



Approved June 20, 2017

Clackamas SWCD Board Meeting Minutes for May 23, 2017

Present:

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

Associate Directors: Jackie Hammond-Williams, Jim Toops

Director Emeritus: Mike Weinberg

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

Partners: Kim Galland (NRCS)

Guest: Scott Gustafson

Absent: 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 4:08 p.m., Tuesday, May 23, 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 – No public comments were given.

C. Director Reports

- Director Lee delivered a certificate of appreciation from the Clackamas River Basin Council (CRBC). The certificate was presented at the CRBC's Annual Watershed Celebration. Lee also presented a print of a salmon that can be purchased from the CRBC to post along streams where projects to improve salmon habitat are being done.
- Director Emeritus Weinberg spoke about the CONNECT conference and that he had attended the workshop on how to campaign for a tax base. He wanted to see what the professionals would do in a campaign. Weinberg believes that districts without a large urban base will have a harder time paying for a consultant to run a tax base campaign. He also noted that the counties with small populations do not generate large tax bases.
- Associate Director Hammond-Williams is delighted that the district will be at the Farmers Market in Oregon City on Saturday May 27, with the native plant trailer. The market is losing one of their active farmers, as he is unable to procure enough land to farm profitably due to the high cost of farm land.

D. Partner Reports – Kim Galland of the Natural Resources Conservation Service (NRCS) spoke about attending the CONNECT conference. District Conservationists from around the state attended a breakout session regarding upcoming changes in their organization.

Galland spoke to the Board about updates to the planner certification program, staff that want to take advantage of this certification opportunity have until June 5, 2017 to sign-up. Once planners are signed up, they can attend webinars and workshops as well as formal classroom trainings, and may be able to access AgLearn from the National Employee Development Center. Planners-in-training will have three years to complete the program.

Galland also reported that requests for high tunnels are up; however there is a lack of funding. Galland will be exploring possibility of moving funds from soil health, to provide funding for the high tunnel contracts.

Galland wanted the Board to know that District staff is great to work with and have been very supportive.

E. Manager's Report on Committees – Manager Salzer reported that the Finance Committee had been given information regarding insurance coverage and our insurance agent was here to give the entire board that information. Salzer also noted that Director Guttridge would be making a report later in the meeting regarding the Conservation Resource Center.

Chair Becker turned the meeting over to Scott Gustafson from the Special Districts Insurance Services (SDIS) at this time. Mr. Gustafson spoke to the Board regarding a gap in insurance coverage between the policies provided by the Department of Administrative Services (DAS) and SDIS. The District has decided to purchase first dollar coverage from SDIS to cover the \$385,000 gap in property damage liability and this will result in an increased cost to the District, but more protection overall.

Director Zuber arrived at 4:30.

2 – MINUTES AND OLD BUSINESS

- A. **April 18, 2017 Regular Board Meeting Minutes** – Draft minutes from the April 18, 2017 Regular Board Meeting were presented. The Board Secretary has reviewed the draft minutes, and asked that a correction be made under Section 8 Properties and Planning, item E - Farm Use Policy. Guttridge asked to change the word “that” to “than” in the motion to approve the policy.

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 April 2017 Balance Sheet. Tucker reported to the Board that the District continues to maintain a healthy asset to liability ratio of 9.5:1. Total assets of \$3,607,142.86 are a combination of cash and high liquidity assets, and capital assets, primarily consisting of the Beavercreek property.

There were no significant liabilities carried forward into April; total liabilities remain low at \$377,073.00.

Profit and Loss statement shows the District’s tax revenue base is on the mark at \$2,104,867.00, and expenses for April are on par with prior periods. Grants and Cost Share to Partners and Conservation Loans are not at budgeted benchmarks, but could see higher performance by year end.

