

**Marion Soil and Water Conservation District  
BOARD MEETING  
11/06/2019**

Location: Marion SWCD Conference Room  
338 Hawthorne Ave. NE, Salem, OR 97301  
Date: Wednesday, November 6, 2019  
Time: 7:04 PM to 9:00 PM

**FINAL APPROVED COPY**  
Recorder: Janice Calkins  
Chair: Terry Hsu

**ATTENDANCE:**

<u>DIRECTORS</u>	<u>ASSOCIATES</u>	<u>STAFF</u>	<u>GUESTS</u>
Bielenberg, Tim	Budeau, Dave	Bishop, Brandon	Alexander, Catherine- Straub Outdoors
Hsu, Terry	Fields, Mark	Calkins, Janice	Kyle Ross, Landowner
Koch, Rochelle	Hardy, Lee	Hamilton, Sarah	
Krahmer, Doug		Ortiz, Susan	
Olson, Darin		Jenny Ammon	
Walker, Scott			

**1. CALL TO ORDER:** Chairman Hsu called the meeting to order at 7:04 PM. Introductions made (everyone present introduced themselves).

**2. ANNOUNCEMENTS:**  
Rochelle Koch announced she had attended the District's Soil Health Workshop earlier today, and that it was a first-class event. Very nice, good location, fantastic building and the speakers were great, she said. Scott Walker said he too had attended, and he concurred with Koch's assessment.

Walker also reported that both he and Sarah Hamilton (Staff) had attended the "Clean River's Coalition Forum" held in October, which was the Governor's way of informing the public where her administration's current focus is and selling the public (so to speak) on what is being done. The event was very informative, and the food was also very nice, he said. He suggests the District view "Clean Rivers" website and watch the slide presentations available there, for information and guidance.

Terry Hsu thanked Staff for rearranging the room's configuration back to what it once was, he liked it better.

**3. PRESENTATIONS:**  
Susan Ortiz (Staff) announced that a power-point presentation was running and could be seen on the meeting room wall (just right of the room's entranceway door), advising that it would continue to repeat/loop throughout the meeting and would provide the Board information about Staffs' October 2019 activities..

**4. PUBLIC COMMENTS:**  
None.

**5. AGENDA APPROVAL / CHANGES:**  
Brandon Bishop (Staff) asked that *Out of State Travel* be added to the agenda under Discussion Items. Hsu indicated they would add this item before item A.

Scott Walker (Director) indicated the Education Committee has a recommendation to the board pertaining to item 7.5 under the Strategic Plan and would like it added as an Action Item. He wished a second action item also be added, whereby the Board might consider granting Directors and Associate Directors entry into any District

sponsored event for no cost/fee. Hsu indicated he would allocate these two items as M (Clear Grant) and N (Payment of MSWCD District Events) on the agenda.

## **6 AGENCY / COMMITTEE REPORTS:**

### **a. NRCS**

None.

### **b. AD-HOC BUILDING COMMITTEE**

Koch asked Terry Hsu to please address the Board on behalf of the Committee. Hsu then indicated he wished for a special meeting to be held, and that a facilitator be enlisted to assist in the building selection process, what the Districts options are and to arrive at the best solution. SDAO will be happy to provide this service, he said, at no cost to the District. (Terry Hancock was a name given, as a possible facilitator). Brandon Bishop (Staff) asked Hsu what the time frame for holding a special meeting would be? Hsu responded it should happen ASAP and before the December Board meeting is held.

### **c. EDUCATION COMMITTEE – Scott Walker, Chair**

Walker reminded the Board that they had all been provided the minutes from the Education Committee's October meeting. Item 7.5 (Diversity and Inclusion) of the Strategic Plan will be addressed again shortly. He then advised that Staff Educator, Jenny Ammon, is currently working to create a video presentation about the Salmon Watch Program. Jenny Ammon (present in the room), interjected, she was not directly involved in the project, but rather a Teacher who has participated in Salmon Watch for several years running, is working with his class to create a 3-minute video presentation. The class has been provided numerous stills (photos) taken by former Staff Educator Ron Crouse, she said, and they will incorporate those stills along with video they have taken into the 3-minute video. Out of appreciation for, and because they have found the program valuable, they will not be charging the District any fees for their work.

