



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved October 28, 2014

Clackamas County SWCD Board Meeting Minutes for September 23, 2014

Present:

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

Associate Directors: Lowell Hanna, Jim Toops

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

Partners: Kris Homma (NRCS), Cory Owens (NRCS)

Guest: Richard Winkel

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

Chair Oberg called the meeting to order with a quorum present at 4:02 p.m. on Tuesday, September 23, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Director Lee asked that the Working Lands committee be added to Item 8. The agenda was accepted with this revision.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the August 19, 2014 regular board meeting were presented. Two errors were found and amended.

Directors Becker/Zuber moved/seconded to accept the minutes as amended. Motion carried unanimously.

3 – MONTHLY FINANCIALS

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

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

- B. Staff Lloyd presented the September voucher list for approval. September vouchers totaled \$132,270.67 on check numbers 5777 through 5839. Unusual expenses for the month include: check #5787 to One Two Three Truck Sales for \$14,000.00 for the purchase of the Chevy Flatbed 1-ton truck; check # 5792 to B & B Print Source for \$1,799.00 for 500 WeedWise Guide Booklets; check #5801 to Coalition of Oregon Land Trusts for \$5,000.00 for partner support; check #5807 to Day Wireless

Systems for \$14,574.94 for vehicle communications radios, FCC license and usage fee for 10 months; and check #5811 to Evans Fence for \$4,634.00 for fence installation at the Beaver Creek Farm.

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

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

4 – OTHER FINANCIALS

- A. CPA Richard Winkel gave an overview of the annual audit. He reported that after completing the audit, he issued an unqualified opinion, which means the District had a clean audit. He noted that the *Management's Discussion and Analysis* in the audit explains what happened during the year to make the report more meaningful to the reader. Information about the building reserve fund budget violation can be found there. There is no consequence for this violation, but CPA Winkel recommends that the District consult an outside organization to look over the financials one time each year as part of an internal control protocol. He also made a point to commend Staff Lloyd, saying she was efficient, organized and a pleasure to work with during this annual process.

Directors Lee/Zuber moved/seconded to accept the annual audit as presented. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Staff Baker presented information on a manure composting project at an equine rescue facility in Sandy. He requested funds not-to-exceed \$25,000 for the project. The Oregon Watershed Enhancement Board is expected to cover one half of the costs and the cooperator is contributing labor to the project. The water way on the property is already part of the Clackamas River Basin Council's Shade Our Streams program.

Directors Fantz/Nelson moved/seconded to authorize General Manager Salzer to enter into a funding agreement with Zeb's Wish Equine Facility not-to-exceed \$25,000. Motion carried unanimously.

6 – PERSONNEL

- A. Director Guttridge noted that the Personnel Committee had met to discuss annual employee reviews. Manager Salzer presented the Personnel Committee's recommendations to the Board. His first recommendation was to change the title for staff member, Jeff Lesh, from WeedWise Program Technician to WeedWise Specialist.

Directors Fantz/Guttridge moved/seconded to change Jeff Lesh's title to WeedWise Specialist. Motion carried unanimously.

Manager Salzer presented recommendations for staff performance bonuses, noting that these bonuses were budgeted for and that they were based on personnel reviews.

Directors Lee/Zuber moved/seconded to approve the performance bonuses as presented. Motion carried unanimously.

Manager Salzer presented recommendations for a merit increase in base pay levels for four employees. He asked that these increases be retroactive to July 1, 2014.

Directors Lee/Fantz moved/seconded to approve the merit increase in base pay levels for four employees as presented by the General Manager effective July 1, 2014. Motion carried unanimously.

- B. Director Guttridge noted that the Personnel Committee reviewed the Time Off and Leave Policy in the Employee Handbook and had several recommendations. Manager Salzer presented a revised annual leave schedule and made the following recommendations:
- That the board adopt the new annual leave schedule
 - That the new schedule become effective July 1, 2016
 - That employees who already receive the highest level of annual leave at the time the new schedule becomes effective (July 1, 2016) will have the option to remain on the old schedule or move to the new schedule
 - That annual leave hours can accrue up to a maximum of 240 hours
 - That there will be no payout for hours accrued in excess of 240 hours of annual leave
 - That these revised provisions become effective on October 1, 2014
 - That the board adopt all other provisions in the Time Off and Leave Policy as presented at the July 30, 2014 special board meeting

Directors Guttridge/Lee moved/seconded to accept the Time Off and Leave Policy recommendations as presented by the General Manager effective October 1, 2014. Motion carried unanimously.

