



CLACKAMAS COUNTY

## Soil and Water Conservation District

Approved February 17, 2015

### ***Clackamas County SWCD Board Meeting Minutes for January 20, 2015***

#### **Present:**

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

**Staff:** Katey DellaMaggiore, Jason Faucera, Sarah Hamilton, Lisa Kilders, Clair Klock, Jeff Lesh, Sam Leininger, Marlene Lloyd, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

**Guests:** Will Gehr, Elizabeth Graser-Lindsey, Patti Jarrett, Casey Stroupe, Mike Weinberg

#### ***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, January 20, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

General Manager Salzer presented Don Guttridge with a plaque honoring his 20 years of service on the Clackamas County Soil and Water Conservation District Board of Directors.

Four additions were made to the agenda: appointment of a Budget Officer and distribution of the budget calendar were added to the *Other Financials* section of the agenda; and a discussion about Tree School by Director Zuber and a legislative update by Director Lee were added to *Partner, Director Reports*. The agenda was accepted with these revisions.

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

- A. Minutes from the December 16, 2014 regular board meeting were presented.

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

#### ***3 – MONTHLY FINANCIALS***

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

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

- B. Staff Lloyd presented the Budget to Actual Summary for fiscal year July 1, 2014 to December 31, 2014.

- C. Staff Lloyd presented the December voucher list for approval. December vouchers totaled \$75,388 on check numbers 5994 through 6037. Unusual expenses for the month include: check #6002 to 3J Consulting, Inc. for \$229.25 for the initial billing for the NRCS Secure No Rise Certificate for an

Engineering Streambank Repair Project; check #6019 to Jillian Lamont & Associates for \$7,232.50 for database services for the Conservation Action Tracking System (CATS); check #6025 to MODOC Investments for \$7,033.04 for February 2015 rent and newly recurring monthly operating expenses of \$123.11; check #6029 to Special Districts Insurance Services for \$9,012.00 for January to December 2015 insurance premiums; and check #6031 to State of Oregon – Department of Environmental Quality for \$497.00 for the District’s 2015 annual general pesticide permit.

Directors Guttridge/Nelson moved/seconded to approve the December voucher list as presented.  
Motion carried unanimously.

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

#### **4 – OTHER FINANCIALS**

- A. Scholarship committee chair Jeff Becker recommended that the District offer two (2) \$2,000 scholarships this year. He praised an Oregonian article written by Staff Kilders which highlighted successes of local Future Farmers of America (FFA) students in the County.

Directors Guttridge/Lee moved/seconded to provide two (2) \$2,000.00 scholarships for the upcoming school year. Motion carried unanimously.

- B. Manager Salzer reviewed the proposed changes to the current budget, as suggested by the District auditor during the annual audit. He noted that these changes will provide clarity and accuracy to the current budget. The supplemental budget will be brought before the Board for a vote at the February board meeting. Because none of the funds will increase or decrease by 10% or more, there will be no need for a public hearing.

- C. Chair Oberg appointed General Manager Salzer as Budget Officer for fiscal year 2015-2016.

Directors Guttridge/Zuber moved/seconded to appoint General Manager Salzer as Budget Officer for fiscal year 2015-2016. Motion carried unanimously.

- D. Manager Salzer shared that last year’s budget committee members have all agreed to participate on the committee again this year. After discussion, the board agreed to move forward with these seven budget committee members and to not add an alternate.

Directors Lee/Guttridge moved/seconded to retain the same seven budget committee members who served on the committee last year. Motion carried unanimously.

- E. Staff Rains distributed the fiscal year 2015-2016 draft budget calendar and asked the board to review the meeting dates. Staff Lloyd noted that the second meeting, scheduled for April 22, 2015, created a conflict for District staff. A recommendation was made to reschedule this meeting for April 15, 2015.

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

- A. Manager Salzer presented a proposal created by District scholarship recipient Jessica Lindsey. Jessica would like to use horse-drawn equipment to prepare ground for a pollinator hedgerow and to mow/rake a field for hay at the Beavercreek Demonstration Farm. She also proposes to work with Portland State University to try to get the waterwheel at the farm property to work as an energy source. A few fences would need to be repaired before horses could be brought onto the farm property. Chair Oberg expressed concern for the horses’ well-being and composure working alongside

Beavercreek Road. Elizabeth Glasser-Lindsey, Jessica's mother, was in attendance and expressed that the horses are experienced and would be comfortable. Manager Salzer noted that the District has insurance coverage for volunteers and educational work on the farm in response to Director Guttridge's concerns about liability.

Directors Zuber/Becker moved/seconded to move forward with exploring the projects proposed by Jessica Lindsey. Motion carried unanimously.

- B. Staff Reische presented information on the Hofmann Riparian and In-Stream Restoration Project and requested that the Board consider committing up to \$50,000 to this project. This project will utilize a design-build process which is typically less expensive and less time consuming than contracting separately with an engineering and construction firm.

