



CLACKAMAS COUNTY  
**Soil and Water Conservation District**

Approved May 19, 2015

***Clackamas County SWCD Board Meeting Minutes for April 21, 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 Toops

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

**Partner:** Kris Homma

**Guests:** John Byers, Patti Jarrett, Mike Weinberg

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

Chair Oberg called the meeting to order with a quorum present at 4:05 p.m. on Tuesday, April 21, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Item 8B, prioritization of working lands, was repositioned before item 4A in order to accommodate Director Lee’s time schedule. The agenda was accepted with this revision.

***Public Comments – There was no public comment.***

- A. Director/Partner Reports:** Natural Resources Conservation Service representative Kris Homma reported that May 18, 2015 is the application deadline for the Agricultural Conservation Easement Program (ACEP/ALE). She requested that the Board give the General Manager the authority to sign the application for the unique 20-acre cultural resources property near Molalla. The application does not commit the District or the landowner to the project and allows time for either to choose, if necessary, to not move forward with this easement.

Directors Lee/Zuber moved/seconded to authorize the General Manager to sign the ACEP/ALE application for a 20-acre cultural resources parcel in Molalla. Motion carried unanimously.

**B. Manager’s Report on Committees:**

- Budget Committee: The second fiscal year 2015-2016 budget meeting will be held on April 30, 2015 at 3:30 p.m. at the District office.

- Building Committee: The request for qualifications for architectural design services deadline is 4:30 p.m. on May 1, 2015.
  - Health and Safety Committee: This committee met on April 14, 2015. Safety-in-place (SIP) items have been purchased and are stored in the server room; emergency contact information has been distributed to all site employees; Norris & Stevens is taking care of carpet maintenance and the feral cat/raccoon issues behind the building; new flood lights were installed at the Beavercreek farm; and a farm safety walk-through was completed on April 16, 2015.
  - Master Plan Evaluation Committee: This committee met on April 21, 2015 to review the master plan and make revisions. Staff Kilders will prepare a new draft. The next meeting date has not been set.
  - Personnel Committee: This committee met at the District office on April 21, 2015 and discussed items that were then presented to the Board of Directors later the same day
  - Scholarship Committee: This committee met on April 15, 2015 to develop recommendations for two scholarship awards. The 2015-2016 scholarships for \$2,000 each will be awarded to Jairo Romero and Tatum Temple. Jairo is finishing his two-year degrees at Clackamas Community College before transferring to Oregon State University in the fall. Tatum has one last year at Clackamas Community College before going on to finish her bachelor degree.
  - Working Lands Committee: This committee met via conference call on April 1, 2015 to review a land rating matrix to be presented at the April regular board meeting. They reviewed the status of an application to preserve a 20-acre cultural resources property in Molalla and heard an update on the status of the grant application to acquire 200 acres of forest on the Molalla River. They also discussed the possibility of developing an agreement with Columbia Land Trust to secure conservation easement expertise and services.
- C. **Guest Speaker:** Oregon Department of Agriculture representative John Byers provided an update on the strategic implementation area program. He thanked the District for taking part in the pilot project that helped to develop this program.

## 2 – MINUTES AND OLD BUSINESS

- A. Minutes from the March 11, 2015 executive committee meeting were presented. The minutes were accepted without revision.

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

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

Directors Lee/Fantz moved/seconded to accept the minutes as presented. Motion carried unanimously.

## 3 – MONTHLY FINANCIALS

- A. Staff Lloyd reviewed the March monthly financials. All accounts balanced to the penny. There were no significant transactions to bring to the Board's attention.

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

- B. Staff Lloyd presented the April voucher list for approval. April vouchers totaled \$122,297.76 on check numbers 6135 through 6197. Unusual expenses for the month include: nine farmers market support grant checks for a total of \$29,500; check #6150 to Ad Specialties of Oregon NW for \$771.18 for 150 wooden pasture sticks; check #6158 to Converging Creeks, LLC for \$60 for field tillage at the Beaver Creek Farm; and check #6167 to Gopher Patrol for \$675 for removal of 15 gophers and moles at the Beaver Creek Farm.

Directors Nelson/Zuber moved/seconded to approve the April 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 reviewed the new matrix for assessing land/properties under consideration for the working lands easement program.

Directors Becker/Nelson moved/seconded to adopt the land prioritization matrix as presented. Motion carried unanimously.

