



Approved November 15, 2016

Clackamas SWCD Board Meeting Minutes for October 25, 2016

Present:

Directors: Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jan Lee, Joan Zuber

Associate Directors: PK Melethil

Staff: Jason Faucera, Tami Guttridge, Lisa Kilders, Eann Rains, Sam Leininger, Tom Salzer, Nathan Tucker

Partners: Kim Galland (NRCS)

Guest: Susan Hansen (Bear Creek Recovery), Steve Wise (Sandy River Basin Watershed Council)

Absent: Jesse Nelson (Vice Chair), Ron Oberg (Director)

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 4:00 p.m., Tuesday, October 25, 2016 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker asked if there were changes to the agenda. There were no changes requested.

B. Public Comment

Guest Susan Hansen spoke to the Board about her continued concerns regarding a property in Molalla. Ms. Hansen stated that the Board should request that the cooperator return monies granted to him from the District. She does not think the cooperator is following best management practices on his property.

Guest Steve Wise with the Sandy River Basin Watershed Council gave the Board an update on the Sandy River Side Channel Restoration project. The partial removal of an existing levee and the construction of three engineered log jams, along with extensive replanting have been completed. As of the first rains in September and October there is water flowing into the re-opened side channel and salmon smolts have been observed in the area. Steve thanked the Board and the District for their support and gave a brief overview of the next steps in restoration on the Sandy River at the confluence with the Salmon River.

C. Director Reports

- Director Zuber commented that Susan Hansen tried to find Director e-mail addresses on the website and did not understand how the system worked. Director Zuber would like to have her e-mail address shown on the web-site. Chair Becker requested that this be added to next month's agenda.
- Director Fantz requested that a review of the Coleman Ranch agreement be added to next month's agenda.
- Chair Becker attended the Oregon Association of Conservation Districts (OACD) annual business meeting and reported that it was worthwhile. He asked Director Lee if she would be willing to give a monthly report in regards to OACD activities, and Director Lee agreed to do so.

D. Manager's Report on Committees

- Building Committee: This committee did not meet in person, but did review documents sent by the chair Director Guttridge. Director Guttridge will update the board later in the meeting.
- Finance Committee: This committee reviewed a proposal to move some idle funds to an account that would generate higher earnings from interest.
- Health and Safety: This committee met on October 11, 2016 and discussed several items, including emergency go bags, an online winter driving course, and recommendations from a Farm Services Agency security assessment.

2 – MINUTES AND OLD BUSINESS

- A. **September 20, 2016 Public Hearing** – Draft minutes from the September 20, 2016 Supplemental Budget Hearing were presented. The Board Secretary has reviewed the draft minutes.

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

- B. **September 20, 2016 Regular Board Meeting Minutes** - Draft minutes from the September 20, 2016 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

3 – MONTHLY FINANCIALS

- A. **Review and accept financial reports** – Staff Tucker presented the September 2016 Balance Sheet. The balance sheet shows a significant increase in assets from the last fiscal year, this is mainly due to a large PGE grant. Fixed assets remain unchanged, and the current balance sheet looks good and is on track for the first quarter of the fiscal year.

Staff Tucker then presented the P&L statement for the quarter, most of the District's income will be arriving in November, and the current funds are in-line with the budget projections. Expenses are also tracking with the budget.

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

- B. **Approve expenditures** – Staff Tucker presented the October voucher list for approval. October vouchers totaled \$67,167.03 on check numbers 7106 through 7153 with no breaks in the sequence. Check # 7114 was voided due to a misprint, and has been voided in the Positive Pay system to prevent reuse of that check number. Staff Tucker noted that the voucher approval list contained three entries from the previous month

with no totals. These were carryovers from the last report. He also noted that several vendors were late in sending their invoices and thus missed the first of the month check run. There was also an error on the Pitney Bowes check description (it was for postage not photocopies). There were five checks totaling \$17, 143.00 for actions funded by the Conservation Grant Fund.

