



Approved June 19, 2018

## ***Clackamas SWCD Board Meeting Minutes for May 15, 2018***

### **Present:**

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

**Associate Directors:** Paula Gagnon, Jim Toops

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

**Partners:** Kim Galland (Natural Resources Conservation Service)

**Absent:** Jim Johnson, Jan Lee (Directors)

### ***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 4:06 p.m., Tuesday, April 24, 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. Manager Salzer requested item 5A be struck from the agenda as the project had been canceled.

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

#### **C. Board and Partner reports**

- Kim Galland reported that she hosted an intern from the national Natural Resources Conservation Service office last week. The intern experienced the large amount of paperwork required in the field office and had a chance to work outside with Galland. The intern gave Galland some insight into what is going on in Washington, D.C. The

change in the telework policy is having a big impact on staff in Washington and regional offices, many people may have to relocate.

- Director Zuber reported that she had attended the Molalla River Alliance dinner. The Oregon Department of Fish and Wildlife (ODFW) was there to speak about the sea lions in Oregon rivers and the impact they are having on the salmon fishery. There is a bill in Congress at this time that may allow ODFW more tools to get rid of the over-population of sea lions.
- Director Fantz noted that Orca whales had been spotted above the Astoria Bridge on the Columbia River, maybe they will help with the sea lion problems.
- Director Guttridge noted that on June 9 from 4:00 p.m. to 7:00 p.m., the Springwater Grange will hold their annual Strawberry Social. He invited everyone to attend.

**D. Civil Rights with Natural Resources Conservation Service (NRCS)** – Kim Galland (NRCS) passed a copy of the Civil Rights Responsibilities to the Board and asked that they review and sign the letter. Galland asked that someone from the Board volunteer to speak with an NRCS national staff member regarding civil rights during the week of June 4 to June 8. When Galland has a firm date she will notify Staff Guttridge, who will contact the Board to see if anyone is available for this meeting.

**E. Manager's report on committees** – Manager Salzer reported that only the Health and Safety committee met this month.

## **2 – MINUTES AND OLD BUSINESS**

**A. April 24, 2018, Regular Board Meeting Minutes** – Draft minutes from April 24, 2018, regular Board meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Fantz moved/seconded to approve the minutes from the April 24, 2018, regular board meeting. Motion carried unanimously.

## **3 – MONTHLY FINANCIALS**

**A. Review and accept financial reports** – Staff Tucker presented the April financial reports. Tucker noted that the District had received revenue in the amount of \$8,327 from collected taxes and \$3,900 in interest on all accounts. Other income included \$1,000 from the Cooperative Weed Management Area. Expenses for April 2018 totaled \$168,875. Noteworthy costs included \$16,000 to WeedWise contractors, employee expenses, final payout of the District's first septic system loan, plus consulting and legal fees.

Tucker then reviewed the combined balance sheet. The balance sheet shows transfers between funds. The District is holding steady at a 10:1 asset to liability ratio. There is a healthy cash balance to take the District through until November when tax revenues will come in for the next fiscal year. Tucker will have a more comprehensive report in June as he wraps up financials for the Fiscal Year End.

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

- B. Expenditures** – Staff Tucker reviewed the May 2018 voucher list. Check numbers were 1480 to 1524 with no breaks in the sequence. Checks totaled \$60,241.76. Tucker noted that there was no check to Clackamas County for benefits as these had been prepaid in April per the County's request. Conservation Grant/Loan Fund checks totaled \$ 16, 214.19 for May.

Directors Fantz/Nelson moved/seconded to approve the May voucher list as presented. Motion carried unanimously.

#### **4 – OTHER FINANCIALS**

- A. Resolution 2018-004 to adopt the budget, make appropriations, and impose and categorize the property tax for the fiscal year 2018-2018** – Staff Rains explained that the adoption of resolution # 2018-004 is the final step in the budget process for the fiscal year 2018-2019. Rains noted that there had been no public comment at the hearing held before the Board meeting. Rains asked if the Board had any changes they wanted to make to the Budget. No changes were requested. Rains read the resolutions and requested Board approval.

