



Clackamas
Soil and Water Conservation District

Approved November 17, 2015

Clackamas County SWCD Board Meeting Minutes for October 20, 2015

Present:

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

Associate Directors: PK Melethil

Director Emeritus: Mike Weinberg

Staff: Jeremy Baker, Tami Guttridge, Lisa Kilders, Jeff Lesh, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

Guests: Daniel Newberry, Noah Jenkins, Manette Simpson, Owen Wozniak

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 4:05 p.m. on Tuesday, October 20, 2015 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City. Two changes were made to the agenda: move item 5E before 5A, and add action on a public meetings and public records resolution to item 7D. The changes were accepted without dissent
- B. Public Comment - None
Introduction of Guests -
- Daniel Newberry and Noah Jenkins: Both with Johnson Creek Watershed Council
 - Manette Simpson: Oregon Department of Agriculture
 - Owen Wozniak: Trust for Public Land
- C. Director Reports
- Director Zuber requested to make comments at the end of the meeting.
- D. Manager's Report on Committees
- Beaver Creek Demonstration Farm Use Guidelines Committee: This committee met just before the board meeting, report to follow next month.
 - Building Committee: did not meet.

- Health and Safety Committee: this committee met last week.
- Master Plan Evaluation Committee: did not meet.
- Personnel Committee: did not meet.
- Working Lands Committee: did not meet.
- Budget Committee and Scholarship Committee: idle

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the September 15, 2015 special meeting were presented.

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

- B. Minutes from the September 15, 2015 regular board meeting were presented. The minutes were modified to remove Joan Zuber as head of the Scholarship Committee, per her previous request.

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

- C. Minutes from the October 13, 2015 special meeting were presented. Although there was not a quorum present at the October 13 special meeting so minutes are not required, minutes are provided for transparency.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer presented the October monthly financials. There are a few things to be corrected on the financial reports. These will be corrected for the next meeting and an update sent out if the accountant makes the corrections before that time.

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

- B. Manager Salzer presented the October voucher list for approval. October vouchers totaled \$123,124.86 on check numbers 6450 through 6510. Paid items highlighted in red in the top half of the list were approved and paid at the beginning of the month per the District's recurring payments resolution. Unusual expenses for the month include check #6450 to Special Districts Insurance Services (SDIS) for Workers Compensation which should have been paid in August, but the invoice was not properly sent to the District. This could be considered a recurring expense. Also check # 6486 for National Association of Conservation Districts dues; last year we paid \$776, this year Manager Salzer recommends we reduce that amount to \$600.00. The reduction will not change the benefits the District receives and this year our budget is tight.

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

- C. Manager Salzer noted that all of the conservation grant funds budgeted for fiscal year 2015-2016 have been committed. We are over committed by approximately \$24,000. Often, not every project is initiated or completed on time, so the actual amount spent is usually lower. The district still has money available for loans. Some cooperators may be delayed until next year, or approached to see if they

would be able to proceed by taking on a loan this year instead of a grant. Once the audit is completed and we have received our tax funds we will have clearer picture of options to make changes to the budget. Staff will present suggested budget adjustments in December that may be necessary. Any required hearings and action will take place in January 2016.

4 – OTHER FINANCIALS

- A. Tree School Support – We have been a platinum level supporter for the last few years, giving Tree School \$1,000.00 to help provide for this worthy educational opportunity. Staff recommends we continue at this level.

Directors Guttridge/Zuber moved/seconded to approve \$1,000.00 for Tree School. Motion carried unanimously.

- B. Oregon Conservation Partnership (OrCP) sponsorship – OrCP is requesting funds to support scholarships for college students to attend the Gathering for Conservation in Eugene, in the amount of \$500.00 to \$1,000.00. Discussion by Board members suggested that there was not enough information about how the money would be distributed and under what criteria, and they asked to see better information in a more timely fashion.

This item was tabled by general acclamation.

