



Approved August 21, 2018

Clackamas SWCD Board Meeting Minutes for July 17, 2018

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

Director Emeritus: Mike Weinberg

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

Partners: Kim Galland (Natural Resources Conservation Service)

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 4:02 p.m., Tuesday, July 17, 2018, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker asked if there were changes to the agenda. Director Johnson said he would report on solar facilities and the Oregon Ag Heritage rules under director reports. No changes were made to the agenda.

B. Public Comment – There was no public comment.

C. Board and Partner reports

- Director Fantz thanked the staff for the tour on Saturday, July 14. Fantz enjoyed the picnic and the time with staff.
- Director Johnson presented copies of the Oregon Ag Heritage draft rules. The comment period for the rules is only open until the end of the month, and the Oregon Department of Agriculture (ODA) has concerns regarding the rules. The Board of Agriculture wants more

time to review and comment. There are concerns regarding proper maintenance and management of easements. Director Johnson would like the Board or the Working Lands committee to review the proposed rules. The Board of Agriculture will not be meeting until September.

- Director Lee noted that the Oregon Department of Agriculture criticized the committee for being insular and for not having enough outreach on the issue. These important rules might be adopted with no feedback. Commissions often adopt rules based on the recommendation of the committees without further public input.
- Director Johnson reported that the Land Conservation and Development Commission would be holding a meeting on July 26 regarding solar facilities on farmland. The current rules are very weak. Johnson passed out a map of currently approved sites in Clackamas County and will send links regarding the temporary rules and reports by Portland State University. Staff Guttridge will forward these links to the Board and staff.

D. Manager's report on committees – Manager Salzer reported that the Building committee had met on June 27. That meeting resulted in a Special Board meeting held on July 11. The Working Lands committee met on July 6.

E. Partner Report – Kim Galland reported that the Natural Resources Conservation Service will be hiring. As many as 28 positions in Oregon will be filled, including a soil conservationist position in Multnomah County.

The Farm Bill may or may not be adopted. If it is adopted there may be more departments under this bill.

2 – MINUTES

A. June 19, 2018, Public Hearing minutes – Draft minutes of the public hearings held on June 19, 2018, were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Zuber moved/seconded to adopt the minutes of the July 19, 2018, Public Hearings as presented. Motion carried unanimously.

B. June 19, 2018, Regular Board Meeting minutes – Draft minutes from the June 19, 2018, regular Board meeting minutes were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Nelson moved/seconded to adopt the minutes of the June 19, 2018, Regular Board Meeting as presented. Motion carried unanimously.

C. July 11, 2018, Special Board Meeting minutes – Draft minutes from the July 11, 2018, Special Board meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Fantz moved/seconded to adopt the minutes of the July 11, 2018, Special Board meeting as presented. Motion carried unanimously.

3 – FINANCIAL REPORTS

- A. Review and accept financial reports** – Staff Tucker presented the Statement of Activities. Tucker noted that the District had received \$79,197.12 in revenue for the month of June, most of which was tax revenue. Tax revenue for the Fiscal Year of 2017/2018 totaled 2,270,856.45. Expenses for the month of June currently total \$264,908.40. This total will change as the last of the fiscal year invoices are received from contractors.

Tucker presented the balance sheet as of June 30, 2018. The District currently has \$2.1 million in cash assets and total assets of \$3.1 million. Short term and long-term liabilities are at approximately \$612,000. The District has approximately a 5-to-1 ratio of assets to liabilities at this time.

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

- B. Expenditures** – Staff Tucker reviewed the July 2018 voucher list. Check numbers were 1576 to 1631 with no breaks in the sequence and no voided checks. Checks totaled \$201,750.98. Notable checks were the \$3,000 to the Oregon Coalition of Land Trust for dues and \$40,000 to the Columbia Land Trust for the Backyard Habitat program. Conservation Grant/Loan Fund checks totaled \$ 120,177.10 for the month of July.