### **d. PROGRAMS COMMITTEE - Doug Kraemer, Chair**

The Programs Committee reviewed the resolution on Agricultural Water Quality Concerns policy as requested by the Board during its October meeting, and as instructed, has revised the written policy to address landowners who are currently non-compliant. The suggested changes in wording are as follows: *'If the cooperator is unwilling to work towards a problem's resolution, it will go back to the District's Board of Directors to decide how to proceed.* Under procedures (2) they wish to replace the title *'cooperator'* with *'land manager'* as land manager better describes who the District works with. (It was said, a Land Manager can be the owner, and sometimes Land Managers are not owners, but are renting properties from others).

### **DISCUSSION:**

Olson asked if the statement should not include other things like manure and soil health quality? Walker advised that the policy goes back a- number of years ago when the District worked hand in hand with ODA. Kraemer responded, if the Board wants policy on soil health, we should create it, and take it back to a Committee. Some things like manure, may relate more to Soil Quality. Olson suggested the Program Committee evaluate AG Quality for Soil as well.

### **NEW DIRECTIVE:**

Hsu agreed, and gave direction to the *Program Committee* to investigate Agricultural Water Quality Concern for soil as well.

### **ACTION:**

Hsu motioned for the Board to accept and approve the changes suggested by the Program Committee to the AG Water Quality Concerns policy. Motion was 2<sup>nd</sup> by Krahmer. **Motion was passed by 6-0 Vote.**

Krahmer indicated the Committee had also reviewed the **Draft Application for the Unanticipated Projects Proposals and that the item is still under discussion.** Olson interjected he feels the form should show an area designated for Staff input, and another area for the applicant's(. Dave Budeau added there are also discussions about standardizing all grant applications and requiring subsequent pages be submitted that relate to specific grant program(s). It was asked if the form will be titled "Unanticipated"? Currently, they are not sure. Krahmer added that the form would also be used for larger scope projects. As discussed before, funding in the past has been distributed over a 3 to 5-year period. Under consideration is a one (1) Lump Payment being made upfront. This application is part of that discussion that will be held during our next Program Committee meeting, Krahmer advised. And anything brought back to the Board will be for the next fiscal year, Budeau added. Olson also suggested there be a place for an actual dollar amount to be added (as to what is wanted).

## **7. FINANCIAL REPORT:**

Jane Keppinger, District Manager was not present, therefore Scott Walker (Secretary/Treasurer) asked that everyone take a minute to review the financial report she had compiled for the meeting, which everyone had before them on their desktop. A discussion would follow should any questions arise, per Walker.

### **DISCUSSION:**

Walker mentioned that upon his review of the report, when signing checks, he had found that a former employee has been reemployed (Tom Wilson). Hsu stated he was not aware of this until now and that he would discuss the situation later with Jane.

### **ACTION:**

Walker motioned for the Board to accept and approve the financial report as submitted. Motion 2<sup>nd</sup> by Krahmer. **Motion passed by 6-0 Vote.**

## **8. DISCUSSION ITEMS:**

### **a1. DISCUSS/APPROVE OUT-OF-STATE TRAINING FOR BRANDON BISHOP (STAFF)**

Brandon Bishop (Staff) advised the Board that he wished to attend training offered by the Soil Health Academy at Chico State University, in California. Bishop advised everyone, that he had submitted an essay to the Academy in hope of being awarded a scholarship to attend the training session. He was happy to report that his essay earned him a \$500.00 Scholarship, but the balance remaining (approximately \$2,000.00) would need to be paid by the District for him to attend. He now requested their approval to fund the training for him (\$2K would cover his travel, stay and food costs).

### **DISCUSSION:**

Everyone voiced a show of support, and Director Koch asked Bishop if he might share the essay he had submitted with the Board. Bishop responded he would be happy to.

### **ACTION:**

Krahmer motioned for the Board to approve paying the travel expenses for Brandon Bishop (Staff) to attend the upcoming Soil Health Training in Chico, CA. . Motion 2<sup>nd</sup> by Olson. Scott Walker added he would like to set a **maximum funding cap of \$2,000.00.** Motion was restated and a vote taken. **Motion passed 6-0.**

a2. **DISCUSS/ APPROVE SWCD BRANDING MATERIALS**

Designer Jeri Hauth was commissioned by the District to create a new updated logo and branding ideas to help unify all District materials. Jenny Ammon (Staff) presented the new "Branding Guide" created and asked the Board for their vote of confidence for Staff to go forward and use it. The colors, logo and tag line have all been designed exclusively for the District, and the District owns all rights to the items, she said.

