



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 8/19/14

Clackamas County SWCD Board Meeting Minutes for July 15, 2014

Present:

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

Associate Director: Robin Harrower

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

Partners: Kris Homma (NRCS)

Guest: Jim Johnson

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

Chair Oberg called the meeting to order with a quorum present at 4:00 p.m. on Tuesday, July 15, 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 June 17, 2014 special board meeting were presented.

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

- B. Minutes from the June 17, 2014 regular board meeting were presented.

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

- C. Minutes from the June 30, 2014 special board meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the June monthly financials. All accounts balanced to the penny.

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

- B. Staff Lloyd presented the revised voucher approval list for June 30, 2014. Changes were made in the following checks made out to Integrated Resource Management: 1) #5584, check lost by vendor, voided and stop payment issued; 2) #5665, reissued, but voided; and 3) #5675, successfully reissued.

Staff Lloyd presented the July voucher list for approval. July vouchers totaled \$87,078.09 on check numbers 5668 through 5725. One check, #5690, was voided. There were no unusual expenses on the voucher list.

Directors Lee/Guttridge 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 presented Internal Revenue Service (IRS) Form 8655 to the Board. This form is required to allow the Wells Fargo Payroll Tax Department to discuss our tax returns with the IRS.

Directors Guttridge/Nelson moved/seconded to approve the signature of IRS Form 8655 by Chair Oberg. Motion carried unanimously.

- B. Staff Lloyd reported on the quarterly tax returns. A reported discrepancy in the District's fourth quarter 2013 Oregon Unemployment Tax filing has been resolved.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer presented information supporting the purchase of an additional fleet vehicle that would meet District's towing needs for use both in the field and at the Beaver Creek Demonstration Farm.

Directors Guttridge/Nelson moved/seconded to authorize the General Manager to acquire a used one-ton diesel truck, not-to-exceed \$20,000, for District use. Motion carried unanimously.

- B. Manager Salzer presented data supporting the acquisition of a two-way radio system with an integrated global positioning system (GPS) to improve staff communication and safety in the field.

Directors Guttridge/Becker moved/seconded to authorize the General Manager to acquire a two-way radio system with GPS not-to-exceed \$12,000 for purchase and installation and not-to-exceed \$250 per month in service fees. Motion carried unanimously.

6 – PERSONNEL

- A. Director Guttridge reported that the Personnel Committee was reviewing the proposed Time Off and Leave Policy for the newly adopted Employee Handbook. This committee will present their recommendations to the General Manager for presentation at the August regular board meeting.

- B. Manager Salzer noted that the Personnel Committee had not yet had an opportunity to review employee performance evaluations. The Committee will provide their recommendations to the General Manager for presentation at the August regular board meeting.

7 – MANAGEMENT, BOARD

- A. Chair Oberg noted that the June election of board officers had been postponed until the July regular board meeting and requested nominations.

Chair position: Directors Guttridge/Nelson moved/seconded to nominate Ron Oberg for Chair. Motion carried unanimously.

Vice Chair position: Directors Lee/Fantz moved/seconded to nominate Joan Zuber for Vice Chair. Motion carried unanimously.

Secretary position: Directors Becker/Lee moved/seconded to nominate Don Guttridge for Secretary. Motion carried unanimously.

Treasurer position: Directors Lee/Guttridge moved/seconded to nominate Jesse Nelson for Treasurer. Motion carried unanimously.

- B. Manager Salzer reported on several items:

- Employee performance evaluations are almost complete. He will present information to the Personnel Committee in August;
- The Safety and Wellness Committee performed a safety walk-through of the Beaver Creek Farm and implemented some necessary improvements including the installation of locks, fire extinguishers, signage, and a fireproof storage cabinet;
- The one-year Intergovernmental Agreement (IGA) was approved by the Clark Conservation District, allowing the District to continue to use the services of Doug Fenwick on District projects;
- Konell Construction will put together a cost estimate to obtain permits and run services out to a new site at the Beaver Creek Farm;
- A land owner had approached the District with a potential conservation easement opportunity in the Molalla area;
- Interviews had been completed for the Cooperative Weed Management Area position and references were in the process of being checked.

8 – PROPERTIES & PLANNING

- A. Manager Salzer presented an offer from Redside Development to lease the Pleasant Avenue property for overflow parking. Action on this item was tabled and the Board requested that Manager Salzer provide them with additional information at the August board meeting.
- B. Manager Salzer reported on repairs and actions at the Beaver Creek Farm.
- C. Director Lee reported on the June 30, 2014 Easement Advisory Committee. The name of this committee was changed to the Working Lands and Conservation Committee. Guest Jim Johnson, from Oregon Department of Agriculture, expressed his support of the Board's efforts on this topic. Manager Salzer distributed a newspaper article outlining Oregonians' interest in preserving farmland. Director Lee requested that Natural Resources Conservation Service representative, Kris Homma, provide information on the new farmer programs available through the United States Department of Agriculture at a future meeting.

