



Clackamas
Soil and Water Conservation District

Approved July 19, 2016

Clackamas SWCD Board Meeting Minutes for June 14, 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 Johnson, PK Melethil (via Phone)

Director Emeritus: Mike Weinberg

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

Guests: Julia Barnes, Isabel Plambeck, Susan Barnes

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 4:15 p.m., Tuesday, June 14, 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. Manager Salzer asked that a request for an additional check be added to item # 3B, and that an additional Resolution be added to item # 4E.

Directors Nelson/Guttridge moved and seconded to accept the agenda as amended. Motion carried unanimously.

B. Public Comment

There was no public comment. Staff Kilders informed the board that scholarship recipient Julia Barnes would be attending the meeting and asked that she be allowed to speak when she arrived.

C. Director Reports

- Chair Becker said that he had missed everyone while he was away last month. Chair Becker congratulated Director Zuber on her ten years of service. He asked if a letter had been sent to Mark Sytsma informing him that he had been appointed as an Associate Director. Staff Kilders replied that she had sent a message to Mr. Sytsma.
- Director Emeritus Weinberg told the board that he and Director Lee had attended the Clackamas River Basin Council (CRBC) annual meeting. He commented that Cheryl McGinnis had been with CRBC for 10 years.

- Associate Director Johnson noted that the Oregon Department of Agriculture is working with Natural Resource Conservation Service (NRCS) to evaluate what types of soil constitutes high value farmland. They are using a crop production index to evaluate class 3 and 4 lands. A proposal will be sent to the legislature for new classifications. Soil surveys are being updated in many places for the first time in 40 to 50 years. New soil types are being noted and mapped. The Board of Agriculture met in John Day from June 6 to June 8. They discussed working lands and conservation easements.
- Director Fantz recently spent five days on the John Day River and felt that the parts he saw were well managed.
- Director Zuber attended the Johnson Creek Watershed Council's annual celebration.

At 4:24 p.m. Associate Director Melethil joined the meeting via phone.

D. Manager's Report on Committees

- Health and Safety Committee: The committee met on May 19. The main topic of discussion was the Zika virus and what exposure employees could expect in this area.
- Personnel Committee: Met via phone on June 2 and went over edits to the Employee Handbook.
- Working Lands Committee: This Committee met at 2:30 today and will report later in the meeting.

2 – MINUTES AND OLD BUSINESS

Minutes from the May 17, 2016 Regular Board meeting were presented. Chair Becker asked what decision the board had made regarding e-mail and archiving. Staff Kilders reported that a consensus had been reached to have a separate District e-mail address for each director, and Manager Salzer confirmed that messages would be archived.

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

3 – MONTHLY FINANCIALS

- A. Review and accept financial reports** - Manager Salzer presented the May 2016 monthly financials. Manager Salzer reviewed the financial reports and pointed out the asset value for the Pleasant Avenue location is now correct being shown as zero. The loan for the Beaver Creek Farm has been paid off. The District received a credit from Wells Fargo in the amount of \$2,952.26 as they made an error calculating the final payoff amount.

On the profit and loss report the District's income is lower than budgeted. This is reflection of the District making fewer loans than last year and not receiving distributions (income) from DEQ to offset those expenditures. The District has done a good job in keeping expenses in check. Expenses are at 66% of what was budgeted.

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

- B. Approve expenditures** - Manager Salzer presented the June voucher list for approval. June vouchers totaled \$211,804.87 on check numbers 6870 through 6929. Six checks did not print correctly; the check numbers were 6871, 6873, 6874, 6875, 6878, and 6879. The checks have been voided in the Positive Pay

system to prevent re-use of those numbers. Items highlighted in red on the top half of the list were paid at the beginning of the month per the District's recurring payments resolution (#2015-003). Manager Salzer called attention to checks to: OACD for the District's annual dues; Clearwater Irrigation for the Tipikin irrigation project; Integrated Resource Management for weed mapping; and Sound Native Plants for garlic mustard control.

Conservation Fund expenditures for the month were at \$97,393.56, and the total for the fiscal year is at \$513,883.34.

Director Guttridge asked about the CATS/Weedwise system integration, and if the contract with Jillian Lamont would be renewed. Manager Salzer informed the board that the system integration and up keep of the system would be an ongoing process and to look for a renewal of the contract in the next fiscal year.

Directors Oberg/Nelson moved/seconded to approve the June voucher list. Motion carried unanimously.

