



CLACKAMAS COUNTY
Soil and Water Conservation District

Approved July 15, 2014

Clackamas County SWCD Board Meeting Minutes for June 17, 2014

Present:

Directors: Roger Fantz, Jan Lee (Treasurer), Jesse Nelson, Ron Oberg (Chair), Joan Zuber (Vice Chair)

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

Partners: Kris Homma (NRCS)

Guest: Rob Campbell, Bob Cochran, Elizabeth Graser-Lindsey, Jessica Lindsey, Jairo Romero

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

Chair Oberg called the meeting to order with a quorum present at 4:08 p.m. on Tuesday, June 17, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Three changes were made to the agenda: Item 7A – Election of Board officers was tabled until the July 15, 2014 Regular Board Meeting; Item 7C – Discussion of new title for District Manager was added; and Item 8D – a discussion regarding a Quality Based Selection process was added.

The agenda was accepted with these revisions.

Manager Salzer introduced Jessica Lindsey and Jairo Romero, the 2014 District Scholarship recipients.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the May 20, 2014 special board meeting were presented.

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

- B. Minutes from the May 20, 2014 regular board meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the April and May monthly financials. All accounts balance to the penny.

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

- B. Staff Lloyd presented the June voucher list for approval. June vouchers totaled \$101,629.31 on check numbers 5611 through 5665. There was one unusual expense on the voucher list: Check #5627 to Clean Harbors Environmental Services for \$14,446.29 for the March 8, 2014 Pesticide Roundup collection. The District has five grant sources that will cover all or most of this expense.

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

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

4 – OTHER FINANCIALS

- A. Staff Lloyd requested that the Board approve an end-of-fiscal-year transfer of \$12,755.63 from the Building Reserve Fund to reimburse the General Fund for three months of loan payments for the Beaver Creek Farm and for surveying expenses for the Pleasant Avenue property.

Directors Fantz/Nelson moved/seconded to approve the transfer of \$12,755.63 from the Building Reserve Fund to the General Fund. Motion carried unanimously.

- B. Staff Lloyd presented the resolution authorizing the payment of recurring expenses.

Directors Fantz/Lee moved/seconded to adopt resolution number 2014-002 Resolution Authorizing Payment of Recurring Expenses. Motion carried unanimously.

- C. Manager Salzer presented the "First Restatement of Declaration of Trust of the Special Districts Insurance Trust." This document changes our agreement for insurance from Special Districts Association of Oregon (SDAO) to Special Districts Insurance Services (SDIS), the insurance division of SDAO.

Directors Lee/Nelson moved/seconded to approve the "First Restatement of Declaration of Trust of the Special Districts Insurance Trust." Motion carried unanimously.

- D. Manager Salzer presented documentation outlining work performed by Jeff Nelson at the Beaver Creek Farm over the past year. He requested that the Board renew a one-year, not-to-exceed \$10,000 agreement for labor (not including mileage or materials), effective July 1, 2014 through June 30, 2015, to replace the existing agreement.

Directors Nelson/Fantz moved/seconded to approve the renewal of a one year agreement with Jeff Nelson not-to-exceed \$10,000 for labor (not including mileage or materials), effective July 1, 2014 through June 30, 2015. Motion carried unanimously.

- E. Staff Rains reported on the District's Loan Program. The program provides case-by-case flexibility and there have been no delinquencies. Money for the program is provided by the Department of Environmental Quality (DEQ). Staff recommends that repaid principal be deposited into a separate account at Citizen's Bank that is dedicated to repaying DEQ.

Directors Lee/Fantz moved/seconded to authorize deposit of principal from loan repayments in to the Citizens Bank account, and to put the interest earning into the Conservation Fund beginning June 30, 2014. Motion carried unanimously.

