



**Approved August 15, 2017**

## ***Clackamas SWCD Board Meeting Minutes for July 18, 2017***

### **Present:**

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

**Associate Directors:** PK Melethil

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

**Partner:** Kim Galland

**Guests:** Eileen Eakins (Attorney), Paula Gagnon

### ***1 – CALL TO ORDER and 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, July 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. Manager Salzer asked that Item 5A for the Hoffman Milk Creek project be changed to an action item. He passed out copies of a cooperative agreement for the project.

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

**B. Public Comment** – Chair Becker introduced Eileen Eakins who would be speaking later in the meeting.

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

- Director Lee reported that the Oregon Agricultural Heritage Act has passed in the Oregon Legislature and was funded at \$ 190,000.

Director Johnson arrived at 4:03 p.m.

- Director Guttridge reported that the hay was done, it's hot out, and the tansy is in full bloom.

- D. Partner Report** – Kim Galland reported that she had been on vacation during the last board meeting. Galland had attended an orientation session for new employees of the Natural Resource Conservation Service (NRCS). She noted it was interesting to work with employees who had been with the NRCS for 14 months, instead of many years. Galland has requested an additional \$80,000 for high tunnel contracts, and is in the process of wrapping up the current round of contracts. She will be on vacation for a few days in August.

Director Fantz arrived at 4:06 p.m.

- E. Manager's Report on Committees** – Manager Salzer reported that no committees had met during the month, but he has had communications with several committee chairs.

## **2 – MINUTES AND OLD BUSINESS**

- A. June 20, 2017 Regular Meeting Minutes** – Draft minutes from the June 20, 2017 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Nelson moved/seconded to approve the minutes as corrected. Motion carried unanimously.

## **3– MONTHLY FINANCIALS**

- A. Review and accept financial reports** – Staff Tucker reported that the District had received an additional \$63,000 in property tax revenues. The District also purchased a Toyota Tacoma pickup, increasing the Districts Fixed Assets to \$148,000. The only current long term liability is the DEQ loan which the District will begin paying off this year. Tucker noted he had loaded the incorrect reports to the system and after reviewing expenditures; he later presented the correct documents for review, with acceptance by the Board deferred until that time.
- B. Expenditures** – Staff Tucker reviewed the July voucher list with the Board, noting that there were two different number sets for checks, plus an extra check run that was approved at the June meeting. One set of check numbers was for the Quick Books system covering Fiscal Year End (FYE) 2017, in a continuous sequence from 7588 to 7648, with check # 7592 to Chicago Title and # 7602 to R Franco being voided. The other set of numbers was for the MIP system for FYE 2018, check numbers 1000 to 1015. Two sets of checks will continue until FYE 2017 is closed and audited.

Staff Tucker was asked about \$25,000 check for Columbia Land Trust. Staff Leininger noted this check was for the expansion of the Backyard Habitat Program.

Tucker reported that the Conservation Grants expenditures were \$226,754.89 for the month due to completing FYE 2017 grant work. Tucker expects to see more 2017 invoices for conservation grants trickle in through the end of the month.

Directors Guttridge/Nelson moved/seconded to approve the July voucher list. Motion carried unanimously.

Staff Kilders reported to the Board that registration for Small Farms School is open. Directors will have to register themselves and request reimbursement.

Staff Tucker returned with the correct financial reports. The additional tax funds and funding received for the Columbia Gorge Cooperative Weed Management Area partners put the District income up by 2 percent.

Expenditures for June were elevated due to the FYE 2017 billings for WeedWise and Conservation Grants.

Income exceeded expenditures for the fiscal year, leaving the District with an ending balance of approximately \$3,250, 446. There will be further adjustments made after completion of the yearly audit.

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

Tucker made a brief explanation to the Board regarding the new coding system for the MIPS account system.

#### **4 – OTHER FINANCIALS -**

- A. **Contract with Jeff Nelson for work at Beaver Creek Farm** – Manager Salzer reported that he had spoken with Jeff Nelson regarding a new contract for the coming fiscal year. Mr. Nelson is not comfortable committing to a 12-month contract term and informed Manager Salzer that he would continue to work for the District until December 2017, completing current repairs on the barn. Mr. Nelson asked that the contract be amended from 12 months to 6 months, covering July 1 to December 31, 2017.

Directors Guttridge/Fantz moved/seconded to authorize Manager Salzer to sign the contract with Mr. Nelson as amended. Motion carried unanimously.

- B. **Audit engagement letter** – Manager Salzer presented a letter of engagement from Richard Winkel, CPA. Once the letter is signed and returned, the accountant will begin the 2017 audit.

#### **EXECUTIVE SESSION**

At 4:33 p.m. on July 18, 2017 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City, Chair Becker called to order an Executive Session pursuant to ORS 192.660 (2)(f): "to consider information or records that are exempt by law from public inspection."

In addition to elected Board directors, Chair Becker asked Attorney Eakins, Staff Faucera, Staff Guttridge and Manager Salzer to remain, and excused other attendees. The regular board meeting was to reconvene in approximately 25 minutes.

At 4:58 pm, the regular Board Meeting of the Clackamas Soil and Water Conservation District reconvened.

Associate Director PK Melethil and guest Paula Gagnon arrived at 5:00 p.m.

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

- A. Milk Creek Streambank Stabilization Project** – Staff Faucera reported to the Board that the Milk Creek project is scheduled to be completed in late August or early September. Staff Reische is in the process of obtaining permits. Permits fees are going up and the staff will have to plan for them in the future.

Director Johnson noted that many agencies are funding their work through fees due to a lack of financial support from the State government.

Staff Faucera noted that there will be a preconstruction meeting with the cooperator, contractors, and neighbors in early August before the work begins.

Manager Salzer called the Board's attention to new wording in the landowner's cooperative agreement. There are clauses regarding prevailing party attorney fees and a reimbursement clause if the landowner cancels the project. The contract has been reviewed by legal counsel.

Directors Fantz/Guttridge moved/seconded to accept the cooperative agreement for the Milk Creek Streambank Stabilization and have Manager Salzer sign the agreement on behalf of the District.  
Motion carried unanimously.

## **6 – PERSONNEL**

No topics presented for discussion.

## **7 – BOARD/MANAGEMENT**

- A. Support for the North Willamette Research and Extension Center (NWREC) Harvest Dinner** – Staff Kilders presented a request from NWREC for support of their annual Harvest Dinner. Staff Kilders requested that the Board support NWREC at the Bronze level of \$250.00. This support level will include two complimentary tickets to the dinner.

Directors Lee/Zuber moved/seconded to support the NWREC Harvest Dinner at the \$250.00 Level.  
Motion carried as follows: Becker, Fantz, Guttridge, Lee, Nelson, and Zuber in Favor, Director Johnson abstaining as he serves on the NWREC Advisory Board.

- B. Proposed records retention schedule** – Staff Guttridge presented a seven page spreadsheet outlining records retention for the District. This schedule is built from the Oregon Secretary of State's 87 page Archive schedule. The records shown on the spreadsheet are those that pertain to Special Service Districts, general administration, employment, and finances. Staff Guttridge asked that the Board review the retention schedule and make a decision next month regarding possible adoption. Adopting the schedule will bring the District into compliance with State recommendations and protect the District and staff in regards to record requests.

- C. Manager's Report** – Manager Salzer reported that the last few weeks had been difficult and challenging as staff sought to finalize the Molalla River property acquisition. Staff Kilders reported on projects.

Staff Kilders reported that the Beneficial Insect Field day at the East Multnomah Farm Incubator had been well attended. Associate Director Melethil attended the event and commented that he and the other participants had a good time collecting and identifying bugs.

Staff attended the annual Lavender Festival at Liberty Natural Farm. The excessive heat that weekend kept the crowd size down.

Staff Kilders and Anna Rankin of the Pudding River Watershed Council developed and sent out a newsletter for landowners in our Oregon Department of Agriculture (ODA) focus area. This is an ongoing community outreach project in the Pudding River Watershed.

Staff Kilders also reported that the ODA biennial reports are almost completed.

## **8 – PROPERTIES & PLANNING**

- A. Conservation Resource Center Project** – Director Guttridge reported the wetlands report for the Beaver Creek farm had been corrected and sent back to the county. Guttridge had spoken with Tom Watton of 4Sight Consulting, and Mr. Watton let him know that they were working on the conditional use permit and that Mr. Fritzie is on vacation. Guttridge reported that the Natural Resource Conservation Service let Manager Salzer know that they would need approximately 2000 sq. feet of office space. This is larger than originally planned and will impact the District's space. The Board will have to make a decision regarding changes to the size of the building.

