



Approved November 12, 2019

Clackamas SWCD Board Meeting Minutes for October 15, 2019

PRESENT	Directors:	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jan Lee (via phone), Jesse Nelson (Vice-Chair), Joan Zuber
	Associate Directors:	PK Melethil
	Directors Emeritus:	
	Staff:	Nicole Ahr, Jason Faucera, Tami Guttridge, Lisa Kilders, Clair Klock, Sam Leininger, Eann Rains, Tom Salzer
	Partners:	Matt Edwards, Natural Resources Conservation Service
	Guest:	Robby Holmes (Trout Creek Wilderness Lodge), Ken Fehringer (P&C Construction), Ian Rowan (Molalla Forest Project)
NOT PRESENT:		

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., October 15, 2019, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.

Director Fantz arrived at 4:03 p.m.; Director Lee called in at 4:03 p.m.

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

- B. Public Comment** – No public comment was received.
- C. Board and Partner reports** - No Directors or partner reports were submitted.
- D. Manager’s report on committees** – Delayed until 4:50 after guest presentations - Manager Salzer reported that the following committee’s had met:
- The personnel committee met on September 26, 2019, to discuss the District Managers departure.

- The building committee received e-mail communications from the District Manager but did not meet.
- The finance committee received e-mail communications from the Fiscal Administrator but did not meet.
- The working lands committee met via phone on October 9, 2019.

Guest Presentations:

Molalla Forest Property/Trout Creek Wilderness Lodge

Ian Rowan spoke to the Board regarding a new proposal to submit a grant for a working lands/wildlife easement on property owned by his father Bill Rowan and uncle, Joe Rowan. This is the same property that was the subject of a Willamette Wildlife Mitigation Program acquisition grant proposal last year. The previous project was terminated at the last minute when Mr. Bill Rowan decided not to sell.

Since that time, Mr. Bill Rowan has bought out seven of the nine owners and now proposes to have a working lands easement on the portion of the property including Trout Creek and portions of the Molalla River. Ian Rowan noted that the acreage to be included in the easement had increased to approximately 130 acres. The Rowan family feels by using data collected by the District for the previous application, they are in a good position to complete paperwork by the March closing date for the WWMP grant cycle. Rowan noted that they were working with local tribes and Weyerhaeuser, as well as researching carbon sequestration on the property. Ian Rowan is asking that the District agree to hold the conservation easement and help the Rowan Family move forward to submit the necessary paperwork by February 2020.

District staff recommended that the application be postponed until the 2021 grant cycle due to a lack of staff capacity to handle the project properly. Ian Rowan noted that Bill Rowan had mortgaged his home to buy out the other family members, and they preferred not to wait for another cycle to apply. Rowan said that they were willing to pay for additional staffing to move the process forward if needed. Rowan and Event Coordinator Robby Holmes stated the family wishes to protect the area and open it up to more public recreation.

Changes to the Guaranteed Maximum Price of the Conservation Resource Center project

Ken Fehringer with P&C Construction presented a report to the Board regarding changes to the guaranteed maximum price (GMP) for the Conservation Resource Center. Mr. Fehringer noted that approximately 43% of the changes were beyond the control of the District and P&C Construction. Requirements by Clackamas County for radon abatement and erosion control, along with additional permit fees from Clackamas River Water were approximately 19% of the cost over-run. Site conditions including removal of a septic tank, unexpected boulders, and additional roadbed excavation accounted for approximately 24% of the cost over-run. The District chose to make some additions to the building that are more cost-effective to install during the initial construction than they would be to add at a later date. These items included a building security system, skylights, additional lighting outdoors and installing drywall and limited power to the unfinished space. The approximate additional cost is projected to be \$246,742., with a projected GMP of \$5,735, 319.

Manager Salzer and Director Guttridge thanked Mr. Fehringer for the great work that he and P&C Construction have done on the Conservation Resource Center.

Nicole Ahr, Ian Rowan, and Robby Holmes left the meeting at 4:50 p.m.

2 – MINUTES

- A. **September 17, 2019, Regular Board Meeting minutes** – Staff Guttridge presented the draft minutes from the September 17, 2019, regular Board Meeting. The minutes had been reviewed by the Board Secretary.

