



Approved September 17, 2019

**Clackamas SWCD Board Meeting Minutes for August 20, 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>	
	<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>	
<b>NOT PRESENT:</b>		Jan Lee (Board Member)

**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., August 20, 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 agenda. Manager Salzer noted a correction to the agenda that the project in section 5 is on a tributary to Clear Creek, not Deep Creek.

- B. Public Comment** – There was no public comment.
- C. Board and Partner reports** – Chair Becker spoke about the report in local newspapers that the budget for the Willamette Falls Riverwalk has ballooned. Becker is grateful that so far the Conservation Resource Center has been able to stay within the budget forecast.
- D. Manager’s report on committees** – Manager Salzer reported that no committee’s had met in the last month.

Staff Kilders reported that she had an award for Director Guttridge. Kilders presented Guttridge with a first-place ribbon in the booth breakdown class and a new hat to acknowledge his help in

taking down the Districts fair booth.

## 2 – MINUTES

- A. **July 23, 2019, Regular Board Meeting minutes** – The minutes from the July 23, 2019 Board meeting were presented for approval. The Board Secretary has reviewed the minutes.

Directors Guttridge/Nelson moved/seconded to approve the July 23, 2019 minutes as presented. Motion carried unanimously.

*Director Fantz arrived at 4:08 p.m.*

## 3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker presented the financial reports. The balance sheet is for the first period of the Fiscal Year 2019/2020. The District currently has 5.2 million in cash assets. The District received \$8,598 in tax revenues and \$12,914 in interest, mostly from the local government investment pool accounts. These accounts paid 2.75% in July, but the rate has since dropped to 2.6%.

*Director Zuber left the meeting at 4:12 p.m.*

Tucker reviewed the profit and loss statement. The report showed the July balances compared to the previous fiscal year balances. Tucker asked if the Directors would rather see the numbers reported in a table or in graph format. Directors felt that graphs would be good to see on a quarterly or yearly basis.

*Director Zuber returned to the meeting at 4:20 p.m.*

Staff Tucker reviewed the voucher list. Checks numbered 2311 to 2354 with no breaks in the sequence. Two checks were voided and re-issued. They were check #2314 that was never received and check # 2321 that was issued for an incorrect amount. Tucker highlighted checks of note, including check # 2331 to Clackamas River Water for the water hook up to the Conservation Resource Center, and #2346 to P&C for construction expenses. Total vouchers for this month was \$742, 185.39, with a total of \$30,114.18 from the Conservation Grants fund.

Tucker reported to the Board that there had been some problems with the District's credit card accounts with Wells Fargo. Wells Fargo reported that the credit cards were nearing the credit limit while Manager Salzer was traveling. Tucker investigated and found that Wells Fargo had returned a payment to the District because the name of the check did not match what was in the payment system. Tucker made an electronic payment to cover the cards.

Director Guttridge/Fantz moved/seconded to accept the financial reports and the voucher list. Motion carried unanimously.

## 4 – OTHER FINANCIALS

- A. **Audit** – Staff Tucker reported that he is working to complete needed reports for the audit by the first week in September. Tucker will be working with the auditor in hopes of having the in-house

audit work done by the end of September and the audit completed before the District's move to the new building.

Tucker is also looking into restructuring some of the LGIP (local government investment pool) accounts for endowment and designated fund tracking. Tucker has been researching other banks and credit unions but has not yet found one that would meet the District's needs.

## **5 – PROJECTS, PROGRAMS**

- A. Clear Creek tributary culvert replacement - Update** – Staff Faucera shared pictures of the on-going culvert replacement project. The old culvert has been removed and the new culvert has been set in place. The project is currently on schedule and should be completed by August 31, 2019 which is the end of the window for in-stream work. During construction a cofferdam was installed and water diverted due to unexpected stream flows. When the work is completed there will be additional fish habitat available that was blocked by the old culvert and crossing.

