



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved September 15, 2015

Clackamas SWCD Board Meeting Minutes for August 24, 2015

Present:

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

Assistant Director: PK Melethil

Staff: Nicole Ahr, Jeremy Baker, Scott Eden, Lisa Kilders, Cathy McQueeney, Eann Rains, Tom Salzer

Partners: Kris Homma, Cory Owens

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

A. Call to Order, review/amend/accept agenda: With a quorum present, Chair Becker called the meeting to order at 4:01 pm on Tuesday, August 24 2015 in the Clackamas SWCD conference room at 221 Molalla Avenue, Suite 102, in Oregon City. Two new staff members, Conservation Specialists Nicole Ahr and Scott Eden, were introduced to the Board. The agenda was accepted without revision.

B. Public Comments: There were no public comments.

C. Director/Partner Reports:

Director Fantz noted that he enjoyed working at the District booth one afternoon at the County Fair.

Director Becker announced that his daughter was getting married in 13 days.

Director Zuber asked that the Board to consider organizing a board retreat this fall at either the District office or at the Beavercreek Demonstration Farm in order to set District priorities

D. Manager’s Report on Committees:

- Beavercreek Demonstration Farm Use Guidelines Committee: This committee did not meet. Director Lee has joined this committee.
- Budget Committee: Idle
- Building and Facilities Committee: The sales price on the Pleasant Avenue property has been reduced to \$419,000 from \$449,000. The property has received 700 views on the real estate website.

- Health and Safety Committee: This committee met on August 11, 2015. A quarterly office and farm safety walk through is scheduled for September.
- Master Plan Evaluation Committee: Idle
- Personnel Committee: This committee met on August 24, 2015 to discuss proposed revisions to the Employee Handbook; proposed performance awards; and a proposed merit raise for one employee.
- Scholarship Committee: Idle
- Working Lands Committee: This committee met today before the board meeting. They discussed the Trout Creek and Knight's Bridge properties.

2 – MINUTES

- A. Minutes from the July 21, 2015 regular board meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer reviewed the June monthly financials. He noted that a few items were miscoded for District Operations but will be easy to correct and will make no significant difference to the fund totals as reported.

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

- B. Manager Salzer presented the August voucher list for approval. Vouchers covered checks numbered 6360 to 6412. Three additional checks for Conservation Fund projects were added to the list: check #6410 for \$8,826.00 to Zeb's Wish Equine Sanctuary; check #6411 to Willamette Cultural Resources Association for \$630.60; and check #6412 to J. Franco Reforestation, Inc. for \$4,646.20.

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

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

CIVIL RIGHTS TRAINING – Natural Resources Conservation Service partner Cory Owens presented a snapshot of current civil rights and diversity highlights at the local, state, national, and international levels. A presentation by Clackamas County Diversity and Inclusion Program Director Emmett Wheatfall will be held at the District office for all site staff on Thursday, September 3, 2015.

4 – OTHER FINANCIALS

- A. Manager Salzer presented an intergovernmental agreement for engineering services for Doug Fenwick with Clark Conservation District. This agreement is a renewal and has already been signed by Clark Conservation District.

Directors Fantz/Guttridge moved/seconded to authorize the Chair to approve the intergovernmental agreement for engineering and technical services with Clark Conservation District for fiscal year 2015-2016, as presented. Motion carried unanimously.

- B. Manager Salzer presented a renewal agreement with Jeff Nelson for farm maintenance and repairs. There is one significant change to the contract: the District proposes increasing the hourly rate from \$40/hour to \$45/hour after August 12, 2015 to offset the District's new requirement of insurance for Mr. Nelson.

Directors Lee/Fantz moved/seconded to authorize the General Manager to approve the contract between the District and Jeff Nelson for fiscal year 2015-2016, as presented. Motion carried unanimously.