Staff Kilders requested Board approval for a check not to exceed (NTE) \$350.00 for the first of the month check run. This is to purchase ice cream for the Farm Social at the Beavercreek Demonstration Farm on July 9. The vendor, Alpenrose Dairy, does not accept credit cards.

Directors Lee/Fantz moved and seconded to approve a check NTE \$350.00 for ice cream be included in the first of the month check run. Motion carried unanimously.

Scholarship recipient Julia Barnes spoke at this time. She thanked the board for the award and answered questions about her field of study. Ms. Barnes will be a junior at Oregon State University next fall and will be taking classes in micro-biology, beef production, and is currently studying for her A-I (artificial insemination) certification.

Susan Barnes, Julia's mother, also thanked the Board for the scholarship and the opportunity it gives her daughter.

4 – OTHER FINANCIALS

- A. Signing authority for PGE grant-** Manager Salzer presented a draft grant agreement from PGE for the Clackamas River Invasive Species Program (CRISP) funding. Manager Salzer requested Board authorization to sign the grant agreement when it has been completed. The grant must be signed for the District to receive the funds. This funding is for a five year period and totals \$431,250.00

Directors Guttridge/Fantz moved and seconded to have Manager Salzer sign the final grant agreement. Motion carried unanimously.

- B. Resolution # 2016-006 recurring expenses for fiscal year 2016-2017 -** Manager Salzer presented the recurring expense resolution with the following changes:
1. Five percent increase in the office lease to offset unexpected charges.
 2. Increase in payroll to offset the cost of two new employees.
 3. Increase in monthly phone services, postage meter service, printing and photo copying at the office to accommodate two new employees. Also an increase in monthly electrical services at the Farm due to increased activity this coming year.
 4. Removal of the Beavercreek Farm loan payment (the Farm has been paid off) and the Toyota lease payment as the Prius lease will expire June 23, 2016.

Directors Guttridge/Nelson moved and seconded to accept Resolution # 2016-006 for Fiscal Year 2016-2017 recurring expenses. Motion carried unanimously.

- C. Renewal of agreements for engineering technician and handyman** - Manager Salzer presented the Board with an intergovernmental agreement with Clark Conservation District (CD) for the services of Doug Fenwick, engineering technician. Mr. Fenwick has worked several years for the District and Clark CD has given verbal approval for a renewal of the IGA. Much of the work Mr. Fenwick has done for the District was paid for with grants.

Directors Guttridge/Oberg moved/seconded to renew the IGA with Clark Conservation District for engineering to be provided by Doug Fenwick. Motion carried unanimously.

Handyman Jeff Nelson's service contract is up for renewal. Mr. Nelson does many large and small jobs for the District. Director Fantz asked if his rate was the same as last year. Manager Salzer stated the rate had increased by \$5.00/hr. Director Lee questioned the workmen's compensation requirements. Manager Salzer explained that we do not provide workmen's compensation for Mr. Nelson as he is an independent contractor. Our agreement requires that Mr. Nelson provide that coverage if he hires anyone to help him with a project.

Directors Oberg/Guttridge moved/seconded to renew the Service agreement with Jeff Nelson for the Fiscal year 2016-2017. Motion carried unanimously.

- D. Cost -of-living rate for Fiscal Year 2016-2017** - Manager Salzer presented a table showing the Consumer Product Index for the last three years. Manager Salzer requested that the Board move to award a cost-of-living increase to eligible employees of no less than 0.4%. Director Guttridge abstained from the discussion and vote due to a conflict of interest.

Directors Fantz/Lee moved and seconded to award eligible employees 0.4% cost of living increase for fiscal year 2016-2017. Motion carried with Directors Becker, Fantz, Lee, Nelson, Oberg, and Zuber voting in favor. Director Guttridge abstained.

- E. Resolution 2016-007 Adopt Fiscal Year 2016-2017 Budget (adopt budget, make appropriations, impose tax levy, categorize tax)** - Staff Rains presented Resolution 2016-007 to adopt the FY 2016-2017 budget. Staff Rains read the resolution and answered questions.

Directors Fantz/Nelson moved and seconded to accept resolution 2016-007 to adopt the budget, make appropriations, impose the tax levy, and categorize the tax. Motion carried unanimously.

- F. Resolution 2016-008 establish the conservation loan fund and set up a separate bank account for the fund** - In the fiscal year 2016-2017 budget the loan fund has been separated from the grant fund. This resolution is to approve the separation of the funds and establish a separate bank account to track the funds.

Directors Fantz/Zuber moved and seconded to accept resolution 2016-008 to establish a conservation loan fund and to set up a separate bank account. Motion carried unanimously.

