



Approved October 20, 2015

## ***Clackamas County SWCD Board Meeting Minutes for September 15, 2015***

### **Present:**

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

**Assistant Directors:** PK Melethil

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

**Guest:** Mark Sytsma, Eric Nusbaum, Pete Postlewait, Peggy Browne

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

- A. Chair Becker called the meeting to order with a quorum present at 4:00 p.m. on Tuesday, September 15, 2015 in the Clackamas County SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City. One change was made to the agenda: A discussion to add the General Manager as a qualified check signer was added after item 7A and before 7B. The agenda was accepted as revised.
- B. Public Comment - Clair Klock, speaking in his capacity as an independent blueberry farmer, alerted the board to upcoming changes in riparian buffer rules in Oregon. He believes the 170 ft. to 275 ft. variable buffer plan best meets the needs of both farmers and conservationists. Final decisions on buffer rules will be made around November 5, 2015. Director Zuber noted that the small woodland owners are fighting against any type of buffer.

#### Introduction of Guests -

- Mark Sytsma: Professor of Environmental Science at Portland State University and local citizen
- Peggy Browne: Browne Consulting
- Eric Nusbaum: Oregon Department of Agriculture
- Pete Postlewait: Landowner, Postlewait Farms (Knight’s Bridge Farm)

#### C. Director Reports

- Associate Director Melethil noted that data from the National Oceanic and Atmospheric Administration (NOAA) may be of interest to the District and area farmers
- Director Guttridge announced that the Springwater Community Fair will be held this Saturday, September 19, 2015

- Director Oberg reported that the Clackamas County Fair was a huge success with the second highest attendance in the history of the Fair. He also shared that Small Farm School had its highest attendance to date.

#### **D. Manager's Report on Committees**

- Beaver Creek Demonstration Farm Use Guidelines Committee: This committee did not meet.
- Building Committee: The committee has been corresponding via email and has been keeping up-to-date via the general manager's weekly updates.
- Health and Safety Committee: This committee performed a safety walk-through of the Beaver Creek Farm on September 4, 2015.
- Master Plan Evaluation Committee: This committee did not meet.
- Personnel Committee: Manager Salzer has relayed personnel-related information to the committee since the last Board of Directors meeting.
- Working Lands Committee: Nothing new to report at this time.
- Budget Committee and Scholarship Committee: Idle

### **2 – MINUTES AND OLD BUSINESS**

- A. Minutes from the August 24, 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 presented the September monthly financials. The layout of the balance sheet is new and now reflects cumulative finances of the District over time to date. This new balance sheet eliminates the need for a budget to actual report. All accounts balanced to the penny. There were no unusual transactions to bring to the Board's attention.

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

- B. Manager Salzer presented the September voucher list for approval. September vouchers totaled \$45,102.15 on check numbers 6413 through 6449. Paid items highlighted in red in the bottom half of the list were approved but not paid at the beginning of the month. Unusual expenses for the month include: check #6428 to Jeremy Baker for \$450.51 for travel reimbursement and check #6435 to Sound Native Plants, Inc. for \$1,175.63 for Early Detection Rapid Response (EDDR) weed control manual labor.

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

- C. Manager Salzer noted that most or all of the conservation funds budgeted for fiscal year 2015-2016 have been committed. Additional monies cannot be moved from other District funds with a budget amendment. Increased future funding may come from tax revenue which will grow by approximately 3% per year. The manner in which the District funds projects will be reviewed by the Board at a Board

priorities retreat. There was no summary of Conservation Fund commitments and expenditures to review.

## **GUEST SPEAKER**

Peggy Browne of Browne Consulting, LLC, representing Pete Postlewait of Knight's Bridge Farm, provided a handout and slide show highlighting several conservation opportunities on this property situated on the Pudding River. The possibility of acquiring this property was discussed later in the meeting.

## **4 – OTHER FINANCIALS**

- A. Manager Salzer reported that the required financial documents have been submitted to the auditor and that the annual audit has begun.

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

- A. Staff Reische reviewed the Camp Adams weir removal project. This project will restore stream health and improve fish passage and habitat. Oregon Department of Fish and Wildlife has been assisting at the site. Videographers from Clackamas Cable came out to document the event.

## **6 – PERSONNEL**

- A. Manager Salzer reported that the Employee Handbook revisions have been made as approved at last month's board meeting. "County" was removed from the District's name throughout the document and the record of changes was moved to the front of the handbook.

## **7 – BOARD/MANAGEMENT**

- A. The Board of Directors agreed to meet on Tuesday, November 17, 2015 from 12:30 – 3:30 p.m. at the Beaver Creek Demonstration Farm to discuss Board priorities. Lunch will be provided at 12:15. Manager Salzer noted that this meeting would create a conflict with the previously scheduled November architect meeting. Manager Salzer will coordinate a new meeting time with the architect.