- C. Manager Salzer provided bank account certification forms for review. These forms, to be signed by an authorized signer, certify District bank balances as of June 30, 2015 and are required in order to initiate the District's annual audit.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Staff Baker requested funding to undertake the Kubes manure composting project which was reviewed in detail at the July board meeting. The Board discussed how, traditionally, the District has funded DOG (Dollars on the Ground) projects at 75% of the cost paid by the District and 25% of the cost paid by the cooperator. With increasing demands on District funds, the directors decided that a 50/50 split would be preferable. A decision was made to discuss conservation program funding priorities at an upcoming retreat.

Directors Fantz/Oberg moved/seconded to authorize the General Manager to enter into a funding agreement not-to-exceed \$11,600 for the Kubes project with the provision that the specified design life will be for a minimum of 15 years. Motion carried unanimously.

- B. Staff Baker presented a cost-share funding request for the Toops project, also reviewed in detail at the July board meeting, which will include a heavy use area, prescribed grazing, animal trails and walkways, and fencing.

Director Fantz/Guttridge moved/seconded to authorize the General Manager to enter into a funding agreement with Toops not-to-exceed \$27,000 in District funds for livestock practices to include a heavy use area, prescribed grazing, animal trails and walkways, and fencing. Motion carried unanimously.

- C. Staff Baker updated the Board on the Tipikin project. This is the second phase in an irrigation improvement project converting from overhead sprinkler to micro-irrigation (drip) on 100 acres of caneberries. We require the producer to follow irrigation water management practices to increase the efficiency of water use. Staff Baker estimated that this conversion will save approximately 93.2 acre-feet per year. Director Lee suggested that funding approval be postponed until after the Board has met at a retreat to re-consider the percentage of funding the District will provide in cost-share arrangements.
- D. Staff Baker updated the Board on the Yoder irrigation system assistance project. This project will provide drip irrigation for 15 acres of hazelnuts and is not a conversion. Manager Salzer recommended this project be funded as a full loan to enable this landowner to get started with water saving conservation practices from the start. Water rights have been confirmed with the water master.

6 – PERSONNEL

- A. Revisions to the Employee Handbook, reviewed and approved by District attorney Eileen Eakins, were presented to the Board by Manager Salzer. Revisions were also reviewed by the Personnel Committee and reflect updates to the law, clarification of meaning, and the District's recent name change.

Directors Lee/Zuber moved/seconded to authorize the General Manager to make necessary administrative corrections to the Employee Handbook, all changes to be effective September 1, 2015 and reflected in the "Record of Change" at the beginning of the Handbook. Motion carried unanimously.

- B. Following approval by the Personnel Committee earlier in the day, a request for performance awards for District staff was made by Manager Salzer.

Directors Fantz/Nelson moved/seconded to approve performance awards as proposed and to authorize the General Manager to make the awards in the next employee payroll run. Motion carried unanimously.

- C. Following approval by the Personnel Committee earlier in the day, a request for a merit increase for Staff Faucera was made by Manager Salzer.

Directors Oberg/Guttridge moved/seconded to authorize the General Manager to alter the wage rate for Jason Faucera, effective September 1, 2015, as presented. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. Staff McQueeney reviewed reservation and registration information for the upcoming annual Oregon Conservation Partnership conference.

- B. Manager Salzer reported on the following items:

- The District has received official certification of the District's name change.
- The District has a new intergovernmental agreement with the Oregon Department of Agriculture.
- The latest edition of the Clackamas Basin partner newsletter was shared. Staff Kilders will add board members to the Watershed Works newsletter so they will receive this directly in the future.

8 – PROPERTIES & PLANNING

- A. While already authorized to sign the agreement, Manager Salzer presented an amended contract with AC+Co Architecture for Board review. Changes were proposed by District attorney, Eileen Eakins. No objections were made to the changes.

- B. Manager Salzer reported on the status of the following properties:

- Pleasant Avenue – The asking price for this property was reduced from \$449,000 to \$419,000.
- Beaver Creek Farm – There is nothing to report at this time.

