



**Approved December 19, 2016**

## ***Clackamas SWCD Board Meeting Minutes for November 15, 2016***

### **Present:**

**Directors:** Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jan Lee (arrived at 4:13 p.m.), Jesse Nelson (Vice Chair), Joan Zuber

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

**Director Emeritus:** Mike Weinberg

**Staff:** Tami Guttridge, Lisa Kilders, Sam Leininger, Eann Rains, Jenne Reische, Tom Salzer, Nathan Tucker

**Partners:** Kim Galland (NRCS)

**Guest:** Natalie Becker (Camp Adams), Barry Sims (Trout Mtn. Forestry), Jackie Hammond-Williams (Oregon City Farmers Market)

**Absent:** 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, November 15, 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. Manager Salzer asked that a review of a cost-share agreement be added between items 5B and 5C. He also noted Associate Director Johnson would like to address the board regarding solar arrays on prime farmlands when Director Lee arrives.

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

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

There was no public comment at this time.

### C. Director Reports

- Director Zuber reported that she had attended the “Women Owning Woodlands” conference at Silver Falls State park.
- Director Emeritus Weinberg noted the successful election and re-election of Clackamas County Commissioners who support the preservation of prime farmlands.

### D. Manager’s Report on Committees

- Health and Safety: This committee met on November 8, 2016. Cathy McQueeney will be stepping down and Tami Guttridge will join the committee.
- No other committees met this month, although pertinent information for individual committees has been forwarded to members.

## 2 – MINUTES AND OLD BUSINESS

- A. **October 25, 2016 Regular Board Meeting Minutes** - Draft minutes from the October 25, 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 October 2016 Balance Sheet. The District is maintaining a strong position four months into the new fiscal year. Staff Tucker noted that the assessed value of the Beaver Creek Farm is up from \$655,000 to \$985,565. Income is currently down, but that is a timing issue and the District should be receiving tax revenues in the next couple of weeks. Expenses for October were primarily contracted services and personnel. Staff Tucker pointed out two new revenue lines to track Farm expenses and Equipment Rental Program expenses.

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

- B. **Approve expenditures** – Staff Tucker presented the November voucher list for approval. November vouchers totaled \$70,819.68 on check numbers 7154 through 7212. These check numbers are in a continuous sequence except for a break from 7164 through 7186 which were voided due to a printer misfeed. These checks have also been voided in the Positive Pay system to prevent reuse of those check numbers. Staff Tucker noted Conservation Grant Fund checks totaled \$23,466.

Directors Zuber/Guttridge moved/seconded to approve the November voucher list. Motion carried unanimously.

**Director Lee and Associate Director Melethil arrived at 4:13 pm.**

## 4 – OTHER FINANCIALS

- A. **Transfer savings from Wells Fargo to Local Government Investment Pool (LGIP)** - Staff Tucker requested Board approval to close a Wells Fargo Checking account that was set up as a holding account to off-set banking fees. The interest earned on this account is only 0.25 % and it does not cover the District's fees with Wells Fargo. Moving the \$250,000 from this account to the District's LGIP account number 3747 will earn the District 1.02% interest on the money and will better serve the District as a holding account. Director Lee noted that the Finance committee is in favor of this change.

Directors Guttridge/Fantz moved and seconded to have staff close the Wells Fargo account ending in 9138 and transfer the \$250,000 to the Districts Local Government Investment Pool account number 3747. Motion carried unanimously.

- B. Delegate authority for fund transfer to the Manager** - Manager Salzer explained that the District's current procedure for transferring funds between existing accounts can only be done after receiving approval from the Board Treasurer, or if the Treasurer is not available, from the Board Chair. After approval is received, Staff Tucker or Manager Salzer may make the transfers. Over the last few years, there have been instances where Board members were unavailable to give the necessary approval until the last moment, barely in time to cover payroll and other expenses. These last minute transfers resulted in additional fees to the District.

Manager Salzer proposes that the Board delegate authority to the Manager for transfers necessary to pay the District's bills. This will ease the process of meeting payroll and paying bills without increasing the District's risk. Staff cannot add new accounts and this eliminates the potential risk of misdirecting funds to accounts not controlled by the Board. Checks require two authorized signers and must be entered into Positive Pay eliminating the risk of writing hidden checks. The Board sees financial reports each month, breaks in check sequences are explained, and reconciliations are reviewed by Staff Faucera. Giving Manager Salzer transfer authority does not increase fraud or misappropriation risks.

