



Approved March 17, 2020  
 Corrected April 21, 2020

*Jamie L. Guttridge*

**Clackamas SWCD Board Meeting Minutes for February 18, 2020**

<b>PRESENT</b>	<b>Directors:</b>	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jan Lee, Joan Zuber
	<b>Associate Directors:</b>	PK Melethil (via phone)
	<b>Directors Emeritus:</b>	Mike Weinberg
	<b>Staff:</b>	Jason Faucera, Tami Guttridge, Lisa Kilders, Clair Klock (via phone), Sam Leininger, Cathy McQueeney, Jenne Reische, Nathan Tucker
	<b>Partners:</b>	Kim Galland (Natural Resources Conservation Service)
	<b>Guest:</b>	
	<b>NOT PRESENT:</b>	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., February 17, 2020, in the Clackamas SWCD conference room at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.

Chair Becker asked if there were any changes or additions to the agenda. No changes were requested. Becker noted Director Lee would need to leave at 5:15 and he might move item 6B up in the agenda if needed.

- B. Public Comment** – No public comment was given.

**C. Director reports** –

- Director Guttridge thanked the Board for allowing him to attend the Special Districts Association of Oregon annual meeting. Guttridge noted although there were not many conservation districts there, the conference was well attended otherwise. Guttridge reported on the sessions he had attended, and noted that he had materials from the conference that the other directors could review if they wished.

- Director Lee thanked the Board for being willing to pay for one-half of her attendance at the National Association of Conservation Districts (NACD) annual meeting. Lee reported it was the best NACD conference she had attended. Lee will be writing a report for the Oregon Association of Conservation Districts newsletter.
- Director Zuber thanked the Board for allowing her to attend the National Association of Conservation Districts annual meeting. She attended many good training sessions. Zuber noted that the meeting was very informative; it made her especially aware of how differently districts are funded throughout the nation, and she is thankful the Clackamas district has a tax base.
- Director Fantz thanked Director Guttridge for going to the county offices and resolving the driveway issue, pointing out that graveled shoulders along the drive-way were not on the approved plan. Fantz also thanked Staff Faucera for his work on the building completion and he was happy to see the new sign up at the end of the driveway.
- Director Johnson reported he had been asked to speak at the Stafford Hamlet meeting regarding farmland protection in the urban environment. Johnson noted he would touch base with Staff Faucera about this subject before speaking to the Hamlet. Johnson noted the Oregon Department of Agriculture (ODA) is in the process of hiring a new soil and water conservation district program manager.
- Chair Becker thanked staff and Board members for their attendance at the open house at the end of January. He appreciated the staff's efforts to make sure Board members spoke with members of the public.

**D. Partner reports** – Kim Galland with the Natural Resources Conservation District (NRCS) reported to the board about NRCS activities.

- Local Working Group (LWG) meetings were held in East and West Multnomah Soil and Water Conservation Districts (SWCD). These groups focused on irrigation systems and rainwater harvesting funding in the next biennium.
- Galland will be meeting with the Clackamas LWG in the Clackamas SWCD office in Beavercreek on February 27, 2020.
- NRCS has contacted the District regarding the possible lease of the west wing portion of the Conservation Resource Center.
- Galland made a site visit in the Molalla area with the state archeologist. This landowner will be applying for some forest practices but because the site has many Native American artifacts they wanted to be sure nothing was disturbed in the conservation work.
- Galland is finishing up training on the new Conservation Assessment Ranking tool.
- Director Lee asked Galland if she knew how many acres of licensed hemp fields are in Clackamas County. Galland said she did not know, but she would investigate.

- E. **Manager's report on committees** – Acting General Manager Kilders reported the following committees had met:
- The finance committee communicated by e-mail and will report later in the meeting.
  - The personnel committee met on February 5, 2020, to discuss the hiring of a new General Manager. This committee will report later in the meeting.
  - The building committee met on February 10, 2020, to discuss the completion of the building and will report later in the meeting.