7 – MANAGEMENT, BOARD

- A. Manager Salzer noted the Board was scheduled to review the regular board meeting time at this board meeting. The Board currently meets on the second Tuesday of the month from 4:00 p.m. to 6:00 p.m. After discussion, it was decided that the Board will continue with this current meeting time.
- B. Manager Salzer reported on several items:
- Part-time employee, Chris Conrad, will resign effective September 30, 2014 to pursue college studies. A potluck lunch will be held for him on September 30, 2014;
 - Associate Board Director Robin Harrower has tendered her resignation, effective immediately, due to personal obligations;
 - Staff members are working at capacity with one planner actively working with thirty (30) customers. The District has not budgeted for an additional planner at this time.

8 – PROPERTIES & PLANNING

- A. Manager Salzer presented information requested by the Board in response to a recent inquiry by a community member to use the Beavercreek Farm site for a wedding ceremony and reception.

Directors Fantz/Guttridge moved/seconded to regretfully deny the request to use the Beavercreek Demonstration Farm as a wedding site due to legal reasons which make such a use challenging. Motion carried unanimously.

- B. Manager Salzer relayed scholarship recipient Jessica Lindsey's request to demonstrate horse drawn plowing at the Beavercreek Farm. The Board liked this proposal and confirmed that there would be no

liability concerns. Director Nelson suggested that a video be made of this activity as a future learning tool.

- C. Manager Salzer reported on the status of repairs and actions at the Beaver Creek Farm property.
- D. Manager Salzer presented the Building Committee recommendation to go through the planning process for an office building using the Beaver Creek Farm as the building location. A logical next step would be to hold a facilitated planning meeting with Amy Cleary to establish sideboards for developing a Request for Qualifications (RFQ) for architect services. Discussions included revisiting the possibility of building at the Red Soils Campus in Oregon City, avoiding building on working lands by using the existing footprint of house and outbuilding at the Beaver Creek Farm property, and the need to move forward in a timely manner.

Directors Nelson/Guttridge moved/seconded that the District move forward with developing a plan for construction at the Beaver Creek Farm. Motion carried unanimously.

- E. Manager Salzer addressed concerns regarding the commitment of time and energy, both by himself and by staff, to the ongoing maintenance of the Beaver Creek Farm. He noted that most of the necessary work at this and the Pleasant Avenue property is being performed by contractors. He also observed that the farm is a valuable learning lab for staff, making them more empathetic to cooperators concerns and constraints. It is changing the way staff provides service to customers by enriching conversations and increasing staff familiarity with farming. He expressed an ongoing “uncomfortableness” at having to make decisions regarding District properties without clear direction from the Board. The Board expressed satisfaction with his decisions to date, but acknowledged the uncomfortable situation and authorized the General Manager and the building committee to work together on significant decisions not exceeding the General Manager’s \$10,000 delegated spending authority.
- F. Director Lee requested a two hour meeting of the Working Lands Committee before the October regular board meeting.

9 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Associate Director Hanna shared information about Informationbeeaction.org and encouraged the Board to be actively involved in this issue. Staff Klock and Associate Director Toops noted that staff regularly works to support native pollinators.
- B. Staff Kilders announced that the District will host a Milk Creek Watershed Celebration at Camp Adams in Molalla on September 27, 2014 from 10:00 a.m. until 2:00 p.m.
- C. Staff McQueeney expressed appreciation on behalf of herself and the staff for the generous performance bonuses and merit wage increases approved by the Board.
- D. Staff Lloyd noted that she, Staff Kilders, and General Manager Salzer are now authorized plan administrators for the District’s VALIC account (the 457b retirement savings program).
- E. Natural Resources Conservation Service partner Kris Homma shared that she and Manager Salzer had been talking with other agencies regarding local forest fires. She estimates that 95% of the fire damage has been on Forest Service and Bureau of Land Management (BLM) land, but federal and local agencies may be able to support landholders with applying seed to help prevent erosion in the watershed.

