



Approved March 12, 2019

**Clackamas SWCD Board Meeting Minutes for February 19, 2019**

<b>PRESENT</b>	<b>Directors:</b>	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jim Johnson, Jesse Nelson (Vice-Chair), Joan Zuber
	<b>Associate Directors:</b>	PK Melethil
	<b>Directors Emeritus:</b>	
	<b>Staff:</b>	Jason Faucera, Tami Guttridge, Lisa Kilders, Clair Klock, Sam Leininger, Eann Rains, Jenne Reische, Tom Salzer, Nathan Tucker, Matt Van Wey
	<b>Partners:</b>	Kim Galland (National Resources Conservation Service)
	<b>Guest:</b>	Melissa Gentry, Terre Rogers, Bill Taylor, Asako Yamamuro (Molalla River Watch)
<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 4:07 p.m., Tuesday, February 19, 2019, 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**

- Bill Taylor of Molalla River Watch (MRW) thanked the Board and the District for their continued support of the Molalla River Watch. The watershed council support grants from the District and the support of District personnel have made it possible for the watershed council to move forward and plan for the future.
- Terre Rogers, the newest member of the MRW board stated he was looking forward to working with the District. Rogers is a soil scientist and engineer, and is working with the Native Fish Society as a steward.

- Melissa Gentry, the MRW board secretary, also extended her thanks to the District for the financial support.
- Asako Yamamuro, Executive Director of Molalla River Watch (MRW), thanked the Board for their continued support. Yamamuro presented a summary of what the Molalla River Watch had been able to do with the funding they have received from the Clackamas SWCD. The new three-year grant funding cycle will allow them to pursue funding from other sources and engage more with their community.

**C. Board and Partner reports**

- Director Fantz asked that the Board make themselves aware of upcoming legislation and its possible effect on the District. Specifically House Bill 2020 in regards to carbon sequestration.
- Director Zuber reported that she had attended the Special Districts Association of Oregon annual conference. Zuber noted she had attended a session on the Equal Pay law.
- Associate Director Melethil provided pictures of a bobcat and coyote from his work with Cascadia Wild. He also thanked the District for allowing him to participate in this program. Melethil reported that he had attended the Urban Ecology Research Consortium Symposium and noted that speakers urged protection for insect populations. Melethil also noted that he had visited a hydrology project in the Gresham area where they allowed beavers to build dams and the water quality had improved.

- D. Civil Rights Training** – Kim Galland with the Natural Resources Conservation Service (NRCS) presented Civil Rights training and reviewed why it is important. Following mandated policy does protect the District and ensures accountability. Galland noted that the required posters in the office are all up-to-date and the building meets most American with Disability Act requirements. Equal opportunity and non-discrimination policies are in place. Galland recommended more outreach to diverse audiences including program materials for non-English speakers.

*Staff Klock, Reische, and Van Wey left the meeting at 4:30 p.m.*

**2 – MINUTES**

- A. Review of motions from February 12, 2019, Special Meeting** – Staff Guttridge read through the motions from the February 12, 2019, special meeting to review what actions the Board had authorized.
- B. February 19, 2019, Public Hearing minutes** – Staff McQueeney presented the minutes from the February 19, 2019, public hearing. Staff Guttridge read the minutes to the Board. One correction was made to the minutes.

Directors Guttridge/Nelson moved/seconded to approve the public hearing minutes as corrected. Motion carried unanimously.

*Staff McQueeney left the meeting at 4:35 p.m.*

- C. **February 12, 2019, Special Board Meeting Minutes** – Minutes from the February 12, 2019, Special Board Meeting were presented. Minutes had been reviewed by the Board Secretary. Director Guttridge noted one spelling error, and Director Nelson asked to have the spelling of his name corrected.

Directors Fantz/Zuber moved/seconded to approve the February 12, 2019 Special Meeting minutes as corrected. Motion carried unanimously.

### **3 – FINANCIAL REPORTS**

- A. **Review and accept financial reports** – Staff Tucker reported there had been no changes to the financial reports since the February 12, 2019, meeting.
- B. **Expenditures** – Staff Tucker reviewed the expenditures list for February 2019. Check numbers were 1969 to 2022 with no breaks in the sequence. Check # 2018 was voided due to an entry error. Total expenditures for the month equaled \$173,601.08, with \$94,835.68 from the conservation fund. Checks of note were \$1,366.00 for licensing of the Abila accounting software, and \$79,600 to the Sandy River Basin Council including WeedWise support.

