



**Approved Sept. 19, 2017**

## ***Clackamas SWCD Board Meeting Minutes for August 15, 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 (via Phone), Jackie Hammond-Williams

**Director Emeritus:** Mike Weinberg

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

**Partner:** Kim Galland

**Guests:** 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, August 15, 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.

**B. Public Comment** – No public comment was offered.

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

- Director Lee reported that the Oregon Association of Conservation Districts has put hiring a new Executive Director off until December.
- Director Johnson reported that he and Barbara Boyer from Yamhill Soil and Water Conservation District had provided testimony at the last Land Conservation and Development Commission meeting. The Commission responded favorably to arguments that commercial solar facilities should not be sited on high value farmland.
- Director Zuber stated that she would not be at the next scheduled board meeting in September.

- D. Partner Report** – Kim Galland reported that she had one more contract to complete for the last round of funding for high-tunnels. All but one of the applications she had for high-tunnels have been approved and funded. There will still be local funding for high tunnels in this fiscal year, and deadlines will probably be the third week in November and again in February. Galland did ask that if board or staff members knew of anyone interested in high tunnels that they encourage them to apply early and not wait until the deadline.

Interest in the Oak Conservation Implementation Strategy is picking up and Galland thanked district staff (Ahr, Eden, Reische) for getting this started. She expects to see oak restoration starting to take place this fall.

There is a current hiring freeze in place and no news regarding when it will be lifted.

- E. Manager's Report on Committees** – Manager Salzer reported that no committees had met during the month.

## **2 – MINUTES AND OLD BUSINESS**

- A. July 18, 2017 Regular Meeting Minutes** – Draft minutes from the July 18, 2017 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

## **3– MONTHLY FINANCIALS**

- A. Review and accept financial reports** – Staff Tucker provided reports from the new accounting system for the Board to review. The reports will require some customization and Tucker is in the process of moving information from QuickBooks to the new MIPs system. He is reviewing accounts with supervisory staff to correct any coding errors made in the QuickBooks system.

The Statement of Revenue and Expenditures is replacing the Profit and Loss report and it shows operational expenses. This will be more detailed in the coming months as Tucker gets the chart of account finalized.

Tucker also presented a cash balance report as of June 30, 2017. These are the reconciled bank balances that will be rolling forward.

Directors Fantz/Guttridge moved/seconded to approve the financial reports as presented. Motion carried unanimously.

- B. Expenditures** – Staff Tucker reviewed the August voucher list with the Board. Check numbers in the MIP system were numbered 1016 to 1060, with check numbers 1021 to 1033 voided due to printing errors. Check numbers from the QuickBooks System were numbered 7648 to 7657 with no breaks in the numbers. Checks totaled \$115, 525.86. Tucker noted that the Conservation Grant fund total this month was \$49,422.12, with all but one invoice for fiscal year 2016-2017.

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

Staff Tucker informed the board that one of the credit cards had been compromised. Wells Fargo contacted the district regarding fraudulent charges and replaced the credit card the next day. It is not known how the credit card number was obtained.

Tucker requested permission to process any outstanding 2016-2017 Conservation Grant Fund invoices with the beginning of the month check run in September. The Board had no objections.

#### **4 – OTHER FINANCIALS -**

- A. Updated check signing policy** – Manager Salzer noted that in September of 2015, the Board authorized the General Manager to be a secondary qualified check signer in the event that a second, qualified elected board director signer could not be reached when necessary. This has evolved, with the General Manager being approached more often than expected to sign checks. All disbursements are reviewed by the Board each month, and at least one Board member reviews and signs each check before it is issued. The General Manager cannot create system-generated checks, and the Financial Administrator cannot sign checks. To enter, print, and sign a check there must be cooperation between three entities: General Manager, Financial Administrator, and a Board director who is an account signer. Manager Salzer has reviewed the policy with the Finance Committee, and with their approval, recommends that the policy be amended to designate the manager as a qualified check signer.

Directors Fantz/Zuber moved/seconded to update the policy as follows: authorize the General Manager to be a qualified check signer. Motion carried unanimously.

