



Approved September 18, 2018

Clackamas SWCD Board Meeting Minutes for August 21, 2018

Present:

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

Associates: Paula Gagnon, PK Melethil (via phone)

Staff: Tami Guttridge, Lisa Kilders, Clair Klock, 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 4:05 p.m., Tuesday, August 21, 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. No changes were requested.

B. Public Comment – There was no public comment.

C. Board and Partner reports

- Director Guttridge enjoyed the District's booth at the fair.
- Director Fantz passed around a real estate flyer regarding 200 acres of property next to the Eagle Creek property that the District is trying to acquire.
- Director Zuber reported a friend in Woodburn is using drip irrigation on a hop field and is seeing an increase in their yield.
- Kim Galland of the Natural Resources Conservation Service (NRCS) reported that all of her Environmental Quality Incentives Program contracts have been obligated, and she hopes to

finish up stewardship plans in the coming week. Galland reported that she will be on vacation next week.

Galland will be preparing for quality assurance reviews and spot checks for water quality when she returns from vacation. The Clackamas River basin may be a priority area for Conservation Implementation Strategy, in the next fiscal year.

NRCS is waiting for the Farm Bill to pass as it will impact funding for programs. One version will have the Conservation Stewardship Program combined with the Environmental Quality Incentives Program, which would cut funding to both. Galland noted that NRCS has been told if the bill passes, it will be rolled out in February of next year. Conservation Implementation Strategy monies may also be impacted.

Kim Galland left the meeting at 4:10 p.m.

- D. Manager's report on committees** – Manager Salzer reported no committees had met since the last board meeting.

2 – MINUTES

- A. July 17, 2018, Work Session minutes** – Draft minutes from the work session held on July 17, 2018, were presented. The Board Secretary has reviewed the draft minutes.
- B. July 17, 2018, Regular Board Meeting minutes** – Draft minutes from the regular board meeting held on July 17, 2018, were presented. The Board Secretary has reviewed the draft minutes.
- C. July 25, 2018, Work Session minutes** – Draft minutes from the work session held on July 25, 2018, were presented. The Board Secretary has reviewed the draft minutes.
- D. July 25, 2018, Special Meeting minutes** - Draft minutes from the special meeting held on July 25, 2018, were presented. The Board Secretary has reviewed the draft minutes.
- D. August 1, 2018, Special Meeting minutes** - Draft minutes from the special meeting held on August 1, 2018, were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Fantz moved/seconded to adopt all minutes as presented for the July 17, July 25 and August 1, 2018, meetings. Motion carried unanimously.

3 – FINANCIAL REPORTS

- A. Review and accept financial reports** – Staff Tucker presented a fiscal year-end (FYE) report for 2017/2018 to the Board. Tucker hopes to have all of the FYE invoices processed and reconciled by September 1, 2018.

Staff Tucker reviewed the July 2018 financial activities report and balance sheets with the Board. The District received \$7,717 from tax revenue this month and \$3,324 from interest. Expenses were \$177,249.03. The current assets-to-liabilities ratio is approximately 6-to-1 as the District enters the new fiscal year.

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

- B. Expenditures** – Staff Tucker reviewed the August 2018 voucher list. Check numbers were 1632 to 1690 with no breaks in the sequence and no voided checks. Checks totaled \$204,419.53. Notable checks were the \$5,000 to the Oregon Association of Conservation Districts for dues and \$15,320 to the Sandy River Basin Council for the Weed Smackdown. Conservation Grant/Loan Fund checks totaled \$ 80,771.95 for the month of August.