- B. Staff Lloyd presented Resolution Number 2015-002: Resolution to Make Transfers, Adopt a Supplemental Budget, and Make Appropriations for Fiscal Year 2014-2015. The specific actions implemented by the resolution are:

- Make an interfund transfer of appropriations within the General Fund
- Make an interfund transfer of \$40,376 from the General Fund to the Building Reserve Fund
- Increase the appropriation in the Building Reserve Fund to pay for debt service
- Adopt these changes as supplemental budget #2 for fiscal year 2014-2015 and appropriate the fund

Directors Fantz/Lee moved/seconded to approve Resolution 2015-002 titled "Resolution to Make Transfers, Adopt a Supplemental Budget, and Make Appropriations for Fiscal Year-2015" as presented. Motion carried unanimously.

- C. Staff Lloyd requested approval of a transfer of \$2,794 from the Building Reserve Fund to the General Fund to cover expenses related to office construction at the Beaver Creek Farm.

Directors Guttridge/Fantz moved/seconded to approve a transfer of \$2,794 from the Building Reserve Fund to the General Fund. Motion carried unanimously.

- D. Staff Lloyd requested an annual transfer to the Building Reserve Fund from the General Fund of \$70,000.

Directors Zuber/Becker moved/seconded to approve a transfer of \$70,000 from the General Fund to the Building Reserve Fund. This motion was tabled and revised to include a transfer of an additional \$40,376 representing Beaver Creek farm mortgage principal and interest payments. This additional transfer was approved with the adoption of Resolution 2015 – 002.

Directors Zuber/Becker moved/seconded to approve a transfer of \$110,376 from the General Fund to the Building Reserve Fund. Motion carried unanimously.

- E. Staff Lloyd requested an annual transfer of \$75,000 to the Working Lands Legacy Fund from the General Fund.

Directors Fantz/Lee moved/seconded to approve a transfer of \$75,000 from the General Fund to the Working Lands Legacy Fund. Motion carried unanimously.

- F. Staff Lloyd presented Resolution Number 2015 – 003: Resolution Authorizing Payment of Recurring Expenses. This resolution reflects three changes in recurring expenses: Norris & Stevens replaced Modoc Investments as our new landlord; increased Internet charges at the Beaver Creek Farm; and monthly lease payments on the Prius. This resolution will be effective April 1, 2015 and expires June 30, 2016.

Director Zuber expressed her appreciation for Staff Lloyd for her contributions to the District and noted how valued she has been by the Board. This board meeting will be Staff Lloyd's last day of employment with the District.

Directors Fantz/Guttridge moved/seconded to approve resolution 2015 – 003 titled "Resolution Authorizing Payment of Recurring Expenses" as presented. Motion carried unanimously.

- G. General Manager Salzer provided an update on the 2015-2015 budget. The final budget committee meeting will be held on April 30, 2015. Director Fantz observed that District personnel costs directly support projects "on the ground."

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

- A. Staff Baker requested additional funding for an aerated, composting facility for up to 10 animals for a horse rescue operation on Tickle Creek. Changes to the project have resulted in a cost increase of \$13,500. The property owner operates as a 501(c)3 and also participates in the Shade our Streams program. They have incorporated pasture and mud management strategies and have a full conservation plan in place.

Directors Fantz/Nelson moved/seconded to approve an increase in funding of \$13,500 for a revised not-to-exceed project total of \$38,500 for the Zeb's Wish project. Motion carried unanimously.

- B. Staff Baker distributed a handout outlining the second phase of a hazelnut tree operation's conversion from overhead to drip irrigation. This phase will convert 45 acres for a savings of 18.9 acre inches/acre annually for a total of 71 acre feet over 15 years. Staff Baker requested \$20,000 to implement this second phase. The landowner has already repaid his first loan with the District.

Directors Zuber/Lee moved/seconded to approve funding not-to-exceed \$20,000 in grant funds and not-to-exceed \$10,000 in loan funds for the Kaser "phase two" project.. Motion carried unanimously.

- C. Manager Salzer presented a Forests Forever proposal and requested \$6,500 to improve wildlife habitat associated with a fire protection pond located at the Hopkins Demonstration Forest. The project plan was written by Oregon Department of Fish and Wildlife and the District's financial contribution would represent about 16% of the total project cost. Director Guttridge expressed concern that the funding be spent as outlined in the plan developed by Oregon Department of Fish and Wildlife.

Directors Fantz/Guttridge moved/seconded to approve funding not-to-exceed \$6,500 to Forests Forever and Hopkins Demonstration Forest to restore and enhance wildlife habitat associated with an

existing pond as outlined in the plan developed by Oregon Department of Fish and Wildlife. Motion carried unanimously.

