



**Approved October 25, 2016**

## ***Clackamas SWCD Board Meeting Minutes for September 20, 2016***

### **Present:**

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

**Associate Directors:** PK Melethil, Mark Sytsma

**Director Emeritus:** Mike Weinberg

**Staff:** Jason Faucera, Tami Guttridge, Lisa Kilders, Eann Rains, Jenne Reische, Tom Salzer, Nathan Tucker, Matt Van Wey

**Guest:** Jackie Hammond-Williams (Oregon City Farmers Market)

### ***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 4:10 p.m., Tuesday, September 20, 2016 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker called for changes to the agenda. Manager Salzer requested Items 6B and 6C be combined as one topic. Director Lee asked to speak about the Oregon Agricultural Heritage Program.

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

#### **B. Public Comment**

There was no public comment.

Guest Jackie Hammond-Williams with the Oregon City Farmers Market was introduced. Ms. Hammond-Williams is interested in becoming an Associate Board Member.

#### **C. Director Reports**

- Director Guttridge reported that he had met with two architectural firms and had toured the farm property with them. He also met with engineering technician Doug Fenwick to gather topographical information needed for the final building plans.

- Director Lee reported on the legislative concept for the Oregon Agricultural Heritage Program (OAHP). Director Lee noted that the Oregon Watershed Enhancement Board will be asking the legislature for \$4.25 million dollars to fund this program.

Director Lee asked that the Board review the legislative concept and the survey conducted by the OAHP work group and send any changes to Manager Salzer by noon on Friday, September 25.

- Associate Director Melethil expressed his hope that easements would eventually knit together small parcels of good habitat to form wildlife corridors. He noted that even without the corridors, small islands of habitat are very important.

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

- Personnel Committee: This Committee met on August 18 to review proposed policy changes. These proposed changes will be discussed under Item 6A the agenda.
- Health and Safety Committee: The committee met on September 6, welcoming Matt Van Wey and Dusty Jager to the committee.

Staff Faucera took this time to introduce Matt Van Wey, the District's new Conservation Specialist. Matt comes to the District from the Washington State Department of Natural Resources and currently owns and operates a small farm raising 30 different vegetables. He sells his produce through a CSA (community supported agriculture), four farmers markets, and to local restaurants.

Manager Salzer introduced Nathan Tucker, the District's new Fiscal Administrator. Nathan comes to us from the Oregon Health Science University and brings 10 years of experience working with community action projects in California.

## **2 – MINUTES AND OLD BUSINESS**

- A. August 23 meeting minutes** – Draft minutes from the August 23, 2016 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

## **3 – MONTHLY FINANCIALS**

- B. Review and accept financial reports** – Manager Salzer presented the August 2016 monthly financial reports. He pointed out a new section labeled equity at the bottom of page two. This section will show a recap of individual fund balances. Two months into the new fiscal year, the District's income is below the budget target but that is expected at this time of year. Expenses are running just below the budgeted amount.

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

- C. Approve expenditures** – Manager Salzer presented the September voucher list for approval. September vouchers totaled \$94,987.98 on check numbers 7053 through 7105 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).

The delay in entering checks into Positive Pay early in August did affect the September check run. Checks that needed to be re-issued have been completed and check numbers 7077 and 7086 were voided in positive pay.

Directors Zuber/Oberg moved/seconded to approve the September voucher list. Motion carried unanimously.

#### **4 – OTHER FINANCIALS**

- A. Resolution 2016-009 to adopt the Revised (Supplemental) Budget and Make Appropriations for Fiscal Year 2016-2017** – Staff Rains presented the Supplemental Budget at the Public Hearing held before the regular Board meeting. The budget revisions are due to grants that were received after the initial budget was approved, the need to make adjustments to staffing in regards to the grants, and the anticipation of receiving a building loan.

Directors Guttridge/Nelson moved and seconded to adopt the Revised (Supplemental) Budget and Make Appropriations for Fiscal Year 2016-2017. Motion carried unanimously.

- B. Annual Audit** – Manager Salzer updated the Board on the annual audit. QuickBooks files have been transmitted to Richard Winkel CPA. He will review the files and ask the District to provide the documentation necessary to explain and justify some transactions. When finished he will schedule an in-person visit to review his results and discuss the District's internal controls.

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

- A. Butsch cost-share project** – Staff Faucera presented this riparian restoration project which is located on Rock Creek in our ODA focus area of the Pudding River watershed. The total cost of the project is projected to be \$24,689.00. The District has applied for an OWEB grant to partially fund the project. Staff Faucera asked that the Board approve spending \$2,000 for weed control site preparation and \$5,969 as a match for the OWEB small grant, if awarded to the District. The Cooperator will provide approximately one third of the necessary dollars or in-kind service to complete this project.