Directors Guttridge/Nelson moved/seconded to adopt Resolution 2018-44 to adopt the budget, make appropriations and impose and categorize the property tax for the fiscal year 2018-2019 as presented. Motion carried unanimously.

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

- A. Canby irrigation project** – Struck from agenda/project canceled.
- B. Intergovernmental Agreement (IGA) with Clark Conservation District (CD)** – Manager Salzer presented the IGA with Clark CD for engineering services. This is a continuation of a previous agreement that pays for Doug Fenwick of Clark CD to provide engineering services to Clackamas Soil and Water Conservation District on an as-needed basis. The amount of the agreement is not-to-exceed \$30,000 and the only change in the agreement was to update the current mileage reimbursement rate.

Directors Fantz/Guttridge moved/seconded to approve the intergovernmental agreement with Clark Conservation District for the fiscal year 2018-2019, as presented. Motion carried unanimously.

- C. Intergovernmental Agreement (IGA) with Skamania County for workshop** – Staff Leininger presented an IGA with Skamania County regarding work done by Sarah Hamilton in coordination with the Columbia Gorge Cooperative Weed Management Area. Hamilton worked with the Skamania County Noxious Weed Control Program and the CWMA on a Best Management Practices workshop. Leininger asked that the Board delegate authority for Manager Salzer to sign the IGA which will help recoup costs for some of Staff Hamilton's time.

Directors Guttridge/Fantz moved/seconded to authorize the General Manager to sign an intergovernmental agreement with the Skamania County Noxious Weed Control Program for

implementation of the Columbia Gorge CWMA best management practices training. Motion carried unanimously.

- D. Memorandum of Agreement (MOA) with the Sandy River Watershed Council** – Staff Leininger presented an MOA with the Sandy River Watershed Council for the continued treatment of policeman’s helmet in the Salmon and Sandy River basins. This funding request is for the purpose of expanding efforts to control this priority invasive species in the upper reaches of the basins. The MOA is a continuation of an existing agreement. The requested amount is \$17,500.

Directors Guttridge/Nelson moved/seconded to authorize the expenditure of \$17,500 to support the proposed work, as presented, and to authorize the General Manager to sign a Memorandum of Agreement with the Sandy River Watershed Council in support of this proposal for the 2018 calendar year. Motion carried unanimously.

## **6 – PERSONNEL**

No Topics

## **7 – BOARD/MANAGEMENT**

- A. Resolution 2018-005 Board Compensation and Reimbursement policy** – Manager Salzer presented resolution 2018-005 to replace prior policies on this topic. The purpose is to clearly state how a Board director may receive a stipend and/or reimbursement of expenses as allowed by law.

Directors discussed how the compensation was paid, what approvals were needed, the difference between the stipend and reimbursements. Staff Guttridge presented a form that staff would like Directors to fill out for record keeping purposes. The form captures dates and events that the Director attended during the month. It was noted that if a director did not want to receive a stipend that they so indicate that on the form.

After further discussion, this matter was tabled until the June 19, 2018, Board meeting.

- B. Resolution 2018-006 Travel Reimbursement policy** – Manager Salzer presented resolution 2018-006 regarding travel reimbursement. This policy will apply to all directors and employees of the Clackamas Soil and Water Conservation District. It is intended to be a clear policy in regards to travel reimbursements.

Directors discussed points presented in the resolution and requested clarification in regards to associates and directors emeritus representing the District and if they would be compensated.

After further discussion, this matter was tabled until the June 19, 2018, Board meeting.

- C. Manager’s Report** – Manager Salzer asked for discussion on the following topics:

- Special Districts Association of Oregon (SDAO) recommends that the General Manager appoint committees rather than the Board. SDAO reports that if committees are appointed by the Board, the committee meetings must be noticed, and open to the

public. This is required even if a quorum of the Board is not present or recommendations from committees are forwarded through the general manager. Noticing all committee meetings would be a large expense. Minutes would have to be taken and be maintained as part of the public record.

After further discussion, this matter was tabled until the June 19, 2018, Board meeting.

