



Approved January 19, 2016

Clackamas SWCD Board Meeting Minutes for December 15, 2015

Present:

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

Associate Directors: PK Melethil, Jim Johnson

Director Emeritus: Mike Weinberg

Staff: Tami Guttridge, Lisa Kilders, Clair Klock, Cathy McQueeney, Eann Rains

Guests: Luke McNaughton, Richard Winkel, Susan Hansen

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 9:02 a.m. on Tuesday, December 15, 2015 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City. Chair Becker asked if there were any changes to the agenda.

Director Zuber noted a member of Bear Creek Recovery would like to make public comment but will be unable to make the first round of public comment. It was decided that this person could have some time at the end of the meeting to make a comment.

One change was made to the agenda. A discussion item regarding Board e-mail addresses was added to item 7b.

Manager Salzer is absent due to a family emergency.

Guttridge/Lee moved/seconded to accept revised agenda. Motion passed unanimously.

B. Public Comment

Guests introduced themselves, no comment at this time.

C. Director Reports

There were no director reports given.

D. Manager’s Report on Committees

- Building and Facilities - Did not meet. Work with the architect continues and the next meeting will be January 19, 2016 at 11:00 a.m., following the regular board meeting.
- Farm Use - Did not meet.
- Health and Safety Committee: this committee met December 8, 2015.
- Master Plan Evaluation Committee: did not meet.
- Personnel Committee: Met on December 3, 2015. Assignments made to collect and report information to the Committee.
- Working Lands Committee: did not meet.
- Budget Committee and Scholarship Committee: These committees are idle for the next several months; however, the Scholarship Committee will likely resume activity in January 2016.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the November 17, 2015 Special meeting were presented.

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

- B. Minutes from the November 17, 2015 Regular meeting were presented.

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

- C. Minutes from the December 8, 2015 Special meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Staff Kilders presented the November monthly financials. Director Fantz noted that total amounts were comparable to last year. Director Oberg asked about profit and loss amounts on the last page. It was explained that these were monies that are not spent or appropriated yet.

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

- B. Staff Kilders presented the December voucher list for approval. December vouchers totaled \$57,132.46 on check numbers 6560 through 6600. 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 (#2015-003). There were no unusual expenses.

Director Guttridge asked about check # 6582 for H& R Engineering. Staff Kilders explained this was a portion of a cost share with Spokane Conservation District and was much less than we originally were going to pay.

Directors Oberg/Nelson moved/seconded to approve the December voucher list. Motion carried unanimously.

- C. Staff Rains is reviewing the Conservation fund and noted that some funds may need to be transferred in January. The District is moving slowly so that we do not overspend the Conservation Fund. Staff Rains will be contacting our watershed partners regarding our support grant applications and informing the councils that our funds are more limited this fiscal year.

Guest Susan Hansen joined us at 9:29 a.m.

4 – OTHER FINANCIALS

- A. **Audit** - CPA Richard Winkle gave an overview of the annual audit. He reported that after completing the audit, he issued an unqualified opinion, which means the District had a clean audit. He noted that the *Management's Discussion and Analysis* in the audit explains what happened during the year to make the report more meaningful to the reader. Information about the conservation fund deficit can be found here. There is no consequence for this deficit, but CPA Winkle recommends that the District consult an outside organization to look over the financials on a regular basis as part of an internal control protocol. CPA Winkle said he would be contacting Manager Salzer with some recommendation to better reporting.

Directors Guttridge/Fantz moved/seconded to accept the audit as presented. Motion passed unanimously.

