



Approved May 23, 2017

Clackamas SWCD Board Meeting Minutes for April 18, 2017

Present:

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

Associate Directors: PK Melethil

Director Emeritus: Mike Weinberg

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

Guest: Kevin Rumgay

Absent: Jan Lee, Jesse Nelson (Vice-Chair)

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 4:00 p.m., Tuesday, April 18, 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. No changes were requested and the agenda was accepted as presented.

B. Public Comment – Kevin Rumgay, with Grand Marshall Services, Inc. (GMSI), made a request to use the Beavercreek Farm for an event in September 2017. Mr. Rumgay presented a proposed itinerary and a plan for a car cruise-in that included GMSI providing security and insurance. No alcohol or dogs would be allowed at the event.

The Board told Mr. Rumgay that they would take his request under consideration and get back to him no later than the next board meeting.

Director Fantz arrived at 4:05 p.m.

C. Director Reports

- Director Guttridge reported on his meeting with 4Sight Consulting and the engineers for the traffic and environmental studies. Guttridge presented the newest concept drawing for access from Beaver Creek Road, and reported that a letter of support from the Beaver Creek Hamlet has been sent to the County Commissioners. The environmental impacts from a Ferguson Road access are considerable and will be the main argument in the Districts request to access the Conservation Resource Center via Beaver Creek Road.
- Director Fantz reported he was happy to be back in the States after a great trip to Australia.
- Director Emeritus Weinberg reported that he had hip replacement surgery in March and is doing well.
- Associate Director Melethil reported he had sent a revision on the solar facilities siting statement to Manager Salzer.

D. **Partner Reports** – No partners were in attendance at this meeting.

E. **Manager's Report on Committees** – Manager Salzer reported on the following committees:

- Staff Kilders reported that the Scholarship Committee had met via phone on April 13, 2017. The District had received four scholarship applications, all good strong applicants. After much consideration the Committee recommended that Julia Barnes, Adan Vasquez and Rebecca Whitlock be each awarded a \$1,500 scholarship.

Directors Fantz/Guttridge moved and seconded to accept the Scholarship Committee's recommendation to award \$1,500 scholarships to Julia Barnes, Adan Vasquez and Rebecca Whitlock. Motion carried unanimously.

- The Working Lands Committee met before the board meeting. They discussed the proposed solar facilities statement, and a potential oak habitat area for possible easement or acquisition. They recommended that an outreach effort be focused on the oak area just south of Oregon City.

2 – MINUTES AND OLD BUSINESS

A. **March 21, 2017 Regular Board Meeting Minutes** – Draft minutes from the March 21, 2017 Regular Board Meeting were presented. The Board Secretary has reviewed the draft minutes, and Staff Guttridge reported she needed to amend the minutes to reflect the absence of Director Fantz.

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

3 – MONTHLY FINANCIALS

A. **Review and accept financial reports** – Staff Tucker presented the March 2017 Balance Sheet. Tucker reported to the Board that the District has maintained a healthy Asset to Liability ratio of 9:1. Balances for March 2017 are \$2.7 million in cash across various interest bearing accounts, and \$2,744 was earned in interest from the Local Government Investment Pool account.

Staff Tucker noted that income for the month was \$89,736.77, which included tax revenue, grant funds from the Oregon Department of Agriculture, and an equipment loan payoff. Tucker reported that dues and subscriptions have a higher-than-average expense due to the license for Abila MIP Fund accounting

software and IMAP software purchased in March. The District did not have any other exceptional expenses or disbursements for March.

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

- B. Approve expenditures** – Staff Tucker presented the April voucher list for approval. April vouchers totaled \$86,020.38 on check numbers 7437 through 7479. These check numbers are in a continuous sequence, with check number 7437 being voided due to an error in the Positive Pay entry. Check number 7455 was issued to replace check 7437. All checks are accounted for. Staff Tucker noted that the Conservation Grant Fund checks totaled \$8,005.73.

Directors Fantz/Guttridge moved/seconded to approve the March voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS -

- A.** The Budget Committee met on April 4, 2017. Manager Salzer, serving as the budget officer, presented and reviewed the proposed fiscal year 2017-2018 budget with the Committee. Committee members were asked to submit questions via e-mail, Manager Salzer and Staff Rains are in the process of providing answers to those questions and will e-mail the completed list to all members of the Budget Committee before the next meeting on April 25, 2017

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Hofmann riparian restoration project update** – Staff Faucera reported to the Board that there had been a possible problem with the funding awarded to the District by the Bonneville Power Administration (BPA) for this project. The problem was resolved with the united efforts of BPA, the Department of Forestry, and the Clackamas River Basin Council (CRBC). The Clackamas River Basin Council will act as a fiscal agent for the dollars that will now be coming to the District from the Department of Forestry.
- B. Septic System Repair Loan update** – Staff Rains reported to the Board that the loan agreement and application form are completed and have been given to Manager Salzer for review. Rains has been speaking with the county regarding how they handle liens and deeds of trust to secure the loans. All documents will be reviewed by legal counsel. All approved contractors have been notified.

