



Approved October 17, 2017

Clackamas SWCD Board Meeting Minutes for September 19, 2017

Present:

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

Associate Directors: PK Melethil

Staff: Jason Faucera, Tami Guttridge, Lisa Kilders, Sam Leininger, Jenne Reische, Tom Salzer

Guests: Paula Gagnon, Matt Koozer (Bio Habitats), Steve Wise (Sandy River Basin Watershed Council)

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, September 19, 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, and noted that Mike Weinberg's Director Emeritus appointment needed to be reviewed later in the meeting. There were no other changes requested.

B. Public Comment – No public comment was offered.

C. Director Reports

- Director Guttridge noted that it has been very smoky and he was happy to see the rain.
- Chair Becker attended the North Willamette Research and Extension Center (NWREC) harvest dinner. Becker said the dinner was very good and he was happy to report that Governor Brown stopped by to say a few words. Mike Bondi NWREC Director thanked the District for being a sponsor. Members of Oregon Tilth and a representative of Concentrates were seated at the table with Chair Becker.

- D. **Partner Report** – Kim Galland was unable to attend the meeting as she was in Hood River attending a mandatory meeting regarding restoration work to take place in the Eagle Creek Fire area.
- E. **Manager's Report on Committees** – Manager Salzer reported that the Building Committee had met on August 31 and Director Guttridge would report later in the meeting.

2 – MINUTES AND OLD BUSINESS

- A. **August 15, 2017 Regular Meeting Minutes** – Draft minutes from the August 15, 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** – Manager Salzer presented the financial reports. The balance report shows that the District has a good cash balance and no unusual liabilities. The profit and loss report shows the relationship to the present budget. The new report format shows the remaining percent of the budget left by category, which is different from older reports which showed the percentage amount spent. Personnel expenses are in line, contracted expenses are currently under spent. The District is doing well.

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

- B. **Expenditures** – Manager Salzer reviewed the September voucher list with the Board. Check numbers in the MIP system were numbered 1061 to 1123, with no breaks in the sequence. Check numbers 1071 was voided due to an incorrect vendor assignment, and check # 1123 was voided due to a misprint. Check numbers from the QuickBooks System were numbered 7658 and 7659 for Fiscal Year End (FYE) 2017 invoices. Checks totaled \$114,420.98. Salzer noted that the Conservation Grant fund total this month was \$21,163.82, with one invoice for the 2017 FYE. Salzer also reviewed several checks for services and purchase of equipment added to the Tacoma pickup.

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

Associate Director Melethil arrived at 4:10 p.m.

4 – OTHER FINANCIALS -

- A. **Health insurance waiver program** – Manager Salzer presented a report from Staff Tucker regarding the savings the District has gained from the health insurance waiver program started this year. For the two employees who opted-out receiving a \$300.00 a moth stipend the District is saving between \$21,000 to \$32,000.00 this calendar year.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Milk Creek project progress and challenges**– Staff Reische showed photos and gave a report on g the progress of the bank stabilization project along Milk Creek. The in-stream portion of the project began the first week of September and was completed last week. Further shaping and planting will be completed before the end of September.

Part of the permit and construction requirement was to dewater of the stream. Cofferdams had to be constructed and the water directed away from the project area. A side channel that the contractor had intended to use to reroute the stream proved to be unusable without significant labor and expense. So another means of rerouting the water had to be employed to complete the project within the in-stream work window.

Staff Reische introduced Matt Koozer with Bio Habitats whose company was contracted to do this project. Mr. Koozer explained that due to the volume of water in the stream, several options were reviewed for rerouting the water and pumping the water around the project area was the most viable. Unexpectedly high volumes of water required that they place 2 pumps in the stream and one pump in the work area to handle the flows and allow for the work on the bank. If they had immediately made the decision to rent the pumps and continue with the dewatering the project would have been delayed until next year.

