



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved April 21, 2015

Clackamas County SWCD Board Meeting Minutes for March 17, 2015

Present:

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

Assistant Directors: Jim Johnson, Jim Toops

Staff: Jeremy Baker, Katey DellaMaggiore, Lisa Kilders, Clair Klock, Sam Leininger, Marlene Lloyd, Cathy McQueeney, Eann Rains, Tom Salzer

Partners: Kris Homma,

Guests: Terry Gibson, Susan Hansen, Shirley Inman, Patti Jarrett, Jeff Lewis, Tricia Sears, Mike Weinberg

1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/ PUBLIC COMMENT/DIRECTOR REPORTS/MANAGER’S REPORT ON COMMITTEES

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

All present at the meeting introduced themselves.

Two items were added to the agenda before item 5A: A funding request for the Sandy River Basin Watershed Council; and a presentation from representatives of the North Clackamas Urban Watersheds Council. The agenda was accepted with these revisions.

Public Comments – (Associate Director Jim Johnson stepped out of the room for this conversation.)

- A. Guest Susan Hansen, a Molalla resident and member of Bear Creek Recovery, shared documentation and spoke out against proposed District financial support of a water quality conservation project on a property adjoining Bear Creek and the Molalla River. She argued that tax payer dollars should not be used to support corrective measures demanded of this land owner by the Oregon Department of Agriculture.
- B. Guest Shirley Inman, a member of Bear Creek Recovery, also spoke out against proposed District financial support of the same project mentioned above. She said that it was unfair to use tax payer money to fix problems created over 38 years of mismanagement by this landowner.
- C. Guest Jeff Lewis, a member of Bear Creek Recovery, discussed water quality concerns in relation to the same property mentioned above. He was concerned with the impact, particularly on the Molalla River.

He noted that there is no fencing where the property abuts the Molalla River and that cows access the river at this location. He stated his belief that the landowner in question had such a large business that he didn't need funding and that funding should instead go to other landowners in the County who truly need financial assistance.

Director Reports

- A. Director Lee shared a report from John Byers, Oregon Department of Agriculture (ODA). ODA has been working on identifying parcels of concern in the upcoming strategic implementation areas that it will be focusing on over the next biennium. They were able to dramatically reduce the number of parcels of concern to 205 parcels. John was very congratulatory of the District's work in the pilot strategic implementation area that ODA focused on during the current biennium.
- B. Director Fantz reported that he attended two District sponsored events – the Farmer Succession Planning meeting in February and the "Changing the Way We Eat" event in March. He shared that the gatherings were well attended and positively received by participants.
- C. Director Guttridge reported that a Lower Willamette Basin meeting will be held at the District office on Wednesday, March 18, 2015 at 6:00 p.m.

Manager's Report on Committees

- A. Manager Salzer provided a handout outlining each District committee, its chair, and members. It was observed that Director Fantz was not assigned to any committee at this time.
- B. Committee activities are as follows:
 - Farmers Market Support Grant Review Committee met on March 4, 2015
 - Safety Committee met on March 10, 2015
 - Both the Executive and Working Lands Committees met on March 11, 2015
 - The Personnel Committee conducted business via email in preparation for the March board meeting

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the February 17, 2015 regular board meeting were presented. The minutes were accepted without revision.

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

3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the February monthly financials. All accounts balanced to the penny. Income for the month included an Oregon Watershed Enhancement Board quarterly payment of \$12,500 and 4-County CWMA registrations for the February 24, 2015 Pull-Together Event totaling \$4,229.43. It was observed that the registration for the Chevy Silverado truck seemed unusually high. Staff McQueeney will investigate. Director Lee inquired about the District getting "E" plates. Staff Lloyd will look into

this. Director Zuber questioned the Beaver Creek Farm monthly utility expenditures. Staff Lloyd noted that this figure represents all utilities including electricity, internet, phone, garbage, and more.

Staff Lloyd also presented the Budget to Actual Summary for fiscal year July 1, 2014 to February 28, 2015.

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

- B. Staff Lloyd presented the March voucher list for approval. March vouchers totaled \$115,258.55 on check numbers 6082 through 6134 with check number 6118 to MODOC Investments for April office rent voided. Beginning in April, rent checks will go to the new landlord, Norris and Stevens. Unusual expenses for the month include: check #6084 to DSU Peterbilt & GMC Inc. for \$6,903.56 for new head gaskets for the Chevy Silverado truck; check #6104 to East Multnomah Soil and Water Conservation District for \$666.64 for one half the costs of the Family Farm Succession Program presentation held in February; check #6109 to Jeff Nelson for contracted handyman services at the Beaver Creek Farm and Our Table Farm; check #6116 to Metro/Oregon Zoo for \$1,954.40 for space rental, lunch, and refreshments for the 4-County CWMA Pull Together Event; and check #6121 to Oregon City for \$20.95 for monthly storm water management and pavement maintenance on the Pleasant Avenue property.