Manager Salzer reported that once the conditional use permit is in process with the county, the District will once again work with Special Districts Association of Oregon regarding funding for the building. This will allow the District to hire a Construction Project Manager to oversee the building of the Conservation Resource Center. The Districts lease at the Molalla Avenue property will be up in February of 2019.

- B. Molalla River Forest Corridor Project update** – Staff Faucera reported to the Board that the Molalla River Forest Corridor Project will not be proceeding. One owner has backed out the agreement. The window to conclude the project with Bonneville Power Administration is too short to proceed even if the owner were to change his mind. Faucera noted that the District spent considerable resources and staff time toward completing this project. Staff has learned a lot about the process and will be more prepared if the District chooses to pursue a similar project in the future.

Director Johnson complimented the staff on a great job, and commended them on the value and hard work that they put forth. Director Zuber noted that the staff should be proud of their efforts in this matter.

The reversal of position by one owner raises the question of trying to recover the public funds spent on this project.

Directors Johnson/Guttridge moved/seconded that the Board initiate a letter to all property owners relating to expenses and breach of contract of the purchase of the Molalla River Forest Corridor property; to be reviewed by the Board and legal counsel, for the purposes of recovering public funds invested to date in the project. Motion carried unanimously.

Director Johnson requested that staff investigate finding a litigation attorney as the District may need specific advice on this matter going forward. He noted that the District has an obligation to taxpayers to not be negligent in this matter.

## **9 – OTHER REPORTS**

- Guest Paula Gagnon was introduced. Ms. Gagnon owns a small farm in the Sandy Area and has worked for Nature Conservancy and the Wetlands Conservancy. She is interested in the District and how it works.
- Director Johnson reported that the Land Conservation and Development Commission would be meeting on July 27, 2017 to discuss Solar Facility siting and Non-Farm use applications on agricultural land.
- Director Zuber visited the Molalla Farmers Market last week. Zuber felt that there was the right mix of vendors and the market seems to be headed in the right direction.
- Director Fantz spoke to the Board regarding his recent trip to Cuba. Fantz noted that farmers in Cuba did not have access to modern equipment used in the U.S. and that many used horses and oxen in their fields. The country is still struggling to be self-sufficient. Due to the lack of modern chemicals, the bee populations in Cuba are very healthy at this time.

Getting back to the U.S. was rather exciting, and not easy. It required waiting several days due to the Coast Guard having computer problems.

- Associate Director Melethil enjoyed joining Staff Kilders at the Beneficial Insect Field Day. He noted that there was a lack of good, readily available information for identifying many insects.
- Staff Leininger reported that the WeedWise staff has been very busy with field work. Tansy Ragwort populations have exploded in the County and the District is fielding many calls regarding this invasive weed.

The Clackamas River Invasive Species Partnership (CRISP) met last week at the District Office and Leininger reported that most of the Memorandums of Understandings were signed. The staff is working hard on this project and there is a lot of exciting field work. CRISP coordinator Lindsey Karr has had her six-month review and is doing well.

- Staff Faucera introduced his assistant for the day, his daughter Elora.
- Staff Guttridge again reminded Board members that the Small Farms School registration was open and that they would have to complete their own registrations.
- Manager Salzer reported that his involvement with the National Conservation Districts Employees Association is driving home that Washington and Oregon have the most functional conservation delivery systems on the west coast. Clackamas Soil and Water is a leading light in this movement. It is a blessing to be working with this District.

***ADJOURN and NEXT MEETING-***

- The next Regular Board Meeting will be held Tuesday August 15, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:43 p.m.

