



Approved 8/24/15

Clackamas County SWCD Board Meeting Minutes for July 21, 2015

Present:

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

Assistant Directors: Jim Johnson, PK Melethil

Staff: Jeremy Baker, Lisa Kilders, Clair Klock, Eann Rains, Tom Salzer

Partner: Kris Homma

Guests: Terry Gibson, Mike Guebert, Patti Jarrett, Jay Udelhoven

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 in attendance, Chair Becker called the meeting to order at 4:00 pm on Tuesday, July 21, 2015 in the Clackamas County SWCD conference room at 221 Molalla Avenue, Suite 102, in Oregon City. One addition was made to agenda in the addition of a second landowner project in item 5B. The revised agenda was accepted without dissent.

B. Public Comments: Terry Gibson thanked the District for helping Schoolyard Farms build the fabulous facility, including the rainwater harvesting system, to show off to the community.

Jay Udelhoven told the board that he had been the manager at East Multnomah SWCD for one year now and his board chair, Mike Guebert, has been in that position since January. Jay thanked the District for our graciousness and receptivity as he transitioned into his position. He also extended an open invitation to our board members to attend an East Multnomah SWCD board meeting.

C. Director/Partner Reports: Director Guttridge reported that he attended the Demonstration Day at the Farm and thought it was a good event.

Director Oberg reminded everyone that the Clackamas County Fair starts on August 18 and runs through August 23. He encouraged everyone to attend.

Associate Director Johnson reported that the legislative session had ended. He said that the bills that did not pass were, in some cases, more significant than the bills that did pass. He encouraged the District to pay attention to the land use and agricultural regulations that will be developed because of

marijuana legislation. Pay special attention to the right to farm, water quality regulations, and the city/county regulations that may ensue.

Some minor land use bills passed. For example, one bill passed that will allow Washington County to fix some of their land use regulations. The request from Clackamas County to change their land use regulations did not pass.

Senate Bill 204 did not pass. It would have provided funding for easements. It was a good bill and may come around again in another legislative session.

Director Zuber asked about water rights during the drought conditions. Associate Director Johnson explained that citizens should keep an eye on water use, but the regulatory authority is at the state and federal level.

D. Manager's Report on Committees:

- Beaver Creek Demonstration Farm Use Guidelines Committee: This committee did not meet.
- Budget Committee: Idle
- Building and Facilities Committee: This committee has been receiving updates from Manager Salzer.
- Health and Safety Committee: This committee met in June and will schedule another meeting when Staff McQueeney is back from vacation.
- Master Plan Evaluation Committee: This committee provided a master plan for approval at the June Board meeting. Staff submitted the approved plan to Oregon Department of Agriculture as a requirement for funding.
- Personnel Committee: This committee received information via e-mail, but did not meet.
- Scholarship Committee: Idle
- Working Lands Committee: This committee met today before the board meeting. Kelley Beamer, Executive Director of the Coalition of Oregon Land Trusts, was the guest speaker. They also discussed the Trout Creek grant application which was not selected for funding. It was, however, recommended for resubmission during the next funding cycle.

2 – MINUTES

- A. June 16, 2015 regular meeting minutes:** Minutes from the June 16, 2015 regular board meeting were presented, including corrections previously submitted by Director Guttridge. Directors Zuber/Guttridge moved/seconded to accept the minutes as presented. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- B. Accept financial reports:** Manager Salzer reviewed the June monthly financials. He recommended the board accept the financial reports on a provisional basis as we have not closed the books for fiscal year 2014-2015. The District is transitioning from a budget that was developed on a cash basis to a budget on an accrual basis, and staff need additional time to work with our bookkeeper to investigate the negative net income \$54,061 that appeared on the reports. Our bookkeeper suspected that the

negative \$54,061 might have something to do with the unexpended cash that carried over from last fiscal year.

Manager Salzer also pointed out the list of bank accounts at the top of the June 2015 balance sheet report represents all of our bank accounts. He also noted that the profit and loss statement shows the summary for the month of June as well as the year-to-date summary in the next column. Again, we see the negative \$54,061 for net income for the fiscal year.

No budget to actual report was prepared. A number of last minute project invoices were submitted and the books are not closed for the fiscal year 2014-2015 causing the delay.

Manager Salzer expects to present final reports available for acceptance at the August meeting of the Board of Directors.

