



Approved April 16, 2019

Clackamas SWCD Board Meeting Minutes for March 19, 2019

PRESENT	Directors:	Jeff Becker (Chair), Don Guttridge (Secretary), Jim Johnson, Jan Lee, Joan Zuber
	Associate Directors:	PK Melethil
	Directors Emeritus:	Mike Weinberg
	Staff:	Jason Faucera, Courtney Gattuso, Tami Guttridge, Lindsey Karr, Lisa Kilders, Clair Klock, Cathy McQueeney, Eann Rains, Tom Salzer, Nathan Tucker
	Partners:	
	Guest:	Dan Van Calcar, Alex Zimmer (Soderstrom Architects)
NOT PRESENT:		Roger Fantz (Treasurer), Jesse Nelson (Vice-Chair)

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 4:00 p.m., Tuesday, March 19, 2019, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Changes to the published agenda were noted in yellow.

B. Public Comment – There was no public comment

C. Board and Partner reports

- Director Johnson reported that he had received an e-mail asking that the District endorse an upcoming bond measure in the city of Lake Oswego. The Board's consensus was that the District does not endorse bond measures.
- Director Zuber reported that she had attended a town hall meeting with Senator Ron Wyden, and Representative Earl Blumenauer. Zuber informed the Board that the President signed the Natural Resources Management Act that included protection for the Devils Staircase wilderness in southern Oregon and designates part of

the Molalla River as wild and scenic. Zuber will be attending a meeting later this evening with Representative Kurt Schrader to celebrate these protections.

- Director Lee noted that she had retired from her longtime job on Friday, March 15, and began a new job as acting Oregon Association of Conservation Districts Executive Director on Monday, March 18.
- Chair Becker spoke regarding his request for a discussion on urban outreach. Becker noted that he had not meant to the request appear to be a criticism of how the employees are handling this matter.

D. Manager's report on committees – Manager Salzer reported that the Farmers Market grant committee had met on March 13 and would report later in the meeting. Salzer also noted that Staff Tucker had consulted with the Finance committee regarding upcoming financial matters.

2 – MINUTES

A. Review of February motions – Staff Guttridge asked if the Board wished to review the motions from the February 19, and March 12 meetings. The Board consensus was that this review was not needed.

The presentation by Soderstrom Architect was postponed to later in the meeting.

3 – FINANCIAL REPORTS

A. Review and accept financial reports – Staff Tucker noted that there were no changes to the financial reports he presented on March 12, 2019.

B. Expenditures – Staff Tucker reviewed the disbursement list for March 2019. The check numbers were 2023 to 2072 with no breaks in the sequence and no voided checks. Total expenditures were \$245, 233.21 for the month, with \$19,733.76 from the conservation grants fund. Checks of note were \$36,208 to 4Sight Consulting, \$5,414.57 to Bureau of Labor and Industries, \$21,619.00 to P&C Construction, and \$6,219.00 to Johnson Creek Watershed Council for partner support. Tucker noted he had printed checks that would require separate authorization to pay the building permit fees to Clackamas County for the Conservation Resource Center.

Directors Guttridge/Lee moved/seconded to approve the March 19, 2019 voucher list. Motion carried unanimously.

Don Van Calcar, Alex Zimmer (Soderstrom Architects) arrived at 4:08 p.m.

4 – OTHER FINANCIALS

A. Conservation Resource Center funding proposal – Staff Tucker presented a funding proposal from Commerce Bank of Oregon to finance the Conservation Resource Center. The proposal is for \$5.475 million dollars at 2.9% fixed rate over the first 15 years of the loan. The loan terms will be for 20 years, with interest rates for the last five years of the loan to convert to the government

rate. The staff recommendation is for the Board to accept the terms as offered, and move forward with scheduling a public hearing before the next board meeting.

Directors Guttridge/Zuber moved/seconded to approve the funding proposal from Special Districts Association of Oregon, for a loan provided by Commerce Bank of Oregon for 5.5 million dollars at an interest rate of 2.9% fixed for 15 years, and a variable rate for the remaining 5 years of the 20 year loan period, and to schedule a public hearing. Motion carried unanimously.

- B. Authorization to pay building permit fees** - Staff Tucker presented check #'s 2071 for \$73,911.92 to Clackamas County and check # 2072 for \$5,800 to Clackamas County Engineering for permits for the Conservation Resource Center. Tucker asked that the Board approve the payments to the County for the building permits.