Mr. Koozer asked the District for an additional \$21,075.00 for the costs associated with the pumps and diesel. Mr. Koozer and Staff Reische and Faucera noted that even if the additional amount is awarded, that Bio Habitats would still be the lowest bid for this project.

Chair Becker thanked Mr. Koozer and Staff Reische and Faucera for their time, and asked that this item be placed on next month's agenda.

Director Lee arrived at 4:36 p.m.

- B. Coleman Ranch** – Manager Salzer presented pictures and an e-mail message from a member of the public, and a response e-mail from the Oregon Department of Agriculture (ODA) regarding cattle grazing in the riparian area at the Coleman Ranch. The Board reviewed the material and as there is no violation per ODA, there is no further action needed at this time.
- C. Sandy River Basin Watershed Council (SRBWC) requests** - Steve Wise with the Sandy River Basin Watershed Council presented two requests to the Board for funding.

Mr. Wise's first request for \$30,063 fills the gap for site assessment and planning to remove levies and open up more of the historic flood plain of the Sandy River at its confluence with the Salmon River. This funding would be match for an Oregon Watershed Enhancement Board grant. The project goal is to open up approximately 418 acres of flood plain, helping to return the river to its original state.

Chair Becker thanked Mr. Wise for his presentations and asked that the funding for the Sandy and Salmon River Confluence project be added the agenda for next month.

The second funding request is for \$10,208 to create a retrospective report of the river to show what has happened on the Sandy since the removal of the Marmot dam by Portland General Electric 10 years ago. This report would also show projects in planned for the next 10 years along the Sandy River.

Directors Fantz/Nelson moved/seconded to award \$10,208.00 to the Sandy River Basin Council for the 10 year report and project plan. Motion carried unanimously.

6 – PERSONNEL

- A. **Medical Insurance opt-out review** – Manager Salzer reviewed the savings the District realized by having an opt-out on medical insurance policy. He asked the Board if they wished to continue with the opt-out policy including stipends to participating employees.

Director Guttridge reported that he would abstain from the discussion and vote on the medical opt-out due to an actual conflict of interest.

Directors Lee/Nelson moved/seconded to continue the medical opt-out and stipend policy. Motion passed as follows: Chair Becker, Directors Fantz, Lee, and Nelson in favor, Director Guttridge abstaining.

7 – BOARD/MANAGEMENT

- A. **Contract with Attorney** – Manager Salzer presented a personal services contract for legal services related to a potential breach of contract claim.

Directors Fantz/Lee moved/seconded to approve the contract with a not-to-exceed amount of \$2,500.00. Motion carried unanimously.

- B. **Director Emeritus Appointment & Renewal** – Chair Becker asked the Board if they wished to appoint Ron Oberg to a Director Emeritus position and to re-new Michael Weinberg as Director Emeritus for another 2 years.

Directors Guttridge/Nelson moved/seconded to appoint Ron Oberg to a 2 year term as Director Emeritus and to re-new the appointment of Michael Weinberg for another 2 year term. Motion carried unanimously.

- C. **Manager's Report -**

- Manager Salzer reported that Staff Klock had attended an Oregon Department Fish and Wildlife (ODFW) meeting in Welches. It was reported at the meeting that 25% of the salmon run in the Willamette River is being eaten by sea lions. One protected species decimating another. ODFW reported that this salmon run on the Willamette River could go extinct in the next few years if a solution to the sea lion problem is not worked out.
- Manager Salzer asked if the Board would be in favor of supporting a Farmer Veteran Coalition in the State of Oregon. Information for this program came from Vicki Carter from the Spokane Conservation District in Washington State. Director Lee noted that this would be a good addition to the working lands program.
- Manager Salzer will be attending a forum at the North Willamette Research and Extension Center. Representative Kurt Schrader will be in attendance to talk about the Farm Bill. Manager Salzer will be noting the need for continued funding of the Natural Resources Conservation Service and that Oregon counties should benefit from the Stewardship Contracting Program.
- Staff Kilders noted that she is in the process of planning the annual employee appreciation dinner, and would like to have a budget to work within. Manager Salzer made a request of not-to-exceed \$2,500.00.