- B. **SDAO insurance renewal** - The District has updated information for our insurance renewal. This includes everything with the exception of workman's compensation coverage. We should receive maximum allowed discounts this year.
- C. **Possible Budget Changes** - Manager Salzer and Staff Rains have reviewed the current budget and concluded that we need to make some adjustments now that we have the audit completed. Staff will present a list of proposed adjustments for review at the January board meeting.
- D. **DEQ loans for septic system repairs** - Staff Rains has received a draft loan agreement from DEQ, and will be sending it to the Districts attorney for review. She hopes to have a final agreement ready to present to the board for the January meeting. **A public hearing will be held at the January meeting also, and a resolution presented for the board's review and possible acceptance.**

Director Zuber asked about repayment assurances on these loans. Staff Rains said that there is a promissory note that the land owner must sign along with the loan agreement. Directors Lee, Fantz, and Zuber would like to see these loans recorded with the county or possible liens put into effect. Staff Rains will check with the attorney.

At 9:55 a.m. Chair Becker closed the regular board meeting, and opened the Annual Meeting.

Annual Meeting - Staff Kilders presented the draft of the District's annual report. She noted that the financial report will be updated now that we have the audit numbers. Kilders also encouraged Directors and guests to look at past annual reports and work plans that were available for review. Director's reviewed the report, and Chair Becker asked for comment. Chair Becker complimented the draft's streamline appearance. There being no other comments, the meeting was adjourned at 9:58 a.m.

Chair Becker reconvened the regular board meeting at 9:58 a.m.

5– PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Participation in place-based planning** – Staff Klock reported on a meeting he attended regarding place-based planning on the Pudding River Watershed. A group of stakeholders is coming together to apply for a grant from the Oregon Water Resources Department to conduct place-based planning for water resources in the Pudding River Watershed. The Board members were presented with a Letter of Intent regarding a grant application. Staff Klock asked that the District be designated as a formal participant in the Pudding River place-based water resources planning process. This will involve staff time and no cost beyond standard conservation funding the district already provides cooperators through grant and loan agreements.

Directors Guttridge/Nelson moved/seconded to designate the District as a formal participant in the Pudding River place-based water resources planning process, committing staff time, and standard funding practices. Motion passed unanimously.

6 – PERSONNEL

- A. Supporting the Partnership (OACD and NOWC)** - Director Lee explained that the Executive Director of the Network of Oregon Watershed Councils is resigning and his last day is January 8, 2016. Staff Jason Faucera has been working with the NOWC and Oregon Association of Conservation Districts (OACD) during the past year. This update is provided to allow Board members to consider a scenario where Faucera may be asked to step in on a temporary basis to help out while the NOWC works recruits a permanent replacement. Manager Salzer believes that the District would be able to allow Staff Faucera to work temporarily work up to four days per week with NOWC and OACD, if his few customers are assigned to other planners. Benefits and salary for Faucera’s time would be billed to OACD.

Board members asked that this topic be placed on the agenda for the next board meeting if a request is made by NOWC. The Board could make a final decision at the next meeting.

7 – BOARD/MANAGEMENT

Revised agenda - add discussion of Board e-mails addresses to item 7b

- A. Financial assistance and Oregon Department of Agriculture (ODA) Notice of Non-Compliance** – Directors discussed putting into place a financial assistance policy that would address cooperators who may have received a Notice of Non-Compliance from ODA. Directors felt their responsibility is to the watersheds and land and that this does not mean that financial assistance will necessarily be withheld if there are non-compliance issues. The Board does recommend that a letter be sent to Coleman Corrals reminding Mr. Coleman of the cooperator responsibilities and conditions associated with the Districts agreement. The Board recommended holding the check until they receive a report from our spot checks on the management of the riparian fencing.

It was requested that this item be added to the agenda for the next meeting.

B. Manager's report -

Staff Kilders informed the Board that the District is in the process of receiving another Supplemental Environmental Project (SEP) payment of \$3,120.00 which will be used to fund a riparian restoration project.

Director Lee requested that e-mail addresses be set up for Board members. Board members discussed the possibility of individual e-mail addresses, or a single board e-mail address that could be accessed by all directors. Most directors are comfortable with the staff forwarding e-mails received at the office.