Staff Faucera reported that the National Water Quality Initiative (NWQI) work is underway. Cascade Environmental is working on a literature review and will be working with the technical advisory committee before rolling the information out to the public. Faucera has met with the Canby and Molalla utility companies who have agreed to work with the District on the initiative. It is hoped that the data provided by the utility companies will help the District find any challenges or concerns regarding water quality in the Molalla River.

Faucera also reported that the District has received an invoice from the Sandy River Watershed Council for \$50,000. This money was approved by the District earlier in the year for the continuing work at the confluence of the Sandy and Salmon Rivers. The council will provide a report at the end of the fiscal year.

- B. WeedWise Program update** – Staff Leininger reported that social media outreach regarding puncture vine has spurred reports of infestations in the Molalla and Marquam areas. Originally found at the Clackamas County fairgrounds the new reported sites point out the need to clean vehicles and remember they are a vector for spreading invasive weeds.

Leininger and Staff Cooley surveyed the Beaver Creek farm for invasive weeds and fire hazards. Leininger arranged for a contractor to clear the grass and brush from along Beaver Creek Road and around the barn.

Leininger and Cooley will also have a contractor out to the Eagle Creek Community Forest to clear invasive weeds and brush along the roads.

The WeedWise program was featured as a partner of the week on the Play, Clean, Go, Facebook page. The post showed a photo of WeedWise program manager Leininger.

Leininger thanked the Outreach staff for their great weed display at the fair.

WeedWise staff is in the planning stage for the knotweed treatment window which is approximately six weeks long.

The 4-County Cooperative Weed Management Area group met in early August. There were about 30 attendees, and discussions included the treatment of Orange Hawkweed and Metro's work in treating invasive weeds around rare and endangered plants.

There is a planned mailing regarding Tansy Ragwort. Calls have been increasing this month as the plant is going to flower and showing itself around the county.

Leininger reported that he had received notice from Portland General Electric (PGE) regarding the \$490,000 grant request for five years of funding for the Clackamas River Invasive Species Partnership (CRISP). PGE let Leininger know that they would not be able to provide the \$490,000, but would fund the program for three years at \$258,000. Leininger was happy to receive this funding which will take the program to the next grant cycle.

## **6 – PERSONNEL – No topics to discuss**

## **7 – BOARD AND MANAGER REPORTS**

- Manager Salzer reported to the Board that the Oregon Department of Fish and Wildlife had contacted him asking if the District would consider holding a permanent easement for a 100-acre forest property on the Molalla River. The property is owned by landowners that the District has worked with before on a previous grant application. Salzer reported that the District does not have the staff capacity to write the grant that would provide funding to secure this easement. It would require the District to hire someone to write the grant for this project. Staff Faucera noted that staff do not trust this landowner as they have not worked with the District in good faith in the past. Manager Salzer felt that if the District were to go forward that legal counsel should be hired.

Board members noted that this was a unique opportunity to protect one of the last remaining cold water refugia to the Molalla River and that they would like to see it protected. In consideration of our history and past litigation with these landowners, the District would only be interested in participating in the grant and holding this easement if there is no cost to the District. Board members would like more information. They want a detailed list of what would be required of the landowners and the District and want to know what monetary consideration would be provided to cover District costs for maintenance and litigation involved in protecting the easement. Board members also indicated that if staff felt at any time in the process that this was going to be problematic then staff would be able to stop the District's involvement.

Board consensus was that Manager Salzer should gather more information and bring this back to the Board at the next Board meeting for further consideration.

- Staff Kilders reported that she gave a presentation with the Clackamas River Basin Council board regarding the Pesticide Strategic Plan project.
- Kilders will be at the Far West show on Wednesday, August 21. The District's soil health underwear display will be featured.
- Kilders reported that the District will have a table at the Stafford Hamlet Family Fest on September 14, 2019.
- Staff Faucera reported that all of the planners have at least one Oak Conservation Implementation Strategy project.
- Planning staff is in the process of closing out Fiscal year 2018/2019 projects and starting on

the new fiscal year.