6 – PERSONNEL

- A.** Manager Salzer will be contacting the Personnel committee regarding :
- Support for the cost-of-living adjustment as presented to the Budget Committee
 - Merit raises for some employees
 - Performance awards for some employees
 - Six-month adjustment for one employee

These requests should be ready for Board action at either the May or June meeting.

7 – BOARD/MANAGEMENT

- A. Position on solar facilities on farmland** – Manager Salzer presented a draft position for the District on the siting of solar facilities on farmland. The Board reviewed the proposal and made amendments. Director Johnson noted that HB 3050 regarding this matter died on the House floor. The Land Conservation and Development Commission will be addressing this matter; it may take as long as two years for rules to be made.

Directors Guttridge/Zuber moved/seconded to accept the policy as amended. Motion passed unanimously.

- B. Manager's Report** – Manager Salzer reported that the District is to be awarded a "Riffle" award from the Johnson Creek Watershed Council and asked if any of the directors were interested in attending and accepting the award for the District. Directors Fantz and Zuber said they would check their calendars and are willing to attend if they have no conflicts.

Manager Salzer had a records request for information regarding contact that the District had had with a cooperator in 2014. Manager Salzer was able to quickly provide a report to the requesting party thanks to the Conservation Activities Tracking System (CATS). Salzer reported that if he had to do this manually it would have taken several days, if not weeks, to find all the information requested.

8 – PROPERTIES & PLANNING

- A. Resolution # 2017-004 Designating Signing Authority for the Purchase of the Molalla River Forest Corridor Project** – Manager Salzer presented resolution 2017-004 to fulfill a Bonneville Power Administration requirement to designate an authorized signer for the purchase of, and the creation of an easement on, the Molalla River Forest Corridor project. It is the District's policy that the Chair has this authority (under resolution # 2013-003).

Directors Fantz/Zuber moved/seconded to adopt Resolution 2017-004 Designating Authority for the Purchase of Molalla River Forest Property and Creation of Project Conservation Easement, as presented. Motion passed unanimously.

- B. Manager to sign Clackamas River Invasive Species Partnership (CRISP) Memorandum of Understanding (MOU)** – Staff Leininger reported to the Board that he has completed the Memorandum of Understanding for the CRISP project. This MOU is the document that all partners in the agreement will use as a guide. He asked that the Board authorize Manager Salzer to sign the MOU.

Directors Fantz/Guttridge moved/seconded to authorize Manager Salzer to sign the Clackamas River Invasive Species Partnership Memorandum of Understanding. Motion passed unanimously.

- C. Manager to sign Sandy River Policemen's Helmet Memorandum of Agreement (MOA)** – Staff Leininger asked the Board to SUPPORT THE Sandy River Basin Watershed Council (SRBWC) request for \$15,320 to continue the effort to eradicate Policeman's Helmet in the Sandy River Basin. This is an on-going project with the SRBWC, and with these funds the council will be able to secure matching funding from the Oregon State Weed Board. Leininger also asked that Manager Salzer be authorized to sign the MOA and sign the secured match form.

Directors Fantz/Guttridge moved/seconded to (a) commit funding of \$15,320 as secured match for the Oregon State Weed Board's grant to the Sandy River Basin Watershed Council for Policeman's helmet control, and (b) authorize Manager Salzer to sign the memorandum of agreement for this work, and (c) authorize Manager Salzer to sign the secured match form. Motion carried unanimously.

D. Molalla River Forest Corridor Project - Staff Faucera has been working with the Bonneville Power Administration to put together a purchase and sales agreement package. Faucera will be working with the county in regards to the survey and easements. Access documents need to be obtained to allow BPA to access the properties. Staff Ahr is working on baseline documentation.

The question of earnest money needs to be decided. The District can offer \$10,000 or zero dollars. Manager Salzer is going check with a commercial realtor to find out what might be a reasonable offer.