Directors Guttridge/Johnson moved/seconded to authorize the payments of \$73,911.92 to Clackamas County for building permits and \$5,800.00 to Clackamas County for engineering review for the construction of the Conservation Resource Center. Motion carried unanimously.

Chair Becker asked that Dan Van Calcar and Alex Zimmer (Soderstrom Architects) present the proposed interior color palette to the board at this time. Zimmer presented carpet choices and a color pallet that had been reviewed previously by Manager Salzer and a few staff members. Zimmer explained choices of finishes and asked about carpet accent colors. Zimmer noted that they would work with P&C Construction regarding countertops and window sill finishes to confirm that the correct sizing will be available. Board consensus was to accept the finishes and colors as shown by Soderstrom Architects.

Associate Director Melethil arrived at 4:20 p.m.

Dan Van Calcar and Alex Zimmer left the meeting at 4:25 p.m.

- C. Board reimbursement policy discussion** - Manager Salzer spoke to the Board regarding the current policy regarding the approval for Board members to attend functions outside of the regular board meeting. Resolution 2018-005 requires that Board members seek approval before attending outside functions if they wish to be reimbursed for mileage and expenses. Meetings occasionally fall between regular board meetings and would require the Board to call a special meeting to approve member attendance. The Board discussed various options to the policy and instructed Manager Salzer to look at revising the policy that would pre-approve attendance at functions they normally attends such as partner and watershed councils meetings or events. All out of state travel must be approved before travel. Board members may attend functions and ask for reimbursement with the understanding that the request may be denied.

Directors Lee/Guttridge moved/seconded to approve the reimbursement of mileage to Director Zuber to attend Tree School on March 23, 2019. Motion carried unanimously.

5 – PROJECTS, PROGRAMS

- A. Farmers Market Support Grants** - Staff McQueeney reviewed the recommendation of the Farmers Market grant committee with the Board. McQueeney explained that the committee took into consideration the programs that the markets planning to use District funds to support.

The committee felt that many of the Farmers Market proposals did not fit the District's mission to support local farmers. The committee discussed refining the applications for next year to clarify what programs the District is willing to support. The committee recommended that the District give \$32,000 to eight farmers markets including Canby, Lake Oswego, Milwaukie, Molalla, Mt. Hood, Oregon City, West Linn, and the Redland Grange.

Directors Zuber/Lee moved/seconded to accept the committee's recommendations to give \$32,000 in farmer's market grants and issue the checks in the first of the month check run. Motion carried unanimously.

- B. Intergovernmental agreement (IGA) with Oregon Department of Fish and Wildlife (ODFW)** - Staff Faucera spoke with the Board regarding the proposed IGA with ODFW that was discussed at the March 12, 2019, special meeting. The IGA, if accepted by ODFW, would provide funding to hire two interns to work on the tax incentive program databases. In the IGA the districts are asking ODFW to commit to three additional phases of work that will progressively work towards making the tax incentive programs fully functional. The total proposed cost is \$15,000, with Clackamas, East and West Multnomah and Tualatin Soil and Water Conservation Districts splitting the costs. Faucera asked that the Board approve a not-to-exceed amount of \$4,000.

Manager Salzer noted that Director Nelson (who could not attend due to jury duty) emailed his opposition to the IGA.

Other Directors spoke in support of the IGA, hopeful that it would jumpstart the programs. It was noted that if ODFW does not sign the IGA, the next step will be to appeal to the legislature.

Directors Lee/Johnson moved/seconded to sign the Intergovernmental Agreement with the Oregon Department of Fish and Wildlife for a not-to-exceed amount of \$4,000. Motion carried unanimously.

Staff Karr and McQueeney left the meeting at 4:50 p.m.

- C. Funding agreement with the Sandy River watershed for invasive weed control** - Staff Gattuso presented a request from the Sandy River Basin Council for funding of invasive weed control in the Sandy River watershed. This partnership with the Sandy River Watershed Council greatly enhances the efforts of the WeedWise program to survey, map and treat priority noxious weeds within the Sandy basin. Gattuso requested that the Board of Directors authorize the expenditure of \$14,950 as proposed to support this ongoing effort in the Sandy basin and authorize Manager Salzer to sign a Memorandum of Agreement with the Sandy River Watershed Council for the 2019 calendar year.

Directors Guttridge/Zuber moved/seconded to approve funding of not-to-exceed \$14,950 to the Sandy River Watershed Council and authorize Manager Salzer to sign a Memorandum of Agreement with the council. Motion carried unanimously.