IMAGINE CLACKAMAS PRESENTATION

Rob Campbell of Clackamas Small Business Develop Center and Bob Cochran of Clackamas Community College Campus Services made a presentation highlighting Clackamas Community College's fiftieth year of service. The presentation focused on a \$90 million bond measure on the November 4, 2014 ballot to modernize facilities and equipment for high-demand careers and build additional classrooms and lab space.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer noted that the District's current agreement with the Clark Conservation District to use Doug Fenwick's services as an engineering technician will expire at the end of June. He requested that this agreement be renewed for another year, not-to-exceed \$30,000.

Directors Lee/Zuber moved/seconded to renew the intergovernmental agreement (IGA) with Clark Conservation District, not to exceed \$30,000, for the period of July 1, 2014 through June 30, 2015. Motion carried unanimously.

- B. Staff Baker reported on the status of some of the large irrigation projects he has been managing. He noted that the support of Doug Fenwick has been both necessary and appreciated on these projects.

6 – PERSONNEL

- A. Manager Salzer noted that the budget for fiscal year 2014-2015 included a 2.3% cost-of-living - adjustment (COLA) for all regular employees

Directors Zuber/Lee moved/seconded to adopt a 2.3% COLA for all regular employees, effective July 1, 2014. Motion carried unanimously.

- B. Manager Salzer recommended that the Board postpone adoption of the new Employee Handbook. This item was tabled without dissent and will be placed on the June 30, 2014 special board meeting agenda.

- C. Manager Salzer explained that language in the Employee Handbook has been revised. "Sick leave" is now called "Wellness Leave." All accruals will transfer straight across.

Directors Fantz/Zuber moved/seconded to authorize the District to transfer all sick leave accruals to wellness leave accruals as of July 1, 2014, contingent on the adoption of the new Employee Handbook. Motion carried unanimously.

7 – MANAGEMENT, BOARD

- A. The election of Board officers was postponed until the July 15, 2014 regular board meeting.
- B. Manager Salzer reported that the budget for fiscal year 2014-2015 had been filed. He noted that he was working on employee evaluations and shared that the Special Districts of Oregon would give the District a 2% premium discount if all Board members attended an annual Board training. He also shared that all Board election packets had been distributed.

- C. Directors Lee and Zuber reported that they had researched titles for soil and water conservation district managers and recommended that the District designation be changed from " District Manager" to "General Manager." Manager Salzer agreed.

Directors Lee/Zuber moved/seconded to change the title of "District Manager" to "General Manager."
Motion carried unanimously.

8 – PROPERTIES & PLANNING

- A. Manager Salzer requested that the Board develop a smoking policy for the Beavercreek Farm.

Directors Zuber/Lee moved/seconded to prohibit smoking at all District properties and in all District vehicles. Motion carried unanimously.

- B. Manager Salzer reported that Redside Development would like to lease the gravel parking pad at the Pleasant Avenue property for additional parking for the 221 Molalla Avenue office complex. Redside offered to pay the District \$200 per month for 24 months. They would maintain the property, including landscaping and garbage clean up. The Board discussed the merits of the offer and contrasted it against the District values and mission. Manager Salzer was asked to get additional information to present to the Board at the July 15, 2014 regular board meeting.

- C. Manager Salzer noted that there was no Chair designated for the Easements Advisory Committee. Chair Oberg appointed Director Lee to be the Chair of the Easements Advisory Committee. Director Lee will contact the rest of the committee to set a meeting date.

- D. Manager Salzer noted that the Board wanted to address the need for a quality based selection process to secure a designer to address Board questions regarding development of the District properties.

Directors Lee/Nelson moved/seconded to issue a quality based selection process to hire a designer to work the Building Committee and General Manager to secure information on development of the District's properties. Motion carried unanimously.