Directors Lee/Zuber moved/seconded to approve the October voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Close Citizen Bank Account** - Staff Tucker requested the Boards approval to close an existing account with Citizens Bank and move the funds to the District's Local Government Investment Pool (LGIP) account 3747. The Citizens bank account is earning 0.04 percent interest whereas the LGIP account earns interest at a rate of 1.03 percent. At current interest rates, the account at Citizens Bank would earn \$23.36 in the next 6 months; if the money was placed in the LGIP account, it would earn \$603.60 in interest. The Finance Committee supports this closure and transfer of funds.

Directors Fantz/Lee moved and seconded to close the Citizens Bank account and transfer the funds to LGIP account 3747. Motion carried unanimously.

- B. **Tree School Support** - Staff Kilders explained that the District has supported Tree School for the past several years at the \$1,000 "platinum level." This sponsorship level provides the District with a full page advertisement in the Tree School catalog, two table spaces for displays, and lunch for staff attending the display booth. District staff have taught many classes at Tree School over the years. The staff recommendation is to continue support at the \$1,000 Platinum level for the 2017 Tree School.

Directors Guttridge/Zuber moved and seconded to support 2017 Tree School at the Platinum level for \$1,000. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Molalla Forest Corridor Project update** - Staff Faucera informed the Board about the continuing work on the Molalla Forest Corridor acquisition. Bonneville Power has notified the District that funding for the project has been approved. Surveying of the property is taking place, and adjustments to the acreage are being made. A Yellow Book appraisal is being scheduled as a requirement of the funding. Staff Faucera hopes the survey will be done by November 30, 2016 and the appraisal by January 31, 2017. Negotiations with the sellers will then begin. The purchase of the property must be completed by September of 2017.
- B. **Camp Adams easement** – The District has been approached by Trout Mountain Forestry in regards to a proposed conservation easement at Camp Adams in the Colton area. Trout Mountain Forestry would like to make application to the Willamette Wildlife Mitigation Fund and is looking for an eligible entity to hold the conservation easement. Manager Salzer would like the Board to think about this and reach a decision about this easement at the November 15, 2016 Board meeting. Manager Salzer informed Trout Mountain Forestry that the District would not write the application, but might be willing to hold the easement. It was suggested that Trout Mountain Forestry be invited to speak at the next Board Meeting.

6 – PERSONNEL

- A. **Update on recruitment: Clackamas River Invasive Species Partnership (CRISP) position** – Staff Leininger informed the Board that 38 applications had been received by the October 14, 2016 closing date for this recruitment. Of the 38 applications, 1 was rescinded, 1 was late, and 1 was incomplete. Only 18 of the applications met the minimum qualifications. The District management team and Staff Lesh will be reviewing

the 18 applications and will select people to interview by October 28th. Staff is in the process of making space in the office for the new employee.

7 – BOARD/MANAGEMENT

- A. **Ethics Policy** – Manager Salzer provided the Board with an updated Ethics Policy. The structure of the policy was provided by Special District Association of Oregon (SDAO) and edited by the District’s legal counsel.

Directors Guttridge/Zuber moved/seconded to adopt the Ethics Policy as presented. Motion passed unanimously.

- B. **Whistleblower Policy** - Manager Salzer presented the Board with a new policy regarding the protection of whistleblowers as mandated by House Bill 4067. This policy is to protect employees who act on good faith and reasonable belief to report a violation of federal, state or local laws, rules, or regulations by their employers. The District’s legal counsel reviewed and made substantial revisions to SDAO’s proposed policy language.

Directors Guttridge/Zuber moved/seconded to adopt the Whistleblower Policy as presented. Motion passed unanimously.

- C. **SDAO Best Practices Checklist** - With the adoption of the Ethics Policy Manager Salzer was able to complete the SDAO Best Practices checklist which will qualify the District for a 10% discount on our insurance premiums.

- D. **Managers Report** - Staff Kilders reported that the District is partnering to hold a pesticide collection event on November 5, 2016. We are partnering with Clackamas River Water Providers to pay for the pesticide collection and disposal. Clean Harbors Environmental in Clackamas will be handling the chemical collection and disposal. As of today, the preregistration estimate from Clean Harbor is 4,000 lbs. of pesticide to be collected. The Department of Environmental Quality (DEQ) is also sponsoring a pesticide round-up in the Sandy area on the same weekend.

