



Approved March 19, 2024

**Clackamas SWCD Board Meeting Minutes for February 20, 2024**

<b>PRESENT</b>	<b>Directors:</b>	In Person: Jeff Becker (Chair), Don Guttridge (Secretary) Jim Johnson, Via Zoom: Roger Fantz (Treasurer), Jesse Nelson (Vice Chair), Jan Lee-Weinberg, Joan Zuber
	<b>Associate Directors:</b>	Via Zoom: PK Melethil
	<b>Directors Emeritus:</b>	
	<b>Staff:</b>	Drew Donahue, Jason Faucera, Tami Guttridge, Lisa Kilders, Chris Lapp, Sam Leininger, Gus Liszka, Cathy McQueeney, Heather Nielsen, Jenne Reische, Nathan Tucker
	<b>Partners:</b>	Kim Galland (Natural Resources Conservation Service), Via Zoom: Al Hrynshyn (Upper Willamette SWCD)
	<b>Guest:</b>	Joe Matteo (Beavercreek Hamlet), Jennifer Schoorl, Laurie Grenya (HR Answers)
<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 4:03 p.m., February 20, 2024, in the Clackamas SWCD conference room at 22055 S Beavercreek Rd, Beavercreek, Oregon.

Chair Becker asked if there were any changes or additions to the agenda. Hearing none Chair Becker noted the agenda might have to be juggled but would stand as written.

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

**C. Director reports** –

- Director Fantz called in from the coast.

- Director Guttridge reported that he had attended the Special Districts Association of Oregon (SDAO) conference. He learned a lot but was disappointed not to see more Soil and Water Conservation Districts represented.
- Director Zuber reported she had also attended the SDAO conference.
- Director Johnson reported about an upcoming movie called "An Oregon Story" about how land use planning came to be in Oregon. It was mostly put together by Jim Gilbert of Northwoods Nursery. Johnson had copies of the movie on thumb drive for those at the meeting.

#### D. Partner reports –

- Al Hrynshyn, from the Soil and Water Conservation Commission (SWCC) and the Upper Willamette Soil and Water Conservation District, reported that the SWCC would be meeting in Tualatin on Feb. 27 and 28. Hrynshyn asked that the Board let him know if there were any questions from the district.
- Kim Galland, Soil Conservationist with the Natural Resources Conservation Service, spoke with the board regarding the Inflation Reduction Act (IRA). Galland presented a PowerPoint presentation on the IRA funding that was authorized in 2022 with a focus on climate-smart practices. In Oregon, funding will ramp up to twenty million dollars for 2024 and thirty million for 2025.

*Director Lee-Weinberg arrived at 4:08 p.m.*

- Director Lee reported on her trip to the National Association of Conservation Districts annual conference in San Diego. The Climate Committee presentation that she was a part of was well received.

**E. Manager's report on committees** – District Manager (DM) Lapp reported that the Board Development Committee met on Feb. 1, 2024, to work on the charter, board position descriptions, and well a board profile check-off sheet. Lapp plans to bring the information to the March Board meeting. Lapp also reported that the Equity Forum had met on Feb. 7, 2024, and Staff McQueeney would report later in the meeting.

## 2 – MINUTES

**A. January 16, 2024, Regular Board Meeting minutes** – The minutes of the January 16, 2024, regular board meeting were presented. The Board Secretary has reviewed the minutes and found no errors.

Directors Guttridge/Becker moved/seconded to approve the January 16, 2024, regular board meeting minutes as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Lee-Weinberg, Nelson, and Zuber. Abstaining: Johnson. Motion carried.

### 3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker presented the January 31, 2024, financial reports. Total assets were \$12.6 million, total liabilities were \$6.4 million, and net assets totaled \$6.2 million. Income for January totaled \$86,451 of which \$32,900 were from taxes, \$24,00 was grant revenue, and \$15,941 was from interest. Expenses totaled \$441,670.21, with \$162,000 in personnel, \$100,000 in partner support, and \$200,000 in septic system payments and loans.

Directors Fantz/Guttridge moved/seconded to accept the January 2024 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 presented the Disbursements for February 2024. Checks numbered 101840 to 101870 with no breaks or voids in the sequence. Disbursements totaled \$105,428.60 with \$4255.44 from the conservation fund.

Tucker also reviewed totals for the Automatic Clearing House payments which totaled \$436.90. Electronic Funds transfers totaled \$33,809.06 for reoccurring payments and \$72,043.75 for regular payments.

