



Approved August 20, 2019

Clackamas SWCD Board Meeting Minutes for July 23, 2019

PRESENT	Directors:	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jesse Nelson (Vice-Chair), Joan Zuber
	Associate Directors:	PK Melethil, Jim Toops
	Directors Emeritus:	
	Staff:	Tami Guttridge, Lisa Kilders, Sam Leininger, Eann Rains, Tom Salzer, Nathan Tucker
	Partners:	Kim Galland, Matt Edwards (Natural Resources Conservation Service)
	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 with a quorum present at 4:00 p.m., July 23, 2019, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Chair Becker noted one addition to the agenda, a discussion of the definition of full time/part-time employees. Becker asked if there were any other items to add to the agenda. No other additions were requested.

Directors Fantz/Nelson moved/seconded to adopt the agenda as revised. Motion carried unanimously.

- B. Public Comment** – There was no public comment.

C. Board and Partner reports

- District Conservationist Kim Galland with Natural Resources Conservation Service (NRCS) reported that she is continuing to work on Environmental Quality Incentives Program contracts. They are due to be completed by July 31, 2019. Galland will be

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taking some time off in August. When she returns she will continue training with the new NRCS employees.

- Galland reported that she will attend a Regional Conservation Partnership Program meeting with Lisa Kilders.
- Associate Director Melethil reported that he had finished his training with Cascadia Wild. Melethil suggested that Cascadia Wild might provide help with wildlife habitat work in the Eagle Creek Community Forest.

D. Manager's report on committees – Manager Salzer reported that no committees had met since the last Board meeting.

2 – MINUTES

A. May 21, 2019, Public Hearing minutes – The minutes of the May 21, 2019, Public Hearing were presented. The Board Secretary had reviewed the minutes.

Directors Guttridge/Fantz moved/seconded to approve the minutes as submitted. Motion carried unanimously.

B. May 21, 2019, Regular Board Meeting minutes – The minutes of the May 21, 2019, Regular Board Meeting were presented. The Board Secretary had reviewed the minutes.

Directors Guttridge/Nelson moved/seconded to approve the minutes as submitted. Motion carried unanimously.

C. June 6, 2019, Special Meeting minutes – The minutes of the June 6, 2019, Special Meeting were presented. The Board Secretary had reviewed the minutes.

Directors Fantz/Nelson moved/seconded to approve the minutes as submitted. Motion was approved as follows: Becker, Fantz, Guttridge, Nelson, Zuber in favor, Johnson abstained.

D. June 18, 2019 minutes – The minutes of the June 18, 2019, Regular Board Meeting were presented. The Board Secretary had reviewed the minutes.

Directors Guttridge/Zuber moved/seconded to approve the minutes as submitted. Motion was approved as follows: Becker, Fantz, Guttridge, Johnson, Zuber in favor, Nelson abstained.

3 – FINANCIAL REPORTS

A. Review and accept financial reports – Staff Tucker reviewed the current balance sheet with the Board. Tucker noted that this was the last balance sheet for fiscal 2018/2019 and changes would be made as further invoices for June are received. Tucker hoped to have the fiscal year closed by the end of September and delivered to the auditor before the move to the new office. The Districts current asset to liability ratio is 1.4 to 1.

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Tucker noted on the Statement of Finances that the District had received approximately \$62,000 in tax revenues during the last month, which was more than anticipated. Interest income from the Local Government Investment Pool was over \$13,000.

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

- B. Expenditures** – Staff Tucker presented the voucher list for July 2019. Checks on the list were numbered 2252 to 2310 with no breaks in the sequence and one void. Check # 2273 was voided due to an incorrect vendor name, and was reissued as check # 2274. Checks of note were # 2257 to Integrated Resource Management for weed control, and #2299 to P&C Construction for the Conservation Resource Center. Checks totaled \$815,825.37 for the month including \$210,638.77 from the Conservation Grants Fund.

