



Approved March 20, 2018

Clackamas SWCD Board Meeting Minutes for February 27, 2018

Present:

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

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

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

Partners: Kim Galland, National Resources Conservation Service

Guest: David Bugni, Eileen Eakins (Attorney), Luke Reese (Attorney), Steve Wise (Sandy River Basin Council)

1 – CALL TO ORDER and ACCEPT AGENDA / PUBLIC COMMENT / DIRECTOR REPORTS / MANAGER'S REPORT ON COMMITTEES

- A. Call to order** – Chair Becker called the meeting to order with a quorum present at 4:00 p.m., Tuesday, February 27, 2018 in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker noted the following items to be added to the agenda: change 5C to an action item and add an action item to 8A.

Directors Guttridge/Nelson moved/seconded to to accept the agenda as amended. Motion carried unanimously.

At 4:04 p.m. Chair Becker called for an executive session under ORS 192.660(2)(h): "*To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.*" Chair Becker noted that this session would be followed by a second executive session, and the regular board meeting would reconvene at approximately 5:00 p.m. Board members, Attorneys Eakins and Reese, Staff Guttridge and Manager Salzer were asked to attend, all others were excused. This Executive Session was adjourned at 4:25 p.m.

Attorneys Eakins and Reese left the meeting at 4:25 p.m.

Director Jan Lee left the meeting at 4:30 p.m.

At 4:30 p.m. Chair Becker called for an Executive Session under ORS 192.660(2)(i): *"To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing."* Board members, associate board members, program managers, Staff Guttridge, and Manager Salzer were asked to attend. This executive session was adjourned at 5:00 p.m.

David Bugni arrived at 5:00 p.m.

Chair Becker reconvened the regular board meeting of the Clackamas Soil and Water Conservation 5:05 p.m. One more item was added to the agenda at this time and action was taken:

Directors Johnson/Guttridge moved/seconded to have Attorney Reese send a second demand letter in regards to the breach of contract and authorize Manager Salzer to spend up to \$10,000 with the attorney for necessary fees. Motion carried unanimously.

B. Public Comment – No public comment was offered.

C. Director Reports –

- Director Guttridge thanked the Board for the opportunity to attend the National Association of Conservation Districts annual meeting in Nashville. He attended many informative sessions and enjoyed his time there.
- Director Fantz attended the Special Districts Association of Oregon annual meeting in Seaside. He reported that the training sessions were interesting, and had good information. He will not be at the next regular board meeting as he will be traveling.
- Director Johnson reported that the legislative session is winding down, and that most bills affecting Clackamas County did not make it to the floor. Bills regarding the Red Barn area outside of Wilsonville and other areas in Washington County that affected farmland did not pass. Expansion of the Aurora airport is still being debated.
- Associate Director Melethil commented on the technology of environmental DNA and how it can be used to help improve habitat. He felt the data might be of use to the District.
- Associate Director Hammond-Williams attended the Oregon Farmers Market Conference and the Oregon Small Farms Conference. Hammond-Williams noted that over 1,000 people attend the Small Farms Conference this year.
- Director Johnson commented that attendance at the Small Farms Conference was up due to the number of people purchasing farmland that don't know what to do with it once they have it.
- Director Zuber was glad to hear that many of the bills that would take farmland out of production did not make it to the floor of the legislature

D. Partner Report – Kim Galland with the Natural Resource Conservation Service (NRCS) announced that the service will be hiring three (3) new District Conservationists. Openings are in Hillsboro, Eugene and Roseburg. Galland also noted that the United States Department of Agriculture has a new undersecretary, Mr. Bill Northey.

Galland noted the following deadlines for NRCS programs:

- March 2, 2018, for Conservation Stewardship program.
- March 16, 2018, for the Environmental Quality Incentives Program - high tunnels, oak plans, and forestry plans.
- The next deadlines in the cycle will possibly be in August of 2018.

E. **Manager's report on committees** - Manager Salzer reported that no committees had met this month; however, the Working Lands Committee would have a report under item 5C and the Building Committee would report under item 8A.

2 – MINUTES AND OLD BUSINESS

A. **January 16, 2018, Annual Meeting Minutes** – Draft minutes from the January 16, 2018 Annual Board meeting were presented. The Board Secretary has reviewed the draft minutes.

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

B. **January 16, 2018, Regular Meeting Minutes** - Draft minutes from the January 16, 2018 Regular Board Meeting were presented. The Board Secretary has reviewed the draft minutes.

