



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved November 18, 2014

Clackamas County SWCD Board Meeting Minutes for October 28, 2014

Present:

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

Staff: Jeremy Baker, Clair Klock, Marlene Lloyd, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

Guest: unknown citizen

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, October 28, 2014 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

General Manager Salzer requested that a Natural Resources Conservation Service (NRCS) funding request be added to the agenda as Item I under Project, Programs, Special Actions. The agenda was accepted with this revision.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the September 23, 2014 regular board meeting were presented. Three errors were noted and amended.

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

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the October 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 October voucher list for approval. October vouchers totaled \$116,972.87 on check numbers 5840 through 5896. Two checks were voided and reissued because they were lost: check #5629 to Donald Guttridge and check #5811 to Evans Fence. Unusual expenses for the month include: check #5844 to SOLVE for partner support; check # 5848 to Richard Winkel for audit services; and check #5875 to Konell Construction for their estimation of costs to bring services into the two District-owned properties.

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

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

4 – OTHER FINANCIALS

- A. Manager Salzer noted that some changes will be made to the adopted budget for the current fiscal year based on recommendations made by auditor Richard Winkel. A proposal will be brought before the Board at the November regular board meeting.
- B. Staff Rains reported a change to the insurance coverages required of District contractors. These changes were approved by the District attorney and District insurance agent. Director Lee requested that the District attorney be contacted to determine if the District can require contractors to submit prior claims and penalties against them as part of the Request for Proposals process.
- C. Staff Lloyd reported on the VALIC retirement plan, noting that she has changed administrators on the account and obtained online access for ease in managing. The District has 12 participants in this plan, seven of whom are currently employees. The remaining staff participates in the Oregon Savings Growth Plan.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer requested guidance on the Jazz Environmental Assessment in the Mt. Hood National Forest as proposed by the Clackamas Stewardship Partnership (CSP). Staff Reische recommends supporting the thinning project, as do all of the CSP partners with the exception of BARK.

Directors Lee/Guttridge moved/seconded to support the Jazz Environmental Assessment. Motion carried unanimously.

- B. Staff Lloyd requested volunteers from the Board to assist on the watershed council support grant review committee. Directors Zuber and Becker agreed to participate.
- C. Manager Salzer presented two Memoranda of Understanding (MOU) to the Board for consideration: Clackamas, Clark, Multnomah, Washington (Four County) Cooperative Weed Management Area (CWMA); and Columbia Gorge Cooperative Weed Management Area. These MOUs provide a foundation for the District and other partners to cooperate together to provide an integrated, consistent, and effective approach to the management of invasive species.

Directors Guttridge/Becker moved/seconded to approve the Memoranda of Understanding with the two Cooperative Weed Management Areas. Motion carried unanimously.

- D. Manager Salzer presented a Memorandum of Agreement (MOA) with Clackamas River Water Providers (CRWP). This will provide the District with \$10,000 to cover District pesticide reduction program work in cooperation and partnership with CRWP.

Directors Lee/Guttridge moved/seconded to approve the Memorandum of Agreement with Clackamas River Water Providers. Motion carried unanimously.

- E. Staff Baker requested funding for the Shadrin irrigation project. This project will convert 52 acres of conventional, big gun sprinklers over to drip irrigation and will include an integrated water management plan to monitor soil moisture.

Directors Fantz/Nelson moved/seconded to approve funding for the Shadrin irrigation project, not-to-exceed 50% of the cost, and not-to exceed \$40,000 from the District. Motion carried unanimously.

- F. Staff Baker requested funding for the first phase of the Tipiken irrigation project. This project will convert 15 of an eventual 70 acres to drip irrigation.

Directors Lee/Guttridge moved/seconded to approve funding for the Tipiken irrigation project, not-to-exceed \$65,000 in District grant and loan funds. Motion carried unanimously.

- G. Staff Baker requested funding for the first phase of the Gabriel irrigation project. This project will consist of installing a variable frequency drive pump that may eventually service 200 acres of drip irrigation.