- Increasing the delegated authority to commit/expend funds. Manager Salzer asked that the Board consider increasing his spending authority. Previously the Board had delegated authority to the General Manager (GM) to spend or commit funds up to \$10,000. More recently, the Board authorized the GM to approve septic system repair loans up to \$25,000. Salzer asked that the Board bring these two delegated authorities into alignment by increasing the GM's authority to spend or commit funds to \$25,000, within the scope and intent of the annual plan of work, subject to appropriations in the adopted budget, and effective immediately.

After further discussion, this matter was tabled until the June 19, 2018, Board meeting.

The Board asked Manager Salzer to send out information regarding all items that were put on hold for the next meeting, to allow the directors to review these items more closely.

In other manager reports: Staff Leininger reported that he is meeting with the Cooperative Weed Management Areas (CWMA) to review what is needed for the new CWMA coordinator position.

## **8 – PROPERTIES & PLANNING**

- A. Engagement letters for land acquisition loan** – Manager Salzer presented two letters of engagement in response to requested legal representation regarding a loan for the Eagle Creek property acquisition.

- The first is a letter of engagement from Hawkins, Delafield & Wood, LLP, which allows counsel for the lender for the Eagle Creek Acquisition to work with the District to complete the loan. This legal counsel will represent both sides in negotiations for the loan terms. Signing the letter of engagement does not obligate the District to a loan with this lender. Manager Salzer reported that we will be able to use this loan as matching funds on a community forest grant. The District's legal counsel has reviewed the letter of engagement and found no issues with it.

Directors Fantz/Guttridge moved/seconded to authorize Chair Becker to sign the engagement letter with Hawkins, Delafield & Wood, LLP as special counsel to Clackamas Soil and Water Conservation District for the financing the acquisition of the Eagle Creek property. Motion carried unanimously.

- The second letter of engagement is from Wm. F. Paulus, Attorney at Law. Manager Salzer was directed to engage the services of a land use attorney at the Board meeting

in April. Mr. Paulus provided the letter of engagement. It has been reviewed by the District's legal counsel.

Directors Guttridge/Nelson moved/seconded to authorize General Manager to sign the engagement letter with Wm. F. Paulus so that the District may utilize his services in regards to the loan and acquisition of the Eagle Creek property. Motion carried unanimously.

- B. Contract with the architect** – Manager Salzer presented an American Institute of Architects (AIA) contract from 4Sight Consulting. He received this contract only a short time before the board meeting. Board members reviewed the contract and found several items they felt needed to be clarified before they would consider signing. Items noted were the date of the contract, monies already spent, and items listed on the contract that have already been completed. Board members also did not want the architect to act as the District's representative with the Construction Manager/General Contractor.

After further discussion, this matter was tabled until the contract could be clarified and/or revised. The contract will be reviewed at a special meeting or at the next board meeting as necessary.

Director Guttridge noted that the Board will need to agree on a comfortable process for making decisions regarding the building that does not hold up design or construction work.

- C. Contract with the Construction Manager/General Contractor (CM/GC)** – Manager Salzer reviewed the results of the Request for Proposal (RFP) for a CM/GC. The District received one proposal and that was from P&C Construction. The proposal was responsive to the RFP requirements. An ad-hoc team consisting of some members of the Building Committee, staff, and the District's architectural team listened to a presentation from P&C and interviewed the firm's representatives. The firm's bid package was reviewed and scored and received the highest possible score, as defined in the RFP.

Directors Fantz/Guttridge moved/seconded to authorize the General Manager to enter into contract negotiations with P&C Construction and to sign a final contract that is substantially similar to the Sample Contract in the RFP, similar to the modifications presented in the proposed bid, and subject to a review by the District's attorney. Motions carried unanimously.

- D. Resolution # 2018-007 Surplus the house and garage at the Beavercreek Farm** – Manager Salzer reported that it was necessary to declare the house and garage surplus before they could be moved or demolished. This resolution surpluses the buildings and sets forth how the assets will be disposed of.