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

3– MONTHLY FINANCIALS

A. **Review and accept financial reports** – Staff Tucker presented the January financial reports. Tucker noted that the District had received over \$33,000 in tax revenues in January and \$1,409.00 in interest on the Local Government Investment Pool accounts for the month. Expenses for materials and services were in line for the month at \$273,030. The District maintains a healthy cash balance in LGIP Savings and enough working cash at Wells Fargo for operations.

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

B. **Expenditures** – Staff Tucker reviewed the February 2018 voucher list with the Board. Check numbers were 1317 to 1372, with no breaks in the sequence, but three checks were voided. Check 1341 was voided due to an incorrect payment amount and was re-issued on check 1370. Check numbers 1368 and 1369 were voided due to printing errors. All voided checks have been entered into Positive Pay. Checks totaled \$76,797.47. Total for the Conservation Grants funds was \$15,724.15. Tucker was asked about check 1351 to IRCO; he explained that it was for the translation of a WeedWise brochure to Spanish.

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

Steve Wise of the Sandy River Watershed Basin Council arrived at 5:25 p.m.

4 – OTHER FINANCIALS -

A. **Budget Calendar** – Staff Rains presented the proposed Budget Calendar to the Board. She outlined the current meeting schedule and noted that the April Board Meeting may have to be moved. The

committee membership status showed that the term for two (2) members, Steve Fedje and Jim Toops, expired last year. Staff Rains asked if the Board had any questions or concerns regarding the proposed dates.

Directors Guttridge/Nelson moved/seconded to accept the budget calendar. Motion carried unanimously.

- B. **Septic Loan in progress** – Staff Rains reported that she is working on the first request that the District has received under the new septic loan program. This loan will probably run close to the cap of \$25,000. It is in the permit stage, the cooperater is using one of the District’s approved contractors. Rains will keep the Board updated on this program.
- C. **Date of April Board Meeting** – Manager Salzer reported that the date of the April Board meeting will be when most staff and several Board members will be at the CONNECT training conference. Manager Salzer recommended rescheduling the Board meeting to Tuesday, April 24, 2018.

Directors Guttridge/Nelson moved/seconded to change the April Board meeting to Tuesday April 24, 2018. Motion carried unanimously.

5 – PROJECTS, PROGRAMS, SPECIAL ACTIONS

- A. **Hallinan Woods grant request** – Manager Salzer provided the Board with more information regarding a request last month for a \$50,000 grant. Board members noted that the area the project would protect includes a stream in the Lake Oswego area, and is adjacent to an existing green space and a school. This would be a good opportunity to support urban conservation. After some discussion Board members decided to approve a smaller grant for this project.

Directors Fantz/Johnson moved/seconded to approve financial support in the amount of \$30,000 for the Hallinan Woods proposal, to be paid to the Oswego Lake Watershed Council, contingent upon them receiving full funding for the project before the end of fiscal year 2018-2019. Motion carried unanimously.

- B. **State of the Sandy report** – Steve Wise, Executive Director of the Sandy River Watershed Basin Council presented the State of the Sandy report to the Board. He highlighted the continuing improvements on the river and shared future restoration plans. The removal of dams and levees are helping to return this river back to a more natural state. Mr. Wise noted that the council was shortening their name to the Sandy River Basin Council. He thanked the District Board members for their continuing support.

- C. **Eagle Creek Habitat Project** – Manager Salzer spoke with the Board regarding a 318-acre property in the Eagle Creek area that adjoins Eagle Fern Park. The property has been on the market for approximately six (6) months and is being sold by Weyerhaeuser Corp. for possible home sites. The area abuts property owned by Portland General Electric and the Bureau of Land Management. The property would provide an opportunity to protect habitat on a large scale.

Manager Salzer asked David Bugni to speak with the Board regarding the property. Mr. Bugni provided maps of the parcels, and adjoining properties, and noted that several creeks run through the area providing habitat for native Coho salmon and winter steelhead trout runs. Two herds of elk also use the area. It is possible that if the District acquires the property that other entities would add to the project.

Several partners have offered to help seek ways to preserve this property. Manager Salzer noted that The Trust for Public Lands made an offer to submit an application for a Willamette Wildlife Mitigation Program grant, but this type of funding comes with many limitations.

The Board discussed the acquisition opportunity, the effect that it would have on the District, and the importance of preserving this type of property. Manager Salzer has researched the funding options, and feels that District may be able to seek grants to help offset the cost.