Directors Nelson/Guttridge moved/seconded to approve funding for the Gabriel irrigation project, not-to-exceed \$20,000 in District funds for Phase 1. Motion carried unanimously.

- H. Staff Reische requested funding for the Abernathy Acres riparian project. This project will eradicate invasive weeds in the riparian area along nearly a mile of Abernathy Creek on this 46 acre parcel and replace them with native shrubs.

Directors Fantz/Guttridge moved/seconded to approve funding for the Abernathy Acres riparian project not-to-exceed \$10,000 in District funds, not including Supplemental Environmental Project (SEP) funds. Motion carried unanimously.

- I. Manager Salzer presented a funding request from Natural Resources Conservation Service (NRCS) to cover the cost of a no-rise certificate from an engineer for a streambank repair project on which they are working.

Directors Fantz/Guttridge moved/seconded to approve funding to pay for engineering costs to secure a no-rise certificate for an NRCS project not-to-exceed \$12,000. Motion carried unanimously.

6 – PERSONNEL

- A. Manager Salzer noted that administrative changes were made to the Time Off and Leave section of the Employee Handbook. These changes correct an error that excluded introductory employees from receiving paid holiday benefits.

Directors Guttridge/Becker moved/seconded to ratify the administrative corrections made to the Employee Handbook by the General Manager. Motion carried unanimously.

7 – MANAGEMENT, BOARD

- A. Manager Salzer reviewed the Special Districts Insurance Services' new discount program. In order to receive a 2% credit on its insurance premium, the District must complete five requirements. One of these requirements is to adopt a resolution describing board member duties and responsibilities.

Directors Fantz/Guttridge moved/seconded to adopt Resolution 2014-003 establishing Board duties and responsibilities. Motion carried unanimously.

B. Manager Salzer reported on several items:

- Staff Dellamaggiore is close to completing her NRCS conservation planning course. This will give the District another NRCS-certified planner.
- Today's unidentified guest calls himself Archangel Michael and he has previously visited the District office two other times. He does not have official business with the District.
- The Beaver Creek Farm pond drainage issue has been resolved and many farm repairs were completed using a rented man-lift including securing panels to the barn roof and cleaning the farmhouse chimney.
- It would benefit the District to open a special bank account for the purpose of receiving workshop and conference through an online registration system. This would protect the District by not mixing these incoming funds with the District's primary account.
- There was one injury sustained in October that did not require medical care. The Safety Committee will review the incident and make recommendations.

Directors Lee/Guttridge moved/seconded to establish a bank account for workshop registrations.
Motion carried unanimously.

8 – PROPERTIES & PLANNING

- A. Manager Salzer noted that Clackamas County facilitator Herman has limited availability to meet with the Board in November to discuss development of the Beaver Creek Farm property. After discussion, the Board agreed to meet on November 4, 2014 from 3:00 to 6:00 p.m.

9 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. Director Guttridge noted that the Building Committee did not meet in October.
- B. Director Lee shared that the Working Lands Committee met on October 28, 2014. The committee proposed meeting with Columbia Land Trust to explore available services they may be able to offer the District as well as the cost of these services. The committee is focused on preserving the best soils in Clackamas County.
- C. Director Nelson shared that there is a significant farm and nursery labor shortage in Clackamas County and is unsure how this will affect his business as well as that of area berry farmers.
- D. Director Lee reported that she will be attending the upcoming Oregon Association of Conservation Districts (OACD) conference.
- E. Director Becker reported on the American Farmland Trust conference which he attended in Kentucky.
- F. Staff Baker reported that he and the rest of the District planning staff are very busy as they move into the winter months, traditionally a more moderately paced time of the year.
- G. Staff McQueeney noted that the OACD conference will be held November 12 – 14, 2014; the creation of the Wind Sock Survey is complete and will be going out to voluntary participants; the Streambank Erosion Workshop on September 20, 2014 and the Milk Creek Watershed Celebration at Camp Adams on September 27, 2014 were both very successful and well attended events; and the Oregon Department of Agriculture quarterly report has been submitted.

