



Approved February 27, 2018

Clackamas SWCD Board Meeting Minutes for January 16, 2018

Present:

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

Associate Directors: Paula Gagnon, PK Melethil, Jim Toops

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

Partners: Kim Galland, National Resources Conservation Service

Guest: Thaddeus Flock (Aflac), Diane Jokofsky

Absent: Jesse Nelson (Vice-Chair)

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, January 16, 2018 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. Partner Report – Kim Galland reported that the Local Working Group (LWG) would be meeting on February 16, 2018 at the District office from 10 a.m. to noon. She is looking for local area farmers who would be interested in being part of the group. She found it interesting that water quality was the main interest of the respondents to the Districts conservation survey. The LWG will be addressing the subject of irrigation and ponds to see if this is an area they wish to focus on.

D. Manager's report on committees – Manager Salzer reported that the following committee's had met:

- The Building committee met on January 5 to discuss possible cost-reducing changes to the Conservation Resource Center conceptual design. Building committee Chair Guttridge will report on this discussion in item 8A on the agenda.
- The Finance committee met with the Special Districts Association of Oregon (SDAO) Advisory Services to discuss funding possibilities for the Conservation Resource Center project. Finance Chair Lee and Director Fantz will join with Manager Salzer to report on the meeting under item 4A on the agenda.
- The Working Lands committee met at 2:45 on January 16 before the Regular meeting today and discussed the following topics:
 - Director Lee will attend a meeting on January 25, 2018 at Eagle Fern Park regarding the possible purchase or easement on 317.7 acres of land that Weyerhaeuser Company has put up for sale. The land is adjacent to Eagle Fern Park owned by Clackamas County, and additional property owned by Portland General Electric and the Bureau of Land Management. The goal of the meeting is to see if an agreement can be negotiated for the protection of the property with a long-term masterplan for riparian protection and habitat enhancement for public benefit. There will be further meetings regarding this parcel. Director Lee provided hand-outs for the Board.
 - Owen Wozniak from the Trust for Public Lands and Sarah Ellison who is working with Hallinan Woods Nature Park neighbors attended the committee meeting to request a possible grant of up to \$50,000 to help purchase and protect a 2 acre property adjacent to Hallinan Park in Lake Oswego.
 - Director Johnson provided a hand-out for the Board concerning the locations of approved or pending solar sites in Clackamas County. There are approximately 17 sites currently being considered. The numbers are similar in Yamhill and Marion counties.
 - Director Johnson proposed the District consider supporting a grade school education program regarding farmland protection and public policies. He provided a hand-out regarding a proposed lesson outline for agricultural classes and outdoor schools.

E. Directors Reports – Chair Becker noted he had missed asking for director's reports before the committee reports.

- Associate Director Melethil reported that he had attended the North Willamette Horticulture Society meetings in Canby. Melethil said he had a greater understanding of the challenges of growing berries in the northwest after attending the conference and found the conference to be very educational.
- Director Lee reported that since she is on the Oregon Agriculture Heritage Commission, she will be able to bring up items from Clackamas County for consideration.
- Director Guttridge reported that he will be attending the National Association of Conservation Districts annual meeting in Nashville at the end of the month, and he will have a report in February.

2 – MINUTES AND OLD BUSINESS

- A. **December 19, 2017 Regular Meeting Minutes** – Draft minutes from the December 19, 2017 regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

3 – MONTHLY FINANCIALS

- A. **Review and accept financial reports** – Staff Tucker presented the December financial reports. Tucker noted that the District had received over \$15,000 in tax revenues in December and nearly \$4,300 in interest on the Local Government Investment Pool accounts. Expenses for material and services were light for the month, there were auto expenses related to the criminal break-in of the Dodge pickup. WeedWise costs were up due to year end billings, and there was a payment to the accountant for the audit.

Tucker was asked about an entry on the financial report for late fees and penalties. Tucker said he did not remember what that entry was for, but would look it up after he finished reporting on the financials and report back to the Board before the end of the meeting.

Tucker also presented several charts showing projected expenses for the Conservation Resource Center based on the Finance committees' conversation with Special Districts Association of Oregon.

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

- B. **Expenditures** – Staff Tucker reviewed the January 2018 voucher list with the Board. Check numbers were 1269 to 1316, with no breaks in the sequence. Checks totaled \$187,657.77. Tucker noted that watershed council support grants had been issued in the first of the month check run, and check # 1305 for McMenamins Kennedy School would be reimbursed by the 4 County Cooperative Weed Management Area (CWMA). The District is the fiscal agent for the 4 County CWMA.