Respectfully submitted,

Tami L. Guttridge  
Administrative Assistant

**Voucher Approval List**

**7/18/2017**

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Memo</b>	<b>Payment</b>
6/22/2017	7588	Carr Auto Group	Vehicle: 2015 Toyota Tacoma 06/17	28,769.00
6/27/2017	7589	Amber Fox	CSWCD: DOG-1418-004 06/2017	495.00 CGF
6/27/2017	7590	Ash Creek Forest Management, LLC	CSWCD: WW-2016-01 [2017-JL-04] 06/2017	5,868.64 CGF
6/27/2017	7591	BANR Enterprises LLC	CSWCD: SpDOG-1516-001 [Bal] 05/2017	15,501.11 CGF
6/27/2017	7592	CHICAGO TITLE COMPANY	CSWCD: Ernest Funds [Molalla River Prop] 06/2017 VOID	-
6/27/2017	7593	Clean Harbors Environmental Services	Inv 1001630233 & 1001851835	2,176.53
6/27/2017	7594	Diggin' Roots Farm	CSWCD: SpDOG-1317-001 06/2017	1,501.00 CGF
6/27/2017	7595	Elena Cronin Design	CSWCD: MOA-UGI-1517 06/2017	800.00 CGF
6/27/2017	7596	Fisher's Supply	Inv 84798, 85309, 85390, 85401, 85607	16,921.20 CGF
6/27/2017	7597	Integrated Resource Management	Inv 4266, 4267	22,612.06 CGF
6/27/2017	7598	Missouri Ridge Farm, LLC	CSWCD GPL-1617-001 Grant 06/2017	3,410.11 CGF
6/27/2017	7599	Nathan Tucker	Reimbursement: Fuel [Tacoma] 6/23/17	25.00
6/27/2017	7600	Native Ecosystems Northwest, LLC	CSWCD: WW-2016-07 [Garlic Mstrd] 06/2017	5,175.41 CGF
6/27/2017	7601	Pacific Office Automation	900-0175040-000	12.62
6/27/2017	7602	R Franco Restoration, Inc	Inv 2017#3, 2017#4 VOID	-
6/27/2017	7603	Schulz-Clearwater Sanitation, Inc.	Acct: 22279 Porta Unit [BvrCrk] 06/2017	120.50
6/27/2017	7604	Sound Native Plants Inc	Inv 117-62-A, 117-62-B	11,817.09 CGF
6/27/2017	7605	Todd Peterson	CSWCD: SpDOG-1516-001 [Reimb#200598] 06/2017	6,300.00 CGF
6/27/2017	7606	Tom Salzer	Reimbursement: Travel 06/2017	810.05
7/6/2017	7607	Oregon PERS	CSWCD: ER08043 06/2017	30.00
7/6/2017	7608	Pacific Office Automation	900-0175040-000	87.24
7/6/2017	7609	PGE	Acct: 0019-31171-4271634 06/2017	46.07
7/6/2017	7610	US Bank Voyager Fleet Sys	Acct: 869284679 06/2017	424.48
7/6/2017	7611	Verizon Wireless	Acct: 242017036-00001 06/2017	200.05
7/6/2017	1000	BCTelco	Acct: 10014515 07/2017	110.45
7/6/2017	1001	Comcast Business Internet	Acct: 8778 10230 0924690 07/2017	144.85
7/6/2017	1002	Clackamas Dept of Finance	CSWCD: EE Benefits 07/2017	21,334.47
7/6/2017	1003	Fulcrum Mobile Solutions, LLC	Acct: 4000-C06 [1yr] 07/2017	4,500.00
7/6/2017	1004	Allstream	Acct: 829514 07/2017	681.22
7/6/2017	1005	OC Properties, LLC	CSWCD RENT: 775-102-CU 07/2017	6,909.93



7/6/2017	1006	Oregon City Garbage, Inc	Acct: 57768000 [BVR CR] 07/2017	26.35
7/6/2017	1007	Sonitrol	Acct: 01SCLA01 07/2017	153.00
7/6/2017	1008	VOYA Financial	CSWCD: EE 457 Contributions PPE06302017; 07/2017	12,093.76