Directors Fantz/Zuber moved/seconded to approve funding not to exceed \$2,000 for weed control and commit \$5,969 match for an Oregon Watershed Enhancement Board small grant as proposed. Motion carried unanimously.

- B. Hofmann project update** – Staff Reische presented a short PowerPoint presentation on the proposed Hofmann riparian restoration project which is on a portion of Milk Creek in the Mulino area. The District completed a similar project in the Meadowbrook area of Milk Creek five years ago. The designs are complete, and permits have been submitted. The District has been awarded a Department of Environmental Quality 319 grant, and the cooperator will be contributing approximately \$15,000 of the project cost. The overall cost of the project is estimated at \$133,000 and additional funding sources will be needed.

#### **6 – PERSONNEL**

- A. Annual Leave Policy Revision** – Chair Becker reported that the Personnel committee met regarding the current leave policy and how it affects four employees who were hired under the original leave policy. The committee did not reach consensus and wishes for the full board to discuss the issue.

Directors Guttridge/Oberg moved/seconded to allow employees hired before September 23, 2014 to earn annual leave under the schedule of the original leave policy, while employees hired after

September 23, 2014 will earn annual leave per new schedule in the current leave policy. Motion carried as follows: Directors Becker, Guttridge, Nelson and Oberg voted yes, Directors Lee and Zuber voted no, Director Fantz abstained.

- B. Opting out of Medical Coverage and payment of Stipends** – Following direction from the August Board meeting, Manager Salzer contacted the District’s attorney and the Clackamas County benefits coordinator regarding the possibility of allowing employees to opt out of medical coverage provided through the District. The District’s current policy does not provide for an opt out possibility. Allowing employees to opt out of medical coverage could result in substantial savings to the District. To encourage employees to consider this option, Manager Salzer recommended that employees who make this choice be given a \$300.00 monthly stipend. Employees would be required to provide proof of medical coverage from another source to receive this benefit. The program will be reviewed next September.

Directors Fantz/Lee moved/seconded to approve a policy change that (a) allows employees to opt out of the District’s medical insurance program if (b) proof of medical coverage from another source is provided to the District, and (c) to pay a monthly stipend of \$300.00 to those employees who choose to opt out of the District’s medical insurance program, effective immediately. Director Guttridge declared an actual conflict of interest and did not participate in discussion or voting. Motion carried as follows: Director Guttridge abstaining due to an actual conflict of interest, Directors Becker, Fantz, Lee, Oberg, Nelson, and Zuber voting yes.

- C. CRISP position** – Manager Salzer reported that the WeedWise specialist position description for the Clackamas River Invasive Species Partnership (CRISP) has been posted. At the time of the Board meeting five applications have already been received and the recruitment will be open until October 14, 2016.

## **7 – BOARD/MANAGEMENT**

- A. Resolution number 2016-010 Annual Meeting** – Chair Becker presented Resolution # 2016-010 pertaining to ORS 568.580 requiring Districts to set the annual meeting date. The staff proposal is to hold the annual meeting 4:00 pm on Tuesday December 20, 2016.
- Directors Oberg/Guttridge moved/seconded to adopt resolution 2016-010 establishing the date of the Clackamas Soil and Water Conservation District’s annual meeting as proposed. Motion passed unanimously.
- B. Board tour of District projects, set date** - Staff Kilders presented a tentative itinerary to tour several District projects in the county. She asked the Board to consider several dates and it was decided that a Doodle Poll would be the best means of deciding upon a date.
- C. Reschedule October Board Meeting** - The usual October Board meeting date conflicts with the Oregon Association of Conservation Districts (OACD) annual business meeting. Several Board members will be attending the OACD meeting and staff recommends that the Board meeting be moved to Tuesday October 25<sup>th</sup>. The Board agreed to the change without dissent.
- D. OACD Registrations** - Staff Kilders confirmed which board members are planning to attend the OACD meeting. Directors Becker, Guttridge, Lee will attend both days, Director Zuber will attend the Tuesday sessions, Associate Director Melethil and Director Emeritus Weinberg will attend both days, as will Manager Salzer and Staff Klock. Staff Kilders will register those interested.

- E. **Managers Report** - Manager Salzer presented a letter from the Wahkiakum Conservation District from Washington State, praising the Clackamas SWCD's stand on the preservation of farm land. Manager Salzer has known the Wahkiakum board chair for over 20 years.