- B. Update on the Letter to Molalla River Forest Corridor landowners** – Manager Salzer presented the draft letter regarding the alleged breach of contract and a spreadsheet detailing the expenses incurred by the District to receive the grant funds to purchase the Molalla River Forest Corridor property. This letter has been reviewed by legal counsel and is provided for the Board's review. The purpose of the letter is to recover public funds invested to date in the project. This letter will be sent to all landowners involved with the project.
- C. Update on Abila MIP fund accounting system** – Staff Tucker reported that he is in the process of finalizing project codes and policies for the new system. When the system is fully operational it will allow for clear fund tracking, budget comparisons, and other reporting. Tucker stated he had good support from the Abila service staff and has worked with this system for over ten years. It takes time to build the account codes and fine tune requested reports.

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

- A. Calcagno heavy use area improvement, phase 1** – Staff Eden presented a proposal for the installation of a heavy use area between Foster Creek and its tributary that drain into the Clackamas River. The property owners operate a horse rescue which currently maintains 26 horses on a 24-acre parcel. The District proposes the construction of eight heavy use areas as individual runs, amounting to 12,750 square feet and 800 lineal feet of fencing. The conservation planner finds this is necessary to adequately contain the animals during the wet winter months. The conservation benefit will be the reduction of soil erosion leading to less sediment delivery and nutrient loading to Foster Creek. The property owners have installed gutters on the barn to direct excess water away from the area and are in the process of exporting manure compost off the property. Staff is asking for Board approval to provide an \$18,000 grant on a 50/50 cost share project, and the approval to authorize a matching loan if the cooperator requests it. The total project cost is projected to be \$35,587.00.

Directors Zuber/Guttridge moved/seconded to authorize the General Manager to commit up to \$18,000 in grant funds for the Calcagno Heavy Use Area Improvements, and authorize the commitment of up to \$18,000 in loan funds for the same. The motion passed as follows: Directors

Becker, Fantz, Guttridge, Lee, Nelson, and Zuber in favor, Director Johnson abstaining due to ODA enforcement activity.

- B. Septic System Repair Loan Program update** – Staff Rains presented the forms that will be used for the septic system repair loan program. The forms will be used to determine eligibility and apply for the loan. The District will pay contractors from the approved list directly, and loans will not be made unless permits have been obtained from the county. All landowners must sign the application. Contractors will be paid when the county has approved the work and lien paperwork has been filed.

## **6 – PERSONNEL**

- A. Medical Insurance opt-out policy review** – Manager Salzer reported that staff is working on a report for the September Board meeting to show how much the district saved in the medical insurance opt-out program. This information will be presented to the board per the request that this policy be reviewed in September 2017.

## **7 – BOARD/MANAGEMENT**

- A. Records retention schedule approval request** – Staff Guttridge asked the Board if they had any questions regarding the seven-page spreadsheet outlining records retention requirements for the District. The schedule was presented at the last board meeting. It 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 finance. Staff Guttridge asked the Board to adopt the schedule pending changes to items that need clarification. Directors Zuber/Lee moved/seconded to adopt the records retention schedule as presented, with pending items to be approved at a later date. Motion carried unanimously.
- B. Personal Protective Equipment Policy** – Manager Salzer reported that when Special Districts Insurance Services (SDIS) did their risk assessment this year, they recommended that the District needed to put in place a Personal Protective Equipment Policy. Manager Salzer has drafted a policy for the Employee Handbook. The policy has been reviewed by SDIS and legal counsel. The Health and Safety Committee has yet to review the policy. Director Lee noted that there needs to be a clause for water safety in the policy. When the Health and Safety committee has had an opportunity to review the policy, it will return to the Board for approval.

## **8 – PROPERTIES & PLANNING**

- A. Conservation Resource Center Project** – Director Guttridge reported that he had contacted 4Sight Consulting regarding the Conditional Use Permit earlier in the day, but had not received a reply. He reported that his sister-in-law had been reviewing the application for 4Sight and he hoped to have an answer by the end of the week regarding the application submittal.
- B. Molalla River Forest Corridor Project update** – There is no further news regarding this project at this time.

## **9 – OTHER REPORTS**

- Associate Director Melethil enjoyed Staff McQueeney's post on puncture vine. He noted that the plant was used in Chinese medicine and wondered if someone was cultivating it locally.

Staff Leininger stated that it is a Class B noxious weed so it would not be legal to cultivate, but it is prevalent in Eastern Oregon. The one known location of the weed was at the Clackamas County Fairgrounds. Staff Leininger found it in the parking lot and made sure all of the plants were pulled.

- Director Nelson will be at the Far West show next week.
- Director Johnson will not be at the September meeting due to a conflict.
- Associate Director Hammond-Williams reported that the Oregon City Farmers Market was doing well. Out of 50 vendors, 20 are agricultural producers and 16 of them are farmers in Clackamas County. They have signed up four new startups in the past two years and they are doing well. She thanked the District for their continuing support of the Market.

Hammond-Williams also discussed the manure problems in Clackamas County. She noted that many crop farmers do not want to use manure as a fertilizer due to herbicide residues that can build up in the manure. Staff recommends that anyone wanting to use manure compost should have it tested before using.

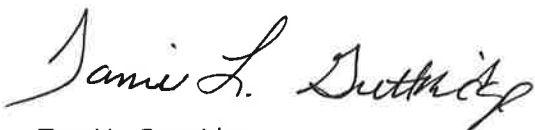
- Guest Gagnon wondered if the District would be able to provide a list of possible places that someone could have manure tested.
- Staff Kilders invited everyone to stop by the District's booth at the County Fair and see the new soil tunnel.
- Manager Salzer expressed his sympathy to Staff Jason Faucera and his family. Staff Faucera's father-in-law passed away unexpectedly on Sunday. Manager Salzer also let the Board know that a celebration of life would be held on September 10 for Anne Oberg, the wife of past District Board Director Ron Oberg, who passed away on July 25, 2017.
- Chair Becker will be contacting Ron Oberg to see if he would be willing to serve the District as a Director Emeritus.

Chair Becker also reported that he was asked to drain the pool at Lewis & Clark College where he works. The pool contains 60,000 gallons of water; he calculated that the pool held enough water to flush a toilet 12,000 times, and it would take about six-and-a-half years to flush all the water. Becker drained the pool by using the water to irrigate the lawns at the college campus.

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

- The next Regular Board Meeting will be held Tuesday September 19, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:45 p.m.

Respectfully submitted,



Tami L. Guttridge  
Administrative Assistant

Voucher Approval List

8/15/2017

Date	Number	Payee	Memo	Payment
8/2/2017	1016	BCTelco	Acct: 10014515 [BVRCK] 08/2017	110.45
8/2/2017	1017	Comcast Business Internet	Acct: 8778 10230 0924690 7/14/17	144.85
8/2/2017	1018	Coulter Printing, Inc	CSWCD: Printing Svcs 07/2017	507.00
8/2/2017	1019	Crystal Greens Landscape, Inc	CSWCD: Landscape Svcs [BVRCK] 07/2017	1,950.00
8/2/2017	1020	Clackamas Dept of Finance	CSWCD: EMP Benefits 08/2017	22,630.07
8/2/2017	1034	Allstream	Acct: 829514 [BVRCK] 07/2017	686.01
8/2/2017	1035	OC Properties, LLC	CSWCD: RENT 775-102-CU 08/2017	6,909.93
8/2/2017	1036	OSU FOUNDATION	CSWCD: Sponsorship: Harvest Dinner 2017	250.00
8/2/2017	1037	Pacific Office Automation	Acct: 10ZN06 [Copies] 07/2017	63.32
8/2/2017	1037	Pacific Office Automation	K#900-0266949 PO100-0417 07/2017	147.66
8/2/2017	1038	PGE	Acct: 0019 31171 4271634 07/2017	50.18
8/2/2017	1039	Anna Rankin	CSWCD: Prof Svcs [Rock Creek] 07/2017	300.00
8/2/2017	1040	Thomas Salzer	Reimbursement: Mileage 07/2017	154.62
8/2/2017	1041	Schulz-Clearwater Sanitation, Inc	Acct: 22279 Porta Unit [BVRCK] 07/2017	85.87
8/2/2017	1042	Sonitrol	Acct: 01SCLA01 [BVRCK] 08/2017	153.00
8/2/2017	1043	Special Districts Insurance Services	Acct: 34810 [Ord13905-17BTPDX/EVENT] 07/2017	150.00
8/2/2017	1044	The Gold Wrench	CSWCD: Rpr Svcs [2005 CHEV] 07/2017	228.20
8/2/2017	1045	US Bank Voyager Fleet Systems	Acct: 86928-4679 07/2017	276.18
8/2/2017	1046	Verizon Wireless	Acct: 242017036-00001 07/2017	200.05
8/2/2017	1047	VOYA Financial	CSWCD: 457b EE/ER Contributions PPE07312017: 08/2017	9,448.99
8/2/2017	1048	Working With Yoga	CSWCD: Yoga for Employees 07/17-09/17	180.00
8/2/2017	7647	Klein & Associates, Inc.	CSWCD: Survey Svcs [Molalla River] 06/2017	1,230.00
8/2/2017	7648	Sarah Hamilton	Reimbursement: Mileage [Bal Due 02/17] 08/2017	119.84
8/2/2017	7649	Spatial Networks, Inc.	Acct: 4000-C06 [Add'l Users] 3/17-05/17	408.10
8/2/2017	7650	The Bookkeeping Collaborative, LLC	CSWCD: Contract Svcs 06/2017	225.00
8/2/2017	7651	BeaverLake Nursery	CSWCD: Supplies [Plants] 05/2017	10.90