6 – PERSONNEL

- A. **Intergovernmental agreement with Clackamas County** - Manager Salzer reported that he is still waiting for the County to provide an agreement. Director Lee reported she had attended a budget meeting at the County, and the administrative fee for benefits will be lower next year.

7 – BOARD AND MANAGER REPORTS

- A. **Policy related to public records request** - Staff Faucera discussed with the Board a situation that in which the neighbor of a cooperator requested a public record regarding a survey that had been conducted on the cooperator's property. When the cooperator found out about the request they complained to the District. The request for the records was properly made. The question is whether the District has an obligation to inform a cooperator whose records have been requested. If so, does the District then have an obligation to inform the requestor that the person whose records have been requested has been notified? Staff Faucera would like a clear policy for his planners.

Directors noted that if the District informs one landowner whose records have been requested, we will have to make sure that all affected landowners are notified when a request is made. Directors felt that the best way to handle this was to make sure appropriate forms and publications state that information given to the District is public record and may be subject to public records requests.

- B. **Legislation relating to conservation districts** - Director Lee reported that House Bill 2958 regarding the criteria and election process for a soil and water conservation district board member has been given to a working group from the Soil and Water Conservation Commission for review. This bill will not move forward in the legislature.

Director Lee asked to have someone appointed to represent the District and vote at the upcoming Oregon Association of Conservation Districts (OACD) meeting on April 9, 2019, at CONNECT. Director Guttridge volunteered if the Board approves.

Director Lee also asked the Board to review the newly proposed by-laws from OACD and give direction to the voting delegate regarding the by-laws. Directors will review the by-laws and send comments and recommendations to Manager Salzer. If needed a special meeting will be held on April 2, 2019, before the budget committee meeting. Comments are due by Friday, March 29, 2019.

Directors Zuber/Johnson moved/seconded to appoint Director Don Guttridge as the voting delegate to the Oregon Association of Conservation Districts meeting on April 9, 2019, at the CONNECT Conference. Motion carried unanimously.

C. Managers Reports - Manager Salzer reviewed his written report with the Board.

- The Eagle Creek Community Forest Acquisition should close on March 28 or 29, 2019. An advisory committee met on March 15 to begin the process of writing a community forest plan which must be completed within 120 days of the closing date to complete the Forest Service Grant requirements.
- Salzer and staff members are busy putting the finishing touches on the budget before the April 2, 2019 budget committee meeting.
- Salzer reviewed three upcoming travel dates. He will be attending the Idaho Districts Employee Association meeting in June, a National Conservation District Employees Association meeting in July, and the National Conservation District Association meeting the first week in August.
- Staff Faucera reported that planners are busy with field work and the planning department has reduced capacity due to paternity leave.
- Faucera reported that the work on the culvert replacement is underway and there will be bid requests sent out in April.
- Faucera reported that the grant funds for the National Water Quality Initiative have been received.

Director Zuber left the meeting at 5:30 p.m.

- Staff Kilders reported scholarship applications are due on April 5, 2019. Kilders will send out a Doodle poll to arrange a date for the scholarship committee to meet.
- Kilders reported there were 22 people in attendance at the second wildfire workshop on March 12, including 6 members of the Molalla fire department. There are 24 people currently signed up for the workshop in Welches on April 4, 2019.
- Kilders reported the District had hosted the Clackamas River Basin Ag Water Quality review on March 18, 2019.
- Staff McQueeney staffed the District's station at the Clackamas Celebrating Water event; there were 600 students in attendance.
- Upcoming events include Tree School, Saturday, March 23, Garden Palooza, the Soil Health Class for educators and the Oregon City Enhancement Day all on Saturday, April 6. The Backyard Habitats Certification Program staff will be staffing the booth in Oregon City for the District.
- Manager Salzer noted that Staff Leininger's briefing was in the packet, and he complimented Staff Gattuso on her presentation.

8 – PROPERTY, PLANNING

- A. Eagle Creek Acquisition Resolution 2019-004** - Manager Salzer presented resolution 2019-004 to approve the purchase of real property and authorize the General Manager to sign all necessary documents and accept the conveyance deed. Salzer noted in purchasing the property

there are federal terms and conditions that state if the primary use of the land is changed in the future, the District will have to pay the full cost of the property (1.45 million dollars) to the Federal Government as a penalty.