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

3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Manager Salzer presented the financial reports. The balance sheet shows total assets for the period ending September 30, 2019, as \$12,400,750. Short term liabilities total \$714,802., with long term liabilities of \$9.5 million. The current ratio of assets to liabilities is 1.27 to 1.

Financial activities show that the District received approximately \$4,000 in tax revenue in September, as well as an Oregon Department of Agriculture scope of work grant for \$39,574., and bank interest of approximately \$8,000.

The annual financial audit is underway and various financial reports and schedules have been forwarded to the auditor. Staff does not anticipate any issues with this year's audit. However, given the added complexities of two capital projects, as well as an easement and endowment; the review may be more involved and comprehensive.

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

- B. **Expenditures** – Manager Salzer presented the voucher list for October. Checks were numbered from 2403 to 2447 with no breaks in the sequence and no voids. There was one account transfer to Wells Fargo to pay the MasterCard billing. Checks totaled \$757,281.10, of which \$ 91,086.15 was from the conservation grants fund. The large balance includes a payment to P&C Construction and final payment on a culvert replacement project.

Directors Fantz/Guttridge moved/seconded to accept the October 2019 voucher list. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Dues level for the National Association of Conservation Districts** – Manager Salzer reported that per his recommendation the District had chosen to not renew membership in the Land Trust Alliance because of a significant rise in the dues and a lack of impact on our work in

Clackamas County. Salzer's recommendation at that time was to invest more money in local and state associations.

Salzer does however, recommend that the District continues to support the National Association of Conservation Districts. This association, along with the Oregon Association of Conservation Districts provides strong leadership in the conservation community. Salzer asked that the Board approve paying dues at the "Platinum" level for \$3,001, which will provide two free registrations to the NACD annual convention. Salzer noted that Clackamas is a leading light in conservation in Oregon and that only one other Pacific Northwest district pays at the platinum level and that is North Yakima.

Some Directors noted they were not necessarily happy with NACD's stance on the Clean Water Act, but would like to see this addressed by the State of Oregon representatives. Director Lee noted that the OACD no longer has a seat on the legislative committee at the state legislature.

Directors Guttridge/Zuber moved/seconded to pay dues to the National Association of Conservation Districts at the Platinum level, \$3,001. Motion carried unanimously.

5 – PROJECTS, PROGRAMS

- A. Portland General Electric (PGE) Grant for Suter Creek restoration work** – Staff Rains reported that a grant proposal submitted by David Bugni to PGE for the placement of large woody debris and gravel in Suter Creek had been awarded. The District submitted a letter of support for the grant as 10 of the 19 areas affected by this proposal are located on the Districts "Eagle Creek Community Forest" property. Recommendations by PGE are that David Bugni be the grantor and project manager on this restoration. Mr. Bugni has done a similar restoration on upper Suter Creek and has worked closely with PGE and the District. PGE is comfortable with Mr. Bugni serving in this capacity. Manager Salzer consulted with legal counsel and found that the District is protected under ORS 527.785 for any possible failure, or wash out of woody debris placements.

Directors Guttridge/Fantz moved/seconded to concur that Portland General Electric award the grant to David Bugni, and Mr. Bugni will serve as the grant administrator and project manager. Motion carried unanimously.

- B. Modify interest rate for septic system repair loans** – Staff Rains asked the Board to consider eliminating interest on septic system repair loans. The elimination of the interest would make the loans more affordable to homeowners with failed systems and would make lien filings simpler. Staff also recommends that the existing loans be retroactively reset to a zero percent interest and the interest currently paid be applied to the principal owed. Funds for septic system repair loans come from the Department of Environmental Quality loan R24406, for which the District will be granted 50% loan forgiveness. These loans are personal loans, not business-related like many of the conservation practice loans.

Directors Guttridge/Nelson moved/seconded to adopt the interest rate of 0% for all residential septic system repair loans effective immediately. Motion carried unanimously.

Directors Guttridge/Nelson moved/seconded to revise existing residential septic system repair loans to 0% interest and apply to the principal any interest already paid by the borrower, effective with the next payment. Motion carried unanimously.

