



Approved July 18, 2017

Clackamas SWCD Board Meeting Minutes for June 20, 2017

Present:

Directors: Jeff Becker (Chair), Don Guttridge (Secretary), Jim Johnson, Jesse Nelson (Vice-Chair), Joan Zuber

Associate Directors: PK Melethil

Director Emeritus: Mike Weinberg

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

Guests: Adan Avila, Todd Peterson, Rebecca Whitlock

Absent: Roger Fantz (Treasurer), Jan Lee

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 4:02 p.m., Tuesday, June 20, 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. Staff Tucker asked that item 3C, request for additional check run, be added and Manager Salzer asked that a review of the annual work plan be added to the manager’s report.

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

B. Public Comment – Chair Becker introduced Todd Peterson who would be speaking later in the meeting.

Rebecca Whitlock thanked the board for awarding her a scholarship this year. After receiving an Associate's degree from Mt. Hood Community College, she will be attending Oregon State University majoring in animal science. She may minor in entomology, she likes bugs.

Adon Avila, a 2014 graduate of Canby High School is in his third year of college studying Ag business and crop sciences at Oregon State University. He is interning at Northwest Farm Credit Services this summer. He also thanked the board for awarding him a scholarship as it will greatly help in completing his education.

C. Director Reports

- Director Guttridge noted that hay season is in full swing. He requested that the Beaver Creek farm be cleared of tansy ASAP.
- Director Zuber reported that she and Director Fantz had attended the Johnson Creek Watershed annual dinner. The Johnson Creek Watershed council honored the District with a "Riffle" award, and Director Zuber presented it to the Board.
- Chair Becker stated "I'm done with weddings, how do I look?" Chair Becker's daughter was married at the end of May.

D. Manager's Report on Committees – Manager Salzer reported that the Personnel Committee met prior to the board meeting and he would report their recommendations later in the meeting.

2 – MINUTES AND OLD BUSINESS

A. May 23, 2017 Public Hearing Minutes – Draft minutes from the May 23, 2017 Public Hearing for the budget were presented. The Board Secretary has reviewed the draft minutes.

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

B. May 23, 2017 Regular Meeting Minutes - Draft minutes from the May 23, 2017 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes. Chair Becker requested one correction.

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

3 – MONTHLY FINANCIALS

A. Review and accept financial reports – Staff Tucker presented the May 2017 Balance Sheet. Tucker reported that there were no new long term assets or liabilities. There will be a more in-depth report next month for the end of the fiscal year.

The profit and loss statement shows that the District received additional tax revenues, and a \$12,725.00 Oregon Water Enhancement Board grant. Expenditures were normal, a slight increase in contract services and reimbursements paid to employees who attended the "CONNECT" conference.

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

- B. Approve expenditures** – Staff Tucker presented the June voucher list for approval. June vouchers totaled \$104,327.01 on check numbers 7540 through 7587. These check numbers are in a continuous sequence. Tucker noted that the Conservation Grant Fund checks totaled \$28,389.51. He also reported that one vendor pre-approved for the first of the month check run has had a name change. Integra will now be Allstream. Tucker noted that the check to RPD was related to the new accounting software.

Directors Zuber/Nelson moved/seconded to approve the June voucher list. Motion carried unanimously.

- C. Request for additional Check Run for June 2017** - Staff Tucker requested that the Board approve an additional check run for June to try and capture as many Fiscal Year End (FYE) 2017 expenses as possible. Fiscal year end is June 30th and the District will start switching over to the new accounting software July 3, 2017. Processing checks before June 30 will help cut down on the amount of double entry, and accruals that will have to take place with the change-over. Staff Tucker hopes to have all of FYE 2017 entries completed no later than September 30, 2018 and ready for the annual audit.

Directors Guttridge/Nelson moved/seconded to authorize an additional check run for June 2017. Motion carried unanimously.

Staff Tucker explained to the Board about a problem with a transfer from the Local Government Investment Pool (LGIP) account to our Wells Fargo account to cover payroll. This transfer problem could have resulted in payroll not being processed in a timely manner, but he was able to resolve the issue. Staff Tucker said the delayed transfer might result in some bank charges, but he will negotiate with Wells Fargo. Tucker then outlined a couple of actions to make sure this does not happen again.

4 – OTHER FINANCIALS -

- A. Renew Intergovernmental Agreement (IGA) for Engineering Technical Services** - Manager Salzer presented, for possible renewal, the Intergovernmental Agreement (IGA) with Clark Conservation District (CD). This IGA is not to exceed \$30,000.00 for the services of Doug Fenwick, the engineering technician who works for Clark CD. Funding for this IGA is in the budget and comes from a grant from the Oregon Department of Agriculture. Doug will be working with the District on the Milk Creek Project, and other up-coming projects requiring engineering.