Directors Fantz/Guttridge moved/seconded to approve the staff request for \$50,000 to begin the Hoffman Riparian and In-Stream Restoration project. Motion carried unanimously.

- C. Staff Reische updated the Board on a weir removal project at Camp Adams.
- D. Guests Will Gehr and Casey Stroupe from Stroupe Family Farm provided the Board with information and photographs to support their request for assistance for a roof covered composting facility proposed last month by Staff Baker.
- E. Staff Kilders reported that the District is one of the sponsors for two events on February 3, 2015: an integrated pest management workshop for nursery growers; and a family farm succession planning workshop presented in partnership with East Multnomah Soil and Water Conservation District. Staff McQueeney noted that the District will be hosting "Changing the Way We Eat" – a live-stream web presentation on March 7, 2015 at Clackamas Community College.
- F. In anticipation of the upcoming Natural Resources Conservation Service (NRCS) Local Work Group meeting on January 27, 2015, the Board identified the following conservation priorities:
- Agricultural Land Easements (ALE)
  - Integrated Pest Management
  - Irrigation Efficiency and Irrigation Water Management
  - Composting
  - High Tunnels

## **6 – MANAGEMENT, BOARD**

- A. Manager Salzer reported on the following items:
- The District has received two public records requests
  - He is preparing to begin the employee performance reviews process
  - Changes to the Conservation Action Tracking System (CATS) are in place and seem to be working well for staff
  - He has begun cultivating a relationship with Diane Daggett, the Oregon director of the Trust for Public Land

- He and Chair Oberg visited a site in Molalla where failing culverts are creating problems with irrigation system intakes that pass through a 50-year-old dike constructed by the Army Corps of Engineers
- He, Staff Leininger, and Staff Reische visited a 150-acre parcel south of Oregon City to discuss weed control and oak habitat
- There is nothing new to report on the two District properties

## **7 – PROPERTIES & PLANNING**

- A. Manager Salzer reported on a Willamette Wildlife Mitigation Program grant application for land and habitat protection. Funds from this grant would enable the District to protect 200+ acres on a tributary to the Molalla River. The application deadline is February 20, 2015.

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

- A. Vice Chair Zuber expressed concerns regarding a session on riparian rules for forestry at the upcoming Tree School being held on March 21, 2015. Manager Salzer will discuss concerns that the presentation on this issue may not be balanced with Glenn Ahrens at Oregon State University Extension.
- B. Director Lee noted that Oregon Association of Conservation Districts will be moving to a larger office in Salem. They have recently received a generous amount of grant money and will hire 2-3 new staff. She also noted that the Oregon Governor's budget triples existing funding for natural resources with \$30 million set aside for working forest and farm lands. Oregon expects a 46% growth in development over the next 20 years and over 2 million acres of farm land has been lost to development in the past 18 years. She also shared that the budget provides for 20 new positions at the Department of Agriculture and that there is \$1.5 million in the agriculture budget for water quality. She expressed the need for people to testify in Salem and Manager Salzer assured her that he would get out the word.
- C. Director Becker expressed that providing support for confined animal feeding operations (CAFOs) was against his personal philosophy, but recognized the value of working with CAFOs to support District goals.
- D. Director Guttridge reported on upcoming events at the Springwater Grange.
- E. Manager Salzer, on behalf of NRCS representative Kris Homma, distributed the agenda for the upcoming Local Work Group meeting in Hillsboro on January 27, 2015, and invited those present to attend. He also shared that interest in Agricultural Lands Easements (ALE) continues to grow.
- F. Staff McQueeney reminded those attending that the upcoming Special Districts Association of Oregon annual conference will be held February 6-8, 2015.
- G. Staff Rains shared that she will be meeting with a landowner about a potential composting facility this week.
- H. Staff Klock reported that he attended a recent SAIF agricultural seminar which highlighted all of the new Occupational Safety and Health Administration (OSHA) compliance rules.
- I. Director Fantz expressed interest in finding avenues to best publicize the services offered by the District. The District website and Facebook are currently used to promote District services and events.

Manager Salzer noted that the District should engage in more advocacy, publicly sharing "what we do and how we do it."

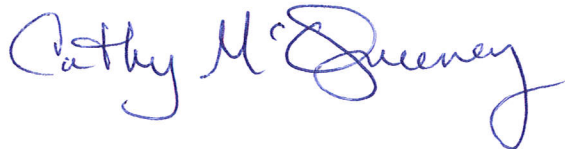
- J. Director Zuber reported that a new individual is energizing the Pudding Watershed Council. She also expressed that she was interested in inviting Patti Jarrett to serve as an Associate Director .

***ADJOURN and NEXT MEETING***

The next Regular Board Meeting will be held on Tuesday, February 17, 2015 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 6:08 p.m.

