



Clackamas  
Soil and Water Conservation District

*Approved April 26, 2016*

***Clackamas SWCD Board Meeting Minutes for March 15, 2016***

**Present:**

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

**Associate Directors:** Jim Toops

**Director Emeritus:** Mike Weinberg

**Staff:** Tami Guttridge, Lisa Kilders, Clair Klock, Sam Leininger, Cathy McQueeney, Eann Rains, Tom Salzer

**Guests:** Dave Green, Elizabeth Graser-Lindsey, Jessica Lindsey, Mark Sytsma, Melissa Yeary

**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 4:05p.m. on Tuesday, March 15, 2016 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker welcomed guests.

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

Manager Salzer noted that Jessica Lindsey would not be available to speak until approximately 5:30 p.m. Chair Becker noted she could speak at that time and the agenda was accepted without changes.

**B. Public Comment**

Staff Clair Klock speaking as both a staff member and a member of the public asked that the Board of Director support Manager Salzer’s proposed changes to the current organizational structure. Staff Klock has viewed the District from staff and management perspective and feels the changes that Manager Salzer is requesting will only improve the service that the District can provide.

**B. Director Reports**

Director Guttridge commented that there had been a good turn-out at the dinner theater at the Springwater Grange.

Director Zuber noted that she had passed by the Coleman Ranch in Molalla and noted a cow in the area of the irrigation ditch and wondered if the cooperater was still being monitored. Manager Salzer stated that any monitoring of this site is the responsibility of the Oregon Department of Agriculture.

Chair Becker told that board he had attended the dinner theater at the Springwater Grange and that it was a fantastic community event. He also let the Board know that Associated Director Toops has agreed to serve on the personnel committee. Chair Becker requested that Staff Kilders send Manager Salzer's current and past job descriptions to the board for review so they may discuss the job description at the next board meeting.

Directors Lee and Becker commented that they would both be gone for the May 17, 2016 Board meeting. The board will consider moving the date of the May board meeting at the April meeting.

#### **D. Manager's Report on Committees**

- **Building and Facilities:** This committee met on Friday March 11, 2016 to discuss work done by the architect and develop the following specific recommendations for the Boards consideration.
  1. Eliminate all flat roof areas and minimize roof valleys. Bring service and meeting wings under one roof, and dual pitch roof slopes for better solar collection angles on the south side.
  2. Make the front entrance friendlier, both the board and the Hamlet of Beaver creek objected to bus stop look. A smaller reception area and moving the receptionist desk closer to the main entrance is preferred.
  3. Reducing ceiling heights in the meeting rooms, using scissor trusses, and girder trusses will reduce the overall height of the building, reducing the structural requirements. This will create a more efficient thermal envelope, reduce framing, insulation, interior and exterior finishes, and saves money.
  4. Taking into account the natural slope of the building site, parts of the service wing might be situated at the level of the fleet vehicle parking. This will reduce the buildings foot-print and the amount of fill for the site and provide easier access for services.
  5. The committee wants to see earthen berms along the north and possibly east sides of the building to reduce noise and create energy savings.
  6. Provide a couple more distinct office spaces, provide framed lateral bracing elements, to reduce engineering requirements and costs and sound baffles as appropriate. HVAC systems are to be with in the conditioned envelope, insulated and concealed, not exposed to view.
- **Finance Committee:** Directors Lee and Fantz met and looked into banking services with US Bank and the Clackamas Community Bank. They found that both banks offered services much like our current service with Wells Fargo. They recommend that we stay with Wells Fargo at this time, due to our on- going relationship.

The committee is reviewing East Multnomah Soil and Water Conservation Districts financial policy, and recommends waiting to set the financial policies until a financial administrator is hired.

The committee recommends that a highly qualified bookkeeper be hired and that the District does not need a chief financial officer. They also asked to have a joint meeting with the personnel committee to discuss the job description the financial administrator.

- Farm Use: Did not meet.
- Health and Safety Committee: This committee met March 8, 2016; a fire drill was conducted and the Committee discussed how to improve the evacuation of the building. An excellent discussion occurred about employee safety when in the field.
- Master Plan Evaluation Committee: Did not meet.
- Personnel Committee: Met on February 29, 2016. Topics of discussion were the current vacancies and the promotion of one employee. These will be discussed later in the agenda.
- Working Lands Committee: Did not meet.
- Scholarship: Did not meet.
- Budget Committee: Has not met. The first meeting for this committee will be March 22, 2016 at 3:30 p.m.

