



Approved Sept. 20, 2016

Clackamas SWCD Board Meeting Minutes for August 23, 2016

Present:

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

Associate Directors: Jim Johnson, PK Melethil, Mark Sytsma, Jim Toops

Director Emeritus: Mike Weinberg

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

Partners: Kris Homma, Dusty Jager

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

Before calling the meeting to order, Chair Becker recognized the retirement of Kris Homma, District Conservationist for the Natural Resource Conservation Services (NRCS). The Board presented Homma with an engraved cutting board and thanked her for being a great partner and wished her well.

- A. Chair Becker called the meeting to order with a quorum present at 4:04p.m., Tuesday, August 23, 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 requested review of the auditor engagement letter under #4 Other Financials, and Director Lee requested that the Board discuss the proposed legislative concept for possible approval under #8 Policies and Planning.

Directors Fantz/Oberg moved and seconded to accept the agenda as amended. Motion carried unanimously.

B. Public Comment

There was no public comment.

Chair Becker requested that the Board discuss possible changes regarding how we accept public comment at the September Board meeting.

C. Director Reports

- Director Guttridge noted that it was hot at the Clackamas County Fair.
- Associate Director Johnson spoke to the Board about Yamhill Soil and Water Conservation District (SWCD) submitting a letter to the Soil and Water Commission asking that the Commission and the Oregon Department of Agriculture become involved with the siting of solar facilities on farm land. He noted that there may be two locations in Clackamas County requesting to build solar farms. He provided a copy of the Yamhill SWCD letter for the Board's review.

D. Manager's Report on Committees

- Buildings and Facilities: This committee met today at 3:00 p.m. before the Board meeting. Director Guttridge shared with the Board that the District's current contract with AC & Co. is complete and upon written acceptance, the conceptual design belongs to the District. The committee also met with the Special Districts Association of Oregon regarding possible funding for the new building.
- Personnel Committee: This Committee met on August 18th, 2016 to review proposed policy changes. One change regarding the District's health insurance benefit will be reviewed later in the Board meeting. Another proposed policy change requires research and will be presented at a future Board meeting.
- Working Lands Committee: The committee met on August 11, 2016. Director Lee spoke about the Oregon Watershed Enhancement Board's new working group called the Oregon Agriculture Heritage Program (OAHP). This program will be seeking lottery funds for agricultural easements and succession planning. Jay Udelhoven of East Multnomah SWCD is representing the Oregon Association of Conservation Districts on their Working Lands Easement Committee, and will attend the OAHP meetings.

Director Lee reported that OWEB may also be making monies available for oak habitat land acquisition grants.

2 – MINUTES AND OLD BUSINESS

Minutes from the July 19, 2016 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

Minutes from the August 2, 2016 Special Meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Lee/Oberg moved/seconded to accept the minutes. Motion carried unanimously.

3 – MONTHLY FINANCIALS

- A. Review and accept financial reports** - Manager Salzer presented the August 2016 monthly financials. Manager Salzer pointed out that the rent had been misclassified, but did not affect the totals.

Directors Guttridge/Nelson moved and seconded to accept the financial report as presented. Motion carried unanimously.

- B. **Approve expenditures** - Manager Salzer presented the August voucher list for approval. August vouchers totaled \$165,174.83 on check numbers 7001 through 7052 with no breaks in the sequence. Items highlighted in red at the top of the list were paid at the beginning of the month per the District's recurring payments resolution (#2016-006).

Manager Salzer requested that a check for \$153.00 for Sonitrol be added to this check run. Check # 7010 needs to be reissued due to a delay with the Positive Pay input.

