



Clackamas
Soil and Water Conservation District

Approved May 17, 2016

Clackamas SWCD Board Meeting Minutes for April 26, 2016

Present:

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

Associate Directors: Jim Johnson, PK Melethil, Jim Toops

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

Guests: Elizabeth Graser-Lindsey, Mark Sytsma

Absent: Director Ron Oberg

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 4:00p.m. on Tuesday, April 26, 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 asked that the discussion of the Fiscal Administrators position be moved up in the agenda to accommodate Director Lee who will have to leave the meeting before 5:00 PM. The change to the agenda was accepted.

B. Public Comment

There was no public comment.

C. Director Reports

There were no reports at this time

D. Manager’s Report on Committees

- Building and Facilities: Did not meet, Manager Salzer updated the committee regarding issues related to the farm.
- Finance Committee: Did not meet, Manager Salzer updated the Committee Chair regarding the job description for the Fiscal Administrator.
- Farm Use: Did not meet.

- Health and Safety Committee: This committee met April 12, 2016. The committee discussed the recent accident involving the Ford Escape.
- Master Plan Evaluation Committee: Did not meet.
- Personnel Committee: Did not meet. Manager Salzer kept the committee updated as he worked on job descriptions.
- Working Lands Committee: Did not meet.
- Scholarship: Did not meet.
- Budget Committee: Met April 26, 2016, at 2:30 PM. The budget was approved.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the March 15, 2016 public hearing regarding the Districts supplemental budget were presented

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

- B. Minutes from the March 15, 2016 regular board meeting were presented.

Director Zuber asked that the minutes be revised to reflect that in her director's report, she was contacted by a citizen regarding an open gate and cattle in a creek at a Molalla ranch, not that she had observed the cattle.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer presented the March 2016 monthly financials. Manager Salzer reviewed the changes made when the supplemental budget was added into QuickBooks.

Manager Salzer presented the Profit and Loss report. The District's current income level is 77.77% of the budgeted target and expenditures are at 48.88% of budget at this time. The error in last month's P&L statement has been corrected.

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

- B. Manager Salzer presented the April voucher list for approval. April vouchers totaled \$119,175.89 on check numbers 6742 through 6806 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.

Manager Salzer pointed out the several of the checks in this run were for grant development, and wanted the Board to be aware of the cost of seeking grant funding.

There are eight items marked CF denoting that they are Conservation Fund expenditures. Conservation Fund expenditures this month totaled \$23,677.09.

Director Guttridge asked about the Crystal Greens billing, Manager Salzer explained it was for upkeep and maintenance at the farm, mowing, landscaping, and other tasks as needed.

Directors Fantz/Nelson moved/seconded to approve the April voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. Presentation of Watershed Council Support Grants** - Staff Rains presented an Excel report showing the 10 councils that requested grants from the District and what the councils planned to do with any award they receive. Staff Rains explained differences in request dollars and awards that the review committee recommended. All of the watershed councils will be asked to acknowledge the help they receive from the District on websites, and in publications. The review committee consisted of Directors Becker, Lee, and Zuber and Staff Rains

Directors Fantz/Guttridge moved and seconded to award watershed council support grants as proposed, and authorizes the distribution of grant awards in the first-of-the-month check run in May 2016. Motion carried unanimously.

- B. Presentation of Farmers Market Support Grants** - Staff Rains submitted an Excel report showing requests from 10 farmers markets for grants. She explained that Staff McQueeney had a good working knowledge of the farmers markets, as she has attended all of the markets that applied. Staff Rains explained differences in request dollars and awards, and what uses had been approved by the review committee. There is a request that more acknowledgement of the Districts support be made in public places at the markets. The review committee consisted of Directors Fantz and Zuber and Staff Rains and McQueeney.

Directors Fantz/Nelson moved and seconded to award farmers market support grants as proposed, and authorize the distribution of grant awards in the first-of-the-month check run in May 2016. Motion carried unanimously.

- 6B. Fiscal Administrator Job Description** - Director Lee (Chair of the Finance Committee) supports the job description for the Fiscal Administrator position as proposed by Manager Salzer. It has been reviewed by the District's attorney. As soon as the description is adopted, recruiting to fill this position can begin.