**Guest Presentation:** Dave Green spoke with the Board regarding a 3-acre wetlands area that he owns in a highly developed area of the city of Milwaukie. Mr. Green would like this undeveloped area to be protected similarly to an adjoining wetland property currently owned and managed by the Wetlands Conservancy. He is working with several groups to try and find funding, and put plans in place to protect the area. Chair Becker thanked Mr. Green for his presentation and advised him that this matter would be added to the agenda for the April Board meeting.

## **2 – MINUTES AND OLD BUSINESS**

- A. Minutes from the February 16th, 2016 special meeting with the architect were presented  
Directors Guttridge/Nelson moved/seconded to accept the minutes with one correction, the removal of the word "the" in the last sentence of the last paragraph of the minutes. Motion carried unanimously.
- C. Minutes from the February 16th, 2016 regular meeting were presented.  
Directors Guttridge/Oberg moved/seconded to accept the minutes as presented. Motion carried unanimously.

## **3 – MONTHLY FINANCIALS**

- A. Manager Salzer presented the February monthly financials. Total current assets are higher than at this time last year by 6.56%. It should be noted that the DEQ loan to the District does not reflect the loan forgiveness that the District will receive.

Manager Salzer presented the Profit and Loss report. Three quarters of the way through the year the District is at 78.42% of the budgeted total income and at 45.17% on the expense side, well below the

budgeted total. There is one correction to the financial report where rent was coded to the wrong fund. This will be corrected by the next meeting.

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

- B. Manager Salzer presented the March voucher list for approval. March vouchers totaled \$76,540.96 on check numbers 6697 through 6741 with no breaks in the sequence. Paid items highlighted in red in the top half of the list were paid at the beginning of the month per the District's recurring payments resolution (#2015-003). The Beavercreek Farm mortgage payment is automatically pulled from the District's checking account each month.

There are only two items marked CF denoting that they are Conservation Fund expenditures. The \$161.56 expense to H&R engineering is for an irrigation project. The \$4,290.00 to Waterways Consulting, Inc. is for design work related to the Hofmann project on Milk Creek."

Expenditures this month are normal. The payment to Anna Rankin is for project work related to writing the grant application to acquire the Pudding River farm property and the payment to Wallowa Soil and Water Conservation District is for Connect conference registrations for staff.

Directors Guttridge/Nelson moved/seconded to approve the March voucher list. Motion carried unanimously.

#### **4 – OTHER FINANCIALS**

- A. **Presentation of the Supplemental Budget and Resolution # 2016-005** - Manager Salzer explained that when the budget for fiscal year 2015-2016 was written that the District was projecting capitol income and expenditures based on the best knowledge available at the time. Manager Salzer asked Staff Rains to explain further. Staff Rains related that the audit of the 2014-2015 fiscal year revealed that the District had available income that had not been appropriated and could now to be used in existing programs. These additional funds along with receiving more income than expected from other sources allows the District to present a supplemental budget and appropriate those funds for use in existing programs that were underfunded for the year.

Directors Guttridge/Nelson moved and seconded to adopt resolution 2016-005 to adopt a supplemental budget, adopt a revised budget, and make appropriations for fiscal year 2015-2016. Motion carried unanimously. Resolution # 2016-005 is attached as part of these minutes.

- B. **Amend two contracts with database contractor-** Manager Salzer requested that current contracts with Jillian Lamont and Associates be amended. The first contract amendment is to extend the completion deadline to June 30, 2016. Changes to the second contract are to increase funding from \$10,000.00 to \$20,000.00, and extending the deadline for this work to June 30, 2016. This contract involves incorporating the WeedWise program into the Conservation Activity Tracking System. There is funding for this change due to the adoption of the supplemental Budget.

Directors Zuber/Lee moved and seconded to approve the amended contracts with the database contractor. Motion carried unanimously.