- C. **Resolution 2019-009 to expand the septic system repair loan program** – Staff Rains presented Resolution 2019-009 to the Board per the request of the Department of Environmental Quality. This resolution clearly outlines the Board’s intent to expand the septic system loan program to cover the entirety of Clackamas County and not just the Clackamas River watershed.

Directors Guttridge/Fantz moved/seconded to adopt Resolution 2019-009 to expand the residential septic system repair loan program. Motion carried unanimously.

- D. **Culvert Project Final update** – Staff Faucera reported on the outcome of the culvert replacement project on a tributary of Clear Creek. Faucera showed pictures of the project, explained drainage measures used to protect the steep banks, and the hydro-seeding to help prevent erosion on the site. The property owner is pleased with the outcome of the project and the District will monitor the site during this winter. The landowner will maintain the site and be responsible for the maintenance of the drainage systems.
- E. **National Water Quality Initiative (NWQI) grant update** – Staff Faucera reported that he has been working with Cascade Environmental since March to get this project up and running. Cascade Environment has produced a 70-page draft document that covers the preliminary risk assessment of the water quality issues in the Molalla River. This report was presented to the Technical Advisory Committee for this project. Faucera noted that there was great participation from the agencies and utilities who are involved.

The next steps are to reach out to individual agencies and stakeholders regarding recommendations to resolve issues that are affecting water quality. The group is not focusing only on agriculture; they plan to contact people living in rural residential and urban areas to receive their input and concerns about water quality.

The District is working towards science-based, objective solutions to water quality issues.

- F. **WeedWise program update** – Staff Leininger reported that per his briefing memo the WeedWise staff and crews have been making a big push on knotweed control. The upcoming rain will unfortunately probably put an end to this for the year. He added now is the time to work on controlling blackberries.

As weather impacts their ability to treat weeds, WeedWise staff will be focusing their time on reporting. Reports to Federal partners are due in October and November.

Leininger is happy with the response he is getting from Metro and Bonneville Power regarding work in power-line right-of-ways. They are targeting large vegetation and working to prevent the spread of invasive weeds. Leininger is also working with Barry Sims of Trout Mountain Forestry for plans targeting early control of weeds in the Eagle Creek Community Forest.

Leininger has been invited by Kimberlee DeSantis, Clackamas County Policy Coordinator to participate in a listening session with the Department of the Interior in regards to invasive species.

Director Zuber asked if Leininger knew why the county road department was not doing more to clear road right-of-ways. Leininger noted that the road department was limiting their work to

line-of-sight issues and their policy is that adjacent property owners should keep the rest of the right-of-way clear.

6 – PERSONNEL

- A. **Comp time policy cap** – Manager Salzer presented a revision to the comp time policy that caps comp time balance at 15 hours. The current balance cap is 80 hours. Staff have been allowed to hold this balance and it creates a possible financial impact for the District. Director Johnson noted that at the State level comp-time must be used in the month earned and it is a use it or lose it benefit. Directors asked if over-time had to be pre-approved, and Salzer confirmed that overtime must be preapproved.

Directors Fantz/Zuber moved/seconded to cap the comp time balance at 15 hours. Motion carried as follows: Directors Becker, Fantz, Johnson, Lee, Nelson, Zuber in Favor, Guttridge abstained due to possible conflict of interest.

- B. **Hire/fire authority delegation** – Chair Becker asked the Board to suspend the District Manager’s authority to hire or fire personnel effective immediately. This is a recommendation from Manager Salzer to alleviate any concerns that the Board or employees may have regarding his leaving the District.

Directors Fantz/Nelson moved/seconded to suspend the hire/fire authority of the District Manager effective October 15, 2019. Motion carried unanimously.

- C. **General Manager Transition questions** – Chair Becker reported that the personnel committee had met regarding Manager Salzer leaving the District. The personnel committee will be working on the job description and will be asking Staff Kilders to be more involved with the management of the District for the time being. Becker asked for input from the Board. Salzer passed out copies of his existing job description for the Board to review.

Board directors felt that the District should get the job advertised as soon as possible and that it should be posted as open until filled. Directors felt that management staff should have input, and felt that Salzer would be able to also give valuable input. Salzer reported that Staff Leininger has a good outline for the hiring process and that the personnel committee may want to review and adopt.

