



Clackamas
Soil and Water Conservation District

Approved June 14, 2016

Clackamas SWCD Board Meeting Minutes for May 17, 2016

Present:

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

Associate Directors: Jim Johnson

Director Emeritus: Mike Weinberg

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

Guests: Brenda Sanchez (Oregon Dept. of Agriculture), Sheila Marcoe (Oregon Dept. of Agriculture)

Partners: Kris Homma

Absent: Jeff Becker (Chair)

1 – CALL TO ORDER and AMEND/ACCEPT AGENDA/PUBLIC COMMENT/DIRECTOR REPORTS/MANAGER’S REPORT ON COMMITTEES

A. Vice Chair Zuber called the meeting to order with a quorum present at 4:00p.m., Tuesday, May 17, 2016 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Vice Chair Zuber asked if there were any changes to the agenda. There were no changes made to the agenda.

B. Public Comment

There was no public comment.

C. Director Reports

- Director Fantz reported that he had attended the Intertwine Alliance meeting. He enjoyed the focus on collaboration, and there were many agencies in attendance.
- Director Guttridge reported that he had attended the pre-planning conference with the County regarding building on the Beaver Creek Farm property and would report later in the meeting.
- Vice Chair Zuber also attended the Intertwine meeting. She did learn a few things and met interesting people.

- Director Emeritus Weinberg let the board know that he and Director Lee would be attending the next Clackamas River Basin Council meeting.
- Directors Oberg and Lee congratulated Vice Chair Zuber on her 10 years of service to the Clackamas Soil and Water Conservation District.
- Staff Klock noted that there is a petition circulating that supports providing outdoor school to all 6 grade students in the State. He urged everyone to participate.

D. Manager's Report on Committees

- Building and Facilities: Did not meet, Manager Salzer updated the committee on the final sale and disposition of the Pleasant Avenue property.
- Farm Use: Did not meet.
- Finance: Did not meet. Manager Salzer contacted the chair of this committee about: purchasing card options; paying off the Beaver Creek Farm loan; fiscal administrator job description; and adding Lisa Kilders to the District's Wells Fargo positive pay system.
- Health and Safety Committee: This committee meeting was rescheduled to May 19.
- Master Plan Evaluation Committee: Did not meet.
- Personnel Committee: Did not meet. Manager Salzer contacted Chair Becker regarding the wording in one section of the Employee Handbook.
- Working Lands Committee: Did not meet. Manager Salzer proposed some next steps to this committee. The committee is currently scheduled to meet at 2:30 p.m. on June 21. This may change if the Board meeting date in June is changed.
- Scholarship: This committee met via phone and reviewed the scholarship applications; recommendations will be heard later in today's meeting.
- Budget Committee: This committee has fulfilled its duties for this budget cycle.

2 – MINUTES AND OLD BUSINESS

- A. Minutes from the April 26, 2016 Regular Board meeting were presented.

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

3 – MONTHLY FINANCIALS

- A. Manager Salzer presented the April 2016 monthly financials. Manager Salzer reviewed errors he had found in the financial report. All errors are correctable and Manager Salzer asked that the Board to provisionally approve the reports.

Directors Guttridge/Nelson moved/seconded to provisionally approve the financial reports subject to correction. Motion carried unanimously.

- B. Manager Salzer presented the May voucher list for approval. May vouchers totaled \$211,804.87 on check numbers 6807 through 6869 with no breaks in the sequence. 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 Beaver Creek Farm mortgage payment is automatically pulled from the District's checking account each month.

Manager Salzer pointed out that checks for the Farmers Market and Watershed Council support grants were in the check run. Manager Salzer also noted that the \$500.00 deductible for the Ford Escape was part of the Wells Fargo credit card charges. Conservation Fund expenditures were up with a total for this month of \$156,139.54.

