



Approved January 16, 2018

## ***Clackamas SWCD Board Meeting Minutes for December 19, 2017***

### **Present:**

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

**Associate Directors:** PK Melethil, Paula Gagnon, Jackie Hammond-Williams, Jim Toops

**Director Emeritus:** Mike Weinberg

**Staff:** Nicole Ahr, Scott Eden, Tami Guttridge, Sarah Hamilton, Lindsey Karr, Lisa Kilders, Clair Klock (via phone), Sam Leininger, Jeff Lesh, Cathy McQueeney, Eann Rains, Jenne Reische, Tom Salzer, Nathan Tucker, Matt Van Wey

**Partners:** Brenda Sanchez (Oregon Department of Agriculture)

**Guest:** Richard Winkel (via phone)

Staff members attended a brief celebration at 4:00 p.m. at which service awards were presented. Staff Ahr, Eden, Hamilton, Karr, Lesh, Reische, and Van Wey left the meeting at 4:15 p.m.

### ***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 4:15 p.m., Tuesday, December 19, 2017 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker reported that the agenda would be changed to move item 8B to follow item 4A to accommodate a request from Director Zuber, who would be leaving before the end of the meeting.

**B. Public Comment** – No public comment was offered.

**C. Director Reports** –

- Director Nelson asked if the other members of the Board had seen the article in the "Digger" magazine about soil and water conservation districts (SWCD). The article was written by a staff member from East Multnomah SWCD and mentioned Clackamas SWCD. Nelson said

the article was a good overall explanation of what a SWCD is and showcased a joint project between East Multnomah and Clackamas SWCDs.

- Director Lee reported that the Oregon Association of Conservation Districts has a new Executive Director, Mr. John Keith. Lee noted that Mr. Keith was a high-caliber candidate. Lee also reported that she has been appointed to the Oregon Watershed Enhancement Board, and will be helping to appoint the board for the new Oregon Agriculture Heritage Commission.
- Director Johnson thanked staff for registering him for the Coalition of Oregon Land Trust law seminar; unfortunately he was unable to attend as he was called for jury duty.
- Director Zuber attended the Molalla-French Prairie-North Santiam Local Advisory Committee meeting earlier in the day. They discussed pesticides and monitoring to take place in the area.
- Director Fantz reported that the Christmas tree season went well for him.
- Director Emeritus Weinberg reported that he was happy to be in attendance. He has been busy taking a tax course from H & R Block and is awaiting the results of his certification test.
- Associate Director Hammond-Williams presented a letter of thanks from the Oregon City Farmers Market. The grant money provided by the District allowed the market to sign up 1,000 youth for the "Power of Produce" (POP) club. POP club members made over 3,900 purchases resulting in almost \$8,000 in sales for local farmers. The Market has signed up three new produce farmers and two new meat farmers this past year, all women-owned and from Clackamas County.
- Chair Becker thanked Associate Director Hammond-Williams for her good use of the District funds at the market to train kids to shop while also helping local farmers. Becker also reported that he had asked Director Emeritus Oberg to serve out the term of an Oregon City Farmers Market Board member who had resigned. Oberg accepted.

**D. Partner Report** – Brenda Sanchez from the Oregon Department of Agriculture (ODA) Natural Resources Division thanked Staff Kilders for her good work on ODA reports and the scope of work in the Clackamas watershed. Sanchez noted that there had been five water quality compliance complaints in the Clackamas watershed. All of the landowners have been working with ODA to come into compliance and at this time only one is still in review. ODA has selected new Strategic Implementation Areas, none of which are in Clackamas County.

Sanchez also presented the District with new handouts regarding guidelines for stream and ditch maintenance.

**E. Manager's Report on Committees** – Manager Salzer reported that no committees had met since the last board meeting. The Working Lands Committee will be meet in January on a date yet to be decided.

## **2 – MINUTES AND OLD BUSINESS**

**A. November 14, 2017 Regular Meeting Minutes** – Draft minutes from the November 14, 2017 Regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

- B. December 8, 2017 Public Hearing Minutes** – Draft minutes from the December 8, 2017 Public Hearing were presented.

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

### **3 – MONTHLY FINANCIALS**

- A. Review and accept financial reports** – Staff Tucker presented the June 30, 2017 balance sheet to the Board for a review of the fiscal year end. The carryover was nearly \$2.2 million, with \$78,000 in retained assets. There was a good asset-to-liabilities ratio at the end of year.

