



Clackamas
Soil and Water Conservation District

Approved March 15, 2016

Clackamas SWCD Board Meeting Minutes for February 16, 2016

Present:

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

Associate Directors: Jim Toops

Staff: Nicole Ahr, Jason Faucera, Tami Guttridge, Lisa Kilders, Clair Klock, Sam Leininger, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer

Guests: Brian Lightcap, Kimberlee DeSantis, Raymond Rendleman, Commissioner Tootie Smith, Mark Sytsma

Partners: Kris Homma

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 4:04 p.m. on Tuesday, February 16, 2016 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker welcomed guests and requested introductions.

Chair Becker asked if there were any changes to the agenda.

Manager Salzer requested adding Jason Faucera and Eann Rains to the beginning of section 4 “other financials.

Directors Guttridge/Oberg moved/seconded to accept the agenda as amended. Motion passed unanimously.

B. Public Comment

Brian Lightcap, Oregon Association of Conservation Districts (OACD) Representative thanked the District for their continuing support of OACD and for providing Jason Faucera to work with OACD to help improve communications. Mr. Lightcap would like the board to give him feedback regarding what they would like to see at the next OACD convention. He would also like input on how to improve leadership of OACD. He stressed the need for true leadership and bringing the central and eastern regions of the state to the table with a unified vision.

C. Director Reports

Director Zuber reported that she had attended the National Association of Conservation Districts (NACD) annual convention in Reno, Nevada. Director Zuber received a lot of information and met with many people from around the country. She stated that we should feel lucky to have our tax base as conservation districts in many states have miniscule financial support. After returning from the NACD convention, Director Zuber attended the Special District Association of Oregon's convention at Sunriver in Bend, Oregon. She reported that this conference was also well worth attending.

D. Manager's Report on Committees

- Building and Facilities: the full board met with the architect before the regular board meeting to discuss the on-going plans for the Beaver Creek Demonstration Farm.
- Farm Use: Did not meet.
- Health and Safety Committee: This committee met February 9, 2016; progress was made on several long-standing issues.
- Master Plan Evaluation Committee: Did not meet.
- Personnel Committee: Manager Salzer provided information to the Personnel Committee last week, in preparation for the February 16th Board of Directors meeting.
- Working Lands Committee: Did not meet.
- Scholarship: This committee met on February 10th, 2016 and will report their recommendations later in the meeting.
- Budget Committee: Has not met. A Budget Calendar will be presented later in the meeting.

Special Guest: Staff Sam Leininger introduced Commissioner Tootie Smith from the Clackamas County Board of Commissioners. Staff Leininger has met with Commissioner Smith regarding our Weedwise Program and the county's need for a weed board.

Commissioner Smith thanked the District board for the opportunity to discuss invasive weed management with the district. Smith noted that the County had a regulatory weed board in the past, but it was disbanded in 1989. She feels that the District is providing weed management services and we might be in a position to fill the role of a weed board. There is a possible \$50,000 state grant available with which to fund a board. Commissioner Smith feels that a weed board should have regulatory authority and would like the District to explore the possibility of taking on this opportunity

It was noted that under the currently Soil and Water Conservation District Oregon revised statute 568 we are a **non-regulatory** agency. Staff Leininger was directed to continue to gather information regarding this issue and it will be revisited at the next board meeting.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the January 19th, 2016 public hearing to receive public comment on a proposed loan from DEQ were presented.

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

- B. Minutes from the January 19th, 2016 regular meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer presented the January monthly financials. Total current assets are higher than at this time last year. Notable items are the long-term liabilities: the DEQ loan to the District and the loan for the Beaver Creek Farm. We owe more to DEQ than at this time last year, but we owe less on the farm.

Manager Salzer presented the Profit and Loss report.