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

4 – OTHER FINANCIALS

- A & B. Proposal to Modify Loan Program and Cost-sharing program** – The work session held before the meeting allowed the Board to have a good discussion regarding cost sharing to support conservation implementation. Staff Rains noted that she and Staff Tucker were not ready to give a recommendation regarding the loan program at this time.

Directors Johnson/Guttridge moved/seconded to direct the General Manager to develop specific recommendations for changing the District's loan and cost-share programs. These proposed changes will be discussed by the Board at a later date. Motion carried unanimously.

5 – PROJECTS, PROGRAMS

- A. Intergovernmental Agreement with Clark County Weed Board** – Staff Leininger presented a draft agreement with the Clark County Weed Board so the District can receive funding to support the 4-County Cooperative Weed Management Area (CWMA) program. Funding for the 4-County CWMA is crucial for the success of the program.

Directors Guttridge/Fantz moved/seconded to authorize the General Manager to sign an Intergovernmental Agreement with the Clark County Noxious Weed Control Board for coordination of the 4-County Cooperative Weed Management Area Program. Motion carried unanimously.

B. Amended Memorandum of Agreement with the Sandy River Watershed Council – Staff
Leininger presented a proposal to amend the Memorandum of Agreement (MOA) with the Sandy River Watershed Council (SRWC). The SRWC no longer has access to funding that has supported their ability to complete work outlined in an existing agreement with the District. In recognition of the important role that SRWC plays in implementing this project, and in consideration of the District's reduced capacity due to the current WeedWise staff vacancy, the WeedWise program is requesting a contract amendment. This amendment will fund a greater portion of SRWC effort associated with the priority weed outreach, survey, and removal along the Salmon and Upper Sandy Rivers.

The proposed draft contract amendment increases the total project costs by \$12,103 to a total of \$29,603 for the current year.

The existing MOA is being edited now; the draft is still incomplete.

Directors Johnson/Guttridge moved/seconded to authorize the General Manager to approve an amendment to the existing Memorandum of Agreement with the Sandy River Watershed Council and authorize the General Manager to sign the resulting contract amendment adding \$12,103 to the existing agreement. Motion carried unanimously.

6 – PERSONNEL

A. Seeking bids from other benefit providers – Manager Salzer has asked Scott Gustafson of Gustafson Insurance to coordinate proposals for employee benefits from other providers. Last calendar year, Clackamas County informed the District that they were increasing their administrative fee for carrying the District's employees on the County's health benefits plans. Our fee was increased for July-December 2017 to \$74 per person. Then for January to June 2018 the increase was to \$100 per person, and starting July 1, the cost increased to \$141 per person.

Manager Salzer hopes to have something for the Board to review by the September meeting. This needs to happen before the open enrollment period this fall, so that employees have time to decide whether to stay with the Districts plan or to use a plan available through a spouse.

7 – BOARD/MANAGEMENT

A. Board – No Topics

B. Manager's report – Manager Salzer gave an update on projects and outlined his upcoming travels.

- Eagle Creek Acquisition – The grant application has been submitted. The District should know by late August or September if the grant is awarded.
- Contract with the architect – The District's legal counsel is working directly with the architect's attorney to negotiate a contract.
- Status of litigation work – Negotiations are nearing a zenith.

- County Fair – The Clackamas County Fair is August 14 - 18.

Manager Salzer will be attending the following meetings in the coming months:

- Washington State Conservation Commission, Shelton, Washington – July 19, 2018.
- Tri-State Conservation Commission Meeting, McMinnville, Oregon – August 6 to 9, 2018.
- Pacific Region National Association of Conservation Districts meeting, Kennewick, WA, September 16 to 20, 2018.
- Washington Association of Conservation Districts annual meeting, Kennewick, WA, November 26 to 28, 2018. This meeting is not yet confirmed.
- National Association of Conservation Districts annual meeting, San Antonio, TX, February 2 to 7, 2019.

8 – PROPERTIES & PLANNING

- A. Status reports and actions on design choices** – Staff Guttridge and Kilders passed out copies of the Value Engineering and alternative draft designs for the proposed Conservation Resource Center.

