



Approved May 21, 2019

**Clackamas SWCD Board Meeting Minutes for April 16, 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, Tom Salzer, Nathan Tucker
	<b>Partners:</b>	Kim Galland (NRCS)
	<b>Guest:</b>	Katherine Cory (Sandy River Basin Council), John Keith, Bill Markt
<b>NOT PRESENT:</b>		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 with a quorum present at 4:10 p.m., April 16, 2019, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker asked if there were any changes or additions to the agenda. Staff Guttridge asked that the public hearing minutes be added to item 4B. The agenda was accepted with the addition.

**B. Public Comment** – John Keith and Bill Markt of the Stafford Hamlet spoke to the Board concerning planning for the Stafford area which has been designated as an “urban reserve” by Metro. Keith and Markt explained that the area is now under the jurisdiction of the cities of Lake Oswego, Tualatin and West Linn. The Stafford Hamlet would like the District to support their plan to protect green spaces, wildlife corridors, and working lands through easements and acquisition.

Chair Becker thanked Keith and Markt for their presentation and said that the District would possibly discuss the matter at the next board meeting.

*John Keith and Bill Markt left the meeting at 4:30 p.m.*

### C. Board and Partner reports

- Director Guttridge reported that the Springwater Grange had completed their Variety show the past weekend, and a good time was had by the audience.
- Director Nelson reported that he is in the middle of the baseball season with his children
- Director Johnson reported that Staff McQueeney had asked him to participate in a meeting regarding the siting of solar facilities at Clackamas County. Johnson will be talking about the Oregon Department of Agriculture, the Board of Agriculture and the Soil and Water Conservation Districts opinions on the siting of these facilities on working lands.
- Director Johnson asked if Manager Salzer had reviewed an e-mail from Nellie McAdams (Rogue Farm Corp.) regarding the Metro Greenspaces Bond. There is a push from the Coalition of Oregon Land Trusts (COLT) for Metro to use some of their greenspaces bond for the protection of working farmlands. Johnson noted that when Metro purchases property for wildlife that they are currently taking much of that land out of the tax rolls.
- Director Johnson reported that he is currently reviewing the 2017 USDA Census of Agriculture which was released on April 9, 2019. Johnson noted that Clackamas County lost 3% of their agricultural land, compared to Multnomah County at 14% and Washington County at 24%.
- Kim Galland of Natural Resources Conservation Service (NRCS) reported that local Environmental Quality Incentive Program applications are due Friday, April 19, 2019. The applications are due to be ranked by May 17, 2019, and monies are scheduled to be allocated by the end of July.
- Galland noted she had attended the CONNECT conference. The District Conservationists' meeting covered the new farm bill and the rules that are in the process of being proposed and written.
- Galland reported that the General Services Administration is no longer involved in the proposed move of the NRCS office to the new building. Farm Production and Conservation (FPAC) will now be handling the process.
- Galland is currently involved in a time cycle study. The study helps determine if offices need additional employees. Galland reported that a new intern will be starting hopefully in July.
- Galland noted that the Stafford Hamlet could approach NRCS regarding wetland conservation easements.

**D. Manager's report on committees** – Manager Salzer reported that the scholarship committee would be meeting on Wednesday morning, April 17, 2019. The building committee had received correspondence from Manager Salzer, and the finance committee had received and reviewed the loan proposal for the Conservation Resource Center.

## 2 – MINUTES

- A. **March 12, 2019, Special Board Meeting Minutes** – The minutes of the March 12, 2019, special board meeting were presented. The minutes were reviewed by the Board Secretary.

Directors Guttridge/Nelson moved/seconded to approve the March 12, 2019, special board meeting minutes as presented. Motion carried unanimously.

- B. **March 19, 2019, Regular Board Meeting Minutes** – The minutes of the March 19, 2019, regular board meeting were presented. The minutes were reviewed by the Board Secretary, who had one correction request.

Directors Guttridge/Johnson moved/seconded to approve the March 19, 2019, regular board meeting minutes as corrected. Motion carried unanimously.

- C. **April 2, 2019, Special Board Meeting Minutes** – The minutes of the April 2, 2019, special board meeting were presented. The minutes were reviewed by the Board Secretary.

Directors Fantz/Guttridge moved/seconded to approve the April 2, 2019, special board meeting minutes as presented. Motion carried as follows: Directors Becker, Fantz, Guttridge, Nelson in favor, Director Johnson abstained.

- D. **April 2, 2019, Budget Committee Meeting Minutes** – The minutes of the April 2, 2019, budget committee meeting were presented. The minutes were reviewed by the Board Secretary.

Directors Guttridge/Nelson moved/seconded to approve the April 2, 2019, budget committee meeting minutes as presented. Motion carried as follows: Directors Becker, Fantz, Guttridge, Nelson in favor, Director Johnson abstained.

*Katherine Cory with the Sandy River Basin Council arrived at 4:35 p.m.*

## 3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker reviewed the balance sheet for the period ending March 31, 2019. The District closed the period with \$3,852,178 in total assets and total liabilities of \$487,173. This makes the District's current assets to liability ratio 7.9 to 1.

Tucker reviewed the statement of revenue noting the District had received \$75,575 this month from tax revenues and interest income. Expenses totaled \$156,319 including benefits, retirement, contracted services, and partner support.

Director Fantz/Guttridge moved/seconded to accept the financial reports as presented. Motion carried unanimously.

- B. **Expenditures** – Staff Tucker reviewed the vouchers list for April 16, 2019. Check numbers were 2073 to 2134, with no breaks in the sequence and no voided checks. Total expenditures in this check run were \$766,674 with \$7,048 from the conservation grant fund. Checks of note were #2118 to Oregon Space Planners for office layout planning, #2124 to Soderstrom Architects for interior color pallets, and check #2120 to P&C Construction for February and March combined billing for the construction on the Conservation Resource Center.

Directors Guttridge/Fantz moved/seconded to approve the April 16, 2019 voucher list as presented. Motion carried unanimously.

#### **4 – OTHER FINANCIALS**

- A. Resolution 2019-005 supplemental budget for fiscal year 2018/2019** – Staff Rains presented a supplemental budget for fiscal year 2018/2019. Proposed changes to the general fund are greater than 10% and require that the budget be reviewed so that transfers and appropriations can be made. The general fund shows greater revenue and expenses than budgeted for earlier in the year. The supplemental budget will allow appropriation of the funds.

Directors Guttridge/Nelson moved/seconded to adopt Resolution 2019-005 to adopt a supplemental budget and make appropriations for fiscal year 2018/2019. Motion carried unanimously.

- B. Minutes from the public hearing on April 16, 2019** – Staff Guttridge read the minutes from the public hearing at 4:00 p.m. on April 16, 2019, regarding the funding for the new Conservation Resource Center, pursuant to ORS 568.550(1)(f).

Directors Guttridge/Nelson moved/seconded to approve the minutes from the April 16, 2019, public hearing as read. Motion carried unanimously.

- C. Resolution 2019-006 loan for the new building** – Staff Tucker reported that the finance committee had reviewed a proposal from Commercial Bank of Oregon, a branch of Zion Bank, for a loan to finance the Conservation Resource Center. The loan, backed by the full faith and credit of the Clackamas Soil and Water Conservation District, is for 20-years, not-to-exceed 5.5 million dollars at 2.91 percent interest for 15 years, with years 16-20 to be refinanced as needed. Tucker noted that this is the same bank that the District used to finance the Eagle Creek forest property.

Directors Guttridge/Fantz moved/seconded to adopt Resolution 2019-006 to authorizing the execution and delivery of one or more lease purchase, a loan or similar financing agreements, and authorizing the Chair, Vice Chair or General Manager to sign the agreements. Motion carried unanimously.

#### **5 – PROJECTS, PROGRAMS**

- A. Presentation by the Sandy River Watershed Council** – Katherine Cory from the Sandy River Watershed Council (SRWC) presented a report regarding phase 1 of the Sandy/Salmon Rivers confluence project. The planning has been completed and logs procured for the implementation of the project. The SRWC will have a funding request for \$50,000 to proceed with the implementation of the project. Projects that have been previously completed by the SRWC in the Sandy River Basin performed well in the heavy April rain events.

Chair Becker thanked Ms. Cory for her report and asked that discussion of the funding request be added to next month's agenda.

## **6 – PERSONNEL**

- A. WeedWise vacancy filled** – Staff Leininger reported that an offer of employment has been accepted by Justin Cooley for the WeedWise Specialist position. Cooley is a current employee of the Yamhill Soil and Water Conservation District. Cooley will come to Clackamas with a strong background and skill set that will allow him to get right to work with the WeedWise program tasks. Cooley's start date is May 1, 2019.

## **7 – BOARD AND MANAGER REPORTS**

### **A. Director reports on the CONNECT Conference**

- Director Guttridge noted that he had been appointed to represent the District at the Oregon Association of Conservation District (OACD) meeting and it was his pleasure to do so. He was disappointed to arrive at the meeting and discover that Director Lee had filed a report stating that the District had voted by mail. Guttridge noted that the bylaws had passed, and he was able to place votes on behalf of the District for the OACD board officers. Guttridge also stated that he hoped the OACD board would select members to review the bylaws who are not serving on the OACD board.
- Director Fantz reported that he had attended the carbon farming/biochar and the Rogue River restoration sessions. He found them to be interesting and informative. Fantz felt the District should look in to possibly using the bio-char process when the District eventually logs on the Eagle Creek property.
- Director Zuber stated she felt this was the best CONNECT conference she had attended. The conference had matured and she enjoyed the sessions, and the location.
- Staff Faucera noted that Staff Ahr and Reische did a great job with their oak session at the conference.
- Staff Klock explained some of the biochar carbon sequestration and how it works. Klock complimented the wildfire track and Staff McQueeney for her diversity session.
- Director Guttridge noted that this was the first year for the wildfire track and he found the message to be consistent and very helpful.
- Manager Salzer also stated that he thought that this had been the best CONNECT conference he has attended.
- Associate Director Melethil reported that he had attended the session presented by Anna Rankin of the Pudding River Watershed Council. He complimented Rankin on all of her hard work and how she has helped to guide the watershed council.

### **B. Managers Reports**

- Staff Kilders reported on the workshops and display opportunities that she and Staff McQueeney have been working on this last month.
  - Soil health workshop, attended by 35 people

- Gardening for wildlife, attended by 30 people, most of them from the Backyard Habitat Program
- Garden Palooza, which was very raining and windy, but attracted many people.
- Soil school, where the “soiled” underwear was a star.
- Tree school, where the District promoted the Woody Weeds of Clackamas County Guide.
- The wildfire workshop at the Hoodland Fire Station was attended by 37 people. There were so many people on the waiting list that there will be another workshop in Hoodland on May 7, 2019.
- Staff Faucera reported on the Intergovernmental Agreement (IGA) with the Oregon Department of Fish and Wildlife (ODFW). West Multnomah Soil and Water Conservation District (WMSWCD) has agreed to house the two interns that will be working for ODFW. Because WMSWCD will be housing the interns they have asked that their share of the funding reduced. Staff Faucera asked the Board to support an increase in funding from not-to-exceed \$4,000 to an amount not-to-exceed of \$5,500. If all four Lower Willamette districts agree to provide funding, the interns will process records for the tax incentive programs. The goal is to make the programs usable as a tool to help landowners.

Directors Fantz/Zuber moved/seconded to adjust the funding for the Oregon Department of Fish and Wildlife Intergovernmental Agreement not-to-exceed \$5,500. Motion carried unanimously.

- Staff Leininger reported on the following from the WeedWise Department.
  - Nine of twelve WeedWise contracts have been completed.
  - Leininger is looking forward to the new employee starting work on May 1, 2019.
  - Leininger is working on the Mt. Hood Stewardship plan, this new agreement will support weed control efforts in the Sandy and Clackamas Basins and will also help support our Cooperative Weed Management Areas.
  - The WeedWise Program is currently working with staff from the Pacific Northwest Invasive Plants Council and the US Forest Service to host Weed Watcher training in Sandy
  - Native Plant Appreciation Week is April 21-27, 2019. This annual event provides a great opportunity for us to highlight the importance of native plants, and to reflect on the importance of controlling invasive weeds.
  - The WeedWise Program is in the preliminary stages of preparing a proposal for PGE funds to support ongoing weed control efforts in the Clackamas Watershed. This effort will be undertaken in conjunction with partners from the Clackamas River Invasive Species Partnership (CRISP).

## 8 – PROPERTY, PLANNING

- A. Eagle Creek Community Forest property update** – Manager Salzer reported that the sale of the forest property to Clackamas Soil and Water Conservation District closed on April 1, 2019. The District is still waiting for Clackamas County to record the sale and deed and provide the District with the paperwork. The District is now in the process of working with stakeholders to develop a required Community Forest Plan to receive the Forest Service grant of \$550,000.

Salzer reported that he had purchased a new lock for the gate at the property to replace old locks that had been removed. Trail cameras have also been purchased and will be installed for security purposes. Salzer will be planning a site tour in May per the request of several Board members.

The Trust for Public Lands has offered to help the District with media releases.

- B. Conservation Resource Update** – Manager Salzer reported that concrete was being poured at the farm. P&C Construction hopes to be framing during the first full week in May. P&C is still estimating substantial completion for mid-October; however, change orders for the Natural Resource Conservation Service office space could affect the time line. Questions regarding the slab floor, the use of oriented strand board vs. plywood, and changes to the stormwater drainage systems have been addressed with the help of the building committee.

There will be an owner, architect and contractor meeting Wednesday, April 17, 2019, at 10:00 a.m. Board members are welcome to attend.

- C. Surplus of livestock brush** – Manager Salzer asked the Board to approve surplus the livestock brush at the farm. The brush has nominal value and is of no use to the District.

Directors Nelson/Guttridge moved/seconded to surplus and dispose of the livestock brush. Motion carried unanimously.

## 9 – OTHER REPORTS

- Director Fantz noted that there is another 192-acre property that may be available north of the Eagle Creek Community Forest. He suggested that perhaps the Oregon Watershed Enhancement Board might have funds available to purchase the property to further protect additional salmon habitat.
- Director Johnson noted that if the District was going to take a stand on the Stafford Hamlet properties, perhaps the working lands committee should be involved. Manager Salzer noted that the plans for this area were made after 10 years of planning. Salzer also noted that East Multnomah Soil and Water had decided against placing easements and reserves within the urban growth boundary in their District.
- Associate Director Melethil would also like to attend the tour of the Eagle Creek Community Forest. He reported that he would be touring Oxbow Park this week with the Cascadia Wild organization as part of the training.

- Staff Guttridge reported that she had received an invitation for Directors to attend the Clackamas River Basin Council Annual meeting on May 16, 2019. Chair Becker asked the Boards permission to attend this function.

Directors Guttridge/Nelson moved/seconded to approve Chair Becker attending the Clackamas River Basin Council annual meeting on May 16, 2019, and to purchase the ticket for the event. Motion carried unanimously.

- Staff Klock noted that he was following actions in the Oregon legislature and that currently, a proposed bill allowing cities to withdraw from special districts is of concern for the soil and water conservation districts.
- Partner Galland complimented Staff Kilders for her hard work putting together the wildfire workshops. They have been very informative.

### **ADJOURN AND NEXT MEETING**

- There will be a public hearing on May 21, 2109 at 4:00 p.m.
- The next regular meeting will be on May 21, 2019, at 4:10 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:12 p.m.