## 2 – MINUTES

- A. **January 21, 2020, Regular Board Meeting minutes** – The minutes of the January 21, 2020, Board meeting were presented. The Secretary had reviewed the minutes. Director Fantz requested a correction.

Directors Fantz/Guttridge moved/seconded to approve the minutes from the January 21, 2020, meeting as corrected. Motion carried unanimously.

## 3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker reviewed the balance sheet and gain/loss report with the Board. Total assets for the District are currently at \$11.4 million and liabilities are at 7.6 million. The District is in a good financial position at this time.

Directors Guttridge/Lee moved/seconded to accept the financial report. Motion carried unanimously.

- B. **Disbursements** – Staff Tucker reviewed the disbursement list with the Board. Checks were numbered 100067 to 100103 with no breaks or voids in the sequence. Total disbursements were \$307,714.85 of which \$16,412.61 were from the conservation grant funds.

Directors Guttridge/Fantz moved/seconded to accept the disbursement report. Motion carried unanimously.

## 4 – OTHER FINANCIALS

- A. **Approved budget calendar** – Staff Faucera presented the budget calendar for fiscal year 2020/2021 with the required deadlines for the budget process.

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

- B. Appoint budget committee members** – Acting General Manager Kilders noted that two positions are open on the budget committee. One position held by Terry Muilenburg, who has said he would be willing to serve again, and one held by a college student who did not attend any budget meetings during her tenure. Director Emeritus Weinberg has offered to serve in that position.

Directors Fantz/Guttridge moved/seconded to appoint Terry Muilenburg and Mike Weinberg to the budget committee. Motion carried unanimously.

- C. Supplemental budget hearing** – Staff Tucker reported to the Board there is a need for a supplemental budget. This is to make updates and adjustments to the fiscal 2019/2020 budget and is customary. There will be no adjustments to the tax-base. Tucker will bring the supplemental budget to the next Board meeting in March following the supplemental budget hearing.
- D. Finance committee ideas** – Director Fantz reported the finance committee had recommendations for the Board to improve communications for both Board and staff.
- When the Board is asked to approve funding for projects, they would like more detailed information regarding the fiscal impact on the District and the budget.
  - Staff should involve Fiscal Administrator Tucker in more discussions regarding expenditures and how they will affect the budget.

Fantz noted the finance committee would be scheduling another meeting. Staff Faucera and Leininger noted the departments keep very close track of their budgets and bring requests outside the budget to the Board. Faucera noted staff can work to provide more information to Board, and Leininger noted requests outside the budget create the greatest impact. Staff will supply a financial impact brief for the Boards review for unbudgeted expenses. Chair Becker thanked the staff and asked them to keep the dialogue open. Staff Kilders commented that staff will be meeting every month.

## **5 – PROJECTS, PROGRAMS**

- A. Participation in the Willamette Wildlife Mitigation Program (WWMP) grant application** – Chair Becker reported the District had received another request to be involved in a WWMP grant application for a property on Trout creek in the Molalla River watershed. A discussion was held regarding staff capacity, the need for training on easements, the liability of holding easements and how to fund for maintenance and possible enforcement litigation. This subject was tabled for further discussion at the March 17, 2020 meeting.

## **6 – PERSONNEL**

- A. Manager Recruitment** – Acting General Manager Kilders reported the personnel committee had met on February 5, 2020. Kilders reported that only two applications had been received for the open position of General Manager. The committee decided to re-open the position and

post it as open until filled. Applications will be reviewed every two weeks and have been advertised on Eco-jobs as well as the other forums used in the last round of advertising.

- B. Hiring Criteria** – Acting General Manager Kilders presented hiring criteria the District has used in the past. Kilders explained applications are reviewed for minimum qualifications before a committee reviews applications and selects those to be interviewed. Kilders noted the District has advertised the job and the position description with a salary base and benefits package and with the approval of the hiring criteria the Board could proceed with interviews in executive session.

Directors Guttridge/Zuber moved/seconded to adopt the hiring criteria and set interviews to be held in executive session. Motion carried unanimously.