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

### **4 – OTHER FINANCIALS**

- A. **Resolution 2019-002 execution of loan agreement** – Manager Salzer presented Resolution 2019-002 to the Board. This resolution sets forth the authority of the Chair, Vice Chair, or General Manager to sign a loan agreement for a not-to-exceed amount of \$1,345,000, at 2.8 percent interest, under the full faith and credit of the District for the purchase of real estate.

Directors Guttridge/Fantz moved/seconded to approve Resolution 2019-002 as presented and authorize the General Manager to sign a loan agreement not-to-exceed \$1,345,000 at 2.8 percent interest. Motion carried unanimously.

- B. **General Manager authorization to extend Eagle Creek deadlines** – Manager Salzer reported that the government furlough had created a delay in the review of the yellow book appraisal by the US Forest Service. This delay meant that the Trust for Public Lands had to ask that the deadline for closing on the Eagle Creek property be pushed back. To make sure adequate time is given, Manager Salzer asked the Board to authorize him to extend the closing deadline for the Eagle Creek property until no later than the end of the fiscal year.

Directors Fantz/Zuber moved/seconded to authorize the General Manager to extend the closing deadline for the Eagle Creek Property not-to-exceed the end of the fiscal year. Motion carried unanimously.

- C. **General Manager Authorization to sign vegetation management contracts** – Staff Leininger requested the Board authorize General Manager Salzer to sign vegetative management contracts for the upcoming field season. Requests for Proposals were posted and the deadline to submit proposals is February 28, 2019. Each contract will be for a three-year period and not-to-exceed \$200,000. This allows flexibility for the WeedWise department and the planners when arranging for needed weed control.

Directors Guttridge/Fantz moved/seconded to authorize the General Manager to sign weed management contracts for a three-year period at a not-to-exceed amount of \$200,000 each. Motion carried unanimously.

## **5 – PROJECTS, PROGRAMS – No items for discussion**

## **6 – PERSONNEL**

- A. **Intergovernmental agreement with Clackamas County** – Manager Salzer reported the County has not yet provided the District with an agreement. This discussion will be placed on the agenda for the next meeting.

## **7 – BOARD AND MANAGER REPORTS –**

- A. **General Manager's travel authorization** – General Manager Salzer stated he was being encouraged to attend the Washington D.C. legislative fly-in on behalf of the National Conservation District Employees Association and the National Association of Conservation Districts. Salzer noted the trip would be expensive, and fast. He would be flying in one day, meeting with legislators the next day, and flying home the day after. He questioned the value to the District for the expense incurred.

Board Directors discussed the pros and cons of having staff involved in legislative discussions.

No motion was made to authorize travel. Motion dies.

### **B. Managers Reports**

- Staff Faucera reported he had attended the Special Districts Association of Oregon annual meeting. He found it to be very informative. Faucera will be composing a review of cyber-security concerns for staff. Faucera is also in the process of budget development for the next fiscal year and year-end closing for the current budget.
- Staff Leininger reported that with the help of Staff Rains, the Request for Proposals for WeedWise contracts has been published.

Leininger noted the WeedWise job opening has been posted and applications will be accepted until March 8, 2019.

Weedwise staff is busy planning for the upcoming spring weed management season.

Leininger is finishing work on the National Pollutant Discharge Elimination System report for the Oregon Department of Environmental Quality and the U.S. Environmental Protection Agency.

Leininger reminded everyone that next week is National Invasive Species week and that WeedWise staff will be attending the Invasive Species and Exotic Pest Workshop in Stevenson, WA on Thursday, February 28, 2019. This event is sponsored by the Columbia Gorge Cooperative Weed Management Area.

- Staff Kilders reported that 30 people are registered to attend a horse workshop on Saturday, February 23, 2019, sponsored by the District.

Kilders also reported that workshops on wildfire protection will be held on Feb. 28 in Estacada, March 12 in Molalla, and April 4 in Welches. There are currently 21 people signed up for the event in Estacada

Scholarships have been advertised and applications are due by April 5, 2019. One scholarship application has been received.

*Kim Galland left the meeting at 5:15 p.m.*

## **8 – PROPERTY, PLANNING**

- A. Construction Administration contract** – Manager Salzer reported that 4Sight Consulting had presented a revised proposal for construction administration. The proposed cost was less than the previous proposal; however, they are still using the American Institute of Architects (AIA) form which is not acceptable to the District. Legal counsel recommended the removal of several items. Some tasks are already covered und the contract administration being provided by P&C Construction and other tasks that would take away District control. The proposed contract has been forwarded to P&C for their review to make sure there are no overlapping issues.