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

4 – OTHER FINANCIALS

- A. Funding for the Conservation Resource Center** – Staff Tucker reported that he had been in contact with David Ulbricht of Special Districts Association of Oregon (SDAO) regarding funding for the Conservation Resource Center. Tucker reported that SDAO had informed him that we would be receiving a lump sum loan rather than a construction loan. SDAO believes that the District will receive a better than normal interest rate because we are a government entity. Tucker is waiting for further information. Timing on the loan will determine the payment schedule.
- B. Benefit costs and alternatives** – Staff Tucker reported to the Board that he is currently working with Scott Gustafson regarding health insurance plans. The County has raised our administration fee from \$35 per person, which is in a written agreement, to \$141 per person effective July 1, 2018. The fee has gone up 3 times in the last fiscal year. Tucker noted that although the quote he has received seems competitive, he has not done a side by side comparison of the plans. Special Districts Association of Oregon does offer plans, but the cost is not competitive. Tucker will also be meeting with ADP (the District's payroll processor) to investigate the insurance plans they offer.
- C. Audit** – Staff Tucker is working with Richard Winkel, CPA, to prepare for the Districts yearly audit. This will be the first audit with the new Abila MIPS accounting system, and Tucker will be providing reports to Mr. Winkel. Tucker hopes to be starting the audit by September 30, 2018.

5 – PROJECTS, PROGRAMS

- A. Proposed amendments to the septic system repair loan program** – Staff Tucker presented a draft proposal to extend a hardship provision to cooperators who are in need of a septic system repair or replacement but are unable to meet the payment terms of the current loan system. Tucker explained that if homeowners provided the District with a written statement of hardship, then the District could loan 100% of the needed funds, up to \$25,000, to fix a septic system and defer the repayment until such time as the home is refinanced, or sold. The loan would be guaranteed via a lien on the property. All loans for septic repair/replacement by the District currently have liens filed and require signed promissory notes.

Directors Guttridge/Zuber moved/seconded to authorize the General Manager to modify the Residential Septic Repair Loan Program guidelines to include "hardship" provisions when the homeowner is willing to repay the loan but is financially unable to follow a normal amortized monthly payment schedule. Motion carried unanimously.

Staff Tucker proposed a second amendment to the septic loan program. Tucker noted that the Department of Environmental Quality (DEQ) had provided principal forgiveness on the current loan. Staff Tucker and Rains proposed that a portion of the loan forgiveness be passed on to homeowners receiving the septic system loans.

Directors were concerned that there was not an equitable way to spread the loan forgiveness, and that it would limit the Districts ability to make further loans. The money that the principal forgiveness saves may make it possible for the District to award more loans.

Directors asked to table the motion until further analysis was completed.

- B. Camp Adams conservation easement update** – Manager Salzer reported that the Camp Adams easement is on track and should close by the required date of September 30, 2018.
- C. Eagle Creek Forest fee-title acquisition** – Manager Salzer reported that the District is waiting to hear if we will be awarded the community forest grant. The decision on this grant should be made by September 30, 2018.

6 – PERSONNEL

- A. Health and Safety Committee process change** – Manager Salzer is working with staff on holding virtual safety committee meetings. The current process is burdensome for the staff members who are serving on the committee and the general staff does not have much buy-in to the system. Salzer hopes that by having an online system that is reviewed monthly and holding two face-to-face all staff meetings annually, there will be more involvement. There may be a mandatory rotation of service on the safety committee. Having a safety committee is a requirement of the District's insurer.

7 – BOARD/MANAGEMENT

A. Manager's report –

- Manager Salzer reported that he had met with Metro regarding their possible capital bond proposal. Metro is contacting all of the districts in the area.
- Salzer noted that the District is still waiting for the final agreement on the settlement with Mr. Rowan. Some language had been changed in the last proposal from the attorneys.
- Salzer is working on the requested wage classification schedule; he has received information from 4 of the 10 districts he contacted.

- Staff Kilders reported that there was much interest in the booth at the Clackamas County Fair and many good conversations were had. The oak log exhibit was a hit with attendees of all ages.
- Staff Kilders will be attending the Farwest show which will be running from Wednesday to Friday, August 22 to 24, 2018.
- Staff Kilders passed around an invitation to the Tualatin Soil and Water Conservation District's annual dinner. The Board approved two board members to attend; those interested should contact Staff Kilders and reservations will be made.
- Staff Kilders reported that the Hallinan Elementary school will be holding a harvest festival and the District will be providing a booth featuring "Mighty Mini Microbe" and soil health information.
- Kilders reported that the Oregon Association of Conservation Districts annual meeting will be held November 13 to 15, 2018 at the Best Western Inn Agate Beach. Board members will need to decide if they wish to attend by September's meeting.
- The North Willamette Research and Extension Center annual dinner is September 28, 2018. Director Zuber was approved to attend.
- Manager Salzer reported that the District has several oak Conservation Implementation Strategy (CIS) projects ready to go and that some of them will be receiving funding from the District.
- Manager Salzer reported that work is progressing on a large culvert replacement located on a salmon-bearing stream.
- Manager Salzer reported that Staff Faucera is working on grants for two pollinator projects.
- Manager Salzer reported that planning staff is working on a manure management and water quality project on Noyer Creek.

