



Approved December 19, 2017

Clackamas SWCD Board Meeting Minutes for November 14, 2017

Present:

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

Associate Directors: PK Melethil, Jackie Hammond-Williams

Staff: Jason Faucera, Tami Guttridge, Lisa Kilders, Sam Leininger, Cathy McQueeney, Eann Rains, Tom Salzer, Nathan Tucker

Partners: Kim Galland

Guest: Paula Gagnon

Absent: Jan Lee

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, November 14, 2017 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker asked if there were any changes or additions to the agenda, no changes were requested.

B. Public Comment – No public comment was offered.

C. Director Reports –

- Director Fantz noted that things were going well for him.
- Director Johnson reported that he had been at the Soil and Water Conservation Commission (SWCC) meeting in the morning, and they are being asked by the Board of Agriculture to nominate someone to serve on the Oregon Agricultural Heritage Program. The SWCC has a good list of candidates.

- Director Zuber reported that Spain has tansy ragwort, too. Zuber noted that Secretary of the Interior Zinke is reviewing sage grouse policy that has been in the works for nearly a decade. Zuber also reported that the Clackamas County Board of Commissioners was asking their lobbyist to promote accessory dwellings on agricultural land, and she feel this is a bad precedence.
- Director Guttridge reported that the mud is getting deep, and he would be attending the Lower Willamette Basin Council Meeting on Wednesday November 15.

D. Partner Report – Kim Galland reported the application deadline for the Environmental Quality Incentives Program (EQIP) contracts will be Friday November 17. Galland currently has applications for six to seven Oak Conservation Implementation Strategy plans, two high tunnels, and one or two Forestry contracts. Galland is in the planning stages for a Local Work Group meeting and would appreciate any suggested contacts who might be interested in serving on the group. Galland will be conducting a 1619 Department of Agriculture compliance meeting in February, and will report more on that at the January meeting.

Galland offered her thanks to the Board for providing a letter of support for the Natural Resource Conservation Service to the Secretary of Agriculture, Sonny Perdue.

Associate Director PK Melethil arrived at 4:03, and Guest Paula Gagnon arrived at 4:04.

Associate Director Melethil was asked if he had anything to report. Melethil noted that the Board had discussed recording meetings in October. Melethil believes the Board minutes are well done, but he would like to see the meetings recorded to make the full context of the meetings available to the public and provide better transparency. Manager Salzer noted that minutes meet the requirements for public records.

E. Manager's Report on Committees – Manager Salzer reported that no committees had met since the last board meeting, but he had been in contact with the personnel committee regarding some recommendations.

Galland left the meeting at 4:10

2 – MINUTES AND OLD BUSINESS

A. October 17, 2017 Regular Meeting Minutes – Draft minutes from the October 17, 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.

3– MONTHLY FINANCIALS

A. Review and accept financial reports – Staff Tucker presented the October Statement of Revenue. Tucker explained that the percent column on the report was the percentage of budget spent for the month, not the year. He is still in the process of pulling information from the QuickBooks system to the Micro Information Products System (MIPS), and has been modifying accounts with the program managers through September. This has taken longer than he expected. The District has not yet received tax revenue funds from the County, but Tucker expects them before the end of the month. Tucker pointed out that interest revenue from our bank accounts is up from last year and he

explained several new categories that have been added to the financial report. This report is still a work in progress.

Tucker reported that the balance sheet is not yet available due to issues of transferring balances between QuickBooks and MIPS. While QuickBooks allows funds to be easily moved around and has limited checks and balances, MIPS requires double entries and if an error is made it will require more time to make corrections. Tucker had to enter balances in MIPS on June 30, 2017 to be able to enter July invoices, and the funds transfers proved more difficult than he thought. He is in the process of making corrections. Tucker noted that the District has a good cash balance going into November.