Subtotal: 46,620.22

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8/11/2017	7652	Cathy McQueenev	Reimbursement: Travel 06/2017	74.07
8/11/2017	7653	Clackamas River Basin Council	CSWCD-WW: CRBC-MOA-CRISP 06/2017	3,609.15
8/11/2017	7654	Integrated Resource Management	WW-2016-03 [WW-JL-2017-01] Spray 06/2017	15,243.21 CGF
8/11/2017	7655	Native Ecosystems Northwest, LLC	WW-2016-07 [Garlic Mustard] 06/2017	3,316.88 CGF
8/11/2017	7656	Pacific Crest Consulting, LLC	CSWCD:WW-2016-08 Garlic Mustard 06/2017	24,472.50 CGF
8/11/2017	7657	Padmanabhan K Melethil	Reimbursement: Mileage 06/2017	48.69
8/11/2017	1049	Ash Creek Forest Management, LLC	Svcs-WW-2016-01: Hawkweed [WW-SH-2016-10-02] 07/2017	5,039.53 CGF
8/11/2017	1050	Crystal Greens Landscape, Inc	CSWCD: Landscape Svcs [BVRCRK] 08/2017	395.00
8/11/2017	1051	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 07/2017	4,080.00
8/11/2017	1052	H2Oregon	Acct: 21948 H/C Rent 07/2017	12.00
8/11/2017	1052	H2Oregon	Acct: 21948 Water 07/2017	47.60
8/11/2017	1053	Jeffrey Nelson	CSWCD: Maint Svcs [BVRCRK] 07/2017	5,741.78
8/11/2017	1053	Jeffrey Nelson	CSWCD: Maint Svcs [BVRCRK] 08/2017	950.00
8/11/2017	1054	Oregon City Garbage, Inc	Acct: 57768000 [BVRCRK] 08/2017	26.35
8/11/2017	1055	Oregon City Signs	CSWCD: Farmer's Mkt Signs 07/2017	176.03
8/11/2017	1056	David Peter	CSWCD: DOG-1417-007 07/2017	1,350.00 CGF
8/11/2017	1057	Spire Technologies, Inc	Acct: 5330 Cloud Stor/Support 08/2017	430.00
8/11/2017	1058	Wells Fargo Business Elite	ACCT: 5569-1990-0018-1208 LK 8/3/2017	1,553.25
8/11/2017	1059	Wells Fargo Business Elite	ACCT: 5569-1990-0017-2405 TS 8/3/2017	2,307.68
8/11/2017	1060	Wells Fargo Business Elite	ACCT: 5569-1960-0007-4870 JF 8/3/2017	41.92

one check  
 359.60  
 3 pay A  
 66

Subtotal: 68,915.64

Total Conservation Fund  
 Total: \$ 115,535.86  
 49,422.12

Approved By Board:

Board Chair

Board Treasurer