Chair Becker noted that he welcomes communication from Board directors and staff and they should e-mail him if they wished. The personnel committee will meet before the next Board meeting.

7 – BOARD AND MANAGER REPORTS

- A. **Appreciation celebration for Manager Salzer** - Director Lee asked that staff plan a celebration for Manger Salzer, invite partners and show off the new building. A short discussion followed. Staff will make arrangements.
- B. **National Association of Conservation Districts (NACD) Annual Meeting Attendance in February 2020** – Staff Kilders passed around a draft schedule for the NACD Annual Meeting. Kilders asked if any Board members wished to attend. Directors Zuber, Lee and Guttridge

asked to attend the meeting, with Director Lee noting that the Oregon Association would pay a portion of her expenses.

Directors Nelson/Fantz moved/seconded to approve Directors Guttridge, Lee and Zuber to attend the National Association of Conservation Districts Annual Meeting in February 2020. Motion carried unanimously.

- C. **November Board meeting date** – Manager Salzer asked the Board to re-schedule the November Board meeting from November 19, to November 12, 2019. This schedule change will help to facilitate the move to the new office. Staff Tucker has also asked that an additional check run be authorized for November to cover bills that will come in after the November 12, 2019 date.

Directors Zuber/Guttridge moved/seconded to move the November Board meeting to November 12, 2019, and authorize a third check run as necessary. Motion carried unanimously.

D. **Managers Reports –**

- Staff Kilders reported that there were 35 participants at the Soil Health workshop for educators. One of the speakers has written a curriculum book for soil health.
- The District participated in a Septic System workshop in Canby, there were 26 participants.
- Kilders will be participating in promoting a farm succession workshop in January and February that the District is sponsoring with East Multnomah Soil and Water Conservation District.
- The District is partnering on a pesticide collection event taking place on October 26, 2019. There are already approximately 7000 lbs. of pesticides registered for collection. The cut-off date for registration is October 17, 2019; please call Clean Harbor Environmental Services for an appointment.
- Kilders has been invited to participate in a state-wide Technical Advisory Committee for the Pesticide Stewardship Partnership program.
- Staff Leininger reported that Staff Gattuso has posted the date for the annual Pull-Together at the Kennedy School. The date is January 15, 2020, and one featured speaker will be talking about global herbicide resistance.

8 – PROPERTY, PLANNING – all topics covered in previous agenda items

9 – OTHER REPORTS –

- Director Zuber asked if everyone who wished to attend the Oregon Association of Conservation Districts annual meeting were registered. Staff Guttridge reported that those who had requested to attend had been registered and had rooms reserved at the Eagle Crest resort.

- Associate Director Melethil asked if Manager Salzer had received his report about the last conference he had attended. Chair Becker asked Manager Salzer to e-mail the report to the Board.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on November 12, 2019, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:23 p.m.

Respectfully submitted,



Tami L. Guttridge
Administrative Assistant

Voucher Approval List

10/7/2019

Date	Number	Payee	Memo	Payment
10/7/2019	2403	AFLAC	Acct: LGF14 10/2019	827.52
10/7/2019	2404	Nicole Ahr	Reimbursement: Mileage 09/2019	105.18
10/7/2019	2405	Century Link	Acct: 503-656-1105-170B 10/2019	71.56
10/7/2019	2406	Comcast Business Internet	Acct: 8778 10230 0924690 10/23/19	146.85
10/7/2019	2407	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 10/2019	25,959.20
10/7/2019	2408	Garmin Services, Inc	Acct: DL627537 09/2019	73.26
10/7/2019	2409	Allstream	Acct: 829514 09/2019	712.18
10/7/2019	2410	Catherine McQueeney	Reimbursement: Mileage 09/2019	77.31
10/7/2019	2411	OC Properties, LLC	Acct: 775-102-CU RENT 10/2019	6,854.60
10/7/2019	2412	Premiere Global Services (PGi)	Acct: 3616841 09/2019	196.57
10/7/2019	2413	Eann Rains	Reimbursement: Mileage/ERP 09/2019	127.18
10/7/2019	2414	Jennifer Reische	Reimbursement: Mileage 09/2019	73.43
10/7/2019	2415	Sonitrol	Acct: 01SCLA01 10/2019	160.65
10/7/2019	2416	Spire Technologies, Inc	Acct: 02208 11/2019	360.00
10/7/2019	2417	T-MOBILE	Acct: 961602090 9/20/19	939.68
10/7/2019	2418	US Bank Voyager Fleet Systems	Acct: 86928-4679 09/2019	305.01
10/7/2019	2419	Verizon Wireless	Acct: 242017036-0001 09/2019	240.06
10/7/2019	2420	VOYA Financial OSGP	CSWCD: 457b EE/ER PPE 09/30/2019	10,051.05
Subtotal:				47,281.29