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

- C. **Approve expenditures:** Manager Salzer presented the June voucher list for approval. The June voucher list was the largest check run that the District has ever produced at \$232,262.44. Of that amount, \$204,317.03 represented investments from the Conservation Fund, including three large irrigation efficiency projects.

Non-typical checks included #6316 for \$664.23 for repairing a vehicle door dent and #6349 for \$177.50 for rental of a portable toilet at the Beaver Creek Farm.

The check run covered checks number 6305 to 6359 with one gap. Check #6311 was a replacement check for a vendor who had lost the original, but the vendor found the check as we were printing the replacement. Check #6311 has been voided.

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

- D. **Clackamas Conservation Fund 2014-2015:** Manager Salzer reported that the July Conservation Fund summary will be presented at the August meeting. He did note that he believed we spent the entire Conservation Fund.

Manager Salzer explained that beginning in July the Conservation Fund will be reported on an accrual basis. The financial team will be going back through the Conservation Fund expenditures to make sure they were coded correctly to this fund for fiscal year 2014-2015.

Director Lee asked if a Certified Public Accountant would be used to check our books before we are audited. Manager Salzer replied that we have already made inquiries to find a CPA.

4 – OTHER FINANCIALS

- A. **Auditor letter of engagement:** Manager Salzer reported that the District has a three-year agreement with Auditor Richard Winkel. This is the last year of that agreement. The current agreement is a renewal from the original three-year agreement. The District will go through an RFP process for an auditor in 2016. Each year we sign a letter of engagement for our annual audit. Manager Salzer requested authority to sign a letter of engagement with Richard Winkel for our 2014-2015 audit.

Directors Guttridge/Lee moved/seconded to authorize Manager Salzer to sign a letter of engagement with Richard Winkel for our 2014-2015 audit. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Peterson heavy use area:** Staff Baker updated the board on the Peterson Heavy Use Area (HUA), a project that he took over when Staff DellaMaggiore left. Baker reported that the project was easy to pick up because of the good work that DellaMaggiore did before she departed. The Petersons purchased the property last year and their current resource concern is mud and manure management. They want to address all the resource concerns, and addressing those concerns will take several years. Mud is the first issue to be addressed through roof water management and a heavy use area. The total cost of the project will be \$17,800. The staff request is to approve Manager Salzer to enter into a funding agreement for the Petersen HUA.

Directors Guttridge/Oberg moved/seconded to authorize the General Manager to enter into a funding agreement not to exceed \$15,000 for the Petersen HUA. Motion carried unanimously.

- B. Project updates:** Staff Baker updated the Board on the Toops project. Baker has been working with Toops family since 2008. He gave an overview of the conservation projects that Jim Toops has implemented. Toops has controlled blackberry on the last part of his property and is now ready to install a HUA, and install fencing and additional livestock watering to implement prescribed grazing. The total for the project will be \$37,000. A cost-share funding request will be brought to the Board for approval at the August meeting.

Staff Baker also reported on the Kubes aerated manure compost facility project. This landowner has two cows and a horse on Milk Creek. This three-bin compost system should take care of the resource concern. Bake noted that when we work with a landowner that has manure management issues, they must remove the existing manure pile before the project installation. This project will total \$23,000. Staff will come back to the Board in August with a funding request for this project.

6 – PERSONNEL

- A. Title change for employee:** Manager Salzer requested a title change for Staff Jason Faucera, Conservation Specialist. Faucera has worked on the District's IT program for years and has maintained split duties, most recently between finance, technology, and conservation planning. The proposed title, Conservation and Technology Specialist, will better reflect Faucera's job duties.

Directors Lee/Oberg moved/seconded to authorize the General Manager to make a title change for Staff Faucera, from Conservation Specialist to Conservation and Technology Specialist, effective July 1, 2015. Motion carried unanimously.

- B. Conservation Specialist positions:** Manager Salzer updated the Board on the recent search for a conservation specialist. We had 21 applications for the position. Manager Salzer and Staff Kilders reviewed all applications for compliance with published requirements, leaving five applications for deeper review. From those five applications, three candidates were selected for interviews. A panel consisting of Director Guttridge, Manager Salzer, Staff Kilders, and Staff Baker interviewed these candidates. Two candidates excelled in the interviews. Both individuals are very experienced and well qualified. One has riparian and wildlife experience and is a certified NRCS planner. The other is also a certified NRCS planner and has 20 + years working with the agricultural community.