- D. Manager Salzer brought forth a proposal for rental rates and cleaning fees for the Equipment Rental Program. Directors agreed the fees were a good value for Clackamas County residents, especially for weekend use.

Directors Guttridge/Fantz moved/seconded to approve the changes to the equipment rental program rental rates as presented effective April 1, 2015 to February 29, 2016. Motion carried unanimously.

## **6 – PERSONNEL**

- A. Manager Salzer reported that Staff Lloyd and Staff DellaMaggiore will be leaving the District. This will be the last day for Staff Lloyd and Staff DellaMaggiore's last day will be May 1, 2015. The Personnel Committee recommended that the District immediately recruit an experienced, certified farm planner. The committee also recommended that the District immediately recruit for an administrative assistant position with bookkeeping background/experience. A contract bookkeeper can be used for a short term until a decision is made for how best to replace Staff Lloyd. Manager Salzer also brought forth a Personnel Committee recommendation that Staff Faucera be supported in his negotiations to take a half-time position with the Oregon Association of Conservation Districts (OACD) as their Communications Director. Staff Faucera will still be available for some overflow farm planning work and will continue to maintain the District's computer network.

Directors Lee/Guttridge moved/seconded to support making an agreement with the Oregon Association of Conservation District and the Network of Oregon Watershed Councils to share Staff Faucera's time and talents. Motion carried unanimously.

## **7 – BOARD/MANAGEMENT**

- A. Manager Salzer presented Resolution 2015 – 004: Resolution to Change District Name. This resolution reflects the Board's decision to drop the word "county" from the official District name and is required by the Oregon Department of Agriculture (ODA). ODA will then review the resolution and carry the request forward to the Secretary of State.

Directors Guttridge/Becker moved/seconded to approve Resolution 2015-004 titled "Resolution to Change District Name" as presented. Motion carried unanimously.

- B. Manager Salzer suggested adding a Director Emeritus category to the board. A purely honorary title, this would be bestowed as a mark of respect and appreciation for directors who have provided service in the past.

Directors Guttridge/Nelson moved/seconded to approve the designation of Director Emeritus. Motion carried unanimously.

- C. Staff Kilders noted that the Local Advisory Committee will meet for a biennial review of the Clackamas River Subbasin Agricultural Water Quality Management Plan and Rules on Monday, April 27, 2015 at the District office. Everyone is invited to attend. She also noted that the Scholarship Committee recommends awarding scholarships to Jairo Romero and Tatum Temple.

Directors Fantz/Nelson moved/seconded to approve a \$2,000 scholarship for Jairo Romero and a \$2,000 scholarship for Tatum Temple, for the 2015-2016 school year, with funds to be sent to their respective schools to be dispersed at the beginning of each term. Motion carried unanimously.

Manager Salzer reported on the follow items:

- Staff is in the process of changing the license plates on the Chevy flatbed truck. The truck was registered to the District with the wrong weight, resulting in an excessive registration fee
- Norris & Stevens is the new property management company for the District office. They are making progress on issues that had not been addressed by the previous landlord
- Officer elections are generally held in May
- Recommendations will be brought to the next regular board meeting to re-evaluate the Associate Director criteria.
- The District's annual work plan and long-range plan are due to ODA by the end of June. Staff have been working on streamlining and simplifying the annual plan and have created focus sheets that highlight District conservation and operational priorities. Although a motion was not made, the Board approved of this approach.

## **8 - PROPERTIES & PLANNING**

- A. Manager Salzer reported that eight architectural design firms showed up at the Beavercreek Farm for a site tour. One firm has withdrawn citing "overbearing governmental regulations." Manager Salzer recommends that the Building Committee review the Request for Qualifications applications.

## **9 – OTHER REPORTS**

- A. Staff Baker reported that he is working on a 100-acre conversion project from big gun to drip irrigation. He also reported that he is continuing to work on standardizing plans for composting facilities and developing more relationships with nursery growers.
- B. Director Becker reported that the Oregon City Farmers Market Board is delighted by the continued support of the District. He also expressed his appreciation for the excellent service provided by Staff Lloyd to the District.
- C. Director Nelson noted that the neonicotinoid ban by the City of Portland will have a big impact on local nursery growers.
- D. Director Guttridge shared that the Springwater Grange play was a big success.
- E. General Manager Salzer noted that he will miss Staff Lloyd and Staff DellaMaggiore.
- F. Staff Kilders reported that there will be a septic system workshop in Estacada on April 30, 2015. The Damascus septic workshop held on April 7, 2015 had 37 participants. She also noted that the District will participate in the Master Gardener Spring Garden Fair on May 2 – 3, 2015. Finally she shared that equipment supply representatives and agronomists will meet in Marion County with Paul Jepson of Oregon State University's Integrated Plant Protection Center to learn about drift reduction and determining proper nozzle size. This will hopefully bring new people into the cost share program.
- G. Associate Director Toops also shared his appreciation of Staff Lloyd.