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

- B. Manager Salzer presented the February voucher list for approval. February vouchers totaled \$85,083.86 on check numbers 6650 through 6696 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:

- Department of Environmental Quality for \$557.00 to renew our National Pollutant Discharge Elimination System permit that allows us to apply pesticides over water. We follow the restrictions specified in the permit.
- Northwest Forestry Services for \$4,000 and Trout Mountain Forestry for \$4,120.00. These payments were for different timber evaluations on the Molalla River Forest property. We are working on a grant from the Willamette Wildlife Mitigation program and these evaluations will help us with the application process
- The expense ascribed to Oregon City titled "Farm Utilities" is actually a monthly storm water charge for the Pleasant Avenue property. This charge will be discontinued with the sale of the Pleasant Avenue property.
- Urban Greenspaces Institute for \$3,465. This expense is in support of an oakscaping initiative. We are the partner providing the most support, putting us in a leadership role in the effort to educate landowners in northern Clackamas County about oak habitats.

Directors Zuber/Guttridge moved/seconded to approve the February voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Director e-mails** - Staff Faucera explained to the board that e-mails could be handled either through the existing District computer domain or a new domain could be provided for this purpose. Board directors will have to check two e-mail systems if the District sets up direct e-mail accounts. All e-mails through the current domain are automatically archived. Staff Faucera explained that if a

director answers a board e-mail through their private account it will automatically open up the private server to public records laws.

Directors discussed the issue and asked Staff Faucera to provide a written options list before the next board meeting. This was tabled until the next board meeting.

- B. Irrigation Loan to Yoder Family** - The board had approved a loan of \$14,400.00 for an irrigation project on the Yoder farm. The Yoder family would like to include Irrigation Water Management in this project, at a cost of approximately \$1,000.00. They are asking the district to increase the loan to \$15,400.00

Directors Fantz/Guttridge moved and seconded that the loan be increased not to exceed \$15,400.00. Motion carried unanimously.

- C. Resolution 2016-004 to amend DEQ loan agreement #R22046** - The resolution is to correct two items in the agreement with DEQ. The first correction is that the district no longer needs ODA permission to take on debt, as it is no longer required by state law. The other correction is to include a missing page of the federal Davis-Bacon Act; there are certain provisions of that act that the district must comply with.

Directors Guttridge/Nelson moved and seconded to adopt resolution 2016-004 to accept the amendment to DEQ loan# R22046. Motion carried unanimously.

- D. Budget Calendar**-The Budget Calendar was presented by Staff Rains for the boards review. A conflict with the April Board meeting was noted, and the time of the April 26 budget meeting was changed to 2:30 p.m.

Directors Guttridge/Nelson moved and seconded to adopt the budget calendar as amended. Motion carried unanimously.

- E. Appoint Budget Officer** - Manager Salzer has served as budget officer in the past. Chair Becker recommended that Manager Salzer again be appointed as budget officer

Directors Oberg/Guttridge moved and seconded to have Manager Salzer act as Budget Officer. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Designation of Scholarship amounts for 2016** - Staff Kilders brought the Scholarship Committees recommendation to the board, that the district award two \$2,000.00 scholarships for the 2016-2017 school year. The committee had no recommendation regarding any changes to the existing application process.

Directors Fantz/Nelson moved and seconded to approve recommendation of two \$2000.00 scholarships. Motion carried unanimously.

- B. Sprayer efficiency cost share program** - Staff Kilders reported that working with agronomists in local farm supplies stores has not worked well to generate participation in the sprayer efficiency cost share program. A new approach is to work with the pesticide recertification program. She is getting the information about the program out to those taking recertification classes to keep their pesticide applicator licenses. This tact is having greater success in generating participation. Staff Kilders is working with Dr. Jepson, Director of the Integrated Plant Protection Center to write an article regarding the importance of recalibrating sprayer units.

- C. **Equipment rental rates for 2016** - Staff Rains presented last year's rental rates to the board. She explained that customers are billed for repairs beyond normal wear and tear on the equipment. The Tye no-till drill gets the most usage. She has heard no complaints regarding the rental rates and notes this equipment is not readily available elsewhere. Our program is well received. Most customers make a good effort to clean the equipment and follow our specifications. Thus far we have not charged anyone for clean-up.