Directors Guttridge/Lee moved and seconded to authorize General Manager Salzer to make, or authorize, transfers between existing accounts as needed to process payroll and pay invoices, within the limits established by the adopted budget. Motion carried unanimously.

- C. Annual Audit** - Staff Tucker reported that the auditor, Richard Winkel, was on site Wednesday, November 2, for audit field work. Prior to his visit, District staff assembled and prepared materials for review. Staff was well prepared and all requested items were sourced and supplied. The auditor was at the office for three hours, and appeared to be satisfied with our records. The process will continue as the auditor compares the Districts financial statements and records.

Staff has requested that the Board hold a special meeting by phone on December 13, 2016 to receive and accept the audit from the auditor. This will give staff sufficient time to incorporate audited dollar figures into the annual report for the Annual Meeting to be held on December 20, 2016.

- D. Solar Arrays on Farmland** - Associate Director Johnson reported to the Board that the Soil and Water Conservation Commission (SWCC) has been approached about the placement of solar arrays on 12 acre parcels of prime farmland. The SWCC and Board of Agriculture have sent letters asking the Oregon Land Conservation and Development Commission (LCDC) to establish rules regarding the siting of solar arrays on high value agricultural land. Yamhill Soil and Water Conservation District and 1000 Friends of Oregon are also submitting letters. Associate Director Johnson suggested that the Working Lands committee may wish to meet and discuss this issue and bring information back to the Board.

**Presentation - Camp Adams Conservation Easement** - Natalie Becker from Camp Adams and Barry Sims of Trout Mountain Forestry presented information regarding their search to find a group to hold a conservation easement on Camp Adams. Ms. Becker explained that Camp Adams is a retreat and conference center owned and operated by the Central Pacific Conference of the United Church of Christ. Natalie and her husband Bob are the current caretakers of the facility. They would like to see the natural forest sanctuary protected for generations to come. They contacted Trout Mountain Forestry to evaluate the forest and help them establish a conservation easement.

Barry Sims, of Trout Mountain Forestry, is helping Camp Adams to seek a Willamette Wildlife Mitigation Program grant to establish the conservation easement. Part of the process requires finding an appropriate entity that is legally able to hold

an easement. Due to the District's reputation and working relationships with Camp Adams and Trout Mountain, Mr. Sims is interested in asking that Clackamas SWCD to be the easement holder.

The Board had questions regarding possible challenges to the easement, and what type of funding would be provided for the operation and maintenance of the area. The Board asked that this matter be placed on the next agenda for further discussion.

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

- A. **Watershed Council Support Grants Review Team** - Staff Rains asked for volunteers from the Board to review upcoming grant requests from Watershed Councils in Clackamas County. Grant requests are due by November 30, 2016, and staff would like to review applications the week of December 5 through 9. Director Zuber and Director Emeritus Mike Weinberg volunteered to serve on the review team.

Staff Rains let the Board know that Staff McQueeney would be in charge of the Watershed and Farmers Market grants.

- B. **Butsch Project** – Staff Rains reviewed a riparian restoration project for the Butsch Farm that was presented to the Board in September. The District is applying for an Oregon Water Enhancement Board (OWEB) grant. However, OWEB is out of funds for this fiscal year. Staff would like approval from the Board to provide more district funds for this project.

Directors Guttridge/Lee moved/seconded to have staff work out a funding agreement for weed control and bring it back to the board for possible approval. Motion passed unanimously.

- C. **Carlberg Project** - Manager Salzer spoke to the Board regarding a pasture-to-forest conversion and riparian project that was first proposed in 2014. At that time the cooperators was approved for a 75/25 cost share and began the project, but in the midst of the work lost their home to a fire. The project was put on hold. Since then the Board has changed the cost sharing for projects to 50/50 District/cooperator. Staff Reische spoke about the cooperators' goals and how much of their own money and time they have put toward the project. Staff Reische and Manager Salzer asked that the Board honor the original agreement of a 75/25 cost share.

Directors Fantz/Zuber moved/seconded to honor the 75/25 cost share agreement for the Carlberg Restoration Project. Motion passed unanimously.

