



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved June 16, 2015

Clackamas County SWCD Board Meeting Minutes for May 19, 2015

Present:

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

Assistant Directors: Jim Johnson

Staff: Jeremy Baker, Lisa Kilders, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

Partner: Kris Homma

Guests: Patti Jarrett, Brian Lightcap

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, May 19, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Three changes were made to the agenda: additional check authorizations were added to Item 3B; review and authorization of the District’s contract with The Bookkeeping Collaborative, LLC was added to follow Item 4B; and the discussion on the heritage tree (Item 5D) was rolled into the 4C discussion on Pleasant Avenue. The agenda was accepted with these revisions.

Public Comments – There was no public comment.

A. Director/Partner Reports: Director Fantz reported that he attended the Local Area Committee meeting on April 27, 2015.

B. Manager’s Report on Committees:

- Beaver Creek Demonstration Farm Use Guidelines Committee: This committee met on May 19, 2015.
- Budget Committee: This committee approved the proposed budget on April 30, 2015.
- Building Committee: The District received nine submissions in response to the Request for Qualifications procurement process. Committee members will review the responses, rank the top three choices, and submit the top recommendation to Manager Salzer who will present

this information to the Board at the June 16, 2015 regular board meeting. Chair Oberg appointed Director Fantz to the Building Committee.

- Health and Safety Committee: This committee met on May 19, 2015. Committee members reviewed data collected from the farm safety walk-through completed on April 16, 2015. Norris & Stevens came out to repair the carpet on Saturday, May 16, 2015, but did not complete the task. The Native Plant Trailer requires new rear brake and signal lights.
- Master Plan Evaluation Committee: This committee anticipates having a final draft of the Master Plan to present to the Board at the June regular Board meeting. An up-to-date plan is required by Oregon Department of Agriculture by June 30, 2105.
- Personnel Committee: This committee is awaiting receipt of completed employee evaluations. Manager Salzer will have a report and recommendations for the Board at the June regular board meeting.
- Scholarship Committee: Idle
- Working Lands Committee: Nothing new to report at this time.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the April 21, 2015 regular board meeting were presented. The minutes were accepted without revision.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer reviewed the April monthly financials. Additional details were added to the financial reports by the new accounting agency. Manager Salzer will investigate why the “Bank Fees/Interest” line item on the April 2015 Profit & Loss statement are combined. All accounts balanced to the penny. There were no significant transactions to bring to the Board’s attention.

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

- B. Manager Salzer presented the May voucher list for approval. May vouchers totaled \$89,650.02 on check numbers 6198 through 6246. Unusual expenses for the month include: check #6215 to Crystal Greens Landscape, Inc. for \$670 for monthly landscape maintenance and field mowing at the Beavercreek Farm and Pleasant Avenue properties; check #6219 to Gopher Patrol for \$105 for rodent trapping at the Beavercreek Farm; check #6222 to Integrated Resource Management for \$9,560.20 for contract weed management; check #6224 to Jeffrey Nelson for \$4,146.29 for necessary materials and various repairs at the Beavercreek Farm; check #6235 to OVS-Aurora for \$16,800 for a sprayer which will be reimbursed through a loan agreement with a cooperator; and check #6246 to Kuznetsov Thinning Company for \$6,619.70 for weed treatment along Newell Creek.

Manager Salzer also requested approval for two additional checks which were not included on the presented voucher list: check #6247 to Clackamas County for \$16,434.80 for combined May employee benefits and an adjustment to the June employee benefits; and check # 6247 to Eileen Eakins for \$1,680 for attorney fees.

Directors Guttridge/Fantz moved/seconded to approve the May voucher list as presented, including two additional checks, for a May total of \$107,764.82. Motion carried unanimously.

- C. Manager Salzer reviewed the summary of Conservation Fund commitments and expenditures.

4 – OTHER FINANCIALS

- A. Manager Salzer presented Resolution Number 2015-005: "Resolution to Adopt the Budget, Make Appropriations, and Impose and Categorize the Property Tax for Fiscal Year 2015-2016." The specific actions implemented by the resolution are:

- Adopt the budget for a total amount of \$4,646,789
- Make appropriations by fund and organizational units or program
- Impose an ad valorem tax rate of 5.0 cents per \$1,000 of assessed value
- Categorize the tax as a permanent rate tax subject to the general government limitation

Directors Guttridge/Lee moved/seconded to approve Resolution 2015-005 titled "Resolution to Adopt the Budget, Make Appropriations, and Impose and Categorize the Property Tax for Fiscal Year 2015-2016" as presented. Motion carried unanimously.

- B. Manager Salzer requested that the Board authorize the General Manager to establish a separate Local Government Investment Pool banking account for the Working Lands Legacy Fund. This stand-alone account is not necessary from an accounting perspective, but will enhance tracking and transparency.