The resolution allows the District to offer the buildings up for bid to someone who may wish to purchase and move the structures. This recommendation was based on input from community members that they would like to see the buildings preserved. Due to the age and condition of

the buildings, it is cost prohibitive for the District to repurpose them. If the District does not receive a bid that fulfills the requirements as set forth in the resolution, the District will move forward with the demolition of the buildings as stated.

Directors Fantz/Nelson moved/seconded to adopt resolution 2018-007 declaring as surplus the farmhouse and associated garage at 22055 S Beaver Creek Road, to be sold to the highest bidder, with a minimum bid of \$100, and on the condition that the structures must be completely removed from the District's property by a date to be set by the General Manager. If a responsive bid is not received, the District will proceed with demolition or deconstruction of these two buildings. Motion carried unanimously.

## **9 – Other Reports**

- Staff Leininger wished everyone a happy Invasive Species Awareness Week, as declared by Governor Brown.
- Associate Director Toops wished everyone a good Peace Officers Memorial Day.
- Staff Rains reported her dog Drake had a personal record dock jump of 21 feet.
- Associate Director Gagnon wished everyone a happy National Wetlands Month. Gagnon reported that the American Wetlands Conservancy is holding a photo contest. Send in a photo and you could win a weekend escape to the coast
- Director Zuber reported that she had seen a bear during the last weekend; it ran down a hill and across a road in front of her.
- Director Fantz reported he had the opportunity to see a Manta ray while in Mexico.
- Director Nelson reported that he had caught a 3-lb bass in his farm pond.
- Director Guttridge reminded everyone to attend the Strawberry Social at the Springwater Grange on June 9. A pulled pork dinner will be served.
- Remembering how it feels when family properties are substantially changed, Manager Salzer has contacted the Skou family (former owners of the Beaver Creek Farm) to keep them informed of what is happening on the property.
- Staff Kilders reported that the scholarship winners will be attending the next board meeting and reminded Board members that there will be two public hearings before next month's Board meeting.
- Chair Becker reported that he had spent several days in Colorado recently and noted that soil was the worst he had ever seen. There were no trees, and little vegetation, the soil was compacted and sticky. Becker noted that Oregon has good soil.

**ADJOURN and NEXT MEETING-**

- There will be a Public Hearing regarding the conservation easement at Camp Adams on June 19, 2018, at 4:00 p.m.
- There will be a Public Hearing regarding the construction loan for the Conservation Resource Center on June 19, 2018, immediately following the first hearing.
- The next regular meeting will be on June 19, 2018, at 4:05 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:04 p.m.

Respectfully submitted,



Tami L. Guttridge  
Administrative Assistant

Voucher Approval List

5/15/2018

Date	Number	Payee	Memo	Payment
5/4/2018	1480	AFLAC	Acct: LGF14 04/2018	620.81
5/4/2018	1481	Nicole Ahr	Reimbursement: Travel 04/2018	464.44
5/4/2018	1482	BCTelco	Acct: 10014515 05/2018	111.14
5/4/2018	1483	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 04/2018	3,080.00
5/4/2018	1484	Jason Faucera	Reimbursement: Travel 04/2018	894.38
5/4/2018	1485	Sarah Hamilton	Reimbursement: Mileage 04/2018	257.79
5/4/2018	1486	Clair Klock	Reimbursement: Mileage 03/2018	95.70
5/4/2018	1487	Samuel Leininger	Reimbursement: Mileage 04/2018	113.20
5/4/2018	1488	OC Properties, LLC	RENT: 775-102-CU 05/2018	6,894.50
5/4/2018	1489	Oregon City Police Department	CSWCD: Alarm Permit 2939 05/2018	25.00
5/4/2018	1490	PGE	Acct: 0019-31171-4271634 04/2018	106.28
5/4/2018	1491	Premiere Global Services (PGi)	Acct: 3616841 04/2018	118.08
5/4/2018	1492	Eann Rains	Reimbursement: Travel/Supplies 04/2018	142.11
5/4/2018	1493	Thomas Salzer	Reimbursement: Travel 04/2018	585.09
5/4/2018	1494	Sonitrol	Acct: 01SCLA01 05/2018	153.00
5/4/2018	1495	US Bank Voyager Fleet Systems	Acct: 86928-4679 04/2018	243.80
5/4/2018	1496	Matthew Van Wey	Reimbursement: Travel 04/2018	378.78
5/4/2018	1497	Verizon Wireless	Acct: 242017036-00001 04/2018	200.05
5/4/2018	1498	VOYA Financial OSGP	CSWCD: 457b EE/ER PPE 04/30/2018	10,325.23
5/4/2018	1499	Joan Zuber	Reimbursement: Mileage 04/2018	288.37