Chair Becker asked that this be added to the agenda for the next board meeting.

8 – PROPERTIES & PLANNING

- A. **Offer on 314 Pleasant Avenue property- Update** - The District is waiting for a revised purchase agreement which Chair Becker will sign per approval at the special meeting on December 8, 2015.

Manager Salzer let the board know that there has been a second offer on the property for an identical amount; however, it comes with a contingency clause. The clause would require the City and the County to waive all development fees. This is a backup offer.

- B. **Trout Creek wildlife project - Update** - Staff Ahr continues to work on developing the application to the Willamette Wildlife Mitigation Program for the Trout Creek wildlife project. Manager Salzer and Staff Ahr have discussed asking the current landowners to sign a "letter of intent to purchase" and are in the process of developing this document. Such a letter will give the District more certainty as we invest funds in developing a competitive application. The application is due February 2016.

- C. **Pudding River Farm Project - Update** - It was reported that Manager Salzer spoke with Peggy Browne (Farallon Consulting) to get an update on her work to organize support for a Willamette Wildlife Mitigation Program grant application. The Confederated Tribes of Warm Springs is fully supportive of the project and suggested that she ask the Siletz Tribe to become a partner on the project, as they can provide technical assistance. The District will need to be the author of the grant application, but the Tribes would want to edit and offer suggestions since they are familiar with the application and the process.

9 – OTHER REPORTS

- A. **Partner reports** - No reports

- B. **Public Comment** - Guest Susan Hanson of Bear Creek Recovery spoke to the issue of the Coleman Corral properties. She feels that the District should not be providing funding to this cooperator or any cooperator who have received a Notice of Non-Compliance from ODA.

Susan also complimented the District's support of cooperator Carine Goldin's small goat operation. Goldin recently won awards for her cheese.

Director Fantz asked staff to provide a time line of the District's interaction with Mr. Coleman and his compliance problems with ODA. This will help the Directors when they discuss how to address the issue of the cost-share agreement with Colman Corrals.

- C. Director Nelson complimented Staff Kilders again regarding the sprayer calibration workshop and nozzle replacement program. His sprayer nozzles have been replaced and calibrated and are ready for next year's spray season.
- D. Director Fantz attended the November 19th Lower Columbia Estuary Symposium. Clair Klock and Cathy Fantz were speakers. The presentations by the farmers' panel and the water quality panel were very informative.
- E. Director Lee requested that Staff Rains speak to the board at the next meeting regarding Water Resources grants and loan application. Jim Johnson suggested that Allyssa Newcomb from Oregon Water Resources Department could come and speak with the board.
- F. Associate Director Jim Johnson reported that the Board of Agriculture meets this evening and he will give a report at the next meeting.
- G. Director Guttridge spoke about the training opportunities available at the Special Districts Association of Oregon convention in February, and the possibility of attending the National Association of Conservation Districts convention in Reno, Nevada at the end of January. A bus could be chartered and other districts invited to join in a trip to the NACD convention.
- H. Staff Kilders reminded the Board that there will be a meeting with the architect after the next board meeting.

ADJOURN and NEXT MEETING

The next Regular Board Meeting will be held Tuesday, January 19, 2015 at 9:00 a.m.

A Special Meeting will be held Tuesday, January 19 at 11:00 a.m. to meet with the Architect.

There being no further business, Chair Becker adjourned the meeting at 11:10 a.m.