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

Staff Tucker presented the scope of work contract from Richard Winkel, Certified Public Accountant for the upcoming audit. Tucker asked that Chair Becker and Manager Salzer sign the contract and so that it may be sent back to Mr. Winkel.

4 – OTHER FINANCIALS

- A. Coalition of Oregon Land Trusts (COLT) Dues** – Manager Salzer presented the request for dues from COLT. Salzer stated that the District was a current member and had worked closely with COLT in the last year. The District benefitted from the membership by utilizing the pro-bono legal advice regarding easements. Salzer noted that the COLT dues had increased to \$3,500 this year and that the District paid \$3,000 last year.

Directors Guttridge/Fantz moved/seconded to pay dues of \$3,500 to the Coalition of Oregon Land Trusts and reevaluate next year. Motion carried unanimously.

- B. Oregon Association of Conservation District (OACD) dues** – Manager Salzer presented a request for payment of dues from OACD. Salzer noted that a strong state-wide organization helps all of the districts and OACD continues to improve their communications.

Directors Zuber/Guttridge moved/seconded to pay dues of \$5,000 to the Oregon Association of Conservation Districts. Motion carried unanimously.

- C. North Willamette Research and Extension Center (NWREC) harvest dinner** – Manager Salzer reported that he had authorized a \$250.00 bronze level sponsorship for the NWREC annual harvest dinner. This is a small donation to support Extension and the work they do with the District. There will be two tickets available for someone to represent the District at the dinner. Director Zuber said she would attend, leaving one ticket available. The dinner will be on September 20, 2019.

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5 – PROJECTS, PROGRAMS

- A. **Eagle Creek Community Forest Plan** – Manager Salzer presented the Eagle Creek Community Forest Final Draft Management Plan for Board review and approval. Board Directors recognized that the plan is a living document that will change as time goes on and should be called a management plan, eliminating the words draft and final from the title.

Directors Johnson/Zuber moved/seconded to approve the Eagle Creek Community Forest Management Plan. Motion carried unanimously.

- B. **Donation Policy** – Manager Salzer presented a draft donation policy to the Board for their approval. The District has no policy regarding donations at this time. The policy will give the Board and staff an outline concerning the acceptance of donations of monies or property. The policy also outlines the right to decline donations if they do not fit within the District's ability to responsibly manage them. The policy also states the responsibilities of the donor and the right of the District to use the donation in any way that best supports the District's goals and objectives. Salzer reported that the policy has been reviewed by the District's legal counsel.

Directors Guttridge/Nelson moved/seconded to adopt the Donation Policy as reviewed by legal counsel. Motion carried unanimously.

6 – PERSONNEL

- A. **Classification of Full Time / Part Time employees** – Manager Salzer reported that the District's current policy did not match the Intergovernmental Agreement (IGA) with Clackamas County for the Districts health benefits. In the IGA, the County classifies a full-time employee as working 30 hours per week. The District's policy classifies a full-time employee as working 32 hours per week. Salzer asked that the Board approve modifying the current policy to match the County as this may affect current and future employees.

Director Guttridge declared a possible conflict of interest.

Directors Fantz/Nelson moved/seconded to change the definition of a full-time employee from 32 hours to 30 hours per week. Motion carried as follows: Becker, Fantz, Johnson, Nelson, Zuber in favor, Guttridge abstaining.

7 – BOARD AND MANAGER REPORTS

Staff Leininger reported to the Board about the work of the WeedWise Department.

- WeedWise is fielding many calls this time of year regarding tansy ragwort.
- Giant hogweed is on the radar thanks to social media posts from Clark County, Washington. The Clark County's post garnered 800,000 hits.
- Clackamas River Invasive Species Partnership (CRISP) met at the District office with 14 people in attendance. This is a hardworking and positive group. Staff Karr does a great job with them. The District has applied for Portland General Electric (PGE) grant \$430,000 for CRISP. There is less money available in the PGE grant pool this year and

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many more agencies looking for funding. The District remains hopeful that the CRISP program will be selected.