- D. **Coleman Ranch Agreement** - Manager Salzer presented the Coleman agreement for the Board's review, and a report from the Oregon Department of Agriculture stating that Coleman Ranch is in compliance with the water quality advisory. There is no action pending by the Board at this time.

## **6 – PERSONNEL**

- A. **Update on recruitment: Clackamas River Invasive Species Partnership (CRISP) position** – Staff Leininger reported that six applicants had been selected for interviews but one applicant had accepted another position. Five applicants were interviewed, four in person, one via telephone. Two applicants are being requested to come in for a second interview on November 30<sup>th</sup>. Members of the CRISP partnership have been invited to join in the second interview.

## **7 – BOARD/MANAGEMENT**

- A. **Publishing Director Contact information on the website** – Board members reviewed the website and the contact form that is listed there. Director Guttridge commented he found the contact form easy to use, and it worked for him when he sent a test e-mail. No changes were requested from the Board.

- B. Publishing Agenda and Support Materials on website** - A constituent has requested that the draft agenda and all support materials provided to the Board be published on the Districts website before board meetings. It was noted the draft agenda is available to anyone who requests it in advance (it is e-mailed out when it has been approved by the Chair). The Board discussed adding board packets to the website, but chose not to do so at this time. The Board requested that Manager Salzer post the draft agenda on the website.
- C. Renewal of Terms for Associate Directors** - Board members reviewed the current list of Associate Directors and chose to renew terms for Jim Toops and PK Melethil, and to add Jackie Hammond-Williams as an Associate Director. Directors Lee/Guttridge moved/seconded to appoint Jim Toops, PK Melethil and Jackie Hammond-Williams to two year terms as Associate Directors beginning November 15, 2016. Motion passed unanimously.
- D. Manager's Report** - Manager Salzer reported that he was finally able to get the Best Practices checklist to Special Districts Insurance Service. The completed checklist will qualify the District to receive a 10 percent discount on insurance rates. The auto insurance rates will probably go up due to claims filed this year.

Medical insurance rates will be going up approximately 10 percent this year but this increase should be off-set by two employees who have chosen to opt-out of the current medical insurance plan offered by the District.

Manager Salzer requested that the insurance company review the coverage on the wood-framed barn at the farm. The barn is currently only covered for \$138,000.

A public records request was filed after the October Board of Directors meeting, with the requestor seeking a copy of all materials provide to the Board in preparation for the October Meeting. Manager Salzer fulfilled the request within a few hours.

Staff Kilders presented a report on the 2016 Pesticide Round-up, noting that 4,427 pounds of pesticide were collected on November 3. Staff Kilders reviewed collection events back to 2007, and reported that a total of 119,265 pounds of pesticides have been collected and properly disposed of.

Staff Kilders and Director Zuber attend the Molalla-Pudding-North Santiam-French Prairie Agricultural Water Quality Management Plan Local Advisor Committee (LAC) Biennial review. Both felt that it was a good meeting, with a facilitator, and good brain storming sessions.

Staff Kilders reported that she is working on the Oak Initiative. She plans to have a mailing, designed to gauge interest in oak restoration, out to Dickey Prairie land owners before the end of the week. The 2016 Small Farms School had 234 attendants, according to the follow up meeting. Director Ron Oberg, who has been involved since the inception of the event, attended his last planning meeting for Small Farms School this month, and he will be missed. The Women in Sustainable Agriculture conference is in Portland on December 1<sup>st</sup> and 2<sup>nd</sup> and the District will have a booth.

Staff Rains reported that the Septic Loan program is moving forward. She also let the Board know that the Conservation Grants Loan she has been working with the Department of Environmental Quality (DEQ) to secure is going forward. This loan for \$542,000 will have 50% loan forgiveness and 1.31 % interest rate. She has reviewed the agreement, made some changes, and DEQ is now reviewing it. The District will have legal counsel review the agreement, and then with Board approval a public hearing will be scheduled.

## **8 - PROPERTIES & PLANNING**

- A. Conservation Resource Center Project** - Architect Larry Fritzie has requested the County consider our project under a different provision in the zoning and development ordinances. If they do so it may mean the District would not have



to go through the conditional use permit process. The initial response from County Planning regarding the request to change zoning ordinances was "no." The District could appeal that decision. The surveyor is nearly done with the field work at the Beaver Creek Farm.