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

- B. **Approve expenditures** – Staff Tucker presented the May voucher list for approval. May vouchers totaled \$112,698.07 on check numbers 7480 through 7539. These check numbers are in a continuous sequence, with check numbers 7480, 7493, 7527, and 7538 being voided. Check numbers 7480 and 7493 were misprints, 7527 had an incorrect vendor name, and 7538 was destroyed by the printer. Staff Tucker has accounted for all checks. He also noted that the Conservation Grant Fund checks totaled \$32,782.42

Staff Tucker reviewed several checks with the Board. Check # 7495 for \$968.28 paid to Alayne Blickle for the mud and manure workshop. Check # 7516 for \$5,000.00 paid to Oregon Association of Conservation Districts for dues. Check # 7520 for \$4,500.00 paid to Oregon State University for scholarships awarded in April. Check # 7537 for \$8,118 to 4Sight Consulting for work on the Conservation Resource center.

Associate Director Hammond-Williams asked about the check to Pioneer Rental, Manager Salzer explained that it was for the rental of a man-lift associated with work on the barn at the farm.

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

4 – OTHER FINANCIALS -

- A. **Resolution # 2017-005 to adopt the budget, make appropriations, and impose and categorize the property tax for Fiscal year 2017-2018** - Chair Becker asked if there were any other questions for staff regarding the proposed 2017-2018 budget. Manager Salzer gave a brief demonstration of

how dollars are counted in governmental budgeting. Staff Rains read resolution 2017-005 and asked that the board approve the 2017-2018 fiscal year budget as presented.

Directors Guttridge/Zuber moved/seconded to approve resolution 2017-005 to adopt the budget, make appropriations, and impose and categorize the property tax for fiscal year 2017-2018, as presented. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Hofmann riparian restoration project update** – Staff Faucera spoke with the Board regarding the budget for engineering work on the Hofmann project. Clackamas County is requesting a no-net-rise analysis which must be completed before the project can begin. Waterways Consulting, Inc. will need to complete the analysis, and will be helping with construction engineering oversight.

Invitations to bid for the construction were sent out and six bids were received. The review committee reviewed and rated the bids and references have been checked. The committee has selected Bio-Habitats to install this riparian project.

Staff Faucera asked that the Board approve \$12,000 to contract with Waterways Consulting for services, and authorize Manager Salzer to sign the contract with the winning bidder Bio-Habitats as presented.

Directors Lee/Guttridge moved/seconded to (a) authorize the General Manager to contract with the design engineer for services as described, not to exceed \$12,000.00, and (b) authorized the General Manager to execute a contract with the winning bidder as presented at the Board meeting. Motion carried unanimously.

- B. Memorandum of Agreement (MOA) with the Clackamas River Basin Council (CRBC)** - Staff Leininger presented the MOA for Board approval. This MOA commits the District to a relatively small amount of annual funding in return for a substantial amount of work to be done by CRBC to help meet match requirements for the Clackamas River Invasive Species Partnership grant that the District received from Portland General Electric.

Directors Lee/Zuber moved/seconded to authorize General Manager Salzer to sign the Memorandum of Agreement with the Clackamas River Basin Council, as presented. Motion carried unanimously.

Director Johnson asked Staff Leininger about a weed control issue in Sherman County and if the District had encountered conflicts between organic and commercial growers like those taking place in Sherman County. Staff Leininger reported that the District has not encountered this particular conflict. The District encourages neighbors who have differences of opinions to contact the Clackamas County Dispute Resolution service. The District continues to provide technical service to all customers in the county when requested, but does not have enforcement authority.

- C. Septic System Repair Loan update** – Staff Rains reported to the Board that rules are in place, good maps are available, and templates and forms are being reviewed by legal counsel for the Septic System loan program. Legal counsel is also being sought regarding liens, and other means of making sure that the District receives repayment for the loans. Due to the short time frame that many homeowners will have to repair or replace failing septic systems Staff Rains would like the

Board to authorize Manger Salzer to approve and adopt the forms and templates and make septic system loans not to exceed \$25,000.00 per loan per eligible septic system.