Respectfully submitted,

  
Tami L. Guttridge  
Administrative Assistant



Voucher Approval List

4/4/2019

Date	Number	Payee	Memo	Payment
4/4/2019	2073	AFLAC	Acct: LGF14 03/2019	827.52
4/4/2019	2074	Ant Farm, Inc	CSWCD: Grants: Farmers Mkt 2019	1,500.00
4/4/2019	2075	Canby Livability Coalition	CSWCD: Grants: Farmers Mkt 2019	3,000.00
4/4/2019	2076	Celebrate Milwaukie Inc	CSWCD: Grants: Farmers Mkt 2019	8,000.00
4/4/2019	2077	City of Lake Oswego	CSWCD: Grants: Farmers Mkt 2019	4,000.00
4/4/2019	2078	Comcast Business Internet	Acct: 8778 10230 0924690 03/2019	146.85
4/4/2019	2079	Clackamas Dept of Finance	CSWCD: ER/EE Benefits 04/2019	23,261.03
4/4/2019	2080	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 03/2019	1,760.00
4/4/2019	2081	Scott Eden	Reimbursement: Mileage 03/2019	10.38
4/4/2019	2082	Jason Faucera	Reimbursement: Mileage 03/2019	135.02
4/4/2019	2083	Courtney Gattuso	Reimbursement: Travel 03/2019	233.07
4/4/2019	2084	Historic Willamette Main Street	CSWCD: Grants: Farmers Mkt 2019	3,500.00
4/4/2019	2085	Allstream	Acct: 829514 03/2019	704.02
4/4/2019	2086	Lindsey Karr	Reimbursement: Mileage 03/2019	31.90
4/4/2019	2087	Clair Klock	Reimbursement: Travel 03/2019	203.36
4/4/2019	2088	Samuel Leininger	Reimbursement: Mileage 03/2019	96.45
4/4/2019	2089	Catherine McQueeney	Reimbursement: Mileage 02/2019 03/2019	416.95
4/4/2019	2090	Molalla Farmer's Market	CSWCD: Grants: Farmers Mkt 2019	3,500.00
4/4/2019	2091	OC Properties, LLC	Acct: 775-102-CU RENT 04/2019	6,894.50
4/4/2019	2092	Oregon City Farmer's Market	CSWCD: Grants: Farmers Mkt 2019	8,000.00
4/4/2019	2093	Oregon City Garbage, Inc	Acct: 57768000 04/2019	29.35
4/4/2019	2094	Oregon Secretary of State	Acct: 001263MUNI [Sum Rev/Exp] 2018;04/2019	250.00
4/4/2019	2095	Pacific Office Automation	Acct: 900-0266949-000 02/2019	278.73
4/4/2019	2096	Poster Compliance	Acct: 922426 04/2019	69.95
4/4/2019	2097	Eann Rains	Reimbursement: Mileage 03/2019	57.07
4/4/2019	2098	Redland Grange #796	CSWCD: Grants: Farmers Mkt 2019	500.00
4/4/2019	2099	Thomas Salzer	Reimbursement: Mileage 03/2019	202.64
4/4/2019	2100	Sonitrol	Acct: 01SCLA01 04/2019	160.65
4/4/2019	2101	T-MOBILE	Acct: 961602090 03/2019	939.52
4/4/2019	2102	US Bank Voyager Fleet Systems	Acct: 86928-4679 03/2019	162.55
4/4/2019	2103	Verizon Wireless	Acct: 242017036-0001 03/2019	240.06
4/4/2019	2104	VOYA Financial OSGP	CSWCD: EE/ER 457b PPE 03/31/2019	9,210.34
4/4/2019	2105	Joan Zuber	Reimbursement: Mileage 03/2019	142.68
<b>Subtotal:</b>				<b>78,464.59</b>