Directors Guttridge/Zuber moved and seconded to approve the updated job description for the Fiscal Administrator effective immediately. Motion carried unanimously.

- C. Oregon Water Resources Department (OWRD) Grant Application** - Staff Rains spoke about the OWRD Grant. Considerable work from Staff Kilders, Rains, Reische and former Staff Baker went in to preparing the grant application and the District was ranked 16th out of 37 applications. Unfortunately the pool for this grant was limited to \$14 million dollars and total request for the applications were over \$50 million. It is likely that OWRD will fully fund projects from the top down and the money will run out before they reach our grant. OWRD will take public comment until April 29. This grant was for 3 irrigation and 1 riparian area project.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Tipikin Irrigation Project** - Staff Rains brought forward a request for funding for the 2nd phase of a big gun irrigation replacement at this cooperators site. The cooperators would like to convert 100 acres of cane berries to drip irrigation. Irrigation water management (IWM) practices are a required component of this project. The total project funding is calculated to be \$149,179.00. The District proposes a three-part funding arrangement as follows:

- A District Grant of \$60,000
- A District Loan of \$66,819
- Landowner contributions of \$22,360

Monies for the loan would come from our current DEQ revolving loan.

Director Lee, who was teleconferenced in for the meeting, left the meeting at 4:55 pm.

Directors Fantz/Guttridge moved/seconded to authorize a grant of \$60,000 and a loan of \$66,819 for the Tipikin phase 2 irrigation project. Motion carried unanimously.

- B. **J. Peter Irrigation Project** - Staff Rains submitted a funding request for an irrigation conversion project to change from sprinkler hand-lines to micro-irrigation on 15 acres of hazelnuts. The District proposes a standard 50:50 cost-share for this \$25,835 project, with the District's share not to exceed \$13,500.00. IWM is a required component.

Directors Guttridge/Nelson moved/seconded to authorize a grant of not to exceed \$13,500 for the J. Peter irrigation project. Motion carried unanimously.

- C. **Redding Irrigation Project** - Staff Rains brought this proposal to the board for approval of an irrigation conversion for a small producer currently using disposable drip tape and sprinklers to grow produce for local farmers markets. The District would replace the current system with drip irrigation for the raised vegetable beds. This \$3,331 project would be funded through a three-part arrangement as follows:

- District grant of \$1,665
- District loan of \$1,066
- Landowner contribution of \$600

Directors Guttridge/Zuber moved/seconded to authorize a grant of \$1,665 and a loan of \$1066 for the Redding irrigation project. Motion carried unanimously.

6 – PERSONNEL

- A. **Job Description: General Manager** - Manager Salzer noted that his job description (dated 2010) no longer reflected the tasks he performs. The board was presented with a new job description, which has been reviewed by the Districts attorney, and at the request of Personnel Committee Chair Becker, was presented for review and approval.

Directors Guttridge/Zuber moved/seconded to approve the revised job description for the General Manager effective immediately. Motion carried unanimously.

- B. **Job Description: Fiscal Manager** - Reviewed and approved earlier in the meeting.

- C. **Job Description: Conservation Specialist** - The Board was presented a job description for an urban/small farms conservation specialist. This opening was created by the departure of Jeremy Baker, and the Personnel Committee agrees that the position needs to be filled. Legal counsel has reviewed this revised job description. As soon as it is adopted, recruitment will begin to fill this vacancy.

Directors Guttridge/Nelson moved and seconded to approve the revised job description for the Conservation Specialist effective immediately. Motion carried unanimously.

- D. **Wage Adjustment for Employee** - Director Guttridge excused himself at this point due to a conflict of interest and exited the board room until discussion was completed. Manager Salzer stated that Staff Kilders and he had completed an evaluation of Administrative Assistant Tami Guttridge's performance for the six-month introductory period. Both were happy with her work and attitude. At this time Staff Guttridge's status will change from an introductory employee to a regular employee. Manager Salzer recommended an 8% raise in her hourly wage to the Personnel Committee. The Personnel Committee concurred with this recommendation.