- C. VALIC Authorization - In 2010 the Board was required to approve adoption of a VALIC retirement fund agreement. Several of our current employees still have funds in the VALIC system. The proper signatures were not obtained, and staff accounts may be in jeopardy. VALIC has agreed that this problem can be remedied if the board signs the paperwork now. Manager Salzer is requesting that the Board give approval for Chair Becker to sign "Adoption Agreement #-002" to resolve this issue.

Directors Guttridge/Lee moved/seconded to have Chair Becker sign agreement. Motion carried unanimously.

- D. Audit – Manager Salzer received a list of information needed from auditor Richard Winkel to complete the testing of transactions for the annual audit. Manager Salzer will have the bookkeeper and Staff Rains working on these preparations over the next week or so. It's possible there could be an audit report from Richard at the November 17th Board of Directors meeting, but it is more likely to be in December.

GUEST SPEAKERS

Owen Wozniak – Trust for Public Lands- Oregon Working Lands Data Bank – Owen gave a 20 minute presentation regarding the Oregon Working Lands Data Bank.

Daniel Newberry – Johnson Creek Watershed Council (JCWC) – Presented a slide show regarding their District supported work with CreekCare along Johnson Creek in Clackamas County. The council is asking the District to provide funding for continued work on riparian restoration along Johnson Creek and its tributaries. Staff Reische has worked with the JCWC on this project and believes the project provides good return for our investment of time and money.

5- PROJECTS, PROGRAMS, SPECIAL ACTIONS

Item # moved per Agenda revision

- E. DEQ Loan Update – District has applied for a \$250,000.00 loan from DEQ to provide help to eligible landowners with failing septic systems in the Clackamas River Watershed. Staff Rains is reviewing the draft loan agreement. This will be a low interest loan, with the likelihood of no loan forgiveness to the District. The District would make direct payment to contractors. We anticipate the agreement will be ready to schedule a public hearing and present to the Board at the November or December Board meeting. This is also the time to consider a request to increase our original DEQ Conservation Practices loan (this will be a new loan, but we will not have to re-apply). This could add significant resources to the District's Conservation Fund.
- A. Tryon Creek Watershed Council request – Requesting funds to help with an outreach project focused on riparian restoration opportunities. TCWC is partnering with the Oswego Lake Watershed Council for this effort and they estimate approximately 500 Clackamas County landowners will be contacted. Lake Oswego had implementation funds for projects. This money is for outreach to engage landowners in riparian projects.

Directors Guttridge/Oberg moved/seconded to support Tryon Creek Watershed Council and Oswego Lake Watershed Council through a contribution not to exceed \$4,500.00 during fiscal year 2015-2016 subject to available funding. Motion passed unanimously.

- B. Tipikin phase 2 irrigation improvement – To convert 94 acres of cane berries from an overhead sprinkler to micro-irrigation (drip), including irrigation water management (IWM) practices to increase the efficiency of water usage. It is estimated this conversion will save 87.6 acre-feet of water over 15 years without IWM practices. The landowners do plan to implement IWM practices which will increase the water savings to 99.8 acre-feet over 15 years. Estimated total cost of project is \$143,000.00. Due to all conservation fund monies being allocated, there is a need to work with the cooperator regarding a loan.

Board gave tacit support for this project. No action was taken on this item while staff continues to work with the cooperator on funding alternatives.

- C. Yoder irrigation improvement-Propose work includes installing a micro-irrigation (drip) system on 30.3 acres currently used to grow hazelnuts, thus focusing water only where it is needed. The new system would replace an inefficient system of 5-gallon buckets and a water truck. Estimated savings of 40 acre-ft of water over 15 years without IWM. The landowners plan on implementing IWM which would increase water savings to 47.3 acre-ft of water over 15 years. Total project costs are estimated at \$14,400.00. The request is for a loan to cover the total amount. The loan would come from District funds, not from DEQ funds. Permits are completed and staff is fine-tuning the design; this project is essentially ready to go.