Respectfully submitted,


Tami L. Guttridge

Voucher Approval List 12/08/15 (Rvsd 12/11/15)

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

221 Molalla	Monthly Lease \$6,786.82 and Operating Exp \$123.11	6560	12/4/2015	\$ 6,909.93
BC T	Monthly Phone Services at Farm	6561	12/4/2015	\$ 121.42
Comcast	Monthly Internet Services for District Office	6562	12/4/2015	\$ 142.85
Integra Telecom	Monthly Phone and Internet at District Office	6563	12/4/2015	\$ 648.88
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beavercreek Farm	6564	12/4/2015	\$ 26.25
Pacific Office Automation	Monthly Photocopying charge	6565	12/4/2015	\$ 349.02
Sonitrol	Monthly Security Monitoring Services for District	6566	12/4/2015	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6567	12/4/2015	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6568	12/4/2015	\$ 160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	6569	12/4/2015	\$ 7,260.24
Voyager Fleet Systems Inc	Fuel for District Vehicles	6570	12/4/2015	\$ 170.13
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	12/7/2015	\$ 3,364.61
	Subtotal			\$ 19,511.78

Board Approved Expenses:

CF	3J Consulting, Inc.	6571	12/8/2015	\$ 3,007.00
CF	A&L Western Ag Labs	6572	12/8/2015	\$ 56.80
	AC + Co Architecture Community	6573	12/8/2015	\$ 5,684.77
	Anna Rankin	6574	12/8/2015	\$ 198.00
	Bio-Med. Testing Service Inc	6575	12/8/2015	\$ 18.00
	Crystal Greens Landscape, Inc.	6576	12/8/2015	\$ 395.00
CF	David Peter	6577	12/8/2015	\$ 625.16
CF	Diggin' Roots Farm	6578	12/8/2015	\$ 1,050.00
	Donald Guttridge	6579	12/8/2015	\$ 242.54
	Eileen Eakins, LLC	6580	12/8/2015	\$ 800.00
	Fred Pryor Seminars	6581	12/8/2015	\$ 1,386.00
CF	H&R Engineering	6582	12/8/2015	\$ 100.00
	H2Oregon	6583	12/8/2015	\$ 45.00
	Hans Nelson and Son Nursery	6584	12/8/2015	\$ 228.00
	Jenne Reische	6585	12/8/2015	\$ 192.64
	Jeremy Baker	6586	12/8/2015	\$ 277.24
	Joan Zuber	6587	12/8/2015	\$ 254.27
	North Willamette Horticulture Society	6588	12/8/2015	\$ 350.00
	Oregon City	6589	12/8/2015	\$ 36.01
	PK Melethil	6590	12/8/2015	\$ 185.88

CF Powell Minuteman Press
 CF R Franco Restoration, Inc
 Roger Franz
 CF Sound Native Plants
 Spire Technologies, Inc.
 The Bookkeeping Collaborative, LLC
 Wells Fargo
 Wells Fargo Safe Deposit Box Operations
 CF Yamhill SWCD
 Clackamas County Finance Dept.

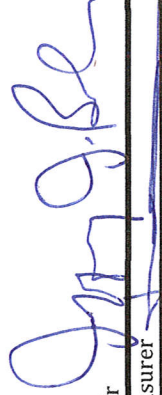
Postcard Preparation
 Herbicide Application for Sawan & Casper projects
 November Directors Expenses and Mileage
 Planting at Boekman School
 Subscription at Office and Tech support
 Nov contracted services
 Various Visa charges
 Annual box rental fee
 Camp Adams Weir Removal Cost Share
 Monthly Health care premium payment

6591	12/8/2015	\$	198.87
6592	12/8/2015	\$	6,378.55
6593	12/8/2015	\$	45.00
6594	12/8/2015	\$	9,995.83
6595	12/8/2015	\$	200.00
6596	12/8/2015	\$	1,406.25
6597	12/8/2015	\$	4,229.04
6598	12/8/2015	\$	100.00
6599	12/8/2015	\$	225.00
6600	12/11/2015	\$	19,221.61
	Board Approved Total	\$	57,132.46

Board Approved Total \$ 57,132.46

CF = \$21,438.349 (this check run)
 CF: FY2015-2016 YTD Expenditures \$190,147.28

Approved By Board:


 Board Chair
 Board Treasurer

Total Month's Payments \$ 57,132.46