Tucker also presented the November profit-and-loss statement. The District had received \$2,042,000 in tax revenue at mid-month. Other revenue included an Oregon Watershed Enhancement Board grant and \$15,000 in reimbursement from a cooperator. The current interest rate on the District's Local Government Investment Pool (LGIP) account is 1.7%. Tucker noted the District is keeping the balances in the Wells Fargo account very low to take advantage of the LGIP interest rate. Tucker reviewed expenses and answered questions from Board members.

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

Richard Winkel, Certified Public Accountant called in at 4:20 p.m.

- B. Expenditures** – Staff Tucker reviewed the December 2017 voucher list with the Board. Check numbers were 1217 to 1268, with no breaks in the sequence. One check issued to an incorrect vendor was voided. Checks totaled \$151,357.78. Tucker noted that the total spent from the Conservation Grant fund (CGF) on the report shows \$63,915.75, most of which were payments to WeedWise contractors. Tucker noted two checks: one to the State of Oregon for filing the audit, and one for payment to Richard Winkel, Certified Public Accountant.

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

- C. Annual Audit** – Auditor Richard Winkel thanked the Board for allowing him to call into the meeting. Winkel led the Board through a page-by-page review of the responsibilities of the District and the results of the audit. Winkel gave an unqualified financial opinion. Winkel reviewed liabilities and expenditures and noted that the District's net position at the end of the fiscal year showed a positive increase.

Manager Salzer asked Winkel about letters the District has received in past years regarding a weakness in financial records. Mr. Winkel noted that with the hiring of Staff Tucker the financial reports have been sufficient for him to audit, putting the District in compliance for audit purposes.

Winkel noted he would re-categorize the in-kind revenue from other revenue to grant revenue before the audit is filed with the State. This will not change the result of the audit.

Directors Fantz/Lee moved/seconded to accept the audit as amended. Motion carried unanimously.

#### 4 – OTHER FINANCIALS

- A. Resolution 2017-008 adopting findings of fact** – Manager Salzer presented Resolution # 2017-008 “A Resolution Adopting Findings of Fact, Declaring an Exemption from Competitive Bidding and Authorizing the Construction Manager/General Manager Form of Contracting for the Conservation Resource Center Project.”

Directors Guttridge/Zuber moved/seconded to adopt Resolution 2017-008. Motion carried unanimously.

Director Zuber left at 5:07 p.m. Chair Becker chose to resume the agenda as presented at the beginning of the meeting.

- B. Number of scholarships to be awarded in 2018** – Staff Kilders reported to the Board that \$6,000 had been budgeted for 2018 scholarships and she asked the Board how many scholarships they would like to award. In 2017, three scholarships of \$1,500 each were awarded, and there were only four applicants. In previous years scholarships were \$2,000 and there were between six and ten applicants. Directors suggested that two scholarships of \$3,000 might be better; one director would like to see more scholarships awarded, but is willing to try this configuration in 2018.

Directors Lee/Nelson moved/seconded to offer two scholarships of \$3,000 each, and review the outcome next year to see if the District had more applicants. Motion carried unanimously.

Director Emeritus Weinberg volunteered to serve on the Scholarship review committee

#### 5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Watershed Council support grants** – Staff McQueeney presented the recommendations from the grant review committee for support grants to Clackamas County Watershed Councils. The committee’s recommendations were to award \$108,250 to ten watershed councils. Staff McQueeney was asked if all councils were keeping proper financial records. McQueeney reported that the watershed councils had been visited, were doing a good job with finances, partnership representation using our logo, and sharing District information on their websites where applicable.

Director Fantz/Lee moved/seconded to approve the Watershed Council Support Grants per the committee’s recommendation. Motion carried unanimously.

Staff McQueeney asked for volunteers to review Farmers Market support grant applications. Chair Becker and Directors Fantz and Guttridge said they would serve on the committee.

- B. Resolution 2017-007 designation as County Weed Entity** – Staff Leininger reported that on December 14 the Clackamas County Board of Commissioner passed a resolution designating the District as the County’s Weed Entity. Resolution 2017-007 is the District’s confirmation and acceptance of this designation. The designation may open up the possibility of more grant funds for the WeedWise program. The WeedWise program and the District will still be non-regulatory and have no enforcement authority.

Directors Guttridge/Nelson moved/seconded to adopt Resolution 2017-007 “Designating the Clackamas Soil and Water Conservation District as Clackamas County’s Weed Entity.” Motion carried as follows: Chair Becker, Directors Fantz, Guttridge, Lee, and Nelson in favor, Director Johnson abstaining.