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

4 – OTHER FINANCIALS

- A. Recommendation of scholarship awards** - Staff Kilders reported that the District had received 11 well qualified applications for the scholarships. The committee met via phone and after some discussion chose to recommend Sonja Templeton (studying natural resources conservation at Oregon State University), and Julia Barnes (studying animal sciences, also at OSU) to each receive a \$2,000.00 scholarship.

Directors Fantz/Nelson moved and seconded to award the two scholarships as recommended. Motion carried unanimously.

- B. Recommendation to pay off loan on the Beaver Creek Farm** - Manager Salzer asked the Board to authorize paying off the existing loan on the Beaver Creek Farm. The District received a good return on the sale of the Pleasant Avenue property, which gives the District the ability to pay off the loan and save approximately \$10,740 per year in interest. At this time our accounts are earning approximately ¾ of a percent interest. Manager Salzer did review this proposal with the Finance Committee.

Directors Guttridge/Nelson moved and seconded to pay off the existing loan for the Beaver Creek Farm on May 18, 2016. Motion carried unanimously.

- C. New DEQ loan opportunity** - Staff Rains explained that the District is nearing the end of eligibility for 30% principal forgiveness on our original Clean Water State Revolving Fund (CWSRF) loan number R22405. The Department of Environmental Quality (DEQ) has approached the District about closing the original loan and applying for a new CWSRF loan. The new loan would extend the 30% principal forgiveness to the balance of the first loan, and if our programs qualify the new loan amount may be eligible for a 50% principal forgiveness. A new loan not to exceed \$500,000 would allow us to continue to work with cooperators on many water quality projects.

Directors Fantz/Guttridge moved/seconded to close out loan # R22405 and to roll the balance into a new CWSRF loan with DEQ, and to approve requesting additional loan funds not to exceed \$500,000.00 and to authorize Manager Salzer and Staff Rains to work with DEQ regarding the final disbursement of existing loan funds and terms of the new loan. Motion carried unanimously.

- D. Fiscal year 2016-2017 budget update** - Staff Rains explained that the Oregon Department of Revenue (DOR) has made administrative changes regarding budget reporting. Following the request from DOR, Staff Rains made adjustments to the budget to show proposed expenditures from special funds as they tie back to existing operating departments. There were no changes to the actual dollars, only to the way they are shown on the requested form.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Sandy River project funding** - Manager Salzer explained that the Sandy River Basin Council (SRBC) had approached the District 2 years ago regarding a major restoration project on the main stem of the Sandy River at Timberline Rim. The District agreed at that time to fund \$50,000.00 of this project if the overall project received funding support from other funders. The SRBC has secured the needed funding to go forward with this project. Manager Salzer informed the Board that this money is included in the approved budget for fiscal year 2016-2017.
- B. **Clackamas River Invasive Species Partnership (CRISP)** - Staff Leininger explained to the Board that the CRISP program has been successful in securing funding from several different sources. This funding includes a \$431,250.00 grant from Portland General Electric and a grant with the Bureau of Land Management for \$110,000 to \$150,000., for the treatment of invasive species within the Clackamas River Watershed. The partnership was also able to obtain an Inter-Governmental Agreement with Metro for approximately \$130,000.00.

This five year program will most likely require the hiring of full time employee to help administer the program, and will free up some District funds to be used in other areas of the county.

6 – PERSONNEL

- C. **Two positions open for recruitment** - Manager Salzer informed the board that the Conservation Specialist and Fiscal Administrator positions have been posted, and will close at 4:30 p.m. on June 3, 2016. Since these recruitments were published, Staff Kilders has received 5 applications for the Conservation position and one for the Fiscal Administrator.

7 – BOARD/MANAGEMENT

- A. **Appointment of Associate Director** – The Board discussed Mark Sytsma’s letter of interest to become an Associate Director with the District. It was noted that Mr. Sytsma was highly qualified and would provide good insight for many District programs. Director Emeritus Weinberg recommended that Mr. Sytsma be appointed and stated the District would be fortunate to have him working with us.

Directors Guttridge/Fantz moved/seconded to appoint Mark Sytsma as an Associate Director to the District. Motion carried unanimously.

