



CLACKAMAS SOIL AND WATER
CONSERVATION DISTRICT
www.conservationdistrict.org

Good dirt. Clean water.

Approved March 21, 2017

Clackamas SWCD Board Meeting Minutes for February 21, 2017

Present:

Directors: Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jim Johnson, Jesse Nelson (Vice Chair), Joan Zuber

Associate Directors: PK Melethil, Jackie Hammond-Williams

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

Partners: Kim Galland (NRCS)

Guest: Scott Walker

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

A. Call to order – Chair Becker called the meeting to order with a quorum present at 4:02 p.m., Tuesday, February 21, 2017 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. Hearing none, the agenda was accepted as presented.

B. Public Comment – No public comments were presented.

C. Director Reports

- Director Johnson presented the Board with copies of the State of Oregon Agriculture Industry Report from the State Board of Agriculture. Johnson also reported that he is currently following 53 land use bills in the legislature.
- Director Fantz reported that he had attended the Special Districts Association of Oregon's annual conference in Portland. Fantz felt the workshops he attended were interesting and informative.

- Director Guttridge reported that he had attended the Small Farms Conference in Corvallis on February 18. Guttridge encouraged other Board members to attend next year as the classes were very educational.

Associate Director Jackie Hammond-Williams arrived at 4:10 p.m.

- D. Manager's Report on Committees** - Manager Salzer reported that no standing committees met this month, however the Farmers Market grant review committee met to evaluate grant applications.

Associate Director Hammond-Williams stated that she was thrilled to see the District's involvement with the community at large.

2 – MINUTES AND OLD BUSINESS

- A. January 24, 2017 Public Hearing Minutes** – Draft minutes from the January 24, 2017 Public Hearing for the Department of Environmental Quality Revolving Fund Loan were presented. The Board Secretary has reviewed the draft minutes.

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

- B. January 24, 2017 Regular Board Meeting Minutes** – Draft minutes from the January 24, 2017 Regular Board Meeting were presented. The Board Secretary has reviewed the draft minutes.

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

At this time, Kim Galland with the Natural Resources Conservation Service (NRCS) gave an update. NRCS is in the process of a quality assurance review which will close out Kris Homma's work with NRCS and clear the way for Kim to start fresh in her District Conservationist position. Galland asked Director Guttridge to participate in an NRCS review, which he agreed to do. Galland reported that soil health Conservation Implementation Strategy (CIS) requests have doubled and she is receiving some forestry applications for CIS.

3 – MONTHLY FINANCIALS

- A. Review and accept financial reports** – Staff Tucker presented the January 2017 Balance Sheet. Tucker reported to the Board that asset accounts are sufficient to fund operations throughout the year. The current asset to liability ratio is 10 to 1.

Tucker reviewed the Profit and Loss report for the Board. Income remained steady and the District is receiving a higher interest income from the Local Government Investment Pool accounts than from our previous banking institution. Expenses are normal. There was a typo in QuickBooks which caused the Material and Services line to be incorrectly reported. This error has been corrected.

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

- B. Approve expenditures** – Staff Tucker presented the February voucher list for approval. February vouchers totaled \$154,212.15 on check numbers 7312 through 7358. These check numbers are in a continuous sequence, with check numbers 7312 to 7319 voided due to printing errors. All checks are

accounted for. Staff Tucker noted that conservation grant fund checks totaled \$19,726.49. Staff Faucera requested that the Board approve a check for \$3,600 to be paid to Tyler Woods Appraisal Services LLC for a second appraisal on the Molalla River Property and that the check be included in the first-of-the-month check run in March.

Directors Guttridge/Zuber moved/seconded to approve the February voucher list and issue a check for \$3,600.00 to Tyler Woods Appraisal Services LLC as requested. Motion carried unanimously.

Associate Director PK Melethil arrived at 4:20 p.m.

4 – OTHER FINANCIALS

- A. Resolution 2017-003 payment of recurring expenses** – Staff Tucker presented resolution 2017-003 to the Board. The resolution removes much of the detail from the current resolution regarding recurring expenses (vendor names, payment limits) and makes the resolution a standing resolution until revoked by the Board.

