



Approved July 23, 2019

Clackamas SWCD Board Meeting Minutes for June 18, 2019

PRESENT	Directors:	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jan Lee, Joan Zuber
	Associate Directors:	PK Melethil
	Directors Emeritus:	Mike Weinberg
	Staff:	Jason Faucera, Tami Guttridge, Lisa Kilders, Clair Klock, Sam Leininger, Eann Rains, Tom Salzer, Nathan Tucker
	Partners:	Matthew Edwards, Kim Galland, Mike Hensley (Natural Resources Conservation Service)
	Guest:	Ethan Gallant, Alexa Hayes, Brady Hayes
NOT PRESENT:		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., June 18, 2019, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker asked if there were any changes to the draft agenda. No changes were requested and the agenda was approved as presented.

Chair Becker asked scholarship awardees, Ethan Gallant and Alexa Hayes to speak to the Board about their educational goals.

Ethan Gallant will be a junior at Eastern Oregon State University studying Agriculture Science with a minor in business. He will be graduating in the fall of 2020 and plans to farm in Clackamas County.

Alexa Hayes will be a sophomore at Oregon State University in the fall and is studying Animal Science.

B. Public Comment – There was no public comment.

C. Board and Partner reports

- Director Guttridge reported the Springwater Grange Strawberry Social was a success.
- Director Fantz reported that the Strawberry Social was wonderful. Fantz invited guests from Belgium and Olympia, WA to attend the social.
- Director Zuber reported that she had walked over 400 miles in 22 days during her trip to Portugal in May. She was very impressed with their agriculture and use of drip irrigation.
- Manager Salzer passed out copies of a report from Associate Director Melethil regarding the International Urban Wildlife Conference he attended.
- Kim Galland with Natural Resources Conservation Service (NRCS) introduced a new employee, Mike Hensley.
- Mike Hensley reported he is the new soil scientist in the Clackamas office, and he was a graduate of Oregon State University and worked in natural resources and wildlife before coming to Clackamas.
- Matt Edwards (NRCS) has been taking training in seral forests, timber management and wildlife and insect studies. He visited the Hancock forest and Bureau of Land Management forest properties during his training.
- Kim Galland noted that she is working on Environmental Quality Incentive Program contracts with a deadline of July 31, 2019, for completion.
- Director Johnson reported that the University of California Davis soilweb app is finally up and running. He stated that it is quite useful.

D. Manager's report on committees – Manager Salzer reported he is keeping the Building Committee up-to-date regarding the Conservation Resource Center and that Staff Tucker has made some requests of the Finance Committee.

2 – MINUTES

- A.** It was noted that the minutes had not been uploaded and available for the Board to review. Although the Secretary had reviewed the minutes, it was decided to postpone approval until the next regular meeting after the Board members had an opportunity to read them.

3 – FINANCIAL REPORTS

- A. Review and accept financial reports** – Staff Tucker reviewed the balance sheet with the Board, pointing out that the current total assets were approximately \$13 million dollars, and liabilities were at approximately \$9.9 million. These large numbers are due to loans for the Conservation Resource Center and the Eagle Creek Community Forest, as well as a large grant from the US Forest Service.

The profit and loss statement showed the District receiving approximately \$13,000 in tax revenue for the month, along with the \$550,000 grant from the US Forest Service. Materials and services expenses were up for the month as the District approaches its fiscal year-end.

Directors Lee/Guttridge moved/seconded to approve the financial reports. Motion carried unanimously.

- B. Expenditures** – Staff Tucker reviewed the voucher list with the Board. Checks numbers were # 2206 to 2251 with no breaks in the sequence. Total expenditures in the check run were \$846, 415.78 with \$23,415.53 in conservation grant fund payments. Checks of note were 2206 to Liberty Mutual for builders risk insurance, check # 2230 to Portland General Electric for a service line permit for the new building, check # 2218 to P&C Construction, and 2231 to 4Sight LLC. Check # 2179 from the previous month was voided, due to an address error and re-issued as check # 2212. Check #2207 was a net payroll check paid to an employee as the District was a victim of computer fraud. This matter is being investigated by ADP payroll services, Special Districts Association of Oregon, and Special Districts Insurance Services. Payroll policies have been updated in house to protect against this happening again.

