



Clackamas
Soil and Water Conservation District

Approved February 16, 2016

Clackamas SWCD Board Meeting Minutes for January 19, 2016

Present:

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

Associate Directors: PK Melethil

Director Emeritus: Mike Weinberg

Staff: Jason Faucera, Tami Guttridge, Lisa Kilders, Cathy McQueeney, Eann Rains, Tom Salzer

Guests: Kevin Fenn, Andrew Collins-Anderson, Terry Gibson, Evan Haas

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 9:10 a.m. on Tuesday, January 19, 2016 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 Lee requested an update on the Oregon Water Resources grant application, per Manager Salzer that will be part of the manager’s report.

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

B. Public Comment

Guests introduced themselves.

Terry Gibson with North Clackamas Urban Watersheds Council (NCUWC) introduced Andrew Collins-Anderson the new Coordinator of NCUWC. Terry reported that NCUWC’s Christmas tree sale was a success, and that 10 trees had been donated back and given to families in the area.

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; however the next work session scheduled for today has been cancelled due to illness. This meeting will be rescheduled at a later date.

- Farm Use: Did not meet.
- Health and Safety Committee: This committee met December 8, 2015.
- Master Plan Evaluation Committee: Did not meet.
- Personnel Committee: This committee met on December 3, 2015. Assignments were given to Manager Salzer 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 soon.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the November 24, 2015 special meeting with the Architect were presented.

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

- B. Minutes from the December 15, 2015 regular meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer presented the December monthly financials. The final audit has been completed and filed with the State. The Districts cash assets are higher at the end of December 2015 than they were the previous year. Similarly, receivables and loan repayments owed to us are higher than last year. The audit is finalized and our figures for accumulated depreciation are now correct. Overall, total assets are greater than a year ago.

The accounts payable total at the end of December is higher than a year ago, and long-term liabilities have increased.

The District has received 92.29% of the anticipated tax base revenue; however, there will be some quarterly revenue payments later in the year. Notice our spending is at 34.2% of budget even though we are half way through our fiscal year.

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

- B. Manager Salzer presented the January voucher list for approval. January vouchers totaled \$98,768.87 on check numbers 6601 through 6649 with no breaks in the sequence. 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). The Beaver Creek Farm mortgage payment is automatically pulled from the District's checking account each month.

There are a few expenditures that merit some explanation:

- Anna Rankin is digitizing map data for us, the cost of this is being covered by ODA grant money.

- The cost of benefits has gone up as shown on the line for Clackamas County Finance Department. Increases in staff and insurance premiums account for this increase.
- The expense ascribed to Oregon City titled "Farm Utilities" is actually a monthly storm water charge for the Pleasant Avenue property.
- The \$250.00 to the Secretary of State is for filing the annual audit.
- The Districts annual property and liability insurance premium to Special Districts Insurance Service is less than last year. Our loss history is excellent and we qualified for more discounts.
- The payment to Richard Winkel, CPA, is our last under the current RFP. We will have to advertise for auditing services this year under a new RFP.
- Wells Fargo credit card charges were quite low this month.

Directors Fantz/Guttridge moved/seconded to approve the January voucher list. Motion carried unanimously.

- C. Manager Salzer reported that the Conservation Fund spending for the month was \$32,148.42.

4 – OTHER FINANCIALS

A. Financial assistance at Molalla-area ranch -

Staff Faucera reported on his spot checks of our project sites on the Molalla-area ranch. He reviewed pictures, maps, practices and answered questions from board members. He noted that there have been improvements and that there were further practices that the landowner could put in, but they were not part of the review process.

Kevin Fenn with the Oregon Department of Agriculture (ODA) reviewed the time-line of complaints and compliance regarding the property in Molalla. Kevin explained how ODA gets involved and how they follow up by checking the validity and accuracy of complaints and the steps they follow regarding landowner notification, letter of warning, notice of non-compliance and civil penalty. This cooperator has followed the steps necessary to come into compliance with ODA.

Director Guttridge suggested since the producer is in compliance with ODA, the cost share check should be released. Chair Becker asked the board if there was agreement. The board agreed by consensus, so the check will be released.

