



Approved January 16, 2024

Clackamas SWCD Board Meeting Minutes for December 19, 2023

PRESENT	Directors:	In Person: Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Joan Zuber Via Zoom: Jesse Nelson (Vice Chair), Jan Lee-Weinberg
	Associate Directors:	PK Melethil
	Directors Emeritus:	
	Staff:	Justin Cooley, Drew Donahue, Scott Eden, Tami Guttridge, Lisa Kilders, Sam Leininger, Gus Liszka, Cathy McQueeney, Jenne Reische, Heather Nielsen, Nathan Tucker
	Partners:	
	Guest:	Joe Matteo
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 4:52 p.m., December 19, 2023, in the Clackamas SWCD conference room at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.

Chair Becker noted one change to the agenda, Staff Cloutier would be presenting the Equity Team report, not Staff McQueeney.

B. Public Comment – No Public Comment was given.

C. Director reports –

- Associate Director Melethil reported that he learned from a staff person at the Oregon Department of Environmental Quality that Clackamas Soil and Water Conservation District was one of the few Districts that participated in the septic system funding.

- Director Zuber reported that the Green River in Washington State has received a Wild and Scenic designation, protecting it from mining proposals that would have damaged the ecosystem.
- Director Johnson reported that Clackamas County and Multnomah County Hearings officials have approved the Portland Water Bureau's water treatment plant. There are already challenges in the works that will be presented to the Land Use Board of Appeals (LUBA)
- Director Lee-Weinberg reported that the legislative session will begin at the end of January. There is ten million dollars to be divided between the Oregon Watershed Enhancement Board, the Oregon Department of Agriculture, and the Oregon Department of Forestry. It will be interesting to see if and how Districts may be able to access these funds. She invited board members to attend the forum for the Natural and Working Lands Fund (\$10 million).
- Director Nelson reported that The Cottrell Citizens Alliance and others would be part of the appeal to challenge the decision of the Clackamas County and Multnomah County Hearings Officers to approve the Portland Water Bureau's water treatment plant.

D. Partner reports – No Partner reports

E. Manager's report on committees – Staff Kilders reported that the Ad Hoc Board Development Work Group met on November 22 to discuss job descriptions and the need to review manuals and policies. Kilders noted that the Equity Forum had met on December 6, and Staff Cloutier would report later in the meeting.

2 – MINUTES

A. November 21, 2023, Regular Board Meeting minutes – Minutes from the November 21, 2023, board meeting were presented. It was noted that there was a correction to be made in the motion to approve National Association of Conservation Districts dues. The dues will be \$776, not \$77,600. The Board Secretary has reviewed the minutes.

Directors Guttridge/Fantz moved/seconded to approve the November 21, 2023, board meeting minutes as corrected. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

3 – FINANCIAL REPORTS

A. Review and accept financial reports – Staff Tucker reviewed the financial reports for the period ending November 30, 2023. Total assets were at \$12.2 million, total liabilities were \$6.2 million, and total net assets were \$5.9 million. November income receivable included \$2.1 million in tax revenues and \$315,229 in expenses which included \$158,000 in personnel expenses and \$78,000 in loan interest payments.

Directors Fantz/Zuber moved/seconded to approve the November 2023 financial reports as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

- B. **Disbursements** – Staff Tucker reviewed the December 2023 disbursements. Automatic Clearing House payments totaled \$687.19. Recurring electronic funds transfer payments totaled \$78,833.09, and the regular disbursements totaled \$74,402.51, with \$3,060.74 from the Conservation Fund. Tucker noted the payment on the list to Dougall Conradie, LLC will be made after the meeting if the Board approves the audit.

Directors Guttridge/Fantz moved/second to approve the December 2023 disbursements as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Accept the Audit** – Staff Kilders presented the staff recommendation to accept the FYE 2022/2023 Audit

Directors Guttridge/Zuber moved/second to accept the FYE 2022/2023 Audit as presented by Richard Winkel, CPA. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

- B. **Proposed Amendment to Fiscal Policies and Procedures Manual regarding Electronic Payment Approval** – Staff Kilders submitted the amended policy with the corrected wording regarding Board approval or disapproval of payments at board meetings. Kilders asked the Board to accept the amendment as presented.

Directors Guttridge/Zuber moved/second to accept the amended Fiscal Policy regarding electronic payment with the language presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

- C. **Watershed Council Grants** – Staff McQueeney reported that the Watershed Council Grants Review Committee met on December 13, 2023, to review applications and make a recommendation to award grants to nine councils. The committee consisted of Directors Fantz, Guttridge, Zuber, and staff members McQueeney and Nielsen. (Please see the attached spreadsheet for recommendations). It was noted that there was a placeholder for the Sandy River Watershed Council in the hopes they would reorganize soon. North Clackamas, Lake Oswego, and Tryon Creek Watershed Councils do not qualify for Oregon Watershed Enhancement Board dollars, due to organizational dates.

Directors Fantz/Guttridge moved/second to accept the recommendations of the Watershed Council Grant committee as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

5 – PROJECTS, PROGRAMS

- A. **Septic Grant and Loan Program update** – Staff Tucker reported adjustments are being made to the language in the program agreements. The new language will require multiple bids for septic systems that are over the \$45,000 limit the District currently has set. Tucker also reported that the Department of Environmental Quality has awarded the District an additional \$400,000 allocation, and a three-month extension to allocate the septic grants.

- B. **Equity Committee update** - Staff Cloutier reported that the committee had reviewed possible outside human resource (HR) services that the District might utilize to make a recommendation for the District Manager to consider. The committee is also seeking input on their charter and ground rules.

6 – PERSONNEL

- A. **Cooperative Weed Management Area (CWMA) WeedWise candidate selection** – Staff Kilders reported that after a second round of interviews, the District has recruited Brendan Fordyce to fill the CWMA/ WeedWise position. Fordyce hails from the Estacada area and has a solid understanding of the natural resources in Clackamas County. He is currently finishing his master’s degree in Natural Resources from Oregon State University. Brendan’s first day with the District will be January 8, 2024.

7 – BOARD AND MANAGER REPORTS

- A. **Approval of Board Directors attendance at the CONNECT conference** – Staff Kilders asked the Board to approve Directors Fantz, Guttridge, Johnson, Lee-Weinberg, and Zuber to attend the CONNECT conference. Associate Director Melethil asked if might also attend the conference.

Director Fantz/Zuber moved/seconded to approve the attendance of Directors Fantz, Guttridge, Johnson, Lee-Weinberg, Zuber, and Associate Director Melethil at the CONNECT conference. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

- B. **Move Date of the April 2024 Board Meeting** – Staff Kilders asked the Board to approve moving the date of the April 16, 2024, Board meeting to April 23, 2024. The move is necessary as the CONNECT conference will be from April 16 - 18, 2024.

Director Fantz/Guttridge moved/seconded to change the date of the April 2024 Board Meeting to April 23, 2024. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

- C. **Convert Ad-hoc Board Development Committee to Standing Committee** – Staff Kilders reported that after discussions at the November 22, 2023, meeting, the Board Development Committee recommends that the committee become a standing committee. The reason for the change is that policies and procedures will need to be reviewed on an ongoing basis.

Director Guttridge/Becker moved/seconded to change the Board Development Committee from Ad-hoc to Standing. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, Nelson, and Zuber. Motion carried unanimously.

8 – PROPERTY, PLANNING – No Topic to discuss

9 – OTHER REPORTS – No reports

ADJOURN AND NEXT MEETING

- The next regular meeting will be on January 16, 2024, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:50 p.m.