- H. Chair Oberg announced that he will not run again for the Board Chair position at next month's meeting. He also noted that Small Farm School planning is underway and that the animal classes will take place at the Event Center in Canby.

***ADJOURN and NEXT MEETING***

The next Regular Board Meeting will be held on Tuesday, May 19, 2015 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 6:03 p.m.

Respectfully submitted,



Cathy McQueeney

# Voucher Approval List 04/21/2015

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2014-002:

221 Molalla Building #757, Norris & Stevens, Inc.	April Lease \$6,786.82 and Operating Exp \$123.11	6135	4/1/2015	\$ 6,909.93
Clackamas County Department of Finance	April Benefits	6138	4/1/2015	\$ 15,805.33
Comcast	DSL for District monthly Network Service	6139	4/1/2015	\$ 142.85
Integra Telecom	Payment for District's monthly Telephone Service	6140	4/1/2015	\$ 653.20
Pacific Office Automation	Copier Monthly Lease \$189.44 and copies	6142	4/1/2015	\$ 320.92
PGE	Monthly electric service at the Farm	6143	4/1/2015	\$ 243.16
Sonitrol	Security Monitoring	6144	4/1/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6147	4/1/2015	\$ 205.41
Verizon Wireless	Monthly Internet Service for Ipads Roaming Service	6148	4/1/2015	\$ 160.06
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	4/7/2015	\$ 3,364.61
	<b>Subtotal</b>			<b>\$ 27,958.47</b>

## Additional Payments Authorized by Board

CF AntFarm	Mt Hood Farmers Market - Farmers Market Grant FY 2014-15	6136	4/1/2015	\$ 1,000.00
CF Celebrate Milwaukie, Inc.	Milwaukie Sunday Farmers Mkt - Farmers Market Grant FY 2014-15	6137	4/1/2015	\$ 7,000.00
CF Oregon City Farmer's Market	Farmers Market Support Grant FY 2014-15	6141	4/1/2015	\$ 6,000.00
CF Sunnyside Farmer's Market	Farmers Market Support Grant FY 2014-15	6145	4/1/2015	\$ 2,000.00
CF The City of Lake Oswego	Lake Oswego Farmers Mkt - Farmers Market Grant FY 2014-15	6146	4/1/2015	\$ 3,000.00
	<b>Subtotal</b>			<b>\$ 19,000.00</b>
	<b>TOTAL</b>			<b>\$ 46,958.47</b>

## Board Approved Expenses:

CF A&L Western Agricultural Labs	Soil Testing for Farm and various Landowner Properties <b>CF \$115.20</b>	6149	4/21/2015	\$ 158.40
Ad Specialties of Oregon NW	150 Wooden Pasture Sticks	6150	4/21/2015	\$ 771.18
BCT	Monthly Telephone and Broadband service at the Farm.	6151	4/21/2015	\$ 121.85
Bi-MED Testing Services Inc.	Annual MVR background check for all Employees	6152	4/21/2015	\$ 234.00
Buel's Impressions Printing	Reprint 300 color copies of Pollinator Fliers	6153	4/21/2015	\$ 234.00
Cathy McQueeney	March Mileage & Refreshment Expense Reimbursement	6154	4/21/2015	\$ 211.77
Clackamas County Fair	2015 County Fair Booth 10x30	6155	4/21/2015	\$ 1,675.00
CF Clark Conservation District	October-March Contracted Engineer Serves - <b>CF \$4437.62</b>	6156	4/21/2015	\$ 5,363.29
Community Newspapers	1-year subscription to Lake Oswego Review; Canby Herald FFA Ad	6157	4/21/2015	\$ 109.00
Converging Creeks, LLC	Tilled garden at the farm	6158	4/21/2015	\$ 60.00
Copper Conferencing	Conference Call April 1 - Working Lands Committee	6159	4/21/2015	\$ 15.70



Coulter Printing, Inc.	Pollinator Fact Sheets - 250 color copies	6160	4/21/2015	\$	110.00
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm	6161	4/21/2015	\$	395.00
Daily Journal of Commerce	3 Ads - RFP for Architectural Design Services for new office bldg.	6162	4/21/2015	\$	154.00
Don Guttridge	March Board, Budget & Exec Committee Meetings	6163	4/21/2015	\$	110.06
Eileen Eakins	March Legal Services	6164	4/21/2015	\$	1,520.00
CF Estacada Farmers Market	Farmers Market Grant FY 2014-2015	6165	4/21/2015	\$	1,000.00
CF Farming Local LLC	Farmers Market Grant FY 2014-2015	6166	4/21/2015	\$	5,000.00
Gopher Patrol	15 Critters	6167	4/21/2015	\$	675.00
CF H&R Engineering	Engineering services for two irrigation projects	6168	4/21/2015	\$	1,750.00
H2Oregon	Feb & March Bottled Water	6169	4/21/2015	\$	119.50
CF Historic Willamette	Farmers Market Grant FY 2014-2015	6170	4/21/2015	\$	2,000.00
Jeffrey Lesh	March - Parking Reimbursement - Yard, Garden & Patio Show	6171	4/21/2015	\$	10.00
Jeffrey Nelson	Various Repairs around the Farm	6172	4/21/2015	\$	1,411.37
Jenne Reische	March Mileage Reimbursement	6173	4/21/2015	\$	58.65
Jeremy Baker	March Mileage Reimbursement	6174	4/21/2015	\$	43.24
Joan Zuber	March Mileage Reimbursement for various meetings	6175	4/21/2015	\$	256.42
CF Johnson Creek Watershed Council	Riparian Restoration Strategy Grant	6176	4/21/2015	\$	3,935.80
CF Lewis & Clark Montessori Charter School	Farmers Market Grant FY 2014-2015	6177	4/21/2015	\$	2,500.00
Marlene Lloyd	March Mileage Expense Reimb	6178	4/21/2015	\$	64.69
Northwest Agricultural Show	2016 Ag Show Booth Space	6179	4/21/2015	\$	285.00
Oregon City	Pleasant Avenue - Monthly Storm water Mgmt.; Pavement Maint Fee	6180	4/21/2015	\$	20.95
Oregon City Garbage Co., Inc.	Monthly Garbage Service at the Farm	6181	4/21/2015	\$	25.60
CF OSU Extension Service	Clackamas County Scholarship Sponsor - Growing Farms Workshop	6182	4/21/2015	\$	200.00
PGE	Monthly Electricity Service at the Farm	6183	4/21/2015	\$	175.92
CF R Franco Restoration, Inc.	WeedWise EDRR Contract Services	6184	4/21/2015	\$	4,106.25
Roger Fantz	Reimburse for Farmer's Succession Workshop	6185	4/21/2015	\$	58.18
CF SuperDOG 1417-002 Recipient	SuperDOG 1417-002	6186	4/21/2015	\$	13,889.63
Sam Leininger	Parking Reimb Reimb	6187	4/21/2015	\$	6.00
Sarah Hamilton	GIS Training Meals & Mileage Reimb	6188	4/21/2015	\$	292.68
CF Schoolyard Farms	SEP - Reimb for Erosion Control Permit for Rain garden	6189	4/21/2015	\$	100.00
CF Sound Native Plants	Contracted Services - WeedWise EDRR; Wildlife Habitat	6190	4/21/2015	\$	12,910.30
Staples Advantage	Office Supplies	6191	4/21/2015	\$	149.36
The Oregonian	Ad - April 10 Supplemental Budget Hearing	6192	4/21/2015	\$	225.10
The Oregonian	8-week subscription	6193	4/21/2015	\$	48.00
Voya - Oregon Savings Growth Plan (ING)	March 31 PR Employer & Employee 457b Contributions	6194	4/21/2015	\$	8,104.15
Voyager Fleet Systems, Inc.	March Fuel for District Vehicles	6195	4/21/2015	\$	365.76
Wells Fargo	Various Expenses	6196	4/21/2015	\$	4,198.49

**Board Approved Total \$ 75,229.29**

Oregon DMV

2005 Chevy Truck registration

6197

4/21/2015

Board Approved Total \$ 75,339.29

110.00

CF - \$70,944.80

CF: FY2014-2015 YTD Cash Expenditures \$400,872.04

Total Month's Payments \$ 122,297.76

Approved By Board:



Board Chair



Board Treasurer