



# Clackamas Soil and Water Conservation District

Approved January 22, 2019

## *Clackamas SWCD Regular Meeting Minutes for December 18, 2018*

<b>PRESENT</b>	<b>Directors:</b>	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jim Johnson, Jan Lee, Jesse Nelson (Vice Chair), Joan Zuber
	<b>Associate Directors:</b>	PK Melethil
	<b>Directors Emeritus:</b>	Mike Weinberg
	<b>Staff:</b>	Jason Faucera, Courtney Gattuso, Tami Guttridge, Lindsey Karr, Lisa Kilders, Sam Leininger, Cathy McQueeney, Eann Rains, Tom Salzer, Nathan Tucker
	<b>Partners:</b>	Kim Galland, Matt Edwards (Natural Resources Conservation Service)
	<b>Guest:</b>	Pat Fitzgerald & John Keith (Oregon Assoc. of Conservation Districts)
<b>NOT PRESENT:</b>		

### **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 4:15 p.m., Tuesday, December 18, 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 Lee introduced Pat Fitzgerald, President of the Oregon Association of Conservation Districts (OACD), and John Keith, Executive Director of OACD.
- Director Zuber reported that she had attended the Molalla City Planning Department meeting and the Molalla City Council meeting in regards to problems they are having with their sewage treatment plant.

- Director Johnson reported that he had attended a meeting at the Tualatin Soil and Water Conservation District (TSWCD). They are planning a Farm Transition workshop on February 16, from 4 to 6 p.m. and will also be having a pesticide collection event on February 2, 2019.
- Director Johnson also reported that he was happy to see the Lake Oswego Parks and Recreation Board becoming more involved in natural resources protection issues. He will attend their meetings in the future.
- Director Emeritus Weinberg reported that he had attended the Oregon Association of Conservation Districts meeting in November. He will be serving on their advocacy committee.
- Kim Galland with the Natural Resources Conservation Service reported that the Farm Bill has passed the House and Senate but is still waiting to be signed by the President. There is a possibility of a government shutdown. Hemp (not marijuana) has been approved as a legal crop.

Galland also introduced Matt Edwards, the new NRCS soil conservationist. Edwards joins us from Nashville, Tennessee.

Galland reported that Dusty Jager is transferring to South Dakota as of December 24<sup>th</sup>.

Galland is working on high tunnel and organic contracts, and is waiting to see who has been pre-approved. Galland believes she will have 14 contracts. The timeline to complete them is the end of January 2019.

Galland will be meeting with a local work group on February 22, 2019. She is looking for livestock producers to participate.

There will be a civil rights review at the January 22, 2018 meeting.

*Staff Gattuso and Karr left the meeting at 4:20 p.m.*

- D. Manager's report on committees** – Manager Salzer reported that an ad hoc committee had met on December 14, 2018 to review watershed council support grants. The Building Committee had met on the same day. These topics will be discussed later in the meeting.

## **2 – MINUTES**

- A. November 18, 2018 Regular Board Meeting minutes** – Draft minutes from the Regular Board Meeting held on November 18, 2018 were presented. The Board Secretary has reviewed the draft minutes and noted one error to be corrected.

Directors Lee/Nelson moved/seconded to approve the minutes as corrected.  
Motion passed unanimously.

- B. December 12, 2018 Special Board Meeting minutes** – Draft minutes from the Special Board Meeting held on December 12, 2018 were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Nelson moved/seconded to approve the Special Board meeting minutes from December 12, 2108. Motion passed as follows: Becker, Fantz, Guttridge, Lee, Nelson and Zuber in Favor. Director Johnson abstained as he was not present.

### 3 – FINANCIAL REPORTS

**A. Review and accept financial reports** – Staff Tucker presented the November balance sheet. Total assets were at 2.8 million and there are no delinquencies on outstanding loans. The currently assets to liabilities ratio is approximately 6 to 1.

*CPA Richard Winkel called at 4:35 p.m. to review the audit, see minutes under 4A.*

Tucker reviewed the Profit and Loss statement with the Board. Highlights included tax revenues of \$1,679,000, \$13,735 in Oregon Watershed Enhancement Board grants of \$13,735, and approximately \$3,000 in interest from Local Government Investment Pool accounts.

Directors Fantz/Guttridge moved/seconded to accept the November 2018 financial report. Motion passed unanimously.

**B. Expenditures** – Staff Tucker reviewed the December expenditure list. Check numbers were 1854 to 1906 with no breaks in the sequence. Tucker highlighted the \$11,000 check to P&C Construction, and a \$10,000 check to the Lake Oswego Watershed Council for an oak restoration project. Total of all checks was \$165,004.66 with \$32,784.29 in expenditures from the Conservation Grant fund.

Directors Guttridge/Fantz moved/seconded to approve the December 2018 voucher list. Motion passed unanimously.

### 4 – OTHER FINANCIALS

**A. Audit Report** – Certified Public Account Richard Winkel phoned in to review the 2017-2018 fiscal year audit. Winkel reviewed the management analysis and then noted expenditure increases caused by benefit increases and the timing of grant cycles. He reviewed loans, real-estate expenses, and funds, and noted that expenses were under budget. Winkel reported that there were no official findings and the internal controls are in place. The change in accounting software provided better information and he complimented Staff Tucker for his hard work. Winkel gave an unqualified opinion on the audit. The audit is clean. Winkel has one correction to make to his report before sending it to the District.

Directors Guttridge/Lee moved/seconded to accept annual audit as corrected. Motion carried unanimously.

**B. Equipment Rental Rates** – Staff Rains presented proposed rental rates for the 2019 calendar year. Rains noted that the recommended rental rates did not change from the previous year with the exception of the small manure spreader. In response to the question if rental costs were covering needed repairs to the equipment, she presented an analysis sheet showing rental income and repair expenses for the last two years. Income is covering needed repairs at this time.

Directors Nelson/Guttridge moved/seconded to approve the rental rates as presented. Motion carried as follows: Becker, Fantz, Guttridge, Lee, Nelson, and Zuber in favor. Director Johnson was out of the room.

- C. **Sale of Rental Equipment** – Staff Rains reported that a vineyard owner in the Yamhill County had rented the small manure spreader, and had made an offer of \$350.00 to purchase the unit. This unit is rarely used. The staff recommendations are to surplus the manure spreader and use the money to purchase a larger one. Directors asked if surplus equipment needed to put up for public bid. Manager Salzer will check with legal counsel. This item is tabled until the January board meeting.
- D. **Budget Committee** – Manager Salzer reported that terms have ended for three members of the budget committee. Salzer has contacted the three members, two of whom have said they would be happy to continue to serve. He is waiting for a reply from the third member. Jessica Collins, a current budget committee member, has not attended or participated in the last two years. Legal counsel recommends she be contacted regarding the upcoming budget cycle. If Collins is unable to participate the Board can make a motion to replace her.

## 5 – PROJECTS, PROGRAMS

- A. **Watershed Council Support Grants** – Staff McQueeney presented committee recommendations for awarding this year's Watershed Council Support grants. The grants will be part of a new three-year funding cycle. Councils will be required to fill out an end-of-year report to receive funding for the following year. These reports will be compiled for a "State of the Watersheds" report. The three-year cycle allows the councils to plan better for the future funding. Staff McQueeney also asked that checks be processed in the first check run of the month.

Directors Lee/Fantz moved/seconded to award grants as presented by the committee, and process checks in the first of the month check run. Motion carried unanimously.

Staff McQueeney left the meeting at 5:30 p.m.

- B. **Cost-share increase in Corral Creek Riparian Restoration Project** – Staff Faucera made a request to the Board to increase the cost-share on a restoration project on Corral Creek. During the initial implementation of this project the invasive weed control cost was more than originally projected. In addition, the cooperator, who was to provide in-kind services on the project, had an unforeseen medical issue. Due to the medical hardship and unanticipated cost with the invasive weed control, staff is asking for a hardship increase in the cost share. The total project cost will be increased from \$13,680 to \$16,174 to cover the extra weed treatment costs. In order to accommodate the landowner's request for additional assistance, staff has prepared a new budget for the project that would require the District to increase their cost-share rate from 50% to 75%. This would increase the SWCD contribution from \$6,900 to \$9,945, a difference of \$3,045. There is room in the current budget for this increase without impacting other projects.

Directors Fantz/Zuber moved/seconded to approve a cost-share increase from 50 % to 75% for this hardship case. This is not a change in standing cost-share policy. Motion carried unanimously.

- C. Vegetative management control contract extensions** – Staff Leininger reported that current vegetative contracts are due to expire on December 31, 2018. There has been a delay in releasing the Requests For Proposals (RFP). The delay was caused by new insurance requirements from the Oregon Watershed Enhancement Board. Staff is asking that the Board authorize Manager Salzer to allow contract extensions until March 31, 2019. These extensions would lock-in current pricing and provide for weed control that might be needed until new agreements are in place.

Directors Guttridge/Johnson moved/seconded to allow Manager Salzer to negotiate contract extensions for vegetative management contracts to expire no later than March 31, 2019. Motion carried unanimously.

- D. Oregon Association of Conservation Districts (OACD) update** – John Keith, OACD Executive Director, spoke to the Board regarding OACD's plans to become more engaged with the local conservation districts. Keith and OACD President Pat Fitzgerald are meeting with District boards to discuss their needs, and OACD's plans for the future. The Lower Willamette basin is the model for the rest of the state. OACD is working with the Oregon Department of Fish and Wildlife to try to get the habitat tax deferrals back on track. With the help of Clackamas SWCD Director Johnson they are working with counties regarding Conservation Reserve Enhancement Program tax deferrals.

Fitzgerald noted that this was the 70th year of OACD. The current structure of the association is 14 board members consisting of 5 officers, 8 basin representatives and 1 member from the Oregon Conservation Education and Assistance Network (OCEAN), representing the 45 districts in the state. The strategy meeting in November provided many points of discussion and there may be a resolution presented at the CONNECT conference in April.

- E. Establishing Conservation Priorities inside the Urban Growth Boundaries and Urban Reserves** – Manager Salzer asked that the Board meet to discuss whether the District should place conservation easements within the urban growth boundary (UGB) and urban reserves. Guidelines regarding what should and should not be protected in the UGB would help planning staff in the future. The Working Lands Committee will meet in January before the next regular Board meeting.

## **6 – PERSONNEL**

- A. Intergovernmental agreement (IGA) with Clackamas County** – Manager Salzer reported that the District is still waiting for Clackamas County to present a new IGA for health insurance. At this time the existing IGA is still in place and active.

## 7 – BOARD AND MANAGEMENT REPORTS

**A. Authorization for Directors attendance at Special Districts Association of Oregon (SDAO) annual meeting** – Staff Guttridge reported that Director Zuber requested to attend the SDAO conference. Rooms held at Sunriver for SDAO have already been sold out.

Directors Lee and Zuber also wish to attend the SDAO Legislative Day on January 18, 2019.

Directors Nelson/Fantz moved/seconded to approve the attendance of Director Zuber to the SDAO Annual Meeting, and Directors Lee and Zuber to attend the SDAO Legislative Day. Motion carried unanimously.

### B. Manager's Report –

- Manager Salzer reported that with the help of Staff McQueeney, the Clark Conservation District has awarded grant funding. This will help keep the District open.
- Manager Salzer and Staff Faucera are working to bring Doug Fenwick onboard as a part-time employee providing engineering technician services to the District.
- Manager Salzer will be concentrating on finishing the requirements of the Bureau of Labor and Industries' Equal Pay Act. This process must be completed by December 31, 2018. After that date he will work on completing the wage comparisons with other soil and water conservation districts.
- Staff Kilders reported that our partnership with the Oregon Department of Forestry, Oregon State University Extension, Clackamas County Department of Disaster Management, Clackamas Community College wildfire program and Clackamas County Farm Forestry Association will result in three workshops for landowners with forested properties. The workshops on wildfires will teach landowners about defensible space, fuels reduction, and technical and financial assistance available. The workshops will be: February 28, 2019 in Estacada; March 12, 2019 in Molalla; and April 4, 2019 in Welches.
- Staff Kilders also noted that the NW Horticulture Society Meeting will be held only one day this year with concurrent sessions. It will be in January.
- Staff Kilders reported that there would be a horse workshop on February 23, regarding mud and manure management. Tualatin SWCD will hold a half-day workshop the next day on pasture management.
- Staff Faucera reported that the National Water Quality Initiative grant project is moving forward. It will be a two-year process involving contact with stakeholders in the Colton, Molalla, and Canby areas. Faucera will have more information next month.
- Staff Faucera is working on an intergovernmental agreement with Oregon Department of Forestry regarding tax deferrals.
- Faucera also reported that staff is working with a homeowners association in Lake Oswego regarding habitat restoration.

- Staff Faucera reported that he and Scott Eden are working with a group of SWCD's and Lloyd Nackley from OSU Extension to develop cover crop best management practices for nurseries. It is hoped that success with this project will help in working with Christmas tree and vegetable growers as well.
- Staff Leininger reported that he was happy to be done with end-of-year reports and is now working on a pollution discharge permit.
- Staff Leininger reported that the Clackamas River Invasive Species Partnership had met at the office the previous week. There were ten organizations at the meeting. There is good enthusiasm for the work that is being done.
- Staff Leininger reported that the Cooperative Weed Management Areas Pull-Together would be held at McMenamins Kennedy School again this year on January 16. This will be the 10th annual Pull-Together.
- Leininger is working with Manager Salzer on job descriptions and on the RFP for vegetation management.

*Pat Fitzgerald left the meeting at 6:00 p.m.*

## **8 – Property, Planning**

- A. Demolition of structures** – Director Guttridge reported that the couple who had expressed interest in the house and garage at the Beavercreek farm is no longer interested. Due to the timeline required to move the structures, and the need to move forward with the project, Guttridge recommended that the structures be demolished. Board members asked if the Hamlet had been advised. They also felt that notice should be put out about the availability of the buildings.

Directors Guttridge/Zuber moved/seconded to proceed with the demolition of the buildings at the Beavercreek Farm after notice to the public that the buildings are available to move and if the District has a firm offer in hand by February 1, 2019. If they are to be moved the structures are removed no later than March 1, 2019.  
 Motion carried unanimously.

- B. Additional services required from the architect** – Director Guttridge reported that the building committee had met on December 14, 2019 regarding additional services that maybe required of the architect. The committee's recommendation to the Board is that Manager Salzer negotiates an additional contact with the architect not to exceed \$12,000. The contract would allow the architect to field calls and provide requested information. The architect still needs to complete the first contract by providing the original computer aided drawings and back up to the District.
- C. Finishes for new building** – Director Guttridge noted that the architect is spending too much time on looking into finishes for the building and not enough time getting information that the builders need. It was suggested that consulting an interior designer, instead of the architect, for recommendations such as-limited color scheme choices may provide the Board the information they need to make decisions.

**D. Update on the Eagle Creek property** – Manager Salzer noted that everything was going well with this project.

**9 – Other Reports –**

- Directors Lee and Johnson will be attending the Oregon Watershed Enhancement Boards meeting in January.
- Director Guttridge reported that the Springwater Grange would be having a reader's theater on January 12, 2019.
- Director Fantz reported that his farm had provided an 18-foot-tall Christmas tree in Molalla and that the City of Sandy is having problems with their current sewer system.
- Directors discussed rescheduling the January 15, 2019 meeting as two directors would be unable to attend. It was decided to hold the meeting on January 22, 2019.

*Director Zuber left the meeting at 6:20 p.m.*

**ADJOURN AND NEXT MEETING**

- The next regular meeting will be on January 22, 2019 at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:22 p.m.

Respectfully submitted,



Tami L. Guttridge  
Administrative Assistant