



Approved October 24, 2023

Clackamas SWCD Board Meeting Minutes for September 19, 2023

PRESENT	Directors:	In Person: Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary), Joan Zuber Via Zoom: Jim Johnson, Jesse Nelson (Vice Chair), Jan Lee Weinberg
	Associate Directors:	In Person: PK Melethil
	Directors Emeritus:	
	Staff:	In Person: Drew Donahue, Tami Guttridge, Chris Lapp, Cathy McQueeney, Heather Nielsen, Jenne Reische, Nathan Tucker Via Zoom: Jason Faucera, Sam Leininger
	Partners:	In Person: Kim Galland (Natural Resources Conservation Service)
	Guest:	In Person: Joe Matteo (Beavercreek Hamlet)
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 4:07 p.m., September 19, 2023, in the Clackamas Soil and Water Conservation District conference room at 22055 S Beavercreek Rd, Beavercreek, Oregon.

Chair Becker asked if there were any changes or additions to the agenda. Hearing none, the agenda stood approved as presented.

B. Public Comment – Joe Matteo of the Beavercreek Hamlet thanked the Board for allowing the Hamlet to use the conference room for their meetings, and for helping them test the OWL Lab Conference Camera and Speaker System at the Beavercreek Grange Hall. The Hamlet moved their meetings back to the Grange Hall and were happy to have the opportunity to work with the District.

C. Director reports –

- Director Zuber was thankful that there have not been any major fires in Clackamas County so far this year.
- Associate Director Melethil reported that he had an opportunity to work with the Clackamas River Basin Council (CRBC). He has met with people regarding Diversity, Equity, and Inclusion programs at CRBC.

Director Johnson left the meeting at 4:10 p.m.

- Chair Becker reported that he had the opportunity to meet with some of the staff outside the office at local farmers' markets.

D. Partner reports – Kim Galland with the Natural Resources Conservation Service (NRCS) reported on her activities for the past month:

- Attended a meeting of the State District Conservationists earlier in September.
- Galland hopes to be able to fill the vacancy left by John Thomas by December.
- The Conservation Technician Position closed on September 18, 2023.
- Leo Preston, the NRCS Basin Team Leader, reported that they would be hiring a basin forester, a basin program leader, and a regional conservation partnership Program Coordinator for NRCS.
- Galland reported that there is more funding coming in from the Inflation Reduction Act (IRA), she does not yet know where it will be targeted.
- Galland spoke about a possible government shutdown by the end of next week, and that the farm bill may or may not be extended.
- November 17, 2023, is the deadline for fiscal 2024 programs.
- Galland is hoping to work on some oak projects with the conservation planners.
- There are six (6) pools of money from the Inflation Reduction Act (IRA) for the upcoming land use programs: Cropland, Rangeland, Pastureland, Forestland, Energy, and Animal Feeding Operations/Confined Animal Feed Operations. Five of these programs will be available in the Clackamas region. Rainwater harvesting was not included for IRA funding. However, Galland is working to see if there is something available to cover the interest in this practice.

E. Manager's report on committees – District Manager Lapp reported that the Board and Management Team met on Monday, September 18, 2023, for a work session regarding committees. The purpose of the work session was to discuss the difference between governance committees and programmatic committees. Discussions about which Board Members would be willing to serve on committees, which current committees were no longer needed, and what new committees might need to be formed. Programmatic committees will need the same discussions, including who will be serving on the committees.

There are some questions regarding public meeting status and notice if Board Directors serve on programmatic committees. There will be further discussions regarding public meeting rules.

4:30 *Lost Zoom connection*

2 – MINUTES

- A. **August 15, 2023, Regular Board Meeting minutes** – August 15, 2023, minutes were presented. The minutes were reviewed by the Board Secretary. Director Zuber reported she thought there was a spelling error in the minutes, but she could not remember where. Staff Guttridge will check and correct if needed.

Directors Guttridge/Zuber moved/seconded to approve the minutes as submitted. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Zuber. Motion Carried

4:35 *Zoom connection restored.*

Director Johnson returned to the meeting at 4:40 p.m.

3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker presented the August 2023 financial reports. Total assets for August were 11 million, with liabilities at 6.2 million, and net assets totaling 4.8 million. Revenue for August was \$38,447.34, and expenses were \$357,473.55, this included the purchase of several laptops, which were a budgeted purchase. Tucker noted one small correction that needed to be made on the balance sheet where two items were inadvertently added together. He will correct the report.

Directors Guttridge/Fantz moved/seconded to approve the August 2023 Financial Reports as corrected. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. The motion carried unanimously.

- B. **Disbursements** – Staff Tucker reviewed the August and September Automatic Clearing House and Electronic Transfer Payments with the Board. Tucker noted that they are still working on the approval process for these payments.

Tucker reported that check numbers 101633 to 10166 were voided due to a printing error. The September 2023 disbursement list checks were numbered 101667 to 101700 with no breaks in the sequence and no voids in the batch. The checks totaled \$109,023.45, with \$30,457.35 from the conservation fund.

Directors Fantz/Zuber moved/seconded to approve the September 2023 Disbursement List as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. The motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Proposed Amendment to Fiscal Policies regarding electronic payment approvals** – Staff Tucker reviewed the amendment, and requests for review of financial activity on Google Drive.

It was noted that Board members should not use the comment section but send questions to Tucker via email. There was some discussion about whether using this method of approval is acceptable. DM Lapp was asked to check with Eric Nusbaum of the Oregon Department of Agriculture regarding the Public Meeting Law. This item will be tabled until next month. DM Lapp will arrange with Eric Nusbaum to come speak with the Board regarding Public Meeting rules.

Associate Director Melethil left the meeting at 5:00 p.m.

- B. Request for Contract Amendment for DEQ Septic Grant Program** – Staff Tucker reported on the funding the District received from the American Rescue Plan Act. In June, the District received \$800,000 from DEQ with a deadline of June 2024 to have all of the funding allocated. All of the projects must be completed by December 2026. The District sent one targeted mailing with other outreach activities and allocated all of the funding by the end of August 2023. When Tucker and Staff Nielsen met with the Department of Environmental Quality (DEQ) to file reports and receive reimbursement for completed projects, DEQ stated they had up to one million additional dollars available. The District currently has grant projects on a waiting list totaling \$200,000. If DEQ offers more funding to the District, Tucker would like to limit the amount to \$500,000, as the District will still have to meet the same deadlines. This funding may be available between the end of September and the first part of October of 2023. Tucker asked that the Board authorize District Manager Lapp to sign an agreement with DEQ, not to exceed \$500,000, for further funding of the Septic Repair Grant program. Tucker noted that if the District receives the funding, he will be presenting a resolution to accept and allocate the funding for the current budget.

Directors Fantz/Guttridge moved/seconded to authorize District Manager Lapp to sign an agreement with the Department of Environmental Quality in a Not To Exceed amount of \$500,000. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. The motion carried unanimously.

5 – PROJECTS, PROGRAMS

- A. Strategic Plan Pamphlet for Public Outreach/Engagement** – Staff Kilders presented the new road map style pamphlet of the District’s Strategic Plan. The pamphlets are for board members and staff to hand out to the public as an overview of the Strategic Plan. The front of the pamphlets shows the plan goals and the variety of land uses in Clackamas County. The back shows a map of Planning and WeedWise projects, and Backyard Habitat enrollments over the past 10 years.
- B. Equity Committee** – Staff McQueeney reported the September 6, 2023, equity committee meeting was canceled due to illness and that some changes would be made to this committee structure. The next committee meeting will be on October 4, 2023. McQueeney then reported on the 2023 Grand Ronde Education Summit which she, several other staff members, and Associate Director Melethil attended. McQueeney noted that it gave her a better understanding of the challenges, past and present, experienced by the local tribes and it was a great learning experience. McQueeney is recommending that the Staff and the Board review a video by David Harrelson that was presented at the training, she will forward a link.

McQueeney also noted that she had the opportunity to meet with many young leaders at the seminar.

McQueeney took a moment to ask if there were any Board members who would like to serve on the Watershed Council Support Grant Review committee. Directors Guttridge and Zuber, along with Staff Nielsen volunteered.

6 – PERSONNEL

- A. WeedWise Specialist Departure** – DM Lapp reported to the Board that WeedWise Specialist Bee Sinichko would be leaving the District. Sinichko is leaving during her probationary period and will be missed.

Lapp noted that he would be working with WeedWise Program Manager Leininger on a recruitment plan. They hope to have this recruitment out in October. Currently, Leininger, and Staff members Cooley, and Mattsson are picking up the workload.

7 – BOARD AND MANAGER REPORTS

- A. Revisit Board meeting times** – Chair Becker asked the Board to discuss if there was a need to move the time of the Board meetings. Director Nelson reported that earlier in the day would work better for him, and Director Johnson said he could make any time as long as there was enough advance notice to arrange his schedule. No other directors had comments. No motion was made to change the time of the board meeting.

B. Management Reports –

- Staff Kilders presented the Outreach and Education Program report. Kilders noted that more do-it-yourself education is in the works. She played the first of four (4) “How to” Riparian videos being recorded by Staff Donahue and funded by the Oregon Department of Agriculture. The video has already received praise from the City of Lake Oswego. Please see the Education and Outreach report which is a part of these minutes.
- Staff Leininger gave a rundown of what is going on in the WeedWise Department.
 - The Weed of the Month is Knotweed. It is having a huge impact on the county and there are approximately 12,000 points mapped.
 - WeedWise Specialist Bee Sinichko is leaving, and the rest of the team is adapting.
 - WeedWise has done 220 invasive weed control applications this year.
 - Staff Mattson is working on the mainstem of the Sandy River and the upper watershed of the Riverside Fire area. Doing a lot of spraying around quarries in the burn areas before they reopen.
 - Staff Cooley is working on the Mid-Willamette River area, treating knotweed and the Beechie Creek fire area.

- There was a large infestation of puncturevine at the Clackamas County Fairgrounds that staff treated this year.
- Staff Sinichko was working with East Multnomah Soil and Water Conservation District on Knotweed in the lower Sandy River area. Staff Cooley has taken this over.
- Code enforcement in Oregon City is actively working on Tree of Heaven. The District is getting calls to help people out with this invasive.
- Portland General Electric has awarded the District \$540,000 from their Mitigation Funds for the Clackamas River Invasive Species Project. Leininger is working on an Intergovernmental Agreement with Metro for an additional \$105,000.
- Leininger thanked Staff Nielsen for reviewing the Bureau of Land Management Contract for an additional \$20,000.
- Leininger is currently acting coordinator for both of the Cooperative Weed Management Areas. He is working with the steering committees for these entities.
- Leininger and staff are also working on the Invasive Species Education Program workshop that will take place in the spring. This will be in person and probably be held at the Kennedy School. They are also working on completing contracts and reporting for the year.

8 – PROPERTY, PLANNING

- A. Request to surplus 2003 Dodge Dakota from District fleet** – District Manager Lapp asked that the Board surplus the 2003 Dodge Dakota. The 21-year-old vehicle has some electrical issues and Lapp does not feel it is safe for staff to be taking it out into areas where there might not be help readily available. The Blue Book lists the value between \$2,500 and \$5,400 dollars. The Board directed the DM to auction the vehicle.

Directors Guttridge/Zuber moved/seconded to surplus the 2003 Dodge Dakota and to have District Manager Lapp dispose of the vehicle by public auction. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. The motion carried unanimously.

9 – OTHER REPORTS

- Staff Tucker reported that he and Staff Nielsen would be meeting with the Department of Environmental Quality to make sure their reporting is complete and that the District can be reimbursed for Septic Grants and Loans.
- Director Lee reported that she was finishing work on a presentation on Carbon Sequestration that she will be presenting at the Oregon Association of Conservation Districts annual meeting in October. Attendees at the meeting will receive a copy of the workbook on a thumb drive.
- Staff Reische encouraged Board members to see what new things the planners are working on.