Directors Nelson/Fantz moved/seconded to approve the March 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 reported that he will be drafting the budget message summary for the proposed budget for fiscal year 2015-2016 this week. The first budget committee meeting will be held at the District office on March 24, 2015.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Staff Leininger requested \$14,400 for continued control of policeman's helmet, a highly invasive weed mostly found in the Sandy River Basin. The District partner in the project, Sandy River Basin Watershed Council, will be contributing \$58,000 to this project. There is very high landowner support and participation on this project.

Directors Lee/Zuber moved/seconded to authorize the General Manager to enter into a Memorandum of Agreement with the Sandy River Basin Watershed Council and to award \$14,400 for the control of policeman's helmet in the Sandy River Basin watershed. Motion carried unanimously.

- B. Guests Terry Gibson and Tricia Sears of the North Clackamas Urban Watershed Council presented their 2014 Annual Report, updated the Board on several upcoming events, and expressed their gratitude for the District's ongoing support of their work.
- C. Manager Salzer presented a staff request not-to-exceed \$30,000 for a livestock exclusion fencing project in Molalla. (Associate Director Jim Johnson stepped out of the room for this conversation.) The landowner has already completed most of the fencing for this project. The requested funding is for 100% of the remaining 5,400 feet of fencing that the landowner is required to install. This would amount to \$26,219 (\$5/ft.). Discussion on this item included requiring the landowner to install

additional fencing on this property along the Molalla River. Manager Salzer clarified that the funding request for the fencing project was focused on an area of concern identified by the Oregon Department of Agriculture (ODA) and that additional fencing would be a good follow up project. Director Lee proposed no grant funding for the requested project and recommended that the landowner apply for a District loan to install fencing along the river where there is currently no penalty issued by ODA. It was also proposed that the District offer the landowner only one half of the funds needed for supplies to finish the project, not including labor costs. Director Zuber added that she has heard from numerous residents of the County that, because the landowner is under a compliance order, County taxpayers should not be responsible for covering the labor costs of this project. She noted that she is against funding the staff funding request as presented.

Natural Resource Conservation Service (NRCS) representative Kris Homma recommended that the District work to get corrective measures in place to resolve the ODA issues in order for federal agencies to be able to step in and assist with additional conservation work on the property. She believes it is an appropriate project. She stated that the use of funds to bring a landowner into compliance with the goal of "protecting resources with fencing is never wrong – we're fixing problems and that's what our job is all about." Director Guttridge agreed, noting the District's primary mission is to preserve and protect resources in Clackamas County, regardless of who owns the property. Manager Salzer noted that future discussions with the landowner will include fencing off the Molalla River and managing manure piles around the barn with covered storage and a manure composting facility.

It was noted that the District should use caution in determining need for funding by looking at the size of an operation. Just because an operation is large, it does not mean that the landowner can afford a large output of funds. It was additionally noted that it should be considered a good use of funds if a landowner needs help and the District can address its natural resource goals.

It was suggested that the landowner's daughter may be taking over the business in the future and that she may be a person with whom the District can develop a relationship. Director Guttridge suggested that the District fund the project at the District's normal 75%/25% not-to-exceed \$20,000 with the District picking up 75% of the cost instead of the 100% initially recommended by staff.

Directors Fantz/Guttridge moved/seconded to approve cost share funding at 75%/25% not-to-exceed \$20,000 for remaining livestock exclusion fencing required by ODA. District staff will work with the landowner to develop a more comprehensive conservation plan that addresses additional concerns including options to protect the Molalla River. Motion carried: Directors Lee and Zuber voted nay, Directors Becker, Fantz, Guttridge, and Nelson voted aye.

- D. Staff Rains presented the Farmers Market Support Grant Review Committee recommendations for the 2015 market season. The District received nine applications and is requesting distribution of \$29,500 of the \$30,000 budgeted with an award going to each applicant.

Directors Lee/Guttridge moved/seconded to approve the recommendations of the Farmers Market Support Grant Review Committee and award \$29,500 in farmers market support grants. Motion carried unanimously.

- E. NRCS representative Kris Homma reported that she has started collecting information for a pre-application to protect cultural resources on a 20-acre property near Molalla from the Agricultural Conservation Easements Program/ Agricultural Land Easements (ACEP/ALE). She requested Board approval to move forward, noting that there will be advantage to being at the head of the line when

USDA decides to act. She can have the pre-application ready to sign at the next regular board meeting or the Board can authorize the General Manager to sign on their behalf.