Directors Guttridge/Zuber moved/seconded that the District provide a loan in the amount of \$14,400.00. Motion passed unanimously.

- D. Camp Adams weir removal project –Staff Reische reported that this project proceeded smoothly. The weir was removed, and the District is in the process of re-seeding the area. ODFW and the landowners are happy with the results. Articles are being written and some video was recorded that will be used in future District promotions.

6 – PERSONNEL

- A. No topics at this time.

7 – BOARD/MANAGEMENT

- A. Voting Delegate for Oregon Association of Conservation Districts (OACD) Meeting – Director Lee indicated that the District needs to notify OACD of our appointment of a voting delegate, or we will not be allowed to vote.

Directors Lee/Oberg moved/seconded for Director Zuber to be the voting delegate. Motion carried unanimously.

- B. Board meeting time for winter – Tabled until next month by consensus.
- C. Retreat Topics – The retreat meeting was confirmed for November 17, 2015 at the Beavercreek Demonstration Farm. Public notice will be issued as a quorum will be present. Manager Salzer directed board members to the Conservation Priorities brochure in their binders. This brochure is based on the Long-Range plan that the board adopted earlier in the year. Manager Salzer will send a copy of the Long-Range plan to the board members.
- D. Manager's Report – Manager Salzer announced that Cory Owens has been promoted to State Soil Scientist and is now working from the State Office in Portland.

He reported for Kris Homma that she currently has 26 Environmental Quality Incentives Program (EQIP) applications. Many are left over from last year. The first cut-off date for new applications is January 15, 2016.

Knightsbridge Farm property – Manager Salzer has heard that the Confederated Tribes of the Warm Springs Reservation are very interested in the habitat possibilities on the property and exploring a possible partnership with the District.

Resolution for adopting public policy – Adoption of the public meeting/public records resolution will help the district save an additional 2% on our insurance premiums, for a total of 10% reduction. These policies are from 2007 but have been updated and reviewed by Eileen Eakins. They comply with current law, and were made more concise.

Directors Guttridge/Lee moved/seconded to adopt Resolution 2015-007 Adopting Public Meeting and Public Records Policies. Motion passed unanimously.

8 – PROPERTIES & PLANNING

- A. Trout Creek application development costs – The landowner has decided he would like the District to again sponsor an application to the Willamette Wildlife Mitigation Fund for this significant parcel of old growth and old-growth-like forest along Trout Creek and the Molalla River. Last year we had only one week to prepare the application and although it was viewed favorably we did not receive funding.

We have three months to prepare the application this time, and would like to present a stronger application.

Manager Salzer is requesting up to \$20,000 for consulting services necessary to develop a competitive grant application to acquire the Trout Creek property.

Director Lee/Zuber moved/seconded to authorize the Manager to go forward to secure consulting services not to exceed \$20,000, as long as the cooperator will be an equitable partner. Motion passed unanimously.

9 – OTHER REPORTS

- A. Partner reports - None
- B. Director Zuber would like to allow public comment at the end of meeting in addition to the comment period at the beginning of the meetings.
- C. Director Guttridge – Public comments at the end of the meeting should also be limited to 3 minutes.
- D. Director Oberg explained that he missed the architect’s meeting because he was at a Fair Board meeting with the Capstone group from Portland State University. The Capstone group is helping the Clackamas Event Center to come up with a master plan.
- E. Staff Rains thanked the Board for all of their support.
- F. Staff Baker let the Board know that in partnership with the Spokane Conservation District, we now have engineered plans for manure composting sheds that are approved for both Oregon and Washington. These plans will be available to share with other districts. Director Guttridge made comment that snow loads need to be considered at all locations due to variances. Baker asked that Director Guttridge review the plans to see if snow loads were considered.
- G. Director Emeritus Weinberg thanked the board for his appointment.
- H. Manette Simpson from ODA – Complimented the board and staff for the well run meeting, she enjoys visiting Clackamas.
- I. Chair Becker introduced new staff member Tami Guttridge, and thanked Staff Kilders for her help and guidance during the meetings.
- J. Staff Kilders – The upcoming Sprayer Calibration workshop at North Willamette Research and Extension Center is full. Yamhill SWCD annual dinner is coming up and board members are invited, but must RSVP, let Lisa know if you will be attending. We have a copy of new farm operation manual from Art Bridge. He recognized the District and our assistance. The Clackamas River Invasive Species Management Plan is done and available for anyone interested.