Director Guttridge asked that wording be added to Resolution 2017-003. Guttridge wants the Board to be notified if there is a vendor change; notification is to take place at the following board meeting.

Directors Guttridge/Nelson moved/seconded moved to approve resolution 2017-003 payment of recurring expenses as revised with the additional wording requested by Director Guttridge Motion carried unanimously.

- B. Expenditure of Abila MIP software and support** – Staff Tucker requested that the Board approve the purchase of Abila MIP Fund Accounting software and a hosting/support package. The new software will provide more transparency than QuickBooks and better control and safe-guards. Staff Tucker noted he could train other employees how to use the software, and Abila would also provide training. The purchase price for this year would be \$7,842.00, and yearly support and hosting would be approximately \$3,412.00. Staff Tucker would like to proceed as soon as possible, so that the system will be tested and ready for use in the next fiscal year starting July 1, 2017. Director Fantz stated the finance committee was in favor of purchase.

Director Guttridge/Zuber moved/seconded to approve the purchase of Abila MIP Fund Accounting software. Motion carried unanimously.

- C. Appoint Budget Committee** – Manager Salzer reported to the Board that seven public members need to be on the Budget Committee. One member of last year's committee has fulfilled his four year term and one member was not available to serve last year.

Director Guttridge/Zuber moved/seconded to declare two seats on the budget committee as vacant. Motion carried unanimously.

Manager Salzer then presented the names of five individuals who may be willing or interested in serving on the budget committee. The Board reviewed the information that was available, and requested that Manager Salzer contact the following individuals in order: Kelly Dawes, Mary Kay Baker, Buck Baker, Terry Muilenburg, and Jessica Collins. The first two to accept will become members of the Budget Committee.

- D. Budget Calendar approval** – Staff Rains presented the revised budget calendar to the Board. Rains requested that the May 2017 Regular Board meeting be rescheduled to May 23, 2017 to accommodate

possible changes to the budget and staff absence due to the CONNECT conference at the beginning of May.

Director Guttridge/Nelson moved/seconded to accept the Budget Calendar as presented and to move the May meeting to May 23, 2017. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Butsch riparian restoration project funding** – Staff Faucera asked for Board approval of a grant not-to-exceed \$14,000 for restoration work in the Rock Creek area of the Pudding River basin. This project also falls within the District’s current focus area. The grant will be used to restore the riparian area on seven acres. This will be a “dollars-on-the-ground” grant with the cooperator providing approximately \$7,088 in matching funds or services. The District will seek an Oregon Water Enhancement Board grant in hopes of recovering some of the funding to reduce the District’s cost.

Directors Fantz/Nelson moved/seconded to approve a grant not to exceed \$14,000 for the Butsch riparian restoration project. Motion carried unanimously.

- B. Backyard Habitat Certification Program Memorandum of Agreement (MOA)** - Staff Leininger asked the Board to authorize Manager Salzer to sign the MOA with the Backyard Habitat Certification Program. This MOA helps the Backyard Habitat Certification Program move farther into Clackamas County to help the District with urban conservation planning and outreach. The Backyard Habitat Certification Program will take some burden off the conservation planners and be an enhancement to the District.

Directors Fantz/Guttridge moved/seconded to authorize Manager Salzer to sign the Memorandum of Agreement with the Backyard Habitat Certification Program. Motion carried unanimously.

- C. Intergovernmental Agreement (IGA) with Skamania County** - Staff Leininger requested that the Board authorize Manager Salzer to sign an IGA with Skamania County. The WeedWise program has been working with partners from the Columbia Gorge Cooperative Weed Management Area (CWMA) to support a Farm Bill-funded project administered by Washington State University Extension, the Washington Invasive Species Council, and Skamania County Noxious Weed Control Program to develop a Best Management Practices (BMP) training this spring. Skamania County, on behalf of the Columbia Gorge CWMA, is seeking to enter into an agreement with the District to support Staff Sarah Hamilton’s time working on the BMP training project in her role as CWMA Coordinator. The IGA under development will result in additional resources to the District.