Directors Lee/Nelson moved/seconded to authorize submission of a pre-application to the ALE program to secure a place in line for a full application to protect cultural resources on a 20-acre property near Molalla and to also authorize the General Manager to sign the pre-application. Motion carried unanimously.

- F. Staff Baker provided an update on the Aurora feeding and aerated composting facility. He will look into having Director Becker visit this or a similar site so that he can learn more about concentrated animal feeding operations (CAFOs) firsthand.
- G. Staff Baker presented a project overview and request for funding for a 30-acre drip irrigation project. This is phase two of a much larger project. If implemented, the project will realize over 30 acre feet of water savings over the next 15 years. This project will likely involve a grant/loan funding arrangement with \$67,000 being provided by the District.

Directors Fantz/Lee moved/seconded to authorize the General Manager to enter into an agreement not-to-exceed \$67,000 in combined grant/loan funding for the Anfilofieff phase two irrigation plan. Motion carried unanimously.

- H. Staff Rains reviewed the current Equipment Rental Program loan rate schedule with the directors. Last year, the Board authorized one year of free usage of the equipment for Clackamas County landowners. She suggested the Board authorize the District to institute a small rental fee and/or a cleaning fee for use of the equipment to cover District labor and cleaning costs. She noted that usage of the equipment has increased over the past year, especially for the Tye no-till drill.

The Board agreed to institute a \$100/day rental fee for use of the Tye no-till drill by Clackamas County landowners and a \$150/day rental fee for non-County landowners. A \$250 cleaning fee will be charged if the no-till drill is returned dirty. Landowners who return the drill without properly cleaning it and who fail to pay the cleaning fee will be barred from future rental of the equipment. A rental and cleaning fee schedule for other items in the Equipment Rental Program will be developed at a later date.

6 – PERSONNEL

- A. Manager Salzer distributed a handout diagramming proposed staff reorganization to improve District effectiveness. This proposed plan would include hiring a new farm planner, moving one staff to education and outreach, replacing the administrative assistant, sharing one current employee with Oregon Association of Conservation Districts, and adding a seasonal weed crew to the WeedWise program. From a financial perspective, this will represent a small net increase from 13.5 to 14 full-time employees.
- B. Manager Salzer presented the recommendations of the Personnel Committee to promote two employees: Katey DellaMaggiore to Conservation Specialist and Cathy McQueeney to Education and Outreach Specialist. These promotions would be effective April 1, 2015.

Directors Fantz/Guttridge moved/seconded to promote Katey DellaMaggiore and Cathy McQueeney to Specialist 1 positions at the first step rate of \$21.73/hour effective April 1, 2015. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. Manager Salzer presented official election certificates to five directors elected at the last general election.
- B. The Board discussed associate director duties and expectations. The District currently has four associate directors. Director Guttridge noted that associate directors may only be reimbursed for conferences or expenses with the approval of the Board.

Directors Lee/Nelson moved/seconded to require associate directors to attend at least one regular board meeting per quarter unless approved by the board and be on at least one District committee. If these requirements are not met, the Board may choose to not renew the associate director in the future. Motion carried unanimously.

- C. The Board revisited the possibility of changing the official name of the District from the Clackamas County Soil and Water Conservation District to the Clackamas Soil and Water Conservation District. Manager Salzer noted that ODA would need to approve the change and that a motion would be adequate to initiate the process.

Directors Guttridge/Zuber moved/seconded to petition Oregon Department of Agriculture to change the District name from Clackamas County Soil and Water Conservation District to Clackamas Soil and Water Conservation District. Motion carried unanimously.

- D. Manager Salzer reported on the following items:

- His personal work schedule and commitments currently have him overloaded and struggling to keep up
- Staff is fielding many new calls as the weather improves. There were 22 pages of new contacts in the CATS system since the last regular board meeting
- The District and the Clackamas River Basin Watershed Council have entered into a signed memorandum of understanding
- An inter-governmental agreement with Marion County Soil and Water Conservation District was renewed for coordination of services for one landowner whose property lies in both Marion and Clackamas Counties

8 - PROPERTIES & PLANNING

- A. Manager Salzer provided an update on the request for qualifications (RFQ) for architectural design services. To date, the District has received no submissions. The RFQ notice is being published weekly in the Daily Journal of Commerce. Manager Salzer has requested from Mike Bondi a list of firms who responded to Extensions recent RFQ.
- B. Manager Salzer presented the report from the Working Lands Committee. A second revision of a draft matrix outlining the parameters of how the District will assess farmland for potential inclusion in a conservation/working land easements program was created. The Board was asked to review the matrix and make recommendations to Committee Chair Jan Lee. The next meeting of the Working Lands Committee will be on April 1, 2105.