Staff Kilders also extended the invitation from Yamhill Soil and Water Conservation Districts to attend their Annual Dinner. Jim Johnson, from the Oregon Department of Agriculture and a current Clackamas SWCD Associate Board member will be speaking at this event.

8 – PROPERTIES & PLANNING

- A. **Update on the Office Building Project** - Director Guttridge reported to the Board that the Building Committee had reviewed information from Fritzie and Watton in regards to building plans. The Building Committee gave it’s approval for a complete survey at the Farm. Larry Fritzie encouraged the District to start the conditional use permit process with the county immediately, as this process can take up to 6 months.

9 – OTHER REPORTS

- A. **Partner reports** - Kim Galland (NRCS) reported that the NRCS has opened the District Conservation position, previously held by Kris Homma. Closing date was October 17, 2016.

Kim also updated the board regarding the 2017 Conservation Implementation Strategy, funded under the Environmental Quality Incentive Program. The three focus areas for this funding will be 1) near stream riparian work (water quality), 2) forest diversity, and 3) soil health. This funding is for smaller acreages. Regionally, the Pinchot Institute will be working on large forest management plans for the carbon market.

She is offering training to District staff regarding NRCS funding programs and the opportunity for NRCS staff to understand District Programs.

B. Public and Director Comments

- Staff Leininger reported that the Weedwise team was working to conclude on-the-ground seasonal work, and getting ready to finish paperwork and plan for next season. He is also preparing for the new CRISP employee.
- Staff Faucera wanted the Board to know what a great planning staff there is at the District. They are getting a lot of good work done.
- Associate Director Melethil went with staff to participate in macroinvertebrate sampling; he had a good time.
- Staff Guttridge reported that she is continuing to consolidate old files and working toward better organization of records.
- Staff Kilders will be participating in "Oktoberpest" at North Willamette Research and Extension Center; she will be providing a beetle bank model for beneficial insects' discussion. She will also be participating in a train-the-trainer workshop for beneficial insects.
- Manager Salzer asked that the Board let Nathan know that he did a good job at the meeting. He thanked Board members for attending the OACD meeting and hopes that the association can move forward.
- Director Guttridge attended the OACD meeting and stated that it was a good networking opportunity. He is looking forward to the Connect event in the spring and hopes there will be more training opportunities.
- Director Zuber will be attending the Women Owning Woodlands meeting and is looking forward to Tree School next year.
- Director Lee attended the OACD conference and feels it went well.
- Chair Becker asked that Board members forward him any questions or comments they may have in regards to the General Manager's performance review, which will take place after the audit is completed.
- Manager Salzer informed the Board that the auditor will be in the District office next Wednesday, November 2, 2016 to do the field portion of the audit.

ADJOURN and NEXT MEETING-

The next regular Board meeting will be held Tuesday November 15, 2016 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 5:30 p.m.

Respectfully submitted,





Tami L. Guttridge

Voucher Approval List 10/18/2016

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

221 Molalla	Monthly Lease \$6,786.82 and Operating Exp \$123.11	7106	10/3/2016	\$ 6,909.93
Integra Telecom	Monthly Phone and Internet at District Office	7107	10/3/2016	\$ 660.33
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beavercreek Farm	7108	10/3/2016	\$ 26.35
Pacific Office Automation	Monthly Photocopying charge	7109	10/3/2016	\$ 362.68
PGE	Monthly Power at Farm	7110	10/3/2016	\$ 43.06
Pitney Bowes/Purchase Power	Quarterly rental fee	7111	10/3/2016	\$ 60.00
Sonitrol Pacific	Monthly Security Monitoring Services for District	7112	10/3/2016	\$ 153.00
Verizon Wireless	Monthly Roaming Broadband for iPads	7113	10/3/2016	\$ 160.04
VOYA-State of Oregon Plan	PR Liabilities - Retirement	7062	9/7/2016	
Voyager Fleet Systems Inc	Fuel for District Vehicles	7063	9/7/2016	
Clackamas County Finance Dept.	Replacement of returned check for Aug & Sept Premium	7064	9/8/2016	
Approved By Board:	Board Chair 			
	Board Treasurer 			
	Subtotal			\$ 8,375.39

Board Approved Expenses:

Void	Voided check	7114	10/18/2016	\$ -
4sight Consulting, LLC	Retainer for consultant work	7115	10/18/2016	\$ 2,500.00
BCT	Monthly Phone Services at Farm	7116	10/18/2016	\$ 110.95
Buel's Impressions Printing	Printing	7117	10/18/2016	\$ 155.00
Clark Conservation District	Sept work	7118	10/18/2016	\$ 2,277.23
Comcast	Internet for office	7119	10/18/2016	\$ 144.85
Converging Creeks, LLC	Till garden plot at farm	7120	10/18/2016	\$ 80.00
Coulter Printing, Inc.	Printing	7121	10/18/2016	\$ 67.00
Crystal Greens Landscape, Inc.	Monthly maintenance and field mow at Farm	7122	10/18/2016	\$ 395.00
Dept. of Administrative Services	ORCPP membership and surplus safe purchase	7123	10/18/2016	\$ 170.00
Eileen Eakins, LLC	Variety of legal consultations	7124	10/18/2016	\$ 2,120.00
CGF Fisher's Supply	GPL-1617-001 Kaser expenses	7125	10/18/2016	\$ 1,327.49
CGF H&R Engineering	Micro irrigation design	7126	10/18/2016	\$ 200.00
H2Oregon	Bottled Water for office	7127	10/18/2016	\$ 39.50
Integra	Monthly phone service at office	7128	10/18/2016	\$ 668.34
Jeffrey Nelson	Contracted services	7129	10/18/2016	\$ 748.04
CGF Mt. Hood Community College	Project YESS weed removal	7130	10/18/2016	\$ 12,695.00
Northwest Agricultural Show	Booth rental for 2017 show	7131	10/18/2016	\$ 285.00
Oregonian Media Group	Supplemental budget meeting notice	7132	10/18/2016	\$ 577.16

Pitney Bowes/Purchase Power	7133	Photocopies	10/18/2016	\$	501.84
Powell Minuteman Press	7134	Business cards - Tucker	10/18/2016	\$	24.00
Premiere Global Services	7135	Conference Call service	10/18/2016	\$	82.11
CGF Ronald k Larson	7136	SuperDog payment	10/18/2016	\$	353.49
SADA Systems, Inc.	7137	G Suite Business License - annual fee	10/18/2016	\$	3,600.00
Schultz-Clearwater Sanitation, Inc.	7138	Facilities at farm	10/18/2016	\$	110.00
CGF Sound Native Plants Inc	7139	Weed Control	10/18/2016	\$	2,567.65
Spire Technologies, Inc.	7140	Monthly service fees	10/18/2016	\$	430.00
The Bookkeeping Collaborative, LLC	7141	September work	10/18/2016	\$	1,237.50
The Gold Wrench	7142	Transmission work on Rav4	10/18/2016	\$	254.83
Urban Greenspace Institute	7143	Partner Support	10/18/2016	\$	2,581.65
VOYA-State of Oregon Plan	7144	PR Liabilities - Retirement	10/18/2016	\$	8,412.16
Voyager Fleet Systems Inc	7145	Fuel for District Vehicles	10/18/2016	\$	301.94
Wells Fargo	7146	Payment on Credit cards	10/18/2016	\$	6,831.48
Cathy McQueeney	7147	September Expense Reimbursement	10/18/2016	\$	55.07
Donald Guttridge	7148	September Expense Reimbursement	10/18/2016	\$	42.94
Eann Rains	7149	September Expense Reimbursement	10/18/2016	\$	126.26
Jenne Reische	7150	September Expense Reimbursement	10/18/2016	\$	138.24
Joan Zuber	7151	September Expense Reimbursement	10/18/2016	\$	60.84
Scott Eden	7152	September Expense Reimbursement	10/18/2016	\$	19.08
				Total Month's Payments \$	52,291.64

Approved By Board:

Board Chair

Board Treasurer

Voucher Approval List 10/25/16


MEMO:	Check No.	Date:	Amount Paid:
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Board Approved Expenses :

Tyler Woods Appraisal Svcs LLC	7153	10/25/2016	\$ 6,500.00
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Appraisal Retainer for Molalla River Property

Approved by the Board:

Board Chair: 
Board Treasurer: 