Two planner positions are included in the FY 2015-2016 adopted budgeted. Management's original plan was to hire one planner now and then recruit a second planner this fall to complete the skill sets

needed to adequately serve our customers. However, these two exceptional candidates provide the complete package we were planning to find through a split recruitment. Manager Salzer conferred with the Personnel Committee for guidance and decided to proceed with offers to both candidates now and forego a fall hiring. Scott Eden, formerly of Marion SWCD, will start on August 10. Nicole Ahr, formerly of Tualatin SWCD, will start on August 17. Both are very capable and we are thrilled to have them.

7 – BOARD/MANAGEMENT

- A. Change August meeting date:** Manager Salzer noted that the August meeting date falls on the first day of the Clackamas County Fair. Since staff will be busy setting up our fair booth and Director Oberg will be busy as a fair board member and unable to attend our meeting, Salzer proposed moving the meeting to Tuesday, August 25. Director Nelson noted that he would be unable to attend on August 25 as the Far West Show starts that day.

Directors Guttridge/Nelson moved/seconded to change the August board meeting date to Monday August 24, 2015. The meeting time will not change. Motion carried unanimously.

B. Manager's Report:

Manager Salzer reported on the following items:

- Employee evaluations are underway. Everyone's schedules have been so busy that they are not yet completed, but they will be done prior to the August Board meeting.
- Salzer explained that in the briefing memo he sent out, he had mentioned that he has had problems getting timely financial reports. He explained that the reports in question were not the ones he routinely receives from Staff Rains.
- The application for the District name change was accepted by Oregon Department of Agriculture and the Secretary of State has made that change. The Clackamas County tax assessor's office has been notified, but we have not yet received our official certificate.
- The realtor reports that two parties are interested in the Pleasant Avenue property, but there have been no offers yet. The For Sale sign on the property has yet to be posted.

Staff Kilders reported on the following items:

- Demonstration Day at the Farm was a success. She received a number of comments from the neighbors on how pleased they were that the District purchased the property and is keeping it as a farm.
- She also reported that the application period for the District Administrative Assistant position closed on July 10. Only five applications were received. She and Manager Salzer will review the applications and choose candidates for interview.
- The septic system loan application was submitted to Oregon Department of Environmental Quality. It has passed review, been accepted, and is included in their plan to spend the State Revolving Loan Funds. The announcement for the 30-day public comment period (July 24, 2015 to August 24, 2015) has been released. DEQ does not anticipate negative comments and should be able to enter into loan agreement with us in early fall.

- The Polk SWCD has invited District staff and board members to their annual dinner on September 17, 2015.
- The Oregon Association of Conservation Districts and the Network of Oregon Watershed Councils 2015 joint conference will be held in Eugene at the Valley River Inn from November 2-4, 2015. Board members who are interested in attending should notify Staff Kilders. OACD sent an e-mail a notification of the conference, but Staff Kilders will resend the announcement to the board members so that they have the details.

8 – PROPERTIES & PLANNING

- A. Contract with architect:** Manager Salzer proposed a scope of work for the architect selected through the RFQ process. The proposed scope of work will include verbiage shown in the e-mail message “These drawings will be the basis of the pre-application planning meeting with will afford the project team time with County representatives. The County will then inform the project team of required elements for the project.” Salzer requested approval of the amended scope of work and the authority to enter into an agreement with the architect for the scope of work at the proposed price. He noted that our attorney, Eileen Eakins would develop the personal services contract with the architect.

Several architectural firms that submitted proposals did ask why they were not selected. Manager Salzer addressed their questions.

The first step in the process is a kick off meeting with the Board of Directors and the architect. Salzer will send the board members proposed dates for that meeting.

Associate Director Johnson offered to join the District in their meeting with the County Planning Department regarding permits for the new office building.

Directors Guttridge/Nelson moved/seconded to approve the scope of work as amended and authorize Manager Salzer to enter into an agreement with the AC+Co Architecure I Community for the scope of work not-to-exceed \$21,600. Motion carried unanimously.