Directors Fantz/Guttridge moved/seconded to authorize the General Manager to negotiate a new contract with 4Sight Consulting, this contract is not-to-exceed \$103,000, with a deadline to sign and a requirement that detailed invoices must be provided before payment will be made. Motion carried unanimously.

## **9 – OTHER REPORTS**

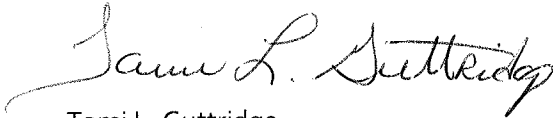
- Staff Guttridge reported that all Board Directors and staff who had requested to attend the CONNECT conference in April have been registered and have rooms reserved. Guttridge noted she still has one room available at this time.
- Associate Director Melethil thanked the Board again for allowing him to participate in the Cascadia Wild tracking program. Melethil will be asking permission of the Board to attend a project in the Dunes area in May. Melethil would also like to see monitoring done on projects that the District has finished.
- Director Fantz attended a hearing on House Bill 2020 regarding carbon sequestration.

- Director Nelson commented that the baseball season is already beginning.
- Director Guttridge reported that there would be a pre-construction meeting on Wednesday, February 20, 2019, and directors are welcome to attend. Guttridge also invited everyone to come to the Springwater Grange on Friday, February 22, 2019, for the scholarship pie auction. All proceeds are given as scholarships.
- Chair Becker wanted Board members to take time to notice how great the oak heritage tree looks on the Pleasant Avenue lot the District used to own. Becker asked about the Rural Sustainable Tourism meeting, Staff Kilders reported that Director Lee would be attending and report back. Becker also requested that urban conservation be a topic next month.
- Director Fantz reported that he would not be at the March meetings.
- Director Johnson noted he would be attending the next Lake Oswego city council meeting.

### **ADJOURN AND NEXT MEETING**

- There will be a special meeting on March 12, 2019, at 9:00 a.m. via phone
- The next regular meeting will be on March 19, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:37 p.m.

Respectfully submitted,



Tami L. Guttridge  
Administrative Assistant

Voucher Approval List

2/12/2019

Date	Number	Payee	Memo	Payment
2/4/2019	1969	AFLAC	Acct: LGF14 02/2019	753.81
2/4/2019	1970	American Rainwater Catchment Systems	CSWCD: MBR 01/2019	199.00
2/4/2019	1971	BCTelco	Acct: 10014515 02/2019	109.09
2/4/2019	1972	Buel's Impressions Printing	CSWCD: Wildfire Flier 01/2019	19.60
2/4/2019	1973	Comcast Business Internet	Acct: 8778 10230 0924690 01/2019	146.85
2/4/2019	1974	Clackamas Dept of Finance	CSWCD: ER/EE Ben 02/2019	23,261.03
2/4/2019	1975	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 01/2019	3,608.00
2/4/2019	1976	Allstream	Acct: 829514 02/2019	706.08
2/4/2019	1977	McMenamins Kennedy School	CSWCD: 4C-Pull Together 01/2019	4,883.51
2/4/2019	1978	OC Properties, LLC	RENT: 775-102-CU 02/2019	6,894.50
2/4/2019	1979	Oregon City Garbage, Inc	Acct: 57768000 02/2019	29.35
2/4/2019	1980	Pacific Office Automation	Acct: 900-0266949-000 01/2019	272.26
2/4/2019	1981	PGE	Acct: 0320011000 01/2019	174.40
2/4/2019	1982	Sonitrol	Acct: 01SCLA01 02/2019	160.65
2/4/2019	1983	Spire Technologies, Inc	Acct: 02208 03/2019	360.00
2/4/2019	1984	T-MOBILE	Acct: 961602090 01/2019	941.12
2/4/2019	1985	US Bank Voyager Fleet Systems	Acct: 86928-4679 01/2019	190.23
2/4/2019	1986	Verizon Wireless	Acct: 242017036-0001 01/2019	240.06
2/4/2019	1987	VOYA Financial OSGP	CSWCD: EE/ER 457b PPE01/31/2019;Pd 02/05/19	12,098.75
2/4/2019	1988	Joan Zuber	Reimbursement: Mileage 01/2019_Tree School	175.64
<b>Subtotal:</b>				<b>55,223.93</b>