Directors Guttridge/Fantz moved and seconded to approve the rental rates as presented. Motion carried unanimously.

- D. **Outdoor School support** - Staff McQueeney reported that the district has been contacted by the Welches Middle School looking for funding to support sending their 6th grade class to outdoor school. Directors want to know how much support the school will receive from their own district. They also did not want to set a precedent and open the door for all the schools in the District to ask for Outdoor school funding. Directors discussed the possibility of this being a budget line item on a first come first serve basis. This item was tabled pending more information.
- E. **Hoffman project on Milk Creek** - Staff Reische gave a presentation regarding a streambank restoration project on Milk Creek outside of Mulino. The bank is severely eroded and in need of stabilization. The owner of the property contacted us after attending one of our workshops. They had planned to use riprap boulders, but instead have chosen an engineered log matrix after attending our workshop. This project is important as it builds on other projects we have done in the area and is critical in regards to fish, wildlife and water quality for the city of Canby. The project cost is approximately \$110,000.00 and we are working on securing grant funding.
- F. **Molalla River Project** - Staff Ahr gave a presentation regarding the Willamette Wildlife Mitigation program application to purchase property along the Molalla River. Staff Jeff Lesh provided pictures. The 93 acre property lies just outside of the newly designated Tablerock Wilderness area, and contains a diverse forest of old growth fir, cedar and hardwoods. Timber appraisals have been completed. Contacts with the Siletz, Warm Springs, and Grand Ronde tribes continue to gain their support and fulfill requirements of the application process. Letters of support are being gathered and the application is due March 18th, 2016. Staff Ahr was also able to show the board her first video from the wildlife camera that has been set up on the property.

6 – PERSONNEL

- A. **Wage Adjustment for two employees** - Manager Salzer reported to the board that Staff Nicole Ahr and Scott Eden have completed their six month probationary period, are doing well and are considered to be full time employees. Manager Salzer recommended that both staff members receive an 8 % pay increase effective March 1, 2016.

Directors Oberg/Guttridge moved and seconded to accept Manager Salzer's recommendation of an 8% wage increase for Staff Ahr and Staff Eden effective March 1, 2016. Motion carried unanimously.

- B. **General Manager's review** - Chair Becker thanked General Manager Salzer for his leadership and work with the district. Manager Salzer was not awarded a pay raise last year. The personnel committee recommends he is awarded a \$5,000.00 bonus this year, with no wage increase.

Directors Guttridge/Fantz moved and seconded to give General Manager Salzer a \$5,000.00 bonus. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. **Board Meeting Date** – Manager Salzer informed the board that the April 19th board meeting date will conflict with the CONNECT training for staff. He made two recommendations; one that the board move their meeting date to April 26, or keep the board meeting on the 19th with minimal staff available to assist the board.

Directors Guttridge/Zuber moved and seconded to move the April Board meeting to April 26, 2016. Motion carried unanimously.

- B. **Committee Changes by Chair** - Chair Becker has chosen to make the following committee changes. Directors Lee and Guttridge will be leaving the personnel committee. Director Lee will be chair of the new Finance committee; Director Roger Fantz will also be part of this committee. Chair Becker will be taking over as Chair of the Personnel Committee. He thanked Director Guttridge for his work on this committee. Director Zuber will continue with the Personnel Committee, and a third person will be appointed to both committees at a later date.
- C. **OACD Basin Representative request** - Brian Lightcap reviewed his earlier comments that he would like the district to forward him ideas regarding the next OACD convention and Leadership. Feedback is important.
- D. **Manager's Report** - Manager Salzer informed the board that we were the only district to qualify for the 10% discount on our Special Districts Association Insurance. He thanked Joan for attending the SDAO conference as this is one of the qualifiers for the discount. Employee evaluations are underway and modification requests to the current budget will be e-mailed to the board.