**ACTION:**

Terry Hsu motioned that the Board accept and approve use of the Branding Guide tool created by Jeri Hauth and presented by Jenny Ammon. Motion 2<sup>nd</sup> by Walker. There was no further discussion. **Motion passed 6-0.**

b. **DISCUSS/ APPROVE FOUNDANT GRANT ADMINISTRATION PROGRAM CONTRACT – S. Ortiz / J. Ammon**

Ortiz addressed the Board and stated how she and Jenny Ammon were tasked to go into contract. They obtained the needed Quote and Special Terms and Conditions in accordance with the State of Oregon's Department of Administrative Services requirements, which have been reviewed by the State Attorneys for these types of contracts, she reported. The quote includes pricing.

**ACTION:**

Olson motioned that the Board accept and approve Foundant's contract. Motion 2<sup>nd</sup> by Bielenberg.

**DISCUSSION:**

Walker had trepidations regarding spending \$20,000.00 and questioned if this was such a good investment to make. Hsu also indicated he had concerns, then added, however this program is becoming a standard practice in multiple industries.-streamlining and standardizing information. On this basis, he felt it was a good thing, as it will make cross referencing and data look-up easier and faster. Olson questioned if it was possible to track staff time spent in Data retrieval/ look-up to see what actual time might be saved. Several board members agreed that evaluation and quantification of the benefit would be good thing. ("Comparisons of time devoted to data compilation before and after Foundant to quantify the benefit of the program"). Walker voiced it would be hard to calculate the benefit, other than time freed up to do other important things. Jenny Ammon added, this data entry system will do autofill of client information for return customers, which is a time saving feature that everyone uses today and appreciates.

**ACTION (completed):**

Vote was taken: Motion passed 6-0.

c. **DISCUSS/ APPROVE VEHICLE PURCHASE – REVIEW OFFERS – B. Bishop**

Brandon advised how contact and negotiations had been made with three different Car Dealerships to secure the best deal for trading in the District's 2010 Dodge Grand Caravan towards the purchase of a new 2019 \*Honda CRV (\*vehicle chosen most desirable/suitable for Staff needs.) University Honda, Lithia Honda and Power Honda were all consulted. Figures reviewed (see attachments for details). Power offered the best deal and highest value for the trade-in (Valued: \$5,750.00). Note: CRV will have no navigation. The remaining balance needed to close the deal is: \$21,826.20 Bishop advised.

**ACTION:**

Olson motioned for the Board to accept and approve the proposed purchase of a new 2019 Honda CRV and trade (2010 Dodge Caravan) as valued by Power Honda. Motion 2<sup>nd</sup> by Krahmer.

**DISCUSSION:**

Walker reviewed the mileages accrued on each of the three District vehicles and voiced his concern that the District's fleet is still quite young – for example the mileage on the van is currently under 49,000. Others voiced that it was best to act now, while the trade in value for the Dodge Van will be at its highest.

**ACTION (Completed):**

Motion passed 5 – 1 (1 Nay/Walker).

- d. **DISCUSS/ APPROVE SPECIAL PROJECTS GRANT APPLICATION – Bishop/ Landowner K. Ross**  
Brandon introduced landowner, Kyle Ross who had submitted the Special Projects Grant requesting funding assistance to purchase a special Aerator that can be used in his Hazelnut Fields stands of grass, and elsewhere. The aerator basically punches holes into the ground allowing for the hardpan to be broken up, for infiltration of water, organic matter, and nutrients. And to lessen compaction, allow air and rejuvenate grass– thereby reducing soil erosion during wet times. Most of his land is upon hills/slopes and the ground is highly erodible. An aerator will help grasses to take off and grow better, and the machine he is considering will fit better in his Filbert fields where rows are approximated 20' apart. (It spans 12.5'). Clackamas SWCD used to rent out a smaller machine, and it has been the only machine found locally). Based on B. Bishops advisement that the District generally funds up to \$7,500.00 maximum, this is the amount Mr. Ross has asked for. Bishop indicated that aeration is an underutilized technology today.