- G. Amendment to DEQ loan agreement** - Staff Rains presented an amendment to close out the Districts existing Clean Water State Revolving Fund loan number R22405. The District will receive a 30% principal forgiveness on this loan of \$62,588.00. The District will be repaying \$ 146,039.00, plus fees and interest.

Directors Fantz/Lee moved and seconded to approve amendment number two to the Clean Water State Revolving Fund Loan Agreement number 22045 and to authorize the Board Chair to sign the amendment. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Crystal Springs nursery irrigation project** – This project was before the Board in November of 2015 and is being brought forward by Staff Eden. The cooperater would like to begin this project, however, the parameters are complicated by the fact that the project site sits in two soil and water conservation districts. We are working with East Multnomah SWCD in the hope that they will fund part of the project. Staff would like the Board to authorize cost-share funding NTE \$50,000.00. If needed we may seek an Oregon Water Enhancement Board (OWEB) grant to fill the funding gap if EMSWCD chooses not to fund the project. Alternatively, we may need to negotiate a grant plus loan with the cooperater (\$50,000.00 NTE grant, \$65,000.00 NTE loan). If EMSWCD does put money toward the project, we will need an intergovernmental agreement (IGA) with EMSWCD.

Directors Guttridge/Fantz moved/seconded to provide cost share funding NTE \$50,000.00 and to seek additional funding from EMSWCD or through an OWEB grant or a District loan, and to enter into an IGA with EMSWCD to install drip irrigation and a new pump at Crystal Springs Nursery. Motion carried unanimously.

- B. **IGA with Tualatin SWCD to treat weeds along border** - Staff Leininger asked for Board approval to enter into an IGA with Tualatin SWCD to treat blessed milkthistle in a 20-acre parcel that straddles the border between Clackamas and Washington Counties. Blessed milkthistle is a state class B weed and a priority invasive species in the county. Tualatin SWCD does not have funds to treat this invader on their portion of the property. If the entire property is not treated, the weed will continue to spread.

Directors Fantz/Guttridge moved/seconded to authorize the General Manager to sign the Clackamas SWCD and Tualatin SWCD Intergovernmental Agreement that would allow the District to implement conservation practices on properties that straddle our jurisdictional boundary. Motion passed unanimously.

6 – PERSONNEL

- A. **Modifications to Employee Handbook** - Manager Salzer reviewed three major changes to the employee handbook.

1. Definition of Family - to bring wellness and bereavement policies into line with the same description of family. Current wellness leave policy includes grandparents and grandchildren, but they are not included in the bereavement policy.
2. Leave accrual for part-time employees - The wording used to describe leave accrual for part-time employees suggest that employees who work less than half time will receive the accrued leave benefits. This currently affects only one employee. Does the board wish to allow part-time employees working less than half time to earn vacation leave?
3. Weapons policy - This is a complicated issue as many items are restricted in NRCS policy. We do have an option to list tools that are necessary for the Districts work as "non-weapon" items. Tools are not restricted. The General Manager will review the list and make adjustments.
4. All other changes to the handbook are small and are made to provide more clarity.

The entire handbook has been reviewed with the District's legal counsel.

Directors Guttridge/Oberg moved and seconded to make administrative corrections to the handbook, including new family definitions, eliminating annual leave benefits to employees working less than half time, and to allow the General Manager to authorize the use of tools necessary for employee's job duties. Motion carried unanimously.

- B. Annual leave accrual system change** - As previously adopted by the Board the policy for annual leave accruals is changing for District employees on July 1, 2016. This new policy will affect approximately one half of the current employees.
- C. Recruitments (Conservation Specialist, Fiscal Administrator)** - The District has received 40 applications for the Conservation Specialist position. Manager Salzer will be reviewing applications and setting up interviews for the last week of June.

The District has received only three applications for the Fiscal Administrator position. The application period for this position was extended to June 24, 2016 and the position re-advertised. The three applicants who had applied were contacted, and their applications will be kept active and considered with any others that are received.

7 – BOARD/MANAGEMENT

- A. Policy statement about Clackamas farmland** – The Working Lands committee met before the Board Meeting to discuss a proposed letter to the Clackamas County Board of Commissioners regarding the need to protect farmland in the county. The letter states the strong policy position of the District that high-value farmland should not be used for urban growth or development if land less suitable for farming is available. The committee recommends that the letter be sent out with revisions and signatures from the entire board. The letter will be presented in person to the Board of Commissioners and may be published in newspapers.

