

PUBLIC COMMENT

No public comment

REPORTS**SBWC (Scappoose Bay Watershed Council)**

Kari mentioned that the Milton Creek Outreach Meeting was held last month at the SWCD office, adding that about 27 landowners attended. SBWC will be focusing on restoration in the focus area of Milton Creek, with Nathan Herr (CSWCD) focusing on Agriculture and Crystalyn Bush (CSWCD) on noxious weeds.

LCRWC (Lower Columbia River Watershed Council)

Randy explained that the council had a holiday meeting last Tuesday. He mentioned that there was a brief discussion regarding the direction that the council would like to move forward in.

ODA (Oregon Department of Agriculture)

Brenda informed the Board that the North Coast Biennial Review was done earlier this year, so there is a new, updated, and revised 2018 Area Plan which the Board should have received a copy of. A copy is also available on the ODA's water quality website. Brenda also reminded the Board that the District will be submitting a new Scope of Work in June 2019. Brenda also discussed the major changes made to the biennial, explaining that the Water Quality Status and Trend Report from DEQ will now be provided to ODA at every biennial review for each major area. Discussion was held.

Brenda provided the Board with a copy of the Board of Ag. report, explaining that it summarizes how the biennial review went. She also noted that there was only one complaint for Columbia County over the past year, in St. Helens. Brief discussion held.

Brenda also informed the Board that the SIA (Strategic Implementation Area) program with ODA will be moving forward. They plan to do 12 a year, instead of the 6 in the past. ODA has put in to fill two positions within the SIA program to help support the increase in work. Discussion held.

The Tide Gate Partnership will be having their second round of outreach meetings, scheduled for January 18 in Clatskanie. Brief discussion held.

OLD BUSINESS

- **Proposed Insurance Benefits Change:** The Board received a copy of the Medical Insurance options for the CSWCD for 2019. Kari explained that the District has been with the same insurance provider for the last 8 years and has never had more than a 6-7% increase but will be increasing by 23% this year. She received bids for other insurance policies and is proposing that the District switch their plan to MODA, adding that it is a similar package to what the District currently has with just an 8% cost increase. Kari explained that the process to switch plans will take about 30 days, so she is requesting approval tonight due to the current policy expiring February 1. Kay C. asked what the rate per employee would be. The recommended proposed plan is \$575 per employee.

Motion: Ellis/Eagle to approve the CSWCD's Insurance Benefits change to MODA. Randy asked if Kari asked the staff what they want, Kari explained that the major request from all staff was to be able to keep their current Primary Provider. Brief discussion held. **Approved Motion passed by unanimous vote.**

- **Watershed Plan (RCP):** Kari explained that the plan is currently at the State office and ready to be sent to the National office. Once the National office receives the plan, they will have 60 days to send their reviews back. Kari and Selene will be meeting with the NRCS State office team on January 15 to review and reevaluate the timeline due to the plan taking longer than expected. Discussion held. Lona asked if there was concern with the matching requirements. Kari explained it is a 1:1 match, adding that there are already seven projects in the feasibility engineering phases so she is not too concerned. She added that her main concern is that there are only 3 years to implement the plan now, instead of the 5 years that they had planned for. This will be the main topic of discussion at the meeting scheduled for

January 15 to make sure spending does not exceed what can be matched. Discussion held. Randy requested that the Board be sent the contracts for the 7 projects.

- **Contracting Rules:** The Board was provided a copy of the current Contracting Rules as well as a copy of the proposed updated Rules. Bob Salisbury explained that the original, from 2008, is only about five pages long but due to changes made within the law over the last 10 years, the new document is now about 18 pages. He added that there is a difference between Personal/Professional Services and Regular Public Contracting, which the old document seemed to mix the two together, so the new set of rules has the two separated. Bob asked the Board what level they want to retain in overseeing the staff in the area of Personal Services. It is currently written as \$50k or less, but is the Board's decision. Bob also recommended that the Board sees all contracts whether or not the District Manager has the authority to approve them without the Board.

Lona mentioned that the Exemption for Emergency Contracts seems broad, adding that "emergency" is not defined and that there is no dollar limit. Discussion held.

Motion: Eagle to approve adopting the new Contracting Rules with changes to 'Emergency Contracts' in Section 2, part D (exemptions) of "Public Contracts". Randy believes the Board should postpone approving the motion until next month.

Bob asked for clarification of the proposed changes. Kay C recommended a policy for expenditures costing a certain amount needing the Board's approval. Bob asked if the District currently has a policy on District Manager Spending Authority for up to a certain amount, they do not. Brief Discussion held.

Motion: VanNatta/Bergman to approve postponing the consideration of adopting the updated Contracting Rules to January's Board Meeting. **Approved Motion passed by unanimous vote.**

- **Permit and Right of Way:** Kari explained that the document is a landowner agreement allowing the District, engineers, contractors, etc., to be on the premises to do work on someone's property for a certain period of time with a commencement and determination date. She added that it gives the District permission to be there and do what's needed up to the implementation, as well as monitoring if needed. The District also has a separate form to collect the landowner's contact information, times/days crews will be on site, etc. Bob also explained the changes he made from his previous draft that Kari emailed to the Board last month. Brief discussion held. Randy mentioned that the District needs protection if the landowner in contract sells the property and makes an exit while the project is incomplete. Discussion held. Bob explained that the Document can be changed by staff to address the agreement to the appropriate resident, "occupant, renter, landowner, etc."

