



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved September 23, 2014

### ***Clackamas County SWCD Board Meeting Minutes for August 19, 2014***

#### **Present:**

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

**Associate Director:** Jim Toops

**Staff:** Lisa Kilders, Clair Klock, Sarah Hamilton, Sam Leininger, Marlene Lloyd, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

**Partners:** Kris Homma (NRCS)

**Guests:** Jim Johnson, Danielle Musa, Hunter Stevens

#### ***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, August 19, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

The agenda was accepted without revision.

Guests Danielle Musa and Hunter Stevens requested use of the Beavercreek Demonstration Farm for their wedding and reception on September 19, 2015. Director Lee requested that District staff research permitting and insurance liability for such an event. Manager Salzer will report back to the Board at the September regular board meeting.

Staff Leininger introduced the District's newest employee, Sarah Hamilton. She takes on the role as half-time WeedWise Specialist and half-time 4-County CWMA (Cooperative Weed Management Area) and Columbia Gorge CWMA coordinator.

#### ***2 – MINUTES AND OLD BUSINESS***

- A. Minutes from the July 15, 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 reviewed the July monthly financials. All accounts balanced to the penny.

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

- B. Staff Lloyd presented the July voucher list for approval. July vouchers totaled \$79,696.89 on check numbers 5726 through 5776. There were no unusual expenses on the voucher list.

Directors Zuber/Guttridge moved/seconded to approve the July 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 reported that auditor Richard Winkel will begin the annual audit of District finances and procedures on August 20, 2014. The audit should be complete and ready for presentation at the September regular board meeting.

#### **5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS**

- A. Staff Reische presented an update on the Soda Springs Oak Restoration Project and the Three Creeks Wildlife Enhancement Project. The District holds a ten-year easement on each of these properties to perform restoration work. Staff Reische noted that they would be a good fit for a permanent easement in the future.
- B. Staff Kilders reported on a new program designed to reduce pesticide drift by supplying growers with specially calibrated wind socks that are attached directly to tractors. These windsocks, which provide information about wind speed and direction in real time, give growers the chance to adjust application to reduce pesticide drift. Paul Jepson with the Oregon State University Integrated Plant Protection Center (IPPC) is collaborating on this project. The District and the IPPC are part of the Clackamas Watershed Pesticide Stewardship Partnership.
- C. Staff Kilders reported on the Sprayer Efficiency Program that will help applicators replace nozzles, pressure gauges, hoses and gaskets to make their spray equipment more efficient. This goes along with the sprayer calibration workshop that was offered at Hans Nelson and Sons Nursery on August 14, 2014.

#### **6 – PERSONNEL**

- A. Director Guttridge reported that the Personnel Committee was prepared to meet on Friday, August 29, 2014, to discuss several personnel matters.

#### **7 – MANAGEMENT, BOARD**

- A. Manager Salzer noted that the National Association of Conservation Districts' Pacific Region Meeting was scheduled for the same day as the District's regularly scheduled board meeting. He suggested rescheduling the board meeting to avoid conflict for board members and staff.

Directors Guttridge/Becker moved/seconded to change the September board meeting date to September 23, 2014. Motion carried unanimously.

- B. Manager Salzer reported on several items:

- Employee performance evaluations will be completed in time for discussion with the Personnel Committee on August 29, 2014;
- The Equipment Rental Program has been busy. Repairs were made to the 16-foot trailer and new coulters have been ordered for the Tye no-till drill.
- Applications for support grants for farmers markets and watershed councils are being revised by Staff Rains. She, Staff Klock and Manager Salzer are visiting all of the farmers markets this year.

## **8 – PROPERTIES & PLANNING**

- A. Manager Salzer asked the board to revisit the offer from Redside Development to lease the Pleasant Avenue property for overflow parking.

Directors Lee/Guttridge moved/seconded to deny the lease request by Redside Development. Following discussion, the motion carried unanimously.

- B. Manager Salzer reported on repairs and actions at the Beaver Creek Farm.
- C. Manager Salzer reported on the status of the Pleasant Avenue property.