10/15/2019

10/14/2019	2421	Ash Creek Forest Management, LLC	DOG-1823-4021 / WW-2019-02 [Mt Hood] 09/2019	4,085.26	CGF
10/14/2019	2422	Carlson Testing, Inc	Proj: T1805594 [CRC] 09/2019	251.75	
10/14/2019	2423	Cascade Environmental Group	PSC-1820-4037 NWQI 09/2019	4,522.97	
10/14/2019	2424	Century Link	Acct: 503-656-1105 170B 10/2019	73.05	
10/14/2019	2425	Coulter Printing, Inc	CSWCD: Printing [Pesticide Post Card] 10/2019	17.00	
10/14/2019	2426	D Franco Contracting Inc	[WW-2019-03] 09/2019	5,422.40	CGF
10/14/2019	2427	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 10/2/2019	396.00	
10/14/2019	2428	Epic Catering LLC	CSWCD: Supplies:Catering [Training 10/24] 09/2019	945.00	
10/14/2019	2429	Verena Fabian	SuperDOG-1822-4032 [Cost Share] 09/2019	331.25	CGF
10/14/2019	2430	H2Oregon	Acct: 21948 Water/RNT 09/2019	77.00	
10/14/2019	2431	Jillian Lamont & Associates	CSWCD: Prof Svcs [CATS Dev] 09/2019	5,352.41	
10/14/2019	2432	Mosaic Ecology, LLC	WW-2019-09 Garlic Mustard 09/2019	11,722.72	CGF
10/14/2019	2433	Oregon City Garbage, Inc	Acct: 57768000 09/2019	30.20	
10/14/2019	2434	Oregon Government Ethics Commission	Vend# OGE0001263 Gov Ethics FYE20	548.87	
10/14/2019	2435	P & C Construction	Job# 18011 CRC 09/2019	582,533.00	

10/14/2019	2436	Pamplin Media Group	Acct: 81177287 [Lake Oswego Review/WL Tidings] 09/2019	160.00	
10/14/2019	2437	R Franco Restoration Inc	WW-2019-11 [WW-2019-JC-04] 08/2019	7,104.00	
10/14/2019	2438	R L Reimers Company	Job: 219135 PSC-1920-4031-RLR 10/2019	59,824.50	CGF
10/14/2019	2439	Special Disricts Association of Oregon	Clackamas SWCD: Mbr 2020	710.61	
10/14/2019	2440	Soderstrom Architects, Ltd	Proj: 19018.000 [CRC] 08/2019	2,545.00	
10/14/2019	2441	Sound Native Plants Inc	WW-2019-12 09/2019	9,700.02	CGF
10/14/2019	2442	The Gold Wrench	CSWCD: Rpr Svc [RAV4] 09/2019	1,250.75	
10/14/2019	2443	Tryon Creek Watershed Council	CSWCD: USFWS [Cost Share] 09/2019	700.00	
10/14/2019	2444	Venvino Art Studios	CSWCD: Supplies [Training 10/24] 09/2019	1,065.00	
10/14/2019	2445	Wilbur-Ellis Company LLC	Acct: 1979712 09/2019	348.25	
10/14/2019	2446	Working With Yoga	CSWCD: Ben 09/2019-12/2019	210.00	
10/14/2019	2447	Joan Zuber	Reimbursement: Mileage 09/2019	119.48	
10/14/2019	ACH	Wells Fargo Business Elite	Acct: 3073 Confirm# TF06Z67SB5 [10/7/2019] 10/14/2019	9,953.22	


Subtotal: 709,999.71

Total: \$ 757,281.00

Total Conservation Fund

91,086.15


Board Chair


Board Treasurer