Tags		5/20/2014	5592	\$	143.10
	Northwest Habitat Institute		June Rent		5/20/2014	5593	\$	6,786.82
	Oregon City Garbage Co., Inc.		2 Oak Maps of Clackamas County		5/20/2014	5594	\$	100.00
	Oregon City Signs		Monthly Garbage Service at the Farm		5/20/2014	5595	\$	25.60
	Pacific Office Automation		Signs for Native Plant Trailer		5/20/2014	5596	\$	75.00
	Rockwest Training Company, Inc.		March Copier Services		5/20/2014	5597	\$	364.91
	CF Sound Native Plants		First Aid Supplies Shipping		5/20/2014	5598	\$	16.13
	Spatial Networks, Inc.		Priority Invasive Weed and Vegetation Contracted Services		5/20/2014	5599	\$	2,181.18
	CF Stettler Supply Company		Annual Fulcrum Software Subscription		5/20/2014	5600	\$	1,586.00
	CF SuperDOG Recipient		GPL 1314-002 Irrigation Recipient		5/20/2014	5601	\$	38,249.97
	The Gold Wrench		SuperDOG 1315-002		5/20/2014	5602	\$	15,349.88
	The Oregonian		The Dodge Valve Cover Gasket Replaced		5/20/2014	5603	\$	212.00
	Voyager		Public Notice for 2014-2015 Budget Form LB-1		5/20/2014	5604	\$	876.51
	Wells Fargo		8-week subscription through July 24		5/20/2014	5605	\$	40.00
	Wilbur-Ellis Company		Fuel for District Vehicles		5/20/2014	5606	\$	669.89
	Willamette Cultural Resources Assoc. Ltd.		Various Expenses		5/20/2014	5607	\$	1,965.99
	Willamette Partnership		Lime for Farm Fields - 18,860 lbs		5/20/2014	5608	\$	2,632.11
			Contracted Services - Cultural Resources		5/20/2014	5609	\$	8,268.24
			Eco Systems Workshop - PK Melethil		5/20/2014	5610	\$	150.00

8 Mr

Board Approved Total \$ 192,435.94

Total Month's Payments \$ 215,303.66

Note: CF abbrev is Conservation Fund \$162,042.09

Approved By Board:

Board Chair 

Board Treasurer 