



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved March 17, 2015

Clackamas County SWCD Board Meeting Minutes for February 17, 2015

Present:

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

Assistant Director: Jim Toops

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

Guests: Stu Trefry

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

Chair Oberg called the meeting to order with a quorum present at 4:00 p.m. on Tuesday, February 17, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Manager Salzer introduced Guest Stu Trefry, a former colleague of Manager Salzer's from Washington. Guest Trefry serves on the Washington State Conservation Commission.

The agenda was accepted without revision.

Director Reports

- A. Director Zuber reported that the State of California is using funds generated from cap and trade programs to protect farmland with the use of conservation easements.
- B. Director Becker noted that he reviewed the District Master Plan and suggested the document be updated with benchmarks. It was decided that a committee should be created to take on this task. Chair Oberg appointed Directors Guttridge, Nelson, Zuber, Associate Director Toops, and Staff Kilders to the Master Plan Evaluation Committee. Director Becker also noted that this year marks the 10th anniversary of the Oregon City Farmers Market. In celebration, a farm to table event is being planned. His curiosity about using the Beaver Creek Farm for the event led to the creation of the Beaver Creek Demonstration Farm Use Guidelines Committee. Chair Oberg appointed Directors Becker, Guttridge, and Lee to this committee.
- C. Director Nelson reported that Staff Kilders organized a great Integrated Pest Management and Pesticide Risk Management Workshop for nursery growers. The event was well attended and resulted in more participants in the District's windsock program.

- D. Director Guttridge reported that he learned some useful information at the Special Districts Association of Oregon conference and encouraged others to attend in the future. He also shared that the Springwater Grange annual Scholarship Pie Auction will be held on February 27, 2015.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the January 20, 2015 regular board meeting were presented. One error was noted and corrected.

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

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the January monthly financials. All accounts balanced to the penny. She also presented the Budget to Actual Summary for fiscal year July 1, 2014 to January 31, 2015.

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

- B. Staff Lloyd presented the February voucher list for approval. January vouchers totaled \$72,098.57 on check numbers 6038 through 6081. Unusual expenses for the month include: check #6051 to Cascade Pacific Resource Conservation and Development for \$10,000.00 for IMAP invasive licensing; check #6061 to Jeffrey Nelson for \$2,275.00 for construction and repair work at the Beavercreek Farm; check # 6063 to Jillian Lamont for \$1,732.50 for Conservation Activity Tracking System (CATS) database development and improvements; check #6081 to Wells Fargo Credit Card for \$5501.19 for various expenses including program supplies for workshops, multiple annual information technology subscriptions and licenses, and training.

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

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

4 – OTHER FINANCIALS

- A. Staff Rains presented the supplemental and revised budget. Because the changes were less than 10% in any one fund, a public hearing on the budget was unnecessary.

Directors Zuber/Nelson moved/seconded to adopt Resolution #2015-001: Resolution to Adopt a Supplemental Budget, Adopt a Revised Budget, and Make Appropriations for Fiscal Year 2014-2015. Motion carried unanimously.

- B. Staff Rains presented the 2015-2016 Budget Calendar.

Directors Guttridge/Nelson moved/seconded to approve the budget calendar as presented. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer presented a memorandum of understanding (MOU) between the District and Clackamas River Basin Council. The Council recommended the MOU renew automatically each year unless one of the parties wishes to terminate the agreement.

Directors Guttridge/Becker moved/seconded to adopt the memorandum of understanding with the Clackamas River Basin Council, including the edits proposed by the Council. Motion carried unanimously.

- B. Manager Salzer presented a request for qualification (RFQ), drafted by Eileen Eakins, for architectural design services. The architect or designer found through this process will develop a design for building at the Beaver Creek Farm.

Directors Nelson/Guttridge moved/seconded to authorize the General Manager to publish this request for qualifications for architectural design services. Motion carried unanimously.