Directors Guttridge/Nelson moved/seconded to approve the August voucher list with the addition of a \$153.00 check for Sonitrol. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Auditor engagement letter** - Manager Salzer requested that Chair Becker sign the letter of Engagement with Richard Winkel, CPA for audit services. As soon as Mr. Winkel receives the letter, the District's annual audit will begin.
- B. **North Willamette Research and Extension Center (NWREC) Memorandum of Understanding (MOU)** - Manager Salzer presented the MOU with NWREC for funding of a post-harvest produce handling and storage facility to be located at the NWREC site. The facility will be available to small farm producers to learn how to process and store their harvests. This type of facility is not available anywhere else in the county.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Kaser irrigation project, phase 3** - Staff Rains presented a request to fund phase 3 of an irrigation project to convert overhead irrigation to micro drip irrigation on 32 acres of hazelnuts. This cooperator has had two other loan/grant projects with the District, and has completed and paid back loans in a timely manner. The staff request is for a 1/3 loan, 1/3 grant, 1/3 in-kind financial support arrangement for this project.
- Directors Fantz/Zuber moved/seconded to provide funding for phase 3 of the Kaser irrigation project to include a District grant not to exceed \$17,000 and a District Loan of \$15,000 to the cooperator. Motion carried unanimously.
- B. **Procurement of services for the Molalla River Forest Corridor Project** - Manager Salzer briefly covered services that will be needed to proceed with the purchase of the Molalla River Forest Corridor property if it is funded by the Willamette Wildlife Mitigation Program. Manager Salzer asked for Board authorization to proceed with direct procurement of services, contingent upon receiving notification of financial support for this acquisition.
- Directors Guttridge/Lee moved/seconded to authorize the General Manager to proceed with direct procurement of services needed for the Molalla River Forest Corridor project, contingent upon receiving notification that Bonneville Power Administration commits to provide financial support for this acquisition. Motion passed unanimously.
- C. **Clackamas River Invasive Species Partnership (CRISP) update and term employment position** - Staff Leininger spoke to the Board about funding that has been procured for the CRISP project. The scope of work will require that the District add a full time term employee. Manager Salzer explained that the District will be advertising for this position, but that actual hiring will need to wait until the budget is amended, hopefully in September. We hope to fill this position in early October.

6 – PERSONNEL

- A. **Policy for employees to opt out of medical coverage** - The Personnel Committee has reviewed the idea of allowing an employee to decline medical insurance coverage through the District if they have the opportunity for coverage through a partner or spouse. Current policy requires employees to receive coverage through the District. The Board discussed options including an incentive payment. The District would require that employees provide proof of medical insurance from another source if they opt-out of the current plan. An opt-out policy could result in considerable savings for the District. The Board asked for more information to be presented next month when it should be addressed as an action item.
- B. **Fiscal Administrator** - Manager Salzer informed the Board that Mr. Nathan Tucker was offered and has accepted the position of Fiscal Administrator. Mr. Tucker will join the District beginning no later than September 19, 2016. He will bring a strong accounting background with non-profit and governmental experience to the District.

7 – BOARD/MANAGEMENT

- A. **District sponsorship of NWREC Harvest Dinner** - Manager Salzer reviewed a request from NWREC for sponsorship of their annual Harvest Dinner. Associate Director Johnson pointed out that NWREC does not receive funding from the local tax base that supports the Clackamas County OSU Extension Service.
- Directors Lee/Nelson moved/seconded to sponsor the NWREC Harvest Dinner at the Silver Level of \$500.00. Motion passed unanimously.
- B. **Oregon Association of Conservation Districts (OACD) Business Meeting** - This year's meeting of OACD will be at the Monarch Hotel in Clackamas, Oregon. Directors were encouraged to attend and were asked to let Staff Kilders know if they will be attending. Staff Kilders will take care of registration. Directors Lee, Guttridge, and Becker, and Manager Salzer, all indicated that they would be attending; others will make a decision at a later date.
- C. **Director E-Mail** - Staff Faucera informed the Board that the District is still waiting for Google to provide additional licenses. Once licensing has been provided, Staff Faucera will arrange a training session, possibly at 3:30 p.m. before the September Board meeting.
- D. **State Ethics Review** - Manager Salzer presented a review of State Ethics Law to the Board members. The District will receive a discount from our insurance provider for having conducted this review.
- E. **Employee BBQ** - There are plans in the works for an employee appreciation BBQ. No such event was held for employees last year. This will be a catered, family-friendly event at the farm.
- F. **Manager's Report** - Logo hats have been purchased. Manager Salzer brought a selection to the meeting for Board members and Associates to choose from.

8 – PROPERTIES & PLANNING

- A. **Completion of the contract with the architect** - Director Guttridge (Chair of the Building Committee) explained that upon written acceptance of the current preliminary plan, the contract with the architect will be complete and the plans will become the property of the District. With the acceptance of this contract the District will have the opportunity to consider other providers to generate

complete and final engineered plans which may be much less expensive than what AC & Co. has proposed. Director Guttridge believes this stage in our office project may be completed under the financial threshold for requiring a new Request for Qualifications. The District would need to hire a project manager and a general contractor regardless of the involvement of any architect and/or engineer licensed in Oregon.

