



CLACKAMAS COUNTY
Soil and Water Conservation District

Approved July 21, 2015

Clackamas County SWCD Board Meeting Minutes for June 16, 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, PK Melethil

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

Partner: Kris Homma

Guests: Patti Jarrett, Jairo Romero, Tatum Temple

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

Chair Oberg called the meeting to order with a quorum present at 4:00 p.m. on Tuesday, Jun 16, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

The agenda was accepted without revision.

Staff Kilders introduced Jairo Romero and Tatum Temple, the two recipients of the District’s scholarship awards for the 2015-2016 school year.

Public Comments – There were no public comments.

A. Director/Partner Reports: There were no director reports.

B. Manager’s Report on Committees:

- Beaver Creek Demonstration Farm Use Guidelines Committee: This committee did not meet during the past month, but has plans to meet in the next couple of weeks.
- Building Committee: This committee met at the Beaver Creek Farm on May 29, 2015 to discuss and rank the nine responses to the Request for Qualifications for Architectural Design Services. Based on the committee’s ranking, the District notified all respondents of its intent to negotiate a contract with AC & Co. in Salem.
- Health and Safety Committee: This committee met on June 9, 2015. The key lock on the pond field gate on Ferguson Road was replaced with a combination lock; mowing hazards were identified for the mowing contractor; Staff McQueeney met with a fire inspector to assess the

Beavercreek Farm property, gather suggestions for fire safety, and to prepare a "pre-plan" for the local fire department; and a dent of unknown origin was found on the Toyota RAV which will be repaired.

- Master Plan Evaluation Committee: This committee has been communicating by e-mail, reviewing the Master Plan documents. A proposed revision will be available at the July board meeting. The District must submit plans to the Oregon Department of Agriculture by the end of June 2015.
- Personnel Committee: This committee met on June 16, 2015.
- Working Lands Committee: This committee did not meet during the past month but committee members have been updated on two projects by the General Manager. This committee will meet sometime in the last two weeks of June.
- Budget Committee & Scholarship Committee: Idle

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the May 19, 2015 regular board meeting were presented. The minutes were accepted without revision.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer reviewed the June monthly financials. All accounts balanced. There were no significant transactions to bring to the Board's attention. Manager Salzer noted that the combined "Bank Fees/Interest" line item on the April 2015 Profit & Loss statement reflects bank fee and non-banking interest charged to the District.

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

- B. Manager Salzer presented the June voucher list for approval. He noted that the list is presented in alphabetical order and not sequential check number order. June vouchers totaled \$132,307.73 on check numbers 6249 through 6304. Unusual expenses for the month include: check #6256 to Clark Conservation District for \$1,500 to purchase a manure spreader subject to Board approval at this meeting; and check #6304 to Spire Technologies, Inc. for \$11,559.57 for a new server, software, and implementation. Upon inquiry, it was explained by Staff Rains that check #6281 for \$660 to Milwaukie Presbyterian Church "for outdoor sanctuary" was actually for restoration project plants, trees, and shrubs and that the District was asked to use this designation in the memo line.

Directors Fantz/Guttridge moved/seconded to approve the June voucher list. Motion carried unanimously.

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

4 – OTHER FINANCIALS – there were no additional financial items discussed

GUEST SPEAKER

Anna Rankin, Pudding River Watershed Council coordinator, updated the Board on the work the council has been doing and on the increasing level of citizen interest and participation. The council is undergoing the process necessary to become a 501(c)(3) nonprofit organization which will allow greater access to funding sources.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Staff Kilders presented the 2015-2017 Scope of Work with the Oregon Department of Agriculture and the District's focus area plan. The new focus area is part of the Pudding River watershed. The Scope of Work is updated every two years and focuses on agricultural water quality.
- B. Staff Kilders announced that there will be a ribbon cutting ceremony and open house event at Schoolyard Farms on Saturday, June 20, 2015 from 10:00 a.m. to 4:00 p.m. to celebrate the completion of a rainwater harvesting system on an outdoor classroom. Three Supplemental Environmental Project fines were used to help finance this project. Staff Faucera shot footage to create a video of the installation.
- C. Staff Baker updated the Board on the Stroupe Farms project which is now on hold now after the County determined the project as submitted is not compatible with the current zoning of that property.
- D. Staff Rains reported on the Equipment Rental Program. A new frame for the drag harrow was ordered and received. In response to several requests for a larger manure spreader, a proposal was made to purchase a heavy duty, PTO-driven spreader for \$8,685 from Absolute Innovations, Inc. and a smaller, used, ground-driven unit for \$1,500 from Clark Conservation District. The smaller unit is twice the capacity of the District's existing manure spreader. After discussion, the Board chose to move forward with the purchase of the smaller unit now and will consider purchase of a larger one in the future.

