



Approved February 21, 2017

Clackamas SWCD Board Meeting Minutes for January 24, 2017

Present:

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

Associate Directors: Jim Toops

Staff: Tami Guttridge, Lisa Kilders, Clair Klock (via phone) Eann Rains, Tom Salzer, Nathan Tucker

Partners: Kim Galland (NRCS)

Guest: Steve Amick

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 4:10 p.m., Tuesday, January 24, 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. Oath of Office – Article XV, Section 3 of the Oregon Constitution provides that "[E]very person elected or appointed to any office under this Constitution shall, before entering on the duties thereof, take an oath or affirmation to support the Constitution of the United States, and of this State, and also an oath of office."

Vice Chair Jesse Nelson administered the oath of office to Board Chair Jeff Becker. After being sworn in, Chair Becker administered the oath of office to Board members Jim Johnson and Jan Lee.

C. Public Comment – Clair Klock (via phone), as a member of the public, requested that the Clackamas Soil and Water Conservation District (CSWCD) opt out of the class action lawsuit filed by Linn County. He noted that Clatsop County has opted out, even though they stood to gain 34 percent of the settlement if the suit was successful.

D. Director Reports

- Director Johnson reported on Senate Bill (SB) 186 which validates land use designations adopted by Metro and counties within Metro, with exceptions. The bill designates certain lands in Washington County as urban reserve land. The Clackamas County Board of Commissioners will be meeting with the Oregon Department of Agriculture (ODA) and the Land Conservation and Development Commission to discuss the expansion of the urban growth boundary into the Stafford Area.

Johnson also recommended that the District invite the new ODA director on a tour, as soon as possible before her schedule fills.

Director Johnson noted that he and staff McQueeney will be attending the Urban Ecological and Conservation Symposium in February.

- Director Lee held her report on the Basin meeting for later in the meeting. She will send a copy of the report to Manager Salzer.
- Director Guttridge invited the Directors to attend the Lower Willamette Basin meeting, on Wednesday January 25, 2017, in the Districts conference room. He also reminded Directors to register now if they are interested in attending Tree School.

- Chair Becker noted that the bad winter weather caused delivery shortages in the local food economy.

Becker pointed out that the Working Lands committee now has a quorum of directors with the election of Jim Johnson to the Board. Chair Becker will remove himself from the committee.

D. Manager’s Report on Committees

- The Building Committee met with the architect on Friday, January 20, 2017. Director Guttridge will have a report later in the meeting.
- The Finance Committee met at 3:30 p.m. before the Board meeting. They discussed:
 - Converting from QuickBooks to new MIPS accounting software
 - Role of the contract bookkeeper in the future
 - Rewording the Recurring Expense resolution
 - Tiered loan interest for our loan programs
 - Possible change of banks

The committee made recommendations to the Manager that new accounting software be purchased and run in conjunction with QuickBooks and that the contract bookkeeper be phased out.

2 – MINUTES AND OLD BUSINESS

A. December 20, 2016 Annual Meeting Minutes – Draft minutes from the December 20, 2016 Annual Meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Nelson moved/seconded to accept the minutes as presented. Motion carried as follows: Directors Becker, Fantz, Guttridge, Lee, Nelson, and Zuber in favor, Director Johnson abstained as he was not a Board member at the December meeting.

- B. December 20, 2016 Regular Board Meeting Minutes** – Draft minutes from the December 20, 2016 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 as follows: Directors Becker, Fantz, Guttridge, Lee, Nelson, and Zuber in favor, Director Johnson abstained as he was not a Board member at the December meeting.

3 – MONTHLY FINANCIALS

- A. Review and accept financial reports** – Staff Tucker presented the December 2016 Balance Sheet. Tucker reported to the Board that there had been little activity during December.

Tucker reported that the current DEQ loan has a balance of \$146,000, and the first payment will be due later this year. Payments of \$128,000 have been collected on the current loan and \$113,000 is owed.