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

4 – OTHER FINANCIALS

- A. **Funding of the Conservation Resource Center (CRC) project, approval of engagement letter and Resolution # 2018-001** – Manager Salzer reported that the Finance committee had met with David Ulbricht from Special Districts Association of Oregon (SDAO). SDAO offers Advisory Services to members for a fee. The Advisory Service will act as a buyer's agent to help the District find the best funding package available for the Conservation Resource Center (CRC). SDAO is better equipped than the District to seek specialized funding for a municipal entity such as ourselves.

During the discussion with Mr. Ulbricht, Director Fantz asked for examples of recent projects that SDAO had handled. Mr. Ulbricht provided two examples, one project for two million dollars that was negotiated at 2.4 % interest and another on the Oregon coast for over two million dollars at 3.25% interest. Both of these loans were within the last six months. Mr. Ulbricht noted that for discussion purposes the 4% interest figure the District has been using to project possible cost of the

CRC was safely conservative. It is possible the District will be able to receive a lower interest rate based on the above examples.

Manager Salzer asked the Board to approve entering into a letter of engagement with SDAO for financing of the Conservation Resource Center for 4.2 million dollars. Salzer also presented Resolution # 2018-001 which was recommended by SDAO, for a 60 day "look back". This will allow the District to recover funds that were expended for a 60 day period prior to the adoption of the resolution. The reimbursement resolution will allow these funds to be recovered from the proceeds of the municipal loan.

Directors discussed cost estimates and the hiring of a construction manager/general contractor. Manager Salzer reported that the District's legal counsel was working on a Request for Proposal for the construction manager/general contractor.

With the comparable loan information provided by Mr. Ulbricht it was decided to go ahead with seeking financing to build the Conservation Resource Center.

Directors Guttridge/Fantz moved/seconded to authorize the General Manager to work directly with Special Districts Association of Oregon Advisory Services to seek funding of \$4.2 million for the purpose of constructing and completing the Conservation Resource Center. Motion carried unanimously.

Directors Guttridge/Zuber moved/seconded to adopt Resolution # 2018-001 declaring the District's intention to reimburse expenditures from proceeds of a tax-exempt loan. Motion carried unanimously.

- B. Aflac Presentation** – Thaddeus Flock, a representative of Aflac insurance, gave a short presentation regarding the insurance coverage offered by Aflac. Mr. Flock was requesting permission of the Board to offer the pre-tax, employee paid insurance to the staff of the District. This insurance offers employees choices from a menu of options. Premiums are deducted through payroll, and there is no cost to the District. Aflac will meet with all employees and those who do not wish to participate will be asked to sign a waiver acknowledging they received the information.

Directors Zuber/Guttridge moved/seconded to offer Aflac Insurance to employees who wish to participate. Motion carried unanimously.

- C. Insurance premiums for 2018** – Manager Salzer reported on the increased insurance rates from Special Districts Insurance Service (SDIS). The coverage from the Oregon Department of Administrative Services (DAS) left the District exposed to a possible lack of coverage in an amount of over \$300,000. The District will now receive first dollar coverage from SDIS to reduce our financial risk and therefore our insurance rates have risen. The increase in premiums was discussed with the Board in May of 2017. The premium will also increase in 2019.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. Equipment Rental Program rates for 2018** – Staff Rains presented a new equipment rental rate schedule for 2018 based on the discussions from the December 2017 Board meeting. Rental rates for most equipment will remain the same. Rates for the manure spreader and aerator were lowered to see if this would generate more rentals. Rates for the water wagon were also lowered as this piece of equipment has seen no use. Staff Rains will seek to add a pump to the water wagon (which is

currently gravity based) in hopes that this will increase its usefulness. If Rains is able to add a pump the water wagon rates will revert to the 2017 schedule.

Directors Fantz/Zuber moved/seconded to accept the new 2018 Equipment Rental Program rates as presented. Motion carried unanimously.

6 – PERSONNEL – There were no topics to discuss

7 – BOARD/MANAGEMENT

A. Policy on General Manager’s Review – Chair Becker reported that the current policy for reviewing the General Manager job-performance as stated in his job description is that the Board chair and the personnel committee chair will conduct the review. At this time Chair Becker serves as chair of the personnel committee. Becker proposed several possible changes to the policy on how the General Manager is reviewed and asked for input from the Board.

Options included the following:

- The personnel committee does the review.
- Modifying the policy to have the Vice Chair represent the Board if the Board Chair is also the personnel committee chair.
- Have the Board Chair pick a team each year to perform the evaluation.
- Have the full board of directors perform the evaluation, either in executive session or in open public meeting.

All of these options must take into consideration that if a quorum of board members are present that the review will be considered a public meeting and must be noticed to the public.

The General Manager has provided a written self-evaluation, which is a current internal control.

Directors Lee/Johnson moved/seconded to have the General Managers review performed by the full Board in executive session. Motion carried unanimously.