## **9 – COMMITTEE, PARTNER, DIRECTOR REPORTS**

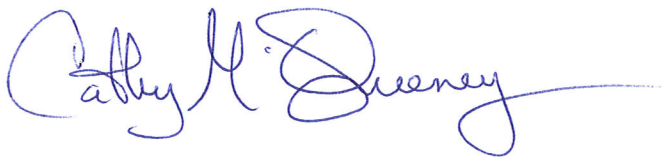
- A. Director Guttridge noted that the election petition submission date is August 26, 2014.
- B. Director Becker shared that he is interested in attending the American Farmland Trust Convention in October.
- C. Director Lee reported that Oregon Association of Conservation Districts received a \$100,000 grant from National Resources Conservation Services (NRCS) as well as additional grants from other groups. She also noted that she and Manager Salzer had been invited by Clackamas County Board of Commissioners Chair Ludlow to discuss the District's Working Lands Program on August 20, 2014.
- D. NRCS partner Kris Homma reported that interest is growing in the USDA Agricultural Land Easements Program. She also shared that 16 contracts were awarded out of 24 applications to the Environmental Quality Incentives Program.
- E. Guest Jim Johnson asked that the Board monitor the Clackamas County Board of Commissioners as they begin reworking urban and rural reserves. He was also interested in statewide discussions regarding the cumulative impact of non-farm development on agriculture lands and challenges to right-to-farm laws both here in Oregon and in other states.
- F. Staff Baker announced that the compost facility at the Sycamore Lane Therapeutic Center has been completed. He also noted that he had recently added two new irrigation projects to his workload. The board should expect six irrigation projects coming up for approval during the next year.
- G. Manager Salzer shared that he was going to be taking part in a teleconference with the Coalition of Oregon Land Trusts. He also noted that he heard that Meta Loftsgaarden will be the new director of the Oregon Watershed Enhancement Board.
- H. Staff Kilders noted the following events:
- September 6, 2014 – Small Farm School at Clackamas Community College

- September 20, 2014 – Stream Bank Erosion Workshop at the End of the Oregon Trail Museum
  - September 27, 2014 – Milk Creek Watershed Celebration at Camp Adams in Molalla
  - September 27, 2014 – Naturescaping Workshop in Milwaukie
  - October 18, 2014 - Site Planning Workshop in Milwaukie
- I. Staff McQueeney noted that she participated in a successful Clackamas County Water Educators Team Teacher Training event for 4<sup>th</sup> and 5<sup>th</sup> grade teachers.
- J. Chair Oberg reported that the Clackamas County Fair went well and thanked everyone for participating at the event.

**ADJOURN and NEXT MEETING**

The next Regular Board Meeting will be held on Tuesday, September 23, 2014 at 4:00 p.m. at the District office. There being no further business, Chair Oberg adjourned the meeting at 5:51 p.m.

Respectfully submitted,



Cathy McQueeney

# Voucher Approval List 08/19/2014

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2014-002:

Clackamas County Department of Finance	August Benefits	5726	8/1/2014	\$ 16,514.13
Comcast	DSL for District monthly Network Service	5727	8/1/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5728	8/1/2014	\$ 648.27
Pacific Office Automation	Copier Lease	5729	8/1/2014	\$ 293.26
PGE	VOID Check	5672	7/1/2014	\$ -
PGE	June Electricity for Farm - Reissue Check	5730	8/1/2014	\$ 95.63
PGE	Monthly Electricity for Farm		8/1/2014	\$ 101.30
Pitney Bowes	Quarterly Postage Machine rental	5731	8/1/2014	\$ 60.00
Sonitrol	Security Monitoring	5732	8/1/2014	\$ 153.00
Toyota Financial Services	Monthly Lease for 2014 Toyota Prius	5733	8/1/2014	\$ 205.41
Verizon Wireless	Monthly Internet Service for Ipads Roaming Service	5734	8/1/2014	\$ 120.03
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	8/7/2014	\$ 3,364.61
	Subtotal			\$ 21,690.49

## Board Approved Expenses:

Amols' Specialty, Inc.	Kid's Tattoo Sticker giveaways at Fairs & Festivals	5735	8/19/2014	\$ 205.37
BCT	Farm Telephone and Internet Service	5736	8/19/2014	\$ 119.29
Black Box Network Services	1-year subscription for Software coverage	5737	8/19/2014	\$ 470.00
Buel's Impressions Printing	Printing Services	5738	8/19/2014	\$ 682.20
C. Klock	July Mileage Reimbursement	5739	8/19/2014	\$ 123.20
Capital Press	1-year newspaper subscription	5740	8/19/2014	\$ 49.49
CF Clark Conservation District	June Engineer Technician Services - D Fenwick (349.84)	5741	8/19/2014	\$ 507.30
Coulter Printing, Inc.	Printing Services	5742	8/19/2014	\$ 144.00
Crystal Greens Landscape, Inc.	July and August Landscape Maintenance at Farm & Pleasant Ave	5743	8/19/2014	\$ 2,081.00
Donald Guttridge	June & July Board Expenses	5744	8/19/2014	\$ 102.62
Eann Rains	Fuel for District Vehicles	5745	8/19/2014	\$ 46.42
Eileen Eakins, LLC	July Legal Services - Employee Handbook	5746	8/19/2014	\$ 880.00
Erik Carr	July NRCS Training Per Diem Reimbursement	5747	8/19/2014	\$ 172.00
CF Friends of Tryon Creek	Stone Bridge Culvert Replacement Project	5748	8/19/2014	\$ 9,100.00
Government Finance Officers Association	Membership Dues	5749	8/19/2014	\$ 160.00
H2Oregon	Bottled Water for Board Room	5750	8/19/2014	\$ 23.50
Habitat Restoration, LLC	Skid Mowing of grass fields at Farm on July 1.	5751	8/19/2014	\$ 1,079.00
ING, Oregon Savings Growth Plan	August 5 PR Employer & Employee 457b Contributions	5752	8/19/2014	\$ 7,921.69

CF Integrated Resource Management	5753	WeedWise Contract Services for Herbicide Treatments	8/19/2014	\$	7,500.69
CF GPL 1314-003 Recipient	5754	GPL 1314-003	8/19/2014	\$	2,055.00
Jason Faucera	5755	Computer Supplies Reimbursement	8/19/2014	\$	366.95
Jeffrey Lesh	5756	Expense Reimbursement	8/19/2014	\$	17.60
Jeffrey Nelson	5757	Beavercreek Farm Repairs	8/19/2014	\$	615.00
Jenne Reische	5758	Expense Reimbursement	8/19/2014	\$	80.64
Joan Zuber	5759	June & July Board Expenses	8/19/2014	\$	196.08
Katey Gelet DellaMaggiore	5760	July NRCS Training Per Diem Reimbursement	8/19/2014	\$	172.00
Marion SWCD	5761	Used Furniture for the Farm Offices	8/19/2014	\$	150.00
Minuteman Press	5762	Annual Dinner Posters; Business Cards, Name Tags	8/19/2014	\$	219.74
Oregon City Garbage Co., Inc.	5763	Monthly Garbage Service at the Farm	8/19/2014	\$	25.60
Oregon City Signs	5764	District decals for farm equipment	8/19/2014	\$	410.00
Oregon Dept of Agriculture	5765	Pesticide Application License - S Hamilton	8/19/2014	\$	50.00
CF R Franco Restoration, Inc.	5766	WeedWise Contract Services for Herbicide Treatments	8/19/2014	\$	4,128.04
CF Scholls Valley Native Nursery LLC	5767	Plants and Trees for Projects	8/19/2014	\$	926.25
Schulz-Clearwater Sanitation, Inc.	5768	Handicap Restroom Extra Cleaning July, August Rental	8/19/2014	\$	152.00
CF Sea Reach LTD	5769	Interpretative Sign for CUCC Project (728.50)	8/19/2014	\$	739.43
CF Sound Native Plants	5770	Priority Invasive Weed and Vegetation Contracted Services	8/19/2014	\$	540.00
Special Districts Insurance Services	5771	June-Dec 2014 Auto Insurance for 2014 Toyota Prius	8/19/2014	\$	229.00
The Gold Wrench	5772	EQUIP Trailer repair; Ford F-150 replace trailer brake safety assembly.	8/19/2014	\$	474.85
The Party Place	5773	Annual Dinner Linen, Chairs, BBQ Rentals	8/19/2014	\$	669.40
Voyager Fleet Systems, Inc.	5774	Fuel for District Vehicles	8/19/2014	\$	485.81
Wells Fargo	5775	Various Expenses	8/19/2014	\$	7,148.42
MODOC Investments	5776	September Rent	8/27/2014	\$	6,786.82

CF - Conservation Fund \$25,328.32

CF: FY2014-2015 YTD Cash Expenditure Total \$56,226.40

Board Approved Total \$ 58,006.40

Total Month's Payments \$ 79,696.89

Approved By Board:

Board Chair



Board Treasurer