Directors Lee/Zuber moved/seconded to approve the acquisition of a ground-driven manure spreader for \$1,500 from Clark Conservation District. Motion carried unanimously.

6 – PERSONNEL

- A. Manager Salzer requested at 2.3% cost-of-living adjustment for staff for fiscal year 2015-2016 as approved in the budget adopted in May 2015.

Directors Lee/Nelson moved/seconded to authorize a 2.3% cost-of-living adjustment for all employees, effective July 1, 2015. Motion carried unanimously.

- B. Manager Salzer requested a wage adjustment for Staff Hamilton in recognition of her one-year anniversary and performance at a specialist level.

Directors Fantz/Guttridge moved/seconded to authorize a raise for Sarah Hamilton to \$21.73 per hour, effective July 1, 2015, before a cost-of-living adjustment is applied. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. Manager Salzer asked the Board to consider Michael Weinberg as a Director Emeritus of the Clackamas County SWCD. His many contributions to the District include helping to secure the tax base which allows the District to perform its many tasks. His expertise is highly valued by the District.

Chair Oberg and Director Guttridge moved/seconded to appoint past director Michael Weinberg as a Director Emeritus of the Clackamas County Soil and Water Conservation District effective immediately. Motion carried unanimously.

- B. Manager Salzer reported on the following items:

- Despite the best efforts of District staff and several partners, it appears that the Trout Creek property acquisition grant application will not be funded this year. The review committee thought it was a good project and asked the District to re-apply for the next grant cycle when there might not be as much competition for resources. The Board agreed that this was an important property to preserve.
- The owner of a Molalla River property has offered up to 100 acres for sale for \$900,000. This property includes land on both sides of the river. Director Lee recommended that the Working Lands Committee review the offer.
- As of July 1, 2015, marijuana will be an agricultural crop that can legally be grown in Oregon. The Oregon Department of Agriculture will treat a licensed operation as any other agricultural land use. Manager Salzer requested policy guidance in regard to providing financial assistance to licensed marijuana growing operations in Clackamas County. Discussion was divided and it was decided that staff will continue to research this topic and will bring new information forward at future board meetings.

8 - PROPERTIES & PLANNING

- A. Manager Salzer presented long-range (5-year) and annual plans for review. Oregon Department of Agriculture requires submission of the approved plans by the end of June.

Directors Lee/Guttridge moved/seconded to adopt the 5-Year Plan and the Annual Plan as presented for submission to the Oregon Department of Agriculture. Motion carried unanimously.

- B. Manager Salzer reported that he met with a commercial realtor to discuss the sale of the Pleasant Avenue property. It is necessary to declare by resolution that the property is no longer needed for public use, or that the public interest may be furthered by selling it, per ORS 271.310.

Directors Guttridge/Lee moved/seconded to retain realtor Mike Kaufman for 90 days to sell the Pleasant Avenue property and to take action to protect the white oak tree by deed restriction by the District and to pursue heritage tree designation for this same tree. Motion carried unanimously.

Directors Fantz/Nelson moved/seconded to adopt Resolution 2015-006 Authorizing the Sale of Real Property at 314 Pleasant Avenue, Oregon City, OR. Motion carried unanimously.

- C. Manager Salzer reported that the District received nine proposals for architectural design services. The Building Committee selected AC & Co. in Salem, OR to negotiate a contract for design services.