- B. **Director E-Mails** - Staff Faucera joined the meeting via phone. Chair Zuber asked Staff Faucera to go over the options available to the Directors. Staff Faucera explained various ways that E-mail systems could be set up for directors. Chair Zuber requested that this be an action item at this time and asked for a motion.

Directors Lee/Nelson moved/seconded e-mail accounts as described by Staff Faucera be set up for the directors. Directors Nelson, Guttridge, Lee, Oberg voted in favor. Director Fantz abstained.

Staff Faucera will hold a training session on this matter for directors.

- C. **Board statement about preventing loss of farmland** - Manager Salzer asked if the Board was in favor of sending a statement to the Board of County Commissioners stating the need to preserve the valuable agricultural land in the county. Vice Chair Zuber wanted timber resources and clean water added to the statement as well. Associate Director Johnson recommended that these be separate statements. Manager Salzer was asked to craft a resolution for the Board to review at the next meeting.

Director Lee left the meeting at 5:25 p.m.

- D. **Director Elections** - Manager Salzer explained that there are 3 positions that will be up for election this year, 2 zone directors and 1 at large position. ODA has not yet sent out information regarding the election.
- E. **Election of Board Officers** - Manager Salzer recommended that the election of Board Officers take place in June when the full Board will hopefully be in attendance.
- F. **Manager's Report** - Manager Salzer turned this portion of the meeting over to Staff Kilders.

Staff Kilders asked that the Board attend the Farm Social on Saturday July 9, 2016. We will be show casing Claudia Chinook, serving ice cream, showing the architectural drawings of the proposed new office, offering displays, activities and music from 10 a.m. until 2 p.m.

Other events involving staff members include the Molalla Pudding Rivers Celebration on Saturday May 21, the Pollinator Fair at the Oregon City Farmers Market on May 28, and the Lavender Festival June 25 and 26.

Staff Klock will be attending the Homesteading fair at the Oregon City Farmers Market and he will be focusing on rain water harvesting.

Sheila Marcoe from ODA took this time to introduce Brenda Sanchez, the new water quality specialist for our area. Brenda previously worked for the Marion SWCD and the Confederate Tribes of the Warm Springs as a Soil Scientist. She is looking forward to working with the Soil and Water Conservation Districts and the agricultural community. Sheila noted that with hiring Brenda the ODA office is once again fully staffed.

Director Oberg left the meeting at 5:32 p.m.

8 – PROPERTIES & PLANNING

- A. **Beavercreek Farm update** - Director Guttridge and Manager Salzer attended a pre-application meeting with the County Planning Department regarding building a new office at the Beavercreek Farm. The County made it known that if we build at the farm, we cannot access the property from Beavercreek Road. A new access must be installed from Ferguson Road. There are no plans to run sewer lines near our property, so a septic system will be needed. Water will be available pending a flow study. A private hydrant will be needed for the fire department, and system fees will be high. Manager Salzer will contact Mike McAllister regarding possible fee reductions for government entities.

Once we are ready to submit final plans to the County it will be 120 or more days to get final approval to proceed.

9 – OTHER REPORTS

- A. **Partner reports** - Kris Homma left a report with Staff Rains. Natural Resource Conservation Services has received the panel of eligible candidates to fill the Soil Conservationist position. They plan to check references and interview this week or early next week. They hope to have a decision by the end of the month.

Environmental Quality Incentive Program (EQIP) contracting continues, and sign-up has been extended until June 17. They have a few new applications and a few still working on eligibility.

B. Public and Director Comments -

- Associate Director Johnson reported that the Board of Agriculture would be meeting June 6, 7 and 8 in John Day. There will be a presentation by Nellie McAdams regarding the accessibility of farm land for farmers, also discussions about farm business succession and the ongoing work with agricultural and conservation easements.
- Manager Salzer spoke to the board about the 4 million dollars in grant applications that the staff had worked on this year.
- Staff Guttridge noted that a sympathy card was being sent around for the Ross Iverson Family. Ross Iverson served on the SWCD Board for approximately 27 years. Staff Guttridge has gone through the District's records finding the names of Board members and noting the number of years they served. The current Board has 55 years of combined experience serving this district.