E. Farm Use Policy - Chair Becker asked that the Board discuss policy regarding the use of the Beaver Creek Demonstration Farm. Director Fantz noted that Mr. Rungay's presentation requesting the use of the farm was well presented, but felt that this was not an appropriate time to be allowing this kind of use. Board Members noted that the District is currently seeking a conditional use permit for the property and it was decided that this type of usage could cause some conflict. Until such time as the District has an established facility at the farm the Board felt all uses should be limited to District functions.

Directors Fantz/Zuber moved/seconded to decline all requests to use the Beaver Creek Demonstration for functions other than those directly sponsored by the Clackamas Soil and Water Conservation District. Motion passed unanimously.

9 – OTHER REPORTS

- Staff Faucera updated the Board about the Conservation Activities Tracking system and how it has allowed the planners to make better decisions. Faucera is working with the planning department to look ahead at upcoming projects and lay good ground work for successful budgeting and completion of projects. Faucera explained that all contacts are returned in a timely manner, and technical assistance is readily available.

Faucera gave the Board a rundown of work that is ahead of the conservation planning department before the end of the fiscal year.

- 137 acres of brush and weed control
 - 10,200 square feet of heavy use area protection
 - 100 feet of underground outlet
 - 184 acres of irrigation water management
 - One pumping plant
 - 2,800 feet of pipeline
- Staff Klock reported he had been on vacation in the Midwest, but still found time to send in some written testimony for measures being supported by the Oregon Association of Conservation Districts.
 - Staff Leininger reported that the WeedWise program is very busy; the WeedWise staff is in a mad dash from now until October when the season generally wraps up. He thanked Staff Guttridge for making phone calls and helping with mailings.
 - Staff Tucker reported that the new accounting system is installed; he has a chart of accounts and will be getting it set up and ready to run when the new fiscal year begins.
 - Director Johnson reported that the work session for bills at the Capitol came to an end last week and approximately two-thirds of the bills presented will not be moving forward. The Agriculture Heritage

bill has been moved to the Ways and Means committee due to its potential financial impact on the budget. Bills regarding the siting of solar facilities have failed at this time, and many members of the house are opposed to spending public monies for easements.

- Director Zuber reported that she had been to Salem to testify on bills regarding modifications to the Forest Practices Act. Most modifications are being aimed at industrial timber companies.
- Director Fantz appreciates the briefing memo that Manager Salzer sends out.
- Manager Salzer stated that it would be easy to blame Wells Fargo for the issue with the check for 4Sight, but human error played a big part. Staff will review what happened and make changes to prevent another occurrence.
- Staff Kilders reported on the good turnout at both the Beneficial Insects workshop, and the Mud and Manure workshop, and she set up the booth at Garden Palooza last month with the help of Anna Rankin of the Pudding River Watershed Council. There are two septic tank workshops coming up, one in Estacada, one in Damascus, and a Pesticide collection event in Estacada on April 28th and 29th.
- Chair Becker invited everyone to attend a function at the Oregon City Brewery, where a dollar from each drink purchased is being donated to the Oregon City Farmers Market.
- Manager Salzer was asked if the District was going to purchase a vehicle this year, and the answer was, "yes, it is needed."
- Director Johnson reported that the Willamette Falls Heritage Coalition was looking for three speakers, especially people who are familiar with French Prairie and Willamette Valley agriculture.

ADJOURN and NEXT MEETING-



- The second Budget Committee meeting will be held Tuesday April 24, at 2:30 p.m.
- Public Hearing on the budget may be held Tuesday May 23rd at 4:00 p.m.
- The next Regular Board Meeting will be held Tuesday May 23rd, at 4:10 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:50 p.m.