## **8 – PROPERTY, PLANNING**

- A. Conservation Resource Center (CRC) update** – Manager Salzer reported that the roofing was nearly complete on the CRC building. Sheetrock and siding were being delivered and staged today. The substantial completion date has been moved from October 1 to November 1 due to problems with the door manufacturer. The plan is to start moving on or around Thanksgiving and to complete the move by December 31, 2019.
- B. Eagle Creek Community Forest update** – Manager Salzer noted that per Staff Leininger roads would be cleared for fire safety and a requested tour of the property by a few legislators.

Director Fantz asked if the District had received any information regarding a Portland General Electric (PGE) grant for work on Suter Creek which runs through the District's Community Forest property. Staff Rains reported that David Bugni told her that the \$207,000 grant application from PGE was selected for funding. She hopes to meet with Bugni to discuss the District's proposed role in this work. It was noted that this was phase 4 of existing work on Suter creek. The project is to place large woody debris in the creek.

*Staff Rains left the meeting at 5:45 p.m.*

*Kim Galland arrived at 5:45 p.m.*

## **9 – OTHER REPORTS**

- Partner Kim Galland with Natural Resources Conservation Service (NRCS) reported that NRCS was successful in getting additional funding for Oak restoration projects.
- Staff Guttridge reported that the front license plate had been stolen from the Tacoma pickup. The theft has been reported to the police and new plates have been purchased and installed.
- Staff Guttridge invited the Board and staff members to attend the September 21, 2019, Springwater Community Fair.
- Chair Becker asked if anyone wanted to attend the North Willamette Research and Extension Center annual Dinner. Director Zuber has already been approved to attend.
- Staff Faucera asked that Board and Staff be cautious about the Pearl and Molalla intersection as he had witnessed a skateboarder nearly get hit just before the meeting.
- Staff Leininger reported that he was leaving on vacation the next day.
- Staff Klock reported on the Oregon Association of Conservation Districts Legislative committee. The committee hopes to be ready for action during the next legislative session.
- Director Johnson reported that the Board of Agriculture will be meeting in Madras next month. There will be a meeting this Friday, August 23 at the East Multnomah Soil and Water District concerning the formation of an Oregon Agricultural Land Trust.
- Director Guttridge noted that last spring the Oregon Association of Conservation Districts

(OACD) passed new by-laws, but a committee was formed to review these by-laws. Guttridge was invited to on this committee. The committee has already met and will be recommending 21 amendments to the OACD Board next month.

- Staff Kilders reported that she has moved into a new house and now has a four-minute commute to the office.
- Chair Becker asked about a public notice he had read concerning a fire district asking for a five-cent per thousand tax levy for five years. Becker asked how this differed from our District's tax base. Manager Salzer noted that our tax base is a permanent rate, and a tax levy is a limited duration operating tax.

### **ADJOURN AND NEXT MEETING**

- The next regular meeting will be on September 17, 2019, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:50 p.m.

Respectfully submitted,



Tami L. Guttridge  
Administrative Assistant

Voucher Approval List

8/5/2019

Date	Number	Payee	Memo	Payment
8/5/2019	2311	AFLAC	Acct: LGF14 08/2019	827.52
8/5/2019	2312	Nicole Ahr	Reimbursement: Mileage 07/2019	47.44
8/5/2019	2313	Barbur Blvd Equipment Rentals, Inc	Acct: 5032106013 Tent 07/2019	1,650.00
8/5/2019	2314	Alayne Renee Blickle	CSWCD: Horse Wkshp 02/2019	1,577.52
8/5/2019	2315	Comcast Business Internet	Acct: 8778 102300924690 7/2019	146.85
8/5/2019	2316	Clackamas Dept of Finance	CSWCD: EE/ER Ben 08/2019	24,448.36
8/5/2019	2317	Garmin Services, Inc	Acct: DL627537 Flex Adv 07/2019	73.26
8/5/2019	2318	Mark C Ingman	STEMVP190506-10665 [BOLI] 08/2019	5,304.00
8/5/2019	2319	Allstream	Acct: 829514 07/2019	697.20
8/5/2019	2320	Clair Klock	Reimbursement: Travel 07/2019	443.24
8/5/2019	2321	OC Properties, LLC	Acct: 775-102-CU RENT 08/2019::VOID::	0.00
8/5/2019	2322	Premiere Global Services (PGi)	Acct: 3616841 07/2019	129.51
8/5/2019	2323	Thomas Salzer	Reimbursement: Travel 07/2019	300.86
8/5/2019	2324	Sonitrol	Acct: 01SCLA01 08/2019	160.65
8/5/2019	2325	T-MOBILE	Acct: 961602090 07/2019	939.68
8/5/2019	2326	Trout Mountain Forestry	CSWCD-Eagle Creek [90%] Forest Mgmt 06/2019	11,250.00
8/5/2019	2327	US Bank Voyager Fleet Systems	Acct: 869284679 07/2019	392.60
8/5/2019	2328	Verizon Wireless	Acct: 242017036-00001 07/2019	240.06
8/5/2019	2329	Joan Zuber	Reimbursement: Mileage 07/2019	39.44
8/6/2019	2330	OC Properties, LLC	Acct: 775-102-CU RENT 08/2019	6,854.60
8/8/2019	2331	Clackamas River Water	Svc Hook Up CRC	19,162.00