Chair Becker asked if Tucker was looking into removing the last of the District's funds from Wells Fargo Bank. Tucker reported that he had been checking into credit unions in the Oregon City area. Only two are large enough to handle an account the District's account needs. Unfortunately neither of these institutions has a "Positive Pay" system for fraud checking, which the District would be giving up with a change from the current bank.

Director Zuber asked if the adjustments and changes he is making in setting up the new accounting system will affect the Audit. Tucker assured the Board that they will not.

Chair Becker inquired if there were road blocks in the accounting system causing his problems or if it was just a matter of timing. Tucker replied that it was a matter of timing, as he had to wait until QuickBooks was completely closed for Fiscal Year End 2017, and that did not occur until September 30, 2017.

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

- B. Expenditures** – Staff Tucker reviewed the November 2017 voucher list with the Board. Check numbers were 1171 to 1216, with no breaks in the sequence. Checks totaled \$160,821.69. Tucker noted that the total spent from the Conservation Grant fund (CGF) on the report shows \$61,977.57. This total does not reflect check # 1186 for \$30,063 to the Sandy River Basin Watershed Council that should have been marked as CGF. This correction brings the total to \$92,060.57. Tucker also noted that Check # 1191 to Clackamas County Planning was for the conditional use permit for the conservation resource center, and the check to Mt. Hood Community College was for Project YESS, a youth organization that helped with the control of Policemen's Helmet in the Sandy area.

Directors Fantz/Zuber moved/seconded to approve the November voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS -

- A. Development of findings on alternative public procurement** – Manager Salzer asked the Board for direction to develop findings in support of using an alternative method of public procurement. A public hearing to receive comment on draft findings must occur before the Board can approve them. The hearing must be publicly noticed in at least one trade newspaper of general statewide circulation for a minimum of 14 days before the hearing. The Board may then accept the findings and the Local Contract Review Board reviews the findings and may grant the exception from competitive bidding. The hearing may be held just prior to the Board meeting on December 19, 2017. The Board may then pass a resolution to advertise a Request for Proposals for a construction manager.

Director Fantz asked if having the hearing sooner than the December 19th meeting would save the district time, Manager Salzer noted it would depend upon developing the findings, and the lead time needed to place the appropriate public notices.

Directors Guttridge/Nelson moved/seconded to authorize the General Manager to develop draft findings on the proposal to use the construction manager/general contractor form of alternate procurement for a public improvement contract or class of contracts, and directing staff to advertise for a public hearing to be held on a date to be determined. Motion carried unanimously.

- B. Legal counsel fee schedule** - Manager Salzer reported the District had received notice of a fee increase from Eileen Eakins, LLC. The District's legal fees will be increasing from \$200.00 per hour to \$220.00 per hour. Director Johnson asked how that compares to other legal counsel in the area, and Manager Salzer was asked to do research in the matter and report to the Board after the first of the year.
- C. Annual audit progress** - Staff Tucker reported that Richard Winkel, CPA will conduct the District audit this year. Winkel met with the office staff on October 30, 2017. The purpose of the visit was to check through files and ask security questions. Mr. Winkel was on site for approximately 3 hours. Tucker has received follow-up questions and has provided answers to Mr. Winkel. The audit should be completed and ready to present to the Board at the December 19 board meeting.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Designation as the County weed entity** – Staff Leininger reported that the Clackamas County Board of Commissioners was expected to designate the District as the County's weed entity at the December 14, 2017 work session. This designation will allow the District to pursue grant funding that the State of Oregon has made available through the Oregon Water Enhancement Board (OWEB). Staff Leininger has been working with the County on this designation over the past year, with the understanding that the Conservation District will not be regulatory, and will continue to operate on a cooperative basis with the people of Clackamas County. Leininger plans to write the grant in broad terms for general use, hoping for less-restrictions than is the norm with many OWEB grants. The grant deadline is mid-December, so hopefully this will be approved at the County Commissioners work session.
- B. Potential project to resolve eroding private road** - Staff Faucera reported that the District received a request from a producer for assistance with a rapidly deteriorating culvert in a private road on a fish-bearing stream. The private farm road provides access to a significant portion of the farm. The road is used several times a week, all year and is critical infrastructure for their operation. Farm staff observed the culvert's initial deterioration during last year's wet winter. This resulted in a substantial amount of road fill material eroding into the stream. A portion of the road is still in place and usable, however there is concern about the viability of the crossing this winter as well as a risk that additional fill material may erode into the stream. The in-water work period for this stream ended on August 31, so any repair work would need to wait until next year's in-stream work period.

Any replacement of the culvert must meet fish passage guidelines as the stream is listed as essential salmon habitat by the Oregon Department of Fish and Wildlife and the Division of State Lands. Replacing the culvert will have the public benefit of improved fish passage and protection of the stream. Staff Reische and an NRCS engineer met with the producer about alternative options to replacing the culvert and road. The best option appears to be bridging the stream; however, fish

habitat will still have to be addressed and improved. The rough estimate to complete this project is \$200,000. The producer would most likely not be able to fund this repair/replacement on their own.

Director Zuber asked how many head of cattle were being moved across this road, and Staff Faucera reported that he believed the number to be upwards of 100 head.

Director Fantz asked if a bridge would be usable by vehicles, and Staff Faucera reported that yes, the cooperater uses the current road to move equipment to different portions of the farm.

Staff Faucera noted that the culvert could blow-out with the winter rains, and staff has not yet been able to come up with a good way to stabilize the road bed. Staff is in the process of looking for solutions and funding for this project.

6 – PERSONNEL

- A. **Revised cell phone policy** - Manager Salzer reported to the Board that he had tested the DIGITS second phone number system. While the system will keep personal and work phone calls in separate places, photos and downloaded documents are not kept separate from the user's personal data. The mixing of data would leave personal phones open to public records searches.

Manager Salzer presented a proposed cell phone policy to the Board. The District will purchase phones for employee use at the manager's discretion for the purpose of work use only. The policy eliminates any stipend for the use of personal phones, protects the employees, and keeps public records separate and accessible.

Director Zuber asked if the District would be required to use a particular service provider. Manager Salzer explained that the District would be using a mandatory State contract for cellular service providers.

Directors Johnson/Guttridge moved/seconded to accept the revised policy for cell phone use effective November 15, 2017. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. **Modification of associate director guidelines** – Chair Becker explained that an existing associate board member has moved out of the state, but is still interested in assisting the District. He also spoke about a member of the public who owns property in the county and has not yet moved onto the property, but who desires to assist the District as an associate board member. Unfortunately mention of associate directors is largely absent from the enabling legislation for soil and water conservation districts and there are no state eligibility requirements.

Manager Salzer presented a modified associate director policy per the request of the Board. The wording that an associate director "**must be a resident of the county**" has been changed to read "**The Board of Directors may choose to appoint individuals who are residents of Clackamas County, or who own or manage land in Clackamas County and are of legal voting age.**"

Directors Fantz/Guttridge moved/seconded to accept the modified associate director guidelines as presented. Motion carried unanimously.

- B. **Appointment of new associate director** – Chair Becker asked guest Paula Gagnon who applied to become an associate direct if she would like to address the Board. Gagnon spoke about her education and background in aquatic ecology and her work with the Wetlands Conservancy.

Gagnon and her family own 39 acres in the Sandy area, but she currently resides in Multnomah County. She enjoys conservation work, is a proponent of protecting working lands, and would like to help support the District in any way she can.

Directors Guttridge/Nelson moved/seconded to appoint Paula Gagnon as an associate director of the Clackamas Soil and Water Conservation District. Motion carried unanimously.

C. Managers Report -

- Manager Salzer reported that he had signed paperwork to change the Districts payroll service from Wells Fargo to ADP beginning with the January payroll.
- The weekly report is transitioning from an operation-wide report, to only one program reporting each week. The reports will be published on the website where they can be publicly viewed.
- Exterior barn repairs are completed and there is still work being done on the interior.
- Manager Salzer asked for volunteers to help Staff McQueeney with the review of watershed council support grants. Staff McQueeney reported that the deadline for grant applications is November 30. She will send out a doodle poll to set a date between December 11 and 15 for a grant review meeting. Directors Becker, Guttridge, Zuber, and Associate Director Gagnon volunteered to serve on the committee, as has Staff Rains.

8 – PROPERTIES & PLANNING

- A. **Cost of Building permanent office/meeting facility** - Manager Salzer reported that the Board needs to discuss moving forward in regards to building a facility that is expected to cost 5.2 million dollars. The Board needs a clear public statement of why they wish to build at the demonstration farm in Beavercreek. They also have a duty to look at alternatives including remodeling an existing building not on the Beavercreek property if that would save money.

The discussion included the following points:

Purpose

- When the District purchased the farm the idea was to provide the District with a permanent home, to protect the existing green space the farm provides, and be a demonstration site for cooperators where different ways of doing things could be physically demonstrated in one place.
- The office should be a low impact, energy efficient, sustainable building built at the farm.
- Building on the farm is a win-win for the District. The property is ideal for the District's use and the District should target other properties for farm preservation.
- It was also noted that the current footprint will cover the existing built area and leave farm areas untouched.
- We want to make sure that the building will serve the staff and public well, and not be just a large meeting space.

- Now is the time for the Board to make a decision if the District is going to invest the time and energy to proceed with building at the farm. The conditional use permit will take four to six months to be completed, and it will take approximately 12 to 18 months for construction. The District's current lease is due to expire in February of 2019.
- It is possible to convert the pole barn into a meeting space to save on the size and cost of the building.
- It would be better to build in the designated footprint now rather than expanding later.
- The District needs to be at the farm. Building there will make the District more functional, it is very accessible, and the property is not zoned for exclusive farm use.

Potential Alternatives

- The only building our commercial realtor found that would meet the District's needs is inconveniently located, is listed for 3.8 million dollars, would need modifications, and is only half as big as the District would like, leaving no room for expansion.
- Maybe we could build a smaller version of the same building.
- The building could be constructed in phases, but that would present other problems and might put the current conditional use permit at risk.
- The District could sell the property either for home sites or with a conservation easement, but that would limit the marketability.
- Once there is an office on the property, it will always be a business site and no longer farm property.
- Could the District lease the property and build elsewhere?
- Maybe building two stories would make a smaller footprint and provide a cost savings. An elevator could perhaps be replaced by ramps outside going from one level to another following land slope.
- It was noted that a two story building would require stairways and posts on the main floor to support the upper floor. Although ramps are an alternative they require a 1 to 20 slope and would have to be covered.
- Could the current farm house be converted for the District's use? It was noted that the farm house had been looked at, but it was not in good condition, lacked a foundation, would have to be brought up to code, and was not considered historically significant as it had been remodeled many times.

Cost

- The cost proposal that was presented to the District seemed to have been developed by using numbers from larger commercial facilities and did not necessarily reflect the specifics of the building the District wants to build. The quote is likely over-stated.
- The original design has already been modified, so how much more could it be changed to save costs? It is better to build things correctly upfront.

- There are places to trim some costs. The square footage has already been reduced, but possibly there was a bit more that could be trimmed.
- It is a tough decision, but building at the farm is the best idea and the payback will be worth it. It will never get cheaper and it would be nice to have a permanent home for the District.
- Regarding renting versus building, rent is a significant investment with no return. The cost of rent will continue to rise.
- One of the advantages of going with a contract manager/general manager is a potential for savings.
- Would it be possible to set a not-to-exceed dollar figure for the building and work backward within that dollar framework?
- A cap could be set on the construction cost to address the budget gap. What would the District be comfortable with regarding this cap?

B. Conservation Resource Center – Director Guttridge reported that the conditional use permit has been filed for building the Conservation Resource Center.

Associate Director Melethil left the meeting at 5:55 p.m.

9 – Other Reports

- Staff Faucera reported to the Board that he will be stepping down as president of the Oregon Conservation Education and Assistance Network (OCEAN). Faucera noted with his promotion to program manager he has an increased workload at the District. He will announce his decision at the Lower Willamette Basin meeting on November 15, and be sending a letter out to OCEAN representatives soon.
- Staff McQueeney and Staff Rains enjoyed the Boards discussion.
- Staff Tucker reported on his Federal Emergency Management Agency training in Wenatchee, WA. There are opportunities for the District to do community outreach regarding fire protection in the rural/urban interface.
- Associate Director Hammond-Williams reported that the Oregon City Farmers Market will be holding their Thanksgiving market Saturday, November 18. There are 11 local Clackamas farmers selling their produce, please come by and support them.
- Director Zuber noted it was good to be back and catch up on what is going on with the District.
- Director Nelson invited everyone to come out to the nursery and help him with his bare-root tree harvesting.
- Staff Kilders reported that registration for the pesticide collection event scheduled for Saturday November 18 is closed. They are expecting to receive in 30,000 lbs. of pesticides at this event
- Staff Guttridge asked if any Directors needed room reservations for the Special Districts Association of Oregon Annual meeting in February. Directors Zuber and Fantz asked that rooms be reserved for them.

ADJOURN and NEXT MEETING-

- The date of the Annual meeting will be December 19, 2017 at 4:00 p.m.
- The next Regular Board meeting will be December 19, 2017 at 4:15 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:03 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

11/14/2017

Date	Number	Payee	Memo	Payment
11/2/2017	1171	Nicole Ahr	Reimbursement: Mileage 10/2017	40.94
11/2/2017	1172	BCTelco	Acct: 11014515 11/2017	110.92
11/2/2017	1173	Comcast Business Internet	Acct: 8778 10230 0924690 10/2017	144.85
11/2/2017	1174	Department of Administration Services	OCPP: R03047-000 11/2017	50.00
11/2/2017	1175	Clackamas Dept of Finance	CSWCD: EE Benefits PPE10312017; 11/2017	21,982.27
11/2/2017	1176	Tami Guttridge	Reimbursement: Postage 10/2017	4.36
11/2/2017	1177	Allstream	Acct: 829514 10/17	709.13
11/2/2017	1178	James Johnson	CSWCD: Director Stipend 10/2017	50.00
11/2/2017	1179	National Association of Conservation Districts	Acct: 42075 Diamond 2017/2018	1,776.00
11/2/2017	1180	OC Properties, LLC	Acct: 775-102-CU 11/2017	6,909.93
11/2/2017	1181	Pacific Office Automation	K# 900-0266949-000 09/2017	216.81
11/2/2017	1182	PGE	Acct: 0019 31171-4271634 10/2017	67.21
11/2/2017	1183	Premiere Global Services (PGi)	Acct: 3616841 10/2017	72.63
11/2/2017	1184	RBP Methods	CSWCD: Hosting [MIP] 07/17-10/17_Hosting [MIP] 11/17-01/18	1,200.00
11/2/2017	1185	Thomas Salzer	Reimbursement: Mileage 10/2017	85.28
11/2/2017	1186	Sandy River Watershed Basin Council	CSWCD: Grant Match [Salmon-Sandy] 2017	30,063.00
11/2/2017	1187	Nathan Tucker	Reimbursement: Travel [FEMA] 10/2017	274.43
11/2/2017	1188	US Bank Voyager Fleet Systems	Acct: 86928-4679 10/2017	439.83
11/2/2017	1189	Verizon Wireless	Acct: 242017036-00001 10/2017	200.05
11/2/2017	1190	VOYA Financial	CSWCD: EE/ER 457b PPE10312017;11/2017	10,208.22
11/8/2017	1191	Clackamas County Planning Dept	CSWCD: Conditional Use Permit	3,945.00
Subtotal:				78,550.86
11/9/2017	1192	Biohabitats, Inc	PSC-1718-001 [Milk Cr] 10/2017	21,075.00
11/9/2017	1193	Clark Conservation District	CSWCD: Contract Svcs [IGA-1718-001] 10/2017	2,244.04
11/9/2017	1194	Coulter Printing, Inc	CSWCD: Pesticide Collection PC 10/2017CSWCD: Septic Rpr Brochure 10/2017	271.00
11/9/2017	1195	Crystal Greens Landscape, Inc	CSWCD: Landscape Svcs [BVRCR] 11/2017	395.00
11/9/2017	1196	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 10/2017	1,680.00
11/9/2017	1197	Donald Guttridge	Reimbursement: Board 10/17-11/17	84.86