**Subtotal: 25,097.75**

5/14/2018	1500	AIA Corporation	Acct: 294695 Table Runners 04/2018	143.73
5/14/2018	1501	Ash Creek Forest Management, LLC	WW-2016-01 Garlic Must [WW-LK-2018-03]	7,911.59
5/14/2018	1502	Alayne Renee Blickle	CSWCD: WKSHP [Horse] 05/2018	1,242.59
5/14/2018	1503	Century Link	Acct: 503-656-1105-170B 05/2018	64.99
5/14/2018	1504	Clark Conservation District	CSWCD: Prof Svc [Engineering] 04/2018	1,224.70
5/14/2018	1505	Coulter Printing, Inc	CSWCD: Printing Env [38247] 04/2018	372.00
5/14/2018	1506	Crystal Greens Landscape, Inc	CSWCD: Landscape Svcs [BVRCRK] 05/2018	395.00

CGF

5/14/2018	1507	D Franco Contracting Inc	DOG-1620-4003 [WW-2016-02] Bare Root Plants	198.65	CGF
5/14/2018	1508	DMV Services	CSWCD: Registration [Trailer::U511695] 06/2018-	116.00	
5/14/2018	1509	Tami Guttridge	Reimbursement: Travel 04/2018	23.00	
5/14/2018	1510	H2Oregon	Acct: 21948 / RNT 04/2018	71.50	
5/14/2018	1511	J Franco Reforestation, Inc	WW-2016-04 Garlic Mustard [WW-LK-2018-01]	6,874.25	CGF
5/14/2018	1512	Jan Lee	Reimbursement: Travel 04/2018	133.17	
5/14/2018	1513	Catherine McQueeney	Reimbursement: Mileage / Travel 01/18-02/18	620.66	
5/14/2018	1514	Oregon City Garbage, Inc	Acct: 57768000 [BVRCRK] 05/2018	29.35	
5/14/2018	1515	Pamplin Media Group	Acct: 102542 H&G 04/2018	495.00	
5/14/2018	1516	Poster Compliance	Acct: 922426 Posters 05/2018	79.95	
5/14/2018	1517	James William Raleigh	CSWCD: Logo Dev [Clack Part] 05/2018	1,000.00	
5/14/2018	1518	Sound Native Plants Inc	WW-2016-01 [CRISP-LK-2018-07] 04/2018	1,229.70	CGF
5/14/2018	1519	Spire Technologies, Inc	Acct: 05330 05/2018	300.00	
5/14/2018	1520	Urban Greenspace Institute	CSWCD: RCS Oak Mapping 04/2018	3,000.00	
5/14/2018	1521	Elite Card Payment Center	Acct: 5569-1990-0018-1208 LK 05/03/18	1,621.47	
5/14/2018	1522	Elite Card Payment Center	Acct: 5569-1990-0017-2405 TS 05/03/18	7,123.50	
5/14/2018	1523	Elite Card Payment Center	Acct: 5569-1960-0007-4870 JF 05/03/18	845.21	
5/14/2018	1524	Wild Oaks Nursery	CSWCD: Plants 05/2018	28.00	

**Subtotal: 35,144.01**

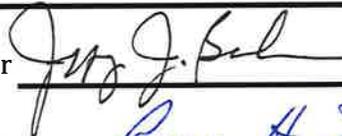
**Total: \$ 60,241.76**

Total Conservation Fund 16,214.19

CGF

Approved By Board:

Board Chair



Board Treasurer