Manager Salzer noted that P&C construction had added item BD-15 to the Value Engineering (VE) list which would reduce the cost of the building an additional \$43,000. The draft designs show the building with a smaller footprint for the conference room and the elimination of the additional partner space on one of the plans. The plaza area has also been adjusted.

Manager Salzer would like to see the partner space kept. This space can provide income to offset the overall cost of the building. Staff would like to see the conference room space kept to provide an area where classes, speakers, and perhaps film series can be shown.

Board members discussed the cost of the building with several objecting to the overall cost. There was a discussion of whether the building can be redesigned enough to cut the cost significantly, or if there is a need to start completely over. It was noted that the market and economy are driving up the costs of building, especially in the Portland metro area.

Salzer pointed out that the District is not the only entity that is suffering sticker shock; both Cooperative Extension and Clackamas County Vector Control are finding the cost of building to be double what they were expecting.

Several Board members want to salvage the project without starting over. It was decided that an additional meeting was needed to discuss this matter. Staff Kilders was directed to contact the Board to set up a time to meet. The Board decided to hold a work session, followed by a special meeting with the construction managers and architects.

9 – OTHER REPORTS

Chair Becker asked Director Johnson to further discuss the Oregon Ag Heritage Rules and Solar Facility sitings.

Director Johnson reiterated that the comment period for the Oregon Ag Heritage rules ends on July 31. This is not enough time for a good review of the proposal. Johnson asked that the District send a letter asking for more time to review the proposed rules. The letter needs to let the Oregon Watershed Enhancement Board and the Ag Heritage committee know that because the Board meets only once per month, and time is needed to review the rules.

Directors Zuber/Guttridge moved/seconded to authorize the General Manager to craft a letter to the Oregon Ag Heritage committee on behalf of the Board requesting more time to review the proposed rules, and authorize the Board Chair to sign the letter on behalf of the Board. Motion carried as follows: Chair Becker, Directors Fantz, Guttridge, Johnson, Nelson, and Zuber in favor, Director Lee abstaining.

Director Johnson reported that the Oregon Land Conservation Development Commission (LCDC) will be meeting next week to discuss the rules for siting solar facilities on agricultural land. Johnson would like people to show up to discuss the current rules, and the Board to send a letter. There needs to be more direction coming from LCDC to communities regarding the siting of solar facilities. The overall impact that the accumulation of these facilities will have needs to be discussed. The Willamette Valley is taking a hard hit with the number of facilities being sited on prime agricultural land.

Directors Lee/Nelson moved/seconded to authorize the General Manager to craft a letter to the Oregon Land Conservation and Development Commission on behalf of the Board requesting emergency rules be put in place to slow down the siting of solar facilities, and authorize that the Board Chair sign the letter on behalf of the Board. Motion carried as follows: Chair Becker, Directors Fantz, Guttridge, Lee, Nelson, and Zuber in Favor, Director Johnson Abstaining.

Other:

- Staff Guttridge requested completed timesheets from the Board Directors.
- Staff Leininger reported that the Clackamas River Invasive Species Partnership had met at the District office last week. Things are going well for the partnership. Unfortunately, European Hawkweed has been identified in the upper Clackamas River basin.
- Director Lee announced that the Oregon Association of Conservation Districts (OACD) is planning on holding their annual meeting in November (13 to 15) at the Best Western at Agate Beach. OACD has hired an intern to work with Executive Director John Keith.

Director Lee reported that dues bills for OACD will be coming soon, and encouraged the District to contribute to the scholarship fund which helps the smaller districts to send representatives to the OACD convention.

- Director Guttridge reported that he had enjoyed the tour of the Eagle Creek site, and enjoyed hosting the picnic following the tour.