Respectfully submitted,



Cathy McQueeney

# Voucher Approval List 01/20/2015

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	January Benefits	5994	1/6/2015	\$ 15,513.78
Comcast	DSL for District monthly Network Service	5995	1/6/2015	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5996	1/6/2015	\$ 649.99
Pacific Office Automation	Copier Lease	5997	1/6/2015	\$ 189.44
Sonitrol	Security Monitoring	5998	1/6/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for 2014 Toyota Prius	5999	1/6/2015	\$ 205.41
Verizon Wireless	Monthly Internet Service for Ipads Roaming Service	6000	1/6/2015	\$ 160.04
Voya - Oregon Savings Growth Plan (ING)	January 5 PR Employer & Employee 457b Contributions	6001	1/6/2015	\$ 7,455.49
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	1/6/2015	\$ 3,364.61
	Subtotal			\$ 27,826.61

## Additional Payments Authorized by Board

### Board Approved Expenses:

CF 3J Consulting, Inc.	NRCS-Secure No Rise Certificate-Engineering-Streambank Repair Proj	6002	1/20/2015	\$ 229.25
Abe's Royal Cleaners	Cleaning of WeedWise Staff clothing exposed to pesticides at work.	6003	1/20/2015	\$ 24.90
BCT	Monthly Telephone and Broadband service at the Farm.	6004	1/20/2015	\$ 122.58
Boring Damascus Grange	Pesticide Workshop Feb 3 Room Rental	6005	1/20/2015	\$ 175.00
Brenda Thrasher	Food For Life 2015 Farmer Fair Table Fee	6006	1/20/2015	\$ 25.00
Buell's Impressions Printing	Printing	6007	1/20/2015	\$ 58.50
C Klock	November ARCOSA Conference Exp Reimb; December Mileage Reimb	6008	1/20/2015	\$ 806.23
Cathy McQueeney	December Expense Reimbursement	6009	1/20/2015	\$ 34.23
CF Community By Design	Our Table Farm project with SEP Funds	6010	1/20/2015	\$ 1,138.00
Community Newspapers	Estacada News 1-year subscription	6011	1/20/2015	\$ 28.00
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm	6012	1/20/2015	\$ 395.00
CF Echo Valley Natives	URB 1416-001; URB 1416-002; URB 1416-003	6013	1/20/2015	\$ 989.37
Eileen Eakins	December Legal Services	6014	1/20/2015	\$ 960.00
H2Oregon	Bottled Water for Board Room	6015	1/20/2015	\$ 23.00
CF DSCG 1415-001 Recipient	DSCG 1415-001	6016	1/20/2015	\$ 958.64
Jenne Reische	Weed Symposium mileage and per diem reimbursement	6017	1/20/2015	\$ 224.99
Jeremy Baker	December Mileage Expense Reimbursement	6018	1/20/2015	\$ 147.84
Jillian Lamont & Associates	Data Base Contract Services - CATS 2.0	6019	1/20/2015	\$ 7,232.50
Jim Toops	September Building Committee Mileage Reimb	6020	1/20/2015	\$ 16.80

Joan Zuber	December Board Meeting Expense Reimb	6021	1/20/2015	\$	62.20
Lisa Kilders	December Mileage Expense Reimb	6022	1/20/2015	\$	29.46
Marlene Lloyd	Dec/Jan Mileage Expense Reimb	6023	1/20/2015	\$	26.33
Minuteman Press - OC	250 Postcards for Nursery Pesticide Workshop Feb 3	6024	1/20/2015	\$	56.28
MODOC Investments	February 2015 Rent and Jan & Feb Operating Expense \$246.22	6025	1/20/2015	\$	7,033.04
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	6026	1/20/2015	\$	25.60
CF R Franco Restoration, Inc.	WeedWise Contract Services	6027	1/20/2015	\$	8,686.78
CF Sound Native Plants	SEP Funds: Our Table Farm project	6028	1/20/2015	\$	2,295.32
Special Districts Insurance Services	2015 General Liability, Property, and Auto Insurance	6029	1/20/2015	\$	9,012.00
Staples Advantage	Office Supplies	6030	1/20/2015	\$	121.16
State of Oregon - DEQ	2015 District General Pesticide Permit - Water Quality NPDES	6031	1/20/2015	\$	497.00
Stitch N' Embroidery	25 District Logo patches	6032	1/20/2015	\$	300.00
The Gold Wrench	Maintenance to Ford F150	6033	1/20/2015	\$	215.00
The Oregonian	8-week subscription through March 5	6034	1/20/2015	\$	40.00
Tom Salzer	Various Dec Training & Meeting Expense Reimb	6035	1/20/2015	\$	114.00
Voyager Fleet Systems, Inc.	Fuel for District Vehicles	6036	1/20/2015	\$	181.03
Wells Fargo	Director and Staff Training; Various Expenses	6037	1/20/2015	\$	5,277.16
	<b>Board Approved Total</b>			<b>\$</b>	<b>47,562.19</b>

CF - Conservation Fund \$14,297.36  
CF:FY2014-2015 YTD Cash Expenditure Total \$271,643.20

**Total Month's Payments \$ 75,388.80**

Approved By Board:

  
Board Chair

  
Board Treasurer