Directors Fantz/Zuber moved/seconded to award a raise of 8% to Tami Guttridge, increasing her hourly wage rate to \$19.44 per hour, beginning May 1, 2016. Approved by Directors Becker, Fantz, Nelson and Zuber.

Director Guttridge returned to the Board room at this time.

7 – BOARD/MANAGEMENT

- A. **Date for May Board of Directors Meeting** – Discussion was held regarding moving the date of the May meeting as Chair Becker and Director Lee will be unavailable. A decision was made to hold the May meeting at its regularly scheduled time, and to move the June meeting to June 14, 2016. This allows the District to publish notice for a public hearing on the 2016/2017 fiscal budget and act on the budget in June.

Directors Guttridge/Nelson moved/seconded to have a public hearing at 4:00 pm June 14, 2016 followed at 4:10 pm by a board meeting. Motion carried unanimously.

- B. **Managers' Report** - Manager Salzer and Staff Kilders discussed the following topics with the board.

- Willamette Wildlife Mitigation Program (WWMP) Grants - There are site visits scheduled May 4, 2016 to both the Molalla River and Pudding River sites associated with the grant applications the District submitted. Manager Salzer does not believe the District will know the status of the grant awards until late August or September.
- WWMP Grants - Manager Salzer is proposing that we seek a grant in the next WWMP cycle for oak habitat. There are potential opportunities near Eagle Creek, Milo McIver State Park, and near our proposed Molalla River Acquisition.
- The District's Ford Escape is in for repairs following a traffic accident. The vehicle sustained minimal damage and will be repaired
- The USDA Natural Resources Conservation Service has a Ford Escape that they are surplusing, and may be available for purchase. The board directed Manager Salzer to look into the replacement cost of the battery pack as this is a hybrid vehicle. The board agreed to proceed if Manager Salzer feels this is a good fit.
- Johnson Creek Watershed Council has extended an invitation to their annual gala. The District is a runner up for their Ripple Award. If anyone on the Board is available to attend, please let Manager Salzer know.
- Grants for irrigation practices. Manager Salzer and Staff Rains are looking at a new funding practice for the District to help cooperators. Moving to a 1/3 grant, 1/3 loan, 1/3 cooperator funding arrangement will allow the district to stretch limited financial assistance dollars, especially in for higher cost practices such as irrigation system improvements.

- Manager Salzer informed the Board about changes to the District website, and let them know about domain names the District currently holds.
- Staff Kilders let the board know that staff is busy with several upcoming events such as, the Molalla/Pudding Rivers Celebration on May 21 and the Spring Garden Fair this weekend in Canby. Staff McQueeney has attended two horse workshops and is getting the word out about the Districts ability to help out with manure management. There was a septic tank workshop April 20th in Damascus that the District sponsored, and Staff Kilders attended a Christmas tree workshop to promote our sprayer efficiency program. One more cooperator from the event has signed up to participate. Staff Klock will be working at the Oregon City Farmers Market promoting pollinators on May 28.
- Staff Kilders is collecting scholarship applications that are due this Friday. She requested the scholarship committee to meet before the next board meeting so award recommendations may be made at that time.

8 – PROPERTIES & PLANNING

- A. Haying with horses at Beavercreek Farm** - Director Guttridge noted that the board lacks policy regarding the use of the farm and that existing weed control contracts have vegetative management written into them. In addition, existing fencing at the farm is in poor condition.

Directors Guttridge/Nelson moved/seconded to reject the haying proposal due to lack of policy and other concerns. Motion passed unanimously.

- B. Grazing Cows at the Beavercreek Farm** -

Directors Guttridge/Nelson moved/seconded to reject the grazing proposal due to lack of policy and other concerns as stated in the prior topic. Motion passed unanimously.

- C. Beavercreek Farm/Pleasant Avenue** - Manager Salzer reported the purchase of custom cut lumber for the repair of the south side of the old barn. Timbers and board are in poor condition and for safety will be replaced. Wood has been delivered and stacked to dry in the barn by Jeff Nelson.

Pleasant Avenue - Paperwork for the sale of the Pleasant Avenue property is here, and Chair Becker will sign the bill of sale and other paperwork. The sale is expected to close on Thursday April 28th, 2016.