**Subtotal: 169,057.19**

7/10/2017	1009	OSU Extension	Adult Tractor Safety Course 07/2017	150.00
7/11/2017	1010	CRYSTALGREENS	CSWCD: Maint Svcs [BVRRCR] 07/2017	395.00
7/11/2017	1011	DAYWIRELESS	CSWCD: Coms [vehicle] PO:TRBOWEST KGON 1YR 2017-2018	2,832.00
7/11/2017	1012	PAMPLINMEDIAGROUP	ACCT: 11011518 2yrs [Canby Herold] 07/2017	50.00
7/11/2017	1013	SCHULZ-CLEARWATERSAN	ACCT: 22279 Porta Unit [BVRRCR] 07/2017	114.06
7/11/2017	1014	SPIRETECHNOLOGIESINC	ACCT: 5330-29 Support 07/2017	280.00
7/11/2017	7612	Chris Carberg	CSWCD: DOG-1618-001 06/2017	1,013.80
7/11/2017	7613	Clair Klock.	Reimbursement: Mileage 06/2017	77.06
7/11/2017	7614	Clark Conservation District	CSWCD: Contract Svcs [IGA-1617-001] 06/2017	93.00
7/11/2017	7615	Columbia Land Trust	CSWCD: CERT [Backyard Habitat 16/17] 06/2017	25,000.00
7/11/2017	7616	Coulter Printing, Inc.	Printing Services 06/2017	5,041.98
7/11/2017	7617	Donald Guttridge	Reimbursement: Travel [BoD] 06/2017	409.64
7/11/2017	7618	Eileen G. Eakins	CSWCD: Prof Svcs [Legal] 06/2017	4,200.00
7/11/2017	7619	H&R Engineering	CSWCD: Contracted Svcs [DOG-1517-004] 06/2017	1,496.57
7/11/2017	7620	Iseli Nursery	CSWCD: DOG-1516-004 06/2017	3,270.81
7/11/2017	7621	J Franco Reforestation, Inc	Contracted Services 06/2017	15,940.37
7/11/2017	7622	J. Frank Schmidt & Son Co.	CSWCD: DOG-1617-001 [Crystal Springs] 06/2017	50,000.00
7/11/2017	7623	James Holley	CSWCD: Contract Svcs [Turtle Habitat Survey] 06/2017	1,606.02
7/11/2017	7624	Jeffrey Nelson	CSWCD: Site Svcs [BVRRCR] 06/2017	4,889.18
7/11/2017	7625	Jillian Lamont & Associates	CSWCD: Prof Svcs [CATS] 06/2017	4,968.82
7/11/2017	7626	Joan Zuber	Reimbursement: Travel [Board] 06/2017	66.13
7/11/2017	7627	Johnson Creek Watershed Council	CSWCD: CREEK CARE MOA [Amd#5] 06/2017	6,013.81
7/11/2017	7628	Lindsey Karr	Reimbursement: Mileage 06/2017	28.61
7/11/2017	7629	Mt. Hood Community College	K# WW-2016-09 [Project YESS] 06/2017	3,450.00
7/11/2017	7630	Nicole Ahr	Reimbursement: Mileage 06/2017	180.64
7/11/2017	7631	R Franco Restoration, Inc	Contracted Services 06/2017	14,092.84
7/11/2017	7632	Scott Eden	Reimbursement: Mileage 06/2017	35.31
7/11/2017	7633	Sound Native Plants Inc	K# WW-2016-11 [GARLIC MUST] 06/2017	3,461.98

7/11/2017	7634	Spire Technologies, Inc.	Acct: 05330 06/2017	617.20	
7/11/2017	7635	The Gold Wrench	CSWCD: Vehicle Svcs [2015TOY] 06/2017	538.90	
7/11/2017	7636	Tom Salzer	Reimbursement: Mileage 06/2017	30.44	
7/11/2017	7637	Waterways Consulting, Inc.	K# 14-082B [PSC-1618-001 MLKCR] 06/2017	5,664.67	CGF
7/11/2017	7638	Scott Eden	Reimbursement: Mileage [connect 05/17] 06/2017	231.12	
7/11/2017	7639	H2Oregon	CSWCD: Water 06/2017	83.50	
7/11/2017	7640	Oregon City Signs	CSWCD: Vehicle Signage [2015TOY] 06/2017	153.33	
7/11/2017	7641	The Gold Wrench	CSWCD: Vehicle Svcs [2005Chev] 06/2017	1,798.40	
7/14/2017	7642	Anna Rankin	Contracted Services [Pudding River] 06/2017	1,972.21	
7/14/2017	7643	Ash Creek Forest Management LLC	CSWCD: WW-2016-01 06/2017	2,358.64	CGF
7/14/2017	7644	Converging Creeks LLC	Contracted Services [BVRCK] 06/2017	200.00	
7/14/2017	7645	Native Ecosystems Northwest LLC	Contracted Services Weed Wise	3,511.78	CGF
7/14/2017	7646	Wells Fargo	Credit Cards (2405,4870,9244)	7,690.47	
7/17/2017	1015	Department of Environmental Quality	Water Quality 401 Cert	985.00	CGF

**Subtotal: 174,993.29**

**Total: \$ 344,050.48**

Total Conservation Fund

226,754.89

Approved By Board:

Board Chair

Board Treasurer

*John J. Bell* 8/15/17  
*Roger H. Jones*