



Approved October 16, 2018

Clackamas SWCD Board Meeting Minutes for September 18, 2018

Present:

Directors: Roger Fantz (Treasurer), Don Guttridge (Secretary), Jan Lee, Jesse Nelson (Vice Chair), Joan Zuber

Associate Directors: Paula Gagnon, PK Melethil

Staff: Jason Faucera, Tami Guttridge, Lisa Kilders, Sam Leininger, Eann Rains, 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 – Vice-Chair Nelson called the meeting to order with a quorum present at 4:07 p.m., Tuesday, September 18, 2018, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Vice-Chair Nelson 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 Fantz noted that local bears have been raiding apple orchards near his property, but so far have not been in his orchard.
- Associate Director Gagnon reported that she had visited with Staff Eden at her farm. She appreciated the kind of work the District provides to the community.
- Kim Galland of the Natural Resources Conservation Service (NRCS) reported that there will be some staffing changes at the Oregon City office. Dusty Jaeger will be leaving to take care of his father and he will be taking a position in South Dakota. It is not known when Jaeger will leave.

Galland has reviewed nine applications to fill a position here in Oregon City and gave her support to a young man from Tennessee. Galland noted that the Tillamook NRCS office will also be filling a position.

Galland brought an application for a National Water Quality Initiative grant to the District. The grant was originally proposed for the Clackamas watershed but has been changed to focus on the Molalla watershed instead. If the District receives the grant, staff or a contractor would work on water quality monitoring for the next two years. This study would allow for the identification of issues in the watershed that would help the District and NRCS find targeted solutions to any issue.

Galland was asked if she had any word on the Farm Bill. Galland answered at this time there are still two versions of the bill in the process, they might be combined, but either way, there would be losses to conservation programs.

Kim Galland left the meeting at 4:20 p.m.

- D. Manager's report on committees** – Staff Kilders reported no committees had met since the last board meeting. Kilders reported that Director Fantz would be replacing Director Lee as chair of the Finance committee effective immediately. Director Lee will still serve on the committee.

2 – MINUTES

- A. August 21, Work Session minutes** – Draft minutes from the work session held on August 21, 2018, were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Fantz moved/seconded to adopt the August 21, 2018 work session minutes as presented. Motion carried unanimously.

- B. August 21, 2018, Regular Board Meeting minutes** – Draft minutes from the regular board meeting held on August 21, 2018, were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Zuber moved/seconded to adopt the August 21, 2018, regular board meeting minutes as presented. Motion carried unanimously.

3 – FINANCIAL REPORTS

- A. Review and accept financial reports** – Staff Tucker reviewed the August 2018 financial activities report and balance sheets with the Board. The District received \$124,000 from tax revenue this month and approximately \$80,000 in landowner loan payments. Total assets equal \$2,618,819 for the period ending August 31, 2018. Total liabilities as of August 31, 2018, equal \$451,937. The Districts current assets to liabilities ratio is 5.8 to 1. Tucker noted that spending was low for the month of August. Spending will increase later in the year as property is purchased and building begins on the Conservation Resource Center.

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

- B. Expenditures** – Staff Tucker reviewed the September 2018 voucher list. Check numbers were 1691 to 1743 with no breaks in the sequence and no voided checks. Checks totaled \$78,714.54. Notable checks were the \$3,700 to SADA Systems for support of the District’s G-Suite service and \$1,990 to DEQ for an erosion permit for the Conservation Resource Center project. Conservation Grant/Loan Fund checks totaled \$ 14,650.78 for the month of September.

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

4 – OTHER FINANCIALS

- A. Resolution 2018-008 to adopt a supplemental budget and make appropriations for the fiscal year 2018-2019** – Staff Rains read the resolution statements and asked if the Board had any further questions regarding the changes to the budget for fiscal 2018-2019.

Directors Lee/Zuber moved/seconded to adopt Resolution 2018-008 to adopt a supplemental budget and make appropriations for the fiscal year 2018-2019. Motion carried unanimously.

