



Approved December 17, 2019

**Clackamas SWCD Board Meeting Minutes for November 12, 2019**

<b>PRESENT</b>	<b>Directors:</b>	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Jim Johnson, Jan Lee, Jesse Nelson (Vice-Chair), Joan Zuber
	<b>Associate Directors:</b>	PK Melethil
	<b>Directors Emeritus:</b>	Mike Weinberg
	<b>Staff:</b>	Jason Faucera, Tami Guttridge, Lisa Kilders, Clair Klock (via phone), Sam Leininger, Eann Rains, Tom Salzer, Nathan Tucker
	<b>Partners:</b>	
	<b>Guest:</b>	
<b>NOT PRESENT:</b>		

**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., November 12, 2019, in the Clackamas SWCD conference room at 221 Molalla Ave., Suite 102 in Oregon City.
- B. Public Comment** – No public was present.
- C. Board and Partner reports**
  - Director Guttridge commended the staff on the design for new "entering Clackamas SWCD" road signs.
  - Director Lee thanked Directors and staff members who attended the Oregon Association of Conservation Districts (OACD) annual meeting. Lee reported that she would be attending a panel discussion regarding Soil and Water Conservation Districts (SWCD), along with Ken Bailey of Wasco SWCD and Manager Salzer.
  - Director Lee asked that the OACD articles of incorporation be placed on the agenda for the next Board Meeting.

- Director Fantz reported that he had attended the 100-Year Water Vision Gresham Community Conversation along with Staff Klock. The intent of the conversation was to gather information and communicate with the public regarding water quality and quantity over the next century. Fantz received a list of topics discussed at the meeting and will have the information forwarded to other directors.
- Director Zuber reported that she had participated in a survey asking about special districts.
- Director Emeritus Weinberg commented that he had been attending OACD meetings since 1977 (42 years). He noted that the association had become more professional. Weinberg felt that discussions at this year's meeting regarding OACD position statements were constructive and positive.
- Associate Director Melethil also noted the forward and positive attitude at the OACD meeting.

**D. Manager's report on committees** – Manager Salzer noted that there had been no committee meetings since the last Board meeting.

Staff Kilders reported to the Board that she would be undergoing a medical procedure in the upcoming month. She should have more information by December 1. This will limit her availability to the District during December.

## 2 – MINUTES

**A. October 15, 2019, Regular Board Meeting minutes** – Staff Guttridge presented the draft minutes from the October 15, 2019, regular Board Meeting. The minutes had been reviewed by the Board Secretary.

Directors Lee/Fantz moved/seconded to approve the minutes of the October 15, 2019, regular board meeting. Motion carried unanimously.

**B. November 1, 2019, Special Board Meeting minutes** – Staff Guttridge presented the draft minutes from the November 1, 2019, special board meeting. The minutes had been reviewed by the Board Secretary.

Directors Guttridge/Nelson moved/seconded to approve the minutes of the November 1, 2019, special board meeting. Motion carried as follows: Becker, Fantz, Guttridge, Lee, Nelson, and Zuber in favor, Johnson abstained.

## 3 – FINANCIAL REPORTS

**A. Review and accept financial reports** – Staff Tucker presented the financial reports to the Board. The current balance sheet ending October 31, 2019, shows the District with a 1.2 to 1 asset to liabilities ratio. The District's current cash balance is approximately 2.6 million. Some of the funds are restricted. The profit & loss statement showed an income of approximately \$3,200 from tax revenue and \$6,100 in interest from the Local Government Investment Pool accounts.

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

**Staff Faucera arrived at 4:16 p.m.**

- B. Expenditures** – Staff Tucker presented the disbursement list to the Board. Checks were numbered from 2449 to 2498 with no breaks in the sequence and no voids. Checks of note during the month were to 4Sight LLC and P&C Construction for work on the Conservation Resource Center, and to Zion National Bank for interest payments on the Conservation Resource Center and the Eagle Creek Community Forest loans.