- C. **Equipment Rental Program price review** – Staff Rains presented the current rental rates and asked the Board if they wished to make any changes. Rains noted that the Tye-brand no-till drill was the most rented piece of equipment, and the increased rental rate in 2017 had not presented any issues. Rains felt that the rental rate on the aerator and on the manure spreader are too high as both pieces of equipment are small. The Board recommended that the rental price on the manure spreader and aerator be lowered to \$50 in Clackamas County and \$75 out-of-county. Staff Rains was asked to bring this back to the Board at the January 2018 meeting.

## 6 – PERSONNEL

- A. **Cell phones for staff** – Manager Salzer reported to the Board that cell phones had been purchased for all staff members. After reviewing available plans he had decided to use T-Mobile due to better coverage available in Clackamas County. Salzer noted that the phone numbers he had provided to the Board members were no longer valid. It was discovered that calls from the office to the original phone numbers were long distance calls. The District is being provided with new phone numbers and that list will be made available at a later date.

## 7 – BOARD/MANAGEMENT

- A. **Manager’s Review** – Chair Becker reported that the Personnel Committee would be meeting soon to do Manager Salzer’s yearly review and would report back to the Board in January.
- B. **Resolution 2017-009 rescheduling the Annual Meeting** – Manager Salzer presented Resolution 2017-009 to the Board to reschedule the annual meeting. This action was necessary as the meeting was not properly noticed in a newspaper per state requirements.

Directors Fantz/Guttridge moved/seconded to adopt Resolution 2017-009 postponing the Annual Meeting to January 16, 2018. Motion carried unanimously.

- C. **Manager’s Report** –

Manager Salzer reported to the Board that contractor Jeff Nelson’s last day working for the District would be December 31, 2017. Salzer asked the Board for permission to begin negotiations for a personal services contract with Mr. Nathan McFall for maintenance at the Beaver Creek Demonstration Farm. McFall has worked on projects at the farm with Mr. Nelson and is a licensed general contractor.

Directors Guttridge/Nelson moved/seconded to have the General Manager negotiate a personal services contract with Nathan McFall for maintenance work at the Beaver Creek Demonstration Farm. Motion carried unanimously.

Manager Salzer reported that weekly reports are being published on the District’s website, and that December reports were delayed due to holidays and vacations.

Exterior barn repairs have been completed.

## 8 – PROPERTIES & PLANNING

- A. **Conservation Resource Center Project update** – Director Guttridge handed out copies of the conceptual plans for the new Conservation Resource Center project. Guttridge noted that there were still changes to be made such as roofing material and other money-saving cuts. Guttridge will

be asking for the Building Committee to meet in January to go over the plans and make decisions regarding finishes, landscaping, and other needed items.

- B. Cost of Building permanent office/meeting facility** – Manager Salzer reported that he and Staff Tucker had been reviewing financing and cost considerations for the proposed new Conservation Resource Center. The current \$5.2 million proposed cost would result in monthly payments of \$24,825, not \$30,000 as previously reported.

Staff Tucker and Manager Salzer provided the following points for the Boards consideration

- The architect's fee, the construction manager/general manager fee, and the contingency costs could be self-funded by the district instead of financed. This would bring the overall cost of the loan down by approximately \$1 million dollars.
- The construction manager/general manager should provide further cost-cutting ideas on the plans and construction of the building.
- The current building does not serve the needs of the District. There is no room for growth, and the location has inadequate parking and security concerns.
- Comparisons to other available properties show that costs vary from \$2.50 per square foot rental up to \$10 per square foot. Available properties that meet the growth requirements are few in this area.
- Staff Tucker provided the Board with graphs showing the pay-off of a loan at various amounts compared to the continued rental costs of a building and the projected increasing tax revenue. The graphic is based on a moderate increase in rent per year, and the projected increase in tax revenues of 2 % per year, a conservative rate.
- If our Federal partners are able to move with the District, the rent collected for their space will help offset a portion of the District's costs.

Manager Salzer requested permission to begin negotiations with Special Districts Association of Oregon for financing of the Conservation Resource Center.

Directors Guttridge/Lee moved/seconded to authorize the General Manager to open negotiations with the Special Districts Association of Oregon for potential funding of the Conservation Resource Center Project. Motion carried unanimously.

## **9 – Other Reports**

- Staff Guttridge reported that she was checking with Board members and Staff about attending the North Willamette Horticulture Society meeting in January and that she had registered board members who wished to attend the Special Districts Association of Oregon Conference in February.
- Associate Director Hammond-Williams reported that long-time Extension Agent Mike Bondi will be leaving the Extension service. The North Willamette Research and Extension Center will be split from the County Cooperative Extension Service office and the three counties will be combined under one administrator.
- Director Fantz reported that he will be out of town March 4 through the 23 and will miss the March Board meeting.