*Director Lee left the meeting at 5:20 p.m.*

## **7 – BOARD AND MANAGER REPORTS**

### **A. Management Reports –**

#### **Planning**

- Staff Reische reported to the Board that the planners had two applications for the Oak Conservation Implementation Strategy program with NRCS. Clackamas is working with Tualatin SWCD and Metro on oak mapping.
- Reische reported Staff Ahr had given a presentation on oak restoration on private property to the Oregon Chapter of the Wildlife Society.
- Planners are learning about the new ditch drainage rules that were passed under House Bill 2437. This statute streamlines some of the maintenance issues farmers have with ditches. There will be a session on this topic at the CONNECT conference.
- Technical assistance requests this season are concentrated on water tables and erosion.
- One of the planners, a member of the safety committee, attended a SAIF agriculture safety training session.

#### **WeedWise**

- Staff Leininger reported the February weed of the month was Scotch Broom. Now is the time to pull it when the ground is soft.
- This year is the 11<sup>th</sup> year of the WeedWise program.
- Staff Karr is coordinating spurge laurel treatments with contractors in the Barton area. The plant is almost entirely controlled using manual methods; the soft soils allow this plants to be readily pulled either by hand or weed wrench
- Leininger received the District's official withdrawal from the National Pollution Discharge Elimination System permit. He filed his last 120-page report on February 13, 2020.
- WeedWise specialists are starting some of their fieldwork for this season. The area around Baton Park is a priority for the Clackamas River Invasive Species Partnership (CRISP) and

Metro as announced that they have committed resources to help offset the management of priority weeds in this area. Leininger is beginning to draft an intergovernmental agreement with Metro.

- Leininger is continuing to work on performance reviews and annual work plans with his staff.
- The WeedWise department is working on a new door hanger notice to help keep landowners informed about work on their property.
- February 24 through 28 is National Invasive Species Week. The Columbia Gorge Cooperative Weed Management Area will be hosting an Invasive Species and Exotic Pest workshop in Stevenson, Washington on February 27, 2020.
- Leininger met with staff from the Oregon Department of Agriculture's Biocontrol Program to tour a potential release site for a new biocontrol agent for knotweed. Leininger's work resulted in the Molalla River basin being selected as a test base and future nursery site for the biocontrol.

### **Education and Outreach**

- Staff McQueeney reported on the two successful open houses the District hosted at the Conservation Resource Center.
- McQueeney staffed a table at the NW Vegetable and Berry Conference at the Monarch Hotel in Clackamas. The display was about oak.
- The Board of County Commissioners asked the District to provide a pollinator display at the meeting where they passed a resolution supporting pollinator habitat.
- The Dry Farming Collaborative held their winter meeting on February 4, 2020, in Corvallis and topics included soil health and limited water resources.
- McQueeney spoke about a community solar presentation put on by a group called Oregon Shine. They are asking community organizations to commit to taking power from solar projects they want to build. A discussion was held on this, and it was decided to ask them to come present to the Board at the April meeting.
- Education and Outreach staff attended an introductory training through the National Network for Ocean and Climate Change. The training was about strategic framing, communications techniques to change the national discourse about climate change to be productive, creative, and solutions-oriented.
- McQueeney and Kilders helped NRCS to staff a table at the Oregon Wine Symposium.
- Staff gave a presentation about the "Soil Your Undies" challenge and microbial health during the 2020 Oregon Farm to School and School Garden Conference held at the Oregon Garden on February 12, 2020.
- Staff will be heavily involved in the outreach track at the CONNECT conference.
- The Small Farm Conference will be held in Corvallis, February 21, 2020.

- Tree School will be on Saturday, March 21, 2020.
- Farmers Market Grant Applications are due on Friday, February 28, 2020.

#### **Conservation Initiatives**

- Staff Faucera reported that he is working on scheduling public meetings for the National Water Quality Initiative in the Molalla River Watershed. Faucera noted it is important not to rush the meetings as public involvement is important in the process.
- Faucera is currently working with East Multnomah SWCD on succession planning workshops.