- C. **Award contracts for vegetation management services** - Staff Leininger explained that current contracts for vegetative management expired December 31, 2015. On January 27, 2016 a Request for Proposal (RFP) was sent out. A committee has reviewed and ranked the 16 proposals received and

asked that the board authorize Manager Salzer to enter into contracts with the 11 highest ranking vendors. These contracts will run through 2018. The contracts are not to exceed \$200,000.00 each over three years, and spending will be limited by the amount appropriated in the adopted budget.

Directors Guttridge/Zuber moved and seconded to authorize Manager Salzer to enter into contracts not to exceed \$200,000 each and terminating on December 31, 2018, with 11 contractors identified through the RFP review process to support Priority Invasive Weed and Vegetation Management Services. Motion carried unanimously.

## **5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS**

- A. **Funding for Sandy River Weed Control** - Staff Leininger requested that the Board approve funding in the amount of \$13,800 to the Sandy River Basin Watershed Council (SRBWC) to support their continuing work to eradicate Policeman's Helmet (a Class A weed) from the Salmon River Area near Welches. The District has worked in close partnership with the watershed council on this project. The SRBWC has coordinated landowner outreach and education, and directed surveys and treatments of priority weeds in this targeted area. This has been an important part of our Early Detection and Rapid Response (EDRR) efforts in the Sandy basin.

Directors Guttridge/Fantz moved/seconded to authorize the expenditure of \$13,800 as requested to support the control of Policeman's helmet in the Sandy River basin, and authorize Manager Salzer to sign a Memorandum of Agreement with the Sandy River Basin Watershed Council in support of this purpose for calendar year 2016. Motion carried unanimously.

*5:15 p.m. Guests Jessica Lindsey and Elizabeth Graser-Lindsey joined the meeting.*

- B. **Noxious weed control board** - Staff Leininger came to the board seeking direction and permission to continue discussions with Clackamas County regarding the formation of a noxious weed control board. Board members discussed key points regarding regulatory authority and enforcement, what type of weeds to target. Consensus was that the District wishes to remain non-regulatory. Manager Salzer spoke with the District's legal counsel regarding the District entering into an inter-governmental agreement with the County. Attorney Eakins pointed out that the District should consider that we just went to great length to remove the word "county" from our name to assure our customers that we are not part of the County government. The board asked that Staff Leininger continue talks with Clackamas County.

**Guest Presentation:** Jessica Lindsey made a presentation asking that the Board consider hiring her to mow, rake and bale hay fields at the Beaver Creek Demonstration Farm with her horses. Ms. Lindsey would like to be paid at the going rate for custom haying and would be willing to take the hay in exchange for part of the payment. Board members noted that her operation has high-educational value. Staff Leininger noted that the District was entering into vegetative control contracts which covered haying and should be considered. Chair Becker thanked Ms. Lindsey for her time and asked that this be placed on the agenda for the April Board meeting.

## **6 – PERSONNEL**

- A. **Staff Vacancies** - Manager Salzer asked for board authorization to fill vacancies in both conservation planning and financial administration positions. Manager Salzer explained that the pressure on the District's planners continues to grow and that with Jeremy Baker's departure, the current planners are

once again over-loaded. He also noted that the financials will become more complicated as the District budget grows. More grants, loans, and property acquisitions, as well as a new office building will provide financial challenges. Job descriptions for both positions will need to be reviewed and amended and the District is looking for a hire date of June 1, 2016. There is money in the supplemental budget to support the hiring of both positions.

Directors Oberg/Guttridge moved/seconded to authorize Manager Salzer to revise needed job descriptions and recruit for both a conservation planner and fiscal administrator. Motion carried unanimously.

- B. Promotion to supervisory position** - Manager Salzer explained that he has been handling the day-to-day supervision of the conservation planners and due to district growth he no longer has the time to provide the quantity and quality of assistance needed by the planning staff. After reviewing this situation with the Personnel Committee, the committee endorses his recommendation that Jason Faucera be promoted to Conservation Planning Program Manager, with a raise in salary to \$35.50 per hour, effective April 1, 2016. Staff Faucera's contract with the Oregon Association of Conservation Districts (OACD) and Network of Oregon Watershed Councils (NOWC) is due to expire on May 31, 2016. OACD and NOWC have been informed that the contract will not be extended. Staff Faucera could possibly be available to them for 1 day per week.