Directors Guttridge/Zuber moved/seconded to approve the voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS – There were no other financial to discuss.

5 – PROJECTS, PROGRAMS

- A. Intergovernmental agreement (IGA) with Oregon Department of Agriculture (ODA)** – Staff Leininger asked the Board to authorize General Manager Salzer to enter into an IGA with ODA to reimburse the District for control of orange hawkweed and other invasive weeds. This work will be in the Hood River Soil and Water Conservation District area along Lolo Pass in the Mt. Hood National Forest using the District vegetative management contractors. ODA has end-of-year dollars available in their weed management program that they can make available for this treatment but the timeline is tight. With the IGA the District can then bill ODA for contractor work to treat invasive weeds outside the Clackamas SWCD boundary.

Directors Lee/Guttridge moved/seconded to authorize General Manager Salzer to sign the Intergovernmental Agreement with the Oregon Department of Agriculture to pay contractors for the treatment of invasive weeds. Motion carried as follows: Becker, Fantz, Guttridge, Lee, and Zuber in favor, Johnson abstaining.

- B. Commitments classified as partner support in the budget** – Per a previous request from the Board, Manager Salzer presented a list of partner support activities that are currently built into the 2019/2020 fiscal year budget.
- C. Clackamas Pesticide Stewardship Partnership (PSP) strategic plan** – Staff Kilders gave an update on the status of the Clackamas PSP strategic plan. She reminded the Board about Kirk Carpenter’s presentation the previous month about the project. Currently, a request for proposal (RFP) for a coordinator to write the strategic plan was been advertised. The RFP closes on June 19, 2019, at 5:00 p.m. There will be a meeting on the morning of June 19 to answer any questions that people may have before they submit their proposals.

Associate Director Melethil arrived at 5:00 p.m.

6 – PERSONNEL

- A. Cost of living adjustment (COLA) for fiscal year 2019/2020** – Manager Salzer proposed a 3% cost of living wage adjustment for all employees, effective for the hours worked beginning July 1, 2019. Regarding the COLA, Salzer made the Board aware that the Local Government Personnel Institute (the entity from which the Consumer Price Index (CPI) information was obtained) changed how they collect and report data. They stopped tracking Portland-area data and instead report data for Class B/C cities in 13 western states with a population under 2,500,000. Salzer requested that the Board approve the 3% cost of living wage adjustment.

Director Guttridge abstained from the discussion due to an actual conflict of interest. Board members noted that the numbers Salzer used for the recommended cost of living adjustments are the same numbers used by the state and county governments.

B. Directors Fantz/Lee moved/seconded to approve a 3% cost of living adjustment for employees beginning with hours worked on July 1, 2019. Motion carried as follows: Becker, Fantz, Johnson, Lee, Zuber in favor, Guttridge abstaining.

7 – BOARD AND MANAGER REPORTS

- A. Update public records policy** – Staff Guttridge presented an updated public records policy. Each year Special Districts Association of Oregon (SDAO) offers a discount to districts that meet certain qualifications. One of the qualifications this year is a public records policy. The District has had a public records policy in place for many years but minor updates were required to be acceptable to SDAO. The updated policy was presented. It was noted that this policy may be changing again in the coming year due to new legislation.

Directors Fantz/Guttridge moved/seconded to adopt the updated public records policy as presented. Motion carried unanimously.

- B. Approve annual work plan for Fiscal Year 2019/2020** – Staff Kilders presented the annual work plan for the coming fiscal year. Kilders noted changes to the plan included the new building, the Eagle Creek Forest, and an updated list of Directors and employees. Kilders had also updated the Districts operational goals and list of partners in the report. The report must be approved and filed with the Oregon Department of Agriculture by July 31, 2019.

Directors Zuber/Guttridge moved/seconded to approve the annual work plan for fiscal year 2019/2020 as presented. Motion carried unanimously.

- C. Election of Board officers for fiscal year 2019/2020** - Chair Becker asked if any Board member wished to relinquish their office, or if Board members who did not hold an office were interested in doing so? Board members indicated that they were happy with the current slate of officers.