Directors Zuber/Lee moved/seconded to submit a letter to the Board of County Commissioners stating the policy position of the board. Associate Director Johnson and Manager Salzer are to edit and submit a final version of the letter for final board approval. Motion carried unanimously.

- B. Election of Board officers** - Chair Becker opened the floor for the nomination of officer for the 2016-2017 fiscal year.

Director Jeff Becker was nominated as Chair - Unanimously approved.

Director Jesse Nelson was nominated as Vice Chair - Unanimously approved.

Director Roger Fantz was nominated as Treasurer - Unanimously approved.

Director Joan Zuber and Director Don Guttridge were nominated for Secretary. Director Zuber declined the nomination. Director Guttridge was unanimously approved as Secretary.

- C. Manager's report** - Manager Salzer reported that election packets from ODA were now available for those directors whose terms expire this year. Basic information was provided in Board packets.

Manager Salzer will be calling for a special meeting via phone at the end of June 2016 to approve the annual work plan which is due in July to ODA.

Staff Kilders reminded Board members running for election to collect their signatures and have them certified and returned to ODA by August 31. The open positions will be advertised in local papers and on our website.

July 9, 2016 is the Districts Farm Social. Staff Kilders encouraged Board Members to attend. There will be a bean poll, Claudia Chinook will be on site, the architect will be there with conceptual drawings of

the Districts proposed new building, and there will be games and ice cream. The social will be from 10:00 a.m. to 2:00 p.m.

On June 25 and 26 the District will have the native plant trailer on display at the Clackamas Lavender festival, to be held at the Oregon Lavender farm in the Logan district off of Springwater Rd.

8 – PROPERTIES & PLANNING

- A. Beaver creek Farm update** - Manager Salzer reported that a car had driven through the fence on Beaver creek road. He is waiting for a copy of the accident report from the Sheriff's office.

9 – OTHER REPORTS

- A. Partner reports** - Kris Homma reported that she is wrapping up twelve to fifteen EQIP applications and hopes to have twenty completed when she is done. NRCS has tentatively hired a new Soil Conservationist to replace Cory Owens.

B. Public and Director Comments

Staff Klock reported that he had been attending meetings with Oregon Department of Fish and Wildlife. They currently have three new positions they are filling and he hopes they will put more effort into adult education.

Staff Rains thanked the Board for passing the resolutions regarding the budget. She pointed out the new pride flag hanging in the board room. This is Pride Week for the Lesbian, Gay, Bisexual, Transsexual, Queer, Intersex, and Asexual community and she will be a volunteer at the Portland Festival this weekend.

Associate Director Jim Johnson is considering running for a Board position

Director Lee reported that the finance committee will have a report next meeting.

Director Guttridge said the Springwater Grange's Strawberry Social was last week, and he hoped to see more Board members at next year's social.

Manager Salzer informed the Board that he had purchased a new flag for the farm and flew it at half-staff due to the tragedy in Orlando, Florida. He has also made an agreement to have the fields at the farm hayed.

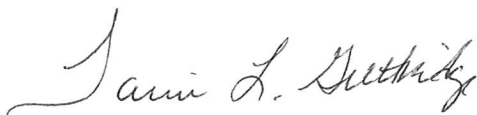
Associate Director Melethil attended the Johnson Creek Science Symposium meeting.

ADJOURN and NEXT MEETING-

The next regular Board meeting will be held Tuesday July 19, 2016 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:03 p.m.