- Director Johnson noted that both he and Manager Salzer will be speaking at the Tri-State Conservation Commission meeting in McMinnville in August.
- Manager Salzer reported that there are two small fires burning within two miles of his house in Shelton, Washington. Salzer noted that it is a matter of time before there are fires in this area, and everyone should look at their defensible spaces around their dwellings.
- Director Zuber reported that she had just completed a large fuel reduction project on her property.
- Staff Kilders reported that staff had a booth at the Lavender Festival on June 23 and 24. Saturday was busy at the event, but the heat on Sunday limited interaction with participants.

The District, in partnership with Yamhill SWCD and Extension, coordinated a beneficial insect day in Yamhill, which was attended by 49 people. They had good speakers and attendees were very interested.

Kilders was interviewed by one of the local newspapers regarding the "Soil Your Undies" campaign.

Work on the oak log for the District's Clackamas County Fair display is continuing; there will also be a weed identification challenge.

The Farwest Show is coming up and the booth will feature erosion control. ACF West will be providing some samples of items that are available to help with erosion control.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on August 21, 2018, at 4:00 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

7/17/2018

Date	Number	Payee	Memo	Payment
7/2/2018	1576	AFLAC	Acct: LGF14 06/2018	620.81
7/2/2018	1577	Nicole Ahr	Reimbursement: Mileage 06/2018	168.80
7/2/2018	1578	A & L Western Agricultural Laboratories, Inc	Acct: 4409 06/2018	12.00
7/2/2018	1579	BCTelco	Acct: 11014515 [BVRCK] 07/2018	108.70
7/2/2018	1580	Buel's Impressions Printing	CSWCD: Printing [Annual Plan] [Sign] 06/2018	43.20
7/2/2018	1581	Coalition of Oregon Land Trusts	CSWCD: Annual MBR 07/2018	3,000.00
7/2/2018	1582	Columbia Land Trust	CSWCD: Backyard Habitat 06/2018	40,000.00
7/2/2018	1583	Comcast Business Internet	Acct: 8778 10230 0924690 06/2018	144.85
7/2/2018	1584	Coulter Printing, Inc	CSWCD: Beetle Bank & Newsletter 06/2018	258.75
7/2/2018	1585	Day Wireless Systems	Acct: 26002 Comm Sys 1yr 07/2018	2,832.00
7/2/2018	1586	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 06/2018	2,024.00
7/2/2018	1587	Scott Eden	Reimbursement: Mileage 06/2018	13.08
7/2/2018	1588	Gwendolyn Ellen	CSWCD: Field Day [Mileage] 06/2018	49.50
7/2/2018	1589	Jason Faucera	Reimbursement: Mileage 05/2018;Supplies 06/2018	304.55
7/2/2018	1590	Spatial Networks	Acct: 4000-C06 07/2018-07/2019	4,800.00
7/2/2018	1591	Donald Guttridge	Reimbursement: Mileage [BRD] 04/2018	170.04
7/2/2018	1592	Hoodland Farmers Market	CSWCD: Grant [Farmer Mkt] 06/2018	500.00
7/2/2018	1593	Allstream	Acct: 829514 05/2018	723.05
7/2/2018	1594	Lindsey Karr	Reimbursement: Mileage 06/2018	49.54
7/2/2018	1595	Lisa Kilders	Reimbursement: Mileage 06/2018	161.50
7/2/2018	1596	Clair Klock	Reimbursement: Mileage 06/2018	111.18
7/2/2018	1597	Catherine McQueeney	Reimbursement: Mileage 06/2018	268.72
7/2/2018	1598	OC Properties, LLC	Acct: 775-102-CU RENT 07/2018	6,894.50
7/2/2018	1599	Oregon City Garbage, Inc	Acct: 57768000 07/2018	29.35
7/2/2018	1600	Pacific Office Automation	Acct: 900-0266949-000 05/2018	147.66
7/2/2018	1601	PGE	Acct: 0019 31171-4271634 06/2018	62.75
7/2/2018	1602	Premiere Global Services (PGI)	Acct: 3616841 06/2018	46.63
7/2/2018	1603	Eann Rains	Reimbursement: Mileage 06/2018	41.04
7/2/2018	1604	Thomas Salzer	Reimbursement: Travel 06/2018	620.06
7/2/2018	1605	Sonitrol	Acct: 01SCLA01 07/2018	153.00
7/2/2018	1606	Spire Technologies, Inc	Acct: 05330 07/2018	1,799.76
7/2/2018	1607	Nathan Tucker	Reimbursement: Travel 06/2018	513.38