ADJOURN and NEXT MEETING

A Special Board Meeting will be held on Tuesday, November 17, 2015 at 12:30 p.m.

The next Regular Board Meeting will be held on Tuesday, November 17, 2015 at 4:00 p.m.

A Special Board Meeting will be held on Tuesday November 24, 2015 at 2:30 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:22 p.m.

Respectfully submitted,



Tami L. Guttridge

Voucher Approval List 10/20/15

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
Recurring Expenses Authorized for Payment by Resolution 2015-003:				
221 Molalla, Norris & Stevens, Inc.	October Lease \$6,786.82 and Operating Exp \$123.11	6451	10/6/2015	\$ 6,909.93
BCT	Monthly Phone Services at Farm	6452	10/6/2015	\$ 121.42
Clackamas County Finance Dept.	Employee Health Benefits	6453	10/6/2015	\$ 17,141.06
Comcast	Monthly Internet Services for District Office	6454	10/6/2015	\$ 142.85
Integra Telecom	Monthly Phone and Internet at District Office	6455	10/6/2015	\$ 672.13
Pacific Office Automation	Monthly Photocopying charge	6456	10/6/2015	\$ 302.66
PGE	Monthly Power at Farm	6457	10/6/2015	\$ 69.37
Sonitrol	Monthly Security Monitoring Services for District	6458	10/6/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6459	10/6/2015	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6460	10/6/2015	\$ 160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	6461	10/6/2015	\$ 7,786.25
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	9/8/2015	\$ 3,364.61
		Subtotal		\$ 33,664.12
Board Approved Expenses:				
Special Districts Insurance Services	WC Insurance Premium	6450	10/6/2015	\$ 2,489.44
AC + Co Architecture Community	Architectural services	6462	10/14/2015	\$ 3,998.34
CF Amber Fox	DOG 1418-004	6463	10/14/2015	\$ 759.00
CF Ash Creek Forest Management, LLC	Riparian Vegetation Management and Invasive Removal	6464	10/14/2015	\$ 18,776.42
C. Klock	Sept Expense Reimbursement	6465	10/14/2015	\$ 312.35
Cathy McQueeney	August and Sept Expense Reimbursement	6466	10/14/2015	\$ 145.01
Clark Conservation District	Camp Adams and Canyon Creek projects	6467	10/14/2015	\$ 4,758.32
CF Community by Design, LLC	Replacement for Check 6010 from October 2014 (lost)	6468	10/14/2015	\$ 1,138.00
Coulter Printing, Inc.	Ask the Expert posters	6469	10/14/2015	\$ 18.00
Crystal Greens Landscape, Inc.	Monthly maintenance at Farm	6470	10/14/2015	\$ 395.00
CF Cultural Resources Consulting	Nate Creek/ Camp Adams Project	6471	10/14/2015	\$ 2,709.50
Dept. of Administrative Services	Annual membership for procurement process	6472	10/14/2015	\$ 50.00
Donald D Stuart	Hotel reimbursement for Speaker	6473	10/14/2015	\$ 91.38
Donald Guttridge	Sept Directors Expenses and Mileage	6474	10/14/2015	\$ 45.97
Eann Rains	Mileage and Expense Reimbursements	6475	10/14/2015	\$ 84.63
Eileen Eakins, LLC	Variety of legal consultations	6476	10/14/2015	\$ 1,880.00
Google Inc	Annual fee for employee email	6477	10/14/2015	\$ 1,050.00
Government Ethics Commission	Annual Assessment	6478	10/14/2015	\$ 396.10
H2Oregon	Bottled Water for office	6479	10/14/2015	\$ 28.50
Jason Faucera	Mileage and Expense Reimbursements	6480	10/14/2015	\$ 156.35