Directors Fantz/Guttridge moved/seconded to authorize Manager Salzer to sign the Intergovernmental Agreement with Skamania County for Best Management Practices Training and support for Cooperative Weed Management Area Coordinator Hamilton. Motion carried unanimously.

- D. Farmers Market Support Grants** - Staff McQueeney and Rains, and Directors Becker, Fantz, and Zuber met on Wednesday February 15, 2017 to review grant requests for the eleven Farmers Markets in Clackamas. The Estacada Farmers Market did not request a grant as they feel they do not need the money and wish it to go to other markets that need it. The review committee made recommendations for nine of the markets to receive grants. The committee declined to fund one market due to an unsatisfactory result from funding the previous year. Chair Becker and Director Zuber commended Staff McQueeney for her hard work and follow-up on the Farmers Market Grants.

Directors Guttridge/Nelson moved/seconded to approve the Farmers Market grants as proposed by the grant committee and that the checks be ran in the first of the month check run. The motion passed as follows: Chair Becker abstained due to a potential conflict of interest. Directors Fantz, Guttridge, Johnson, Nelson, and Zuber in favor.

6 – PERSONNEL

No topics to discuss this month.

7 – BOARD/MANAGEMENT

- A. Position on solar facilities on farmland** – The Board discussed the siting of solar facilities on high value farmland. Director Johnson suggested a wait and see position at this time as there is work going on in the legislature and with the Oregon Land Conservation and Development Commission. Directors want to see protection for high-value farmland. Chair Becker asked that this issue come back to the Board next month for further discussion.
- B. District Tour** for new Oregon Department of Agriculture (ODA) Director – Manager Salzer spoke with Jay Udelhoven, Executive Director of East Multnomah Soil and Water Conservation District (EMSWCD), about the idea of the two districts partnering on a tour of projects for Alexis Taylor, the new ODA Director. Jay is pleased that we thought of EMSWCD and would like his district to participate.
- C. Manager’s Report** – Manager Salzer asked Staff Kilders to report on her topics to the Board. Staff Kilders showed the directors a brochure for “Field to Faucet” that she had worked on with Clackamas River Water Providers. The brochure was sent out to over 4,000 agricultural land owners in the Clackamas River Watershed. Kilders also reported on various programs for the Directors to attend and talk to cooperators about, including:
- Farmers Fair at the Molalla High School – Saturday, February 25, 2017
 - Clackamas Local Advisory Committee meeting – March 8, 2017 at the Clackamas SWCD Board Room
 - Tree School – March 25, 2017, Clackamas Community College
 - Beneficial Insects Workshop – March 30, 2017 at the Canby Events Center, Clackamas Hall
 - Garden Palooza – April 1, 2017 at Fir Point Farms, Aurora, Oregon
 - Mud and Manure management workshop – April 8, 2017, Molalla Community Center
 - Realtors Class - April 13, 2017 – Lisa will be teaching a 45-minute session
 - Hazardous waste collection event – April 28 & 29, 2017 in Estacada.
 - CONNECT – May 2-4, 2017 in Pendleton, Oregon

Staff Faucera reported to the Board that the Natural Resource Conservation Service (NRCS) and the Farm Services Agency (FSA) will no longer be using the District’s phone system. NRCS and FSA can now be reached by dialing 503-655-3144.

Staff McQueeney showed the Board a flyer for the Clackamas County ONEShop hub that is hoped to provide agricultural producers a single link to multiple agencies and services. The ONEShop has been conceived as a virtual public, private, non-profit, and academic partnership in support of the metropolitan region’s foodshed vision.

8 - PROPERTIES & PLANNING

- A. Conservation Resource Center Project (update)** – Director Guttridge reported that the traffic engineer is in contact with the county but that no decision has been reached. There will need to be a traffic study done regardless of which road we use for access. The wetlands survey has been completed and will impact the Districts decision of the building placement. The District may be able to appeal the road access based on the wetland survey, cost of relocation of the site, and other factors.
- B. Molalla Forest River Corridor Project (update)** – Staff Faucera reported on the status of the property acquisition process. The District will have access to the west side tax lot from the Weyerhaeuser road as the Bureau of Land Management has a public easement on the road. The only exception to this would be if the District chooses to do maintenance logging. At that point an easement or road use agreement would need to be obtained from Weyerhaeuser. Appraisals are completed and Bonneville Power is currently reviewing the Yellow Book Appraisal. The next step will be to contact Clackamas County about tax lot adjustments. We also need a cultural assessment, a baseline assessment, and an environmental assessment to be completed. Negotiations with the landowners will begin soon.