- B. Board and associate member recruitment** – Chair Becker encouraged staff and Board to recruit new associate directors.

### **8 – PROPERTY, PLANNING**

- A. Building progress update** – Director Guttridge reported that most of the Clackamas County Building Department’s punch list items have been completed. Stripes still need to be painted on the curbs in the gravel parking lot. P&C will be taking care of that item. Guttridge met with the County engineers to clarify the request for gravel shoulders on the driveway and was able to have the requirement removed.

Staff Faucera noted the electricians will be in this week to complete some requirements for lighting. A berm was formed to help with the drainage to the storm-water retention pond. Faucera also reported that door hardware is still missing. This is an on-going problem with the supplier. He reported most systems have been commissioned and there will be more training on the security system.

The Natural Resources Conservation Service has been in contact regarding the west wing. Faucera is working on a lease proposal. Further information will be available when the lease bid is published.

### **9 – OTHER REPORTS**

- Staff Klock reported that he had been participating in the Oregon Association of Conservation District phone calls, and following the short legislative session.
- Associate Director Melethil noted he had visited with “Wisdom of the Elders” in December. He reported he may ask the District to cover his mileage so he can continue to have conversation with the group.
- Director Guttridge asked the District approve attendance to the Marion Soil and Water Conservation District Annual meeting for Board members and Associates. The cost is \$10.00 plus mileage.

Directors Guttridge/Zuber moved/seconded to approve attendance to the Marion Soil and Water Conservation District annual meeting for Board, Associates and staff. Motion carried unanimously.

- Director Johnson reported that a post on the District’s Facebook page was creating some

upset regarding the cap and trade bill. Johnson had to field questions about whether the District was taking a stand on the bill. The District is not, and the post was just informational, but the source of the information was contentious.

- Director Johnson reported the Board of Agriculture would be discussing agri-tourism at their next meeting. If anyone wanted to make a comment or had any concerns or ideas they should submit them. The next meeting will be held in French Glen.
- There was a brief discussion regarding the cap and trade bill currently in the legislature.
- Staff Klock reported that the Oregon Association of Conservation Districts had not taken a stand on the cap and trade bill, they do commend the Working Lands Group of Oregon for projects in the bill.
- Staff Guttridge thanked the Board for allowing her to attend the Special Districts Association of Oregon annual meeting. She attended classes on public records to help her with maintaining District records.

### **ADJOURN AND NEXT MEETING**

- There will be a Supplemental Budget Hearing on March 17, 2020 at 4:00 p.m.
- The next regular meeting will be on March 17, 2020, at 4:10 p.m.
- The Budget Committee will meet on March 31, 2020, at 2:30 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:08 p.m.

Respectfully submitted,



Tami L. Guttridge  
Office Administrator



Voucher Approval List

2/5/2020

Date	Number	Payee	Memo	Payment
2/5/2020	100067	AFLAC	Acct: LGF14 01/2020	694.52
2/5/2020	100068	Comcast Business Internet	Acct: 8778 102300924690 01/2020	148.35
2/5/2020	100069	Clackamas Dept of Finance	CSWCD: EE/ER Ben 02/2020	21,318.42
2/5/2020	100070	Garmin Services, Inc	Acct: DL627537 01/2020	72.64
2/5/2020	100071	Tami Guttridge	Reimbursement: Supplies 01/2020	120.15
2/5/2020	100072	Catherine McQueeney	Reimbursement: Mileage 01/2020	91.20
2/5/2020	100073	OCEAN	CSWCD: REG [Connect-M Van Wey 04/2020] 02/2020	275.00
2/5/2020	100074	OCEAN	CSWCD: REG [Connect-P Melethil 04/2020] 02/2020	275.00
2/5/2020	100075	Oregon City Garbage, Inc	Acct: 57768000 01/2020	95.60
2/5/2020	100076	Pacific Office Automation	Acct: 900-0266949-00 01/2020	215.68
2/5/2020	100077	PGE	Acct: 9606754531 01/2020	1,148.26
2/5/2020	100078	Eann Rains	Reimbursement: Supplies/Docs 01/2020	43.41
2/5/2020	100079	Ramsay Signs INC	CSWCD: Sign Removal [221 Molalla] DwnPmt 02/2020	845.00
2/5/2020	100080	Spire Technologies, Inc	Acct: 02208 BU 01/2020	450.00
2/5/2020	100081	T-MOBILE	Acct: 961602090 01/2020	943.36
2/5/2020	100082	US Bank Voyager Fleet Systems	Acct: 86928-4679 01/2020	148.64
2/5/2020	100083	Verizon Wireless	Acct: 242017036-00001 1/13/20	240.06
2/5/2020	100084	VOYA Financial OSGP	CSWCD: EE/ER 457b PPE 01/31/20	11,330.94
<b>Subtotal:</b>				<b>38,456.23</b>