- F. Director Zuber shared that she is planning to attend the Milk Creek Celebration event.
- G. Director Becker discussed his plans to attend the American Farmland Trust Annual Conference along with Director Zuber. He asked all Board members to provide him with feedback on sessions they suggest he might attend. Staff McQueeney will send the program details to all Board members.
- H. Director Nelson reported that money has been allocated to build five Smart Sprayers in Oregon over the next five years.
- I. Director Guttridge expressed gratitude for the recent rain and hoped that it would help quell the local forest fire.
- J. Chair Oberg reported that over 133,000 people attended this year's Clackamas County Fair. He noted that Small Farm School was "wonderful" and expressed his appreciation to everyone for their hard work.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, October 28, 2014 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 6:30 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 09/23/2014

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
--------------	-------	-----------	-------	--------------

Recurring Expenses Authorized for Payment by Resolution 2014-002:

Clackamas County Department of Finance	September Benefits	5777	9/2/2014	\$ 16,518.91
Comcast	DSL for District monthly Network Service	5778	9/2/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5779	9/2/2014	\$ 639.80
Pacific Office Automation	Copier Lease	5780	9/2/2014	\$ 486.33
PGE	Monthly Electricity for Farm	5781	9/2/2014	\$ 112.98
Sonitrol	Monthly Security Monitoring	5782	9/2/2014	\$ 153.00
Toyota Financial Services	Monthly Lease for 2014 Toyota Prius	5783	9/2/2014	\$ 205.41
Verizon Wireless	Monthly Internet Service for Ipads Roaming Service	5784	9/2/2014	\$ 179.43
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	9/6/2014	\$ 3,364.61
	Subtotal			\$ 21,795.32

Additional Payments Authorized by Board

Clackamas Community College	Scholarship Recipient - FY 2014-2015 J Romero	5785	9/2/2014	\$ 2,000.00
Portland State University	Scholarship Recipient - FY 2014-2015 J Lindsey	5786	9/2/2014	\$ 2,000.00
	Total			\$ 29,810.75

Additional Payments Authorized by Board

One Two Three Truck Sales, LLC	Purchase 2005 Chevy Flatbed 1-Ton 4x4 Truck	5787	9/2/2014	\$ 14,000.00
	VOID Check	5788	9/9/2014	\$ -
Oregon DMV	Title & Registration for 2005 Chevy Flatbed Truck	5789	9/9/2014	\$ 261.00
Oregon DMV	Title & Registration for 16-foot Trailer	5790	9/11/2014	\$ 111.00
	Total			\$ 14,372.00

Board Approved Expenses:

CF A&L Western Agriculture Labs	Soil Testing	5791	9/23/2014	\$ 13.60
B&B Print Source	Printing Services for 500 WeedWise Guide Booklets	5792	9/23/2014	\$ 1,799.00
BCT	Monthly Telephone and Broadband service at the Farm.	5793	9/23/2014	\$ 119.29
Beavercreek Bulletin	1-year Ads in Bulletin E-Newsletter	5794	9/23/2014	\$ 108.00
Bio-Med Testing Services Inc.	Background Check DMV - S Hamilton	5795	9/23/2014	\$ 18.00
Buel's Impressions Printing	Printing Services - Small Farm School Bookmarks	5796	9/23/2014	\$ 16.70