B. Manager’s Report – Manager Salzer reported on the following updates:

- **Conservation Resource Center conditional use permit hearing** – Manager Salzer reminded Board members that the hearing regarding the Districts conditional use permit for building at the Beavercreek Demonstration Farm will be on Thursday January 25. He encouraged directors to be at the meeting, and to ask other supporters to attend. There will be a Beavercreek Hamlet meeting on Wednesday January 24 and Manager Salzer will be attending, as will Director Guttridge and Staff Kilders to inform the Hamlet of the hearing. Salzer noted that the District will have 30 minutes on the Hamlets agenda and the District needs their support.
- **The Council of Councils meeting** – On January 24 the Clackamas County watershed councils will be meeting with the District, at the Districts office. One of the subjects to be discussed is whether it would be more beneficial for the District to award multi-year grants to the councils, rather than the annual process of grant making. Multi-year grants would make it easier for the watershed councils to pursue other grant opportunities with agencies such as

the Oregon Watershed Enhancement Board, knowing that the amount of the District support they will be receiving.

- Manager Salzer has signed the contract with Nathan McFall for work at the farm.
- Staff Rains is working on the Budget calendar.
- Staff Kilders reported on outreach activities at the District. Kilders will be doing a beneficial insect presentation for the Milwaukie Garden Club on January 22. Staff Lesh will be speaking at the Lake Oswego State of the Watershed event on February 5 about garlic mustard. Staff McQueeney serves on the planning committee for Small Farms School which will be held on July 12, 2018.
- Staff Faucera reported on the Oak Conservation Implementation Strategy (CIS). The District is working with Natural Resources Conservation Service (NRCS) on ranking applications for the Oak CIS. Eleven applications have been received and they hope to be able to process five to seven plans in the coming year. The District is looking at providing some funds for these projects to bridge the limitations that NRCS has in how dollars can be spent.
- Staff Faucera reported that planners are moving forward with seeking grants for the culvert replacement project that he first reported to the Board at the December meeting. The planners hope to be able to bring something to the Board in the next few months, to provide protection for this essential salmonid habitat.

8 – PROPERTIES & PLANNING

A. Conservation Resource Center Project update – Director Guttridge reported that the Building committee had met on January 5, 2018 to discuss possible cost cutting items on the building plans. Items discussed included:

- Changes to siding, window sizes, roofing materials, colors and finishes.
- Limiting rock facings to the front of the building around the entry way, and adding berms to reduce heat loss.
- Separating heating systems for different parts of the building.
- Reducing the ceiling height and some changes in types of construction.
- Adding a gender neutral, family, handicapped accessible restroom.
- Removing the dormer over the Board room.

The Building committee will bring these and further suggestions back to the Board for discussion and approval.

9 – Other Reports

- Staff Tucker reported that the late fees and penalties entry on the financial report was due to a previous problem with the TriMet tax. Wells Fargo had not set up the payroll system to correctly calculate this tax on a number of newer District employees. Therefore Wells Fargo had not been sending the correct amount to the State of Oregon. The District self-reported

the problem to the State and made a back payment; however the State reserved the right to assess a penalty. This was our penalty.

- Staff Leininger reported that the WeedWise department was in planning mode gearing up for the coming year.
- Staff Guttridge reminded the Board members that Tree School registrations will be open on January 24, 2018.
- Chair Becker will be attending the upcoming Metro Policy Advisory Committee meeting.
- Director Guttridge asked if there was any communication regarding the Molalla River property. Manager Salzer reported that there had been no communications from the family, and that Attorney Reese had picked up all of the Districts information just last week.
- Director Lee spent Thursday, January 11, 2018 with the National Resource Conservation Service going over Regional Conservation Partnership Program documents.
- Director Johnson reported that he is working on making sure Staff Klock can attend the upcoming legislative session.

ADJOURN and NEXT MEETING-

- The next Regular Board meeting will be February 20, 2018 at 4:00p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:55 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