Directors Johnson/Guttridge moved/seconded to adopt Resolution 2019-004 approving the purchase of real property, authorizing the General Manager to affect the property transaction and sign all necessary documents, and authorizing acceptance of the conveyance deed.
Motion carried unanimously.

- B. Conservation Resource Center** - Manager Salzer reported that the county has approved and stamped the permits for the resource center, and he will be making payment and picking up the permits on Wednesday, March 20, 2019.

The construction is currently on time, and the crews are in the process of digging out some large boulders. Please check the website for pictures.

9 – OTHER REPORTS

- Staff Klock spoke to the Board regarding the work being done by OACD. Klock felt the website was working well and the outreach being done was helpful.
- Staff Guttridge reported that all board and staff members wishing to attend CONNECT have been registered and have a room reserved. Guttridge will send out a reminder and room confirmation the week before CONNECT.
- Associate Director Melethil had a short presentation regarding a hydrology project. The presentation was from the Johnson Creek watershed showing the difference in water quality found in manmade wetlands versus wetlands created by beavers.
- Director Guttridge reported that the Springwater Grange will be putting on a Variety Show April 12, 13, and 14th. The cost will be \$15.00 and dessert will be served.
- Manager Salzer noted that in August he hopes to work with the new National Association of Conservation Districts' President on tribal outreach. Salzer also asked if the Board would be supportive of his submitting a letter to OACD to serve on their board. The consensus was yes.
- Chair Becker reminded the Board that there might be a special meeting on April 2, 2019, before the Budget committee meeting. Becker also noted that there might be more members of the public in attendance than usual at our meetings due to the construction of the Conservation Resource Center.

ADJOURN AND NEXT MEETING

- There may be a Special Board Meeting on April 2, 2019, at 2:15 p.m.
- The Budget Committee will meet on April 2, 2019, at 2:30 p.m.
- The next regular meeting will be on April 16, 2019, at 4:00 p.m.
- The Budget Committee will meet on April 30, 2019, at 2:30 p.m.

There being no further business, Chair Becker adjourned the meeting at 5:55 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Tami L. Guttridge". The signature is written in a cursive, flowing style.

Tami L. Guttridge
Administrative Assistant

Voucher Approval List

3/12/2019

Date	Number	Payee	Memo	Payment
3/5/2019	2023	AFLAC	Acct: LGF14 02/2019	753.81
3/5/2019	2024	Nicole Ahr	Reimbursement: Mileage 02/2019	222.91
3/5/2019	2025	BCTelco	Acct: 11014515 03/2019	109.09
3/5/2019	2026	Buel's Impressions Printing	CSWCD: Printing [Wildfire] 02/2019	575.00
3/5/2019	2027	Cascade Employers Association, Inc	CSWCD: Reg #7088 [Mgmt&App] 03/2019	185.00
3/5/2019	2028	Comcast Business Internet	Acct: 8778 10230 0924690 02/2019	146.85
3/5/2019	2029	Coulter Printing, Inc	CSWCD: Printing [WW] 02/2019	380.16
3/5/2019	2030	Clackamas Dept of Finance	CSWCD: Benefits EE/ER 03/2019	23,261.03
3/5/2019	2031	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 02/2019	2,332.00
3/5/2019	2032	Jason Faucera	Reimbursement: Travel 01/2019-02/2019	433.40
3/5/2019	2033	Allstream	Acct: 829514 02/11/19	719.64
3/5/2019	2034	Lisa Kilders	Reimbursement: Mileage 02/2019	96.35
3/5/2019	2035	OC Properties, LLC	Acct: 775-102-CU Rent 03/2019	6,894.50
3/5/2019	2036	Oregon City Garbage, Inc	Acct: 57768000 03/2019	29.35
3/5/2019	2037	Pacific Office Automation	Acct: 900-0266949-000 01/2019	291.61
3/5/2019	2038	PGE	Acct: 0320011000/Final 02/2019	210.91
3/5/2019	2039	Premiere Global Services (PGi)	Acct: 3616841 02/2019	54.69
3/5/2019	2040	Eann Rains	Reimbursement: Mileage/Supplies 02/2019	78.39
3/5/2019	2041	RJF, Inc	SuperDOG-1820-4035: Grant [Fence Installation SOC] 02/2019	9,500.00
3/5/2019	2042	Thomas Salzer	Reimbursement: Mileage 02/2019	79.92
3/5/2019	2043	Sonitrol	Acct: 015CLA01 03/2019	160.65
3/5/2019	2044	T-MOBILE	Acct: 961602090 02/2019	941.44
3/5/2019	2045	US Bank Voyager Fleet Systems	Acct: 86928-4679 02/2019	93.99
3/5/2019	2046	Verizon Wireless	Acct: 242017036-0001 02/13/2019	240.08
3/5/2019	2047	VOYA Financial OSGP	CSWCD: 457b EE/ER PPE 02/28/2019	8,940.99
3/5/2019	2048	Joan Zuber	Reimbursement: Travel 02/2019	309.48
Subtotal:				57,041.24