Directors Guttridge/Nelson moved/seconded to set board priorities at a retreat on November 17, 2015 from 12:30 to 3:30 p.m. at the Beaver Creek Demonstration Farm. Motion carried unanimously.

**Added agenda item:** Chair Becker initiated a discussion to add the General Manager as a qualified check signer for the District. All checks would still require a qualified board member signature and the General Manager would be a signer of last resort in the event that a second qualified board member could not be reached. Adding check signing authority to the District Manager's duties will preserve checks and balances already in place, but will reduce delays in getting checks signed and vendors paid.

Directors Fantz/Guttridge moved/seconded to authorize the General Manager to be a secondary qualified check signer in the event that a second, qualified elected board director signer cannot be reached when necessary. This motion will be reassessed in a few months. Motion carried unanimously.

- B. Manager Salzer reported on the following items:

- The Hamlet of Beaver Creek submitted a letter requesting that the District coordinate with the Beaver Creek Grange as plans are being made for construction at the Beaver Creek

Demonstration Farm. The Grange currently provides meeting and event space in Beavercreek and is recognized as a valuable institution to the local community.

- Interest rates on the District's Wells Fargo bank account have recently changed, resulting in the assessment of monthly fees. Previously, interest earned on the account covered the monthly banking fees; however, the new, lower interest rate does not cover the fees. The District could move the funds to another bank in order to obtain a slightly higher interest rate. There are limited credit union options. After discussion, it was decided that the most flexible option would be to keep the funds at Wells Fargo for the next 12 months.

Staff Kilders reported on the following item:

- The District will host an evening with Don Stuart on Thursday, September 17, 2015 from 6:00 – 8:00 p.m. at the Beavercreek Farm. Stuart is the author of *Barnyards and Birkenstocks: Why farms and environmentalists need each other*. There will be drawings for free copies of the book and guests will sample local agricultural products.

## **8 - PROPERTIES & PLANNING**

- A. The Board discussed the Knight's Bridge Farm property. The property is currently zoned exclusive farm use (EFU) and lies in a flood plain. Regular flooding builds soil, but much of the property could only be farmed for part of the year. There is no real option to develop the property in the future, so there is no pressure to protect it with a conservation or working lands easement. This property showcases how farmland and wildlife habitat can co-exist. The District could possibly partner with Oregon Department of Fish and Wildlife, Oregon Water Enhancement Board, or a non-governmental organization to secure funding to purchase the property. Possible uses discussed for the property include providing/renting farmland to veteran farmers or beginning farmers. The Working Lands Committee will review this property at their next meeting.

## **9 – OTHER REPORTS**

- A. Natural Resources Conservation Service (NRCS) representative Kris Homma reported that NRCS is coming to the close of their fiscal year. The next conservation implementation strategy in Multnomah and Clackamas Counties will be soil health.
- B. Guest Nusbaum recommended that the District consult with him prior to making a decision to purchase a drone. There are specific laws Districts must know prior to utilizing this tool.
- C. Director Guttridge noted that the Springwater Fair will be held on Saturday, September 19, 2015.
- D. Director Fantz will be traveling to Belgium and will return in November.
- E. Director Zuber will be visiting Michigan and will return on October 3, 2015.
- F. Staff Klock attended an outdoors club meeting in Corbett at the invitation of Director Zuber. He notes that there are many young people coming into the conservation profession.
- G. Assistant Director Melethil shared that he participated in the first half of a county tour led by Staff Klock. The second half of the tour will take place Friday, September 18, 2015.
- H. Staff Kilders reported that the Pacific Northwest Christmas Tree Fair and Trade Show was held on September 11 and 12, 2015. She and Staff Baker attended the event and Staff Baker led a

presentation on soil health for productive, profitable farms along with Jennifer Nelson of Tualatin SWCD.

- I. General Manager Salzer observed that the risks outweigh the benefits of using a drone for District business and will bring this topic up at next month's board meeting with a motion to not purchase a drone in the future. He also noted that using the term "satellite images" in place of "aerial photos" is preferable as people may think aerial photos are obtained by use of drones.
- J. Chair Becker shared that he is recovering from his daughter's wedding.

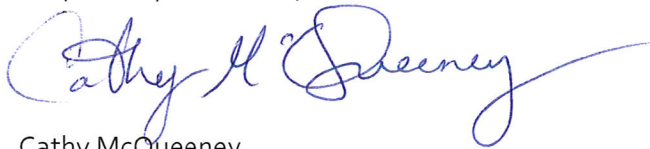
***ADJOURN and NEXT MEETING***

The next Special Board Meeting will be held on Tuesday, October 13, 2015 at 2:30 p.m.