Respectfully submitted,

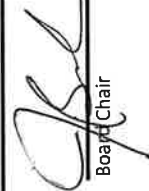


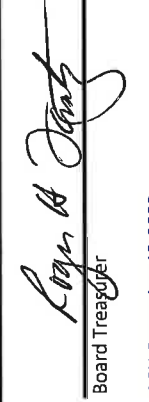
Tami L. Guttridge
Office Administrator

VOUCHER DISBURSEMENT SUMMARY

12/1/2023

Date	Number	Payee	Memo	Payment
12/18/2023	101774	Abila	Acct: C004075 MIP Cloud 12/2023	\$ 1,515.85
12/18/2023	101775	Active Media Publishing Group	CSWCD: Mountain Times [Sub] 11/2023	\$ 45.00
12/18/2023	101776	Jeff Becker	CSWCD: Stipend 11/2023	\$ 200.00
12/18/2023	101777	BIO-Med Testing Services, Inc	Acct: CLACOREG [04/2023] 12/2023	\$ 36.00
12/18/2023	101778	Bridge Tower Media	Acct: 266872 [Pub/Adv] [05/2023] 12/2023	\$ 178.20
12/18/2023	101779	Clackamas ESD	CSWCD: SIP Q1 12/2023	\$ 896.55
12/18/2023	101780	Covenant Systems LLC	CSWCD: Shop/Office Security 12/2023	\$ 8,041.20
12/18/2023	101781	Drew Donahue	Reimbursement: Mileage 10/2023	\$ 45.85
12/18/2023	101782	E & A Systems Incorporated	CSWCD: SRG-7919 Install FINAL 12/2023	\$ 44,900.00
12/18/2023	101783	Scott Eden	CSWCD: GUL Deduction Refund [EE] 12/2023	\$ 106.50
12/18/2023	101784	Roger Fantz	CSWCD: Stipend 11/2023	\$ 100.00
12/18/2023	101785	Garmin Services, Inc	Acct: DL627537 11/2023	\$ 70.30
12/18/2023	101786	Donald Guttridge	Reimbursement: Stipend/Mileage 11/2023	\$ 142.44
12/18/2023	101787	HR Answers	CSWCD: Prof Svcs [HRPR] 12/2023	\$ 900.00
12/18/2023	101788	James Johnson	CSWCD: Stipend 11/2023	\$ 50.00
12/18/2023	101789	Christopher Lapp	Reimbursement: Supplies 10/2023	\$ 32.98
12/18/2023	101790	Jan Lee Weinberg	Reimbursement: Stipend/Mileage 11/2023	\$ 185.89
12/18/2023	101791	MassMutual Life Insurance Company	Acct: 76453 EE-GUL 12/2023	\$ 649.50
12/18/2023	101792	Catherine McQueeney	Reimbursement: Mileage [OCEAN] 11/2023	\$ 175.67
12/18/2023	101793	My Fleet Center -Jiffylube	Acct: JU-FS149138 [Escape] 11/2023	\$ 99.73
12/18/2023	101794	National Association of Conservation Districts	CSWCD: Mbr 2024	\$ 776.00
12/18/2023	101795	Jesse Nelson	CSWCD: Stipend 11/2023	\$ 50.00
12/18/2023	101796	Pacific Office Automation	Acct: 900-0345641-000 10/2023	\$ 242.34
12/18/2023	101797	Special Districts Insurance Services	Acct: 18476 [34P18476-220] 12/2023	\$ 33.00
12/18/2023	101798	Sun Glow Inc	CSWCD: Back Flow [06/2023] 12/2023	\$ 375.00
12/18/2023	101799	The Oregonian Media Group	CSWCD: Pub/Adv [Annual Mtg] 11/2023	\$ 183.84
12/18/2023	101800	T-MOBILE	Acct: 989231057 WW 11/2023	\$ 80.63
12/18/2023	101801	Wild Habitat Contracting, LLC	NRCS AoP: Soda Springs [WW-2022-12] 11/2023	\$ 3,060.74
12/18/2023	101802	Willamette Cultural Resources Associates, Ltd	CSWCD: Proj 22-114 [CultSvcsHB] 12/2023	\$ 1,890.00
12/18/2023	101803	Joan Zuber	Reimbursement: Stipend/Mileage 11/2023	\$ 89.30
12/18/2023	EFT	Dougall Conradie LLC	CSWCD: Annual Financial Audit	\$ 9,250.00
Subtotal:				\$ 74,402.51
Total:				\$ 74,402.51
Total Conservation Fund				\$ 3,060.74


Board Chair


Board Treasurer

ACH-Recurring 12-2023	687.19
EFT-Recurring 12-2023	78,833.09
EFT-Regular 12-2023	
Voucher-Regular 12-2023	74,402.51
Total	153,235.60

CF