- The Oregon Department of Forestry requested assistance finding locations in Clackamas County with Orange Hawkweed that they would be able to video. Staff Leininger was happy to let them know that the District did not have any Orange Hawkweed to show them as it had all been sprayed. Thanks to the hard work of Staff Gattuso and our partnerships with ODA Noxious Weed Division, Mt. Hood National Forest, and the Portland Water Bureau the largest infestation of orange hawkweed in the state was fully treated this year!

Staff Kilders reported on the Districts on-going outreach activities:

- Kilders passed around a copy of a new erosion control guide adapted from the construction industry for growers that harvest in the winter. There were 500 copies printed with the help of other districts in the area. Kilders is working to have a field day with the gentleman who trains construction companies to help them mitigate erosion on worksites.
- The District had a table at the Lavender Festival at Oregon Lavender Farm at the end of June. The cooler weather made for a more pleasant time than in the past few years. There was a good turn out and the underwear display attracted a lot of attention.
- Small Farms school was on June 18, 2019, and 250 people attended, making this the largest turn out yet.
- Kilders is working on this year's fair booth display. The District will have a larger booth this year as Extension chose to no longer have a booth at the fair.

Manager Salzer reported on his trip to Iowa for the National Conservation District Employees Association meeting. Salzer noted he had two major points to communicate.

- Best management practices (BMPs) are a standard part of land leases used by the Iowa Conservation Districts. If our District acquires working farmland and leases it out, we might want to consider negotiate BMP's in the leases. Best management practices would protect the property.
- Iowa Conservation District employees are eligible to participate in the Public Employees Retirement System (PERS) and are also able to participate in the state's health benefits program. Manager Salzer wondered why conservation districts in Oregon are not able to participate in our state's health insurance program. If districts were able to do so, it could be a savings to the districts and would expand the state's insurance pool.

Director Zuber left the meeting at 5:05 p.m.

8 – PROPERTY, PLANNING

- A. Conservation Resource Center update** – Manager Salzer reported that overall the construction is going well. There has been some delay concerning the County permit for the

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fire suppression system. The County is waiting on final drawings. Next week the roof and exterior walls should be finished, and windows should be delivered. The fire hydrant is installed. P&C says that the building is still on schedule for substantial completion by October.

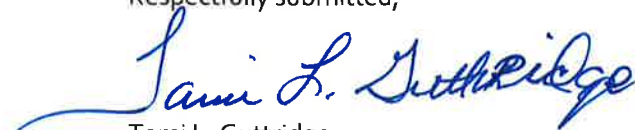
9 – OTHER REPORTS

- District Conservationist Galland reported that there is a new state forester. His name is Andrew Owen and he is from Arizona. If you need to contact him, let Galland know.
- Director Johnson attended the Soil and Water Conservation Commission meeting earlier in the day. There was much discussion regarding bills associated with the Oregon Ag Heritage program not passing in the legislature.
- Director Johnson reported that 56,425 acres had been registered for hemp grows. This is up 440% from this time last year. There are 1,732 hemp operations registered, 409 handling facilities, and 9 million square feet of indoor grows. Johnson felt that there was a gold rush attitude among growers, many with no farming experience. There also seemed to be a lack of understanding about water rights and building permits. The District should be prepared for increased technical assistance requests from hemp growers.
- Director Fantz noted that hemp provides an opportunity for some farmers to diversify.
- Director Nelson noted that the new Bull Run water treatment plant may impact his nursery. The plan currently calls for a pipeline, seven to nine feet in diameter, to run through his property.
- Director Guttridge reported he has one field left to hay, and that summer calving has started.
- Associate Director Melethil reported that the FDA has not approved CBD oil as a dietary supplement for humans. CBD oil can be used externally and for pets.
- Chair Becker asked if anyone had noticed an increase in northern spotted owls in the area. The owls are congregating on the property where he works and are fighting with the resident crow population. He noted this was the largest population of owls he had seen in 37 years, and they have apparently been pushed out of northern California by fires.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on August 20, 2019, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:18 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