- H. Staff Klock observed that he has run into a high proportion of people in the County who know of, or who have worked directly with, the District. Public opinion appears to be very favorable of the work the District is performing.
- I. General Manager Salzer reported that Staff Reische is working on a project at Camp Adams; that there will be a wave of retirements expected at NRCS over the next five years; and that Staff Baker is working with a number of conservation districts in both Oregon and Washington to develop a library of stock engineered designs that could be shared rather than designing single use, site specific plans on an individual basis.
- J. Chair Oberg shared that he was installing a new greenhouse at his farm.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, November 18, 2014 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 10/28/2014

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	October Benefits	5840	10/1/2014	\$ 17,297.89
Comcast	DSL for District monthly Network Service	5841	10/1/2014	\$ 134.85
Integra Telecom	Payment for District's monthly Telephone Service	5842	10/1/2014	\$ 666.89
Pacific Office Automation	Copier Lease	5843	10/1/2014	\$ 189.44
Sonitrol	Security Monitoring	5845	10/1/2014	\$ 153.00
Toyota Financial Services	Monthly Lease for 2014 Toyota Prius	5846	10/1/2014	\$ 205.41
Verizon Wireless	Monthly Internet Service for iPad Roaming Service	5847	10/1/2014	\$ 160.04
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	10/6/2014	\$ 3,364.61
	Subtotal			\$ 22,172.13

Additional Payments Authorized by Board

CF SOLVE	Partner Support - Grant FY 2014-2015	5844	10/1/2014	\$ 10,000.00
Richard Winkel, CPA	Contracted Services - Audit Services FY 2013-2014	5848	10/1/2014	\$ 5,300.00
	Total			\$ 37,472.13

Board Approved Expenses:

Alan Rose	Milk Creek Event Sept 28-Music (Not OWEB Grant expense)	5849	10/28/2014	\$ 60.00
CF Ash Creek Forest Management, LLC	WeedWise/EDRR Contract Services	5850	10/28/2014	\$ 15,808.78
BCT	Monthly Telephone and Broadband service at the Farm.	5851	10/28/2014	\$ 126.36
CF BeaverLake Nursery	Candy Lane Elementary - School Yard Farms - SEP Funds	5852	10/28/2014	\$ 1,172.75
Black Box Network Services	September Telephone Repair Service	5853	10/28/2014	\$ 327.50
CF Buel's Impressions Printing	Naturescape and Neonicotinoid Handouts;Signs MC Event OWEB (\$6)	5854	10/28/2014	\$ 226.00
C. Klock	ARCOSA Conference Registration; Mileage Reimbursement	5855	10/28/2014	\$ 213.42
CF Camp Adams	Milk Creek Event Sept 28 - OWEB Grant Expense	5856	10/28/2014	\$ 240.00
CF DOG Recipient	DOG 1416-002	5857	10/28/2014	\$ 1,880.00
CF Clark Conservation District	September Engineer Technician Services - D Fenwick (\$1,323.56)	5858	10/28/2014	\$ 1,941.57
CF Coulter Printing, Inc.	Sign Boards-MilkCreek Event OWEBGrant \$119;CandyLane SEP \$132	5859	10/28/2014	\$ 251.00
Crystal Greens Landscape, Inc.	September Landscape Maintenance at Farm	5860	10/28/2014	\$ 560.00
CF WQSG Recipient	WQSG 1415-001	5861	10/28/2014	\$ 580.00
Donald Guttridge	VOID CHECK 5629		6/17/2014	\$ (148.54)
Donald Guttridge	April & May Board Expense Reimb - REISSUE CHECK 5629	5862	10/28/2014	\$ 148.54
Donald Guttridge	September Board Expenses		10/28/2014	\$ 70.91
Eann Rains	September/October Mileage & Expenses Reimb	5863	10/28/2014	\$ 77.99
Eileen Eakins, LLC	August Legal Services	5864	10/28/2014	\$ 600.00
Evans Fence	VOID CHECK 5811		9/23/2014	\$ (4,634.00)