- B. Update on Eagle Creek Loan and grant** – Staff Tucker reported that he has been working with David Ulbricht from Special Districts Association of Oregon on the loan to acquire the 319-acre property in Eagle Creek. Mr. Ulbricht has provided the District with a loan package from Commerce Bank of Oregon for \$1,345,000 at 2.96% over 10 years. The first annual payment would be due in June of 2020, with interest payments due in 2019. This offer will only be good for 60 days. The District has applied for and been awarded a reimbursable grant from the US Forest Service in the amount of \$550,000, which will be applied against the loan.
- C. Audit update** – Staff Tucker reported that the year-end closing process continues. Tucker met with all of the department heads and reconciled their expenses. He will be sending the check register to the auditor at the beginning of October. Tucker hopes to have a field day scheduled with the auditor before the October meeting.
- D. Benefits update** – Staff Tucker gave an update regarding the increased administration fee from Clackamas County for the Districts benefits. The County has rolled back the fee from \$141 to \$100 per person for the next three months. Tucker has reviewed one proposal for benefits from Special Districts Association of Oregon and has been waiting for a quote from ADP. Tucker stated that he believes it would be in the best interest of the District to continue the insurance plans the District currently have with the County. It allows the District more choices and coverage. Directors Becker and Lee along with Manager Salzer met with Commissioner Jim Bernard regarding the insurance. The County will be checking to see if it is actually legal for them to provide the Districts insurance. They will let the District know no later than October 15, if they can continue to cover the District. If County can cover the District, a new agreement will have to be negotiated by the end of the year.

5 – PROJECTS, PROGRAMS

- A. **Resolution 2018-009 the Camp Adams Conservation easement and designation signing authority** – Staff Kilders reviewed the resolution with the Board approving the acquisition and holding of the easement on Camp Adams property and authorizing Vice Chair Nelson to sign the stewardship agreement and the conservation easement.

Directors Guttridge/Fantz moved/seconded to adopt Resolution 2018-009 Authorizing Acquisition of the Camp Adams Conservation Easement and Designating Signing Authority, therefore, as presented. Motion carried unanimously.

- B. **Purchase-and-sales agreement for Eagle Creek Property** – Fritz Paulus, the attorney hired by the District to help with the Eagle Creek acquisition, was present via telephone to answer questions that the Board might have regarding the purchase of the Eagle Creek property. Mr. Paulus outlined the process stating that The Trust for Public Lands (TPL) would be purchasing the property from Weyerhaeuser and in turn sell the property to the District. Mr. Paulus also spoke about the contingencies in the agreement to protect the District and to finalize the needed yellow book appraisal. The District's contingencies for closing must be satisfied and communicated to TPL by December 15, 2018. Thereafter, closing would occur at a mutually agreeable date, but no later than March 29, 2019.

Directors Guttridge/Lee moved/seconded to approve the purchase-and-sales agreement with The Trust for Public Lands, as presented. Motion carried unanimously.

6 – PERSONNEL

- A. **WeedWise Specialist/CWMA Coordinator hired** – Staff Leininger reported that interviews had been conducted to fill the open position in the WeedWise program. All of the interviewers agreed on the top candidate, Courtney Gattuso, who was offered and has accepted the position. Ms. Gattuso will start work on October 1, 2018. Staff Leininger expressed his excitement about the skill set that Ms. Gattuso will bring to the District.

7 – BOARD/MANAGEMENT

- A. **Oregon Association of Conservation Districts Annual Meeting** – Staff Kilders asked Board members if they were interested in attending the Oregon Association of Conservation Districts (OACD) annual meeting in Newport, Oregon on November 14 and 15. Directors Guttridge, Lee, and Zuber asked for permission to attend, and Staff Guttridge noted that Chair Becker had mentioned at the August meeting that he might like to attend.

Director Lee noted that this meeting would be different from past meetings as it will be about reorganizing the association. There will be white papers sent to districts for their review.