Directors Guttridge/Fantz moved and seconded to accept the November voucher list. Motion carried unanimously.

#### **4 – OTHER FINANCIALS**

- A. Bank Payments and Audit report** - Staff Tucker reported to the Board that the District will be making two payments per year to Zion National Bank on both the Conservation Resource Center and the Eagle Creek Community Forest. Payments in December will be interest payments on the loans, and payments due in June of each year will be principal plus interest.

Tucker also reported that he had met with the auditor Richard Winkel for a site visit on Monday, November 4, 2019. Tucker noted that everything went well and that he hoped that the auditor would complete his report by November 22, 2019.

#### **5 – PROJECTS, PROGRAMS**

- A. WeedWise program update** – Staff Leininger reported that the WeedWise staff was busy finishing up reports to the Forest Service, Bureau of Land Management, and other partners. The WeedWise program has assisted 1,516 property owners and is maintaining 2,267 landowner permissions for 268,002 acres of property. The crew has carried out 838 treatments on 484 sites totaling 1,883 infested acres.

Leininger noted that Staff Cooley is working in the Eagle Creek Community Forest on road maintenance and brush control. Cooley has been trying to coordinate some fuel storage reduction slash burns but has been hindered by air quality advisories.

Staff Gattuso has been working hard on planning annual meetings for the Cooperative Weed Management Areas (CWMA). The CWMA Pull Together event is scheduled for January 15, 2020, at the Kennedy School. This will be the 11<sup>th</sup> annual Pull Together. The Columbia Gorge CWMA will be meeting on February 27, 2020, in Stevenson, Washington.

- B. Report on the Northwest (NW) Climate Conference** – Associate Director Melethil reported on the NW Climate Conference earlier in November. Melethil had a list of topics that were discussed and speakers who could be contacted for further information. He noted that one topic was about communicating ideas. He explained why it is important to communicate in a concise manner initially and then dig into the science later so as not to lose your audience. Discussions about resilience, local watersheds, and helping to prepare for the next 20 years were part of the conference.

- C. **Conservation Resource Center update** – Manager Salzer reported that substantial completion of the building for move-in would be pushed back until approximately November 22, 2019. Some deliverables have not been completed, such as interior door hardware and trim, appliance delivery and installation, and the plumbing is not ready for testing. The contractor is working to get these problems resolved.
- D. **Moving the office** – Staff Guttridge reported that staff is currently packing up their cubicles with the goal of being ready to move by Friday, November 22, 2019. Staff Faucera noted that the movers are scheduled to move the office during the weekend of November 23 and 24.
- E. **Conservation Resource Center (CRC) Information Technology** - Staff Faucera reported the network was up and running at the new office. Faucera noted that the network at the 221 Molalla office could be maintained until a later date if it was necessary. The phone system will be turned off at 221 Molalla and activated at the CRC on Friday, November 22. Phones can be forwarded to staff cell phones if necessary. The hope is to have the office functional at the CRC on Monday, November 25, 2019.
- F. **Open House at the Conservation Resource Center (CRC)** – Staff Kilders reported that plans are underway to hold a community open house at the CRC on either January 25 or February 1, 2020. Directors Nelson and Guttridge have conflicts on February 1. Kilders noted that partners would be invited to attend an open house on a weekday afternoon.
- G. **Suter Creek project update** – Staff Rains reported that she would be meeting with David Bugni regarding the District’s involvement in the Portland General Electric grant that Bugni will be administering. The grant is to place large woody debris and gravel in several locations in Suter Creek. Rains will work with Bugni to clarify expectations regarding tasks that will involve the District, including marking trees for removal and determining the helicopter landing location on the Eagle Creek Community Forest property.