Directors Guttridge/Nelson moved/seconded to accept the completion of the current contract with AC & Co. and provide written notice per the contract, with a request that all work product as specified in the contract (including drawings, CAD files and renderings) be delivered to the District by September 15, 2016. Motion passed unanimously.

- B. **Report on Natural Resources Conservation Services (NRCS) lease** - Kris Homma with NRCS informed the Board that the Government Services Administration (GSA) is in the process of accepting bids for office space for 2018. If the District wishes to provide space in their future building for NRCS and FSA they will need to submit a bid to GSA.
- C. **Legislative Issues** - Director Lee presented a Legislative Issues write up for OACD On the topic of protecting water rights on easement properties, asking that the Oregon Legislature match federal protections provided to property owners who grant conservation easements.

Directors Fantz/Zuber moved/seconded to approve the wording of the legislative concept to be forwarded to the OACD for the upcoming legislative session. Motion passed unanimously.

9 – OTHER REPORTS

- A. **Partner reports** - Kris Homma introduced Dustin (Dusty) Jager, the new NRCS Soils Conservationist. Dusty met a couple of the Directors at the county fair when he helped to staff the District's fair booth.

B. Public and Director Comments

- Director Guttridge was pleased to note that the AC & Co. contract has been finalized, allowing the District to move forward with the building plans.
- Director Nelson will be busy the rest of the week with the Far West show.
- Director Oberg thanked the District for its support of the county fair. He thanked Staff Kilders for providing a display in the floral area, and Staff Leininger for finding an invasive puncture vine on fair property and volunteering to help fair staff to eliminate it before it spreads.
- Director Fantz appreciates everyone's hard work.
- Director Lee noted that one of the County Commissioners has farmland protection as part of his platform.
- Associate Director Melethil attended an Oak Habitat presentation. He made the point that even if some habitat is altered, remaining oaks will still be habitat for other species.
- Staff Klock has been involved in legislative task force meetings regarding water usage. He believes that the "use it or lose it in five years" rule regarding water rights may have changed to "if you are willing and able, you have 10 years". He will look into this further.
- Chair Becker asked about the dates of the OACD meeting. This year the meeting will be on October 18 and 19 which overlaps with the October District Board meeting. Chair Becker asked that a discussion of the October meeting be added to the September agenda.

ADJOURN and NEXT MEETING-

The next regular Board meeting will be held Tuesday September 20, 2016 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 5:58 p.m.

Respectfully submitted,


Tami L. Guttridge

Voucher Approval List 08/16/2016

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

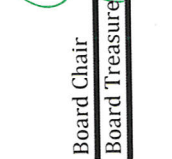
Recurring Expenses Authorized for Payment by Resolution 2016-006:

Clackamas County Finance Dept.	Monthly Health Care premiums - August	7001	8/5/2016	\$ 18,448.67
Clackamas County Finance Dept.	Monthly Health Care premiums - Sept	7002	8/5/2016	\$ 18,448.67
221 Molalla	Monthly Lease \$6,786.82 and Operating Exp \$123.11	7003	8/5/2016	\$ 6,909.93
BCT	Monthly Phone Services at Farm	7004	8/5/2016	\$ 122.29
Comcast	Monthly Internet Services for District Office	7005	8/5/2016	\$ 144.85
Integra Telecom	Monthly Phone and Internet at District Office	7006	8/5/2016	\$ 653.80
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beaver Creek Farm	7007	8/5/2016	\$ 26.35
Pacific Office Automation	Monthly Photocopying charge	7008	8/5/2016	\$ 374.57
Sandy River Basic Watershed Council	Main Stem Floodplain Reconnection Project support	7009	8/5/2016	\$ 50,000.00
Sonitrol	Monthly Alarm System Service	7010	8/5/2016	\$ 153.00
Verizon Wireless	Monthly Roaming Broadband for iPads	7011	8/5/2016	\$ 160.04
Voyager Fleet Systems Inc	Fuel for District Vehicles	7012	8/5/2016	\$ 296.37
VOYA-State of Oregon Plan	PR Liabilities - Retirement	7013	8/5/2016	\$ 10,213.19
	Subtotal			\$ 105,951.73