Directors Guttridge/Nelson moved/seconded to authorize the General Manager to establish a separate Local Government Investment Pool account for the Working Lands Legacy Fund. Motion carried unanimously.

- Added to the Agenda.** Manager Salzer presented a contractual agreement between the District and The Bookkeeping Collaborative, LLC. This agreement was approved by District attorney Eileen Eakins and contains a clause that will enable the District to withdraw from the agreement when or if a new financial administrator is hired.

Directors Nelson/Guttridge moved/seconded to authorize the General Manager to enter into a contractual agreement with The Bookkeeping Collaborative, LLC for financial services. Motion carried unanimously.

- C. The Board discussed the possibility of selling the Pleasant Avenue property and whether or not to pursue a Heritage Tree designation from the City of Oregon City for the mature white oak located on the property. An arborist is scheduled to assess the health of the tree on May 20, 2015. Associate Director Johnson suggested the tree designation may be considered an asset by a potential buyer as it may help them meet the city's landscaping requirement. Referrals for a commercial real estate broker were solicited.

GUEST SPEAKER

Brian Lightcap (West Multnomah Soil and Water Conservation District Board Director and Lower Willamette Basin Representative to Oregon Association of Conservation Districts) requested feedback from the Board on how to improve and increase District support from Oregon Association of

Conservation Districts. Manager Salzer noted that Staff Faucera will be acting as Communications Director for OACD and that he will be an excellent asset to the organization as well as to conservation districts throughout Oregon.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Manager Salzer reviewed an unexpected cost overrun due to vendor under-estimation on a current irrigation project. He proposed two solutions for sharing the additional costs with the cooperator who is participating in the District's "Grant Plus Loan" program.

Directors Lee/Guttridge moved/seconded to authorize the General Manager to keep this project as a 50-50 "Grant Plus Loan" project and split the extra cost equally with the cooperator with an option of a supplemental loan for cost difference available to the cooperator if necessary. Motion carried unanimously.

- B. Staff Baker updated the Board on the Stroupe Farms Compost Facility project. Out of four potential options generated for treating the amount of compost currently being generated, the most efficient and cost effective option would be to construct a roof with a windrow processing system that provides for future aeration capability. Discussion included an observation that this project may not meet existing land use regulations for this property.

- C. Staff Reische presented an update on the stream obstruction removal project at Camp Adams in Molalla. She also provided information on the Clackamas Confluence Habitat Restoration Project (Dahl Beach). She noted that Clackamas River Basin Council (CRBC) wants to partner with the District on this project which includes in-stream fish habitat enhancement, revegetation, and outreach components. A memorandum of understanding with CRBC was presented which will release District funding for weed contractors/management.

Directors Lee/Fantz moved/seconded to approve the Memorandum of Agreement for Weed Removal and Habitat Restoration at the Clackamas Confluence between the District and Clackamas River Basin Council for \$18,000 over 5 years and in-kind match. Motion carried unanimously.

6 – PERSONNEL

- A. Manager Salzer presented a Cost-Share Agreement for Technical Services between the District and the Network of Oregon Watershed Councils (NOWC). This contractual agreement will allow Staff Faucera to perform work for NOWC (and, by association, the Oregon Association of Conservation Districts). The District will be reimbursed for Staff Faucera's wages not-to-exceed \$40,000 and this agreement sunsets on May 31, 2016.

Directors Fantz/Guttridge moved/seconded to enter into a Cost-Share Agreement for Technical Services with the Network of Oregon Watershed Councils to share Staff Faucera's time and talents not-to-exceed \$40,000 with an end date of May 31, 2016. Motion carried unanimously.

- B. Manager Salzer updated the Board on staff workload and noted that he and Staff Kilders were working on recruitment for a new farm planner.
- C. Manager Salzer reported that annual employee review actions are scheduled for June and that he will be scheduling a meeting with the Personnel committee before the June board meeting.

7 – BOARD/MANAGEMENT

- A. Chair Oberg called for the election of board officers and requested nominations.

Chair position: Directors Guttridge/Lee moved/seconded to nominate Jeff Becker for Chair. Motion carried unanimously.

Vice Chair position: Directors Lee/Becker moved/seconded to nominate Joan Zuber for Vice Chair. Motion carried unanimously.

Secretary position: Directors Becker/Nelson moved/seconded to nominate Don Guttridge for Secretary. Motion carried unanimously.

Treasurer position: Directors Guttridge/Lee moved/seconded to nominate Jesse Nelson for Treasurer. Motion carried unanimously.

- B. Manager Salzer presented Associate Director Guidelines and recommended that the guidelines be modified to give the Board more flexibility when selecting advisors.

Directors Lee/Nelson moved/seconded to adopt the Associate Director Guidelines as modified. Motion carried unanimously.