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Voucher Approval List

7/8/2019

Date	Number	Payee	Memo	Payment
7/8/2019	2252	AFLAC	Acct: LGF14 06/2019	827.52
7/8/2019	2253	Nicole Ahr	Reimbursement: Mileage 06/2019	89.91
7/8/2019	2254	Comcast Business Internet	Acct: 8778 102300924690 06/2019	146.85
7/8/2019	2255	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 07/2019	26,609.04
7/8/2019	2256	Allstream	Acct: 829514 06/2019	723.32
7/8/2019	2257	Integrated Resource Management	WW-2019-06 [WW-LK-2019-01] 04/2019	23,846.21
7/8/2019	2258	Clair Klock	Reimbursement: Travel 06/2019	335.68
7/8/2019	2259	OC Properties, LLC	Acct: 775-102-CU RENT 07/2019	6,854.60
7/8/2019	2260	Oregon City Garbage, Inc	Acct: 57768000 07/2019	30.20
7/8/2019	2261	Oregon State University	Scholarship: Gallant & Hayes 05/2019	6,000.00
7/8/2019	2262	Pacific Office Automation	Acct: 900-0266949-000 05/2019	240.57
7/8/2019	2263	Eann Rains	Reimbursement: Mileage 06/2019	53.74
7/8/2019	2264	Jennifer Reische	Reimbursement: Mileage 06/2019	91.64
7/8/2019	2265	Thomas Salzer	Reimbursement: Travel 06/2019	994.48
7/8/2019	2266	Soderstrom Architects, Ltd	Proj: 19018.000 [CRC] 05/2019	2,228.30
7/8/2019	2267	Sonitrol	Acct: 01SCLA01 07/2019	160.65
7/8/2019	2268	Spire Technologies, Inc	Acct: 02208 08/2019	360.00
7/8/2019	2269	T-MOBILE	Acct: 961602090 06/2019	939.52
7/8/2019	2270	US Bank Voyager Fleet Systems	Acct: 869284679 06/2019	518.20
7/8/2019	2271	Verizon Wireless	Acct: 242017036-00001 06/2019	240.06
7/8/2019	2272	Wells Fargo	Acct: 5569-1900-0064-3073 07/2019	7,619.76
7/8/2019	2273	Wild Life Observation, LLC	Acct: 1979712 05/20419 ::VOID::	0.00
7/8/2019	2274	Wilbur-Ellis Company LLC	Acct: 1979712 05/20419	586.66
Subtotal:				79,496.91

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7/22/2019	2275	Ash Creek Forest Management, LLC	DOG-1823-4021 [WW-2019-01] 05/2019,06/2019	13,973.78	CGF
7/22/2019	2276	Carlson Testing, Inc	Acct: 57194 06/2019	720.75	
7/22/2019	2277	Cascade Environmental Group	PSC-1820-4037 [NWQI] 05/201906/2019	7,573.50	
7/22/2019	2278	Century Link	Acct: 503-656-1105-170B 07/2019	64.28	
7/22/2019	2279	Clackamas River Basin Council	MOA Clackamas-Willamette Confluence 06/2019	3,798.00	
7/22/2019	2280	Columbia Land Trust	Backyard Habitat MOA 06/2019;MOA-1821-4017	43,485.00	CGF
7/22/2019	2281	Coulter Printing, Inc	CSWCD: 38863 Cover Crops & Pudding Rvr 07/2019	651.00	
7/22/2019	2282	D Franco Contracting Inc	CL-1820-4024 Oak 06/2019;DOG-1821-4022	3,576.00	CGF
7/22/2019	2283	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 07/2019	1,980.00	
7/22/2019	2284	Flying Coyote Farm LLC	WQSG-1819-4033 TOVA [Supplies] 06/2019	238.00	CGF