Approved By Board:



 Board Chair



 Board Treasurer

Board Approved Expenses:

CF	A&L Western Ag Labs	7014	8/16/2016	\$ 13.60
	AC + Co Architecture Community	7015	8/16/2016	\$ 723.20
	Agriculture Research Foundation	7016	8/16/2016	\$ 2,500.00
	Ash Creek Forest Management, LLC	7017	8/16/2016	\$ 6,550.24
	Black Box Network Services	7018	8/16/2016	\$ 327.50
	Buel's Impressions Printing	7019	8/16/2016	\$ 214.50
	Clark Conservation District	7020	8/16/2016	\$ 681.91
	Coulter Printing, Inc.	7021	8/16/2016	\$ 209.00
	Crystal Greens Landscape, Inc.	7022	8/16/2016	\$ 395.00
	East Multnomah SWCD *	7023	8/16/2016	\$ 675.00
	Eileen Eakins, LLC	7024	8/16/2016	\$ 1,560.00
	Institute of Applied Ecology	7025	8/16/2016	\$ 50.00
	Integra Telecom	7026	8/16/2016	\$ 658.57
	J Franco Reforestation, Inc	7027	8/16/2016	\$ 5,882.22
	Jeffrey John Peter	7028	8/16/2016	\$ 13,000.00
	Jeffrey Nelson	7029	8/16/2016	\$ 1,000.00
	Jillian Lamont & Associates	7030	8/16/2016	\$ 1,457.50
	Soil testing			
	Architectural services			
	Post harvest produce packing/storage facility			
	Weed Control and Surveys			
	Tech asst on Phone system			
	Printing			
	July work			
	Printing			
	Monthly maintenance and field mow at Farm			
	CSWCD portion of Bug Booklets			
	Variety of legal consultations			
	Training Fee			
	Monthly Phone and Internet at District Office			
	Herbicide application			
	Contract payment			
	July labor and expenses at Farm			
	WeedWise-CATS Software Integration project			

CF	Kuznetsov Thinning Company	Weed control	7031	8/16/2016	\$	3,055.28
CF	Mosaic Ecology, LLC	Weed control and site maintenance	7032	8/16/2016	\$	3,116.39
	Oregon State University	Scholarship payment	7033	8/16/2016	\$	2,000.00
	Oregon State University	Scholarship payment	7034	8/16/2016	\$	2,000.00
CF	Pacific Crest Consulting, LLC	WW-2016-08	7035	8/16/2016	\$	877.50
	Pitney Bowes/Purchase Power	Postage reload	7036	8/16/2016	\$	63.86
	Premiere Global Services	Conference Call service	7037	8/16/2016	\$	34.47
CF	R Franco Restoration, Inc	Herbicide application	7038	8/16/2016	\$	1,986.80
CF	Ronald K Larson	SuperDOG 1417-002	7039	8/16/2016	\$	891.00
	Schultz-Clearwater Sanitation, Inc.	Facilities at farm	7040	8/16/2016	\$	110.00
CF	Sound Native Plants Inc	Weed Control	7041	8/16/2016	\$	3,209.66
	Special Districts Insurance Services	Workers Comp Annual Premium	7042	8/16/2016	\$	92.97
	Spire Technologies, Inc.	Monthly service fees	7043	8/16/2016	\$	280.00
	The Bookkeeping Collaborative, LLC	June Contracted Services	7044	8/16/2016	\$	768.75
	The Gold Wrench	Oil change and drive line inspection 2007 Ford F-150	7045	8/16/2016	\$	104.70
	Treecology, Inc.	Tree maintenance	7046	8/16/2016	\$	360.00
	Wells Fargo	Payment on Credit cards	7047	8/16/2016	\$	3,342.00
	Donald Guttridge	July expense reimbursement	7048	8/16/2016	\$	42.94
	Joan Zuber	June and July expense reimbursement	7049	8/16/2016	\$	125.64
	Nicole Ahr	May, June, and July expense reimbursement	7050	8/16/2016	\$	149.81
	Scott Eden	July expense reimbursement	7051	8/16/2016	\$	6.80
	Tom Salzer	July and August expense reimbursement	7052	8/16/2016	\$	706.29
					\$	59,223.10

Total Month's Payments \$ 165,174.83

Approved By Board:


 Board Chair

 Board Treasurer