Directors Lee/Guttridge moved and seconded to promote Jason Faucera to the position of Conservation Planning Program Manager, with an increase in his hourly wage to \$35.50 per hour, effective April 1, 2016. Motion carried unanimously.

## **7 – BOARD/MANAGEMENT**

- A. Watershed Council and Farmers Market Grants** – Staff Rains informed the Board that with the approval of the supplemental budget that she and Staff McQueeney would be sending out applications for watershed council and farmers market grants, with a due date of April 1, 2016. Staff Rains asked if Directors Zuber, Fantz, and Director Emeritus Weinberg would be available to meet the first week of April to review grant applications. Director Emeritus Weinberg said he would not be available, and Director Lee volunteered to take his place. The review committee will be contacted when the grants are ready for review.
- B. Reminders** - Staff Kilders reminded Board members of the following meetings and workshops:
- Thursday March 17, 7:00 PM - Lower Willamette Basin Meeting at the Tualatin Soil and Water Conservation office.
  - Saturday March 19 - Tree School at Clackamas Community College
  - Saturday April 2 -Garden Palooza at the Fir Point Farm and an Oakscaping workshop at Rosevilla.
  - Tuesday April 5 - Septic System workshop in Estacada at the public library at 6:00 p.m.
  - Wednesday April 20 - Septic System workshop in the Damascus Council Chambers at 6:00 p.m.
  - April 13 - Whole Farm Planning to Manage Pests and Minimize Pesticide Use for Christmas tree growers, at the North Willamette Research and Extension Center.

## **8 – PROPERTIES & PLANNING**

- A. **Vision, Mission, Values Statements- Update** - Postponed until next month.
- B. **Financial Assistance Policy** - The finance committee will meet at a later date to discuss the cost share policy.

## **9 – OTHER REPORTS**

- A. **Partner reports** - Kris Homma of NRCS reported that she currently has 32 Environmental Quality Incentive Program applications, some of these may drop, and some may not be funded. The Regional Conservation Partnership Program (RCP) is looking for interested partners to participate in the Agricultural Conservation Easement Program. Kris believes this may be a good fit for the District. The Gifford/Pinchot group has funding available, in Clackamas County, to forestry landowners who may be interested in signing up for carbon credits. NRCS workspace adjustment to the next meeting. NRCS will no longer pay for the 4 spaces that the planners are using, but will continue to pay for the reception area and the common hallway.
- B. **Public and Director Comments** -
  - Guest Mark Systma indicated that there was interest around the state to increase the amount of money the State was offering counties to form weed boards.
  - Director Zuber noted that she had attended the Pudding River Watershed Council event and was impressed. They are doing much better, and have new committed people on the board.
  - Chair Becker asked staff McQueeney about the Welches outdoor school funding request. Staff McQueeney explained that the school was still looking for funding as the school district had not budgeted for outdoor school. Chair Becker asked that this be added to the agenda for the April Board meeting.

## **ADJOURN and NEXT MEETING-**

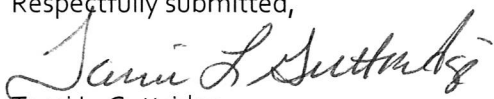
The first Budget Committee meeting will be held Tuesday March 22, 2016 at 3:30 p.m.

The Budget Committee will have a 2<sup>nd</sup> meeting on Tuesday April 26, 2016 at 2:30 p.m.

The next regular Board meeting will be held Tuesday April 26, 2016 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:19 p.m.

Respectfully submitted,

  
Tami L. Guttridge

# Voucher Approval List 03/09/2016 (with one addition on 3/11/16)

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

## Recurring Expenses Authorized for Payment by Resolution 2015-003:

221 Molialla	Monthly Lease \$6,786.82 and Operating Exp \$123.11	6697	3/3/2016	\$ 6,909.93
BCT	Monthly Phone Services at Farm	6698	3/3/2016	\$ 121.78
Comcast	Monthly Internet Services for District Office	6699	3/3/2016	\$ 144.85
Integra Telecom	Monthly Phone and Internet at District Office	6700	3/3/2016	\$ 669.82
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beavercreek Farm	6701	3/3/2016	\$ 26.25
Pacific Office Automation	Monthly Photocopying charge	6702	3/3/2016	\$ 334.17
PGE	Monthly Power at Farm	6703	3/3/2016	\$ 195.47
Sonitrol	Monthly Security Monitoring Services for District	6704	3/3/2016	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6705	3/3/2016	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6706	3/3/2016	\$ 160.04
Voyager Fleet Systems Inc	Fuel for District Vehicles	6707	3/3/2016	\$ 168.45
Wells Fargo Mortgage	Beavercreek Farm Mortgage Payment	EFT	3/7/2016	\$ 3,364.61
			<b>Subtotal</b>	<b>\$ 12,453.78</b>