Directors Fantz/Guttridge moved/second to (a) authorize the General Manger to approve and adopt septic system repair loan forms and templates following legal review, and (b) delegate authority to the General Manager to make septic system loans not to exceed \$25,000 per loan with no more than one loan per eligible septic system. Motion carried unanimously.

Associate Director Hammond-Williams left at 5:37 p.m.

6 – PERSONNEL

- A. Manager Salzer will be meeting with the Personnel Committee before the next scheduled Board Meeting. Topics of discussion will include support for the cost-of-living adjustments as present to the budget committee, merit raises for some employees, performance awards for some employees and a six-month adjustment for one employee.
- B. Manager Salzer reported to the Board that he had been invited to become a regional representative to the National Conservation District Employees Association, representing the Pacific Region. The Pacific region includes the states of Idaho, Oregon, California, Washington, Hawaii, Nevada, and Alaska.

7 – BOARD/MANAGEMENT

- A. **Manager's Report** – Manager Salzer had no report for the Board. Staff Kilders reported that an additional 9,150 lbs. of pesticide and herbicides had been collected at the last event in Estacada, and that 22 people had attended the septic system workshop in Damascus.

8 – PROPERTIES & PLANNING

- A. **Conservation Resource Center Project** - Director Guttridge reported that with the completion of the Traffic Engineering study and the Environmental Impact study, 4Sight Consulting was preparing to present a Roadway Modification request to Clackamas County. Once this is completed (and hopefully approved), further work on the conditional use permit and plans can proceed.
- B. **Molalla River Forest Corridor Project earnest money** - Staff Faucera reported that staff is working on the fine details of drafting a Purchase and Sales Agreement for this property. Appraisals have been approved by Bonneville Power Administration, and the final non-negotiable price of \$860,000 is set. Staff would like Board approval to place \$20,000.00 in escrow as earnest money to demonstrate the District's commitment to the purchase offer. If the Seller should choose not to take the offer, this money will come back to the District. If the District should choose to pull out of the agreement, the earnest money would be forfeited to the sellers.

Directors Fantz/Lee moved/seconded to authorize the General Manager to make the final purchase offer, including committing \$20,000 as earnest money, and authorizing the General Manager to deposit that amount into escrow. Motion passed unanimously.

9 – OTHER REPORTS

- Staff Klock reported he had been attending meetings on water resources. Well drilling has been put on hold in the Walla Walla basin in Eastern Oregon, which has been designated as a groundwater critical area by the State of Oregon. Klock reported that Clackamas County has five sites with limited water resources that could be placed on hold. The legislature has placed a hold on fracking in Oregon and is working on issues regarding solar siting.
- Staff Faucera noted that there is an increase in calls coming in for assistance and he is working with his planners to set up a reasonable response time to all requests. Faucera also noted that the Pacific Coast Salmon Recovery funds are on the chopping block and that this could impact project funding.
- Staff Guttridge invited everyone to come out to the Springwater Grange on June 3, for breakfast to support her 4-H group, and on June 10 for the Grange's annual Strawberry Social.
- Staff Tucker spent three days with his daughter on a farm. It was a great experience for all the children from her school; they got to prepare and eat vegetables they harvested, and had a chance to milk a goat. The school has a garden and is working on beneficial insects and a living lab.
- Director Fantz will not be at the next Board meeting for the election of officers, he will be sailing to Cuba. If the rest of the members want him to continue to be Treasurer, that will be OK.
- Director Johnson is on the Advisory Board for the North Willamette Research and Extension Center and would like to see representatives from Soil and Water Districts attend the meetings.
- Director Lee thanked the District for paying their Oregon Association of Conservation District dues. OACD is in the process of looking for a replacement to fill the position of Executive Director with the retirement of Jerry Nicolescu.
- Director Guttridge reported that he had visited the SAGE (Sustainable Agriculture and Energy) Center in Boardman on his return from the CONNECT Conference. He encouraged others to visit if they had the chance. It was a well put together interpretive center. He also invited the Board to come to the Strawberry Social at the Springwater Grange on June 10, 2017.
- Manager Salzer thanked Staff Tucker for helping get the check cut for the OACD dues, and reported that Tucker and Leininger were in the process of finding a used truck for the Weed Wise program.