- Director Lee will not be at the February Board meeting.
- Director Nelson will be in Columbus, Ohio in January and will not be at the January Board meeting.
- Manager Salzer reported that it had been a hard month for him, with several family emergencies, and a lot of travel to Washington. He thanked staff for stepping up to handle things.
- Staff Kilders wished everyone a happy holiday season.

**ADJOURN and NEXT MEETING**

- The date of the Annual meeting will be January 16, 2017 at 4:00 p.m.
- The next Regular Board meeting will be January 16, 2017 at 4:15 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:15 p.m.

Respectfully submitted,



Tami L. Guttridge  
Administrative Assistant

Voucher Approval List

12/19/2017

Date	Number	Payee	Memo	Payment
12/6/2017	1217	4Sight Consulting, LLC	CSWCD: Consulting [BVRRCR] 10/2017	7,494.05
12/6/2017	1217	4Sight Consulting, LLC	CSWCD: Consulting [BVRRCR] 09/2017	7,455.00
	<b>1217</b>			<b>14,949.05</b>
12/6/2017	1218	BCTelco	Acct: 10014515 12/2017	110.92
12/6/2017	1219	Century Link	Acct: 503-656-1105-1708 11/2017	63.13
12/6/2017	1220	Comcast Business Internet	Acct: 8778 10230 0924690 11/2017	144.85
12/6/2017	1221	Crystal Greens Landscape, Inc	CSWCD: Landscape Maint [BVRRCR] 12/2017	395.00
12/6/2017	1222	Daily Journal of Commerce	Acct: 100661313 [Bid] 11/2017	66.70
12/6/2017	1223	Oregon Dept of Revenue	Acct: 015708613-12 Fees [TRIMET-03/13-09/16] 12/2017	555.29
12/6/2017	1224	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 12/2017	21,982.27
12/6/2017	1225	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 12/2017	1,720.00
12/6/2017	1226	Allstream	Acct: 829514 11/2017	731.03
12/6/2017	1227	Jillian Lamont & Associates	CSWCD: Consulting [CATS] 11/2017	2,382.50
12/6/2017	1228	Clair Klock	Reimbursement: Mileage 10/2017	33.17
12/6/2017	1229	OC Properties, LLC	CSWCD: RENT 775-102-CU 12/2017	6,909.93
12/6/2017	1230	Oregon City Garbage, Inc	Acct: 57768000 [BVRRCR] 12/2017	26.35
12/6/2017	1230	Oregon City Garbage, Inc	Acct: 57768001 11/2017	541.39
	<b>1230</b>			<b>567.74</b>
12/6/2017	1231	Pacific Office Automation	Acct: 900-0266949-000 11/2017	240.47
12/6/2017	1232	Pamplin Media Group	Acct: 81177287 Estacada News 12/2017	54.00
12/6/2017	1233	PGE	Acct: 001931171-4271634 [BVRRCR] 11/2017	97.48
12/6/2017	1234	Premiere Global Services (PGI)	Acct: 3616841 11/2017	44.16
12/6/2017	1235	SADA Systems, Inc	CSWCD: G Suite 11/17-09/18	110.00
12/6/2017	1236	Sonitrol	Acct: 01SCLA01 12/2017	153.00
12/6/2017	1237	Spire Technologies, Inc	Acct: 05330 11/2017	310.00
12/6/2017	1238	The Gold Wrench	CSWCD: Vehicle Maint [Escape] 11/2017	67.05
12/6/2017	1238	The Gold Wrench	CSWCD: Vehicle Maint [RAV4] 11/2017	76.00
	<b>1238</b>			<b>143.05</b>
12/6/2017	1239	US Bank Voyager Fleet Systems	Acct: 86928-4679 11/2017	419.66