## Board Approved Expenses:

AC + Co Architecture   Community	Architectural services	6708	3/9/2016	\$ 2,913.80
Anna Rankin	Putting River consultation and Grant writing	6709	3/9/2016	\$ 958.67
Buel's Impressions Printing	Getting to know the district, Manure facts	6710	3/9/2016	\$ 284.00
Clackamas County Finance Department	April benefits	6711	3/9/2016	\$ 18,447.15
Clark Conservation District	Jan and Feb work	6712	3/9/2016	\$ 2,146.22
Coulter Printing	General district display on boards	6713	3/9/2016	\$ 208.00
Crystal Greens Landscape, Inc.	Monthly maintenance at Farm	6714	3/9/2016	\$ 395.00
Eileen Eakins, LLC	Variety of legal consultations	6715	3/9/2016	\$ 880.00
H&R Engineering	Iself Nursery visit	6716	3/9/2016	\$ 161.56
H2Oregon	Bottled Water for office	6717	3/9/2016	\$ 51.50
Jeffrey Nelson	February labor and expenses at Farm	6718	3/9/2016	\$ 1,665.00
Jillian Lamont & Associates	WeedWise-CATS Software Integration project	6719	3/9/2016	\$ 4,647.50
Metro - C/O Oregon Zoo	CWMA Pull Together expenses	6720	3/9/2016	\$ 3,620.23
North Clackamas Chamber of Commerce	Annual Membership fee	6721	3/9/2016	\$ 385.00
Oregon City	Stormwater Fee	6722	3/9/2016	\$ 43.25
Pitney Bowes/Purchase Power	Postage	6723	3/9/2016	\$ 503.50
Schultz-Clearwater Sanitation, Inc.	Invoices for facilities at farm	6724	3/9/2016	\$ 133.63
Sea Reach LTD	Rainwater Catchment signage	6725	3/9/2016	\$ 728.50
Spire Technologies, Inc.	Monthly service fees	6726	3/9/2016	\$ 270.00
Strategic Value Media	2016 Oregon Farm Bureau Buyers Guide listing	6727	3/9/2016	\$ 495.00
The Bookkeeping Collaborative, LLC	Feb Contracted Services	6728	3/9/2016	\$ 900.00
Voya-State of Oregon Plan	ER & EE 457b Contributions	6729	3/9/2016	\$ 13,067.57



6730	CONNECT Registrations for Staff	3/9/2016	\$	4,805.00
6731	Milk Creek Project	3/9/2016	\$	4,290.00
6732	February expense reimbursement	3/9/2016	\$	66.39
6733	February expense reimbursement	3/9/2016	\$	42.12
6734	February expense reimbursement	3/9/2016	\$	48.90
6735	February expense reimbursement	3/9/2016	\$	99.40
6736	February expense reimbursement	3/9/2016	\$	322.84
6737	February expense reimbursement	3/9/2016	\$	41.58
6738	February expense reimbursement	3/9/2016	\$	164.08
6739	February expense reimbursement	3/9/2016	\$	18.00
6740	February expense reimbursement	3/9/2016	\$	39.12
6741	Monthly payment on credit cards	3/11/2016	\$	1,244.67
			\$	<b>64,087.18</b>

Wallowa SWCD  
 Waterways Consulting, Inc.  
 Cathy McQueeney  
 Don Guttridge  
 Eann Rains  
 Jenne Reische  
 Joan Zuber  
 Lisa Kilders  
 Nicole Ahr  
 Samuel Leiningner  
 Scott Eden  
 Wells Fargo

CF = \$4,451.56 (this month)  
 CF: FY2015-2016 YTD Expenditures \$236,673.15

Approved By Board:

  
 Board Chair  
 Board Treasurer

Total Month's Payments \$ 76,540.96