C. Klock	July Mileage Reimbursement	5797	9/23/2014	\$	185.52
CF DOG 1416-002 Recipient	DOG 1416-002 - Wildlife Habitat	5798	9/23/2014	\$	3,200.00
Cathy McQueeney	July & August Expense Reimbursement	5799	9/23/2014	\$	179.81
CF Clark Conservation District	July & August Engineer Technician Services - D Fenwick (\$3,017.37)	5800	9/23/2014	\$	3,739.88
CF Coalition of Oregon Land Trusts	Partner Support - Oregon Conservation Easement Assessment Project	5801	9/23/2014	\$	5,000.00
Columbia Land Trust	Environmental Equity Training - E Carr	5802	9/23/2014	\$	445.00
Community Newspapers	Ads in County Fair Bulletin and Rodeo Flyer	5803	9/23/2014	\$	500.00
Coulter Printing, Inc.	Sign Boards for Clackamas County Fair Booth	5804	9/23/2014	\$	304.40
Crystal Greens Landscape, Inc.	August Landscape Maintenance at Farm & Pleasant Ave	5805	9/23/2014	\$	1,380.00
DAS, Cashier	Procurement Annual Membership	5806	9/23/2014	\$	50.00
Day Wireless Systems	Vehicle Communication Radios;FCC License;Rental fee 10 months.	5807	9/23/2014	\$	14,574.94
Donald Guttridge	August Board Expenses	5808	9/23/2014	\$	65.31
Eann Rains	August Expense Reimbursement	5809	9/23/2014	\$	57.79
Eileen Eakins, LLC	August Legal Services	5810	9/23/2014	\$	440.00
Evans Fence	Fence Installation at Beaver Creek Farm	5811	9/23/2014	\$	4,634.00
CF Friends of Trees	PSC 1214-001 - Trillium Primary School Restoration	5812	9/23/2014	\$	360.00
H2Oregon	Bottled Water for Board Room	5813	9/23/2014	\$	29.00
Jason Faucera	100' Extension Cord - Small Farms School	5814	9/23/2014	\$	102.74
Jeffrey Nelson	Repairs to the Type No-till Drill Rental Equipment	5815	9/23/2014	\$	1,492.72
Jenne Reische	August Expense Reimbursement	5816	9/23/2014	\$	81.76
Jeremy Baker	Expense Reimbursement	5817	9/23/2014	\$	70.59
Joan Zuber	August Board Expenses	5818	9/23/2014	\$	100.28
CF Johnson Creek Watershed Council	Partner Support - CreekCare Project	5819	9/23/2014	\$	5,696.00
Katey Gelet DellaMaggiore	August Mileage Reimbursement	5820	9/23/2014	\$	21.73
Marlene Lloyd	July & August Mileage Reimbursement	5821	9/23/2014	\$	66.92
Metro	RLS Live Annual Subscription	5822	9/23/2014	\$	480.00
Minuteman Press	Printing Services - Postcards various workshops; Knotweed Brochures	5823	9/23/2014	\$	622.86
MODOC Investments	October Rent	5824	9/23/2014	\$	6,786.82
CF Mt Hood Community College	WeedWise/EDRR Contract Services - Project YESS	5825	9/23/2014	\$	12,327.50
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5826	9/23/2014	\$	25.60
CF Oregon Event & Tent Co	Small Farms School Canopy Rental	5827	9/23/2014	\$	1,250.00
OSU Extension Services	Sprayer Calibration Workshop - L Kilders & C Klock	5828	9/23/2014	\$	40.00
PGE	August Electricity at the Farm	5829	9/23/2014	\$	68.48
Schulz-Cleanwater Sanitation, Inc.	Handicap Restroom Extra Cleaning July, August Rental	5830	9/23/2014	\$	127.50
CF Sound Native Plants	Priority Invasive Weed and Vegetation Contracted Services	5831	9/23/2014	\$	1,337.22
Special Districts Association of Oregon	Annual Dues	5832	9/23/2014	\$	480.12
Staples Advantage	Office Supplies	5833	9/23/2014	\$	68.60
Survey Monkey	1-year subscription	5834	9/23/2014	\$	200.00
CF SuperDOG 1315-002 Recipient	SuperDOG 1315-002	5835	9/23/2014	\$	5,945.12
The Gold Wrench	Inspection & Repairs on 2005 Chevrolet Diesel Truck; Rear Brakes F150	5836	9/23/2014	\$	4,936.45
Voya - Oregon Savings Growth Plan (ING)	September 5 PR Employer & Employee 457b Contributions	5837	9/23/2014	\$	7,433.01

Voyager Fleet Systems, Inc.
Wells Fargo

Fuel for District Vehicles
Various Expenses; Gas irrigation pump; Various Conf registrations;

5838 9/23/2014 \$ 533.28
5839 9/23/2014 \$ 4,572.38

CF - Conservation Fund \$38,146.81

CF: FY2014-2015 YTD Cash Expenditure Total \$94,373.21

Board Approved Total \$ 92,087.92

Total Month's Payments \$ 136,270.67

Approved By Board:

Board Chair

Board Treasurer