Directors Nelson/Guttridge moved/seconded to budget not-to-exceed \$2,500.00 for the annual employee appreciation dinner. Motion carried unanimously.

- Staff Kilders presented an invitation from the Clackamas River Water Providers for a tour of the Clackamas River Watershed. If Directors are interest in the tour they should let Staff Kilders know and she will register them. The tour is October 7, 2017 from 7:30 a.m. to 4:30 p.m.
- Staff Kilders has received a request from the OSU Clackamas County Extension Service for 2018 Tree School support. The District has contributed \$1000.00 to Tree School for several years; this gives the District a full page ad, a double display space and lunch for 2.

Director Fantz/Guttridge moved/seconded to support the 2018 Tree School for \$1000.00. Motion carried unanimously.

- Manager Salzer asked if any Directors were interested in attending the National Association of Conservation Districts annual meeting in January. The meeting will take place in Nashville, Tennessee. Please let Staff Guttridge know if you wish to attend.

8 – PROPERTIES & PLANNING

- A. Conservation Resource Center Project** – Director Guttridge reported that on August 31, 2017 the Building committee met with the architect to review plantings and plans for the conservation resource center. The meeting covered many details that have to be set in place before the conditional use permit is submitted. The building plans and landscape plans must be with the permit application. The architect would like to meet again, possibly on Tuesday Sept 26, to interview a landscape architect and a possible project manager.

9 – OTHER REPORTS

- Director Lee reported that she had attended an Oregon Association of Conservation District (OACD) Board meeting earlier in the day. It had been reported that the National Association of Conservation Districts would be receiving \$10 million from Natural Resources Conservation Service for technical services at the state level. It is not known how the money will be distributed to the states.
OACD hopes to have an Executive Director hired by the beginning of November.
- Director Nelson will not be able to attend the October meeting.
- Director Guttridge reported that he had fun on his vacation to Yellowstone; but fires in Montana did restrict the view of the Grand Tetons and the Bitterroot valley.
- Manager Salzer was in Tucson this month and it was smoky there also. When flying back from his conference he noted many small fires in California and Oregon
- Staff Kilders reported that there will be a pesticide collection event at Mt. Angel on November 18, 2017. Also, if anyone would like to attend the Yamhill Soil and Water Conservation District Annual dinner it will be on Wednesday October 18, 2017.
- Staff Leininger noted he was happy to see the rain, but he would like it to stop again so that his crews can work on Knotweed removal.

- Staff Faucera is excited about the progress on the Milk Creek project. There is a camera set up on sight for recording the project. Faucera is happy with the staff involvement, and made special note of the great job Staff Reische is doing on the project. Faucera noted that the neighbor maybe interested in working with the district.

Staff Faucera also expressed his appreciation to the Board for their support during the loss of his father-in-law.

- Chair Becker reported that his musical group would be performing at the Wild Hare in Canby on Saturday Sept 23 as a benefit for the 91 School field trip program.

ADJOURN and NEXT MEETING-

- The next Regular Board Meeting will be held Tuesday October 17, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:48 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

9/19/2017

Date	Number	Payee	Memo	Payment	
9/6/2017	1061	4Sight Consulting, LLC	CSWCD: Consulting [BVRCRK] July 2017	1,020.00	
9/6/2017	1062	Ash Creek Forest Management, LLC	WW-2016-01 [Hawkweed WW-SH-2016-10-02] 07/2017	2,817.69	CGF
9/6/2017	1063	BCTelco	Acct: 10014515 09/2017	110.45	
9/6/2017	1064	Jeff Becker	CSWCD: Board: Stipend [Reissue-07/2016] 08/2017	92.32	
9/6/2017	1065	BOLI - Bureau of Labor & Industries	CSWCD: Public Works Fee [WH-39A] 09/2017	250.00	
9/6/2017	1066	Century Link	Acct: 503-656-1105-170B 08/2017	99.15	
9/6/2017	1067	Comcast Business Internet	Acct: 8778-10230-0924690 08/2017	144.85	
9/6/2017	1068	Coulter Printing, Inc	CSWCD: Printing [Banners&Brochure] 08/2017	961.00	
9/6/2017	1069	Crystal Greens Landscape, Inc	CSWCD: Landscape Svcs [BVRCRK] 09/2017	395.00	
9/6/2017	1070	Government Finance Officers Association	Acct: 300198982 D01 [300220626] 10/17-09/18	160.00	
9/6/2017	1071	Donald Guttridge	REIMBURSEMENT: MILEAGE/SUPPLIES 07/2017	VOID	
9/6/2017	1072	Marilyn Louise Hassmann	CSWCD: Photo Stand-ins 08/2017	250.00	
9/6/2017	1073	Allstream	Acct: 829514 08/2017	700.94	
9/6/2017	1074	Clair Klock	REIMBURSEMENT: MILEAGE 07/2017	41.53	
9/6/2017	1075	LEER Truck Accessory	CSWCD: Supplies: Canopy&Bed Slide [Tacoma] 08/2017	3,330.00	
9/6/2017	1076	METRO	Acct: MRC1604 RLIS Sub 08/2017	480.00	
9/6/2017	1077	Native Ecosystems Northwest, LLC	CSWCD: EDRR Control [False Brome] 07/2017	10,000.00	
9/6/2017	1078	OC Properties, LLC	CSWCD-Rent: 775-102-CU 09/2017	6,909.93	
9/6/2017	1079	Oregon City Garbage, Inc	Acct: 57768000 09/2017	26.35	
9/6/2017	1080	Oregon City Signs	CSWCD: Coroplast 08/2017	65.50	
9/6/2017	1081	Pacific Office Automation	Acct: 900-0266949-000 [100-0417] Canon 07/2017 & Acct: 102N06 [1K03748] Copies 08/18/17	218.43	
9/6/2017	1082	PGE	Acct: 0019 31171-4271634 08/2017	40.64	
9/6/2017	1083	SADA Systems, Inc	CSWCD: G Suite Business Lic 09/2017-09/2018	3,600.00	
9/6/2017	1084	Schulz-Clearwater Sanitation, Inc	Acct: 22279 Porta Unit [BVRCRK] 08/2017	90.84	
9/6/2017	1085	Sonitrol	Acct: 01SCLA01 Security 09/2017	153.00	
9/6/2017	1086	Special Districts Insurance Services	Acct: 18476 Pol 32P18476-220 07/2017	238.00	
9/6/2017	1087	US Bank Voyager Fleet Systems	Acct: 86928-4679 08/2017	266.24	
9/6/2017	1088	Verizon Wireless	Acct: 2420017036-00001 08/2017	200.05	
9/6/2017	1089	Joan Zuber	REIMBURSEMENT: Board 08/2017 & REIMBURSEMENT: Board 07/2017	101.38	
9/6/2017	7658	4Sight Consulting, LLC	CSWCD: Consulting [BVRCRK] June 2017	2,012.00	
9/6/2017	7659	Native Ecosystems Northwest, LLC	Contracted Services June 2017	11,460.39	CGF
Subtotal:				46,235.68	
9/15/2017	1090	4Sight Consulting, LLC	CSWCD: Consulting [BVRCRK] 08/2017	7,052.50	
9/15/2017	1091	Nicole Ahr	REIMBURSEMENT: TRAVEL 08/2017	116.98	
9/15/2017	1092	Aqua Resource Design & Consulting LLC	CSWCD: Consulting Svcs po1701 08/2017	117.00	
9/15/2017	1093	Ash Creek Forest Management, LLC	CSWCD: Weed Ctrl [ww-2016-01] 08/2017	2,349.27	CGF
9/15/2017	1094	Century Link	Acct: 503 656 1105 170B 09/2017	64.86	
9/15/2017	1095	Converging Creeks LLC	CSWCD: Maint Svcs [BVRCRK] 08/2017	150.00	
9/15/2017	1096	Coulter Printing, Inc	CSWCD: Printing [37949] Oak Habitat 09/2017	234.00	
9/15/2017	1097	Day Wireless Systems	Acct: 26002 Radio Svcs [Vehicles] 09/2017	687.62	
9/15/2017	1098	Clackamas Dept of Finance	CSWCD: EE Benefits 09/2017	21,982.27	
9/15/2017	1099	D Franco Contracting Inc	CSWCD: Contract Svcs [DOG-1620-4003] 08/2017	822.16	CGF
9/15/2017	1100	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 08/2017	1,800.00	
9/15/2017	1101	Scott Eden	REIMBURSEMENT: TRAVEL/SUPPLIES 08/2017	19.83	
9/15/2017	1102	Donald Guttridge	REIMBURSEMENT: DIRECTOR 07/17-08/17	83.54	
9/15/2017	1103	Tami Guttridge	REIMBURSEMENT: MILEAGE/SUPPLIES 07/2017	160.48	
9/15/2017	1104	H2Oregon	Acct: 21948 Water 08/2017	53.65	
9/15/2017	1105	Elizabeth A Howley	CSWCD: Cost Share [DOG-1718-4005] 08/2017	3,714.31	CGF
9/15/2017	1106	Lisa Kilders	REIMBURSEMENT: MILEAGE/SUPPLIES 08/2017	119.28	
9/15/2017	1107	Samuel Leininger	REIMBURSEMENT: TRAVEL 08/2017	59.63	
9/15/2017	1108	Catherine McQueeney	REIMBURSEMENT: TRAVEL 08/2017	348.46	
9/15/2017	1109	Jeffrey Nelson	CSWCD: Contract Svcs [BVRCRK] 08/2017	787.50	
9/15/2017	1110	Eann Rains	REIMBURSEMENT: MILEAGE/SUPPLIES 08/2017	31.45	
9/15/2017	1111	Schulz-Clearwater Sanitation, Inc	Acct: 22279 09/2017	128.00	
9/15/2017	1112	Spire Technologies, Inc	Acct: 05330 NTWK 09/2017	280.00	
9/15/2017	1113	The Gold Wrench	CSWCD: Vehicle Maint [Dodge Dakota] 08/2017	216.70	

9/15/2017	1114	Toyota of Gladstone	Acct: 89658 Rpr Svcs [Tacoma] 09/2017	826.57
9/15/2017	1115	Nathan Tucker	REIMBURSEMENT: POSTAGE 09/2017	14.70
9/15/2017	1116	Vanderbeck Trucking & Excavating, Inc	CSWCD: Contracted Svcs [GPL-1718-4006] Pre Pmt 08/2017	7,957.50
9/15/2017	1117	Matthew Van Wey	REIMBURSEMENT: MILEAGE 08/2017	209.72
9/15/2017	1118	VOYA Financial	CSWCD: EE/ER 457b Contributions 09/2017	12,140.90
9/15/2017	1119	Wells Fargo Business Elite	Acct: 5569 1990 0018 1208 L Kilders 09/2017	2,100.40
9/15/2017	1120	Wells Fargo Business Elite	Acct: 5569 1990 0017 2405 T Salzer 09/2017	3,224.07
9/15/2017	1121	Wells Fargo Business Elite	Acct: 5569 1960 0007 4870 J Faucera 09/2017	121.95
9/15/2017	1122	Working With Yoga	CSWCD: Office Yoga 09/2017	210.00
9/15/2017	1123	VOID	Mis Printed	

Subtotal: 68,185.30

Total: \$ 114,420.98

Total Conservation Fund

21,163.82

Approved By Board:

Board Chair

Board Treasurer

Jeffrey J. Bell
Pragna A. Jantzi