Directors Guttridge/Nelson moved/seconded to authorize Manager Salzer to sign the Intergovernmental Agreement with Clark Conservation District. Motion carried unanimously.

- B. Workers Compensation Insurance Renewal** - Manager Salzer reported to the Board that the District's workers compensation insurance is due for renewal. The cost of the insurance has changed due to the District filling vacant staff positions. The policy renews mid-year and is based on the number of current employees, it is reviewed at the beginning of the calendar year and adjustments are made if necessary.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Payment of overage on cost-share project** – Staff Faucera spoke with the Board regarding the budget for a heavy-use area project. The project was a dollars-on-the-ground (DOG) grant with a not-to-exceed (NTE) limit of \$15,000.00. Due to a series of errors by all parties, the actual size of the project was incorrectly reported, and the wet year caused extensive delays and excavation problems. For these reasons the final project costs exceeded the NTE limit.

The co-operator Mr. Peterson stated that had he known the true cost of the project he would probably not have proceeded with it. He is happy with the project, but is dismayed over the cost over-run. The contractor has agreed to invoice the project for his cost, only due to the miscalculations in the bid.

Staff Faucera provided the Board with three possible solutions to cover the overage.

1. Mr. Peterson pays 100% of the overage per the agreement of NTE \$15,000.
2. Mr. Peterson pays 25% of the total cost per the agreement that stated this project was a 25% cooperator/75% District grant.
3. That due to the series of miscalculations that the District pays 100% of the cost over-run.

Staff Faucera, Manager Salzer, and Mr. Peterson all agree that the project was necessary and was well-built.

Board members discussed with Staff Faucera what steps were being taken to insure this type of situation does not arise again. Staff Faucera and Manager Salzer reported that they were speaking with the planners and going over the project to set up a check list and discuss other ways of helping cooperators and contractors to follow all the guide-lines and contract details.

Directors Johnson/Guttridge moved/seconded to adopt option 3, and have the District pay 100% of the cost over-run. Motion carried unanimously.

- B. Commitment of Backyard Habitat funds for Fiscal Year 17/18** - Staff Faucera asked the Board to approve the expenditure of \$40,000.00 to support the Backyard Habitat Certification Program. This support will allow the program to expand into all of the urban areas of Clackamas County. The program currently only covers the Lake Oswego, West Linn, Oakgrove and Milwaukie areas. This program is the District's opportunity to help the urban land-owners in the County with wildlife habitat, pesticide reduction, and storm water run-off challenges. The Backyard Habitat program works with land-owners owning property of 1 acre or less, and is run by Columbia Land Trust and the Audubon Society.

Directors Johnson/Zuber moved/seconded to authorize \$40,000.00 to fund the Backyard Habitat program. Motion carried unanimously.

Directors Johnson/Guttridge moved/seconded to authorize Manager Salzer to sign a Memorandum of Agreement with the Backyard Habitat Certification Program. Motion carried unanimously.

6 – PERSONNEL

- A. Cost-of Living adjustment for Fiscal Year 17-18** - Manager Salzer met with the Personnel Committee before the Board Meeting. The committee reviewed the Consumer Price Index cost-of-living for the Portland area in 2016. After consideration the committee recommended a 1.7% cost-of-living adjustment of all employees effective July 1, 2017.

Director Guttridge declared a possible conflict of interest.

Directors Johnson/Nelson moved/seconded to approve a 1.7% cost-of-living pay adjustment for all employees effective July 1, 2017. The motion carried as follows: Directors Becker, Johnson, Nelson, and Zuber in favor, Director Guttridge abstaining.

- B. Wage adjustments** - Manager Salzer discussed merit raises for six employees with the Personnel Committee. The Personnel Committee's recommendations are to give merit raises to staff members Faucera, Guttridge, Hamilton, Karr, Lesh, and McQueeney. Raises will be two to three percent for all employees except Staff Karr who will receive a 5% raise as she has completed her probationary period and the raises will be effective July 1, 2017.

Director Guttridge declared an actual conflict of interest and abstained from discussion and voting.

Directors Johnson/Zuber moved/seconded to award merit raises as recommended by the Personnel Committee. The motion carried as follows: Directors Becker, Johnson, Nelson, and Zuber in favor, Director Guttridge abstaining.

- C. Annual performance awards** - Manager Salzer discussed the annual performance awards with the Personnel Committee. The Committee's recommendation to the Board was to award merit awards as follows: 2 at \$1000, 2 at \$1500, 7 at \$2000, and 4 at \$3000.