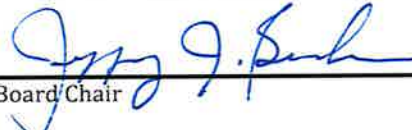
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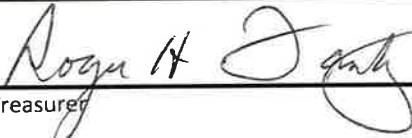
4/15/2019	2106	Ash Creek Forest Management, LLC	WW-2016-01 [Fulcrum Training] 03/2019	880.00	CGF
4/15/2019	2107	Buel's Impressions Printing	CSWCD: Prints/Certs 03/2019	385.25	
4/15/2019	2108	Century Link	Acct: 503-656-1105 170B 04/2019	63.83	
4/15/2019	2109	Converging Creeks LLC	CSWCD: Rpr Svcs 03/2019	237.50	
4/15/2019	2110	Coulter Printing, Inc	Printing 03/2019 04/2019	1,179.63	
4/15/2019	2111	D Franco Contracting Inc	WW-2016-02 [DOG-1620-4003] 03/2019	390.75	CGF
4/15/2019	2112	Scott Eden	Reimbursement: Mileage 04/2019	200.68	
4/15/2019	2113	Erickson's Blueberry Hill	Sprayer Efficiency Program 2019	319.50	
4/15/2019	2114	H2Oregon	Acct: 21948 Water 03/2019	44.50	
4/15/2019	2115	Jillian Lamont & Associates	Consulting: IT Dev [CATS] 03/2019	3,850.00	
4/15/2019	2116	Samuel Leininger	Reimbursement: Travel/Logo Wear 04/2019	309.54	
4/15/2019	2117	Padmanabhan K Melethil	Reimbursement: Travel [Brd] 12/2018 & 02/2019	396.13	
4/15/2019	2118	Office Space Planners	CSWCD: CRC Space Plans 03/2019	1,614.50	
4/15/2019	2119	Oregon City Signs	CSWCD: Signage [Farmer's Market] [No Hunting] 04/2019	457.42	
4/15/2019	2120	P & C Construction	Job: 18011 CRC 02/2019 03/2019	655,488.00	
4/15/2019	2121	Powell Minuteman Press	CSWCD: B/C [CG-SL] 03/2019	94.00	
4/15/2019	2122	Premiere Global Services (PGi)	Acct: 3616841 03/2019	139.49	
4/15/2019	2123	RJF, Inc	SuperDOG-1820-4035 [Supplies] 03/2019	1,183.83	CGF
4/15/2019	2124	Soderstrom Architects, Ltd	Proj: 19018.000 Design 02/2019	6,405.00	
4/15/2019	2125	Sound Native Plants Inc	WW-2016-01 03/2019	4,594.25	CGF
4/15/2019	2126	Spire Technologies, Inc	Acct: 02208 05/2019	360.00	
4/15/2019	2127	The Oregonian Media Group	CSWCD: Public Notice [CRC] 03/2019	843.31	
4/15/2019	2128	Wells Fargo	Acct: 4870 4/5/2019	2,261.23	
4/15/2019	2129	Wells Fargo	Acct: 9242 4/5/2019	1,338.45	
4/15/2019	2130	Wells Fargo	Acct: 5484 4/5/2019	1,010.88	
4/15/2019	2131	William F Paulus	Matter: 146-1 Prof Svcs [Eagle Cr] 03/2019	2,632.50	
4/15/2019	2132	Working With Yoga	CSWCD: Staff Training [WWY] 03/2019	210.00	
4/15/2019	2133	Yamhill SWCD	CSWCD: Tree starts 03/2019	320.00	
4/15/2019	2134	Agricultural Research Foundation	2020 Ag Biodiversity [Temp Restricted Gift] 04/2019	1,000.00	

**Subtotal: 688,210.17**

**Total: \$ 766,674.76**

**Total Conservation Fund 7,048.83 CGF**

  
Board Chair

 4/16/19  
Board Treasurer