2/19/2019

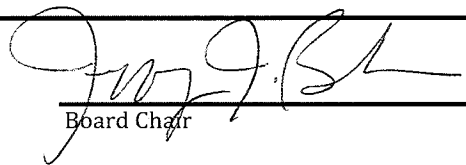
2/19/2019	1989	ABILA	Acct: 41443 MIP Fund Acctg 02/2019	1,366.00	
2/19/2019	1990	Nicole Ahr	Reimbursement: Mileage 02/2019	91.47	
2/19/2019	1991	Beaverlake Nursery	CSWCD: Plant Material/Plants 01/2019	1,480.00	CGF
2/19/2019	1992	Bosky Dell Natives, Inc	CSWCD: Plant Materials 01/2019	404.00	CGF
2/19/2019	1993	Buel's Impressions Printing	Printing: Flyers [Wildfire] 02/2019	14.70	
2/19/2019		Buel's Impressions Printing	Printing: Turtle Handouts 02/2019	62.40	
2/19/2019	1994	Cascade Environmental Group	Prof Svcs [PSC-1820-4037] 01/2019	3,073.25	
2/19/2019	1995	Century Link	Acct: 503-656-1105-170B 2/4/19	65.90	
2/19/2019	1996	Champoeg Nursery	CSWCD: Plants 01/2019	138.00	CGF
2/19/2019	1997	Cole Ecological, Inc	CSWCD: Prof Svcs [Macroinvertebrate] 02/2019	6,997.50	
2/19/2019	1998	Converging Creeks LLC	CSWCD: Rpr Svcs 01/2019	1,075.00	
2/19/2019	1999	Coulter Printing, Inc	Printing: Job#38622 NCSEA 02/2019	340.30	
2/19/2019	2000	Environmental Paper & Print	Printing: [Streamside Forests] 02/2019	78.98	

2/19/2019	2001	Verna Fabian	SuperDOG-1822-4032 02/2019	3,008.07	CGF
2/19/2019	2002	Gustin Creative Group Co	CSWCD: Booth Space 01/2019	92.50	
2/19/2019	2003	H2Oregon	Acct: 21948 01/2019 RNT 01/2019	59.60	
2/19/2019	2004	Clair Klock	Reimbursement: Travel 01/2019	121.25	
2/19/2019	2005	Catherine McQueeney	Reimbursement: Mileage 01/2019	82.47	
2/19/2019	2006	North Clackamas Chamber	CSWCD: Mbr 02/2019	385.00	
2/19/2019	2007	OCEAN	CSWCD: Reg: Connect [Doug Fenwick] 02/2019	250.00	
2/19/2019	2008	OCEAN	CSWCD: Reg: Connect [PK Melethil] 02/2019	250.00	
2/19/2019	2009	Powell Minuteman Press	Printing: B/C [Fenwick] 02/2019	37.00	
2/19/2019	2010	Eann Rains	Reimbursement: Mileage 01/2019	51.27	
2/19/2019	2011	Jennifer Reische	Reimbursement: Mileage 02/2019	373.18	
2/19/2019	2012	Thomas Salzer	Reimbursement: Travel 02/2019	445.08	
2/19/2019	2013	Sandy River Watershed Basin Council	Partner Support [Floodplan Reconn] 01/2019 \$50,000	79,603.00	CGF
2/19/2019		Sandy River Watershed Basin Council	SRWC-MOA: Policemans Helmet 01/2019 \$29,603		
2/19/2019	2014	Spire Technologies, Inc	Acct: 02208 Sophos 02/2019	36.21	
2/19/2019	2015	The Oregonian Media Group	CSWCD: Public Hearing Notice 02/2019	462.60	
2/19/2019	2016	Tree Protection Supply, LLC	CSWCD: Plant Materials 01/2019	1,116.00	CGF
2/19/2019	2017	Waterways Consulting Inc	CSWCD: Design [Delano] 11/2018 & 12/2018	9,086.61	CGF
2/19/2019	2018	Wells Fargo	Acct: 5569-1990-0017-2405 TS 2/4/19 VOID	-	
2/19/2019	2019	Wells Fargo	Acct: 5569-1990-0019-9242 LK 2/4/19	971.68	
2/19/2019	2020	Wells Fargo	Acct: 5569-1960-0007-4870 JF 2/4/19	411.00	
2/19/2019	2021	William F Paulus	CSWCD: Prof Svcs [Legal] 01/2019	1,665.00	
2/19/2019	2022	Wells Fargo	Acct: 5569-1990-0017-2405 TS 2/4/19	4,682.13	

Subtotal: 118,377.15

Total: \$ 173,601.08

Total Conservation Fund 94,835.68 CGF

  
Board Chair

  
Board Treasurer