7/2/2018	1608	US Bank Voyager Fleet Systems	Acct: 86928-4679 06/2018	534.65
7/2/2018	1609	Matthew Van Wey	Reimbursement: Travel 06/2048	338.58
7/2/2018	1610	Verizon Wireless	Acct: 242017036-0001 06/2018	200.05
7/2/2018	1611	Wild Life Observation, LLC	CSWCD: Turtle Training 06/2018	599.00
7/2/2018	1612	Working With Yoga	CSWCD: Yoga 07/2018-09/2018	240.00

Subtotal: 68,584.68

7/17/2018	1613	Ash Creek Forest Management, LLC	WW-2016-01 [WW-LK-2018-03] 05/2018	11,398.24	CGF
7/17/2018	1614	Century Link	WW-2016-01 Garlic Mstd 06/2018		
7/17/2018	1615	Clark Conservation District	Acct: 503-656-1105-170B 07/2018	64.38	
7/17/2018	1616	Converging Creeks LLC	CSWCD: Contract Svcs [Engineering] 06/2018	1,091.45	
7/17/2018	1617	Crystal Greens Landscape, Inc	Contract Svcs: Moving [BVRCRK] 06/2018	562.50	
7/17/2018	1618	H2O Oregon	Acct: 1211 [BVRCRK] 07/2018	395.00	
7/17/2018	1619	Integrated Resource Management	Acct: 21948 Water 06/2018	71.50	
7/17/2018	1620	J Franco Reforestation, Inc	WW-2016-03 [WW-JL-2018-01] Garlic Mstd 05/2018	19,117.18	CGF
7/17/2018	1621	Jillian Lamont & Associates	WW-2016-04 [Lolo Pass/Hawkweed] 05/2018	14,651.95	CGF
7/17/2018	1622	Kuznetsov Thinning Company	Contract Svcs: CATS Dev 06/2018	3,080.00	
7/17/2018	1623	Pamplin Media Group	WW-2016-05 [WW-LK-2018-04] 06/2018	4,521.20	CGF
7/17/2018	1624	R Franco Restoration Inc	CSWCD: Adv [Ind Day/Canby] 06/2018	223.00	
7/17/2018	1625	Sound Native Plants Inc	DOG-1718-4004 Butler 05/2018	11,388.20	CGF
7/17/2018	1626	Spire Technologies, Inc	DOG-1718-4008 SAWAN 05/2018		
7/17/2018	1627	Stettler Supply Company	WW-2016-10 [WW-2018-LK-09] 06/2018	13,767.33	CGF
7/17/2018	1628	The Oregonian Media Group	WW-2016-01 [WW-JL-2018-02] 06/2018		
7/17/2018	1629	VOYA Financial OSGP	WW-2016-01 [WW-LK-2018-02] 06/2018		
7/17/2018	1630	Washington Association of Conservation District	WW-2016-11 [WW-JL-2018-02] Garlic Mstd 05/2018		
			Acct: 05330 07/2018	300.00	
			CSWCD: GPL-1718-4016 Kaser [Irrigation Supplies]	27,333.00	CGF
			CSWCD: Pub Notice [Election] 06/2018	244.95	
			CSWCD: EE/ER 457b 7/5/2018	22,263.92	
			CSWCD: ER/EE 457b Contributions PPE12/31/17		
			Registration: Board Meeting 06/2018	150.00	

7/17/2018

1631 William F Paulus

Prof Svcs [Legal] Eagle Creek 06/2018

2,542.50

Subtotal: 133,166.30

Total: \$ 201,750.98

102,177.10

CGF

Approved By Board:

Board Chair



Board Treasurer