Manager Salzer also passed out a copy of an article from the Portland Tribune featuring the terrible 12 invasive plants and information from WeedWise specialist Jeff Lesh.

## 8 – PROPERTIES & PLANNING

- A. **Phase 2 contract with architect** - Director Guttridge (Chair of the Building Committee) reported that the District had spent \$26,000 with AC + Co for a conceptual plan for a new office building. The District accepted the conceptual plan and is ready to move forward. AC + Co submitted a proposed contract for the completed design and building phase. That contract has been reviewed by the District's attorney. The proposed contract is not perceived to be in the best of interest of the District.

Directors Guttridge/Zuber moved/seconded that the District decline the proposed contract from AC + Co for the design and building phases and terminate further negotiations with AC+Co. Motion passed unanimously.

Directors Guttridge/Fantz move/seconded that the District begin negotiations for a contract with Fritzie & Watton to provide needed architectural plans and services for our new administrative building, not to exceed \$100,000.00. Motion carried unanimously.

Directors Guttridge/Nelson moved/seconded that General Manager Salzer, in consultation with the building committee, be authorized to make time-sensitive, expedient decisions on behalf of the District when necessary during this building process. Motion carried as follows: Directors Becker, Fantz, Guttridge, Oberg, Nelson, Zuber voted yes, Director Lee voted no.

- B. **Molalla River Forest Corridor Project update** - Manager Salzer reported that one of the landowners in this complex project asked for a change that would impact the scope of the project so significantly that it would not be funded. Manager Salzer contacted the District's attorney who contacted the attorneys for the other landowners. They were not aware of this proposed change. Manager Salzer is working on a counter proposal to keep the acreage at a fundable level. The District is still waiting on word from Bonneville Power that this project will be funded, but has all permissions necessary to proceed with needed surveys and valuations.
- C. **Policy on Public Comment** - Board members discussed changing the policy on public comment. It was suggested that comments at the beginning of the meeting be limited to agenda items only, while further comment on any topic be allowed at the end of the meeting. The Board felt that since the District already provides the public with two comment periods and the Board Chair is able to set the time limits for comments, that this is not an issue at this time. No action was taken to change current practice.

## 9 – OTHER REPORTS

- A. **Partner reports** - No partners were available to present reports.

B. **Public and Director Comments**

- Director Zuber stated she had received an invitation to the Marion Soil and Water Conservation annual dinner; she may attend.



- Director Lee noted that she and Director Fantz were the only members of the Finance Committee and they could use another person. She looks forward to Finance Administrator Tucker working with the committee and the Board.
- Director Oberg noted that Small Farm School was a success, and he will no longer be involved in the planning of the event. He thanked the District for their support of the program and hopes for the District's continued involvement.
- Associate Director Melethil asked about participating in the macro invertebrate sampling. Staff Kilders will get information to him.
- Staff Tucker stated he is excited to work with the Finance Committee and will be working on reports and updates in the future.
- Guest Jackie Hammond-Williams thanked the District for the continued support of the Oregon City Farmers Market. She is excited about the possibility joining the District as an Associate Director.
- Associate Director Sytsma reported that he had bought a farm on Whidbey Island. The farm is 20 acres and currently supports cattle and sheep. He is currently on a sabbatical from his job and may miss some meetings this coming year.
- Staff Kilders let the Board know that the District is participating in OktoberPest, a pest management workshop put on by Oregon State University. The District will be providing insect guides, wind socks, the Beetle Bank display.
- Manager Salzer commented that Small Farms School is a good program.
- Chair Becker stated he was proud of the tough decisions that the Board made at this meeting.

***ADJOURN and NEXT MEETING-***

The next regular Board meeting will be held Tuesday October 25, 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 09/13/16

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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## Recurring Expenses Authorized for Payment by Resolution 2016-006:

221 Molialla	Monthly Lease \$6,786.82 and Operating Exp \$123.11	7053	9/7/2016	\$ 6,909.93
BCT	Monthly Phone Services at Farm	7054	9/7/2016	\$ 122.29
Comcast	Monthly Internet Services for District Office	7055	9/7/2016	\$ 144.85
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beavercreek Farm	7056	9/7/2016	\$ 26.35
Pacific Office Automation	Monthly Photocopying charge	7057	9/7/2016	\$ 320.88
PGE	Monthly Power at Farm	7058	9/7/2016	\$ 58.30
Sonitrol Pacific	Monthly Security Monitoring Services for District	7059	9/7/2016	\$ 153.00
Toyota Financial Services	Monthly Lease for Toyota Prius	7060	9/7/2016	\$ 144.59
Verizon Wireless	Monthly Roaming Broadband for iPads	7061	9/7/2016	\$ 160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	7062	9/7/2016	\$ 8,757.26
Voyager Fleet Systems Inc	Fuel for District Vehicles	7063	9/7/2016	\$ 170.83
Clackamas County Finance Dept.	Replacement of returned check for Aug & Sept Premium	7064	9/8/2016	\$ 36,897.34
Verizon Wireless	Replacement of returned check for Aug Bill	7065	9/8/2016	\$ 160.04