Directors Guttridge/Fantz moved/seconded to approve Chair Becker, and Directors Guttridge, Lee, and Zuber to attend the OACD Conference in November. Motion carried unanimously.

Associate Director Gagnon left the meeting at 5:10 p.m.

B. Manager's Report – Staff Kilders gave the manager's reports.

- Manager Salzer met with a representative from Special Districts Association of Oregon regarding Oregon Safety and Health Administration (OSHA) requirements. The District has been behind on some of the requirements; however, Salzer and Staff Guttridge are working on a calendar to bring the District up to date.
- Staff Kilders noted that Manager Salzer is traveling, and his future travel plans are in the briefing memo.
- Staff Kilders reported that Staff McQueeney had participated in the Stafford Fair and it was well attended. McQueeney also participated in the Hallinan School Fall Festival, which was also very successful.
- Kilders noted that the Molalla/Pudding Local Advisory Committee will be meeting on November 1, and the Lower Willamette Local Advisory Committee will be meeting on November 7.
- Staff Faucera reported the latest mailing for Oak Conservation Implementation Strategy (CIS) brought in 20 responses. The focus was on properties of 10 or more acres that seemed to be a good fit for the program. Applications are due in December. The staff has started work on Oak CIS projects identified last spring, including a 10-acre parcel in the Lake Oswego area.
- Staff Faucera spoke about the Water Quality Initiative Grant for the Molalla River Watershed. Faucera noted that the Natural Resources Conservation Service brought the grant opportunity to the District on Tuesday, September 11 and the District had to file for the grant by Friday, September 14. Faucera noted the grant would be a good opportunity for the District.
- Staff Faucera reported that work has been proceeding on the culvert replacement that staff brought to the Board earlier this year.
- Staff Leininger reported that WeedWise staff and contractors are busy doing knotweed treatment, and this is expected to wrap up around the end of October.
- Staff Leininger is looking forward to the new employee who starts in October.
- Staff Kilders reported that the District had received Supplemental Environmental Project (SEP) dollars in the amount of \$21,900 which will be put towards a heavy use area project. SEP dollars come from fines levied by the Oregon Department of Environmental Quality for water quality violations.

- Staff Tucker noted that with the possibility that the Eagle Creek acquisition will be in escrow until December 15, he will see if the loan offer can be extended until that time.

8 – PROPERTIES & PLANNING

- A. Update on the Conservation Resource Center** – Director Guttridge reported that Manager Salzer has been meeting with 4Sight Consulting and P&C Construction on most Wednesdays to review progress on the plans and permits. Guttridge pointed out changes to the floor plan which included the need to put a restroom in the expansion area due to building codes. Guttridge reported that a new cost estimate and cash flow projection had been provided by P&C Construction. A hazardous materials assessment of the old buildings has been contracted and must be completed before the buildings can be moved or deconstructed.

Guttridge reported that the next preconstruction meeting will be held Wednesday, September 26. Staff Kilders asked that Board members let her know if they would be attending no later than Monday so that if there should be a quorum, the meeting can be noticed per state law.

Staff Tucker left the meeting at 5:40 p.m.

9 – OTHER REPORTS

- Director Zuber asked if the Board would be willing to send a letter regarding the expansion of the Aurora Airport outlining the Districts stance on the conversion of farmland to industrial use. Board members felt that they did not have enough information to send a letter regarding the subject and were concerned that the property in question might be in Marion County. Director Zuber will forward information to Staff Kilders, and Kilders will forward it to the entire Board for consideration.
- Director Guttridge reported that the Springwater Grange Community Fair had been held on Saturday, September 15, and there was a good turn-out. Guttridge reported that the District had a static exhibit at the fair.
- Director Zuber reported that she had attended the Oktoberfest celebration at Mt. Angel and visited the Benedictine abbey.
- Staff Rains reported that she had caught fish during her vacation on the Mackenzie River.
- Associate Director Melethil asked if a document better clarifying the covenants in the Eagle Creek purchase agreement was available and if so he would like to have a copy of it.
- Associate Director Melethil also asked for Board approval to cover his mileage for training at the Hoyt Arboretum in Portland. Melethil will report to the Board regarding the training. Melethil will be working with young people at the Arboretum and hopes that some of what he learns can be of use to the District.