- C. Manager Salzer presented Director Emeritus Guidelines. Only directors with Oregon experience will be considered for emeritus status.

Directors Lee/Becker moved/seconded to adopt the Director Emeritus Guidelines as presented. Motion carried unanimously.

- D. Manager Salzer reported on the following items:

- Manager Salzer renewed the District's registration with the Department of Administrative Services. This will allow the District to continue to participate in state contracts for procurements which will, in turn, save the District money.
- The Pudding River Watershed Council has requested a District representative to participate on their council. It was suggested that Director Zuber respond to this request as this watershed council falls within her zone.
- Staff are working on fulfilling a public records request.
- The Trout Creek conservation easement presentation went well. The District expects to hear a final determination on our grant application in August 2015.

Staff Kilders reported on the following items:

- The District will host its annual event at the Beavercreek Demonstration Farm on July 11, 2015. The event will include, among other items, pie and ice cream, draft horse equipment demonstrations, and will be an opportunity for local citizens to provide input on the proposed office construction.
- The Oregon Lavender Festival will be held on June 26-27, 2015 at Liberty Natural in Oregon City. The District will bring out the native plant trailer and staff will provide outreach and information on both days.

- The new focus area for Oregon Department of Agriculture local management agency is the Pudding River area. This will be an excellent opportunity to work with Pudding River Watershed Council coordinator Anna Rankin and local area landowners.
- The Clackamas Local Advisory Committee will meet at the District offices on Monday, June 1, 2015 at 6:00 p.m.
- Supply representatives and agronomists will meet at GK Machine in Marion County with Paul Jepson of Oregon State University's Integrated Plant Protection Center to learn about drift reduction and nozzle technology. This will hopefully bring new people into the cost share program.

8 - PROPERTIES & PLANNING

- A. Manager Salzer reported that nine proposals were received in response to the District's Request for Qualifications for architectural design services. The Building Committee will review the proposals and Manager Salzer will present a recommendation at the June regular board meeting.

9 – OTHER REPORTS

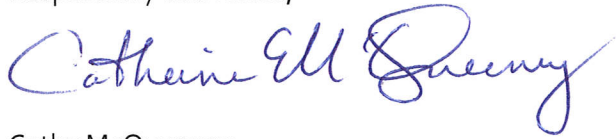
- A. Natural Resources Conservation Service (NRCS) representative Kris Homma reported that the conservation easement for cultural resources project has slowed down and the next step is to get an appraisal. She shared that there are funds available to the District for carbon sequestering for forestry practices through the Regional Conservation Partnership Program (RCP). She also noted that NRCS has seed packets. The seeds are not natives and Staff Leininger is reviewing the seed varieties for noxious weeds.
- B. Guest Jarrett inquired if the District has researched whether or not it must abide by Request for Qualifications guidelines. Manager Salzer assured her that this had been done and that the District must follow these guidelines.
- C. Associate Director Johnson shared information on several bills currently before the State Legislature. He also invited the directors and staff to attend the OSU Extension Annual Berry Field Days in June and July.
- D. Director Lee noted that the Oregon Soil and Water Conservation Districts could have an impact on Senate Bill 204 relating to the conservation of working lands.
- E. Director Guttridge invited all present to attend the Springwater Grange Annual Strawberry Social on May 30, 2015.
- F. Manager Salzer shared that Staff Faucera has been consulting with the North Willamette Research and Extension Center on a wash/pack facility which will support small farmers.
- G. Chair Oberg expressed his congratulations to Director Becker on his role as the new board chair.
- H. Guest Lightcap noted that Oregon Association of Conservation Districts has done a good job of securing Environmental Quality Incentives Program funding for on-the-ground projects.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, June 16, 2015 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 5:53 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 05/19/2015

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2015-003:

VENDOR NAME	MEMO	Check No.	DATE	AMOUNT PAID
221 Molalla Building #757, Norris & Stevens, Inc.	May Lease \$6,786.82 and Operating Exp \$123.11	6204	5/1/2015	\$ 6,909.93
Clackamas County Department of Finance	June Benefits	6205	5/1/2015	\$ 11,677.47
Comcast	Monthly Internet Services for District Office	6198	4/30/2015	\$ 142.85
Integra Telecom	Monthly Telephone Services for District Office	6199	4/30/2015	\$ 663.15
Pacific Office Automation	Copier Monthly Lease \$189.44 and copies	6200	4/30/2015	\$ 424.37
PGE	Monthly electric service at the Farm	6236	5/14/2015	\$ 154.80
Pitney Bowes	Quarterly postage meter service for District	6201	4/30/2015	\$ 60.00
Sonitrol	Monthly Security Monitoring Services for District	6206	5/1/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6202	4/30/2015	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6203	4/30/2015	\$ 160.06
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	5/7/2015	\$ 3,364.61
	Subtotal			\$ 23,915.65