ADJOURN and NEXT MEETING-

There will be a public hearing on the Fiscal year 2016-2017 budget June 14, 2016 at 4:00 p.m.

The next regular Board meeting will be held Tuesday June 14, 2016 at 4:15 p.m.

There being no further business, Vice Chair Zuber adjourned the meeting at 5:54 p.m.

Respectfully submitted,


Tami L. Guttridge

Voucher Approval List 05/11/2016

VENDOR NAME:

MEMO:

Check No.

DATE:

AMOUNT PAID:

Recurring Expenses Authorized for Payment by Resolution 2015-003:

221 Molalla	Monthly Lease \$6,786.82 and Operating Exp \$123.11	6807	5/5/2016	\$	6,909.93
BCT	Monthly Phone Services at Farm	6808	5/5/2016	\$	121.70
Clackamas County Finance Dept.	Employee Health Benefits	6809	5/5/2016	\$	18,447.15
Comcast	Monthly Internet Services for District Office	6810	5/5/2016	\$	144.85
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beaver Creek Farm	6811	5/5/2016	\$	26.25
Pacific Office Automation	Monthly Photocopying charge	6812	5/5/2016	\$	474.03
Sonitrol	Monthly Security Monitoring Services for District	6813	5/5/2016	\$	153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6814	5/5/2016	\$	205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6815	5/5/2016	\$	160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	6816	5/5/2016	\$	7,703.75
Voyager Fleet Systems Inc	Fuel for District Vehicles	6817	5/5/2016	\$	169.36
Wells Fargo Mortgage	Beaver Creek Farm Mortgage Payment	EFT	5/9/2016	\$	3,364.61
AntFarm	2015-16 Farmers Market Support Grant	6818	5/5/2016	\$	1,500.00
Canby Livability Coalition	2015-16 Farmers Market Support Grant	6819	5/5/2016	\$	5,000.00
Celebrate Milwaukie, Inc.	2015-16 Farmers Market Support Grant	6820	5/5/2016	\$	8,000.00
City of Lake Oswego	2015-16 Farmers Market Support Grant	6821	5/5/2016	\$	5,000.00
Christopher Stephen Perry	2015-16 Farmers Market Support Grant	6822	5/5/2016	\$	3,000.00
Historic Willamette	2015-16 Farmers Market Support Grant	6823	5/5/2016	\$	2,900.00
Lewis & Clark Montessori Charter School	2015-16 Farmers Market Support Grant	6824	5/5/2016	\$	2,700.00
Molalla Farmers Market	2015-16 Farmers Market Support Grant	6825	5/5/2016	\$	3,000.00
Oregon City Farmers Market	2015-16 Farmers Market Support Grant	6826	5/5/2016	\$	6,500.00
Sunnyside Farmers Market	2015-16 Farmers Market Support Grant	6827	5/5/2016	\$	4,000.00
Cascade Pacific RC&D	2015-16 Watershed Council Support Grant	6828	5/5/2016	\$	13,475.00
Clackamas River Basin Council	2015-16 Watershed Council Support Grant	6829	5/5/2016	\$	14,500.00
Greater Oregon City Watershed Council	2015-16 Watershed Council Support Grant	6830	5/5/2016	\$	8,000.00
Johnson Creek Watershed Council	2015-16 Watershed Council Support Grant	6831	5/5/2016	\$	9,500.00
Molalla River Watch	2015-16 Watershed Council Support Grant	6832	5/5/2016	\$	15,500.00
N. Clackamas Urban Watershed Council	2015-16 Watershed Council Support Grant	6833	5/5/2016	\$	12,000.00
Oswego Lake Watershed Council	2015-16 Watershed Council Support Grant	6834	5/5/2016	\$	6,500.00
Sandy River Basin Watershed Council	2015-16 Watershed Council Support Grant	6835	5/5/2016	\$	9,000.00
Tyon Creek Watershed Council	2015-16 Watershed Council Support Grant	6836	5/5/2016	\$	8,000.00
Tualatin River Watershed Council	2015-16 Watershed Council Support Grant	6837	5/5/2016	\$	4,000.00