9 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Natural Resource Conservation Service (NRCS) representative Kris Homma reported on NRCS news and noted that she had been working with Manager Salzer and Staff Leininger to develop proposals for the Regional Conservation Partnership Program.
- B. Staff Lloyd reported that Clackamas River Basin Council fundraiser "coupons" were available for their event on June 29, 2014 at the Wichita Bar and Grill in Oregon City. She also noted that six applications had been received for the WeedWise Program/Cooperative Weed Management Area position.
- C. Director Lee reported that the NACD Regional Conference will be held in the Portland area on September 16-17, 2014.
- D. Staff Baker reported that he was working on a wide variety of projects.
- E. Staff Rains noted that she was married during the previous week.
- F. Manager Salzer reported that he was currently expecting his fourth grandchild.

G. Chair Oberg reported that the Board of County Commissioners had just approved the demolition of the old livestock barn at the County Fair Ground. He also reminded the Board that the Annual Dinner would be held on July 10, 2014 at the Beavercreek Farm.

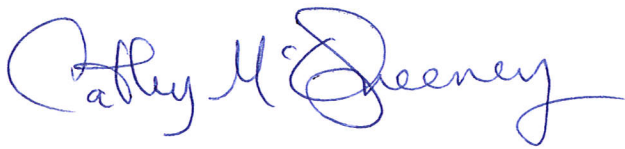
ADJOURN and NEXT MEETING

A Special Meeting of the Board to tour District conservation projects and discuss planning will be held on Monday, June 30, 2014 at 9:00 a.m. at the Beavercreek Farm.

The next Regular Board Meeting will be held on Tuesday, July 15, 2014 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 6:02 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 06/17/2014

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	June Benefits	5611	6/3/2014	\$ 15,800.19
Comcast	DSL for District monthly Network Service	5612	6/3/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5613	6/3/2014	\$ 661.57
Pacific Office Automation	Copier Lease	5614	6/3/2014	\$ 377.75
Sonitrol	Security Monitoring	5616	6/3/2014	\$ 153.00
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	6/6/2014	\$ 3,364.61
<i>Additional Payments Authorized by Board</i>			Subtotal	\$ 20,491.97
PGE	Monthly Electricity for Farm	5615	6/3/2014	\$ 190.73
Verizon Wireless	Monthly Internet Service for I pads and mobile roaming service	5617	6/3/2014	\$ 120.03
Total				\$ 20,802.73

Board Approved Expenses:

CF A&L Western Ag Labs	Soil Testing	5618	6/17/2014	\$ 115.20
Airport Windsock Corporation	30 Ag Windsocks for nursery growers to reduce pesticide drift	5619	6/17/2014	\$ 1,573.80
CF Ash Creek Forest Management, LLC	Priority Invasive Weed and Vegetation Contracted Services	5620	6/17/2014	\$ 2,869.27
BCT	Farm Telephone and Internet Service	5621	6/17/2014	\$ 118.88
C. Klock	May Mileage and Farm Irrigation Reimbursement	5622	6/17/2014	\$ 197.68
Cabelas	Staff District Logo Clothing	5623	6/17/2014	\$ 491.53
Cathy McQueeney	March - April Expense Reimbursement	5624	6/17/2014	\$ 96.02
CF WQSQ Recipient	WQSQ 1314-001	5625	6/17/2014	\$ 549.67
CF Clark Conservation District	April Engineer Technician Services - D Fenwick (437.30)	5626	6/17/2014	\$ 1,202.15
CF Clean Harbors Environmental Services	Pesticide Roundup Event - March 8	5627	6/17/2014	\$ 14,446.29
Clear Channel Outdoor	Bill Board Advertisement on Hwy 99E North for June	5628	6/17/2014	\$ 1,000.00
Don Guttridge	Director Expense Reimbursement	5629	6/17/2014	\$ 148.54
Eann Rains	May Expense Reimbursement	5630	6/17/2014	\$ 52.53
Eileen Eakins, LLC	May Legal Services	5631	6/17/2014	\$ 1,920.00
Erik Carr	May Mileage Reimbursement	5632	6/17/2014	\$ 41.20
CF First Student	CWET Field Trip for 5th graders to CCC - Transportation	5633	6/17/2014	\$ 297.38
Gopher Patrol	May Services for 5 Gophers	5634	6/17/2014	\$ 175.00
H2Oregon	May Bottled Water for Board Room	5635	6/17/2014	\$ 17.50
ING, Oregon Savings Growth Plan	June 5 PR Employer & Employee 457b Contributions	5636	6/17/2014	\$ 7,155.89

Account Number	Description	Account Number	Description	Date	Amount
CF Integrated Resource Management	Priority Invasive Weed and Vegetation Contracted Services	5637		6/17/2014	\$ 15,394.99
CF J Franco Reforestation, Inc.	WeedWise Herbicide Treatments on Various Locations	5638		6/17/2014	\$ 1,993.28
Jan Lee	Director Expense Reimbursement	5639		6/17/2014	\$ 73.92
Jason Faucera	May Expense Reimbursement	5640		6/17/2014	\$ 62.72
Jeffrey Neilson	Repairs Beavercreek Farm	5641		6/17/2014	\$ 407.50
Jenne Reische	Expense Reimbursement	5642		6/17/2014	\$ 118.72
CF	VOID Check	5643		6/17/2014	\$ -
Joan Zuber	Director Expense Reimbursement	5644		6/17/2014	\$ 238.64
CF Johnson Creek Watershed Council	Riparian Restoration and CreekCare	5645		6/17/2014	\$ 1,017.50
Katey Gelet	Expense Reimbursement	5646		6/17/2014	\$ 24.98
Marlene Lloyd	May Expense Reimbursement	5647		6/17/2014	\$ 16.80
Minuteman Press	Postcards for "Save the Date - Soil Workshop" June 26	5648		6/17/2014	\$ 73.99
Molalla Pioneer	1-year newspaper subscription	5649		6/17/2014	\$ 35.00
CF Molalla River Watch	Molalla River Corridor restoration project	5650		6/17/2014	\$ 1,000.00
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5651		6/17/2014	\$ 25.60
CF DOG Recipient	DOG 1315-006	5652		6/17/2014	\$ 10,000.00
Rockwest Training Company, Inc.	First Aid Supplies	5653		6/17/2014	\$ 38.49
Samuel Leininger	Expense Reimbursement	5654		6/17/2014	\$ 54.80
CF Sound Native Plants	Priority Invasive Weed and Vegetation Contracted Services	5655		6/17/2014	\$ 4,093.42
CF SuperDOG Recipient	SuperDOG 1315-002	5656		6/17/2014	\$ 705.00
Voyager	Fuel for District Vehicles	5657		6/17/2014	\$ 641.34
CF Wells Fargo	Various Exps;RentalEquip \$652 BoxScraper; Farm \$1004.87;CF\$32.84	5658		6/17/2014	\$ 3,466.09
Wilbur-Ellis Company	Fertilizer for Farm Fields - 1,200 lbs	5659		6/17/2014	\$ 353.60
Wilsonville Spokesman	1-year newspaper subscription	5660		6/17/2014	\$ 34.00
Wynn Mayfield	Staff Tractor Safety Training at the Farm	5661		6/17/2014	\$ 150.00
Yamhill SWCD	Reimb Mileage for Board Easement Presentation January 21	5662		6/17/2014	\$ 50.85
MODOC Investments	July Rent	5663		6/26/2014	\$ 6,786.82
CF DOG Recipient	DOG 1315-007 (Reissue check)	5664		6/17/2014	\$ 1,500.00

Note: CF abbrev is Conservation Fund \$54,452.14

Board Approved Total \$ **80,826.58**

CF Integrated Resource Management Stop Payment on Lost Check and Reissue 5584 \$ (11,462.51)

CF Integrated Resource Management(Reissue Check) Contracted Svcs WeedWise Integrated Resource Management Survey 5665 \$ 11,462.51

Total Month's Payments \$ 101,629.31

Approved By Board:

Board Chair 
Board Treasurer 