Director Guttridge declared a possible conflict of interest.

The Personnel Committee discussed a step scale and salary caps and how to reward employees for their good work.

Directors Zuber/Nelson moved/seconded to grant annual performance awards as presented to the Personnel Committee. The motion carried as follows: Directors Becker, Johnson, Nelson, and Zuber in favor, Director Guttridge abstaining.

7 – BOARD/MANAGEMENT

- A. Election of Officers – Election of Board officers** - Chair Becker opened the floor for the nomination of officers for the 2017-2018 fiscal year.

Director Jeff Becker was nominated as Chair - Unanimously approved.

Director Jesse Nelson was nominated as Vice Chair - Unanimously approved.

Director Don Guttridge was nominated as Secretary -Unanimously approved.

Director Roger Fantz was nominated as Treasurer - Unanimously approved.

- B. Manager's Report** - Manager Salzer presented the draft copy of the Annual Work Plan for Fiscal Year 2017-2018. The annual work plan sets operational and conservation goals, notes the District's

priority resource concerns, and lists the District's key partners. Director Johnson noted that the staff and board listings needed to be updated.

Directors Zuber/Guttridge moved/seconded to adopt the 2017-2018 Annual Work Plan with corrections. Motion carried unanimously.

8 – PROPERTIES & PLANNING

- A. Conservation Resource Center Project** - Director Guttridge reported the roadway modification presented to the county has been approved by Clackamas County staff. This means that the District will likely be able to use the existing Beaver Creek Road access, pending approval of the building plan. The District can now proceed with the application for a conditional use permit, the siting of the building, and final architectural plans.
- B. Molalla River Forest Corridor Project update** - Staff Faucera reported that the purchase and sales agreement (PSA) has been sent to the nine owners of the Molalla River property. The owners have until Friday June 30 at 4:30 p.m. to respond to the PSA. If all respondents sign and return the documentation, the District will have a three day deadline to deposit the escrow monies in the amount of \$20,000. At this time staff is working on easement and boundary adjustments. It can take up to 30 days for the county to process these adjustments. Warranty deeds will have to be submitted to Bonneville Power Administration, and there are assessments in progress, including a baseline assessment that Staff Ahr is currently working on. The District is looking at a hard deadline of September 30, to complete all required work for this project. If one owner says "no" the sale will not go through and this project will be concluded.

9 – OTHER REPORTS

- Staff Guttridge thanked the Board for her raise.
- Associate Director Melethil noted to the Board the feedback from Associate Directors was important. Melethil felt that allowing for more discussion at the meetings is important and makes the process more formal.
- Director Emeritus Weinberg reminded board members that a motion does not end the discussion of any project if more dialogue is needed.
- Staff Klock attended a survey with the Johnson Creek Lamprey group. The first survey was rather skimpy, but the process was interesting.
- Staff Faucera thanked the Board for their support of staff, and assured the Board that staff would be reviewing projects and working on check lists for accountability.
- Director Zuber inquired if there were plans for an event at the farm this year. Staff Kilders replied that there were no plans at this time. Director Zuber also noted that she had read about the steelhead return being very low this year.
- Director Nelson reported that he needed more hours in the day.
- Director Guttridge hoped everyone enjoyed the strawberries; they came from a local grower in Damascus.

- Manager Salzer noted his appreciation of the Board taking time to deliberate and make good decisions. Salzer thanked the staff for their presentations, and is glad to have program managers in place for better project planning and control.
- Staff Kilders reported that there had been a good turn-out at the Beneficial Insect field day, and the District would be staffing a booth at the annual Lavender Festival on Saturday and Sunday June 24 and 25. Staff Kilders reported that the third scholarship recipient, Julia Barnes, had sent a thank you note, she was unable to attend the meeting as she was interning in eastern Washington.
- Chair Becker thanked the Board for the good discussion.

ADJOURN and NEXT MEETING-

- The next Regular Board Meeting will be held Tuesday July 18, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:52 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

6/20/2017

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
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Recurring Expenses Authorized for Payment by Resolution 2017-003:

BCT	Acct: 10014515 [BvrCrk] 06/2017	7541	6/5/2017	109.95
Clackamas Dept of Finance	CSWCD: Benefits Billing 06/2017	7542	6/5/2017	20,719.47
Comcast	Acct: 8778 10230 0924690 06/2017	7543	6/5/2017	144.85
OC Properties, LLC	CSWCD: 775-102-CU Rent: 06/2017	7544	6/5/2017	6,909.93
Oregon City Garbage Co., Inc.	Acct: 57768000 [BvrCrk] 06/2017	7545	6/5/2017	26.35
Pacific Office Automation	900-0175040-000	7546	6/5/2017	189.44
PGE	Acct: 0019 31171-4271634 [BvrCrk] 05/2017	7547	6/5/2017	80.86
Sonitrol Pacific	Acct: 01SCLA01 06/2017	7548	6/5/2017	153.00
US Bank Voyager Fleet Sys	Acct: 86928-4679 05/2017	7549	6/5/2017	389.72
Verizon Wireless	Acct: 242017036-00001 05/2017	7550	6/5/2017	200.05
Voya Financial - OSGP	CSWCD: Emp Benefit 457b PPE05312017; Pd 6/5/17	7551	6/5/2017	10,005.55

Subtotal \$ 38,929.17

Approved By Board:

Board Chair

Board Treasurer

Board Approved Expenses:

CGF	4sight Consulting, LLC	7552	6/14/2017	5,554.00
CGF	Ash Creek Forest Management, LLC	7553	6/14/2017	2,948.95
	Beavercreek Bulletin	7554	6/14/2017	48.60
	BeaverLake Nursery	7555	6/14/2017	10.90
	Cathy McQueenee	7556	6/14/2017	318.48
	Clair Klock	7557	6/14/2017	240.31
	Clark Conservation District	7558	6/14/2017	4,511.59
CGF	Clean Harbors Environmental Services	7559	6/14/2017	5,804.62
	Coulter Printing, Inc.	7560	6/14/2017	236.45
	Crystal Greens Landscape, Inc.	7561	6/14/2017	395.00
CGF	D Franco Contracting, Inc	7562	6/14/2017	1,264.30
CGF	David Peter	7563	6/14/2017	1,072.95
	Eileen G. Eakins	7564	6/14/2017	2,040.00
	H2Oregon	7565	6/14/2017	47.70
	Jason Faucera	7566	6/14/2017	151.95
	Jeffrey Lesh	7567	6/14/2017	431.45
	Jeffrey Nelson	7568	6/14/2017	4,054.42
	Lindsey Karr	7569	6/14/2017	37.56
CGF	Matthew Hartman	7570	6/14/2017	700.00

VENDOR NAME:	MEMO:	Check No.	DATE:	AMOUNT PAID:
CGF Molalla River Watch	CSWCD: Partner Grant [10/19/15] 06/2017	7571	6/14/2017	3,000.00
Pamplin Media Group	Acct: 13009184 [Molalla Pioneer] 05/2017	7572	6/14/2017	50.00
RBP Methods	CSWCD: Consulting [MIP] 05/2017	7573	6/14/2017	1,320.00
CGF Sandy River Basin Watershed Council	CSWCD: Contract Svcs [Police Helmet Removal] MOA 06/2017	7574	6/14/2017	13,598.69
Sarah Hamilton	Reimbursement: Travel 05/2017	7575	6/14/2017	348.13
Scott Eden	Reimbursement: Travel 05/2017	7576	6/14/2017	5.35
Special Districts Insurance Services	Acct: 18476 Pol#32W18476-100 07/2017	7577	6/14/2017	3,181.66
Spire Technologies, Inc.	Acct: 05330 Support Svcs [1yr] 06/2017	7578	6/14/2017	1,480.00
Superior Press Printing	CSWCD: Supplies [QB Check Stock] 05/2017	7579	6/14/2017	108.96
The Bookkeeping Collaborative, LLC	CSWCD: Prof Svcs [Bookkeeping] 04/17-05/17	7580	6/14/2017	450.00
The Gold Wrench	CSWCD: Veh Svcs [2012 RAV4] 05/2017	7581	6/14/2017	97.08
Urban Greenspaces Institute	CSWCD: Support: MOA-UGI-1517 June 2017	7582	6/14/2017	2,131.73
Wells Fargo	Credit Card Accounts	7583	6/14/2017	8,585.80
Eann Rains	Reimbursement: Mileage 05/2017	7584	6/19/2017	32.90
Jan Lee	Reimbursement: Board Mileage 05/2017	7585	6/19/2017	68.48
Joan Zuber	Reimbursement: Board Travel 05/2017	7586	6/19/2017	420.81
Padmanabhan K Melethil	Reimbursement: Board Travel 05/2017	7587	6/19/2017	274.02

28,389.51

\$

Total Conservation Grant Fund

Subtotal

\$ 65,022.84

[Signature]
 Board Chair
 6/20/17
 March 24, 2017

Recurring Total: \$ 38,929.17

Disbursement Total: \$ 103,952.01