Motion: Ellis/Eagle to approve the Permit and Right of Way agreement with minor changes. **Approved Motion passed by unanimous vote.**

NEW BUSINESS

- **COLA (Cost of Living Adjustment) for SWCD Staff:** Kari requested a COLA adjustment to the CSWCD staff wages at the rate of 2%, effective January 1, 2019. The total gross wages for the remainder of this fiscal year (01/01/19 – 06/30/19) would increase by \$3,091.20. Brief discussion held.

Motion: Eagle/Freytag to approve COLA for SWCD staff effective January 1, 2019. **Approved Motion passed by unanimous vote.**

- **DSL (Department of State Lands) Rule Changes:** A copy of an email sent to Anne Friend of DSL from Eric Harstein of OWEB was given to the Board. Kari explained that there are new rule changes to DSL which is discussed in the email. She added that in the email, Eric explained that the voluntary restoration projects are going to be extremely expensive with the new proposed rules. Brief discussion held. Kari informed the Board that the comment period for the proposed rules is currently open and is requesting that the Board approves for her to submit a comment on behalf of the CSWCD. Discussion held.

Motion: Eagle/Ellis to approve giving Kari permission to comment on behalf of the CSWCD to express the displeasure with DSL's new rules. **Approved Motion passed by unanimous vote.**

Kari added that she would like to speak with Allan Whiting to submit a comment on behalf of the LCRWC. Randy stated that OWEB likes letters from managers but believes letters from individual Board Members is more valuable. Brief discussion held. Kari will send the link of rules to the Board.

- **SDIS (Special Districts Insurance Services) – Insurance Coverage Changes:** New policy documents were emailed to the Board prior to the meeting, an additional copy was printed and provided to the Board for the meeting. These policies will be effective January 1, 2019. Kari explained that the Liability Coverage breakdown shown in the documents was an estimated cost, totaling \$11,511 for the year. Brief discussion held.
- **Annual Dinner – Who will be attending:** The District will be having their Annual Meeting on January 16, 2019, with dinner served before. Kari informed the Board that the District will need to know who is attending by the first week of January. Brief Discussion held.
- **SDAO (Special Districts Association of Oregon) Conference – Who will be attending:** The conference will be held in Sunriver in February. Due to weather concerns, Malysa has been able to confirm that the registration costs will be reimbursed if guests can't make it. Brief discussion held. Kari mentioned that lodging goes quickly, so she would like to know who will be attending sooner rather than later, but will need to know before the end of January.
- **CONNECT 2019:** The CONNECT conference will be held in Sunriver April 9-11. The OACD (Oregon Association of Conservation Districts) Annual meeting will be taking place at this conference. Brief discussion held. Registration will be opening before the 1st of the year.
- **New Cooperator:**
Gary Sheldon, Rainier, 5.6 acres

Motion: Eagle/Ellis to approve New Cooperator. **Approved Motion passed by unanimous vote.** Brief discussion held.

REPORTS (Cont.)

BOARD

-Kay C stated that this will be his last Board Meeting as a Director of about 30 years. Brief discussion held.

-Craig mentioned that the grape harvest in Germany was about 20% higher than normal this year and had very good quality. The weather was dryer than normal.

-Lona also mentioned that this will be her last regular Board Meeting as well, adding that she has appreciated getting to know everyone on the Board and seeing the projects that the District has completed.

-Bill attended the Coffee and Commerce meeting last week that was held at the District's office. He handed out the Annual Report and Calendar. He added that there were about 40 attendees. Brief discussion held.

STAFF

Kari informed that the Hazard Mitigation Plan template has been reviewed by the Safety Committee and they will be meeting with Steve Pegram from Emergency Management services on January 15 to discuss/review. Brief discussion held. The ODA Weed Board Grants were submitted this month for Knotweed, Garlic Mustard, and assistance on CZ Trail in Scappoose. The District will know in February if they were awarded. Discussion held. Kari asked Kay C. if he would like to discuss the Fox Creek Project since it had been brought up a couple times during the meeting. Bill added that it has been discussed over the last two Board Meetings. Kay C explained that he felt it had been discussed but that it was never clear that the District would be taking on the project, adding that there are two local councils that could have handled it. Kari explained that in August, the City of Rainier and their attorney approached her directly on taking on the project as they can trust the District after working together in the past. Lona added, to clarify, that the LCRWC and the Friends of Fox Creek were unaware of the project and felt left out. Discussion held.

REGULAR BOARD MEETING MOVED TO EXECUTIVE SESSION 7:34 PM

Respectfully Submitted by:

Jennifer Steinke

Jennifer Steinke, Office and Outreach Coordinator

Motion: Busch/Ellis to approve hiring Richard Stellner to evaluate District Labor Practices in the office. Discussion was held regarding when and how to schedule this. **Approved Motion passed by unanimous vote.** Bob Salisbury will contact Richard Stellner to make arrangements.

Motion: VanNatta/Ellis to amend the Personnel Policy to say there are no payroll advances or draws allowed. Discussion held. **Approved Motion passed by unanimous vote.**

Discussion was had about the Visa Card financial report. It is requested by the Board to have the report modified as follows:

The column labeled 'Number' should be changed to 'Name'

The user of the card should be listed instead of the last 4 of the card number.

Motion: VanNatta/Bergman to approve that the Contracting Officer is authorized to make purchases up to \$5,000.00 without Board Approval. Discussion held. **Approved Motion passed by unanimous vote.**

Meeting Adjourned 8:35 PM

Submitted by:

Kari Hollander, District Manager