12/6/2017	1240	Verizon Wireless	Acct: 242017036-00001 11/2017	200.05	
12/6/2017	1241	VOYA Financial	CSWCD: ER/EE 457b PP11302017; 12/5/17	10,338.57	
12/6/2017	1242	Safe Deposit Box Wells Fargo	CSWCD: ORFIB-650017 12/17-12/18	100.00	
12/12/2017	1243	VOYA Financial	Voya EE/ER Contributions PPE09302017	9,833.83	
				<b>Subtotal:</b>	<b>72,655.85</b>
12/15/2017	1244	Ash Creek Forest Management, LLC	WW-2016-01 Contract Svcs [WW-2017-JL-06/05] 10/2017	6,137.49	
12/15/2017	1244	Ash Creek Forest Management, LLC	WW-2016-01 Contract Svcs [WW-SH-2016-10-02] 09/2017	9,679.31	
	<b>1244</b>			<b>15,816.80</b>	CGF
12/15/2017	1245	Calcagno Equestrian Center	SuperDOG-1718-4002 [50% HUA] 11/2017	16,347.22	CGF
12/15/2017	1246	Century Link	Acct: 503-656-1105 170B 12/2017	64.41	
12/15/2017	1247	D Franco Contracting Inc	WW-2016-02 [DOG-1620-4003] 10/2017	484.76	CGF
12/15/2017	1248	Donald Guttridge	Reimbursement: Travel 11/2017:::VOID:::	<del>X</del> -	
12/15/2017	1249	H2Oregon	21948 Water 11/2017	41.65	
12/15/2017	1249	H2Oregon	Acct: 21948 Disp Rent 11/2017	12.00	
12/15/2017	1249	H2Oregon	Acct: 21948 Water 11/2017	29.75	
	<b>1249</b>			<b>83.40</b>	
12/15/2017	1250	Integrated Resource Management	WW-2016-03: Contracted Services 10/2017	1,539.08	
12/15/2017	1250	Integrated Resource Management	WW-2016-03IRM: Contract SVCS [WW-JL-2017-02] 10/2017	6,743.68	
	<b>1250</b>			<b>8,282.76</b>	CGF
12/15/2017	1251	Clair Klock	Reimbursement: Training 11/2017	80.00	
12/15/2017	1251	Clair Klock	Reimbursement: Travel 11/2017	375.86	
	<b>1251</b>			<b>455.86</b>	
12/15/2017	1252	Catherine McQueeney	Reimbursement: Travel/Supplies 11/2017	315.39	
12/15/2017	1253	Oregon Department of Agriculture	CSWCD: Lic Renewal 2018	72.50	
12/15/2017	1254	Pacific Crest Consulting, LLC	WW-2016-08 Contract Svcs 12/2017	12,252.50	CGF
12/15/2017	1255	R Franco Restoration Inc	WW-2016-10 Contract Svcs 10/2017	2,499.21	
12/15/2017	1255	R Franco Restoration Inc	WW-2016-10 Contract Svcs 11/2017	3,085.23	
12/15/2017	1255	R Franco Restoration Inc	WW-2016-10 Contract Svcs 12/2017	5,147.27	
	<b>1255</b>			<b>10,731.71</b>	CGF
12/15/2017	1256	Thomas Salzer	Reimbursement: Travel 11/2017	193.51	
12/15/2017	1257	Special Disricts Association of Oregon	CSWCD: Registration: Annual Conference [2018] 12/2017	1,591.00	
12/15/2017	1258	Spire Technologies, Inc	Acct: 05330 Ctera B/U 12/2017	300.00	
12/15/2017	1259	The Gold Wrench	CSWCD: Vehicle Svc [Dodge] 12/2017	344.50	
12/15/2017	1260	Nathan Tucker	Reimbursement: Travel 11/2017	64.98	
12/15/2017	1261	Wells Fargo Business Elite	Acct: 5569-1990-0018-1208 LK 12/2017	715.82	

12/15/2017	1262	Wells Fargo Business Elite	Acct: 5569-1990-0017-2405 TS 12/2017	4,315.49
12/15/2017	1263	Wells Fargo Business Elite	Acct: 5569 1960 0007 4870 JF 12/2017	360.00
12/15/2017	1264	Richard Winkel, CPA	CSWCD: Prof Svcs [2016/2017 Financial Statements] 12/2017	5,300.00
12/15/2017	1265	Working With Yoga	CSWCD: Yoga [On site] 12/2017	210.00
12/15/2017	1266	Joan Zuber	Reimbursement: DSL [BoD] 09/2017	32.50
12/15/2017	1266	Joan Zuber	Reimbursement: DSL [BoD] 10/2017	32.50
12/15/2017	1266	Joan Zuber	Reimbursement: DSL [BoD] 11/2017	32.50
	<b>1266</b>			<b>97.50</b>
12/18/2017	1267	Tami Guttridge	Reimbursement: Travel 11/2017	51.82
12/18/2017	1268	Oregon Secretary of State	Summary Rev & Exp: Audit Filing Fee FYE2017	250.00

**Subtotal: 78,701.93**

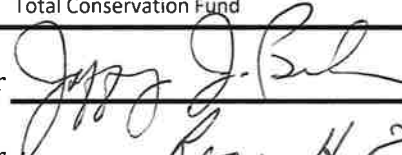
**Total: \$ 151,357.78**

Total Conservation Fund

**63,915.75**

Approved By Board:

Board Chair



Board Treasurer