## 6 – PERSONNEL

- A. **Pay parity analysis project** – Manager Salzer reported that he would complete this project as soon as the move to the new building was completed. The analysis results will be reported to the personnel committee before the next board meeting.
- B. **Job Description and Hiring timeline for new District Manager** – Chair Becker asked if the directors had reviewed the District Manager job descriptions and forwarded their requested changes to Manager Salzer. Currently suggested changes addressed education and experience. Directors noted that it was important that the job description be specific regarding the qualifications the district is seeking. They also discussed the deadlines for receiving applications. It was decided that the description and announcement needed to be posted as soon as possible with a closing date of January 15, 2020. Directors noted that if the initial posting does not result in acceptable qualified applicants, the position can be posted again until it is filled.

Director Lee, Director Emeritus Weinberg, and Staff Tucker left the meeting at 5:30 p.m.

## 7 – BOARD AND MANAGER REPORTS

**A. Special Districts Association of Oregon (SDAO) annual meeting attendance – Staff**  
Guttridge reported that the SDAO conference is scheduled for February 6 to 9, 2020 in Seaside, Oregon. Staff Guttridge reported that board attendance at the SDAO annual meeting qualifies the District for a discount on our insurance policy. Guttridge asked if there were Board members who would be willing to attend. She also noted that the National Association of Conservation District (NACD) meeting begins on February 8, 2020 and would conflict with the SDAO meeting.

Directors Johnson and Fantz said they would consider attending. Director Guttridge noted that he had received prior permission to attend the NACD meeting, but after reviewing the program was not sure if he would attend. Guttridge asked for permission to attend SDAO and he would decide to attend one conference or the other. Directors Fantz, Johnson, and Guttridge are to inform Staff Guttridge if they choose to attend SDAO.

Directors Fantz/Guttridge moved/seconded to authorize Directors Fantz, Guttridge, and Johnson to attend the Special Districts of Oregon Conference in February 2020 if they so choose. Motion carried unanimously.

### **B. Managers Reports –**

- Staff Faucera reported that the interns hired to review the Oregon Department of Fish and Wildlife's (ODFW) tax incentive programs have completed their task. ODFW now knows how many landowners have enrolled in the programs and which properties require monitoring. Faucera received a letter of acknowledgment from ODFW, and hope that they will be able to move forward with these programs.
- Faucera reported that the conservation planners were moving forward with work on the Oak Conservation Incentive Program. Most of the funding for this program is from the Natural Resources Conservation Services (NRCS) Environmental Quality Incentives Program (EQIP). Current projects involve oak release and the thinning of Douglas fir to reduce shading of oak trees. Faucera believes the application deadline for these EQIP projects is in January 2020.
- The planning staff is working on the Camp Adams easement monitoring protocol for the Willamette Wildlife Mitigation program.
- Staff Faucera reported that the grant application for a Conservation Reserve Enhancement Program technician had been recommended for funding. This technician will be working in partnership with Clackamas, Marion, and Yamhill Soil and Water Conservation Districts. Faucera will find out if the technician can be housed with NRCS at the 221 Molalla office.
- The District has contracted with Portland State University to survey rural residential property owners in the Molalla National Water Quality Initiative area. The goal is to

gain an understanding of the audience who may participate in the protection of drinking water quality.

- Staff Faucera will be taking part in a succession planning workshop series in January and February in partnership with East Multnomah SWCD.
- Staff Kilders reported that there were 14 property owners signed up to participate in a septic system workshop on Thursday, November 14, 2019, in Boring.
- Kilders is working to complete the annual report in early December.
- Staff McQueeney attended a train-the-trainer style workshop for soil health.
- Nearly all District staff completed a first-aid and CPR training in October.
- Kilders reminded Board members that there will be a reception on December 11, 2019, at the River Shore Inn, honoring Tom Salzer for his service to the District.
- Manager Salzer reported that following last month's board meeting he had contacted the Rowan family regarding the Board's decision to not hold the easement on Trout Creek. The Rowan family has reached out to the Coalition of Oregon Land Trusts seeking an organization who would be able to hold the easement.