Subtotal: 74,684.79

8/20/2019


8/20/2019	2332	Buel's Impressions Printing	Printing: Handouts & Poster08/2019	165.00
8/20/2019	2333	Cascade Environmental Group	PSC-1820-4037 Water Qual 07/2019	3,331.38
8/20/2019	2334	Century Link	Acct: 503-656-1105-170B 08/2019	71.65
8/20/2019	2335	Clackamas River Basin Council	CSWCD: CRISP-03 MOA 06/2019	10,082.18
8/20/2019	2336	Coulter Printing, Inc	Printing: Boards, Poster, Labels 07/2019,08/2019	486.64
8/20/2019	2337	Clackamas Dept of Finance	CSWCD: EE/ER Ben 09/2019	24,273.20
8/20/2019	2338	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 07/2019	1,056.00
8/20/2019	2339	Government Finance Officers Association	Acct: 300198982 0-99 07/2019	160.00
8/20/2019	2340	Tami Guttridge	Reimbursement: Supplies 07/2019	9.77
8/20/2019	2341	H2Oregon	Acct: 21948 Water/Rnt 07/2019	70.50

CGF

8/20/2019	2342	Kuznetsov Thinning Company	WW-2019-08 [WW-CG-2019-5] CRISP/SBVRC 07/2019	8,220.54	CGF
8/20/2019	2343	METRO	Acct: MRC1604 08/2019	480.00	
8/20/2019	2344	Office Space Planners	CSWCD: Space Planning [CRC] 07/2019	2,345.00	
8/20/2019	2345	Oregon City Garbage, Inc	Acct: 57768000 08/2019	30.20	
8/20/2019	2346	P & C Construction	Job 18011 CRC 07/2019	590,054.00	
8/20/2019	2347	Eann Rains	Reimbursement: Mileage 07/2019	7.13	
8/20/2019	2348	Thomas Salzer	Reimbursement: Travel 08/2019	852.85	
8/20/2019	2349	Sound Native Plants Inc	WW-2019-12 [Police Helmet] CRISP 07/2019	11,235.75	CGF
8/20/2019	2350	Spire Technologies, Inc	Acct: 02208 CTERA 09/2019	360.00	
8/20/2019	2351	Toft Kaser Farm, LLC	DOG-1819-4036 SOC 06/2019	576.34	CGF
8/20/2019	2352	Nathan Tucker	Reimbursement: Supplies 08/2019	32.99	
8/20/2019	2353	VOYA Financial OSGP	CSWCD: 457b EE/ER PPE 07/31/2019;Pd 8/5/19	10,787.59	
8/20/2019	2354	Wells Fargo	Acct: 5569 1900 0064 3073 08/7/2019	2,811.89	

**Subtotal: 667,500.60**

	<b>Total: \$ 742,185.39</b>	
Total Conservation Fund	<b>30,114.81</b>	CGF

  
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 Board Chair

  
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 Board Treasurer