- Director Fantz reported that he was impressed with the work the District does with Oak and that it is good for carbon sequestration.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on October 24 at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:45 p.m.

Respectfully submitted,



Tami L. Guttridge
Office Administrator

Education and Outreach Report September 2023



Web Posts

Since last we met, we have posted 12 articles on our website:

- [Tansy Poisons Livestock and Neighborly Relations](#)
- [Protect Your Horses from "Pasture Bullies"](#)
- [Horse Pasture Management Video](#)
- [August Invasive Weed of the Month: Puncturevine](#)
- [Small Farm School 2023 - Registration in Open!](#)
- [Celebrate National Farmers Market Week](#)
- [Have You Heard of Riparian Zones? A Video](#)
- [Post-Wildfire Restoration Opportunity](#)
- [Videos for Horse Owners and Pasture Managers](#)
- [September Invasive Weed of the Month: Knotweed](#)
- [Now is the Time to Prepare Fall Pastures](#)
- [It's SepticSmart Week: September 18 - 22, 2023](#)



Small Farm School 2023 - A Great Success

On Wednesday, September 13th, Small Farm School hosted its 12th annual event. A record breaking 240 students signed up for the 1-day event which offered 26 unique classes. Small Farm School is well-known for providing beginning and experienced farmers with opportunities to grow their skill sets, learn from the experts, and network with other farmers in Clackamas County and beyond.

Weather was perfect for outdoor, hands-on experiences. Sponsors and exhibitors provided additional information of value to the participants. Clackamas SWCD's no-till drill was an especially big hit! A vegetarian lunch sourced from local farmers was provided and the day ended with a Farm Social at Campfire Farms, located in Beavercreek.



Beavercreek Hamlet Bids Farewell

Our neighbors at the Hamlet of Beavercreek have held their monthly community meetings in our Conservation Resource Center conference room since January 2023.

They have been very appreciative of the hospitality the District has extended. Recently, the Hamlet has finished their project to install Wi-Fi in the Beavercreek Grange building in the hope of returning to that building for their monthly meetings. The final test of the Wi-Fi system using the District's OWL was a huge success.

Moving forward, the Hamlet will be using an OWL owned by Clackamas County and will again hold their monthly community meetings at the Beavercreek Grange.



Riparian Video Series and Do-It-Yourself Guide

This month we introduced the first of a 4-part video series on Riparian Restoration. Developed in collaboration with planning staff, this video features drone footage of our very own staff member, Drew Donahue.

An accompanying piece to the riparian videos is a DIY guide that focuses on site prep, planting, and maintenance for riparian zones.

Creating new opportunities for landowners to take leadership and initiative on their conservation projects with quality guidance from the District will help us achieve the goals set forth in our strategic action plan.



Staff and Board BBQ

You are invited to attend a Staff/Board BBQ featuring smoked pulled pork sandwiches by our own Chris Lapp! We will have sides, desserts, and drinks. Plus, Cornhole and Plinko games!

Save the Date!
September 19 from 2 to 4 p.m.



Let's Have a BBQ!

Voucher Approval List

9/13/2023

Date	Number	Payee	Memo	Payment
Subtotal:				\$ -

9/19/2023

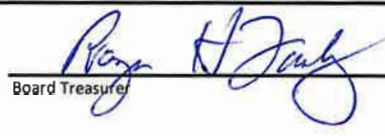
9/19/2023	101667	Abila	Acct: C004075 MIP Cloud 09/2023	\$ 366.76	
9/19/2023	101668	A & L Western Agricultural Laboratories, Inc	CSWCD: Soil Testing [03/2023] 09/2023	\$ 153.60	
9/19/2023	101669	American On Site	CSWCD: Site Svcs [Septic] 08/2023::SRL-7024 FINAL	\$ 7,085.09	
9/19/2023	101670	Jeff Becker	CSWCD: Stipend 08/2023	\$ 150.00	
9/19/2023	101671	Buel's Impressions Printing	CSWCD: Printing [Disp Brd] 09/2023	\$ 216.00	
9/19/2023	101672	Covenant Systems LLC	CSWCD: Monitoring Qtr 4 2023	\$ 300.00	
9/19/2023	101673	Coverall North America, Inc	Acct: 157-6800 CRC/USDA 09/2023	\$ 1,569.00	
9/19/2023	101674	Jordan DeLawder	Reimbursement: Mileage 08/2023	\$ 44.54	
9/19/2023	101675	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 09/2023	\$ 29,351.56	
9/19/2023	101676	Clackamas Dept of Finance	CSWCD: Connectivity 23/24	\$ 3,218.64	
9/19/2023	101677	Scott Eden	Reimbursement: Mileage 08/2023	\$ 24.24	
9/19/2023	101678	Environmental Systems Research Institute Inc	Acct: 606324 ArcGIS Lic 09/2023	\$ 16,055.00	
9/19/2023	101679	Evergreen Remodeling Inc	CSWCD: SRG-7915 SRG-7917 Site Eval 08/2023	\$ 4,870.00	
9/19/2023	101680	Roger Fantz	CSWCD: Stipend 08/2023	\$ 100.00	
9/19/2023	101681	Garmin Services, Inc	Acct: DL627537 08/2023	\$ 70.30	
9/19/2023	101682	Geosyntec Consulting Inc	Acct: PNW0494 Monitoring 07/2023	\$ 399.64	CF
9/19/2023	101683	Graber Fence Company	CSWCD: CRC [Fencing] Down Pmt 09/2023	\$ 5,766.00	
9/19/2023	101684	Green Banks, LLC	WW-2022-04 [2023-RS-04] 08/2023	\$ 13,346.74	CF
9/19/2023	101685	Donald Guttridge	CSWCD: Stipend 08/2023	\$ 213.66	
9/19/2023	101686	Christopher Lapp	Reimbursement: Mileage 08/2023	\$ 57.37	
9/19/2023	101687	Jan Lee Weinberg	CSWCD: Board Stipend 08/2023	\$ 125.41	
9/19/2023	101688	MassMutual Life Insurance Company	Acct: 76453 EE GUL 09/2023	\$ 649.50	
9/19/2023	101689	Padmanabhan K Melethil	Reimbursement: Mileage 08/2023	\$ 73.36	
9/19/2023	101690	Jesse Nelson	CSWCD: Stipend 08/2023	\$ 50.00	
9/19/2023	101691	Northwest Local Government Legal Advisors, LLC	CSWCD: Prof Svc [Legal] 08/2023	\$ 1,705.00	
9/19/2023	101692	Pacific Office Automation	Acct: 900-0345641-000 07/2023	\$ 295.86	
9/19/2023	101693	Pudding River Watershed Council	CSWCD: Bio-Assessment [PSupport] 08/2023	\$ 5,000.00	
9/19/2023	101694	Rebecca Sinichko	Reimbursement: Supplies 08/2023	\$ 112.67	
9/19/2023	101695	Sound Native Plants Inc	WW-2022-11 [BLM RVRSD] 09/2023	\$ 8,642.66	CF
9/19/2023	101696	T-MOBILE	Acct: 989231057 WW 08/2023	\$ 80.60	
9/19/2023	101697	US Bank Voyager Fleet Systems	Acct: 86928-4679 08/2023	\$ 803.94	
9/19/2023	101698	Wild Habitat Contracting, LLC	WW-2022-12 [JC-2023_Beachie] 09/2023	\$ 8,048.31	CF
9/19/2023	101699	Wingfield Manufacturing, LLC	CSWCD: Supplies [ERP] 09/2023	\$ 28.00	
9/19/2023	101700	Joan Zuber	CSWCD: Stipend 08/2023	\$ 50.00	

Subtotal: \$ 109,023.45

Total: \$ 109,023.45

Total Conservation Fund \$ 30,437.35


Board Chair


Board Treasurer

	EFT-Recurring 09-2023	27,267.01
	EFT-Regular 09-2023	10,050.00
	Voucher-Regular 09-2023	109,023.45
		146,340.46