- C. Manager Salzer reported on the WeedWise program request to perform follow up invasive weed removal in Newell Creek Canyon. Invasive weeds were treated in this area last year but another treatment is required to control English Ivy. This work will be done in partnership with Metro and the Greater Oregon City Watershed Council.

Directors Becker/Zuber moved/seconded to authorize the General Manager to approve invasive species treatment in Newell Creek Canyon at a cost not-to-exceed \$20,000. Motion carried unanimously.

- D. Staff Rains submitted a request to authorize a loan to purchase a 150-gallon sprayer for a landowner with a vineyard. The sprayer design reduces pesticide drift, uses pesticide more efficiently, and reduces soil compaction, all of which benefit natural resources.

Directors Guttridge/Nelson moved/seconded to authorize the General Manager to negotiate a loan of \$16,800 to the producer at an interest rate of 3% per year, with a repayment term not to exceed five years. Motion carried unanimously.

- E. Staff Rains updated the board on the Farmers Market Support Grants and invited board members to serve on a review committee. Directors Becker, Guttridge, and Zuber volunteered to serve on this committee which will meet one time to make recommendations to the General Manager. Manager Salzer will bring the committee's recommendations to the March regular board meeting.

- F. Staff Rains provided an update on the Aurora feeding and aerated composting facility. The District is exploring the use of Department of Environmental Quality revolving loan funds. The proposed covered structure will eliminate run-off and manure composting will reduce odor. These practices will improve water quality.

6 – PERSONNEL

- A. Manager Salzer proposed sending up to 14 staff members to the annual Connect training in April 2015. Several staff will be presenting at the training and the District plays many lead roles in the sponsor organization, the Oregon Conservation Education and Assistance Network (OCEAN). The two-day event will be held in Welches at The Resort on the Mountain and costs \$400 per person.

Directors Guttridge/Nelson moved/seconded to authorize the General Manager to send up to 14 staff to CONNECT training in 2015. Motion carried unanimously.

- B. Manager Salzer reported that the Personnel Committee is planning to meet soon and that Staff DellaMaggiore recently received her official Conservation Planner Certification.

7 – BOARD/MANAGEMENT

- A. Manager Salzer suggested that the discussion to review and/or renew associate director positions be tabled until the March regular board meeting to allow time to alert associate directors that their terms have expired.

Directors Guttridge/Nelson moved/seconded to table this discussion until the March 2015 regular board meeting. Motion carried unanimously.

- B. Manager Salzer reported on the following items:

- The 2015 Soil and Water Conservation District Director Training dates and locations have been announced. Handouts with this information were distributed.
- A new emergency contact tree has been created for all District staff and on-site partners
- He attended the Oregon Watershed Enhancement Board meeting in Astoria and the Special Districts Association Organization annual conference in Eugene
- Copies of the performance review for calendar year 2014-2015 have been distributed to all employees
- The Chevy flatbed farm truck is having both head gaskets replaced. It should be repaired in time to haul fertilizer and lime to the farm in March
- The public records request noted last month has been completed

8 - 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 landowners have revised the amount of land they would like to put into the program. Weyerhaeuser has expressed interest in possibly adding 14 acres which abut the property to the program. The application deadline is February 20, 2015.

Directors Guttridge/Lee moved/seconded to authorize the General Manager to continue working on this grant application. Motion carried unanimously.

- B. Manager Salzer requested increased funding for Jeff Nelson to provide handyman services at the Beaver Creek Farm. He expressed high satisfaction with the work performed to date and noted that Mr. Nelson appreciates the District values.

Directors Guttridge/Zuber moved/seconded to authorize the General Manager to add \$10,000 to the contract expiring June 30, 2015 for services from Jeff Nelson. Motion carried unanimously.

- C. Manager Salzer noted that the Building Committee met by email to discuss security issues at the Beaver Creek Farm.

- D. Manager Salzer reported that the Working Lands Committee will be scheduling a meeting soon.