Respectfully submitted,



Tami L. Guttridge


Voucher Approval List 06/8/2016

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	6870	6/2/2016	\$ 6,909.93
Clackamas County Finance Dept.	Employee Health Benefits	6880	6/2/2016	\$ 18,448.67
Comcast	Monthly Internet Services for District Office	6872	6/2/2016	\$ 144.85
Integra Telecom	Monthly Phone and Internet at District Office	6881	6/2/2016	\$ 670.87
Pacific Office Automation	Monthly Photocopying charge	6882	6/2/2016	\$ 368.64
PGE	Monthly Power at Farm	6883	6/2/2016	\$ 85.12
Sonitrol	Monthly Security Monitoring Services for District	6876	6/2/2016	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	6877	6/2/2016	\$ 205.41
Verizon Wireless	Monthly Roaming Broadband for iPads	6884	6/2/2016	\$ 186.28
Voyager Fleet Systems Inc	Fuel for District Vehicles	6885	6/2/2016	\$ 306.32
Approved By Board:				
Board Chair				
Board Treasurer				
Subtotal				\$ 27,479.09
Board Approved Expenses:				
Wells Fargo	Payment on Credit cards	6886	6/8/2016	\$ 2,795.55
Anna Rankin	WWMP grant writing	6887	6/8/2016	\$ 1,190.50
BCT	Monthly Phone Services at Farm	6888	6/8/2016	\$ 121.70
Buel's Impressions Printing	Flyer printing	6889	6/8/2016	\$ 11.70
Canby School District	Field Trip Expense	6890	6/8/2016	\$ 136.91
Clark Conservation District	April and May work	6891	6/8/2016	\$ 323.35
CF Clearwater Irrigation Supply	Irrigation improvement	6892	6/8/2016	\$ 32,527.67
Converging Creeks, LLC	Mowing at Farm	6893	6/8/2016	\$ 120.00
Coulter Printing, Inc.	Posters	6894	6/8/2016	\$ 68.00
Crystal Greens Landscape, Inc.	Monthly maintenance at Farm	6895	6/8/2016	\$ 395.00
Eileen Eakins, LLC	Variety of legal consultations	6896	6/8/2016	\$ 1,680.00
CF Fisher's Supply	Contract payment	6897	6/8/2016	\$ 2,974.91
H2Oregon	Bottled Water for office	6898	6/8/2016	\$ 28.00
CF Integrated Resource Management	WW-2016-03	6899	6/8/2016	\$ 31,217.55
CF J Franco Reforestation, Inc	Herbicide application	6900	6/8/2016	\$ 2,376.68
Jeffrey Nelson	May labor and expenses at Farm	6901	6/8/2016	\$ 1,965.00
Jillian Lamont & Associates	WeedWise-CATS Software Integration project	6902	6/8/2016	\$ 5,665.00
Kasters Kustom Kutting, Inc.	Barn repair lumber	6903	6/8/2016	\$ 505.32
CF Matthew Hartman	Contract payment	6904	6/8/2016	\$ 2,336.00
OACD	OACD Dues	6905	6/8/2016	\$ 5,000.00
Oregon City	Stormwater Fee	6906	6/8/2016	\$ 43.25

CF	Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beavercreek Farm	6907	6/8/2016	\$	26.25
	Premiere Global Services	Conference Call service	6908	6/8/2016	\$	56.97
CF	R Franco Restoration, Inc	Herbicide application	6909	6/8/2016	\$	4,412.51
CF	Ronald K Larson	SuperDOG 1417-002	6910	6/8/2016	\$	498.75
	Schultz-Cleanwater Sanitation, Inc.	Invoices for facilities at farm	6911	6/8/2016	\$	435.00
	SignGrafX	Signs	6912	6/8/2016	\$	240.80
	Sound Native Plants Inc	Weed Control	6913	6/8/2016	\$	18,119.49
CF	Spire Technologies, Inc.	Monthly service fees	6914	6/8/2016	\$	270.00
	Terry Muilenburg	Sprayer Efficiency Program	6915	6/8/2016	\$	500.00
	The Bookkeeping Collaborative, LLC	May Contracted Services	6916	6/8/2016	\$	1,275.00
	The Oregonian	Public Notice Ad LB1	6917	6/8/2016	\$	1,032.20
	Urban Greenspaces Institute	Partner Support	6918	6/8/2016	\$	803.07
	VOYA-State of Oregon Plan	PR Liabilities - Retirement	6919	6/8/2016	\$	8,275.20
CF	Waterways Consulting, Inc.	PSC-1516-001	6920	6/8/2016	\$	2,930.00
	C. Klock	April and May expense reimbursement	6921	6/8/2016	\$	150.14
	Cathy McQueeney	March, April, and May expense reimbursement	6922	6/8/2016	\$	355.69
	Donald Guttridge	April and May expense reimbursement	6923	6/8/2016	\$	64.00
	Joan Zuber	April and May expense reimbursement	6924	6/8/2016	\$	148.32
	Lisa Kilders	March and April expense reimbursement	6925	6/8/2016	\$	88.56
	Nicole Ahr	March, April, and May expense reimbursement	6926	6/8/2016	\$	111.83
	Sarah Hamilton	February, March, April, and May expense reimbursement	6927	6/8/2016	\$	434.32
	Scott Eden	March expense reimbursement	6928	6/8/2016	\$	30.24
	Tom Salzer	May expense reimbursement	6929	6/8/2016	\$	73.74
					\$	131,814.17

CF = \$97,393.56 (this month)
CF:FY2015-2016 YTD Expenditures \$513,883.34

Approved By Board:


Board Chair
Board Treasurer

Total Month's Payments \$ 159,293.26