Directors Guttridge/Johnson moved/seconded to authorize the General Manager to seek loan funding not to exceed \$1.3 million and take on this short-term debt for the purpose of purchasing the Eagle Creek property. Motion carried unanimously.

6 – PERSONNEL

- A. General Managers Review** – Chair Becker opened the discussion of compensation for General Manager Tom Salzer. It was noted that Manager Salzer had a good review and comments from staff and board members were very supportive. Chair Becker would like to see a pay matrix implemented so that all employees, including the manager, know what to expect over the coming years.

Manager Salzer has not had a pay raise in several years but last year was awarded a \$5,000 performance bonus. Chair Becker asked for discussion. Board members stated that Manager Salzer is well respected, and because of his work, the District is also well respected in the State. Director Guttridge recommended that Manager Salzer receive a \$7,500 bonus this year, and that his salary is reviewed for next fiscal year.

Directors Guttridge/Johnson moved/seconded to award a \$7,500.00 bonus to General Manager Tom Salzer. Motion carried unanimously.

7 – BOARD/MANAGEMENT

- A. Manager's Report** – Manager Salzer reported on the following updates:

- Staff Tucker is working with Staff Rains to simplify the budget and make it easier to read.
- Manager Salzer sent a letter to Senator Dembro regarding the Red Barn site spot zoning issue that might be proposed as an amendment to other legislation. He reiterated the Clackamas Soil and Water Conservation District's position that high-value farmland should not be used for non-farm purposes.

8 – PROPERTIES & PLANNING

- A. Conservation Resource Center Project update** – Director Guttridge asked that the Board to consider approval of the recommendations that the Building Committee made at the January 20, 2018 meeting. He noted that most of the recommendations were of a cost cutting nature and it was best to get them to the architect sooner rather than later.

Directors Guttridge/Johnson moved/seconded that the Building Committee recommendations be adopted and sent to the architect. Motion carried unanimously.

Director Guttridge also noted that the Conditional Use Permit has been approved by Clackamas County.

9 – Other Reports

- Staff Kilders reported that the Pudding River Watershed Council will be holding their annual meeting on March 15, at the Seven Brides Brewery in Silverton.
- Manager Salzer reported that the Request for Proposal for a Contract Manager/General Manager is being published.

ADJOURN and NEXT MEETING-

- The next Regular Board meeting will be March 20, 2018 at 4:00p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:49 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

2/20/2018

Date	Number	Payee	Memo	Payment
2/2/2018	1317	ABILA	Acct: 41443 03/18-03/19	1,309.00
2/2/2018	1318	Comcast Business Internet	Acct: 8778 10230 0924690 02/2018	144.85
2/2/2018	1319	Coulter Printing, Inc	Printing: Grazing Chart [38123] 01/2018	64.00
2/2/2018	1320	Crystal Greens Landscape, Inc	CSWCD: Landscaping Svcs [BVRCRK] 02/2018	395.00
2/2/2018	1321	Clackamas Dept of Finance	CSWCD: ER/EE Benefits 02/2018	22,599.36
2/2/2018	1322	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 01/2018	3,344.00
2/2/2018	1323	Gustin Creative Group Co	CSWCD: Booth Rental 01/2018	92.50
2/2/2018	1324	Donald Guttridge	Reimbursement: Travel [BRD] 01/2018	78.84
2/2/2018	1325	Allstream	Acct: 829514 01/2018	699.70
2/2/2018	1326	OC Properties, LLC	RENT: 775-102-CU 02/2018	6,909.93
2/2/2018	1327	Oregon Government Ethics Commission	CSWCD: OGE0001263 000 Annual Fee 01/2018	475.12
2/2/2018	1328	Pacific Office Automation	Acct: 900-0266949-000 12/2017	227.55
2/2/2018	1329	PGE	Acct: 0019-31171-4271634 01/2018	213.95
2/2/2018	1330	RBP Methods	CSWCD: Consulting [11/2017] 02/2018	595.00
2/2/2018	1331	Sonitrol	Acct: 01SCLA01 02/2018	153.00
2/2/2018	1332	T-MOBILE	Acct: 961602090 01/2018	461.92
2/2/2018	1333	US Bank Voyager Fleet Systems	Acct: 86928-4679 01/2018	99.41
2/2/2018	1334	Verizon Wireless	Acct: 242017036-0001 01/2018	200.05
2/2/2018	1335	VOYA Financial	CSWCD: EE/ER 457b Contributions 02/2018	10,713.83
2/2/2018	1336	Joan Zuber	Reimbursement: Travel [BRD] 01/2018	269.37
2/2/2018	1337	Spire Technologies, Inc	Acct: 05330 Cterra	300.00
Subtotal:				49,346.38