- D. Dave Green Property update** - This project is currently at a standstill as Mr. Green has been unable to find a public entity to hold the ownership for the Metro grant. Mr. Green provided a new conceptual drawing for the boards review. Staff McQueeney noted that this property does not fit our vision/values statement. Associate Director Johnson pointed out the high risk and liability in managing a green space inside a heavily urban area. This property would be a better fit for Metro, the City of Milwaukie, or Clackamas County.

9 – OTHER REPORTS

- A. Partner reports** - There were no reports from partners.

- B. Public and Director Comments** -

- Director Fantz asked when the Springwater Grange Strawberry Social would be held; Director Guttridge said it has been tentatively set for June 11.

- Staff McQueeney told the Board she had many good conversations at the Equine Expo, and Tour de Horse programs.
- Chair Becker asked that information regarding becoming an associate director be sent to Mark Sytsma.
- Staff Klock thanked the Board for allowing staff to attend the Connect Conference; there were many great training opportunities.
- Director Zuber wants more discussion regarding director e-mails and requested that Staff Faucera attend the next meeting for a discussion of options. Director Zuber asked if policy was in place regarding cooperators who are under a non-compliance order with the Oregon Department of Agriculture. The Finance committee has not yet met to develop any policy on this matter.
- Director Guttridge invited Board members to come to Maple Wood Grange for the Candidates Forum. Free dinner at 4:30, County commissioner candidates to speak beginning at 6:00 pm.
- Staff Guttridge thanked the Board for the employment opportunity and raise. She enjoys her work.

ADJOURN and NEXT MEETING-

The next regular Board meeting will be held Tuesday May 17, 2016 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:12 p.m.

Respectfully submitted,



Tami L. Guttridge

Voucher Approval List 04/18/2016

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	6742	4/6/2016	\$ 6,909.93
BCT	Monthly Phone Services at Farm	6743	4/6/2016	\$ 121.70
Comcast	Monthly Internet Services for District Office	6744	4/6/2016	\$ 144.85
Integra Telecom	Monthly Phone and Internet at District Office	6745	4/6/2016	\$ 651.82
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beaver Creek Farm	6746	4/6/2016	\$ 26.25
Pacific Office Automation	Monthly Photocopying charge	6747	4/6/2016	\$ 361.43
PGE	Monthly Power at Farm	6748	4/6/2016	\$ 100.79
Sonitrol	Monthly Security Monitoring Services for District	6749	4/6/2016	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6750	4/6/2016	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6751	4/6/2016	\$ 160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	6752	4/6/2016	\$ 8,149.00
Voyager Fleet Systems Inc	Fuel for District Vehicles	6753	4/6/2016	\$ 102.80
Wells Fargo Mortgage	Beaver Creek Farm Mortgage Payment	EFT	4/7/2016	\$ 3,364.61
	Subtotal			\$ 20,451.63

Board Approved Expenses:

CF	A&L Western Ag Labs	6754	4/18/2016	\$ 72.00
	AC + Co Architecture Community	6755	4/18/2016	\$ 566.83
	Anna Rankin	6756	4/18/2016	\$ 3,051.92
	Buel's Impressions Printing	6757	4/18/2016	\$ 273.75
	Cascade Pacific RC&D	6758	4/18/2016	\$ 5,000.00
	Clackamas County Fair	6759	4/18/2016	\$ 1,675.00
	Clackamas County Finance Department	6760	4/18/2016	\$ 18,447.15
	Clark Conservation District	6761	4/18/2016	\$ 498.91
	Coulter Printing	6762	4/18/2016	\$ 826.85
	CPR Solutions	6763	4/18/2016	\$ 520.00
	Crystal Greens Landscape, Inc.	6764	4/18/2016	\$ 395.00
CF	Darleen Ruby Vaterlaus	6765	4/18/2016	\$ 3,252.50
	Eileen Eakins, LLC	6766	4/18/2016	\$ 3,240.00
	Friends of Trees	6767	4/18/2016	\$ 4,668.45
	Greater Oregon City Watershed Council	6768	4/18/2016	\$ 374.00
	Integra Telecom	6769	4/18/2016	\$ 681.92
	Jeffrey Nelson	6770	4/18/2016	\$ 646.20
	Jillian Lamont & Associates	6771	4/18/2016	\$ 5,775.00