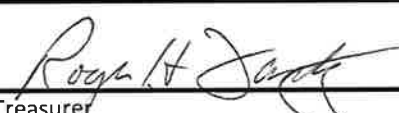
7/22/2019	2285	Franco Restoration, Inc	WW-2019-04 [CRISP-LK-2019-05-7] 05/2019	8,447.98	CGF
7/22/2019	2286	Green Banks, LLC	WW-2019-02 CRISP EDRR 06/2019	12,516.06	CGF
7/22/2019	2287	Tami Guttridge	Reimbursement: Logo wear & Supplies 05/2019	99.25	
7/22/2019	2288	H2Oregon	Acct: 21948 Water/RNT 06/2019	70.50	
7/22/2019	2289	Integrated Resource Management	WW-2019-06 [CRISP-AB-2018-01] 05/2019,06/2019	37,996.48	CGF
7/22/2019	2290	J Franco Reforestation, Inc	WW-2019-07 Lolo Pass 06/2019	40,349.05	CGF
7/22/2019	2291	Jillian Lamont & Associates	CSWCD: CATS Dev 06/2019	3,025.00	
7/22/2019	2292	Johnson Creek Watershed Council	MOA CreekCareFY2018-19 06/2019	3,781.00	CGF
7/22/2019	2293	Lindsey Karr	Reimbursement: Mileage/Dump run 06/2019	72.24	
7/22/2019	2294	Kuznetsov Thinning Company	WW-2019-08 [CRISP-LK-2019-11] 06/2019	1,480.00	CGF
7/22/2019	2295	Catherine McQueeney	Reimbursement: Mileage 06/2019	47.79	
7/22/2019	2296	Padmanabhan K Melethil	Reimbursement: Travel 06/2019	544.26	
7/22/2019	2297	Oregon Association of Conservation Districts	CSWCD: Membership 07/2019	5,000.00	
7/22/2019	2298	OSU FOUNDATION	CSWCD: Sponsorship 07/2019	250.00	
7/22/2019	2299	P & C Construction	Job: 18011 [CRC] 06/2019	491,811.00	
7/22/2019	2300	Pacific Office Automation	Acct: 900-0266949-000 06/2019	257.45	
7/22/2019	2301	Pamplin Media Group	Acct: 11011518 Sub [Canby Herald] 07/2019	52.00	
7/22/2019	2302	Premiere Global Services (PGI)	Acct: 3616841 06/2019	54.55	
7/22/2019	2303	R Franco Restoration Inc	SAWAN Soda Springs [WW-2019-11] 05/2019;WW-2019-11 06/2019	9,698.85	CGF
7/22/2019	2304	Sound Native Plants Inc	WW-2019-12 [CRISP-LK-2019-09] 06/2019	26,021.18	CGF
7/22/2019	2305	Stettler Supply Company	DOG-1819-4036 [TOFKASFA] Cast Share 06/2019	5,000.00	CGF
7/22/2019	2306	Surface Nursery, Inc	DOG-1819-4020 06/2019	834.50	CGF
7/22/2019	2307	VOYA Financial OSGP	CSWCD: EE/ER 457b PPE 06/30/2019;Pd 07/05/19	9,428.68	
7/22/2019	2308	Willamette Cultural Resources Associates, Ltd	Proj: 19-24 Delano Farm 06/2019	3,240.89	CGF
7/22/2019	2309	Working With Yoga	CSWCD: Training 07/2019	150.00	
7/22/2019	2310	Joan Zuber	Reimbursement: Mileage 06/2019	39.44	

Subtotal: 736,328.46

Total: \$ 815,825.37

Total Conservation Fund 210,638.77 CGF


Board Chair


Board Treasurer