9 – OTHER REPORTS

- Staff Guttridge invited attendees to come to the Springwater Grange on Friday February 25, 2017 to participate in the annual Scholarship Pie auction. All proceeds are given out as scholarships.
- Associate Director Melethil reported that he had attended the Special Districts Association of Oregon Conference and the Small Farms Conference.
- Staff Faucera reported that the Oregon Association of Conservation Districts (OACD) legislative page is up and running. The page has links and tools to the 2017 legislation that OACD is following.
- Staff Klock is continuing to work in Salem, networking with ODA and the Legislature, and covering items as requested by Manager Salzer.
- Scott Walker from Marion County Soil and Water Conservation District said he had found the Clackamas SWCD meeting to be entertaining. He invited everyone to attend the 45th Anniversary celebration for Marion SWCD on Wednesday, February 22, 2017.
- Associate Director Hammond-Williams thanked the District for providing Farmers Market grants; they are greatly appreciated by the market managers. Hammond-Williams invited everyone to attend the Seedy Saturday seed exchange at the Oregon City Farmers Market on Saturday March 18, 2017.
- Director Zuber reported on her trip to the National Association of Conservation District in Denver, Colorado. Zuber felt the highlight was the tour to the continental divide. Zuber also attended the SDAO conference in Portland and reported on the possible sale of the Elliott State Forest.
- Director Johnson thanked Staff McQueeney for the thoughtful write-up she did about him on the District's website. Johnson let the Board know that he would be speaking at the CONNECT conference on protecting farmland.
- Director Guttridge again invited everyone to the scholarship pie auction at the Springwater Grange and let them know that the annual dinner theater would be in April and the play being performed is titled "Play On."

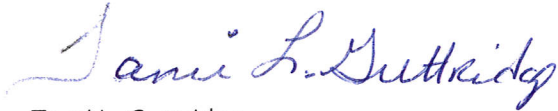
- Manager Salzer attended the SDAO conference and says he again learned something useful to the District. Salzer keeps in contact with conservation districts in Washington State and is very glad that Clackamas SWCD has stable funding and a great group of people.

ADJOURN and NEXT MEETING-

The next regular Board meeting will be held Tuesday March 21, 2017 at 4:00 p.m.

There being no further business, Chair Becker adjourned the meeting at 6:07 p.m.

Respectfully submitted,



Tami L. Guttridge

Voucher Approval List


2/7/2017


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

Vendor	MEMO	Check No.	DATE	AMOUNT PAID
Void Checks	Mis Printed Stock	7312-7319	2/7/2017	
Verizon Wireless	Acct: 242017036-00001 Mbl Wifi 01/17	7320	2/7/2017	200.05
Comcast	Acct: 8778 10230 0924690 01/17	7321	2/7/2017	144.85
Integra Telecom	Acct: 829514 TeleCom [Molalla] 01/17	7322	2/7/2017	690.16
OC Properties, LLC	February Rent Molalla [775-102-CU]	7323	2/7/2017	6,909.93
OCEAN	Registration [CONNECT]/Membership [CSWCD Emp]	7324	2/7/2017	4,910.00
Pacific Office Automation	900-0175040-000	7325	2/7/2017	371.16
PGE	Acct: 019-31171-4271634 SCH: 07 01/17	7326	2/7/2017	345.15
Sonitrol Pacific	Acct: 01SCLA01 02/17	7327	2/7/2017	153.00
BCT	Phone Beaver Creek Property	7328	2/7/2017	110.76
Clackamas Dept of Finance	Employee Benefits	7329	2/7/2017	19,804.74
Crystal Greens Landscape, Inc.	CSWCD: Grounds Maint [Beaver Cr] 02/17	7330	2/7/2017	395.00
Oregon City Garbage Co., Inc.	Acct: 57768000 [Beaver Cr] 02/17	7331	2/7/2017	26.35
US Bank Voyager Fleet Sys	Acct: 86928-4679 [Fuel] 01/27	7332	2/8/2017	70.38
Voya Financial - OSGP	CSWCD: Emp Contribution 457b Feb 2017	7333	2/9/2017	8,729.90