11/9/2017	1198	H2Oregon	Acct: 21948 [Rental] 10/2017Acct: 21948 Water 10/2017	47.65
11/9/2017	1199	Integrated Resource Management	WW-2016-03 [CRISP AB-2017-01] 10/2017	9,001.92
11/9/2017	1200	Kuznetsov Thinning Company	WW-2016-05 CRISP Knotweed 10/2017	3,589.60
11/9/2017	1201	MT Hood Community College	CSWCD: Proj YESS [0717-09/17] 10/2017	9,530.00
11/9/2017	1202	Jeffrey Nelson	CSWCD: Rpr Svcs [BARN] 10/2017CSWCD: Rpr Svcs [BARN] 11/6/17	7,719.62
11/9/2017	1203	Oregon City Garbage, Inc	Acct: 67768000 10/2017	26.35
11/9/2017	1204	PinCrafters	Acct: 109431 Length of Svc Pins 11/2017	437.50
11/9/2017	1205	Powell Minuteman Press	CSWCD: Name Tags [CK,LK,JF,TG] 10/2017CSWCD: Name Tags [LK] 10/2017	83.00
11/9/2017	1206	Eann Rains	Reimbursement: Supplies/Mileage 10/2017	52.15
11/9/2017	1207	Schulz-Cleanwater Sanitation, Inc	Acct: 22279 [Porta Unit] 10/2017	24.77
11/9/2017	1208	Sonitrol	Acct: 015CLA01 11/2017	153.00
11/9/2017	1209	Sound Native Plants Inc	WW-2016-01 [CRISP-SC-2017-01] 10/2017WW-2016-01 [LK-2017-13] 10/2017	18,781.05
11/9/2017	1210	Special Districts Insurance Services	CSWCD: Pol 32P18476-220 [09 Trailer] 10/2017	14.00
11/9/2017	1211	Tiith Alliance	CSWCD: Farm Tour [M Vanwey] 09/2017	390.00
11/9/2017	1212	Nathan Tucker	Reimbursement: Travel [FEMA/WUJ] 11/2017	253.13
11/9/2017	1213	U LINE	Acct: 12704984 [Sorbert Pad] 10/2017	64.00
11/9/2017	1214	Wells Fargo Business Elite	Acct: 5569-1990-0018-1208 LK 11/2017	2,216.05
11/9/2017	1215	Wells Fargo Business Elite	Acct: 5569-1990-0017-2405 TS 11/2017	2,347.56
11/9/2017	1216	Wells Fargo Business Elite	Acct: 5569-1960-0007-4870 JF 11/2017	1,789.58

Subtotal: 82,270.83

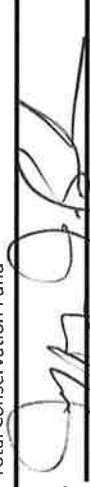
Total: \$ 160,821.69

Total Conservation Fund

61,977.57

Approved By Board:

Board Chair



Board Treasurer