**DISCUSSION:**

Bielenberg noted that aerators have been used in pastures for manure. Olson indicated a desire to help Ross out. Koch is happy to support the funding, provided funding of equipment is allowed. Koch encourages a report back, and it was pointed out that the application form completed by Ross indicates he will provide the District a report /video after the work is done. Walker added that there is work being done to develop a low grow grass for use in orchards such as Filberts.

**ACTION:**

Walker motioned for the Board to approve funding \$7,500.00 towards the purchase of the requested Aerator for Ross. Motion 2<sup>nd</sup> by Koch.

**DISCUSSION (continued):**

Hardy indicated a desire to approve, but not at this time as the work would not occur until next year. Olson indicated the equipment could be purchased now.

**ACTION COMPLETED:**

Motion passed by 5-0 Vote (Nay-Walker).

- e. **MANAGER 360 REVIEW REPORT – Chair Hsu**

**DISCUSSION:**

Hsu would like the Board to approve holding a Special Meeting, one day soon in November prior to the next scheduled Board Meeting and to enlist a person from SDAO to act as Facilitator for the 360-Review. Bielenberg stated that he did not want his comments or responses to be included in the review report. Evidently a report has been compiled prior to his comments having been received and to reveal his comments now would not provide him anonymity.

**ACTION ITEMS:**

Hsu motioned to approve holding a Special Meeting and enlist someone from SDAO to act as a facilitator. Koch asked that the motion be amended to include Mid-Willamette Valley Council of Governments as a 2<sup>nd</sup> option to SDAO. Hsu amended his motion to approve holding a Special Meeting and to enlist someone from either SDAO or the Mid-Willamette Valley Council of Governments (should the Board approve membership with the Council) to act as a facilitator during the meeting. Koch 2<sup>nd</sup> the motion. There was no further discussion. **Motion passed 6-0 Vote.**

## 9. ACTION ITEMS:

- a. **SEPTEMBER 4 AND OCTOBER 2, 2019 BOARD MEETING MINUTES** – Chair Hsu  
Bielenberg stated that the September 4<sup>th</sup> Board Meeting minutes incorrectly stated that the Ad-Hoc Building Committee submitted a report. It was Walker who put the figures together and Walker who submitted the report. It was not the Committee, he said. Therefore, the wording must be corrected.

Budeau pointed out that in the minutes for the October 2 Board Meeting stated he had 2<sup>nd</sup> a motion. (p.6) This was not correct, as he has no authority to do so. Koch felt Jane Keppinger was assigned the task of finding out if zoning could be changed for the property of interest, which was formally home to the Jehovah Witness Church. Bielenberg felt there had been no motion made. This will require replay of minutes for verification.

### **ACTION:**

Hsu asked to table the review/approval until next meeting, and he asked for members to send their suggested changes to Janice.

- b. **NRCS CONSERVATION PLANS**  
None to review/approve.

- c. **SWCD ANNUAL MEETING DATES – CHOOSE FEBRUARY 11 OR 12, 2020 AT MACLEAY CONFERENCE CENTER** – Chair Hsu

### **DISCUSSION:**

Bielenberg and Krahmer would be attending an AG Convention on both dates. Someone else had another commitment.

### **ACTION:**

Hsu asked Calkins to secure new dates for review/approval and postpone decision until later.

- d. **CLEAR GRANT – NORTH SALEM, H.S> BUSES FOR FIELD TRIPS FOR \$1,000** – Chair Hsu

### **ACTION:**

Olson motioned for the Board to approve funding of \$1,000 to North Salem High School for bus transportation. Krahmer 2<sup>nd</sup> the motion. **Motion passed: 6-0.**

- e. **ARC-GIS ON-LINE 1-YEAR SUBSCRIPTIONS FOR \$1750 (refer to staff memo)** – Chair Hsu

### **DISCUSSION:**

Hsu indicated he could not recall an earlier conversation he had about this item with the District Manager. He did know, however, that GIS desk-top services were free (at no cost to the District). Sarah

Hamilton (Staff, in attendance) interjected that the subscription allowed staff to use GIS features/services while out in the field, it also provides the capability of sharing data with others much easier, and how ARC was moving away from Desk top services to on-line. Hsu thanked Sarah for her input and stated he did not recall the information was just what Keppinger had told him.