8 – PROPERTIES & PLANNING

- A. **Vision, Mission, Values Statements- Update** - Postponed until next month.
- B. **Financial Assistance Policy** - Discussion took place regarding financial assistance to landowners under a notice of non-compliance or in civil penalty phase of compliance with the Oregon Department of Agriculture. Director Zuber would like to see policies like those currently in effect in other districts. Manager Salzer suggested that this is a task for the new financial committee. Further discussion was postponed until next month.

9 – OTHER REPORTS

- A. **Partner reports** - Kris Homma of NRCS reported that she currently has 32 Environmental Quality Incentive Program applications. She explained to the board that NRCS will no longer pay for four work spaces that the District has been using in exchange for work products. NRCS will continue to pay for reception area and hallway. This change will take effect July 1, 2016 and will probably increase the districts monthly lease costs by approximately \$1,500.00. Kris also informed the board that she would be retiring this summer and that the NRCS is going to advertise for someone to replace Cory Owens, the soil conservationist, who was promoted to the State Soil Conservationist position.
- B. **Public and Director Comments** -
- Staff Kilders spoke regarding the Pudding River Watershed Council; we have received an invitation to their annual meeting March 19th at 7:30 p.m. A portion of the Pudding River watershed is the District's new focus area in our scope of work for the Oregon Department of Agriculture.

- Director Guttridge told the board that now is the time to put together a wish list for the building committee to review. He also let the board know that pre-permitting is part of the original contract with the architect.
- Director Zuber wanted to know when the sale of the 314 Pleasant Avenue would be complete. Manager Salzer said he has been in contact with the real estate agent and the buyer is waiting on soil reports.
- Director Fantz asked about going forward with the building concept, architect Alan Costic is waiting for board approval.
- Director Zuber asked if we need to stay with the current architect. Manager Salzer explained that we would have to go through the Request for Qualification again if we do not stay with the current firm and that would be very time consuming.
- Design review is required by the county and is part of the contract for our architect. Chair Becker asked how the board would like to proceed.

Directors Nelson/Zuber moved and seconded to have Alan Costic proceed with the county review. Motion passed unanimously.

- Staff Ahr thanked the board for the opportunity to work for the district and the chance to get to know members of the board.
- Clair Klock reported that he is following the legislature regarding conservation bills. There is a wetlands bill that could stop work by SWCD's in these areas; it is currently in a pilot project in the Tillamook SWCD area. He will be doing continued advocacy in Salem.
- Staff Rains thanked the board for the approvals she requested this meeting.
- Manager Salzer thanked the board for their gracious reception of Commissioner Smith, time with the basin representative, and his bonus. He reviewed the current office and farm expenditures compared to the cost of the new building. He let the board know that it is within the district means to build at the farm.

ADJOURN and NEXT MEETING-

The next regular Board meeting will be held Tuesday, March 15, 2015 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:17 p.m.

Respectfully submitted,



Tami L. Guttridge

Voucher Approval List 02/09/2016

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	6650	2/5/2016	\$ 6,909.93
BCT	Monthly Phone Services at Farm	6651	2/5/2016	\$ 121.78
Clackamas County Finance Dept.	Employee Health Benefits	6652	2/5/2016	\$ 19,228.99
Comcast	Monthly Internet Services for District Office	6653	2/5/2016	\$ 144.85
Integra Telecom	Monthly Phone and Internet at District Office	6654	2/5/2016	\$ 651.82
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beaver Creek Farm	6655	2/5/2016	\$ 26.25
Pacific Office Automation	Monthly Photocopying charge	6656	2/5/2016	\$ 327.59
PGE	Monthly Power at Farm	6657	2/5/2016	\$ 290.92
Sonitrol	Monthly Security Monitoring Services for District	6658	2/5/2016	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6659	2/5/2016	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6660	2/5/2016	\$ 160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	6661	2/5/2016	\$ 7,428.94
Voyager Fleet Systems Inc	Fuel for District Vehicles	6662	2/5/2016	\$ 88.91
Wells Fargo Mortgage	Beaver Creek Farm Mortgage Payment	EFT	1/7/2016	\$ 3,364.61
	Subtotal			\$ 39,103.04