ADJOURN and NEXT MEETING-

- The next Regular Board Meeting will be held Tuesday June 20, at 4:00 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

5/23/2017

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
VOID	VOID: Misprinted Check	7480	5/1/2017	-
BCT	Acct: 10014515 [BvrCrk] 05/2017	7481	5/1/2017	110.95
Clackamas Dept of Finance	CSWCD: Benefits 05/2017	7482	5/1/2017	20,719.47
Comcast	Acct: 8778 10230 0924690 04/2017	7483	5/1/2017	144.85
Integra Telecom	Acct: 829514 04/2017	7484	5/1/2017	687.46
OC Properties, LLC	CSWCD: Rent: 775-102-CU 05/2017	7485	5/1/2017	6,909.93
Oregon City Garbage Co., Inc.	Acct: 57768000 [BvrCrk] 05/2017	7486	5/1/2017	26.35
Pacific Office Automation	900-0175040-000	7487	5/1/2017	378.29
PGE	Acct: 0019-31171-4271634 04/2017	7488	5/1/2017	112.12
Sonitrol Pacific	Acct: 01SCLA01 05/2017	7489	5/1/2017	153.00
US Bank Voyager Fleet Sys	Acct: 869284679 [Fleet Fuel Card] 04/2017	7490	5/1/2017	216.07
Verizon Wireless	Acct: 242017036-00001 04/2017	7491	5/1/2017	200.05
Voya Financial - OSGP	CSWCD: 457b Contributions PPE 4/30/17; Pd 5/5/17	7492	5/1/2017	9,040.67
Wells Fargo	VOID: Misprinted Check	7493	5/1/2017	-
Crystal Greens Landscape, Inc.	CSWCD: Landscape Svcs [BvrCrk] 05/2017	7494	5/5/2017	395.00

Subtotal \$ 39,094.21

Approved By Board:

Board Chair

Board Treasurer

Roy H. [Signature] 5/23/17

Board Approved Expenses:

Alayne Renee Blickle	CSWCD: Prof Svcs: Wkshp 04/2017	7495	5/19/2017	968.26
Aqua Resource Design & Consulting, LLC	CSWCD: PO1701 Consulting 04/2017	7496	5/19/2017	42.50
Buel's Impressions Printing	CSWCD: Printing [Cents] 04/2017	7497	5/19/2017	12.25
Canby Herald	CSWCD: Advertising 06/17-08/17	7498	5/19/2017	740.50
Cathy McQueeney	Reimbursement: Mileage 04/2017	7499	5/19/2017	117.09
Clair Klock,	Reimbursement: Travel 04/2017	7500	5/19/2017	87.88
Coulter Printing, Inc.	CSWCD: Printing [Insv Weeds] 05/2017	7501	5/19/2017	311.33
Eann Rains	Reimbursement Travel	7502	5/19/2017	165.84
Eileen G. Eakins	CSWCD: Prof Svcs [Legal] 04/2017	7503	5/19/2017	1,280.00
H2Oregon	Water 221 Molalla Ste 102	7504	5/19/2017	44.50
Integra Telecom	Acct: 829514 05/2017	7505	5/19/2017	686.29
CGF Integrated Resource Management	CSWCD: Contract Svcs VWV-2016-03 04/2017	7506	5/19/2017	13,780.00
Jason Faucera	Reimbursement Travel	7507	5/19/2017	513.81
Jeffrey Nelson	Contract Svcs Beaver Creek	7508	5/19/2017	5,989.96
Jillian Lamont & Associates	CSWCD: Prof Svcs [CATS] 04/2017	7509	5/19/2017	2,640.00
Joan Zuber	Reimbursement: Mileage [Board] 04/2017	7510	5/19/2017	164.26
CGF Cassandra M Young	CSWCD: Spc Pmt [DOG-1517-005] 04/2017	7511	5/19/2017	6,300.00
Kasters Kustom Kutting, Inc.	CSWCD: Supplies 04/2017	7512	5/19/2017	2,996.50