Approved By Board:

Board Chair 

Board Treasurer 

Subtotal \$ 62,776.93

Board Approved Expenses:

4sight Consulting, LLC	CSWCD: Contracted Svcs: Permits/Lic [Bvr Cr] 01/2017	7334	2/15/2017	25,287.00
Aqua Resource Design & Consulting, LLC	CSWCD: Contract Svcs PO1701 01/2017	7335	2/15/2017	1,003.00
Better World Club, Inc.	CSWCD: Flt# 370 0005 9771 [Roadside Assist] 2017	7336	2/15/2017	435.00
Brenda Thrasher	CSWCD: Spnsr [Farmer Fair 2017] 02/2017	7337	2/15/2017	250.00
Buel's Impressions Printing	CSWCD: Print Svcs [RFQ Septic] 02/2017	7338	2/15/2017	478.00
Clackamas County Event Center	CSWCD: Space Rnt-Wkshp [3/30/17] 02/2017	7339	2/15/2017	200.00
Clark Conservation District	CSWCD: Contract Svcs [IGA-1617-001] 01/2017	7340	2/15/2017	239.32
Coulter Printing, Inc.	CSWCD: Printing: Flyers/Posters 02/2017	7341	2/15/2017	213.00
Eileen G. Eakins	CSWCD: Prof Svcs [Legal-Gen] 01/2017	7342	2/15/2017	1,160.00
H2Oregon	Acct: 21948 Water 01/2017	7343	2/15/2017	39.50
CGF J Franco Reforestation, Inc	CSWCD: Contracted Svcs [WW-2016-04] 12/2016	7344	2/15/2017	4,848.04
CGF James Toops	CSWCD: Grants [GPL-1517-001] Fence 02/2017	7345	2/15/2017	1,899.55
Jeffrey Nelson	CSWCD: Contract Svcs: FY16-17 02/2017	7346	2/15/2017	1,506.91
Marion SWCD	CSWCD: Event: Staff 02/2017	7347	2/15/2017	30.00
Mt. Hood Community College	CSWCD-WW-2016-09:Contract Svcs[12/2016] Project YESS 02/2017	7348	2/15/2017	1,230.00

Northwest Forestry Services	7349	2/15/2017	6,920.00
Oregonian Media Group	7350	2/15/2017	522.76
Pacific Crest Consulting, LLC	7351	2/15/2017	2,518.75
Pamplin Media Group	7352	2/15/2017	28.00
Special Districts Insurance Services	7353	2/15/2017	73.00
Spire Technologies, Inc.	7354	2/15/2017	280.00
Staterwide Fence Company	7355	2/15/2017	10,460.15
The Bookkeeping Collaborative, LLC	7356	2/15/2017	1,200.00
Tyler Woods Appraisal Svcs LLC	7357	2/15/2017	19,500.00
Cathy McQueeney	7358	2/16/2017	236.49
Clair Klock	7359	2/16/2017	308.13
Diggin' Roots Farm	7360	2/16/2017	2,061.42
Donald Guttridge	7361	2/16/2017	63.61
Jenne Reische	7362	2/16/2017	38.10
Joan Zuber	7363	2/16/2017	284.56
Native Ecosystems Northwest, LLC	7364	2/16/2017	600.00
Scott Eden	7365	2/16/2017	7.49
Wells Fargo	7366	2/16/2017	7,513.44

Total Conservation Grant Fund	19,726.49	Subtotal \$	91,435.22
Board Chair	February 21st 2017	Recurring Total: \$	62,776.93
Board Treasurer	February 21st 2017	Disbursement Total: \$	154,212.15

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