Directors Guttridge/Zuber moved/seconded to retain the current officers for fiscal year 2019/2020. Motion carried unanimously.

D. Managers Reports –

- Manager Salzer noted that staff was dealing with a lot of stress, but work is going well. Salzer will not be at the next board meeting as he will be traveling.
- Salzer reported his travel plans to the Board.
 - ◆ June 25 to 28 for the Idaho District Employee Association Meeting
 - ◆ July 15 to 20 for the National Conservation District Employee Association meeting in Iowa.
 - ◆ July 31 to August 10 for the National Association of Conservation Districts mid-summer meeting in New Mexico.
- Staff Kilders reported on the Education and Outreach
 - ◆ The District tabled at both the Oregon City and Molalla Farmers Markets.
 - ◆ The Native Plant trailer has been moved out to McIver State Park for the summer.
 - ◆ The District will be visiting the West Linn and Redland Farmers Markets in the coming week.
 - ◆ The District will have a booth at the Lavender Festival the weekend of June 29 and 30.
 - ◆ The “soil your undies” project has been getting a lot of press this month. Articles have appeared on-line at Koin 6 news, on Oregon Live, and were printed in the Saturday Oregonian and the National Association of Conservation Districts e-resources news.
 - ◆ Kilders reminded Board members that Small Farm School registration is still open.
- Staff Guttridge asked the Board to approve Director Zuber’s attendance at a Special Districts Association Training in August.

Directors Guttridge/Lee moved/seconded to approve Director Zuber’s attendance to the Special Districts Association of Oregon training in August. Motion carried as follows: Becker, Fantz, Guttridge, Johnson, Lee in favor. Director Zuber did not vote.

- Staff Leininger reported on the WeedWise department
 - ◆ The vegetative management crews are wrapping up work on garlic mustard and blessed milk thistle.
 - ◆ Leininger wished everyone a happy National Pollinators Week.
 - ◆ Leininger has completed the Mt. Hood National Stewardship agreement.
 - ◆ Work on orange hawkweed and other invasive is on-going in the Lolo Pass area.
 - ◆ Citizen Science Training will be taking place this Saturday, and Staff Kilders will be representing the District.

- ◆ Eleven vegetative management contracts have been signed. The twelfth contractor was unable or unwilling to get the proper insurance coverage.
- ◆ The yearly “Weed Smack Down” in the Sandy area for policemen's helmet is underway.
- ◆ Leininger is working with Portland General Electric on grant funding for the Clackamas River Invasive Species Partnership.
- ◆ Leininger extended congratulations to WeedWise/Crisp Coordinator Lindsey Karr. Karr was acknowledged in the Western Governors report, along with West Multnomah Soil and Water Conservation District.

8 – PROPERTY, PLANNING

- A. Update on the Eagle Creek Community Forest** – Manager Salzer reported that Barry Sims of Trout Mountain Forestry had provided a draft community forest plan. Salzer has made edits and Sims will incorporate them and bring the draft plan to the advisory committee meeting on Monday, June 24, 2019. Salzer noted that there is one area ready for a pre-commercial thinning and that Sims has been contacted by Portland General Electric to help them with a forest management plan.
- B. Conservation Resource Center Update** – Manager Salzer reported that construction on the Conservation Resource Center is ahead of schedule. The roof should be completed by the end of the week.

Salzer asked that the Board approve a “Fiber optics service level agreement” with Clackamas County for fiber optics service for the Conservation Resource Center. Manager Salzer reported the cost of the service should be less than current costs for the phone and computer services the District uses.

Directors Guttridge/Zuber moved/seconded to enter into a Fiber Optics Service Level Agreement with Clackamas County and authorize Chair Becker to sign the agreement. Motion carried unanimously.

9 – OTHER REPORTS

- Director Fantz asked if 4Sight Consulting was reaching the end of the not-to-exceed dollars in the contract they signed with the District. Staff Tucker reported that he is asking 4Sight for more information regarding their last billing, and will check their billings against the contract and report next month.
- Director Zuber asked when the District might be moving into the new building. Manager Salzer said that currently the contractor has given the District a substantial completion date of October 2, 2019. Salzer noted that the District is still waiting on information from our Federal partners regarding their needs.