Approved By Board:

Board Chair

Board Treasurer

**Subtotal**

**\$ 54,025.70**

## Board Approved Expenses:

Benton SWCD	Staff Training	7066	9/13/2016	\$ 20.00
Buel's Impressions Printing	Printing	7067	9/13/2016	\$ 50.00
Build Local Alliance	Partner Support	7068	9/13/2016	\$ 250.00
Clark Conservation District	August Work	7069	9/13/2016	\$ 141.43
Community Newspapers	Advertising	7070	9/13/2016	\$ 505.00
Coulter Printing, Inc.	Printing	7071	9/13/2016	\$ 1,225.00
Crystal Greens Landscape, Inc.	Monthly maintenance and field mow at Farm	7072	9/13/2016	\$ 395.00
Diggin' Roots Farm	DOG-1417-007	7073	9/13/2016	\$ 1,050.00
Eileen Eakins, LLC	Variety of legal consultations	7074	9/13/2016	\$ 1,960.00
Google Inc	Google Apps for Work subscription	7075	9/13/2016	\$ 37.53
H2Oregon	Bottled Water for office	7076	9/13/2016	\$ 34.00
Integra	Payment voided - paid 2 invoices in August	7077		
CF Matthew Hartman	Contract payment	7078	9/13/2016	\$ 185.00
Metro - Unit 10	Annual renewal of RLIS Lite subscription	7079	9/13/2016	\$ 480.00
Oregon Events & Tent Co	Tent rental for Small Farm School	7080	9/13/2016	\$ 1,380.00
Oregon Zoo	Space rental for CWMA event	7081	9/13/2016	\$ 500.00
OSU Foundation	Partner Support	7082	9/13/2016	\$ 500.00

Powell Minuteman Press	Name tags and business card printing	7083	9/13/2016	\$	85.82
Premiere Global Services	Conference Call service	7084	9/13/2016	\$	68.85
Schultz-Clearwater Sanitation, Inc.	Facilities at farm	7085	9/13/2016	\$	110.00
Sonitrol	Payment Voided - incorrect amount	7086			
CF	Weed Control	7087	9/13/2016	\$	2,044.50
SDAO	Annual membership dues	7088	9/13/2016	\$	436.78
Spire Technologies, Inc.	Monthly service fees	7089	9/13/2016	\$	280.00
The Bookkeeping Collaborative, LLC	August Work	7090	9/13/2016	\$	1,762.50
The Gold Wrench	Oil change for Rav4	7091	9/13/2016	\$	66.15
Tualatin Soil and Water Conservation Dist	Match for Grant	7092	9/13/2016	\$	1,000.00
C. Klock	August Expense Reimbursement	7093	9/13/2016	\$	38.40
Cathy McQueeney	August Expense Reimbursement	7094	9/13/2016	\$	231.04
Donald Guttridge	August Expense Reimbursement	7095	9/13/2016	\$	42.94
Eann Rains	August Expense Reimbursement	7096	9/13/2016	\$	29.97
Joan Zuber	August Expense Reimbursement	7097	9/13/2016	\$	60.84
Lisa Kilders	August Expense Reimbursement	7098	9/13/2016	\$	74.82
Matt Van Wey	August Expense Reimbursement	7099	9/13/2016	\$	138.56
Samuel Leininger	August Expense Reimbursement	7100	9/13/2016	\$	16.94
Scott Eden	August Expense Reimbursement	7101	9/13/2016	\$	26.35
Wells Fargo	Payment on Credit cards	7102	9/13/2016	\$	6,923.19
Clackamas County Finance Dept.	Employee Health Benefits	7103	9/13/2016	\$	18,448.67
Sonitrol	Monthly Security Monitoring Services -Replacement for July check	7104	9/13/2016	\$	153.00
Working with Yoga	Class registration for 7 employees	7105	9/13/2016	\$	210.00

Total Month's Payments \$ 40,962.28

Approved By Board:

Board Chair  
Board Treasurer