**8 – PROPERTY, PLANNING** – Topics were covered in previous agenda items.

### **9 – OTHER REPORTS**

- Director Guttridge reported that three weeks ago he had attended the Oregon Tree Farm Systems annual meeting. Director Guttridge and his brothers were the runners-up for Oregon Tree Farmers of the year.
- Director Guttridge also complimented Staff Nicole Ahr and her husband Michael on their presentation at the Oregon Garden regarding oak habitat.
- Director Nelson reported that they are digging trees at the nursery.
- Director Fantz will be selling Christmas trees in the Portland area this year, not traveling to California.
- Director Johnson met with the Stafford Hamlet group about a week ago. Portland State University is involved with the Hamlet group in writing a vision plan for the area including urban and agricultural elements. Director Johnson informed them that although the concept plan would be informational the area is still an urban reserve and they will have to meet those criteria.
- Staff Faucera will be attending the next Stafford Hamlet meeting. He will talk to them about our programs. Faucera will, if needed, inform the hamlet that the District will not hold easements in urban reserves.

The next meeting of the Clackamas Soil and Water Conservation District will be on December 17 at the Conservation Resource Center at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.

**ADJOURN AND NEXT MEETING**

- The Annual Meeting will be on December 17, 2019, at 4:00 p.m.
- The next regular meeting will be on December 17, 2019, at 4:10 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

11/5/2019

Date	Number	Payee	Memo	Payment
11/5/2019	2449	AFLAC	Acct: LGF14 10/2019	827.52
11/5/2019	2450	Nicole Ahr	Reimbursement: Mileage 10/2019	157.85
11/5/2019	2451	Coalition of Oregon Land Trusts	CSWCD: MBR 07/2019	3,500.00
11/5/2019	2452	Comcast Business Internet	Acct: 8778 10230 0924690 10/24/19	146.85
11/5/2019	2453	Clackamas Dept of Finance	CSWCD: EE/ER Ben 11/2019	25,116.20
11/5/2019	2454	Clackamas Dept of Finance	CSWCD: Fiber Install [CRC] 10/2019	11,300.00
11/5/2019	2455	Department of Environmental Quality	No: 126096-NWR [GEN12C] 11/2019	1,112.00
11/5/2019	2456	Eileen G Eakins	CSWCD: Prof Svcs [Legal] 10/2019	1,056.00
11/5/2019	2457	Jason Faucera	Reimbursement: Mileage 09/2019, 10/2019	212.97
11/5/2019	2458	Garmin Services, Inc	Acct: DL627537 10/2019	73.22
11/5/2019	2459	Allstream	Acct: 829514 11/2019	724.56
11/5/2019	2460	Clair Klock	Reimbursement: Travel 09/2019	389.14
11/5/2019	2461	Catherine McQueeney	Reimbursement: Mileage/Supplies 10/2019	73.19
11/5/2019	2462	National Association of Conservation Districts	Acct: 42075 Dues 10/2019	3,001.00
11/5/2019	2463	Netsource Global Inc	Ord: 7046 PO JF10.9.19 [CRCPHONEsys] 10/2019	4,170.36
11/5/2019	2464	OC Properties, LLC	Acct: 775-102-CU RENT 11/2019	6,854.60
11/5/2019	2465	Ohm Systems LLC	CSWCD: PO-S-1681 [Dep] 10/2019	14,874.00
11/5/2019	2466	Pacific Office Automation	Acct: 900-0266949-000 08/2019,09/2019	446.42
11/5/2019	2467	Premiere Global Services (PGI)	Acct: 3616841 10/2019	174.96
11/5/2019	2468	Eann Rains	Reimbursement: Mileage/Supplies 10/2019	192.13
11/5/2019	2469	Jennifer Reische	Reimbursement: Mileage 10/2019	322.24
11/5/2019	2470	Thomas Salzer	Reimbursement: Mileage 08/2019-10/2019	356.81
11/5/2019	2471	Soil and Water Conservation Society	Acct: 496755 MBR 11/2019	115.00
11/5/2019	2472	Spire Technologies, Inc	Acct: 02208 Hrdwre [HD] 10/2019,Sophos	2,431.00
11/5/2019	2473	T-MOBILE	Acct: 961602090 10/2019	939.52
11/5/2019	2474	US Bank Voyager Fleet Systems	Acct: 86928-4679 10/2019	302.96
11/5/2019	2475	Verizon Wireless	Acct: 242017036-0001 10/13/19	240.06
11/5/2019	2476	VOYA Financial OSGP	CSWCD: EE/ER 457b PPE 10/31/19	10,981.71
<b>Subtotal:</b>				<b>90,092.27</b>