- Associate Director Melethil gave a brief overview of his attendance at the International Urban Wildlife Conference. Melethil enjoyed the field trip to the Columbia River Slough, where he observed ducks, turtles, and campers.
- Associate Director Melethil requested the Board approve his attendance at the Citizen Science training in Sandy, OR, this weekend.

Directors Johnson/Fantz moved/seconded to approve Associate Director Melethil attending Citizen Science Training on Saturday, June 22, 2019, at the Sandy Senior Center. Motion carried unanimously.

- Staff Klock thanked Director Lee for her work as Oregon Association of Conservation Districts acting Executive Director. Klock noted that OACD had been doing good work with the Legislature.
- Director Johnson reported that there are 51,000 acres under hemp license this year in Oregon. That may create some changes at the Oregon Department of Agriculture. He noted that Oregon State University has a new Global Hemp Innovation Center.
- Johnson also reported that the 2010/2015 Agriculture census showed that Clackamas County has lost 5,241 acres of agricultural land during the 5-year period, approximately 3.07%. Johnson noted that Clackamas County has more non-farm dwellings on ag-lands than any other county in the State per the Land Conservation and Development Commission.
- Director Zuber spoke regarding a survey of the Molalla River. Steve Trask with Bio-Surveys was involved with the survey and it was noted that cold water was entering the river from several side channels. There is a family in the area who will be donating some large logs to be installed in these channels to improve fish habitat.
- Director Lee reported that the City of Sandy will be working on a \$60 million expansion of their wastewater treatment plant. They will also be doing temperature monitoring on the Sandy River where the wastewater will outlet.
- Director Guttridge invited the Board and Staff to attend the Clackamas County Farm Forest Association (CCFFA) picnic on June 29, 2019, at the Guttridge Brothers property. The event is free, but you will need to register at the CCFFA website.

At 5:35 p.m. Chair Becker called for an Executive Session to consider information or records that are exempt by law from public inspection as allowed under Oregon Revised Statute 192.660 (2)(f). Becker asked that acting Directors, Staff Guttridge, Staff Kilders and Manager Salzer remain for the session. Becker noted that the Board should reconvene at approximately 6:00 p.m. and other attendees left the meeting.

Chair Becker reconvened the Regular Board meeting at 5:59 p.m.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on July 16, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

6/5/2019

Date	Number	Payee	Memo	Payment
5/29/2019	2206	Liberty Mutual Insurance	Acct: 902465880 05/2019	16,660.00
6/4/2019	2179	Verna Fabian	VOID::Reissue	0.00
6/5/2019	2207	Scott Eden	Payroll Live Check PPE 05/30/19	4,739.50
6/5/2019	2208	AFLAC	Acct: LGF14 05/2019	827.52
6/5/2019	2209	Comcast Business Internet	Acct: 8778 10230 0924690 05/2019	146.85
6/5/2019	2210	Clackamas Dept of Finance	CSWCD: EE/ER Ben 06/2019	23,261.03
6/5/2019	2211	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 05/2019	660.00
6/5/2019	2212	Verna Fabian	SuperDOG-1822-4032 [Supplies] 04/2019	395.70
6/5/2019	2213	Allstream	Acct: 829514 05/2019	708.81
6/5/2019	2214	Clair Klock	Reimbursement: Mileage 04/2019	33.64
6/5/2019	2215	Catherine McQueeney	Reimbursement: Mileage 05/2019	74.36
6/5/2019	2216	OC Properties, LLC	Acct: 775-102-CU RENT 06/2019	6,655.10
6/5/2019	2217	Oregon City Garbage, Inc	Acct: 57768000 06/2019	29.35
6/5/2019	2218	P & C Construction	CSWCD: Job 18011-06 CRC 05/2019	694,348.00
6/5/2019	2219	Pacific Office Automation	Acct: 900-0266949-000 05/2019	274.92
6/5/2019	2220	Pamplin Media Group	Acct: 16009187 Sub [Wilsonville Spokesman] 06/2019	66.00
6/5/2019	2221	Premiere Global Services (PGi)	Acct: 3616841 05/2019	32.23
6/5/2019	2222	Jennifer Reische	Reimbursement: Mileage 05/2019	93.96
6/5/2019	2223	Thomas Salzer	Reimbursement: Mileage 05/2019	256.94
6/5/2019	2224	Sonitrol	Acct: 01SCLA01 06/2019	160.65
6/5/2019	2225	The Gold Wrench	CSWCD: Veh Rpr Svcs 05/2019	524.85
6/5/2019	2226	T-MOBILE	Acct: 961602090 05/2019	939.52
6/5/2019	2227	US Bank Voyager Fleet Systems	Acct: 869284679 05/2019	454.94
6/5/2019	2228	Verizon Wireless	Acct: 242017036-0001 05/2019	240.06
6/5/2019	2229	VOYA Financial OSGP	CSWCD: EE/ER 457b PPE 05/31/19	10,481.73
6/10/2019	2230	PGE	Line Extension Fee	115.00
Subtotal:				762,180.66