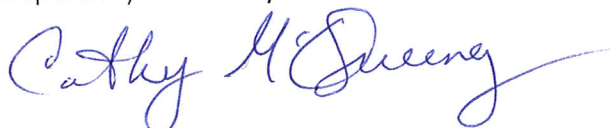
8 – COMMITTEE, PARTNER, DIRECTOR REPORTS

- A. NRCS representative Kris Homma asked the Board to sign a 1619 compliance agreement document that secures federal confidentiality while still allowing NRCS and the District to share information. All board members were in consensus and Chair Oberg signed the document. Partner Homma also noted that many requests for high tunnels under the Environmental Quality Incentives Program were not funded. She is in discussion with Manager Salzer to see if the District might be able to provide funding for five landowners in Clackamas County.
- B. Director Lee distributed a legislative report on bills of interest to the Oregon Association of Conservation Districts.
- C. Associate Director Johnson distributed a legislative summary of bills that might be of interest to the District. He noted that he will be unable to attend the next regular board meeting due to previous commitments. He also mentioned that it might be a good idea to ensure that all District related emails go through the official District email network as all District communications are subject to public information laws. Manager Salzer shared that email addresses can be set up on the existing District email account for \$5 per person per month.
- D. Director Becker shared that the Oregon City Farmers Market does not yet have a plan in place for their anniversary event. He has postponed the meeting of the Beaver Creek Demonstration Farm Use Guidelines Committee until such time as they have an issue to address.
- E. Director Guttridge promoted an upcoming play at the Springwater Grange.
- F. General Manager Salzer noted that he will be bringing a proposal forward at next month's regular board meeting to share Staff Faucera with Oregon Association of Watershed Councils and Network of Oregon Watershed Councils.
- G. Staff Kilders reported that Staff Baker has been assisting the United States Geological Survey in finding an additional site to do macroinvertebrate sampling. She also noted that two septic system workshops are being organized for April in Damascus and Estacada.
- H. Staff Baker shared that his upcoming projects include a compost facility, a heavy-use area, a grazing plan, two more drip irrigation conversions, and a soil health project. He was happy to report that he has "cracked" the production agriculture barrier with nursery growers in the county.
- I. Staff McQueeney thanked the Board for her promotion to Specialist 1 and expressed satisfaction at the turn out and quality of the "Making the Way We Eat" event held at the beginning of the month.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, April 21, 2015 at 4:00 p.m. at the District office. There being no further business, Chair Oberg adjourned the meeting at 6:38 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 03/17/2015

Revised 3/16/15

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	March Benefits	6082	3/4/2015	\$ 16,296.15
Comcast	DSL for District monthly Network Service	6083	3/4/2015	\$ 142.85
Integra Telecom	Payment for District's monthly Telephone Service	6085	3/4/2015	\$ 649.04
Pacific Office Automation	Copier Monthly Lease	6086	3/4/2015	\$ 284.68
PGE	Monthly electric service at the Farm	6087	3/4/2015	\$ 235.22
Sonitrol	Security Monitoring	6088	3/4/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6089	3/4/2015	\$ 205.41
Verizon Wireless	Monthly Internet Service for Ipads Roaming Service	6090	3/4/2015	\$ 160.04
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	3/6/2015	\$ 3,364.61
	Subtotal			\$ 21,491.00

Additional Payments Authorized by Board

Wallowa SWCD	CONNECT 2015 Registration & Memberships - 14 Employees	6091	3/4/2015	\$ 5,740.00
DSU Peterbilt & GMC Inc.	Chevy 1-ton Truck Engine Work	6084	3/4/2015	\$ 6,903.56
	TOTAL			\$ 34,134.56

Board Approved Expenses:

CF 3J Consulting, Inc.	Engineering Services for CAL Farms No Rise Certification (NRCS)	6092	3/17/2015	\$ 3,055.00
Apple, Inc.	Airport Time Capsule Backup Drive for MacBook	6093	3/17/2015	\$ 279.00
BCT	Monthly Telephone and Broadband service at the Farm.	6094	3/17/2015	\$ 123.57
Black Box Network Services	Telephone System Repair	6095	3/17/2015	\$ 387.00
Buel's Impressions Printing	Poster for Changing The Way We Eat Workshop	6096	3/17/2015	\$ 55.00
C Klock	January Mileage Reimb; ODFW Committee Meeting Exp Reimb	6097	3/17/2015	\$ 156.25
Cathy McQueeney	February Training and Mileage Expense Reimbursement	6098	3/17/2015	\$ 148.70
CF Champoeg Nursery	Plants for various projects	6099	3/17/2015	\$ 4,087.00
Coulter Printing, Inc.	250 Notepads for handouts at outreach events	6100	3/17/2015	\$ 305.50
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm	6101	3/17/2015	\$ 395.00
Day Wireless Systems	Reprogram all vehicle radios	6102	3/17/2015	\$ 200.00
Don Guttridge	February Board Meeting & SDAO Conference Expense Reimb	6103	3/17/2015	\$ 231.80
East Multnomah SWCD	Family Farm Succession Program Expense Reimb	6104	3/17/2015	\$ 666.64
Eileen Eakins	February Legal Services	6105	3/17/2015	\$ 2,120.00
CF SuperDOG 1415-003 Recipient	SuperDOG 1415-003 (Irrigation)	6106	3/17/2015	\$ 16,119.16
CF DSCG 1415-001 Recipient	DSCG 1415-001	6107	3/17/2015	\$ 854.32
Jeffrey Lesh	February Training Reimbursement	6108	3/17/2015	\$ 57.00

CF Jeffrey Nelson	Stairs&Landing Installation RVBarn;Install Sign Our Table Farm	6109	3/17/2015	\$	4,290.28
Jenne Reische	River Restoration Conference Hotel and Mileage Reimb	6110	3/17/2015	\$	348.34
Jeremy Baker	February Mileage Reimbursement	6111	3/17/2015	\$	65.09
Jillian Lamont & Associates	CATS 2.0 modifications - Contracted Services	6112	3/17/2015	\$	962.50
Joan Zuber	February Board Meeting Expense Reimb \$63.22; SDAO Conf \$138.70	6113	3/17/2015	\$	201.92
CF Johnson Creek Watershed Council	Riparian Restoration Strategy Grant; MOA CreekCare	6114	3/17/2015	\$	8,941.03
Marlene Lloyd	February Budget Law Conf and Mileage Expense Reimb	6115	3/17/2015	\$	300.03
Metro c/o Oregon Zoo	Pull Together Event - Space Rental/Lunch for participants	6116	3/17/2015	\$	1,954.40
Minuteman Press - OC	1300 Septic Workshop Flyers	6117	3/17/2015	\$	125.56
MODOC Investments	April 2015 Rent and Operating Expense \$123.11 ---VOID---	6118	VOID	\$	-
CF O2 Compost Systems & Training	Contracted Services Engineering Compost System Design	6119	3/17/2015	\$	3,495.00
OACD	2015 Membership Dues	6120	3/17/2015	\$	5,000.00
Oregon City	Pleasant Avenue - Stormwater Mgmt; Pavement Maintenance Fee	6121	3/17/2015	\$	20.95
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	6122	3/17/2015	\$	25.60
Paul Severns	Pull Together Event Speaker Travel Reimb	6123	3/17/2015	\$	106.95
Sam Leininger	Mileage Reimb	6124	3/17/2015	\$	10.95
CF Sound Native Plants	Plants for various projects	6125	3/17/2015	\$	4,697.50
Staples Advantage	Office Supplies	6126	3/17/2015	\$	62.88
CF DOG 1416-003 Recipient	DOG 1416-003	6127	3/17/2015	\$	5,283.25
The Gold Wrench	Maintenance to Chevy and Dodge	6128	3/17/2015	\$	1,209.30
The Oregonian	March 6 Budget Committee Meeting Ad	6129	3/17/2015	\$	225.10
The Oregonian	8-week subscription	6130	3/17/2015	\$	48.00
Voya - Oregon Savings Growth Plan (ING)	February 5 PR Employer & Employee 457b Contributions	6131	3/17/2015	\$	7,267.36
Voyager Fleet Systems, Inc.	Fuel for District Vehicles	6132	3/17/2015	\$	282.68
CF Yamhill SWCD	Plants for various projects	6133	3/17/2015	\$	565.00
Wells Fargo	MacBook Computer\$1620;SDAO Conf Exp \$1,459.20;DMV Chevy\$764;	6134	3/17/2015	\$	6,393.38
CF - \$47,264.86					
CF:FY2014-2015 YTD Cash Expenditures \$329,927.24					
Board Approved Total				\$	74,730.61
					6,393.38
Board Approved Total				\$	81,123.99
Total Month's Payments				\$	115,258.55

Approved By Board:

Board Chair 

Board Treasurer 