- B. **Molalla Forest River Corridor Project (update)** - Manager Salzer provided the Board with copies of maps showing the proposed boundaries of the acquisition. The Yellow Book appraisal is nearly finished, and the District will need to contract to have the rest of the property appraised in the near future.
- C. Director Lee has been serving as a Special District representative on the Metro Policy Advisory Committee. She would like to step down and asked if someone else was interested in serving. Chair Backer volunteered to fill this position.

## 9 – OTHER REPORTS

- A. **Partner reports** - Kim Galland (NRCS) reported that she has been offered the position of Clackamas County District Conservationist. She will continue to cover Multnomah County until NRCS makes a decision regarding that area. November 18<sup>th</sup> is the deadline for EQIP contracts. She is seeing more applications for forestry and fewer for soil health. There is a group of six farms in the Canby area trying to set up a Food Hub; they will be taking over the Mark's Meats as part of the operation. The next EQIP application round starts in February, and the Conservation Stewardship Program will be offering cost share up to \$1,500 to cooperators who meet certain stewardship guidelines.

### B. Public and Director Comments

- Staff Leininger reported that the Weedwise team is still very busy finishing up work with gorse and spurge laurel. Cooperative Weed Management Area invoicing is being completed and the team is heading into the winter planning season.
- Staff Rains is excited that Staff McQueeney will be taking over the Watershed Council and Farmers Market grant process.
- Jackie Hammond-Williams thanked the Board for voting her in as an Associate Director, and asked to be provided with an acronym dictionary. She also thanked Tom and Janis Salzer for showing up to a very soggy Winter Farmers market opening.
- Director Emeritus Weinburg asked if we still had a representative to the Clackamas LAC. Roger Fantz was enlisted for this position.
- Staff Tucker is working with the rest of the staff in gearing up for the next budget cycle.
- Staff Guttridge invited the Board to attend a potluck luncheon at noon on December 13, 2016 in honor of Director Ron Oberg.
- Staff Kilders reminded the Board that the CONNECT and OACD Conference will be in Pendleton this year in May. She reports that there will be great classes available. She also let the Board know that Associate Director Johnson will be speaking at the Yamhill Annual meeting this evening.
- Manager Salzer was asked by Leo Preston, the Basin Team Leader for NRCS, what are you looking for in a District Conservationist? Manager Salzer told him: "someone just like Kim".

Manager Salzer informed the Board that there would be a special meeting December 13 via telephone with the auditor to go over the annual audit.

The Working Land Committee may try to meet at 2:30 on December 13<sup>th</sup>.

- Director Guttridge noted that the Tualatin SWCD now has a tax bases. All seven districts in the Lower Willamette basin now have tax bases.
- Director Lee reported that the Oregon Agriculture Heritage program has had its last meeting for the year, and the program may not go farther as there is no money for the program with the failure of measure 97.
- Director Zuber asked if there were tax deferrals for oak habitat, like forestry deferrals and wondered if the Dickey Prairie area was the only area the District would be working with. Staff Kilders reported that tax deferrals were being looked into, and that the District is working with other districts to expand the Oak program into other areas. Dickey Prairie is just the first area the District is focusing on in Clackamas County.
- Director Fantz commented that the Camp Adams presentation was great. He wanted information regarding working forest (selective harvest) vs. keeping all of the easement for carbon storage and habitat.
- Associate Director Melethil likes the working forest approach to Camp Adams; this is appealing if they keep their current family values management.

### ***ADJOURN and NEXT MEETING-***

There will be a Special Board Meeting held Tuesday December 13, 2016 at 4:00 p.m. via telephone, originating from the Board Conference room.

The Annual Meeting will be held Tuesday December 20, 2016 at 4:00 p.m.

The next regular Board meeting will be held Tuesday December 20, 2016 at 4:15 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Tami L. Guttridge