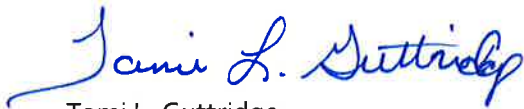
Directors Guttridge/Lee moved/seconded to approve Associate Director Melethils mileage and expense reimbursement for training at the Hoyt Arboretum. Motion carried unanimously.

- Staff Leininger reported that he has sold his house and has to be moved out by October 1.
- Staff Faucera reported that he would be attending Board meetings more regularly now that his wife is able to drive herself to her chemo treatments. Faucera's wife is doing well. She will have radiation treatments when the chemo is completed, but the prognosis is good.
- Staff Guttridge reported that although the weather for the Springwater Grange Fair was fairly nice, it was cold in the dunk tank where she spent some time.
- Staff Guttridge informed Board members attending the Oregon Association of Conservation Districts meeting in November that she would make room reservations for them on Wednesday. All attendees would have rooms reserved for Tuesday and Wednesday nights.
- Vice Chair Nelson reported that he had spent the weekend at the Pendleton Roundup, but had to get up at 5:30 on Sunday morning to drive to Gresham in time for a baseball game.
- Staff Kilders reported that she had spent the last two weeks on Vancouver Island and enjoyed it very much.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on October 16, 2018, at 4:00 p.m.
- There being no further business, Vice-chair Nelson adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

9/18/2018

Date	Number	Payee	Memo	Payment	
9/5/2018	1691	AFLAC	Acct: LGF14 09/2018	620.81	
9/5/2018	1692	Nicole Ahr	Reimbursement: Mileage 08/2018	113.92	
9/5/2018	1693	BCTelco	Acct: 10014515 09/2018	108.70	
9/5/2018	1694	Comcast Business Internet	Acct: 8778 102300924690 08/2018	144.85	
9/5/2018	1695	Coulter Printing, Inc	Printing: Fact Sheets [38414] 08/2018	156.00	
9/5/2018	1696	Department of Administration Services	OGE0001263 GOV Ethics 2019	475.12	
9/5/2018	1697	D Franco Contracting Inc	DOG-1620-4003 Phelps Riparian [WW-2016-02] 08/2018	346.08	CGF
9/5/2018	1698	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 08/2018	1,804.00	
9/5/2018	1699	Scott Eden	Reimbursement: Mileage 08/2018	19.90	
9/5/2018	1700	Jason Faucera	Reimbursement: Mileage/Supplies 08/2018	259.66	
9/5/2018	1701	Tami Guttridge	Reimbursement: Mileage 08/2018	28.89	
9/5/2018	1702	Allstream	Acct: 829514 08/2018	682.98	
9/5/2018	1703	Lindsey Karr	Reimbursement: Mileage 08/2018	72.16	
9/5/2018	1704	Clair Klock	Reimbursement: Mileage 08/2018	64.09	
9/5/2018	1705	Samuel Leininger	Reimbursement: Mileage 08/2018	30.16	
9/5/2018	1706	Catherine McQueeney	Reimbursement: Mileage 08/2018	187.61	
9/5/2018	1707	METRO	Acct: MRC1604 RLIS Sub 08/2018	480.00	
9/5/2018	1708	OC Properties, LLC	RENT: 775-102-CU Sept 2018	6,894.50	
9/5/2018	1709	Oregon City Garbage, Inc	Acct: 57768000 09/2018	29.35	
9/5/2018	1710	Pacific Office Automation	Acct: 900-0266949 07/2018	300.81	
9/5/2018	1711	PGE	Acct: 0320011000 08/2018	26.42	
9/5/2018	1712	Powell Minuteman Press	CSWCD: Name Tag [MVW] 08/2018	23.00	
9/5/2018	1713	Premiere Global Services (PGi)	Acct: 3616841 08/2018	72.59	
9/5/2018	1714	Jennifer Reische	Reimbursement: Mileage 08/2018	81.76	
9/5/2018	1715	Thomas Salzer	Reimbursement: Travel 08/2018	176.10	
9/5/2018	1716	Sonitrol	Acct: 01SCLA01 09/2018	160.65	
9/5/2018	1717	Sound Native Plants Inc	WW-2016-01 [WW-JL-2018-06] 07/2018	14,304.70	CGF
9/5/2018	1718	The Gold Wrench	CSWCD: Repair [Batt Tender] 08/2018	192.00	
9/5/2018	1719	US Bank Voyager Fleet Systems	Acct: 86928-4679 08/2018	480.27	
9/5/2018	1720	Matthew Van Wey	Reimbursement: Mileage 08/2018	130.80	
9/5/2018	1721	Verizon Wireless	Acct: 242017036-0001 08/2018	200.05	
9/5/2018	1722	VOYA Financial OSGP	457b EE [S Hamilton 05/2018] 8/28/18	100.00	
9/5/2018	1723	Joan Zuber	Reimbursement: Board Travel 08/2018	72.76	