2/15/2018	1338	Nicole Ahr	Reimbursement: Travel 01/18-02/18	201.33
2/15/2018	1339	Biohabitats, Inc	Tree Planting: [Hofmann] PSC-02-1718-4001 02/2018	6,092.88
2/15/2018	1340	Century Link	Acct: 503-656-1105-170B Jan 2018	63.24
2/15/2018	1341	Champoeg Nursery	CSWCD: Planting [SDOG-1618-4012] 02/2018	VOID
2/15/2018	1342	Clackamas River Basin Council	CSWCD: Partner Support 2018	15,000.00
2/15/2018	1343	Clark Conservation District	CSWCD: Eng/Tech Svcs [IGA-1718-001] 01/2018	1,540.05
2/15/2018	1344	Coulter Printing, Inc	Printing: WW Display J#38150 02/2018	76.00
2/15/2018	1345	D Franco Contracting Inc	WW-2016-02 Pierson 01/2018	3,194.77
2/15/2018	1346	Diggin Roots Farm	CSWCD: Grants SDOG-1317-4007 02/2018	2,009.00
2/15/2018	1347	Jason Faucera	Reimbursement: Travel 12/2017	281.09

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2/15/2018	1348	Donald Guttridge	Reimbursement: NACD 01/2018	342.98	
2/15/2018	1349	Tami Guttridge	Reimbursement: NACD 01/2018	206.50	
2/15/2018	1350	H2Oregon	Acct: 21948 01/2018	53.65	
2/15/2018	1351	IRCO International Language Bank	CSWCD: Translation Svcs 01/2018	354.54	
2/15/2018	1352	Lisa Kilders	Reimbursement: Travel 02/2018	299.55	
2/15/2018	1353	Clair Klock	Reimbursement: Travel 01/2018	167.04	
2/15/2018	1354	Jeffrey Lesh	Reimbursement: Parking 12/17-02/18	30.00	
2/15/2018	1355	North Clackamas Chamber	AP: Regular Disbursements 02/2018	385.00	
2/15/2018	1356	Oregon City Garbage, Inc	Acct: 57768000 [BVRCRK] 02/2018	26.35	
2/15/2018	1357	Powell Minuteman Press	CSWCD: Printing B/C 02/2018	339.00	
2/15/2018	1358	Premiere Global Services (PGi)	Acct: 3616841 01/2018	35.90	
2/15/2018	1359	Pudding River Watershed Council	CSWCD: Supplies [Planting-Butsch] 01/2018	30.50	
2/15/2018	1360	Eann Rains	Reimbursement: Travel 01/2018	47.08	
2/15/2018	1361	Thomas Salzer	Reimbursement: Travel [NACD] 02/2018	396.04	
2/15/2018	1362	Stockman Grass Farmer	CSWCD: Sub [2yr] 02/2018	56.00	
2/15/2018	1363	Nathan Tucker	Reimbursement: SDAO Conf 02/2018	134.50	
2/15/2018	1364	Matthew Van Wey	Reimbursement: Travel 01/2018	97.37	
2/15/2018	1365	Wells Fargo Business Elite	Acct: 5569-1990-0018-1208 LK 02/2018	2,099.06	
2/15/2018	1366	Wells Fargo Business Elite	Acct: 5569-1990-0017-2405 TS 02/2018	4,274.17	
2/15/2018	1367	Wells Fargo Business Elite	Acct: 569-1960-0007-4870 JF 02/2018	460.00	
2/26/2018	1368			VOID	
2/26/2018	1369			VOID	
2/26/2018	1370	Champoeg Nursery	CSWCD: Planting [SDOG-1618-4012] 02/2018	4,427.50	CGF
2/26/2018	1371	OCEAN	CSWCD: Memberships [emp/Dir] 2018	230.00	
2/26/2018	1372	OCEAN	CSWCD: Registrations [emp/Dir] 2018	4,500.00	

Subtotal: 47,451.09

Total: \$ 96,797.47

Total Conservation Fund

15,724.15

Approved By Board:

Board Chair

Board Treasurer