8 – PROPERTIES & PLANNING

A. Approval of conceptual design – Chair Becker spoke with the Board regarding the necessity of approving the conceptual design for the Conservation Resource Center project. With the approval of three main items, the plan can move forward for needed engineering and designs.

Item 1 – The exterior dimension of the building based on the floor plans presented by 4Sight Consulting. Discussion during the earlier work session provided no changes to the existing footprint of the building.

Directors Guttridge/Johnson moved/seconded to approve the conceptual building plan as presented at the work session on August 21, 2018. Motion carried unanimously.

Item 2 – Roof line alignment. The original concept drawing depicted the roof line on the back of the building to be a 6/12 pitch, converting at the walkway to a 3/12 pitch. It is the

recommendation of Director Guttridge that this be changed to a 4/12 pitch that will cover the entire roof plane at the back of the building. This change would simplify the roof and if in the future the District wished to replace the composite roofing with a metal roof, this would make for easier installation and possibly lower costs upfront. 4Sight Consulting was not in favor of this change as they felt it would not be visually pleasing.

Directors Fantz/Johnson moved/seconded to approve the roof line as presented by 4Sight Consulting on August 21, 2018. Motion carried as follows: Becker, Fantz, Johnson, Nelson and Zuber in favor. Guttridge opposed.

Item 3 – Approval to build space for possible partners. The board discussed whether or not to build the space that the Natural Resources Conservation Service may occupy. It was the consensus of the Board that if this space was built as an unfinished shell that the availability of the square footage outweighed the cost. The office could be rented to NRCS or another entity or be available for future expansion.

Directors Guttridge/Fantz moved/seconded to approve the building of the unfinished office area. Motion carried unanimously.

9 – OTHER REPORTS

- Staff Leininger reported that the WeedWise department had just finished a large mailing of tansy information and that an additional mailing would be going out regarding knotweed. Leininger is also busy reviewing applications for the open WeedWise Program Specialist/Cooperative Weed Management Area coordinator position.
- Staff Rains thanked the board for their consideration regarding the changes to the Septic System loan program. Rains also reported that the District had made a loan for an oak conservation implementation strategy project. This is a bridge loan until the Natural Resources Conservation Service payment is made to the landowner.
- Staff Klock reported that he had not been attending many meetings this month. Klock had, however, provided testimony regarding the siting of solar facilities on agricultural land.
- Staff Tucker reported that he was keeping up on the fires in Northern California as he has many friends in the area. Tucker has been discussing with other staff ideas about what the District might do to help prevent these types of fires in the Clackamas area.
- Associate Director Gagnon has been working with Forest Carbon Works regarding making carbon sequestration payments available in Clackamas County. This may be an additional tool that the District can use in the future.
- Associate Director Melethil thanked the Directors for the good conversation regarding the Conservation Resource Center. Melethil noted that important decisions were made to move the project forward.
- Director Johnson reported that the Oregon Department of Agriculture was ranking nursery crops as number 1 in agricultural value above cattle this year. Johnson reported that there

have been six fires this year in The Dalles, Maupin, and Condon areas. All of these areas will be dealing with soil erosion in the coming year.

- Director Zuber noted that fire danger in Clackamas County is extreme, and even with the fuel reduction done on her property, she is worried. Zuber noted that some of the large fires burning have been arson caused.
- Director Fantz noted that he is watering his orchard as his trees are stressed.
- Director Nelson will be at the Farwest show for the rest of the week.
- Director Guttridge invited the Board and Staff to attend the Springwater Fair on September 15 and asked that his name is put down to attend the Oregon Association of Conservation Districts (OACD) annual meeting in November.
- Chair Becker and Director Zuber are also considering attending the OACD annual meeting. The Board will vote to approve this in September.
- Manager Salzer reported that his presentation to the Tri-State Conservation meeting went well. Salzer toured a marijuana production facility in the McMinnville area. The people had no idea what they were getting into. They borrowed 1 million dollars and watched a lot of YouTube videos. Salzer felt that the Board should consider touring a facility like this.