Subtotal: 28,840.69

9/18/2018	1724	Century Link	Acct: 503-656-1105 170B 09/2018	64.96
9/18/2018	1725	Clark Conservation District	CSWCD: Prof Svcs [Engineering] 08/2018	122.77
9/18/2018	1726	Coulter Printing, Inc	Printing: WW Pot Stickers [38416] Banner [38417] 08/2018	262.00
9/18/2018	1727	Crystal Greens Landscape, Inc	Acct: 1211 09/2018	395.00
9/18/2018	1728	Clackamas Dept of Finance	CSWCD: ER/EE Ben 09/2018	22,416.61
9/18/2018	1729	Department of Environmental Quality	CSWCD: Permit 1200-C NPDES [BVRCRK] 09/2018	1,990.00
9/18/2018	1730	Garrett Hemann Robertson PC	Acct: 14400001 09/2018	416.00
9/18/2018	1731	H2Oregon	Acct: 21948 Water/RNT 08/2018	41.70
9/18/2018	1732	Lindsey Karr	Reimbursement: Mileage 09/2018	36.08
9/18/2018	1733	Jeffrey Lesh	Reimbursement: Parking 09/2018	19.00
9/18/2018	1734	Oregon Department of Agriculture	Training: ODA Noxious Weeds 09/2018	340.00
9/18/2018	1735	Oregon PERS	ER 08043 Oregon PERS 07/2018	15.00
9/18/2018	1736	SADA Systems, Inc	CSWCD: G Suite 09/2018-09/2019	3,720.00
9/18/2018	1737	Spire Technologies, Inc	Acct: 05330 09/2018	300.00
9/18/2018	1738	The Oregonian Media Group	Public Notice: Supp Budget 09/2018	1,676.22
9/18/2018	1739	VOYA Financial OSGP	CSWCD: 457b EE/ER PPE 08/31/2018	10,751.36
9/18/2018	1740	Wells Fargo	Acct: 5569-1960-0007-4870 Faucera 09/2018	856.92
9/18/2018	1741	Wells Fargo	Acct: 5569-1990-0017-2405 Salzer 09/2018	3,050.72
9/18/2018	1742	Wells Fargo	Acct: 5569-1990-0019-9242 Kilders 09/2018	1,014.51
9/18/2018	1743	William F Paulus	CSWCD: Prof Svcs [Legal] 08/2018	2,385.00

Subtotal: 49,873.85

Total: \$ 78,714.54

Total Conservation Fund **14,650.78**

CGF

Approved By Board:

Board Chair



Board Treasurer