2/18/2020

2/14/2020	100085	Buel's Impressions Printing	Printing: Posters 01/2020	20.00	
2/14/2020	100086	Cascade Environmental Group	PSC-1820-4037 NWQI 01/2020	2,921.25	
2/14/2020	100087	Coulter Printing, Inc	Annual Report 12/2019/Oak Habitat 01/2020	412.60	
2/14/2020	100088	Coverall North America, Inc	Acct: 157-6800 01/2020	504.00	
2/14/2020	100089	Donald Guttridge	Reimbursement: Travel 02/2020	252.00	
2/14/2020	100090	Tami Guttridge	Reimbursement: Travel 02/2020	62.00	
2/14/2020	100091	Hatfield Communications LLC	CSWCD: Site Svcs -Cabling [221Molalla] 02/2020	1,174.00	
2/14/2020	100092	Johnson Creek Watershed Council	CSWCD: Grant [CreekCare 19-20] 01/2020	4,597.09	
2/14/2020	100093	OCEAN	CSWCD: Dues 2020	230.00	
2/14/2020	100094	P & C Construction	Job# 18011 [CRC] 01/2020	228,617.00	
2/14/2020	100095	Pro Circuit Electric LLC	CSWCD: Site Svcs Wiring [221Molalla] 02/2020	200.00	
2/14/2020	100096	Reliable Service People Inc	CSWCD: Moving [CRC] 01/2020	1,615.72	
2/14/2020	100097	Rockwest Training Company, Inc	CSWCD: AED Unit 01/2020	1,504.60	
2/14/2020	100098	Sandy River Watershed Basin Council	CSWCD: [SBVRC2019] 01/2020	14,950.00	CF
2/14/2020	100099	Sonitrol	Acct: 01SCLA01 02/2020	160.65	
2/14/2020	100100	The Gold Wrench	CSWCD: Rpr Svcs [Ford Esc & RAV] 01/2020	358.30	
2/14/2020	100101	Tualatin Soil & Water Conservation District	CSWCD: Grants [Oak Habitat Priority] 01/2020	10,000.00	
2/14/2020	100102	Waterways Consulting Inc	ob# 18-059 [PSC-1819-4031-Wat] 01/2020	1,462.61	CF

2/14/2020 100103 Joan Zuber

Reimbursement: Mileage 01/2020

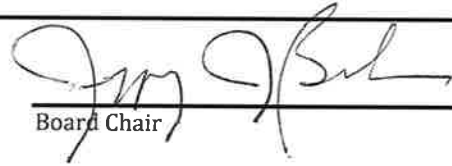
216.80

Subtotal: 269,258.62

Total: \$ 307,714.85

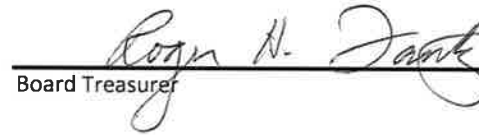
Total Conservation Fund 16,412.61

CF



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Board Chair



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Board Treasurer