**ACTION:**

Olson motioned that the Board approve funding of \$1750 for 1-year subscription to ARC-GIS on-line. Hsu 2<sup>nd</sup> the motion. There was no further discussion Motion passed: 6-0.

- f. CITY OF SALEM-INVASIVE WEED TREATMENT INVOICE FOR \$2,884.74 – Chair Hsu

**ACTION:**

Olson motioned for the Board to approve payment of the invoice submitted by the City of Salem for \$2,884.73 for Invasive Weed Treatment. Motion 2<sup>nd</sup> by Koch. There was no discussion. Motion passed by 6-0 Vote.

- g. DEPT. OF GEOLOGY & MINERAL INDUSTRIES LIDAR FLIGHT INFORMATION (PORTION OF MILL CREEK) FOR \$1,833.38 – Chair Hsu

It was noted this was for information only. Hsu motioned for the Board to approve payment to the Department of Geology & Mineral Industries in the amount of \$1,833.38 for Lidar Flight Information (portion of Mill Creek). Motion 2<sup>nd</sup> by Krahmer. Motion passed 6-0.

- h. LANDOWNER ASSISTANCE PROGRAM/ COVER CROP PAYMENT REQUESTS – Chair Hsu

1. Karl and Samantha Bischoff –Stream exclusion and prescribed grazing project- \$7,500
2. Schaefer Brothers, LLC - 23 acres planted in Barley - \$862.50
3. Brian Water – project cancelled – couldn't remove enough of the rock (Bielenberg chimed in, we call that "Santiam Loam" – 90% rock, 10% soil) (refer to attachments for additional info) - \$ .00

**ACTION:**

Olson motioned for the Board to approve payment to Karl and Samantha Bischoff - \$7,500.00 Motion 2<sup>nd</sup> by Bielenberg. Motion passed 6-0 Vote.

Olson motioned for the Board to approve payment also to Schaefer Brothers, LLC - \$862.50 for the Cover Crops planted. Bielenberg 2<sup>nd</sup> the motion. Motion passed 6-0 Vote.

Brian Waters ---Olson motioned for the Board to accept the request for cancellation by Brian Water for a cover crop project/ payment. . Walker 2<sup>nd</sup>. No discussion Passed 6-0 Vote.

- i. JOINING MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS – Chair Hsu

**DISCUSSION:**

A quick reminder that membership with the Mid-Willamette Valley Council of Governments was discussed during the Board's October Meeting, and that no vote had been taken as to see whether the District would join with them. He asked that they take a vote now.

**ACTION:**

Hsu motioned that the Board join with the Mid-Willamette Valley Council of Governments and become a member. Motion 2<sup>nd</sup> by Bielenberg. Motion passed by 6-0 vote.

**DISCUSSION:**

Susan Ortiz (Staff) pointed out to the directors that two motions were needed to join: (1) The Council's original agreement dated 1992, 1999 -must be accepted - that states you will abide, and (2) you need to adopt your resolution for joining.

**ACTION:**

Hsu said he would recall his motion and Bielenberg recalled his 2<sup>nd</sup>. Walker than motioned to concur that this agreement/ doctrine of the Mid-Valley Council of Governments as amended March 17, 1999 be accepted. 2<sup>nd</sup> by Bielenberg. No Discussion. A question arose as to what the actual fee was for membership, but nothing was found to be documented about the fee amount. Some recalled \$1,000, \$1,500, \$1,800.00? To complete the motion Walker amended his motion to include: ...as- long- as the membership fee does not exceed \$2,000.00. Bielenberg 2<sup>nd</sup> the Motion. Discussion: None. **Motion passed 6-0.**