8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

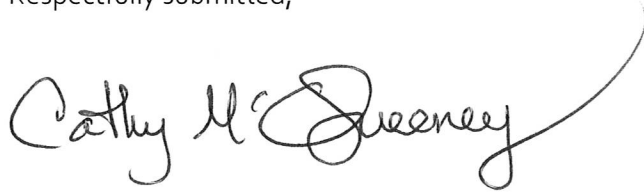
- A. Director Becker suggested that benchmarks be developed by the Building Committee to help facilitate progress on the development of the Beaver Creek Farm. Associate Director Toops noted that the Request for Qualifications, approved at this meeting, outlines dates for information gathering, design, and presentation on which other actions are dependent, but an overarching goals calendar can be created.
- B. Associate Director Toops expressed excitement at being involved with the Master Plan Evaluation Committee.
- C. Director Nelson noted that proposed minimum wage increases in Oregon will have a negative effect on many small business owners like himself.
- D. Director Guttridge observed that it is much more complicated and expensive to build at the Beaver Creek Farm as a public entity than it would be as a private entity.
- E. Staff Kilders shared that 41 people attended the Integrated Pest Management and Pesticide Risk Management Workshop. Thirty-five people attended the Succession Planning Workshop co-sponsored by the District and East Multnomah Soil and Water Conservation District.
- F. Staff Rains expressed appreciation for the Board's approval of the budget and vineyard equipment loan, and she thanked members for volunteering for the farmers market grant review committee.
- G. Staff McQueeney reported that attendance is growing for the District sponsored "Changing the Way We Eat" event on March 7, 2015. She attended a Farmer Fair in Molalla to promote District services.
- H. Staff Baker noted that he made a presentation at the North Willamette Horticultural Society meeting and will be making a site visit with a row crop farmer whom he met at this event. He is developing a relationship with Woodburn Fertilizer. They offer grower meetings and share technical assistance with farmers.
- I. Chair Oberg inquired if any of the board members present would be attending the upcoming Director Training in Troutdale. None of the members were available for this training.
- J. Director Guttridge brought up the possibility of dropping the word "County" from the District's official name in order to reduce confusion by citizens who believe the District is one and the same as the local county government. This topic will be added to the March regular board meeting agenda.
- K. Manager Salzer requested feedback from the Directors on how they liked giving Director Reports at the start of the meeting rather than at the end of the meeting. All responses were favorable.

ADJOURN and NEXT MEETING

The next Executive Committee Meeting will be held on Wednesday, March 4, 2015 at 2:00 p.m. at the District Office.

The next Regular Board Meeting will be held on Tuesday, March 17, 2015 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,

A handwritten signature in black ink that reads "Cathy McQueeney". The signature is written in a cursive style with a long, sweeping flourish extending from the end of the name.

Cathy McQueeney

Voucher Approval List 02/17/2015

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	February Benefits	6038	2/3/2015	\$ 16,296.15
Comcast	DSL for District monthly Network Service	6039	2/3/2015	\$ 142.85
Integra Telecom	Payment for District's monthly Telephone Service	6040	2/3/2015	\$ 642.69
Pacific Office Automation	Copier Monthly Lease \$189.44; Copies for several months;	6041	2/3/2015	\$ 528.65
PGE	Monthly electric service at the Farm	6042	2/3/2015	\$ 253.44
Pitney Bowes	Quarterly postage meter service	6043	2/3/2015	\$ 60.00
Sonitrol	Security Monitoring	6044	2/3/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6045	2/3/2015	\$ 205.41
Verizon Wireless	Monthly Internet Service for Ipads Roaming Service	6046	2/3/2015	\$ 160.04
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	2/6/2015	\$ 3,364.61
			Subtotal	\$ 21,806.84

Additional Payments Authorized by Board

Board Approved Expenses:

B&B Print Source	2,000 Spurge Laurel Brochures	6047	2/17/2015	\$ 727.00
BCT	Monthly Telephone and Broadband service at the Farm.	6048	2/17/2015	\$ 122.58
Buel's Impressions Printing	Printing - Annual Report; Map	6049	2/17/2015	\$ 194.50
C Klock	January Mileage Reimb; ODFW Committee Meeting Exp Reimb	6050	2/17/2015	\$ 254.04
Cascade Pacific RCD	IMAP Invasive Licensing	6051	2/17/2015	\$ 10,000.00
Cathy McQueeney	January Expense Reimbursement	6052	2/17/2015	\$ 87.69
Community Newspapers	1-year subscriptions: Sandy Post, Clackamas, West Linn Tidings	6053	2/17/2015	\$ 86.00
Copper Services	Conference Call - January 112 - Willamette Valley SWCD Mgrs	6054	2/17/2015	\$ 55.40
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm	6055	2/17/2015	\$ 395.00
Don Guttridge	December and January Board Meeting Expense Reimb	6056	2/17/2015	\$ 87.63
Eileen Eakins	January Legal Services	6057	2/17/2015	\$ 1,600.00
H2Oregon	Bottled Water for Board Room	6058	2/17/2015	\$ 39.50
CF J Franco	WeedWise Management on various locations	6059	2/17/2015	\$ 1,577.54
Jason Faucera	January Mileage Reimbursement	6060	2/17/2015	\$ 36.80
Jeffrey Nelson	Rental Equip Repair; Stairs Installation RV Barn	6061	2/17/2015	\$ 2,475.00
Jeremy Baker	January Mileage Reimbursement	6062	2/17/2015	\$ 21.39
Jillian Lamont & Associates	Data Base Contract Services - CATS 2.0	6063	2/17/2015	\$ 1,732.50
Joan Zuber	January Board Meeting Expense Reimb \$63.22; Tree School \$45	6064	2/17/2015	\$ 108.22

CF Johnson Creek Watershed Council	MOA Creek care project	6065	2/17/2015	\$	3,213.10
Land Trust Alliance	2015 Annual Dues	6066	2/17/2015	\$	250.00
Lisa Kilders	January Expense Reimb	6067	2/17/2015	\$	60.54
Marlene Lloyd	January Mileage Expense Reimb	6068	2/17/2015	\$	58.93
Minuteman Press - OC	500 business cards for C Klock	6069	2/17/2015	\$	34.47
MODOC Investments	March 2015 Rent and Operating Expense \$123.11	6070	2/17/2015	\$	6,909.93
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	6071	2/17/2015	\$	25.60
Oregon FFA Foundation	FFA Vendor Passport Program - NW Ag Show	6072	2/17/2015	\$	100.00
PacForest Supply Co	Plant tubes and bamboo stakes	6073	2/17/2015	\$	1,976.80
SuperDOG 1417-002 Recipient	SuperDOG 1417-002	6074	2/17/2015	\$	655.50
Sea Reach Ltd	Signs for Candy Lane Elementary & Our Table Farm projects	6075	2/17/2015	\$	1,457.00
Sound Native Plants	Oak Restoration Project; various other projects	6076	2/17/2015	\$	1,988.39
The Gold Wrench	Maintenance to Ford F150 & Escape	6077	2/17/2015	\$	864.45
Tom Salzer	January Expense Reimb - OWEB Board Meeting - Astoria	6078	2/17/2015	\$	198.00
Voya - Oregon Savings Growth Plan (ING)	February 5 PR Employer & Employee 457b Contributions	6079	2/17/2015	\$	7,269.17
Voyager Fleet Systems, Inc.	Fuel for District Vehicles	6080	2/17/2015	\$	127.87
Wells Fargo	Various Expenses; Training; Several Annual IT Subscriptions	6081	2/17/2015	\$	5,501.19

CF - \$10,868.33 - 57.15 + 208 = \$11,019.18
CF:FY2014-2015 YTD Cash Expenditure Total \$282,662.38

Board Approved Total \$ 50,291.73

Total Month's Payments \$ 72,098.57

Approved By Board:

Board Chair

Board Treasurer