- Trout Creek – Manager Salzer will meet with family members to discuss reapplication for Willamette Wildlife Mitigation Fund support.
- Pudding River – This 109-acre, exclusive farm use property, which includes about a mile of Pudding River waterfront, will be coming up for sale. Eighty acres is currently being used to grow organic corn. A conservation property opportunity handout provided by Browne Consulting, LLC was provided to board members for review.

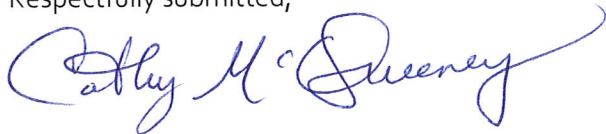
9 – PARTNER/OTHER REPORTS

- A. Natural Resources Conservation Service (NRCS) representative Cory Owens requested that the District enter into an agreement with NRCS to purchase a rain fall simulator demonstration kit. NRCS will reimburse the cost and shipping of the kit, along with a 10% handling fee to the District. Cost for the kit is \$5,000 and the District would hold title to the kit which would then be loaned to NRCS. This agreement is supported by General Manager Salzer and NRCS representative Kris Homma. The board expressed unanimous consent by acclamation.
- B. Director Zuber expressed satisfaction that a date will be set for a board retreat.
- C. Director Oberg expressed appreciation to all who participated in this year's County Fair, noting that the heat and smoke did not deter attendance. The District received a third place ribbon for its booth display.
- D. Staff Kilders reminded those present that both the Small Farm School and Christmas Tree Conference will be held on Saturday, September 12, 2015.
- E. Associate Director Melethil expressed interest in participating in a County tour led by Staff Klock. Staff McQueeney will send tour dates and information to board and associate board members.
- F. Chair Becker urged board and staff to work toward healing over past history and incidents which might impede District work in the future. An application for Associate Director has been withdrawn.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on Tuesday, September 15, 2015 at 4:00 p.m. at the District office. There being no further business, Chair Becker adjourned the meeting at 5:54 p.m.

Respectfully submitted,



Cathy McQueeney

Voucher Approval List 08/20/15

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

221 Molialla, Norris & Stevens, Inc.	August Lease \$6,786.82 and Operating Exp \$123.11	6360	8/3/2015	\$ 6,909.93
Comcast	Monthly Internet Services for District Office	6361	8/3/2015	\$ 142.85
Clackamas County Finance Department	August Benefits	6377	8/20/2015	\$ 13,687.70
Integra Telecom	Monthly Telephone Services for District Office	6386	8/20/2015	\$ 667.45
Pacific Office Automation	Copier Monthly Lease \$189.44 and copies	6398	8/20/2015	\$ 267.47
PGE	Monthly electric service at the Farm	6399	8/20/2015	\$ 51.32
Pitney Bowes/Purchase Power	Postage for Postage Meter	6400	8/20/2015	\$ 503.50
Sonitrol	Monthly Security Monitoring Services for District	6366	8/7/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6364	8/3/2015	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6365	8/3/2015	\$ 160.06
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	8/8/2015	\$ 3,364.61
	Subtotal			\$ 19,060.52

Board Approved Expenses:

ARCSA	General Manual Donor (Chapter 3)	6369	8/20/2015	\$ 1,000.00
BCT	Monthly Telephone and Broadband service at the Farm.	6368	8/7/2015	\$ 128.52
Black Box Network Services	1 Year NEC SWA	6370	8/20/2015	\$ 470.00
Buel's Impressions Printing	Fact Sheets and Bee Guides	6371	8/20/2015	\$ 302.90
Bump Parlor, Inc	Repair of Ford Escape bumper	6372	8/20/2015	\$ 164.00
C. Klock	July expense reimbursement, Mileage and hotel in Prineville	6373	8/20/2015	\$ 154.38
Capital Press	Subscription renewal	6374	8/20/2015	\$ 89.99
Carolyn Morrison	DOG 1416-002	6375	8/20/2015	\$ 1,450.00
Cathy McQueeney	Expense reimbursement, mileage and supplies	6376	8/20/2015	\$ 142.15
Clark Conservation District	Camp Adams and Tilford projects	6378	8/20/2015	\$ 2,601.69
Coulter Printing	Variety of print jobs, flyers, signs, brochures	6379	8/20/2015	\$ 300.50
Crystal Greens Landscape, Inc.	Monthly Landscape Maintenance at Farm	6380	8/20/2015	\$ 395.00
Donald Guttridge	May, June and July Director Expenses and Mileage	6381	8/20/2015	\$ 196.31
Eann Rains	Mileage and Expense Reimbursements	6382	8/20/2015	\$ 51.53
Eileen G. Eakins	Prairie View Estates and other reviews	6383	8/20/2015	\$ 1,600.00
H2Oregon	Bottled Water for office	6384	8/20/2015	\$ 28.50
In-Situ Inc.	Repair and calibration of water quality meter	6385	8/20/2015	\$ 806.18
Jason Faucera	NOWC conference related mileage	6387	8/20/2015	\$ 96.60
Jeffrey Nelson	Various Repairs around the Farm	6388	8/20/2015	\$ 1,465.66

Jeremy Baker	May, June and July Expenses and Mileage reimbursements	6389	8/20/2015	\$	203.72
Joan Zuber	July Mileage reimbursement	6390	8/20/2015	\$	183.97
Lisa Kilders	June Expense and Mileage reimbursements	6391	8/20/2015	\$	49.26
Metro	RLIS Live Subscription renewal	6392	8/20/2015	\$	480.00
CF Molalla Redi-Mix & Rock Products Inc.	Rock for SuperDOG-1417-004	6393	8/20/2015	\$	39.50
Oregon City	Farm Utilities	6394	8/20/2015	\$	35.65
Oregon City Farmer's Market	Cost of Tokens for OCFM POP club	6395	8/20/2015	\$	127.32
Oregon City Garbage Co., Inc.	Pleasant Avenue - Monthly Storm water Mgmt.; Pavement Maint Fee	6396	8/20/2015	\$	34.25
PERS	July'15 - June '16 W-2 Fee	6397	8/20/2015	\$	15.00
CF Ronald K Larson	SuperDOG-1417-002	6401	8/20/2015	\$	1,575.00
Schultz-Clearwater Sanitation, Inc.	Porta Potty at Farm for Summer	6402	8/20/2015	\$	127.50
CF Sound Native Plants Inc.	Sawan and Fulcrum projects	6403	8/20/2015	\$	8,237.30
Special Districts Insurance Services	Balance due on Worker's Comp Insurance premium	6404	8/20/2015	\$	79.59
Spire Technologies, Inc.	Cloud storage and Monthly support services	6405	8/20/2015	\$	455.00
The Bookkeeping Collaborative, LLC	July contracted bookkeeping services	6406	8/20/2015	\$	1,368.75
Voya-State of Oregon Plan	July ER and EE 457b Contributions	6407	8/20/2015	\$	7,279.53
CF Waterways Consulting, Inc.	Mill Creek Hofmann project	6408	8/20/2015	\$	3,074.36
Wells Fargo	Various Visa charges	6409	8/20/2015	\$	4,928.39
CF Zeb's Wish Equine Sanctuary	Cooperator's Grant	6410	8/20/2015	\$	8,826.00
CF Willamette Cultural Resources Assoc. Ltd.	Kaser Property services	6411	8/21/2015	\$	630.60
CF J. Franco Reforestation, Inc	Weed Wise/EDRR	6412	8/21/2015	\$	4,646.20
	Board Approved Total			\$	53,840.80

Board Approved Total \$ 53,840.80

Total Month's Payments \$ 72,901.32

CF = \$28,478.96
 CF:FY2015-2016 YTD Expenditures \$32,332.76

Approved By Board:


 Board Chair

 Board Treasurer