Board Approved Expenses:

4imprint, Inc.	Pen order	6663	2/9/2016	\$ 947.11
AC + Co Architecture Community	Architectural services	6664	2/9/2016	\$ 3,065.67
Anna Rankin	Pudding River consultant	6665	2/9/2016	\$ 568.03
Better World Club, Inc.	2016 Fleet roadside assistance plan	6666	2/9/2016	\$ 490.00
Buel's Impressions Printing	Creek Care brochures	6667	2/9/2016	\$ 115.00
Coulter Printing	Beneficial Insects banner and guide	6668	2/9/2016	\$ 489.00
Crystal Greens Landscape, Inc.	Monthly maintenance at Farm	6669	2/9/2016	\$ 395.00
Department of Environmental Quality	NPDES 2300-A Pesticide General Permit	6670	2/9/2016	\$ 557.00
Eileen Eakins, LLC	Variety of legal consultations	6671	2/9/2016	\$ 2,000.00
H2Oregon	Bottled Water for office	6672	2/9/2016	\$ 16.50
Jeffrey Nelson	January labor and expenses at Farm	6673	2/9/2016	\$ 2,998.72
MHS Culture Club Farmer Fair 2016	Sponsorship of Farmer Fair	6674	2/9/2016	\$ 200.00
Northwest Forestry Services	Molalla River Property Timber Appraisal	6675	2/9/2016	\$ 4,000.00
Oregon City	Farm Utilities	6676	2/9/2016	\$ 36.01
Oregonian Publishing Co.	Public Notice - DEQ Loan	6677	2/9/2016	\$ 495.28
Pamplin Media Group	Renewal of 4 local paper subscriptions	6678	2/9/2016	\$ 93.00
Sevenoaks Native Nursery, LLC	Plant material	6679	2/9/2016	\$ 1,270.00
Spire Technologies, Inc.	Monthly service fees	6680	2/9/2016	\$ 387.42
The Bookkeeping Collaborative, LLC	Jan contracted services	6681	2/9/2016	\$ 1,081.25
Trout Mountain Forestry	Molalla River Property Appraisal	6682	2/9/2016	\$ 4,120.00

CF	Urban Greenspaces Institute	Partner Support	6683	2/9/2016	\$	3,465.00
	Waterways Consulting, Inc.	Milk Creek Project	6684	2/9/2016	\$	7,710.89
	Wells Fargo	Various Visa charges	6685	2/9/2016	\$	9,537.94
	Willamette Nurseries	Sprayer efficiency cost share program	6686	2/9/2016	\$	214.00
CF	Yamhill SWCD	Plant material	6687	2/9/2016	\$	935.00
	Cathy McQueeney	January expense reimbursement	6688	2/9/2016	\$	156.82
	Don Guttridge	January expense reimbursement	6689	2/9/2016	\$	21.06
	Jeff Lesh	January expense reimbursement	6690	2/9/2016	\$	24.00
	Jenne Reische	January expense reimbursement	6691	2/9/2016	\$	55.08
	Jeremy Baker	January expense reimbursement	6692	2/9/2016	\$	47.93
	Joan Zuber	January expense reimbursement	6693	2/9/2016	\$	316.86
	Sarah Hamilton	January expense reimbursement	6694	2/9/2016	\$	99.64
	Tami Guttridge	January expense reimbursement	6695	2/9/2016	\$	18.85
	Tom Salzer	January expense reimbursement	6696	2/9/2016	\$	52.76
					\$	45,980.82

CF = \$9,915.89 (this month)
 CF: FY2015-2016 YTD Expenditures \$232,221.59

Approved By Board:


 Board Chair

 Board Treasurer

Total Month's Payments \$ 85,083.86