11/12/2019

11/12/2019	2477	4Sight Consulting, LLC	CSWCD: ARCH [CRC] 06/2019-10/2019	59,993.86	
11/12/2019	2478	Ash Creek Forest Management, LLC	WW-2019-02 [CRISP] 10/2019	7,775.57	CGF
11/12/2019	2479	Cascade Environmental Group	PSC-1820-4037 [Molalla Watershed] 10/2019	7,900.25	
11/12/2019	2480	Converging Creeks LLC	CSWCD: Sprayer Rack [F150] 10/2019	238.42	
11/12/2019	2481	Coulter Printing, Inc	Printing: 38983 [Display boards] 10/2019	237.00	
11/12/2019	2482	D Franco Contracting Inc	CL-1820-4024 [WW-2019-03] 10/2019	198.00	CGF
11/12/2019	2483	Verena Fabian	SuperDOG-1822-4032 [Hand Seeder] 10/2019	52.49	CGF
11/12/2019	2484	Forest Forever, Inc	CSWCD: Partner Support [Tree School] 11/2019	1,000.00	



11/12/2019	2485	Green Banks, LLC	WW-2019-05 [CRISP] 10/2019	24,201.50	CGF
11/12/2019	2486	H&R Engineering	CSWCD: Design Svcs 10/2019	808.86	CGF
11/12/2019	2487	J Franco Reforestation, Inc	WW-2019-07 [WW-2019-JC-05] West Linn 09/2019	2,160.12	CGF
11/12/2019	2488	Kuznetsov Thinning Company	WW-2019-08 CRISP 10/2019	6,110.45	CGF
11/12/2019	2489	P & C Construction	Job# 18011 [CRC] 10/2019	730,877.00	
11/12/2019	2490	PGE	Acct: 9606754531 10/2019	62.39	
11/12/2019	2491	Pudding River Watershed Council	CSWCD: MOA [Pudding River] 11/2019	8,000.00	
11/12/2019	2492	Sandy River Watershed Basin Council	CSWCD: Partner Support [Salmon Floodplain] 10/2019	50,000.00	
11/12/2019	2493	Sound Native Plants Inc	WW-2019-12 [CRISP-LK-2019-01] 10/2019	9,045.45	CGF
11/12/2019	2494	Spire Technologies, Inc	Acct: 02208 CTERA 12/2019	360.00	
11/12/2019	2495	Matthew Van Wey	Reimbursement: Travel 10/2019	454.04	
11/12/2019	2496	Waterways Consulting Inc	Job# 18-059B-02 [PSC-1920-4031-Wat] 09/2019	2,521.57	CGF
11/12/2019	2497	Zions Bank	CSWCD: Loan Pmt [Eagle Cr-2] [CRC-1] 12/2019	114,498.79	
11/12/2019	2498	Joan Zuber	Reimbursement: Travel [NACD] 10/2019	138.42	

Subtotal: 1,026,634.18

			<b>Total: \$ 1,116,726.45</b>	
Total Conservation Fund			52,874.01	CGF

Board Chair

Board Treasurer