VENDOR NAME:	MEMO:	CHECK NO.	DATE:	AMOUNT PAID:
Lisa Kilders	Reimbursement: Mileage & Supplies 01/17-04/17	7513	5/19/2017	204.63
Matt Van Wey	Reimbursement: Travel: 04/2017	7514	5/19/2017	181.05
Minuteman Press	CSWCD: B/C [SH,SL] 04/2017	7515	5/19/2017	78.49
OACD	CSWCD: MBR FYE2018	7516	5/19/2017	5,000.00
Oregon City Police Department	CSWCD: Permit# 2939 05/2017	7517	5/19/2017	25.00
Oregon City School Dist No. 62	CSWCD: CCWET Transportation [3/21/17] 05/2017	7518	5/19/2017	38.36
Oregonian Media Group	Acct: 1039096002 Notice [LB-1] 05/2017	7519	5/19/2017	1,116.84
OSU Student Accounts	Scholarships	7520	5/19/2017	4,500.00
Pamplin Media Group	Advertising	7521	5/19/2017	166.00
Pioneer Rental, LLC	CSWCD: Equip Rental 05/2017	7522	5/19/2017	400.00
Premiere Global Services	Acct: 3616841 04/2017	7523	5/19/2017	72.22
R Franco Restoration, Inc	Contract Svcs	7524	5/19/2017	2,201.00
RBP Methods	CSWCD: Consulting [MIP Set-up] 05/2017	7525	5/19/2017	725.00
Samuel Leininger	Reimbursement Travel	7526	5/19/2017	240.05
Sanetel Pumps, Inc	CSWCD: Supplies [Pressue Tank-BvrCrk] 04/2017: VOID-Incorrect Payee***Reissue 75:	7527	5/19/2017	-
Sarah Hamilton	Reimbursement Travel	7528	5/19/2017	180.51
Scott Eden	Reimbursement: Mileage 04/2017	7529	5/19/2017	20.57
CGF Sound Native Plants Inc	CSWCD: Contract Svcs [WW-2016-11] 04/2017	7530	5/19/2017	6,246.94
Spatial Networks, Inc.	Acct: 4000-C06 06/2017	7531	5/19/2017	375.00
Spire Technologies, Inc.	Acct: 05330 [NTWK] 05/2017	7532	5/19/2017	280.00
Tami Guttridge	Reimbursement: Supplies [Board] 04/2017	7533	5/19/2017	25.95
Tom Salzer	Reimbursement: Mileage 04/2017	7534	5/19/2017	50.18
Wells Fargo	Credit Card Accounts 5/3/17	7535	5/19/2017	1,607.62
Willamette Cultural Resources Assoc. Ltd.	CSWCD: Contract Svcs [Milk Cr] 04/2017	7536	5/19/2017	4,254.48
4sight Consulting LLC	CSWCD: Contract Svcs [BvrCrk] 05/2017	7537	5/19/2017	8,118.00
Sanetel Pumps, Inc	VOID-Misfeed***	7538	5/22/2017	-
Sanetel Pumps, Inc	CSWCD: Supplies [Pressue Tank-BvrCrk] 04/2017 [Reissue]	7539	5/22/2017	655.00

Total Conservation Grant Fund \$ 32,782.42

Subtotal \$ 73,603.86

Recurring Total: \$ 39,094.21

Disbursement Total: \$ 112,698.07

 Board Chair
 Roy H. San
 Board Treasurer

5/23/17