Respectfully submitted,


Tami L. Guttridge

Voucher Approval List

4/10/2017

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
Recurring Expenses Authorized for Payment by Resolution 2017-003:				
4sight Consulting, LLC	CSWCD: Consulting [BvrCrk] 03/2017**Unauthorized by WF\$15,389.40]-VOID	7437	4/5/2017	-
BCT	Acct: 10014515 [BVRCR] 04/2017	7438	4/10/2017	110.95
Clackamas Dept of Finance	CSWCD: Benefits 04/2017	7439	4/10/2017	20,719.47
Comcast	Acct: 8778 10230 0924690 03/2017	7440	4/10/2017	144.85
Crystal Greens Landscape, Inc.	CSWCD: Landscape svcs [BVRCR] 04/17	7441	4/10/2017	395.00
H2Oregon	Acct: 21948 03/2017	7442	4/10/2017	56.00
Integra Telecom	Acct: 829514 04/2017	7443	4/10/2017	706.60
OC Properties, LLC	Rent: 775-102-CU 04/2017	7444	4/10/2017	6,909.93
Oregon City Garbage Co., Inc.	Acct: 57768000 04/2017	7445	4/10/2017	26.35
Oregonian Media Group	Acct: 1039096002: Budget Comm 03/2017	7446	4/10/2017	302.39
Pacific Office Automation	900-0175040-000	7447	4/10/2017	371.51
PGE	Acct: 0019 31171-4271634 [BVRCR] 03/2017	7448	4/10/2017	203.88
Somitrol Pacific	Acct: 01SCLA01 Security [221MOL] 04/2017	7449	4/10/2017	153.00
Spire Technologies, Inc.	Acct: 05330 04/2017	7450	4/10/2017	280.00
The Gold Wrench	CSWCD: Rpr Svcs [2003 Dakota] 03/2017	7451	4/10/2017	400.20
US Bank Voyager Fleet Sys	Acct: 86928-4679 03/2017	7452	4/10/2017	267.45
Verizon Wireless	Acct: 242017036-00001 03/2017	7453	4/10/2017	200.05
Voya Financial - OSGP	CSWCD: EE Contributions [457bj] 04/2017	7454	4/10/2017	9,506.11
				Subtotal \$
				40,753.74
<p>Approved By Board: <u></u> 4/18/17</p> <p>Board Chair: _____</p> <p>Board Treasurer: <u></u> 4/18/17</p>				
Board Approved Expenses:				
4sight Consulting, LLC	CSWCD: Consulting [BvrCrk] 03/2017;Reissue**Dep to I/C Acct**	7455	4/11/2017	15,389.40
4sight Consulting, LLC	CSWCD: Prof Svcs [consulting-BVRCR] 04/17	7456	4/13/2017	6,196.66
A&L Western Agricultural Labs	Acct: 4409 Soil Test 3/17	7457	4/13/2017	43.20
Anna Rankin	CSWCD: Prof Svcs: Pudding River Focus Area 04/17	7458	4/13/2017	1,071.00
Aqua Resource Design & Consulting, LLC	CSWCD: Contract Svcs PO1701 02-03/2017	7459	4/13/2017	395.25
Ash Creek Forest Management, LLC	WW-SH-2016-01	7460	4/13/2017	2,795.00
Cathy McQueeney	Reimbursement: Travel: 03/17	7461	4/13/2017	156.08
Cindy's Catering	Catering for Mud, Drainage and Manure workshop	7462	4/13/2017	624.00
Clackamas County Fair	CSWCD: Booth Rental: ML30.31,33	7463	4/13/2017	1,675.00
Clark Conservation District	CSWCD: Contract Svcs [IGA-1617-001] 02-03/2017	7464	4/13/2017	289.23
Coulter Printing, Inc.	Inv# C1821 04/17 & C1814 03/17	7465	4/13/2017	1,643.50
Donald Guttridge	Reimbursement: Dir Travel: 03/17	7466	4/13/2017	42.75
Eileen G. Eakins	CSWCD: Prof Svcs: Legal 03/17	7467	4/13/2017	1,840.00
Integrated Resource Management	Inv# 4182 WW-2016-03 03/2017	7468	4/13/2017	4,921.50
Jeffrey Lesh	Expense reimbursement	7469	4/13/2017	193.00
				4/14/2017

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
Jenne Reische	Reimbursement: Travel: 02/17	7470	4/13/2017	57.25
Joan Zuber	Reimbursement: Dir: Travel 03/17	7471	4/13/2017	101.03
Molalla River School District	CSWCD: Transportation 04/17	7472	4/13/2017	30.20
Nicole Ahr	Feb. Mar and April expenses	7473	4/13/2017	72.36
Sitch N' Embroidery	Inv# 148483 04/2017	7474	4/13/2017	24.00
The Bookkeeping Collaborative, LLC	CSWCD: Prof Svcs 03/17	7475	4/13/2017	225.00
Wells Fargo	CSWCD-JF: XXXX-4870 Mar17	7476	4/13/2017	29.94
Wells Fargo	Acct: XXXX-3073 03/2017	7477	4/13/2017	5,872.50
Working With Yoga	Registration for 7 staff members	7478	4/13/2017	210.00
Urban Greenspaces Institute	Partner Support: MOA-UGI-1517 March 2017	7479	4/15/2017	1,368.79

Total Conservation Grant Fund \$ 8,005.73

Subtotal \$ 45,266.64

Board Chair *J. J. Sub* 4/18/17

Recurring Total: \$ 40,753.74

Board Treasurer *Royce H Jags* 4/18/17

Disbursement Total: \$ 86,020.38

~~March 21st 2017~~

~~March 24th 2017~~