- B. Financial Assistance policy** - Chair Becker asked to defer this discussion until the February Regular Board Meeting.
- C. Resolution 2016-001 to accept a loan from DEQ to finance Residential Septic Systems Loans to Homeowners** - The required public hearing was held at 9:00 a.m. on January 19, 2016. The DEQ loan would be used by the District to provide loans to homeowners in the Clackamas River watershed for the repair or replacement of failed or failing residential septic systems.

Directors Lee/Guttridge moved and seconded to adopt resolution 2016-001 to accept the loan. Motion carried unanimously.

- D. **Resolutions 2016-002 and 2016-003 Valic retirement funds** - Manager Salzer presented both resolutions. These resolutions are required to maintain our legal participation in Valic's retirement plan for government employees. These documents have been reviewed by Eileen Eakins, the district's attorney, and will bring Valic into compliance with the IRS.

Directors Guttridge/Fantz moved and seconded to adopt resolution 2016-002 and 2016-003 to maintain the district's participation in the Valic plan. Motion carried unanimously.

- E. **Appoint Budget Committee Members** - Manager Salzer reviewed the current Budget Committee member list with the Board, but noted that several members' terms are due to expire.

Directors Guttridge/Lee moved and seconded to retain current Budget Committee members contingent upon their acceptance to service. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

This topic is covered elsewhere in the agenda

6 – PERSONNEL

- A. **Employee Handbook updates to comply with SB 454** - Manager Salzer reviewed Senate Bill 454 regarding sick leave policies now in effect for the State of Oregon. Manager Salzer had the district's attorney Eileen Eakins review the handbook and identify the necessary changes to bring the District into compliance with the new law. The change to the Districts policy would be to make wellness leave available to new employees after 90 days, current policy is 6 months. It also tightens the provisions of sick leave so the policy language will become somewhat more restrictive.

Directors Guttridge/Zuber moved and seconded to update the Employee handbook to bring into compliance with SB454 retroactive to January 1, 2016. Motion carried unanimously.

- B. **Cost of Employee Benefits** - Manager Salzer has contacted the District's insurance agent and provided him with a census of employees and family members. The agent will provide Manager Salzer with insurance price quotes sometime in the next month or two. It is noted that the District employees pay a larger percentage toward their insurance than the County employees do for the same coverage.

7 – BOARD/MANAGEMENT

- A. **Board Meeting Time** – Directors discussed whether to meet in February at 9:00 a.m. or return to the 4:00 p.m. start time.

Directors Guttridge/Nelson moved and seconded to return to 4:00 p.m. meeting time beginning with the February 2016 meeting. Motion carried unanimously.

- B. **Board Member e-mails** - Board members discussed whether to have individual e-mails, to have an e-mail set up through the existing web-site, problems with using private e-mails and public records. Manager Salzer stated that if separate e-mails are set up board members must check them as frequently as their personal e-mails, or it could result in missed communications and create larger problems.

Chair Becker asked that this be added to the agenda for the next board meeting. Staff Faucera will look into possible options for board member e-mail access.

- C. **Long-Range Plan** - The board was provided with snap shots of the vision page from the Master Plan, and the long-range plan submitted last year to ODA. The district is in compliance with ODA's requirement that Districts have a long-range plan. The Board was asked to review the vision, mission, and values statements on the second page of our prior years plan. The board will discuss the vision, mission, and value statements at a future meeting.
- D. **Manager's Report** - Manager Salzer asked Staff Rains to speak to the Board regarding grants and the equipment rental program.

Staff Rains stated that she is reviewing the budget to see what dollar amount is available for grants to watershed councils and farmers markets. Applications will be sent out and the board will be asked for guidance regarding funding levels. Directors Zuber, Weinberg, and Becker volunteered to review the Watershed council applications. Directors Zuber and Fantz volunteered to review Farmers Market applications

Staff Rains reported that the Equipment rental program is going well, although she is having some collection and repair issues. She will send out currently rental rate and policy information for Board members to review and asked for a decision next month regarding changes to the program. Director Lee requested Staff Rains' provide a list of repairs and associated costs to the Board.