1/16/2018

Date	Number	Payee	Memo	Payment
1/4/2018	1269	BCTelco	Acct: 11014515 12/2017	111.09
1/4/2018	1270	Buel's Impressions Printing	CSWCD: Printing: Annual Audit (15ct) 12/2017	29.55
1/4/2018	1271	Clackamas River Basin Council	CSWCD: Sponsorship: Stash Trash 12/2017	1,000.00
1/4/2018	1271	Clackamas River Basin Council	Watershed Council Support 01/2018	14,500.00
1/4/2018	1272	Comcast Business Internet	Acct: 8778 10230 0924690 12/2017	144.85
1/4/2018	1273	Coulter Printing, Inc	CSWCD: Printing Annual Reports 12/2017	154.00
1/4/2018	1274	Clackamas Dept of Finance	CSWCD: ER/EE Benefits PPE12312017;Pd 1/5/2018	22,599.36
1/4/2018	1275	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 12/2017	1,320.00
1/4/2018	1276	Greater Oregon City Watershed Council	Watershed Council Support 01/2018	8,000.00
1/4/2018	1277	Allstream	Acct: 829514 12/2017	715.94
1/4/2018	1278	Johnson Creek Watershed Council	Watershed Council Support 01/2018	10,000.00
1/4/2018	1279	Molalla River Watch	Watershed Council Support 01/2018	25,000.00
1/4/2018	1280	North Clackamas Urban Watersheds Council	Watershed Council Support 01/2018	15,000.00
1/4/2018	1281	OC Properties, LLC	RENT: 775-102-CU 01/2018	6,909.93
1/4/2018	1282	Oregon City Garbage, Inc	Acct: 57768000 12/2017	26.35
1/4/2018	1283	Oswego Lake Watershed Council	Watershed Council Support 01/2018	7,500.00
1/4/2018	1284	Pacific Office Automation	Acct: 900-0266949-000 12/2017	216.87
1/4/2018	1285	PGE	Acct: 0019-31171-4271634 12/2017	233.85
1/4/2018	1286	Premiere Global Services (PGI)	Acct: 3616841 12/2017	9.18
1/4/2018	1287	Pudding River Watershed Council	Watershed Council Support 01/2018	9,250.00
1/4/2018	1288	Sandy River Watershed Basin Council	Watershed Council Support 01/2018	10,000.00
1/4/2018	1289	Sonitrol	Acct: 01SCLA01 01/2018	153.00
1/4/2018	1290	The Oregonian Media Group	Acct: 1039096002 Public Notice-Ann Mtg 12/2017	102.94
1/4/2018	1291	T-MOBILE	Acct: 961602090 [State of OR] 12/2017	1,950.69
1/4/2018	1292	Tryon Creek Watershed Council	Watershed Council Support 01/2018	6,000.00
1/4/2018	1293	Tualatin River Watershed Council	Watershed Council Support 01/2018	3,000.00
1/4/2018	1294	US Bank Voyager Fleet Systems	Acct: 86928-4679 12/2017	71.08
1/4/2018	1295	Verizon Wireless	Acct: 242017036-00001 12/2017	200.05

Subtotal: 144,198.73

1/16/2018	1296	Nicole Ahr	Reimbursement: Travel: 11/17-12/17	91.54
1/16/2018	1297	Century Link	Acct: 503-656-1105-1708 01/2017	63.14
1/16/2018	1298	Clark Conservation District	CSWCD: Contract Svcs [IGA-1718-001] 12/2017	1,846.05
1/16/2018	1299	Crystal Greens Landscape, Inc	CSWCD: Landscape Svcs [BVRCR] 01/2018	395.00
1/16/2018	1300	Department of Environmental Quality	CSWCD: NPDES Fee [121602:GEN23] 12/2017	574.00
1/16/2018	1301	Scott Eden	Reimbursement: Travel: 12/2017 ; Supplies [water test]	39.45
1/16/2018	1302	Donald Guttridge	Reimbursement: Travel: 11/17-12/17 ; DSL 12/17	138.73
1/16/2018	1303	H2Oregon	Acct: 21948 Water & RNT 12/2017	47.70
1/16/2018	1304	Clair Klock	Reimbursement: Travel: 12/2017	31.51
1/16/2018	1305	McMenamins Kennedy School	4-County CWMA Pull Together: Conf 1/10/18	6,030.32
1/16/2018	1306	Padmanabhan K Melethil	Reimbursement: Travel 11/2017	107.79
1/16/2018	1307	Jeffrey Nelson	CSWCD: Contract Svcs [BVRCR-Barr] 11/2017; 12/2017	2,310.30
1/16/2018	1308	Pamplin Media Group	Acct: 81177287 [Sub] West Linn Tidings 01/2018	43.00
1/16/2018	1309	Pudding River Watershed Council	CSWCD: Water Qual Improvement: MOA [ODA] 01/2017	8,000.00
1/16/2018	1310	Eann Rains	Reimbursement: Haz Waste Fee 11/2017 ; Travel	23.46
1/16/2018	1311	Thomas Salzer	Reimbursement: Travel 12/2017	164.36
1/16/2018	1312	Special Districts Insurance Services	Acct: 18476 [DIST Insurance] 2018	11,557.00
1/16/2018	1313	Spire Technologies, Inc	Acct: 05330 01/2017	300.00
1/16/2018	1314	VOYA Financial	CSWCD: ER/EE 457b Contributions PPE12/31/17	9,975.10
1/16/2018	1315	Wells Fargo Business Elite	Acct: 5569 1990 0018 1208 LK 01/2018	886.99
1/16/2018	1316	Wells Fargo Business Elite	Acct: 5569 1990 0017 2405 TS 01/2018	833.60

Subtotal: 43,459.04

Total: \$ 187,657.77

Total Conservation Fund

Approved By Board:

Board Chair



Board Treasurer