3/19/2019

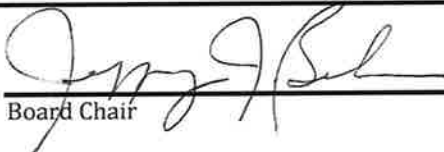
3/19/2019	2049	4Sight Consulting, LLC	CSWCD: Consulting [CRC] 01/2019 02/2019	36,208.45	
3/19/2019	2050	Beaver Creek Grange #276	CSWCD: Room Rent [Weed ID Wkshp] 03/20/19	300.00	
3/19/2019	2051	Beaverlake Nursery	CSWCD: DOG-1819-4029 [Planting] 03/2019	419.50	CGF
3/19/2019	2052	Alayne Renee Blickle	CSWCD: Horse Wkshp 02/2019	1,577.52	
3/19/2019	2053	BOLI - Bureau of Labor & Industries	WH-39A Public Works Fee [CRC] 03/2019	5,414.57	
3/19/2019	2054	Cascade Environmental Group	CSWCD: PSC-1820-4037 [Molalla Water] 02/2019	6,692.50	CGF
3/19/2019	2055	Century Link	Acct: 503-656-1105 170B 03/2019	66.21	

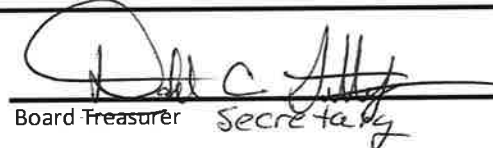
3/19/2019	2056	Coulter Printing, Inc	Printing: [Woody Weeds/PUdding/Dry Farming] 03/2019	1,115.75	
3/19/2019	2057	H2Oregon	Acct: 21948 RNT & Water 02/2019	59.65	
3/19/2019	2058	Jeffrey Heiman	DOG-1820-4038 [Urb Wetland] 02/2019	900.00	CGF
3/19/2019	2059	Bill Hoffman	CSWCD: DOG-1819-4029 [Bark] 3/2019	993.27	CGF
3/19/2019	2060	Johnson Creek Watershed Council	CSWCD: Creek Care [MOA-1821-4018] 02/2019	6,219.00	
3/19/2019	2061	Lindsey Karr	Reimbursement: Training 02/2019	383.16	
3/19/2019	2062	OCEAN	CSWCD: Booth Fee [CONNECT] 03/2019	190.00	
3/19/2019	2063	Oregon Farm Bureau	Acct: 303180358 03/2019	125.00	
3/19/2019	2064	OSU Extension	CSWCD: Room Rent [CWMA] 03/2019	25.00	
3/19/2019	2065	P & C Construction	JOB#18011 CRC 02/2019	21,619.00	
3/19/2019	2066	Spire Technologies, Inc	Acct: 02208 04/2019	360.00	
3/19/2019	2067	Sunriver Resort	CSWCD: Room Rent [4/9-4/11/2019] 03/2019	6,893.99	
3/19/2019	2068	Waterways Consulting Inc	PSC-1819-4031-Wat [Delano] 01/2019 02/2019	10,728.49	CGF
3/19/2019	2069	Wells Fargo	Acct: 5569-1900-0064-3073 3/7/19	6,426.99	
3/19/2019	2070	William F Paulus	CSWCD: Legal Svcs [Eagle Cr] 02/2019	1,762.00	
3/19/2019	2071	Clackamas County	CSWCD: B0598118 Permit [CRC] 03/2019	73,911.92	
3/19/2019	2072	Clackamas County	CSWCD: SC008918 Eng Fee [CRC] 03/2019	5,800.00	

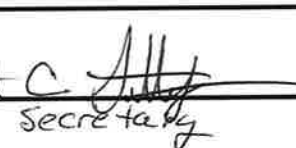
Subtotal: 188,191.97

Total: \$ 245,233.21

Total Conservation Fund 19,733.76 CGF


Board Chair


Board Treasurer


Secretary