9 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Director Nelson will not be able to attend the August regular board meeting as it conflicts with a sprayer calibration workshop and demonstration, but he may be available by phone.
- B. Director Becker noted that his term as Board President is up at the Oregon City Farmers Market. He also shared that his band has a performance on July 30, 2014 from 6:00 – 8:00 p.m. at Liberty Plaza in Oregon City.
- C. Director Zuber shared that she will be going on a hiking trip in Montana during the first week of August.
- D. Director Lee reported that she will be attending an Oregon Watershed Enhancement Board financial investment workshop on August 19, 2014, but will be free in time to attend the regular board meeting. She requested that the Personnel Committee meet on a day other than August 19, 2014.
- E. Director Fantz shared that he had a wonderful trip on the Rogue River.
- F. Director Guttridge noted that the strawberry social at the Springwater Grange was a big success. He also shared that the District will have its regular spot at the County Fair in August and that it will share space with Oregon State University (OSU) Extension and area watershed councils.
- G. Staff Kilders noted that there were many upcoming events:
 - Small Farm School will be held on Saturday, September 6, 2014. Registration opens July 15, 2014.
 - The Oregon Association of Conservation Districts and the Network of Oregon Watershed Councils will meet at the Beaver Creek Demonstration Farm on July 31, 2014.
 - The District's theme at this year's County Fair will be soil health. Fair dates are August 12 – 17, 2014.
 - The District will be co-sponsoring a workshop for sprayer calibration with OSU Extension on August 13, 2014 at Nelson's Nursery.
 - A sprayer demonstration event will be held on August 14, 2014 at the same location.
 - The Clackamas County Water Education Team will be offering a teacher workshop on August 13 – 14, 2014.
 - A riparian workshop featuring Janine Castro will be held on September 20, 2014.
 - The District will host a Milk Creek landowner outreach event at Camp Adams in Mulino on September 27, 2014.
 - Workshops are being planned for October on naturescaping and site planning.

Staff Kilders also reported that 118 people attended the annual dinner on July 10, 2014.

- H. Manager Salzer reported that he was very happy with the annual dinner. He noted that he would be representing the District at the Lavender Festival on July 12, 2014. He has been irrigating at the Beaver Creek Farm to reduce the upper pond level in order to access and repair the pond outlet. He also noted that he would be representing Oregon Association of Conservation Districts at a meeting with USDA Secretary Tom Vilsack on Thursday, July 17, 2014.

- I. Staff Klock noted that he is excited at how the District has grown over the years. He had an opportunity to visit a property he first worked on in 2006 and was pleased with how well the conservation practices implemented then had impacted the property at the present. He emphasized the value of having before and after photos of conservation projects.
- J. Chair Oberg reported that the damaged barn had been removed from the Clackamas County Event Center. A temporary structure will be installed. He also noted that the District will be hosting a Small Farm School course on fencing at the Beaver Creek Farm on September 6, 2014.

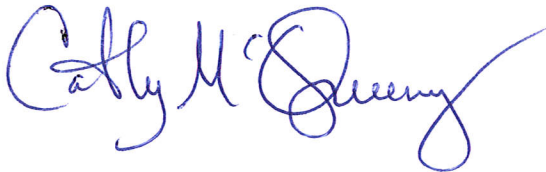
ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, August 19, 2014 at 4:00 p.m. at the District office.

The next board planning meeting will be held in September.

There being no further business, Chair Oberg adjourned the meeting at 5:34 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 07/15/2014

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	July Benefits	5668	7/1/2014	\$ 15,800.19
Comcast	DSL for District monthly Network Service	5669	7/1/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5670	7/1/2014	\$ 653.31
Pacific Office Automation	Copier Lease	5671	7/1/2014	\$ 189.44
PGE	Monthly Electricity for Farm	5672	7/1/2014	\$ 95.63
Sonitrol	VOID Check	5673	7/11/2014	\$ -
Verizon Wireless	Monthly Internet Service for iPad Roaming Service	5674	7/1/2014	\$ 120.03
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	7/6/2014	\$ 3,364.61
	Subtotal			\$ 20,358.06
	Total			\$ 20,358.06

Board Approved Expenses:

CF A&L Western Ag Labs	Soil Testing	5676	7/15/2014	\$ 43.20
AIA Corporation	4 Steering Wheel Clipboards	5677	7/15/2014	\$ 105.55
BCT	Farm Telephone and Internet Service	5678	7/15/2014	\$ 119.29
Buel's Impressions Printing	200 General District Flyers	5679	7/15/2014	\$ 132.60
C. Klock	June Mileage and Farm Fuel Reimbursement	5680	7/15/2014	\$ 190.06
Canby Herald	1-year newspaper subscription	5681	7/15/2014	\$ 38.00
Clackamas County Finance Dept.	Facilitation of CCSWCD Board Work Sessions May 20 & June 17	5682	7/15/2014	\$ 650.00
CF Clark Conservation District	May Engineer Technician Services - D Fenwick (876.34)	5683	7/15/2014	\$ 1,750.94
Community Newspapers	Molalla Pioneer Independence Day Display Ad June 25	5684	7/15/2014	\$ 225.00
Crystal Greens Landscape, Inc.	June and July Landscape Maintenance at Farm & Pleasant Ave	5685	7/15/2014	\$ 790.00
CF SuperDOG Recipient	SuperDOG 1317-001	5686	7/15/2014	\$ 1,050.00
Eann Rains	June Expense Reimbursement	5687	7/15/2014	\$ 8.10
Eileen Eakins, LLC	June Legal Services - Employee Handbook	5688	7/15/2014	\$ 1,560.00
Erik Carr	June NRCS Training Per Diem Reimbursement	5689	7/15/2014	\$ 204.40
CF Fisher's Supply	VOID Check	5690	7/11/2014	\$ -
ING, Oregon Savings Growth Plan	July 3 PR Employer & Employee 457b Contributions	5691	7/15/2014	\$ 6,817.33
CF J Franco Reforestation, Inc.	WeedWise Herbicide Treatments on Various Locations	5692	7/15/2014	\$ 3,541.14
CF Jeff Lesh	Reimbursement disposal of Garlic Mustard at METRO	5693	7/15/2014	\$ 28.00
Jeffrey Nelson	Barn Repairs Beavercreek Farm	5694	7/15/2014	\$ 1,813.44
Jenne Reische	Expense Reimbursement	5695	7/15/2014	\$ 75.84
Jeremy Baker	June Exp Reimbursement	5696	7/15/2014	\$ 42.56

CF Johnson Creek Watershed Council	Riparian Restoration grant	5697	7/15/2014	\$	1,814.00
Katey Gelet	June NRCS Training Per Diem Reimbursement	5698	7/15/2014	\$	216.00
CF Kuznetsov Thinning Company	Priority Invasive Weed and Vegetation Contracted Services	5699	7/15/2014	\$	1,190.00
Lisa Kilders	March-June Exp Reimbursement	5700	7/15/2014	\$	156.31
Marlene Lloyd	June Expense Reimbursement	5701	7/15/2014	\$	26.04
CF Milwaukie Presbyterian Church	WQSG-1316-001	5702	7/15/2014	\$	280.00
Minuteman Press	40 Postcards for Save the Date - Soil Workshop - June 26	5703	7/15/2014	\$	19.44
CF Molalla River Watch	Partner Project - Canyon Creek Side Channel Restoration	5704	7/15/2014	\$	3,458.38
New Pig Corporation	Flammable Safety Cabinet, Spill Kit, Absorbent Mat Pad for the Farm	5705	7/15/2014	\$	1,707.39
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5706	7/15/2014	\$	25.60
Oregon PERS	Annual Administration Fee 2014-2015	5707	7/15/2014	\$	15.00
Paul Folkestad, Chef	Annual Dinner Services and supplies	5708	7/15/2014	\$	1,556.22
Schulz-Cleanwater Sanitation, Inc.	Handicap Restroom June & July Rental, Delivery Fee	5709	7/15/2014	\$	255.65
CF Sound Native Plants	Priority Invasive Weed and Vegetation Contracted Services	5710	7/15/2014	\$	1,655.30
Special Districts Insurance Services	2014-2014 Workers Comp Insurance	5711	7/15/2014	\$	2,548.74
Staples Advantage	Office Supplies	5712	7/15/2014	\$	101.31
Stark Street Lawn & Garden	Transport Guard and Clip for WeedWise's Weed Wacker	5713	7/15/2014	\$	30.48
The Oregonian	Ad: Notice of November Election for Board Members	5714	7/15/2014	\$	320.41
The Oregonian	8-week subscription ends Sept 18	5715	7/15/2014	\$	40.00
Voyager	Fuel for District Vehicles	5716	7/15/2014	\$	636.70
CF Apogee Landscapes, LLC	Springwater Environmental Sciences School Project	5717	7/15/2014	\$	7,070.00
MODOC Investments	August Rent and 2014&2015 Operating Credit (622.48)	5718	7/15/2014	\$	6,164.34
Oregon City Signs	Magnetic District sign for 2014 Toyota Prius	5719	7/15/2014	\$	150.00
Wells Fargo	Various Exp's; Prius Lease \$3,000; Mats 277; NRCS Training 735.76;	5720	7/15/2014	\$	6,702.07
Paul Folkestad, Chef	Supplies for July 10 Annual Dinner	5721	7/15/2014	\$	93.74
Pitney Bowes Global Financial Services LLC	Postage Meter Refill	5722	7/15/2014	\$	500.00
Sonitrol	July Security Monitoring - Reissue Check	5723	7/15/2014	\$	153.00
CF Fisher's Supply	Materials for GPL 1314-001 Recipient - Reissue Check	5724	7/15/2014	\$	9,893.46
Clackamas County Fair	August 2014 Fair Booth Fee - 2nd half	5725	7/15/2014	\$	755.00
				Board Approved Total	\$ 66,720.03

Note: CF abbrev is Conservation Fund \$30,898.08
CF: FY 2013-2014 Accrual TL \$633,018.96

Total Month's Payments \$ 87,078.09

Approved By Board:

Board Chair

Board Treasurer