CF	Johnson Creek Watershed Council	Plants and weed control	6772	4/18/2016	\$	6,127.60
	Kasters Kustom Kutting, Inc.	Lumber to repair barn at Beaver creek property	6773	4/18/2016	\$	4,696.40
	Keller Williams Portland Premiere	Comparative Market Analysis on Knight Bridgfe Rd project	6774	4/18/2016	\$	500.00
	Land Trust Alliance	Annual Membership renewal	6775	4/18/2016	\$	250.00
	Metro - Unit 20	Funding for Oregon IPM Website	6776	4/18/2016	\$	10,000.00
CF	Milwaukie Presbyterian Church	For outdoor sanctuary	6777	4/18/2016	\$	275.00
	Molalla Retreat	Rental of meeting space	6778	4/18/2016	\$	100.00
	Northwest Agricultural Show	Booth fee for 2017	6779	4/18/2016	\$	285.00
	Oregon City	Stormwater Fee	6780	4/18/2016	\$	43.25
	Oregonian Media Group	Legal notice of Budget meeting	6781	4/18/2016	\$	670.49
	Pamplin Media Group	Lake Oswego Review subscription renewal	6782	4/18/2016	\$	39.00
CF	Patricia J. Tawney	Grant/Cost share to Cooperator	6783	4/18/2016	\$	504.04
	Pelican Products	Postage to return defective part	6784	4/18/2016	\$	5.00
	PGE	Bill dated 4/13, came after first check run of month	6785	4/18/2016	\$	103.74
	Polk SWCD	Rental of Claudia Chinook for Molalla-Pudding event	6786	4/18/2016	\$	500.00
	Portland Parks and Recreation	Class registration for Reische and Eden	6787	4/18/2016	\$	50.00
	Powell Minuteman Press	Business card order	6788	4/18/2016	\$	134.35
	Premiere Global Services	Conference call fee	6789	4/18/2016	\$	15.85
CF	R Franco Restoration, Inc	Planting on Casper and Sawan projects	6790	4/18/2016	\$	2,720.00
	Sanctuary Video, Production & Design LLC	Molalla River Forest Habitat Corridor Project	6791	4/18/2016	\$	1,902.00
	Schultz-Cleanwater Sanitation, Inc.	Invoices for facilities at farm	6792	4/18/2016	\$	110.00
	Spire Technologies, Inc.	Monthly service fees	6793	4/18/2016	\$	270.00
	The Bookkeeping Collaborative, LLC	March Contracted Services	6794	4/18/2016	\$	1,237.50
	Urban Greenspaces Institute	Partner Support	6795	4/18/2016	\$	5,500.00
CF	Wallowa SWCD	CONNECT Registrations for Staff	6796	4/18/2016	\$	75.00
	Waterways Consulting, Inc.	Milk Creek Project	6797	4/18/2016	\$	6,057.50
	Wells Fargo	Payment on Credit cards	6798	4/18/2016	\$	5,855.63
	C. Klock	Feb & March expense reimbursement	6799	4/18/2016	\$	200.48
	Don Guttridge	March expense reimbursement	6800	4/18/2016	\$	85.06
	Eann Rains	March expense reimbursement	6801	4/18/2016	\$	50.29
	Jeff Lesh	March expense reimbursement	6802	4/18/2016	\$	14.00
	Jenne Reische	March expense reimbursement	6803	4/18/2016	\$	49.68
	Joan Zuber	March expense reimbursement	6804	4/18/2016	\$	123.48
	P K Melethil	March expense reimbursement	6805	4/18/2016	\$	75.06
	Tom Salzer	March expense reimbursement	6806	4/18/2016	\$	133.38
					\$	98,724.26

CF = \$23,677.09 (this month)
 CF:FY2015-2016 YTD Expenditures \$260,350.24

Approved By Board:

Jeff Lesh
 Board Chair
Joan Zuber
 Board Treasurer

Total Month's Payments \$ 119,175.89