- B. Trout Creek property:** Manager Salzer reported on the application for the Wildlife Mitigation grant (the Trout Creek Project). He pointed that in the funding chart provided by Oregon Department of Fish and Wildlife, the project falls just below the funding cutoff line. The letter to BPA from Oregon Department of Fish and Wildlife says that ODFW does not concur with the recommendation to fund, but they do recommend that the District reapply in the next funding cycle. If the landowner is still interested, the District may consider reapplying in January.
- C. Heritage tree designation at Pleasant Avenue:** Staff McQueeney prepared and submitted the Heritage Tree application to the City of Oregon City for the oak tree located at 314 Pleasant Avenue. The designation would result in a covenant between the landowner and the city to protect that tree. Our contact at the City expects a decision sometime next week.
- D. Green property in Milwaukie:** Last week Staff McQueeney facilitated a meeting of interested organizations regarding the Green property in Milwaukie. The property is four acres with wetland habitat. The Wetland Conservancy manages an adjoining wetland property. This is one of the last undeveloped properties in Milwaukie and the owners would like to keep it undeveloped. No single organization appears to have the funds on hand to purchase the property. A Metro Council member recommended that the group apply for a Metro Capital Grant. The upcoming grant cycle will be the last one for this funding source. The partners seem to have shared values and the outcome is hopeful.

Kris Homma suggested the group also investigate the Department of State Lands mitigation banking program.

9 – PARTNER/OTHER REPORTS

- A. Natural Resources Conservation Service (NRCS) representative Kris Homma reported that the Environmental Quality Incentive Program contracts for this year are completed. The implementation strategy for next year will focus on soil health, forestry fuels reduction, and afforestation. Nationally the focus will be on organic and transition to organic, but there is not much funding for those initiatives.

Director Guttridge was pleased to see the East Multnomah SWCD folks at our meeting. He feels that the Districts can learn a lot from each other. He encouraged the Clackamas Board members to visit other Districts.

- B. Director Nelson reported that Kris Homma from NRCS invited him on a site visit to his new neighbor's property. The neighbor has many ideas for the property and may come to the District for assistance.
- C. Director Oberg announced that registration for 2015 Small Farm School is open. This year classes will be held at Clackamas Community College and at the Clackamas County Event Center.
- D. Chair Becker asked if the directors would like to participate in staffing the fair booth.
- E. Director Zuber reported that she had attended the OACD partnership meeting at the Monarch Hotel. She mentioned the discussion on regulations and District issues regarding marijuana production. She was concerned about water rights and irrigation. Manager Salzer reminded the board that we always check to see if the client we are working with has a water right. We also fund irrigation efficiency improvements, not the installation of new irrigation systems. These are sometimes difficult – but necessary – conversations we have with landowners.

Associate Director Johnson mentioned that the Oregon Water Resources Division is ready to do enforcement on water rights. There are not many areas left with water available for new irrigation.

He also explained that you will need a license to go into marijuana production and the water quality rules are the same as for any other agricultural operation.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held on **Monday, August 24, 2015** at 4:00 p.m. at the District office. Remember the change in the date!

There being no further business, Chair Becker adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Lisa Kilders

Voucher Approval List 08/20/15

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
--------------	-------	-----------	-------	--------------

Recurring Expenses Authorized for Payment by Resolution 2015-003:

221 Molalla, 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	Rock for SuperDOG-1417-004	6393	8/20/2015	\$	39.50
	Farm Utilities	6394	8/20/2015	\$	35.65
	Cost of Tokens for OCFM POP club	6395	8/20/2015	\$	127.32
	Pleasant Avenue - Monthly Storm water Mgmt.; Pavement Maint Fee	6396	8/20/2015	\$	34.25
	July'15 - June '16 W-2 Fee	6397	8/20/2015	\$	15.00
CF	SuperDOG-1417-002	6401	8/20/2015	\$	1,575.00
	Porta Potty at Farm for Summer	6402	8/20/2015	\$	127.50
CF	Sawan and Fulcrum projects	6403	8/20/2015	\$	8,237.30
	Balance due on Worker's Comp Insurance premium	6404	8/20/2015	\$	79.59
	Cloud storage and Monthly support services	6405	8/20/2015	\$	455.00
	July contracted bookkeeping services	6406	8/20/2015	\$	1,368.75
	July ER and EE 457b Contributions	6407	8/20/2015	\$	7,279.53
CF	Mill Creek Hofmann project	6408	8/20/2015	\$	3,074.36
	Various Visa charges	6409	8/20/2015	\$	4,928.39
CF	Cooperator's Grant	6410	8/20/2015	\$	8,826.00
CF	Kaser Property services	6411	8/21/2015	\$	630.60
CF	Weed Wise/EDRR	6412	8/21/2015	\$	4,646.20
	Board Approved Total			\$	53,840.80

CF = \$28,478.96

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

Approved By Board:

Board Chair

Board Treasurer



Board Approved Total \$ 53,840.80

Total Month's Payments \$ 72,901.32