The next Regular Board Meeting will be held on Tuesday, October 20, 2015 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 5.49 p.m.

Respectfully submitted,



Cathy McQueeney

# Voucher Approval List 09/15/15

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

221 Molalla, Norris & Stevens, Inc.	September Lease \$6,786.82 and Operating Exp \$123.11	6413	9/4/2015	\$ 6,909.93
BCT	Monthly Phone Services at Farm	6414	9/4/2015	\$ 121.52
Comcast	Monthly Internet Services for District Office	6415	9/4/2015	\$ 142.85
Oregon City Garbage Co., Inc.	Monthly Garbage Service at Farm	6416	9/4/2015	\$ 26.25
Sonitrol	Monthly Security Monitoring Services for District	6417	9/4/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6418	9/4/2015	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6419	9/4/2015	\$ 160.04
Voyager Fleet Systems Inc	Fuel for Fleet Vehicles	6420	9/4/2015	\$ 334.15
	<b>Subtotal</b>			<b>\$ 8,053.15</b>

## Board Approved Expenses:

Donald Guttridge	August Directors Expenses and Mileage	6421	9/10/2015	\$ 67.82
Eann Rains	Mileage and Expense Reimbursements	6422	9/10/2015	\$ 73.96
Eileen G. Eakins	Variety of legal consultations	6423	9/10/2015	\$ 920.00
Government Finance Officers Association	Membership renewal	6424	9/10/2015	\$ 160.00
H&R Engineering	Design Review - Yoder and Mogan properties	6425	9/10/2015	\$ 456.35
H2Oregon	Bottled Water for office	6426	9/10/2015	\$ 34.00
Jenne Reische	Mileage and Expense Reimbursements	6427	9/10/2015	\$ 113.72
Jeremy Baker	Mileage and Expense Reimbursements (includes trip to Wheeler Co.)	6428	9/10/2015	\$ 450.51
Joan Zuber	August Directors Expenses and Mileage	6429	9/10/2015	\$ 63.22
Minuteman Press	Business cards for Ahr and Eden	6430	9/10/2015	\$ 46.79
Nicole Ahr	Mileage reimbursement	6431	9/10/2015	\$ 32.03
Oregon City	Farm Utilities	6432	9/10/2015	\$ 36.01
Pamplin Media Group	Fair and Rodeo inserts to Canby Herald	6433	9/10/2015	\$ 505.00
Schultz-Cleanwater Sanitation, Inc.	Porta Potty at Farm for Summer	6434	9/10/2015	\$ 127.50
CF Sound Native Plants Inc.	Fulcrum project	6435	9/10/2015	\$ 1,175.63
The Bookkeeping Collaborative, LLC	August contracted bookkeeping services	6436	9/10/2015	\$ 2,250.00
The Gold Wrench	Break lining and adjustments to Ford Escape	6437	9/10/2015	\$ 401.65
Tom Salzer	Mileage and Expense Reimbursements	6438	9/10/2015	\$ 127.66
CF <b>Voya-State of Oregon Plan</b>	<b>August ER and EE 457b Contributions</b>	<b>6439</b>	<b>9/10/2015</b>	<b>\$ 6,785.53</b>
CF Hoffman Farms	Straw Bales for Camp Adams project	6440	9/10/2015	\$ 60.00
CF Wells Fargo	Various Visa charges(\$86.24 CF for Riparian Seed at Camp Adams)	6441	9/10/2015	\$ 4,540.52
Beavercreek Bulletin	12 month business card size ad	6442	9/10/2015	\$ 108.00
Beaverlake Nursery	Replacement plants for Native Plant Trailer	6443	9/10/2015	\$ 17.75
Black Box Network Services	Tech asst on Phone system	6444	9/10/2015	\$ 208.50
Buel's Impressions Printing	Conservation Priorities Brochure	6445	9/10/2015	\$ 201.00

C. Klock  
 Clackamas County Finance Dept.  
 Clark Conservation District  
 Crystal Greens Landscape, Inc.  
 Wells Fargo Mortgage

Mileage and Expense Reimbursements  
 October employee benefits  
 Tilford HUA Project  
 Monthly service fee  
 Beavercreek Farm Mortgage Payment

6446	9/10/2015	\$	119.00
6447	9/10/2015	\$	13,687.70
6448	9/10/2015	\$	519.54
6449	9/10/2015	\$	395.00
EFT	9/8/2015	\$	3,364.61
Board Approved Total			\$ 37,049.00

Board Approved Total \$ 37,049.00

Total Month's Payments \$ 45,102.15

CF = \$1,778.22  
 CF: FY2015-2016 YTD Expenditures \$34,110.98

Approved By Board:

  
 Board Chair  
 Board Treasurer