Approved By Board:

Board Chair 
 Board Treasurer 

Subtotal \$ 179,955.08

Board Approved Expenses:

CF	3J Consulting, Inc.	Water Resources Engineering	6838	5/11/2016	\$	620.00
CF	A&L Western Ag Labs	Soil testing	6839	5/11/2016	\$	27.20
CF	Anna Rankin	Pudding River consultation and Grant writing	6840	5/11/2016	\$	796.52
	Buel's Impressions Printing	Certificate and flyer printing	6841	5/11/2016	\$	13.00
	Coulter Printing	Various print jobs, mainly flyers and brochures	6842	5/11/2016	\$	174.00
	Crystal Greens Landscape, Inc.	Monthly maintenance at Farm	6843	5/11/2016	\$	395.00
	David Peter	DOG-1417-007	6844	5/11/2016	\$	2,495.84
CF	Eileen Eakins, LLC	Variety of legal consultations	6845	5/11/2016	\$	1,040.00
	Fulcrum Mobile Solutions, LLC	Annual Subscription	6846	5/11/2016	\$	1,908.00
CF	H&R Engineering	Faith Farm irrigation design	6847	5/11/2016	\$	200.00
	H2Oregon	Bottled Water for office	6848	5/11/2016	\$	96.50
CF	Integrated Resource Management	WW-2016-003	6849	5/11/2016	\$	10,672.00
	Jeffrey Nelson	April labor and expenses at Farm	6850	5/11/2016	\$	1,896.94
	Jillian Lamont & Associates	WeedWise-CATS Software Integration project	6851	5/11/2016	\$	3,245.00
	Oregon City	Stormwater Fee	6852	5/11/2016	\$	43.25
	Oregon City Police Department	Annual renewal of Alarm Permit	6853	5/11/2016	\$	25.00
	Oregon DMV	Replacement check for title change on vehicle	6854	5/11/2016	\$	175.00
	Pamplin Media Group	Subscription renewal to 3 local publications	6855	5/11/2016	\$	94.66
	Polk SWCD	Rental of Claudia Chinook for Farm Social Day	6856	5/11/2016	\$	500.00
	Ronald K Larson	SuperDOG 1417-002	6857	5/11/2016	\$	49.50
	Schultz-Clearwater Sanitation, Inc.	Invoices for facilities at farm	6858	5/11/2016	\$	95.00
	Spire Technologies, Inc.	Monthly service fees	6859	5/11/2016	\$	270.00
	The Bookkeeping Collaborative, LLC	April Contracted Services	6860	5/11/2016	\$	1,350.00
	The Gold Wrench	Auto repairs on Fleet vehicles	6861	5/11/2016	\$	305.00
	Urban Greenspaces Institute	Partner Support	6862	5/11/2016	\$	1,421.05
	West Multnomah SWCD	Arh Attendance at workshop	6863	5/11/2016	\$	400.00
	Wells Fargo	Payment on Credit cards	6864	5/11/2016	\$	2,892.04
	Don Guttridge	April expense reimbursement	6865	5/11/2016	\$	68.19
	Eann Rains	April expense reimbursement	6866	5/11/2016	\$	88.54
	Jason Faucera	April expense reimbursement	6867	5/11/2016	\$	155.64
	Joan Zuber	April expense reimbursement	6868	5/11/2016	\$	134.28
	Samuel Leininger	March expense reimbursement	6869	5/11/2016	\$	202.64

CF = \$156,139.54 (this month)
 CF:FY2015-2016 YTD Expenditures \$416,489.78

Approved By Board:

Board Chair
 Board Treasurer

Total Month's Payments: \$ 211,854.55