Salzer also reported that he had spoken with former Director Ron Oberg at the Oregon City Farmers Market who seemed to be doing well.

Salzer informed the Board that Raymond Rendleman from the Clackamas Review and Oregon City News had written an article about the new building. Salzer felt that it was a fairly good article.

- Staff Kilders reported that she had been on KOIN TV news digging up underwear to promote the Soil Your Undies soil health campaign. This news clip is available on YouTube.
- Staff Guttridge reported that she had enjoyed her time at the fair talking with people about the soiled underwear and the oak log.
- Director Zuber reported that Canada will be legalizing marijuana across the entire country this fall.
- Chair Becker noted that he would not be at the September meeting and asked Vice Chair Nelson to be prepared to run the meeting. Becker said that he would try to join the meeting via phone.
- Manager Salzer noted that he would also be out of town at the time of the September meeting. Staff Kilders will be in charge of his portion of the meeting.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on September 18, 2018, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:52 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

8/21/2018

Date	Number	Payee	Memo	Payment	
7/18/2018	1632	Wells Fargo	Elite Business Account JF 07/2018	2,499.45	
7/18/2018	1633	Wells Fargo	Elite Business Account LK 07/2018	1,260.25	
7/18/2018	1634	Wells Fargo	Elite Business Account TS 07/2018	1,920.92	
7/25/2018	1635	4SightConsulting	Invoice 1021, 1022	28,050.00	
8/1/2018	1636	AFLAC	Acct: LGF14 [PPE07312018] 7/5/18	620.81	
8/1/2018	1637	Ash Creek Forest Management, LLC	WW-2016-01 [EDRR] 06/2018	2,684.43	CGF
8/1/2018	1638	BCTelco	Acct: 10014515 08/2018	108.70	
8/1/2018	1639	Clackamas River Basin Council	MOA-Contract Svcs [Dahl Beach] 06/2018	18,977.84	CGF
8/1/2018	1640	Columbia Land Trust	Partner Support: Weed Control [MOA 1821-4017]	1,125.00	CGF
8/1/2018	1641	Comcast Business Internet	Acct: 8778 10230 0924690 07/2018	144.85	
8/1/2018	1642	Eileen G Eakins	CSWCD: Contract Svcs [Legal] 07/2018	1,716.00	
8/1/2018	1643	Garrett Hemann Robertson PC	Acct: 14400001 07/2018	607.50	
8/1/2018	1644	Allstream	Acct: 829514 07/2018	709.63	
8/1/2018	1645	Integrated Resource Management	WW-2016-03 [JL-2018-01] 06/2018	6,721.68	CGF
8/1/2018	1646	J Franco Reforestation, Inc	WW-2016-04 [Maint WL] 06/2018	2,656.28	CGF
8/1/2018	1647	Johnson Creek Watershed Council	CSWCD: Partner Support MOA [Creek Care] 06/2018	3,112.42	CGF
8/1/2018	1648	OC Properties, LLC	CSWCD: RENT 08/2018	6,894.50	
8/1/2018	1649	Pacific Crest Consulting, LLC	WW-2016-18 [Survey & Monitor] 05/2018	20,377.50	CGF
8/1/2018	1650	Pacific Office Automation	Acct: 900-0266949-000 [100-0417] Copies 07/2018	379.79	
8/1/2018	1651	PGE	Acct: 0019-31171-4271634 07/23/18	36.12	
8/1/2018	1652	R Franco Restoration Inc	WW-2016-10 Casper 06/2018	9,796.80	CGF
8/1/2018	1653	Schulz-Clearwater Sanitation, Inc	Acct: 22279 HC Unit 07/2018	268.14	
8/1/2018	1654	Spire Technologies, Inc	Acct: 05330 08/2018	300.00	
8/1/2018	1655	US Bank Voyager Fleet Systems	Acct: 86928-4679 07/2018	174.81	
8/1/2018	1656	Verizon Wireless	Acct: 242017036-001 07/2018	200.05	
8/1/2018	1657	VOYA Financial OSGP	CSWCD: 457b EE/ER Contributions PPE 07/31/2018	10,492.11	
				Subtotal:	121,835.58
8/20/2018	1658	4Sight Consulting, LLC	CSWCD: Consulting [CRC] 06/2018	26,917.47	
8/20/2018	1659	Barbur Blvd Equipment Rentals, Inc	Acct: 5032106013 Canopy 07/2018	1,570.00	
8/20/2018	1660	Capital Press	Acct: 145518 08/2018	89.99	
8/20/2018	1661	Century Link	Acct: 503-656-1105-170B 08/2018	65.59	