# Voucher Approval List 11/08/2016

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

## Recurring Expenses Authorized for Payment by Resolution 2016-006:

| VENDOR NAME:                   | MEMO:   | Check No. | DATE:     | AMOUNT PAID: |
|--------------------------------|---|-----------|-----------|--------------|
| BCT                            | Monthly Phone Services at Farm                    | 7154      | 11/7/2016 | \$ 117.95    |
| Clackamas County Finance Dept. | Employee Health Benefits                          | 7155      | 11/7/2016 | \$ 18,908.12 |
| Comcast                        | Monthly Internet Services for District Office     | 7156      | 11/7/2016 | \$ 144.85    |
| Oregon City Garbage Co., Inc.  | Monthly trash and recycling at Beaver Creek Farm  | 7157      | 11/7/2016 | \$ 26.35     |
| Pacific Office Automation      | Monthly Photocopying charge                       | 7158      | 11/7/2016 | \$ 380.60    |
| PGE                            | Monthly Power at Farm                             | 7159      | 11/7/2016 | \$ 79.35     |
| Sonitrol                       | Monthly Security Monitoring Services for District | 7160      | 11/7/2016 | \$ 153.00    |
| Verizon Wireless               | Monthly Roaming Broadband for iPads               | 7161      | 11/7/2016 | \$ 160.04    |
| VOYA-State of Oregon Plan      | PR Liabilities - Retirement                       | 7162      | 11/7/2016 | \$ 7,517.28  |
| Voyager Fleet Systems Inc      | Fuel for District Vehicles                        | 7163      | 11/7/2016 | \$ 289.26    |

Approved By Board:

Board Chair  
 Board Treasurer *J. Royce H. Day*

Subtotal \$ 27,776.80

## Board Approved Expenses:

| VOID | VOIDED CHECKS 7164-7186 DUE TO PRINTER MIS-FEED | 7164-7186 | 11/8/2016  | \$           |
|------|---|-----------|------------|--------------|
| CGF  | Ash Creek Forest Management, LLC                | 7187      | 11/8/2016  | \$ 1,380.41  |
|      | Bio-Med Testing Services Inc                    | 7188      | 11/8/2016  | \$ 36.00     |
|      | Buel's Impressions Printing                     | 7189      | 11/8/2016  | \$ 35.00     |
|      | Coulter Printing, Inc.                          | 7190      | 11/8/2016  | \$ 769.00    |
|      | Crystal Greens Landscape, Inc.                  | 7191      | 11/8/2016  | \$ 395.00    |
| CGF  | Diggin' Roots Farm                              | 7192      | 11/8/2016  | \$ 3,000.00  |
|      | Eileen Eakins, LLC                              | 7193      | 11/8/2016  | \$ 1,440.00  |
| CGF  | Integrated Resource Management                  | 7194      | 11/8/2016  | \$ 13,790.12 |
| CGF  | J Franco Reforestation, Inc                     | 7195      | 11/8/2016  | \$ 3,293.00  |
|      | Jeffrey Nelson                                  | 7196      | 11/8/2016  | \$ 294.66    |
|      | Jillian Lamont & Associates                     | 7197      | 11/8/2016  | \$ 3,520.00  |
| CGF  | Sound Native Plants Inc                         | 7198      | 11/8/2016  | \$ 2,003.44  |
|      | Spire Technologies, Inc.                        | 7199      | 11/8/2016  | \$ 280.00    |
|      | The Bookkeeping Collaborative, LLC              | 7200      | 11/8/2016  | \$ 1,162.50  |
|      | The Gold Wrench                                 | 7201      | 11/8/2016  | \$ 392.15    |
|      | Urban Greenspace Institute                      | 7202      | 11/8/2016  | \$ 200.00    |
|      | H2Oregon  | 7203      | 11/8/2016  | \$ 118.50    |
|      | C. Klock  | 7204      | 11/8/2016  | \$ 222.77    |
|      | Donald Guttridge                                | 7205      | 11/8/2016  | \$ 106.34    |
|      | Eamm Rains                                      | 7206      | 11/8/2016  | \$ 46.49     |
|      | Joan Zuber                                      | 7207      | 11/8/2016  | \$ 102.96    |
|      | P K Melethil                                    | 7208      | 11/8/2016  | \$ 84.35     |
|      | Tami Guttridge                                  | 7209      | 11/8/2016  | \$ 19.95     |
|      | Padmanabhan K Melethil                          | 7210      | 11/14/2016 | \$ 127.84    |
|      | Wells Fargo Credit Cards                        | 7211      | 11/14/2016 | \$ 3,312.47  |
|      | OC Properties, LLC                              | 7212      | 11/14/2016 | \$ 6,909.00  |

Total Conservation Grant Fund 23466.97

Subtotal \$ 43,041.95

Total Month's Payments \$ 70,818.75

Approved By Board:

Board Chair  
 Board Treasurer *J. Royce H. Day*