Jeff Lesh	Expense Reimbursement	6481	10/14/2015	\$	17.55
Jeffrey Neilson	August and Sept Hours plus Expense Reimbursement	6482	10/14/2015	\$	3,172.57
Jeremy Baker	Mileage and Expense Reimbursements	6483	10/14/2015	\$	205.83
Lisa Kilders	August Directors Expenses and Mileage	6484	10/14/2015	\$	116.96
CF Molalla Redi-Mix & Rock Products Inc.	Dump Fees and gravel	6485	10/14/2015	\$	327.50
NACD	Annual Renewal, member #42075	6486	10/14/2015	\$	600.00
Nicole Ahr	Sept Expense Reimbursement	6487	10/14/2015	\$	119.01
Oregon City	Farm Utilities	6488	10/14/2015	\$	36.01
Oregon City Garbage Co., Inc.	Garbage service at Farm	6489	10/14/2015	\$	26.25
Oregonian Publishing Co.	Subscription at Office	6490	10/14/2015	\$	156.00
Our Table Farm	Ag Products at Barnyards & Birkenstocks Event	6491	10/14/2015	\$	280.00
CF Patricia J. Tawney	DOG-1516-001	6492	10/14/2015	\$	5,450.00
PGE	Power at Farm	6493	10/14/2015	\$	83.57
CF Ronald K Larson	DOG-1417-002 Larson	6494	10/14/2015	\$	841.50
Samuel Leininger	August Expense Reimbursement	6495	10/14/2015	\$	13.58
Sarah Hamilton	August Expense Reimbursement	6496	10/14/2015	\$	96.60
Schultz-Clearwater Sanitation, Inc.	Porta Potty at Farm	6497	10/14/2015	\$	72.25
Scott Eden	August Expense Reimbursement	6498	10/14/2015	\$	71.88
CF Shadrin Family Farms	Super DOG1416-001	6499	10/14/2015	\$	40,000.00
CF Sound Native Plants Inc	Tower and Wood Sites	6500	10/14/2015	\$	412.50
SDAO	Membership Dues (\$492.67) and Training for TS (\$75.00)	6501	10/14/2015	\$	567.67
Spire Technologies, Inc.	Subscription at Office	6502	10/14/2015	\$	221.67
SCD	Spokane CD, Waste Storage Facility Design	6503	10/14/2015	\$	500.00
The Bookkeeping Collaborative, LLC	Sept contracted services	6504	10/14/2015	\$	1,125.00
The Gold Wrench	Replacement of mirror on F-150	6505	10/14/2015	\$	458.45
Tom Salzer	Mileage and Expense Reimbursements	6506	10/14/2015	\$	352.43
CF Trout Mountain Forestry	Nate Creek/ Camp Adams Project	6507	10/14/2015	\$	2,050.00
CF Waterways Consulting, Inc.	Milk Creek Project	6508	10/14/2015	\$	5,983.35
CF Wells Fargo	Various Visa charges(\$514.50 CF for Riparian Seed & Erosion controls)	6509	10/14/2015	\$	4,935.72
CF Zeb's Wish Equine Sanctuary	Super DOG-1417-004 and OWEB small grant 12-14-007	6510	10/14/2015	\$	15,548.70
	Board Approved Total			\$	123,124.86

Board Approved Total \$ 123,124.86

Total Month's Payments \$ 156,788.98

Board Chair 

Board Treasurer 

CF = \$89,060.97.62 (this month)
CF:FY2015-2016 YTD Expenditures \$122,655.60

Approved By Board: