



Approved February 19, 2019

Clackamas SWCD Board Meeting Minutes for February 12, 2019

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| PRESENT | Directors: | Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jim Johnson, Jesse Nelson (Vice-Chair), Joan Zuber |
| | Associate Directors: | |
| | Directors Emeritus: | |
| | Staff: | Jason Faucera, Tami Guttridge, Lisa Kilders, Sam Leininger, Eann Rains, Jenne Reische, Tom Salzer, Nathan Tucker |
| | Partners: | |
| | Guest: | |
| NOT PRESENT: | | Jan Lee (Director) |

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 at 9:00 a.m., Tuesday, February 12, 2019, via phone from a call originating in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Roll showed the following directors and staff were present via the phone: Directors Becker, Guttridge, Johnson, Nelson, Zuber and Staff Faucera.

Chair Becker asked if there were any changes to the agenda. No changes were requested.

B. Public Comment – There was no public comment.

2 – MINUTES

A. January 22, 2019, Regular Board Meeting minutes – Draft minutes for the January 22, 2019, regular board meeting minutes were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Nelson moved/seconded to approve the January 22, 2019, regular board meeting minutes. Motion carried unanimously.

- B. **January 29, 2019, Special Board Meeting minutes** – Draft minutes from the January 29, 2019, special board meeting were presented. The Board Secretary has reviewed the draft minutes.

Directors Guttridge/Fantz moved/seconded to approve the January 29, 2019, special board meeting minutes. Motion carried unanimously.

3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker presented the statement of revenue & expense for January 2019. The District received total revenues of \$8,582 from bank interest, 4-County Cooperative Weed Management Agencies (CWMA) Pull-Together reimbursements, and interest from DEQ loans. The District expenses were \$201,269 for personnel expenses, contracted services, and materials.

Staff Tucker presented the balance sheet and the District currently has \$3.8 million in assets and \$487,000 in liabilities. The Districts current asset to liability ratio is 7.9% to 1%.

Directors Guttridge/Fantz moved/seconded to accept the January 2019, financial reports. Motion carried unanimously.

- B. **Expenditures** – Staff Tucker presented the expenditures through February 12, 2019. Checks were numbered 1969 to 1988 for a total of \$55,223.93, with no voids or breaks in the sequence. Checks of note were \$3,608 to the Districts legal counsel and \$4,883.51 to McMenamins for the 4-County CWMA Pull-Together event. There were no payments from the conservation grants funds at this time.

Directors Fantz/Nelson moved/seconded to accept the February 12, 2019, voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Update on the Eagle Creek Acquisition loan terms and agreement** – Staff Tucker presented resolution 2019-002 and the funding agreement via Special Districts Association of Oregon with Zions Bank N.A. for \$1.34 million. Tucker asked that the Board review the resolution and agreement terms and if they had any questions or concerns to bring them to him before the February 19, 2019, public hearing and board meeting.

Board members asked about the timeline for payments, and Staff Tucker reviewed the payment plan. There was concern about the Community Forest Grant from the US Forest Service (USFS). Manager Salzer noted that the Federal shut-down had impacted the timeline for the USFS review of the yellow-book appraisal, but he hoped that the review would be completed and accepted by the end of the week. Manager Salzer also addressed questions regarding the current tax deferral on the property and noted that the District had a verbal commitment from the county assessor that there would be no back taxes charged, and as a local government agency the District does not pay taxes on land that we own.

- B. Budget Calendar Approval** – Staff Rains presented the proposed budget calendar for the Board’s approval. Rains noted that the calendar closely follows the one for the previous fiscal year 2018/2019. Rains reviewed the dates and asked if the Board had any revisions. Director Zuber noted that she may not be available from the end of April through May.

Directors Guttridge/Zuber moved/seconded to approve the Budget Calendar for the development of the District budget for Fiscal Year 2019/2020, as presented. Motion carried unanimously.

Director Fantz noted that he would not be available for the March meetings.

- C. Appoint Budget Committee Members** – Staff Rains reported that three members of the budget committee had completed their terms of service. The three members, David Albrecht, John Borden and Rennie Squier have all agreed to continue to serve on the committee if the Board approves their appointments.

Chair Becker asked about one member of the committee who has not attended any of the budget meetings. Manager Salzer noted that he had been trying to contact that particular committee member, but has received no response. Her term of service will expire at the end of this fiscal year.

Directors Fantz/Nelson moved/seconded to appoint the following electors (registered voters in the district) to serve on the Clackamas SWCD Budget Committee, each for a three-year term. The terms will begin today, and extend through the Budget Committee’s work for the three Fiscal Years of 2019-2020, 2020-2021, and 2021-2022: David Albrecht, John Borden, and Rennie Squier. Motion carried unanimously.

5 – PROJECTS, PROGRAMS

- A. Clear Creek project approval** – Staff Faucera updated the Board on a project to replace a culvert, which is currently a fish passage barrier, and eliminate a potential sediment source from a tributary of Clear Creek. The tributary is designated as Essential Salmon Habitat by federal regulatory agencies. The project has been reviewed by the Board at previous meetings. Faucera reported that the engineering designs have been received regarding replacement of the culvert, and three options were presented. The most viable and least expensive option is an arch culvert, with an estimated cost of \$160,000. Staff is asking the Board to approve a not-to-exceed funding contract of \$48,000 to implement this project. To complete the funding package, the District has been awarded a \$90,000 grant from the Clackamas Stewardship Partnership and the landowner will contribute \$22,000. The project will go out to bid upon approval of this request. It was noted that if bids received are higher than the estimated \$160,000 for the project, Staff will return to the Board to request additional dollars. Staff is asking for the funding at this time, as the window of opportunity for in-stream work is very narrow and they would like to begin work the first part of July 2019. Funding for this project will be built into the new budget.

Directors Fantz/Guttridge moved/seconded to approve a not-to-exceed contract of \$48,000 for the replacement of a culvert on a tributary of Clear Creek. Motion carried unanimously.

Staff Reische left the meeting at 9:35 a.m.

- B. Adopt Resolution 2019-003 authorizing a Request for Qualification (RFQ) for Septic Program Contractor List** – Staff Rains reviewed how the District established a qualified contractors list for the septic loan program two-years ago. This list expires at the end of June 2019. Rains asked that the Board adopt resolution 2019-003 authorizing prequalification of septic installation contractors to provide repair services under the residential septic system repair loan program. Qualified contractors would be approved for two-years, and contractors on the existing list will need to re-apply. Rains also presented the RFQ for the Boards review.

Directors Zuber/Guttridge moved/seconded to approve Resolution 2019-003 authorizing prequalification of septic system installation contractors to provide repair services under the residential septic system repair loan program as presented. Motion carried unanimously.

6 – PERSONNEL

No agenda items

7 – BOARD AND MANAGER REPORTS

No agenda items

8 – PROPERTY, PLANNING

- A. Update on the Conservation Resource Center** – Director Guttridge reported to the Board that a pre-construction meeting had been held on February 6, 2019. Guttridge noted that the District is still waiting on the County for a permit.

One item of concern is the sprinkler system for the new building and on-going discussions on how to provide the needed water for the system. Staff Faucera and Manager Salzer will be reviewing the existing water right to the large pond on the property to see if it may be available to use for the sprinkler system. Guttridge was asked if the current well would provide enough water for the system. The existing well does not provide enough water to use for this purpose.

Faucera and Salzer are reviewing the electrical plan and will determine how furnishings will be arranged so the electrical outlets will be in the correct locations.

Director Guttridge noted that the next scheduled pre-construction meeting will be Wednesday, February 20, 2019, at 3:00 p.m.

9 – OTHER REPORTS

- Director Fantz wanted the Board to be aware that there are several pieces of legislation in the current Oregon legislative session that may impact Clackamas County landowners and the District.
- The Clean Energy jobs bill may involve carbon sequestration opportunities for forestland owners. This is something the District may wish to look into for the Eagle Creek property

- Two bills that have been introduced that would impact forestland owners, one would tax standing timber, and the other may remove existing tax deferrals for clear cuts.
- Director Johnson reported that the Board of Agriculture would be meeting on Wednesday, February 13, 2019. Senators Michael Dembrow and Cliff Bentz will be speaking regarding climate change and cap/invest issues.
- Director Zuber asked about the Land Conservation and Development Commission's new rules regarding solar siting on farmland. Director Johnson noted that the temporary rules will not impact lands that are already being reviewed under the old rules, and the temporary rules are only impacting sites classified as high-value lands.
- Director Becker asked when resolution 2019-002 and the funding agreement would need to be signed. Staff Tucker reported that they would need to be signed at the February 19, 2019, Board meeting.

ADJOURN AND NEXT MEETING

- There will be a public hearing on February 19, 2019, at 4:00 p.m.
- The next regular meeting will be on February 19, 2019, at 4:10 p.m.
- There being no further business, Chair Becker adjourned the meeting at 9:55 a.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant