



Approved November 14, 2017

Clackamas SWCD Board Meeting Minutes for October 17, 2017

Present:

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

Associate Directors: PK Melethil

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

Partners: Kim Galland

Absent: Jesse Nelson (Vice-Chair), Joan Zuber

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, October 17, 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 items 8B and 8C would be combined. No other changes were requested.

B. Public Comment – No public comment was offered.

C. Director Reports – No reports at this time.

D. Partner Report – Kim Galland reported that the Oak Conservation Implement Strategy (CIS) was off to a good start with five applications currently in Clackamas County and at least two more being planned. There is one application in West Multnomah at this time.

November 17, 2017 will be the deadline for Environmental Quality Incentives Program (EQIP) applications for 2017, and March 16, 2018 will be the next deadline for applications.

Galland reported that Leo Preston, Willamette Basin Team Leader, spoke with Galland regarding the merger of the Natural Resources Conservation Service (NRCS), Farm Services Agency (FSA), and the

Risk Management Agency(RMA) . The agencies will be working under the title of "Farm Production and Conservation." Galland asked that partners write letters to Sonny Perdue , the Secretary of Agriculture, regarding the good work that NRCS does. The United States Department of Agriculture (USDA) has a confirmed undersecretary, however, they do not have a confirmed chief at this time.

- E. Manager's Report on Committees** – Manager Salzer reported that the Building Committee had met on September 26, 2017 with the architects.

Galland left the meeting at 4:10

2 – MINUTES AND OLD BUSINESS

- A. September 8, 2017 Special Meeting Minutes** – Draft minutes from the September 8, 2017 Special Board meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Lee/Johnson moved/seconded to approve the minutes as presented. Motion carried unanimously.

- B. September 19, 2017 Regular Meeting Minutes** - Draft minutes from the September 19, 2017 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

- C. September 29, 2017 Special Meeting Minutes** - Draft minutes from the September 29, 2017 Special Board Meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Lee 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 was omitted due to a error in the new accounting system; Staff Tucker is working to fix it. The District has a cash carryover from Fiscal Year End 2017 of approximately one million dollars. The budget was underspent and the District is doing well.

Manager Salzer received the County certification of taxes for the upcoming year, and based on the report, the budget for this fiscal year is well aligned with projected income.

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

- B. Expenditures** – Manager Salzer reviewed the October voucher list with the Board. Check numbers were 1124 to 1170, with no breaks in the sequence. Check number 1090 was voided as it was lost in the mail, and was re-issued on check # 1124. Checks totaled \$169,567.80. Salzer noted that the Conservation Grant fund total this month was \$96,264.84. Salzer noted that the check to the attorney was mostly for service related to the Molalla River property and Milk Creek project.

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

Associate Director Melethil arrived at 4:15 p.m.

4 – OTHER FINANCIALS -

- A. **National Association of Conservation District (NACD) Dues** – Manager Salzer presented NACD’s dues request for the coming year. Salzer recommended that the District pay \$1,776.00 this year. NACD is the only voice that soil and water conservation districts have on a national level.
- Directors Lee/Guttridge moved/seconded to pay dues at the \$1,776.00 level, and review the funding level next year. Motion carried unanimously.
- B. **Annual Audit** - Manager Salzer reported to the Board that Staff Tucker has forwarded the QuickBooks reports to the auditor. The auditor, Richard Winkel has sent his requirement list back to the District for the items he will want to examine when he makes his visit to the office.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Adjustment to the Milk Creek project funding** – Staff Faucera spoke about the presentation made by Biohabitats at the September board meeting regarding the cost over-run on the Milk Creek project. Faucera noted that the District could decline to pay the excess cost, could split the difference or cover the entire project. Staff’s recommendation is to cover the entire project. Staff based this recommendation on the quality of work the contractor did, the unpredictable nature of the waterway, and if the contractor had not completed the project during the instream work window, grant funding would have been lost.

Chair Becker noted that the contractor had done the correct thing in finishing the project. Director Fantz would like to have had the Board notified and to give approval, but understood that the timeline might not allow it.

Directors Guttridge/Fantz moved/seconded to approve a final payment of \$21,075.00 to Biohabitats. Motion carried unanimously.

- B. **Sandy River Basin Watershed Council (SRBWC) requests** - Manager Salzer reviewed the request from Steve Wise of the SRBWC for funding to complete planning for further restoration work on the Sandy River. The amount of \$30,063 will be match funding for an Oregon Watershed Enhancement Board grant and support part of the cost of planning that is currently underway. This will result in 60% of the plans and designs which will be sufficient to go ahead with permitting and final engineering. The District has funds in the adopted budget for fiscal year 2017-2018 for the Salmon-Sandy project.

Directors Fantz/Guttridge moved/seconded to approve grant match of \$30,063 to the Sandy River Basin Watershed Council for the Salmon-Sandy project design. Motion carried unanimously.

6 – PERSONNEL

- A. **Personal protective equipment policy** – Manager Salzer brought the final version of the Personal Protective Equipment (PPE) policy to the Board for approval. This policy was requested by Special Districts Insurance Services, and has been reviewed by the District’s attorney.

Directors Guttridge/Lee moved/seconded to approve the Personal Protective Equipment policy as presented. Motion passed unanimously.

- B. **Cell phone usage by staff** - Manager Salzer updated the Board regarding cell phone usage by staff. At this time the District does not provide cell phones to staff. There is an existing policy from 2005

that allows for employees to claim a \$50 stipend for use of their personal phones. Staff is reluctant to claim the stipend due to the necessity of turning over personal records to the District, and the District is reluctant to continue to have staff use personal phones due to possible public records requests and safety of staff.

Manager Salzer presented three options

Provide all staff with a second work-only phone.

Provide a secondary phone number to be used on personal phones

Provide a stipend to users of personal devices, in exchange for employee's agreement to provide records of phone calls, documents, messages, etc.

Director Johnson requested that Manager Salzer make sure the "DIGITS" program for the secondary phone number has been approved for use by the Oregon Ethics Commission and will meet the public records guidelines, although his preference is to provide a secondary phone.

Staff Leininger noted that the use of personal phones does cause problems for staff, including a recent demand from a customer for the personal phone number of a staff member. Staff using their phones put themselves at risk for unwelcome calls after hours and at home.

Chair Becker requested that Manager Salzer do further research and bring this matter back to the Board at the November meeting.

7 – BOARD/MANAGEMENT

- A. Eligibility of non-residents to serve as associate directors** – Chair Becker asked the Board about changing requirements for associate director appointments. The District has one associate director who has moved out of state, but would like to continue to serve if he is needed. We also have another person who owns property in the county, but does yet reside in the county. Currently the District requires that Associate Directors be residents of Clackamas County.

Director Lee suggested that the requirement be changed to "owns property" in the county, and that Associate Director Sytsma could be appointed as a "Special Consultant".

Director Guttridge suggested "owns or manages property". Director Johnson noted this policy of owns, or manages could limit who could serve, and might make people feel that the Board was discriminating against residents who do not own or manage property.

Chair Becker suggested the wording say "the Board may choose to appoint". Becker asked Manager Salzer to craft a possible amendment to the Associate Director requirements and bring it back to the Board next month.

- B. Out of State Travel** – Manager Salzer requested that the Board approve out of state travel to attend the National Conservation District Employees Association (NCDEA) meeting in California in November of 2017, and travel to the National Association of Conservation Districts (NACD) annual meeting in Nashville, Tennessee in January of 2018. Salzer also requested that staff Guttridge be allowed to attend the NACD meeting in Tennessee.

Directors Lee/Fantz moved/seconded to approve out-of-state travel for Tom Salzer and Tami Guttridge as requested. Motion carried unanimously.

- C. **Resolution 2017-006 for District's annual meeting in December** - Manager Salzer brought Resolution 2017-006 to the Board for approval to set the date of the Clackamas Soil and Water Conservation Districts Annual meeting. The resolution sets the date as December 19, 2017 before the regular meeting of the Board.

Directors Fantz/Lee moved/seconded adopt resolution # 2017-006 establishing the date of the of the Clackamas SWCD annual meeting. Motion carried unanimously.

- D. **Special Districts Insurance Services (SDIS) Annual Check list** - Staff Guttridge reviewed the annual check list from SDIS. The completion of items on the check list will save the District 10 percent on insurance premiums.

Directors Fantz/Guttridge moved/seconded to accept the check list review. Motion carried unanimously.

8 – PROPERTIES & PLANNING

- A. **Maintenance framework for the Beaver Creek Farm** – Manager Salzer presented a framework plan for managing the maintenance on the farm. The farm would be divided up into blocks, and management would be based on proposed long-term uses of the block. Activities would include riparian and wildlife management, agricultural management, weed control, and fence building as applicable to a particular block.

Directors Fantz/Guttridge moved/seconded to approve the maintenance framework as described in the map with possible changes in the future. Motion carried unanimously.

- B. **Procurement method for Conservation Resource Center** – Director Guttridge reported that the Building Committee had met on September 26, 2017 with the architect and a construction contractor. The committee discussed whether to use a Design-Build type of contract or to use a Construction Manager/General Manager (CM/GM) contract to move forward with the building. Guttridge noted that Design-Build contracts can be adversarial and limiting to the District. The Building Committee felt that the CM/GM arrangement would be a better option for the District, giving us more flexibility, and would not tie-up the Board and staff in day-to-day decisions. The Districts attorney has walked several clients through the CM/GC process.

Directors Guttridge/Fantz moved/seconded to direct staff to prepare findings for the Construction Manager/General Manager alternative procurement method for construction of the Conservation Resource Center so they may be accepted by the Local Contract Review Board and then adopted by the District Board. Motion carried unanimously.

9 – Other Reports

- Associate Director Melethil attended the Soil Health Workshop for Educators; he felt this program would be beneficial to the urban community. He also attended the "Into the woods" workshop at the Forestry center, Michael Ahr from West Multnomah Soil and Water was a presenter. The workshop featured bringing wood back into large buildings.
- Staff Rains noted that septic brochures have been printed and delivered to the county offices. She will be meeting with Department of Environmental Quality soon regarding our loans.

- Staff Leininger noted that the WeedWise staff was hoping the rain would slack off to allow for more field work on knotweed. There is plenty of paperwork in the WeedWise staff's future.
- Staff Faucera noted the planners were also hoping for less rain so that site prep could be completed on several projects. The Oak Initiative has created many site visits and staff is working with NRCS on the oak conservation implementation strategy. Faucera is also in the process of completing drone pilot training. Training is very involved and Special Districts Insurance Services will not insure the District for drone use unless there is a certified drone pilot.
- Director Johnson will be attending Yamhill's SWCD's annual dinner on October 18th. Oregon Department of Agriculture Director Taylor will be the speaker. Director Johnson asked about recording the board meetings for minute taking purposes, and some discussion followed.
- Director Fantz reported that he may be available for the November 21st Board meeting after all.
- Chair Becker asked Manager Salzer to poll the board outside of the meeting about their availability to meet on November 14 or 21, and the meeting will be held on the date that most members can attend.
- Director Guttridge reported that he had rented the Districts no-till drill at the end of September. He was pleased with its performance and he has clover, grass and oats up in fields that he seeded. He also extended thanks to the WeedWise crew and contractors who visited the family property to control knotweed.

Director Guttridge would like to represent the District at the National Association of Conservation District meeting in Nashville, Tennessee in January.

- Manager Salzer reported that Monday was Boss's Day and staff enjoyed a brief celebration. He will be meeting with staff on Wednesday, October 18 to discuss long-term conservation planning, safety, cell phones, and other topics.

Salzer noted that the Lower Willamette Basin Districts would be meeting on November 15th at the Roth Catering Center in Salem. Lunch will be at 12:30 with the meeting starting at 1:00 p.m. Anyone wishing to attend should contact Staff Guttridge so that she can RSVP for the lunch.

Salzer informed the Board that Associate Director Toops was recovering from a motorcycle accident. Also, Staff Ahr's grandfather had passed away and she was in New Jersey to attend his service and be with family.

- Director Fantz asked about the "Sandy-versay" event being put on by the Sandy River Watershed Basin Council. Staff Kilders noted the RSVP deadline is today.
- Staff Kilders reported she would be attending an erosion control workshop at Surface Nursery with other staff members on Wednesday Oct 18. AFC West will show various types of materials and ways to help control erosion.

Staff Kilders reported that the Department of Environmental Quality will be holding another agricultural pesticide collection event on November 18, 2017 in Mt. Angel. Reservations are necessary.

- Staff Guttridge reported that there will be a household hazardous waste collection event on November 4, 2017 in Canby. Guttridge announced the dates for the 2018 Special Districts Association of Oregon Annual Conference, to be held in Seaside, Oregon on February 9 to 11, 2018.
- Chair Becker requested that Staff Guttridge send information to the Board on the Lower Willamette Basin Districts meeting and the household hazardous waste events.

ADJOURN and NEXT MEETING-

- The date of the next regular board meeting is to be decided
- There being no further business, Chair Becker wished everyone a happy Halloween and adjourned the meeting at 6:07 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

10/17/2017

Date	Number	Payee	Memo	Payment	
9/15/2017	1090	4Sight Consulting, LLC	CSWCD: Consulting [BVRCRK] 08/2017--VOID	-	
10/4/2017	1124	4Sight Consulting, LLC	CSWCD: Consulting [BVRCRK] 08/2017	7,052.50	
10/4/2017	1125	Ash Creek Forest Management, LLC	WW-2016-01 [WW-LK-2017-11] Knottweed 09/2017	4,345.01	CGF
10/4/2017	1126	BCTelco	Acct: 11014515 10/2017	110.92	
10/4/2017	1127	Comcast Business Internet	Acct: 8778 10230 0924690 10/2017	144.85	
10/4/2017	1128	Coulter Printing, Inc	CSWCD: Job 37958 [WW Knotweed] 09/2017	390.00	
10/4/2017	1129	Day Wireless Systems	Acct: 26002 Radio Svc 09/2017	150.00	
10/4/2017	1130	Clackamas Dept of Finance	CSWCD: Emp Benefits 10/2017	21,982.27	
10/4/2017	1131	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 09/2017	2,280.00	
10/4/2017	1132	Forest Forever, Inc	CSWCD: Support [Tree School 03/18] 09/2017	1,000.00	
10/4/2017	1133	Allstream	Acct: 829514 Internet 09/2017	700.94	
10/4/2017	1134	Lindsey Karr	Reimbursement: Supplies [boots] 08/2017	33.73	
10/4/2017	1135	OC Properties, LLC	CSWCD: Rent 775-102-CU 10/2017	6,909.93	
10/4/2017	1136	Oregon City Garbage, Inc	Acct: 57768000 10/2017	26.35	
10/4/2017	1137	Pacific Office Automation	Acct: 10ZN06 Copies 09/2017	268.83	
10/4/2017	1138	Pamplin Media Group	Acct: 81177287 Lake Oswego Rev 10/2017	80.00	
10/4/2017	1139	PGE	Acct: 0019 31171-4271634 09/2017	47.73	
10/4/2017	1140	Eann Rains	Reimbursement: Mileage/ERP Supplies 09/2017	107.70	
10/4/2017	1141	Thomas Salzer	Reimbursement: Travel 09/2017	654.53	
10/4/2017	1142	Special Distrcits Association of Oregon	CSWCD: MBR [2018 Annual] 10/2017	458.39	
10/4/2017	1143	Sonitrol	Acct: 01SCLA01 10/2017	153.00	
10/4/2017	1144	Nathan Tucker	Reimbursement: Travel 09/2017	342.53	
10/4/2017	1145	US Bank Voyager Fleet Systems	Acct: 86928-4679 09/2017	412.50	
10/4/2017	1146	Verizon Wireless	Acct: 242017036-00001 09/2017	200.05	
				Subtotal:	47,851.76
10/13/2017	1147	4IMPRINTINC	Acct: 2277493 09/2017	982.11	
10/13/2017	1148	BARBURBLVDEQUIPMENT	Acct: 5032106013 [01-406822-06] Canopy 09/2017	1,570.00	
10/13/2017	1149	BIOHABITATSINC	PSC-1718-001 [17512-01-001] 09/2017	75,920.50	CGF
10/13/2017	1150	CENTURYLINK	Acct: 503-656-1105-170B 09/2017	63.08	
10/13/2017	1151	CLARKCONSERVATIONDIS	CSWCD: Contract Svcs [IGA-Engineering Tech Assit] 09/2017	2,884.40	
10/13/2017	1152	CRYSTALGREENS	CSWCD: Landscape Svcs 10/2017	395.00	
10/13/2017	1153	DFRANCOCONTRACTING	WW-2016-02 [Calcagno-S17-002] 09/2017	5,490.48	CGF
10/13/2017	1154	FAUCERJASON	Reimbursement: Travel: 10/2017	311.54	
10/13/2017	1155	GUTTRIDGEDONALD	Reimbursement: Board Travel & Comms 08/17-09/17	153.81	
10/13/2017	1156	H2OREGON	Acct: 21948 Rnt 09/2017::Acct: 21948 Water 09/2017	53.65	
10/13/2017	1157	KARRLINDSEY	Reimbursement: Supplies [bucket lids] 10/2017	29.00	
10/13/2017	1158	KASTERSKUSTOMCUTTING	CSWCD: Supplies [Lumber] 10/2017	880.00	
10/13/2017	1159	KILDERSLISA	Reimbursement: Mileage & Supplies 08/17-10/17	73.96	
10/13/2017	1160	MCQUEENEYCATHERINE	Reimbursement: Mileage & Supplies 09/2017	288.61	
10/13/2017	1161	NELSONJEFFREY	CSWCD: Contract Svcs [BVR CRK] 09/2017::CSWCD: Contract Svcs [BVRCRK] 10/2017	3,560.52	
10/13/2017	1162	QKHOLDINGSLLC	CSWCD: Catering 10/2017	1,174.64	
10/13/2017	1163	SANDYRIVERBASINCOUNC	CSWCD: Partner Support [Marmot Plan] 10/2017	10,208.00	
10/13/2017	1164	SOUNDNATIVEPLANTS	WW-2016-11 [Kntweed WW-LK-2017-13] 09/2017	4,519.95	CGF
10/13/2017	1165	SPIRETECHNOLOGIESINC	Acct: 05330 Ctera B/U 10/2017	290.00	
10/13/2017	1166	THEGOLDWRENCH	CSWCD: Vehicle Rpr [Dodge] 10/2017	60.50	
10/13/2017	1167	WATERWAYSCONSULTING	14-082b [PSC-1516-001] Engineering 09/2017	5,988.90	CGF
10/13/2017	1168	WELLSFARGOELITE1208	Acct: 5569-1990-0018-1208 10/2017	1,090.02	
10/13/2017	1169	WELLSFARGOELITE2405	Acct: 5569-1990-0017-2405 10/2017	5,607.40	
10/13/2017	1170	WELLSFARGOELITE4870	Acct: 5569-1960-0007-4870 10/2017	119.97	
				Subtotal:	121,716.04
				Total: \$ 169,567.80	
				Total Conservation Fund	96,264.84

Approved By Board:

Board Chair

Board Treasurer