Staff Tucker pointed out the Oregon Department of Revenue line on the balance sheet. This is a payment for employer-owned tax to Tri-Met. Due to a miscommunication with Wells Fargo this tax was not collected for all employees. Tucker calculated taxes owed back to 2013. He contacted the Department of Revenue about the underpayment. He is hopeful there will be no penalty.

The District is halfway through the fiscal year. So far, income is lagging at 35%, due to budgeted loan income for the Conservation Resource Center that has not been received.

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

- B. Approve expenditures** – Staff Tucker presented the January voucher list for approval. January vouchers totaled \$223,573.62 on check numbers 7257 through 7311. These check numbers are in a continuous sequence. Staff Tucker noted that conservation grant fund checks totaled \$36,455.69, and \$95,000 was for watershed council support grants.

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

4 – OTHER FINANCIALS

- A. Resolution 2017-001 to accept Loan agreement R22407 with the Oregon Department of Environmental Quality for Conservation Loan Program** – Staff Rains presented and read Resolution #2017-001. A public hearing on the loan was held before the regular board meeting. The funding is for the implementation of a local loan program to cooperators for conservation projects.

Directors Guttridge/Lee moved/seconded moved to approve resolution 2017-001 - To authorize CSWCD to enter into loan agreement R22407 with Oregon Department of Environmental Quality (DEQ). Motion carried unanimously.

- B. Resolution 2017-002** – Staff Rains presented Resolution #2017-002 requesting the Board to approve a request-for-qualifications (RFQ) process for establishing a list of qualified septic system repair contractors who agree to comply with the Districts requirements. This list will be provided to

participants in the DEQ Septic Repair/Replacement Loan that the District entered into in December of 2016.

Director Lee/Guttridge moved/seconded to approve resolution 2017-002 - Authorizing Prequalification of Septic System Installation Contractors to provide repair services under the Residential Septic System Repair Loan program. Motion carried unanimously.

C. **Approve 2017-2018 Budget Calendar** – Staff Rains presented the proposed 2017-2018 budget calendar. Rains reviewed dates and asked that the Board contact her if any dates needed to be changed. No action was taken by the Board. The calendar will be brought back to the Board at the February 2017 board meeting, allowing the budget committee members to review budget meeting dates.

D. **Purchase of used light truck for WeedWise** – Manager Salzer asked that the Board authorize the purchase of a used Toyota Tacoma crew cab pick-up for the WeedWise program. A maximum cost of \$33,000 is appropriated in the adopted budget.

Director Guttridge/Fantz moved/seconded to authorize the Manager to purchase a used vehicle for the WeedWise program, not to exceed \$33,000. Motion carried unanimously.

E. **Modifying the Conservation Activity Tracking System (CATS) contract to cover database integration costs** – Manager Salzer asked the Board to authorize an amendment of the District's contract for work on the CATS database integration. Manager Salzer explained that the database allows planners to better track workload and develop plans and reports for cooperators and other staff members.

Directors Zuber/Guttridge moved/seconded to authorize the Manager to amend the contract for modifying the Conservation Activity Tracking System, not to exceed \$20,000 this fiscal year. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

A. **Pudding River Farm acquisition** – Manager Salzer reported to the Board that he had contacted the Willamette Wildlife Mitigation Program (WWMP) managers regarding the Pudding River Property. The WWMP is only interested in the riparian area along the river, and not the working farm land. The project would only be considered for a WWMP Grant if the property were split and only the riparian property was submitted for the grant. The owner is not interested in this option.

Salzer also contacted the Confederated Tribes of the Warm Springs and the Siletz Indian Tribes regarding partnering on this project. The Tribes, while interested in the project were not willing to sponsor it at this time.

Although the Board feels strongly that this is the type of farmland property that the District wants to protect in the Working Lands program, there are not sufficient resources or time to pursue the acquisition at this time.

Directors Guttridge/Nelson moved/seconded not to spend time or resources on this project during this grant cycle. Motion carried unanimously.