Staff Rains has been working with Staff Kilders, Baker, and Reisch on a large Oregon Water Resources grant application which is due to be turned in today. If we receive the grant it will allow the District to proceed with 3 large irrigation projects covering approximately 196 acres and an instream and riparian restoration project along 275 feet of stream bank on Milk Creek. The District is requesting \$300,000.00 in the grant for a 75/25 cost share to landowners.

8 – PROPERTIES & PLANNING

- A. **314 Pleasant Avenue property- Update** - The sale of the property is moving along. The prospective Buyer will be doing some soil testing in the next week.
- B. **Trout Creek wildlife project - Update** - Staff Ahr continues to work on this project. She and Manager Salzer met with tribal representatives and toured the area. The District has executed an agreement for a timber value appraisal. The District expects legal review of the draft purchase-and-sale agreement (PSA) to be completed in the coming week. Having the PSA executed will help our application receive a better score.
- C. **Pudding River Farm Project - Update** - Manager Salzer continues to work with the tribes trying to figure out who has time to write the majority of the application. The clarification of roles should happen in the next couple of weeks.

9 – OTHER REPORTS

- A. **Partner reports** - Staff Salzer communicated for Kris Homma of NRCS that the District will be losing funding for 4 NRCS paid work spaces. This change will take effect July 1, 2016 and will probably increase our monthly lease costs.
- B. **Public and Director Comments** -
 - Director Zuber made note that she has received approximately 2 dozen e-mails regarding a protest in downtown Portland regarding the occupation of the Malheur Wildlife reserve.

- Director Lee noted that Malheur SWCD employees cannot report to work as their offices are part of the occupied building on the reserve
- Director Fantz has been keeping an eye on the developments of this issue.
- Staff McQueeney gave an update on the Northwest Horticulture Society meetings she attended last week. The District had a booth at this three-day event.
- Staff Guttridge has registered Director Zuber for the NACD and SDAO conferences and asked if any other board members would be interested in attending the Small Farms Conference on February 20th in Corvallis.
- Staff Kilders let the Board know that we would have a booth at the NW Ag show next week. She has scheduled workshops in Estacada for April 7th and one in Damascus for April 20th regarding Septic Systems Maintenance. She will be sending out information regarding the scholarship committee.
- Manager Salzer pointed out that the ongoing protest in Malheur County is no different from the Sage Brush Rebellion protests in the 1970's and 1980's.
- Staff Rains thanked the Board for approving the DEQ Loan.
- Guest Andrew Collins-Anderson thanks the Board for allowing him to participate.
- Chair Becker made note that he would be realigning some committees and setting up a new finance committee. This will be discussed at the next Board Meeting.
- Director Lee will be unable to attend the next Board Meeting
- Director Fantz reminded everyone the next Board Meeting will have a 4:00 p.m. start time.
- The work session with the Architect was cancelled due to his illness.

ADJOURN and NEXT MEETING

The next regular Board meeting will be held Tuesday, February 16, 2015 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 11:20 a.m.

Respectfully submitted,



Tami L. Guttridge

Voucher Approval List 01/12/2016

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	6601	1/5/2016	\$ 6,909.93
BC T	Monthly Phone Services at Farm	6602	1/5/2016	\$ 121.78
Comcast	Monthly Internet Services for District Office	6603	1/5/2016	\$ 142.85
Integra Telecom	Monthly Phone and Internet at District Office	6604	1/5/2016	\$ 674.78
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beaver Creek Farm	6605	1/5/2016	\$ 23.25
Pacific Office Automation	Monthly Photocopying charge	6606	1/5/2016	\$ 273.35
PGE	Monthly Power at Farm	6607	1/5/2016	\$ 222.56
Sonitrol	Monthly Security Monitoring Services for District	6608	1/5/2016	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6609	1/5/2016	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6610	1/5/2016	\$ 160.04
Voyager Fleet Systems Inc	Fuel for District Vehicles	6611	1/5/2016	\$ 114.50
Wells Fargo Mortgage	Beaver Creek Farm Mortgage Payment	EFT	1/7/2016	\$ 3,364.61
	Subtotal			\$ 12,366.06

Board Approved Expenses:

CF	R Franco Restoration, Inc	4 invoices for WeedWise work on various properties	6612	1/12/2016	\$ 6,368.52
CF	3J Consulting, Inc.	Cal Farm no rise certification	6613	1/12/2016	\$ 2,046.00
	AC + Co Architecture Community	Architectural services	6614	1/12/2016	\$ 2,221.40
	Anna Rankin	Pudding River consultant	6615	1/12/2016	\$ 612.00
	Buel's Impressions Printing	Brochures	6616	1/12/2016	\$ 69.00
	C. Klock	Nov and Dec Reimbursements	6617	1/12/2016	\$ 454.09
CF	Carolyn Morrison	DOG1416-002	6618	1/12/2016	\$ 3,470.00
	Cathy McQueeney	Oct/Nov/Dec Reimbursements	6619	1/12/2016	\$ 116.34
	Clackamas County Finance Dept.	February Benefits	6620	1/12/2016	\$ 19,221.61
	Clark Conservation District	Camp Adams project	6621	1/12/2016	\$ 3,218.69
	Crystal Greens Landscape, Inc.	Monthly maintenance at Farm	6622	1/12/2016	\$ 395.00
CF	David Peter	DOG-1417-007	6623	1/12/2016	\$ 230.00
	Donald Guttridge	Dec Expense Reimbursement	6624	1/12/2016	\$ 67.28
	Eileen Eakins, LLC	Variety of legal consultations	6625	1/12/2016	\$ 2,240.00
CF	Friends of Trees	PCS-1214-001	6626	1/12/2016	\$ 519.86
	H2Oregon	Bottled Water for office	6627	1/12/2016	\$ 22.00
	Jeremy Baker	Mileage and Expense Reimbursements	6628	1/12/2016	\$ 50.03
	Joan Zuber	December Expense Reimbursement	6629	1/12/2016	\$ 102.32
	Nicole Ahr	Nov and Dec Expense Reimbursement	6630	1/12/2016	\$ 78.03

Oregon City	Farm Utilities	6631	1/12/2016	\$	36.01
Oregon Department of Agriculture	Pesticide license renewal	6632	1/12/2016	\$	55.00
Oregon FFA Foundation	NW Ag Show	6633	1/12/2016	\$	150.00
Pitney Bowes Global Financial Service LLC	Quarterly rental of postage equipment	6634	1/12/2016	\$	60.00
Premiere Global Services	Conference Call fee for Board Meeting	6635	1/12/2016	\$	12.72
R Franco Restoration, Inc	Contracted work at Werbin property	6636	1/12/2016	\$	2,240.56
Samuel Leininger	Dec Expense Reimbursement	6637	1/12/2016	\$	11.95
Sandy River basin Watershed Council	Grants and Contracts with Partners	6638	1/12/2016	\$	14,400.00
Sarah Hamilton	Oct/Nov/Dec Reimbursements	6639	1/12/2016	\$	79.22
Secretary of State	Municipal Audit Filing Fee for FY 2014-2015	6640	1/12/2016	\$	250.00
Special Districts Insurance Services	Annual renewal of P&L Insurance	6641	1/12/2016	\$	8,675.00
Spire Technologies, Inc.	Subscription at Office	6642	1/12/2016	\$	200.00
The Bookkeeping Collaborative, LLC	Dec contracted services	6643	1/12/2016	\$	1,181.25
The Gold Wrench	Oil and Battery changes for the RAV4	6644	1/12/2016	\$	308.00
VOYA-State of Oregon Plan	Dec EE and ER 457b Contributions	6645	1/12/2016	\$	7,989.03
Waterways Consulting, Inc.	Milk Creek Project	6646	1/12/2016	\$	2,726.50
Winkel, CPA	Annual Audit fee	6647	1/12/2016	\$	5,300.00
Zeb's Wish Equine Sanctuary	Super DOG-1417-004 and OWEB small grant 12-14-007	6648	1/12/2016	\$	156.98
Wells Fargo	Various Visa charges	6649	1/12/2016	\$	1,068.42


Board Approved Total \$ 86,402.81

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Total Month's Payments \$ 98,768.87

CF = \$32,158.42 (this month)
 CF: FY2015-2016 YTD Expenditures \$222,305.70

Approved By Board:


 Board Chair

 Board Treasurer