Tim Bielenberg motioned for a Resolution to join, #116.19. 2<sup>nd</sup> by Krahmer . Discussion: Olson asked, why is a resolution needed? Krahmer responded, it is required by the Council of Governments. Koch asked if the District would receive something from the Mid-Valley Council of Governments like their by-laws, and when their meetings will be held? Hsu responded he would find out more about the Mid-Willamette Valley Council and will advise the Board at their next meeting. There was no further discussion. **Motion passed 6-0 vote.**

j. **OFFICE LEASE WITH OREGON AGRICULTURAL TRUST INC.** Chair Hsu

**ACTION:**

Krahmer motioned for the Board to approve the lease agreement with Oregon Agricultural Trust, Inc. Motion 2<sup>nd</sup> by Bielenberg. **Olson suggested, that the new tenant be advised that the lease agreement could be terminated in 2-years.** No further discussion. **Motion passed by 6-0 vote.**

k. **SELECTING DATE FOR ADDITIONAL NOVEMBER SWCD BOARD MEETING –** Chair Hsu

**DISCUSSION:**

This is for the building meeting. Select date now or conduct a doodle poll? Hsu suggests Doodle. Then he directed that this matter be passed along to staff to do this. Set date for 2<sup>nd</sup> Board meeting. Ortiz said emergency meetings can be given a 24-hour notice to the public. Special Meetings required a 7-day advance notice. Hsu responded that was not what SDAO had told him. It was brought up in discussion that two meetings were required: 1) 360 Review, 2) for the Building. The Building should be the District's priority, Bielenberg said.

**ACTION:** - Chair Hsu

It was decided Thursday, November 14<sup>th</sup> for building evaluation and Thursday, 21<sup>st</sup> for the 360-Review.

l. **AGENDA ITEMS FOR DECEMBER 4<sup>TH</sup> BOARD MEETING –** Chair Hsu

Review/Approve 3 months of Board Meeting Minutes (September, October, November)  
Elect new officers (no we do that in January, said Krahmer)

m. **CLEAR Grant - not addressed**

n. **Payment covered for Board Members to attend District sponsored events requiring fee**

**DISCUSSION:**

Walker would like to see that all Board members (Directors and Associate Directors) be encouraged to attend District sponsored events by allowing them entrance into any District sponsored event, and if/when a fee is charged, having it waived for them. This would help to educate the Board in matters

pertaining to the District. Koch agreed with Walker, but also questioned if policy must not first be established. Krahmer voiced he was not in favor of Director's being shown favoritism. If a farmer or other constituent must pay an entrance fee to attend, than I should have to pay too, he said. Directors shouldn't be treated any better or differently than our constituents.

**ACTION:**

Walker motioned for the board to allow Directors and Associate Directors to attend District sponsored events without having to pay fees charged (free). Motion 2<sup>nd</sup> by Koch. Olson then motioned to amend the previous motion to first establish policy pertaining to Directors and Associate Directors having entrance fees paid for/or waived.

**DISCUSSION:**

Hsu voiced he preferred motion to address having fees waived/ or paid for now. And to address policy changes later via a Committee. A discussion determined a desire for the Education Committee to address the policy, and not the Administrative Committee.

**ACTION:**

Walker again motioned for the Board to approve that Directors and Associate Directors will not be charged fees for entrance into District sponsored events. 2<sup>nd</sup> by Koch. **Motion passed 5-1 (Nay-Krahmer).** Hsu also Directed the Education Committee to establish policy regarding this matter.

**10. BOARD MEMBER OR STAFF REPORTS/ MEETINGS/UPDATES – Directors/ Staff**

Note: Jenny Ammon's monthly Staff report was included in Board Packets. Rochelle Koch thanked her for it, saying it was most appreciated. She wished to hear more from all staff regarding their activities, the trainings attended, and miscellaneous day activities.

No other reports given / or reviewed.

**MEETING WAS ADJOURNED BY CHAIR HSU AT 9:00 PM.**

Minutes submitted by Janice Calkins, Office Coordinator. Handouts and audio available by request.

**Upcoming Meeting Dates:**

Special Board Meetings:	<b><u>November 14<sup>th</sup> &amp; November 21<sup>st</sup> at 7:00 PM</u></b>
Location:	Marion SWCD Multnomah Falls Conference Room 338 Hawthorne Ave NE, Salem, OR 97301
Next Regular Board Meeting:	<b><u>December 4, 2019 beginning at 7:00 PM</u></b>
Location:	Marion SWCD Multnomah Falls Conference Room 338 Hawthorne Ave NE, Salem, OR 97301

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