6 – PERSONNEL

A. **Wage adjustment for one employee** – Manager Salzer reported that Conservation Specialist Matt Van Wey will reach his six-month anniversary in February. Manager Salzer plans to convert staff Van Wey to a

regular full-time employee effective March 1, 2017. Salzer proposed that the District award staff Van Wey a 5% increase, bringing his wage from \$27.00 to \$28.35/hour.

Directors Fantz/Nelson moved/seconded to authorize the Manager to increase the wage rate for Matt Van Wey to \$28.35/hour effective March 1, 2017. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. Linn County Lawsuit** – Director Zuber gave an overview of the lawsuit filed by Linn County seeking 1.4 billion dollars from the State of Oregon for breach of contract regarding the management of state forest lands for optimum revenue. Director Zuber asked Director Guttridge if the District had ever received monies directly from forest harvest on state managed lands. Director Guttridge said “no,” that the District would only receive those monies as a pass-through from the county. Further discussion resulted in the conclusion that opting out of the suit was in the best interest of the District. This lawsuit does not coincide with the Districts mission regarding land use.

Directors Guttridge/Fantz moved/seconded that the Clackamas Soil and Water Conservation District opt-out of the class action lawsuit filed by Linn County, authorize Manager Salzer to draft a letter to that effect, and authorize Chair Becker to sign the letter for the District. Motion carried unanimously.

- B. Inviting new Oregon Department of Agriculture Director for a District Tour** – Manager Salzer would like to involve East Multnomah in a multi-county tour for the new Director. Manager Salzer suggested the Haushalter project on Milk Creek, and J. Frank Schmidt & Sons as projects in Clackamas. He has not contacted the cooperators or East Multnomah SWCD at this time. Director Johnson recommended the District contact the new Director to get on her schedule as soon as possible.

Directors Fantz/Guttridge moved/seconded to authorize the Manger to work with one or more neighboring soil and water conservation districts to provide a tour to the new ODA director. Motion carried unanimously.

- C. Manager’s Report** – Manager Salzer asked Staff Kilders to report to the Board. Staff Kilders reminded the Board about the upcoming Tree School, she also asked if there were any Board members interested in attending the training at the CONNECT conference in May. Directors Lee and Zuber asked that they be added to the CONNECT conference list and for room reservations to be made for them.

8 - PROPERTIES & PLANNING

- A. Conservation Resource Center Project (update)** – Director Guttridge reported that the Building Committee met with the architect on Friday, January 20. New drawings were presented for the Board to review, and Director Guttridge explained two options for the siting of building. The architect has engaged a traffic control engineer to speak with the County regarding access to and from Beavercreek Road versus access from Ferguson Road. The Board reviewed the current floor plan and discussed what information was needed to move forward with the conditional use permit.
- B. Molalla Forest River Corridor Project (update)** – Manager Salzer reported that the Yellow Book appraisal is nearly completed, and still on schedule for a January 31 completion. If Bonneville Power Administration accepts the appraisal, then the District can make an offer to the landowners.

9 – OTHER REPORTS

A. Partner reports – Kim Galland, Natural Resources Conservation Services (NRCS) reported that she met with the Clackamas Local Work Group on January 19, 2017. They decided that restoration of oak savannahs be a focal point for funding next year. The Environmental Quality Incentives Program deadline is February 17th, and the next deadline will be in November. NRCS has approximately \$7,500 available for soil health projects and \$10,000 for forestry.

B. Public and Director Comments

- Staff Tucker thanked the board for moving forward with the approval to purchase new accounting software to better serve the District.
- Citizen Steven Amick thanked the Board for the District's hard work, and for opting out of the Linn County lawsuit.
- Director Zuber was also appreciative of the District for opting out of the lawsuit.
- Director Guttridge reported that there would be an election of officers at the Oregon Association of Conservation Districts (OACD) at the CONNECT conference. Brian Lightcap of West Multnomah SWCD has expressed interest in the office of president of OACD.
- Director Lee stated that there is a nominating committee for the OACD elections.
- Manager Salzer stated that he has occasionally been inspired by negative examples. Recently he was put on hold with very loud music for quite a while, only to discover he had been given an incorrect phone number, he was transferred and again subjected to loud music, another wrong number and a second transfer. He is happy to report that this does not happen in the Clackamas SWDC office.
- Staff Klock reported he was attending the Oregon Water Enhancement Board meeting, doing research on legislative matters, and helping staff.