8/20/2018	1662	Clark Conservation District	CSWCD: Engineering Svcs 07/2018	1,132.33	
8/20/2018	1663	Coulter Printing, Inc	Printing: Brochures/Sign 07/2018	1,927.45	
8/20/2018	1664	Crystal Greens Landscape, Inc	Acct: 1211 08/2018	395.00	
8/20/2018	1665	Clackamas Dept of Finance	CSWCD: Benefits EE/ER 08/2018	22,994.61	
8/20/2018	1666	DMV Services	CSWCD: U486045 [Trailer] 09/2018	116.00	
8/20/2018	1667	Jason Faucera	Reimbursement: Mileage 07/2018	62.57	
8/20/2018	1668	Garrett Hemann Robertson PC	Acct: 144000001 07/2018	683.00	
8/20/2018	1669	Tami Guttridge	Reimbursement: Supplies 06/2018	11.98	
8/20/2018	1670	H&R Engineering	CSWCD: Engineering [Noyer Cr Compost] 07/2018	250.00	
8/20/2018	1671	H2Oregon	Acct: 21948 Water 07/2018	89.50	
8/20/2018	1672	Lindsey Karr	Reimbursement: Mileage 08/2018	26.16	
8/20/2018	1673	Jan Lee	Reimbursement: Mileage 07/2018	166.54	
8/20/2018	1674	Minnesota Dept of Natural Resources	Acct: 54772 Boot Brushes 07/2018	1,250.00	
8/20/2018	1675	Oregon Association of Conservation Districts	CSWCD: MBR FYE19	5,000.00	
8/20/2018	1676	Oregon City Garbage, Inc	Acct: 57768000 [BVR CR] 08/2018	29.35	
8/20/2018	1677	Powell Minuteman Press	CSWCD: B/S L Karr 07/2018	61.00	
8/20/2018	1678	Premiere Global Services (PGi)	Acct: 3616841 [Conf Ph] 07/2018	28.14	
8/20/2018	1679	Sandy River Watershed Basin Council	WW: SRWC-CSWCD-MOA Policeman Hlmt 06/2018	15,320.00	CGF
8/20/2018	1680	Schulz-Clearwater Sanitation, Inc	Acct: 2255 Porta Unit 08/2018	134.72	
8/20/2018	1681	Sonitrol	Acct: 01SCLA01 08/2018	153.00	
8/20/2018	1682	Stafford Hamlet	CSWCD: Booth Fee 09/2018	35.00	
8/20/2018	1683	The Gold Wrench	CSWCD: Repair Svcs [2005 Chev] 08/2018	205.45	
8/20/2018	1684	Matthew Van Wey	Reimbursement: Travel 07/2018	689.87	
8/20/2018	1685	Wells Fargo	Acct: 5569-1990-0017-2405 T Salzer 08/2018	454.35	
8/20/2018	1686	Wells Fargo	Acct: 5569-1960-0007-4870 J Faucera 08/2018	491.92	
8/20/2018	1687	Wells Fargo	Acct: 5569-1990-0019-9242 L Kilders 08/2018	1,140.53	
8/20/2018	1688	West Multnomah SWCD	CSWCD: Supplies [Handbook] 08/2018	248.40	
8/20/2018	1689	William F Paulus	CSWCD: Consulting [Eagle Cr] 07/2018	630.00	
8/20/2018	1690	Joan Zuber	Reimbursement: Board 06/2018-07/2018	214.03	
				Subtotal:	82,583.95
				Total:	\$ 204,419.53
Total Conservation Fund				80,771.95	CGF

Approved By Board:

Board Chair

Board Treasurer