Evans Fence	Fence Installation at Beaver Creek Farm - REISSUE CHECK 5811	5865	10/28/2014	\$	4,634.00
CF Forests Forever	2015 Tree School Platinum Supporter	5866	10/28/2014	\$	1,000.00
Google Inc.	1-year subscription	5867	10/28/2014	\$	1,050.00
H2Oregon	Bottled Water for Board Room	5868	10/28/2014	\$	23.00
Historic Oregon City	Stream Bank Restoration Workshop	5869	10/28/2014	\$	150.00
Jeffrey Lesh	Invasive Weed Conference and Presentation	5870	10/28/2014	\$	340.86
Jeffrey Nelson	Contracted Services - Repairs to Rental Equip, Farm & Chevy Truck	5871	10/28/2014	\$	2,680.38
Jenne Reische	September Expense Reimbursement	5872	10/28/2014	\$	28.00
Joan Zuber	September Board Expenses & NACD Conference Exp	5873	10/28/2014	\$	243.22
Katey Gelet DellaMaggiore	September Mileage Reimbursement	5874	10/28/2014	\$	5.00
Konell Construction & Demolition Corp	Building Assessment - Beaver Creek Farm and Pleasant Avenue	5875	10/28/2014	\$	1,000.00
CF Kuznetsov Thinning Company	WeedWise/EDRR Contract Service - Knotweed Control	5876	10/28/2014	\$	1,167.25
Marlene Lloyd	September & October Mileage Reimbursement	5877	10/28/2014	\$	47.04
CF McFarlane's Bark, Inc.	Bark & Fine compost-Candy Lane Elem-Schoolyard Farm SEP Funds	5878	10/28/2014	\$	619.00
MODOC Investments	November Rent	5879	10/28/2014	\$	6,786.82
NACD	2015 Membership Dues	5880	10/28/2014	\$	775.00
Northwest Agricultural Show	2015 January Booth Fee	5881	10/28/2014	\$	285.00
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	5882	10/28/2014	\$	25.60
Pitney Bowes Global Financial Services	Quarterly Postage Meter Rental	5883	10/28/2014	\$	60.00
CF Polk SWCD	Chinook Rental - OWEB Grant Expenses	5884	10/28/2014	\$	500.00
CF ProScape NW Inc.	Turning Point Church SEP Project	5885	10/28/2014	\$	4,825.00
Sam Leininger	Invasive Weed Conference and ORPA Presentation	5886	10/28/2014	\$	382.32
Secretary of State, Audits Division	FY 06/30/2014 Annual Audit Filing Fee	5887	10/28/2014	\$	250.00
CF Sound Native Plants	WeedWise/EDRR Contract \$6,476.03; M S Young Project \$3,982.77	5888	10/28/2014	\$	10,458.80
Special Districts Insurance Services	Additional Workers Comp Insurance for FY 2013-2014	5889	10/28/2014	\$	290.56
State of Oregon - Govt Ethics Commission	FY 06/30/2015 Dues	5890	10/28/2014	\$	619.31
The Gold Wrench	Repairs on 2005 Chevrolet Diesel Truck	5891	10/28/2014	\$	359.34
The Oregonian	8-week newspaper subscription	5892	10/28/2014	\$	40.00
Voya - Oregon Savings Growth Plan (ING)	Sept 29 & October 3 PR Employer & Employee 457b Contributions	5893	10/28/2014	\$	11,324.54
Voyager Fleet Systems, Inc.	Fuel for District Vehicles	5894	10/28/2014	\$	534.74
CF Wells Fargo	Various Expenses; (Herbicide \$316.48; Milk Creek Event \$614.20)	5895	10/28/2014	\$	5,198.86
Wilbur-Ellis Company	13.97 tons of Lime for Farm Fields - Sept 18	5896	10/28/2014	\$	4,294.82
Board Approved Total				\$	79,500.74

Total Month's Payments \$ 116,972.87

CF - Conservation Fund \$50,959.35
CF: FY2014-2015 YTD Cash Expenditure Total \$145,332.55

Approved By Board:

Board Chair 

Board Treasurer 