6/18/2019

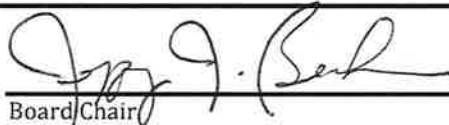
6/17/2019	2231	4Sight Consulting, LLC	CSWCD: Consulting/Design [CRC] 03/19, 04/19, 05/19	44,865.25	
6/17/2019	2232	Nicole Ahr	Reimbursement: Mileage 05/2019	237.26	
6/17/2019	2233	Ash Creek Forest Management, LLC	WW-2019-02 [EDRR] 05/2019	12,685.23	CGF
6/17/2019	2234	BOLI - Bureau of Labor & Industries	CSWCD: WH-39A [Delano] 06/2019	250.00	
6/17/2019	2235	Carlson Testing, Inc	Acct: 57194 [T1805594] 05/2019	2,236.25	
6/17/2019	2236	Century Link	Acct: 503-656-1105-170B 06/2019	63.77	
6/17/2019	2237	Colton School District	CWCD: CCWET [Student Transport 03/2019] 06/2019	75.38	

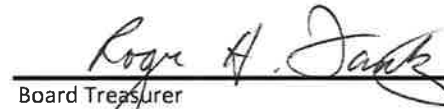
6/17/2019	2238	Coulter Printing, Inc	Printing: Septic Tri-folds 05/2019	276.00	
6/17/2019	2239	D Franco Contracting Inc	DOG-1620-4003 [WW-2019-03] 05/2019	523.84	CGF
6/17/2019	2240	Scott Eden	Reimbursement: Mileage 06/2019	120.61	
6/17/2019	2241	Spatial Networks	Acct: 4000-C06 07/2019-07/2020	5,400.00	
6/17/2019	2242	H2Oregon	Acct: 21948 RNT/Water 05/2019	45.00	
6/17/2019	2243	Mosaic Ecology, LLC	WW-2019-09 [CRISP-LK-2019-03] 05/2019	8,404.43	CGF
6/17/2019	2244	Eann Rains	Reimbursement: Mileage 05/2019	50.46	
6/17/2019	2245	John G Rockrohr	WQSG-1819-4025 [10/2018] 06/2019	265.00	CGF
6/17/2019	2246	Spire Technologies, Inc	Acct: 02208 [Sophos] 07/2019-07/2020	2,339.34	
6/17/2019	2247	Matthew Van Wey	Reimbursement: Travel 05/2019	248.24	
6/17/2019	2248	Waterways Consulting Inc	Acct: 18-059 05/2019	1,537.03	CGF
6/17/2019	2249	Wells Fargo	Acct: 5569-1990-0022-5484 06/06/2019	3,277.18	
6/17/2019	2250	Wells Fargo	Acct: 5569-1990-0019-9242 06/06/2019	1,121.47	
6/17/2019	2251	Wells Fargo	Acct: 5569-1960-0007-4870 06/06/2019	213.38	

Subtotal: 84,235.12

Total: \$ 846,415.78

Total Conservation Fund **23,415.53** CGF


Board Chair


Board Treasurer