Additional Payments Authorized by Board

	Subtotal			\$ -
	TOTAL			\$ 23,915.65

Board Approved Expenses:

BCT	Monthly Telephone and Broadband service at the Farm.	6207	5/14/2015	\$ 121.85
Buel's Impressions Printing	Phone list cards	6208	5/14/2015	\$ 10.29
C. Klock	April Mileage, and other expense reimbursement	6209	5/14/2015	\$ 126.00
Cathy McQueeney	April Mileage & Refreshment Expense Reimbursement	6210	5/14/2015	\$ 189.72
Clackamas River Basin Council	Registration to event	6211	5/14/2015	\$ 40.00
CF Clark Conservation District	April Contracted Engineer Servs	6212	5/14/2015	\$ 1,660.08
Community Newspapers	1-year subscription to Lake Oswego Review, Canby Herald FFA Ad	6213	5/14/2015	\$ 504.00
Coulter Printing, Inc.	Plant Population posters	6214	5/14/2015	\$ 47.00
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm, Field Mow	6215	5/14/2015	\$ 670.00
CF Diggin" Roots Farm	SuperDOG 1317-001 Wildlife Habitat	6216	5/14/2015	\$ 1,425.00
Donald Guttridge	April Board, Budget & Exec Committee Meetings	6217	5/14/2015	\$ 64.81
Eann Rains	Mileage and other expenses	6218	5/14/2015	\$ 89.37
Gopher Patrol	3 Critters	6219	5/14/2015	\$ 105.00
CF H&R Engineering	Engineering services for irrigation project	6220	5/14/2015	\$ 800.00
H2Oregon	April Bottled Water	6221	5/14/2015	\$ 12.00

CF Integrated Resource Management	Weed Treatments	6222	5/14/2015	\$	9,560.20
Jason Faucera	April - Mileage Reimbursement	6223	5/14/2015	\$	102.35
Jeffrey Nelson	Various Repairs around the Farm	6224	5/14/2015	\$	4,146.29
Jenne Reische	April Mileage Reimbursement	6225	5/14/2015	\$	100.24
Jeremy Baker	April Mileage Reimbursement	6226	5/14/2015	\$	143.87
Joan Zuber	April Mileage Reimbursement to various meeting	6227	5/14/2015	\$	147.17
Katey Gelet DellaMaggiore	April Mileage Reimbursement	6228	5/14/2015	\$	88.32
CF Marilyn Cooley	Wildlife Habitat grant	6229	5/14/2015	\$	600.00
Minuteman Press	Printing	6230	5/14/2015	\$	68.63
Oregon City	Farm Utilities	6231	5/14/2015	\$	20.95
Oregon City Garbage Co., Inc.	Pleasant Avenue - Monthly Storm water Mgmt.; Pavement Maint Fee	6232	5/14/2015	\$	25.60
Oregon City Police Department	Alarm Permit Fee Renewal	6233	5/14/2015	\$	25.00
Oregonian Publishing Co.	Subscription	6234	5/14/2015	\$	48.00
CF OVS-Aurora	Loan for Equipment	6235	5/14/2015	\$	16,800.00
Pitney Bowes/Purchase Power	Postage	6237	5/14/2015	\$	503.50
CF R Franco Restoration, Inc	WeedWise EDRR Contract Services	6238	5/14/2015	\$	1,567.50
CF Rain & Grain, LLC	WQSG-1415-003 Soil Quality/Soil Conservation	6239	5/14/2015	\$	686.55
Sarah Hamilton	GIS Training Meals & Mileage Reimb	6240	5/14/2015	\$	54.63
CF Sevenoaks Native Nursery, LLC	URB-1416-001, 2 & 3	6241	5/14/2015	\$	1,623.85
CF Sound Native Inc	Contracted Services - WeedWise EDRR; Wildlife Habitat	6242	5/14/2015	\$	2,801.71
Voya - State of Oregon Plan	April 30 PR Employer & Employee 457b Contributions	6243	5/14/2015	\$	9,441.80
Voyager Fleet Systems Inc	April Fuel for District Vehicles	6244	5/14/2015	\$	265.30
Wells Fargo	Various Expenses	6245	5/18/2015	\$	4,428.09
CF Kuznetsov Thinning Company	Priority Invasive Weed and Terrestrial Vegetation Management	6246	5/18/2015	\$	6,619.70
Clackamas County Finance Department	May Benefits and June Benefits Adjustment	6247	5/21/2015	\$	16,434.80
Eileen Eakins, LLC	April Legal Services	6248	5/21/2015	\$	1,680.00

Board Approved Total \$ 83,849.17


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Total Month's Payments \$ 107,764.82

CF - \$43,249.34
CF:FY2014-2015 YTD Cash Expenditures \$444,121.38

Approved By Board:



Board Chair


Board Treasurer