ADJOURN and NEXT MEETING-

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

There being no further business, Chair Becker adjourned the meeting at 6:08 p.m.

Respectfully submitted,


Tami L. Guttridge

Voucher Approval List 01/10/2017

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

BCT	Monthly Phone Services at Farm	7257	1/4/2017	\$ 110.76
Clackamas Dept of Finance	Employee Health Benefits	7258	1/4/2017	\$ 19,804.74
Comcast	Monthly Internet Services for District Office	7259	1/4/2017	\$ 144.85
Integra Telecom	Monthly Phone and Internet at District Office	7260	1/4/2017	\$ 675.13
OC Properties, LLC	Monthly Lease \$6,786.82 and Operating Exp \$123.11 (incl. \$50 credit)	7261	1/4/2017	\$ 6,859.93
Oregon City Garbage Co., Inc.	Monthly trash and recycling at Beavercreek Farm	7262	1/4/2017	\$ 26.35
Pacific Office Automation	Monthly Photocopying charge	7263	1/4/2017	\$ 311.33
PGE	Monthly Power at Farm	7264	1/4/2017	\$ 274.17
Voyager Fleet Systems Inc	Fuel for District Vehicles	7265	1/4/2017	\$ 137.62
Verizon Wireless	Monthly Roaming Broadband for iPads	7266	1/4/2017	\$ 201.40
Forests Forever	Tree School 2017 Platinum Sponsor	7267	1/4/2017	\$ 1,000.00
CGF Clackamas River Basin Council	Watershed Council Support Grant, FY 16-17	7268	1/4/2017	\$ 14,500.00
CGF Greater Oregon City Watershed Council	Watershed Council Support Grant, FY 16-17	7269	1/4/2017	\$ 8,000.00
CGF Johnson Creek Watershed Council	Watershed Council Support Grant, FY 16-17	7270	1/4/2017	\$ 9,500.00
CGF Molalla River Watch	Watershed Council Support Grant, FY 16-17	7271	1/4/2017	\$ 15,500.00
CGF N. Clackamas Urban Watershed Council	Watershed Council Support Grant, FY 16-17	7272	1/4/2017	\$ 12,000.00
CGF Oswego Lake Watershed Council	Watershed Council Support Grant, FY 16-17	7273	1/4/2017	\$ 6,500.00
CGF Pudding River Watershed Council	Watershed Council Support Grant, FY 16-17	7274	1/4/2017	\$ 20,000.00
CGF Tryon Creek Watershed Council	Watershed Council Support Grant, FY 16-17	7275	1/4/2017	\$ 6,000.00
CGF Tualatin River Watershed Council	Watershed Council Support Grant, FY 16-17	7276	1/4/2017	\$ 3,000.00

VOYA-State of Oregon Plan

Approved By Board:

PR Liabilities - Retirement

Board Chair

Board Treasurer



1/4/2017 \$ 8,827.85

Subtotal \$ 133,374.13

Board Approved Expenses:

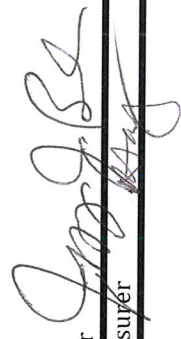
Associated Land Surveyors, Inc.	Survey work on Beavercreek project site	7278	1/10/2017	\$ 9,000.00
Buel's Impressions Printing	CWMA Pull Together Agendas	7279	1/10/2017	\$ 195.00
CGF Calcagno Equestrian Center	Water Quality grant	7280	1/10/2017	\$ 1,435.00
Clark Conservation District	Consulting per IGA	7281	1/10/2017	\$ 468.86
CGF Clearwater Irrigation Supply	Irrigation project grant	7282	1/10/2017	\$ 22,440.68
Coulter Printing, Inc.	Annual Report copies	7283	1/10/2017	\$ 138.00
Crystal Greens Landscape, Inc.	Monthly maintenance and field mow at Farm	7284	1/10/2017	\$ 395.00

CGF Darleen t...y Vaterhaus	7285	Payment on DOG project	1/10/2017	\$	660.00
CGF David Peter	7286	Payment on DOG project	1/10/2017	\$	1,074.43
Department of Environmental Quality	7287	Pesticide License Renewal	1/10/2017	\$	557.00
Eileen Eakins, LLC	7288	Variety of legal consultations	1/10/2017	\$	600.00
CGF Friends of Trees	7289	Payment on PSC project	1/10/2017	\$	1,401.26
H2Oregon	7290	Water for Office	1/10/2017	\$	66.50
Jeffrey Nelson	7291	Contracted services - Repairs to Beaver creek site Barn	1/10/2017	\$	851.22
Jillian Lamont & Associates	7292	Work on CATS software	1/10/2017	\$	5,002.53
Kasters Kustom Kutting, Inc.	7293	Lumber for Beaver creek barn repairs	1/10/2017	\$	568.72
Klein & Associates, Inc.	7294	Molalla River Property survey	1/10/2017	\$	14,925.00
Oregon Department of Revenue	7295	Adjustment in Tri-Met tax calculation, 2013-2016	1/10/2017	\$	6,251.06
Oregon Government Ethics Commission	7296	Annual dues	1/10/2017	\$	396.10
Pamplin Media Group	7297	Renewal of West Linn Tidings subscription - one year	1/10/2017	\$	39.00
Powell Minuteman Press	7298	Business card printing	1/10/2017	\$	110.00
CGF Sound Native Plants Inc.	7299	Dump fees and other billings	1/10/2017	\$	1,094.32
Special Districts Insurance Services	7300	Liability Insurance - annual premium	1/10/2017	\$	7,522.00
Spire Technologies, Inc.	7301	Monthly service fees	1/10/2017	\$	280.00
CGF Springwater Environmental Sciences School	7302	Grant for Bluebird Habitat project	1/10/2017	\$	850.00
The Bookkeeping Collaborative, LLC	7303	December contract work	1/10/2017	\$	637.50
Tyler Woods Appraisal Svcs LLC	7304	Appraisal of Molalla River property	1/10/2017	\$	1,200.00
Donald Guttridge	7305	December Expense Reimbursement	1/10/2017	\$	85.06
Jeff Lesh	7306	December Expense Reimbursement	1/10/2017	\$	300.05
Jenne Reische	7307	December Expense Reimbursement	1/10/2017	\$	100.98
Joan Zuber	7308	December Expense Reimbursement	1/10/2017	\$	97.56
<i>Wells Fargo Credit Cards</i>		<i>Estimated Payment for December charges</i>	<i>Not to exceed</i>		<i>6,000.00</i>
Total Conservation Grant Fund				Subtotal \$	84,742.83

28,955.69

Total Month's Payments \$ 218,116.96

Approved By Board:



Board Chair
Board Treasurer

Clackamas Soil and Water Conservation District

1/19/17 1:53 PM

Register: Wells Fargo Checking-0144

From 01/19/17 through 01/19/17

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/19/17	7309	James Toops	Accounts Payable	CSWCD: GPL-1517-0...	7,500.00		13,042.04
01/19/17	7310	Sonitrol Pacific	Accounts Payable	Acct: 01SCLA01 Mon...	153.00		12,889.04
01/19/17	7311	Wells Fargo	Accounts Payable		3,803.66		9,085.38

Handwritten signatures: James Toops and another individual.