9 – OTHER REPORTS

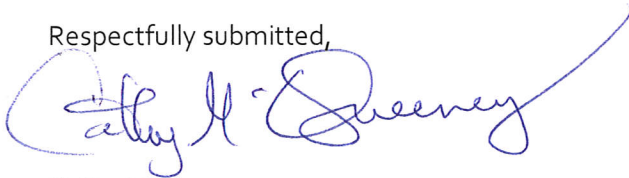
- A. Staff Kilders noted that the Demonstration Day at the Farm will be held on Saturday, July 11, 2015 from 10:00 a.m. until 4:00 p.m.
- B. Staff McQueeney noted that the Lavender Festival will be held on June 26 – 27, 2015. She also noted that she has been visiting and doing outreach at each of the farmers markets to which the District has provided support grants.
- C. Associate Director Johnson reported that the Willamette River Basin will certainly have issues with the drought Oregon is experiencing.
- D. Staff Klock reported that he is participating in a group which is re-writing the national rainwater harvesting guidelines.
- E. Manager Salzer expressed appreciation to exiting Chair Ron Oberg for superb service as Board Chair.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, July 21, 2015 at 4:00 p.m. at the District office.

There being no further business, Chair Oberg adjourned the meeting at 6:13 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 06/15/2015

VENDOR NAME:

MEMO:

Check No.

DATE:

AMOUNT PAID:

Recurring Expenses Authorized for Payment by Resolution 2015-003:

221 Molalla Building #757, Norris & Stevens, Inc.	June Lease \$6,786.82 and Operating Exp \$123.11	6249	6/1/2015	\$	6,909.93
Clackamas County Department of Finance	July Benefits	6301	6/12/2015	\$	13,687.70
Comcast	Monthly Internet Services for District Office	6250	6/1/2015	\$	142.85
Integra Telecom	Monthly Telephone Services for District Office	6251	6/1/2015	\$	644.00
Pacific Office Automation	Copier Monthly Lease \$189.44 and copies	6252	6/1/2015	\$	285.17
Sonitrol	Monthly Security Monitoring Services for District	6255	6/1/2015	\$	153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6253	6/1/2015	\$	205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6254	6/1/2015	\$	160.04
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	6/7/2015	\$	3,364.61
	Subtotal			\$	25,552.71

Additional Payments Authorized by Board

Board Approved Expenses:

CF Ash Creek Forest Management, LLC	Invasive week management	6259	6/12/2015	\$	13,865.85
BCT	Monthly Telephone and Broadband service at the Farm.	6260	6/12/2015	\$	121.85
Beavercreek Bulletin	Demonstration Day Ad	6261	6/12/2015	\$	36.00
CF Beavertlake Nursery	Plant materials for Storm Water Management EPICC-1415-002	6262	6/12/2015	\$	499.00
C. Klock	March expenses reimbursement	6303	6/12/2015	\$	337.62
Cathy McQueeney	Milage and supplies for board meeting	6263	6/12/2015	\$	35.57
Cathy McQueeney	Net check for adjustment to payroll	6258	6/12/2015	\$	742.78
CF Clark Conservation District	CF \$2247.50 (Water Quality Project), balance administration fee	6264	6/12/2015	\$	2,315.56
Clark Conservation District	Purchase of manure spreader	6256	6/12/2015	\$	1,500.00
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm, string trim along road	6265	6/12/2015	\$	1,045.00
CF David Frick-Wright	Wildlife Habitat project in progress	6266	6/12/2015	\$	614.00
Eann Rains	Milage and other expenses	6267	6/12/2015	\$	29.23
Eileen G. Eakins	NOWC/OACD Partnership/Bookkeeping contract/Public Record Request	6268	6/12/2015	\$	1,320.00
CF Franco Reforestation, Inc.	Lollop pass week control work	6269	6/12/2015	\$	3,360.00
CF Friends of Trees	Wildlife Habitat, LO United Methodist Church project	6270	6/12/2015	\$	1,240.00
CF Friends of Tryon Creek	Tryon Creek Watershed Council	6271	6/12/2015	\$	900.00
H2Oregon	April Bottled Water	6272	6/12/2015	\$	22.00
Habitat Restoration, LLC	Beavercreek farm mowing	6273	6/12/2015	\$	966.00
CF Home Grown Gardens	Storm Water Management EPICC-1415-002	6274	6/12/2015	\$	7,180.00
CF Integrated Resource Management	Weed Treatments 2014-WWV-004	6275	6/12/2015	\$	5,878.61
	Subtotal			\$	-
	TOTAL			\$	25,552.71

CF	J Franco Reforestation, Inc	4 separate WeedWise/EDRR invoices	6276	6/12/2015	\$	7,880.27
	Jeffrey Nelson	Various Repairs around the Farm	6277	6/12/2015	\$	4,262.53
	Jenne Reische	May Mileage Reimbursement	6278	6/12/2015	\$	123.64
CF	Johnson Creek Watershed Council	Special Grant - Riparian Restoration Strategy	6279	6/12/2015	\$	3,214.07
	Lisa Kilders	May Mileage Reimbursement	6280	6/12/2015	\$	90.05
CF	Milwaukie Presbyterian Church	For Outdoor Sanctuary	6281	6/12/2015	\$	660.00
CF	Minuteman Press Team	Candy Lane Postcards		6/12/2015	\$	54.16
CF	Missouri Ridge Farm, LLC	Missouri Ridge Farm (Kaser)	6282	6/12/2015	\$	4,365.69
CF	Mt. Hood Community College	WeedWise Contract#2014-WW-007 (Project YESS)	6283	6/12/2015	\$	3,870.00
	Oregon City	Farm Utilities	6284	6/12/2015	\$	35.65
	Oregon City Garbage Co., Inc.	Pleasant Avenue - Monthly Storm water Mgmt.; Pavement Maint Fee	6285	6/12/2015	\$	25.60
	Oregonian Media Group	Legal notice of Budget	6286	6/12/2015	\$	713.91
	Owen Dell & Associates, LLC	Rainwater Harvesting System	6287	6/12/2015	\$	1,300.00
	Pacific Office Furnishings	St/Stand Desk Conversion	6288	6/12/2015	\$	1,915.28
	Polk SWCD	Claudia Chinook display rental for Demonstration Day event	6289	6/12/2015	\$	650.00
	Sarah Hamilton	Mileage Reimb	6290	6/12/2015	\$	104.65
	Sarah Hamilton	Net check for adjustment to payroll	6257	6/12/2015	\$	171.77
CF	Sound Native Plants Inc	Weed Control 2014-WW-009	6291	6/12/2015	\$	6,528.12
	Spatial Networks, Inc.	Fulcrum Subscription	6292	6/12/2015	\$	1,988.00
	The Bookkeeping Collaborative, LLC	April and May contracted bookkeeping services	6293	6/12/2015	\$	1,350.00
	The Gold Wrench	Oil Change, Ford-150	6294	6/12/2015	\$	82.70
	The Oregonian Dist 154	Subscription	6295	6/12/2015	\$	48.00
	Treecology, Inc.	Tree Maintenance - Pleasant Ave	6296	6/12/2015	\$	1,870.00
WLL	Trout Mountain Forestry	Timber appraisal on Rowan property	6297	6/12/2015	\$	2,500.00
	Uprooter	Purchase of two weed wrenches	6298	6/12/2015	\$	349.98
	Voya - State of Oregon Plan	May 31 PR Employer & Employee 457b Contributions	6299	6/12/2015	\$	6,290.68
	Voyager Fleet Systems Inc	May Fuel for District Vehicles	6300	6/12/2015	\$	302.20
CF	Wells Fargo	Various Visa charges, \$274 Conservation Fund	6302	6/12/2015	\$	2,439.43
	Spire Technologies, Inc.	New Server, software and implementation	6304	6/15/2015	\$	11,559.57
		Board Approved Total			\$	106,755.02

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CF - \$63931.27						
CF:FY2014-2015 YTD Cash Expenditures \$508,052.65						
		Total Month's Payments			\$	132,307.73

Approved By Board:

Board Chair 
 Board Treasurer 