Directors Guttridge/Fantz moved/seconded to approve the February 2024 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. **HR Answers Pay System Presentation** – DM Lapp introduced Jennifer School and Laurie Grenya from HR Answers. School and Grenya presented the Pay Equity and Compensation Study they completed for the District. The study included pay equity, market data, the growth potential of the District, the economy, and wage structures. (Please see PowerPoint slides from HR Answers and Staff Tucker which are a part of these minutes).

*Director Zuber left the meeting at 5:34*

- B. **Pay System Administration Policy** – DM Lapp presented the Pay System Administration Policy 2024-P-101 for the Board's approval. The policy establishes and maintains a compensation plan for employees that provides equitable compensation for the level and value of work performed. It is competitive with comparable services in the public and private sector, assists in the recruitment and retention of qualified and competent employees, and promotes a high level of performance.

Directors Johnson/Lee-Weinberg moved/seconded to adopt Policy 2024-P-101 Pay System Administration as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, and Nelson. Motion carried unanimously.

- C. **Budget Officer Appointment and Budget Committee Appointments** – DM Lapp presented the budget calendar for the Board's review and approval. Additional tasks

were the appointment of the Budget Officer and approving the addition of David Bugni and Steve Fedje to the Budget Committee.

Directors Lee-Weinberg/Guttridge moved/seconded to approve the budget calendar as proposed. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, and Nelson. Motion carried unanimously.

Directors Guttridge/Johnson moved/seconded to appoint District Manager Lapp as the 2024-2025 Fiscal Year Budget Officer. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, and Nelson. Motion carried unanimously.

Directors Lee-Weinberg/Guttridge moved/seconded to appoint David Bugni and Steve Fedje to 3-year terms on the Budget Committee. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, and Nelson. Motion carried unanimously.

*Director Nelson left the meeting at 5:45 p.m.*

## **5 – PROJECTS, PROGRAMS**

- A. Conservation Resource Center Plaza Landscape Design Project** – Staff Faucera reported on the Farm Development Work Group recommendation on the Request For Proposal (RFP) for landscape design services. The RFP is to transition the Plaza and landscaping around the building and driveways to a space that incorporates the values, functions, and features needed to realize the vision for the Conservation Resource Center as determined in the strategic plan.

Eight proposals were received. The Farm Development Workgroup recommends Studio Wild as the most responsive bidder. The bid for \$26,000 is within the appropriated budget for the project. Staff requests the Board award the contract to Studio Wild Landscape Architecture, LLC for \$26,000 with a Not-To-Exceed limit of \$30,000 and authorize the District Manager to sign the contract.

*Director Zuber returned @5:49.*

Directors Guttridge/Fantz moved/seconded to award a contract to Studio Wild Landscape Architecture, LLC for \$26,000 with a Not-To-Exceed Limit of \$30,000 and authorize DM Lapp to negotiate and sign the contract. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson and Lee-Weinberg. Abstaining: Zuber. Motion Carried.

- B. 50<sup>th</sup> Anniversary Event and Logo Design** – Staff Kilders presented the logos that the District will be using this year to celebrate 50 years as the Clackamas Soil and Water Conservation District. Kilders also reported that there would be a kick-off event on March 22 from 4 to 6 p.m. with cake cutting at 5:00 p.m. This will be an open house event for our partners. Other events will be planned for the summer.



- C. **Equity Forum and Special Districts Association of Oregon Award** – Staff McQueeney reported that the equity forum met on February 7, 2024. The forum discussed the staff and management review of the previously recommended equity curriculum to see if it would be a good fit. The equity working group has been tasked with integrating the training into staff work plans. The Equity Team will be meeting with DM Lapp on Feb. 27, 2024.

Equity Forum members also reviewed the Employee Assistance Program from Clackamas County and reviewed the Equity Focus tool. The Equity Tool has been added to the X:Drive to capture information for the next 6 months to see how it is working. The Equity Forum's next meeting will be on March 6, 2024, at 2:00 p.m. Staff McQueeney reported that minutes from Equity Forum meetings will be forwarded to all employees.

Staff McQueeney then reported on the Special Districts Association of Oregon banquet where the District was awarded the Outstanding Special District with 6 to 25 employees. McQueeney, along with her spouse, Director Guttridge, Director Zuber, DM Lapp, and Sandi Hiatt of the Oregon Department of Agriculture were on hand when the award was presented. The video about the District that was shown at the banquet was shown at the meeting.

## **6 – PERSONNEL – No reports**

## **7 – BOARD AND MANAGER REPORTS**

- A. **Special Districts Association of Oregon Public Meeting Law requirements – update** – Staff Guttridge reviewed a notice from Special Districts regarding the public meeting law requirements. Currently, the Oregon Ethics Commission has not approved any training regarding public meeting requirements. When the Ethics Commission approves training all board directors will be required to attend the training one time in their four-year term.

## **8 – PROPERTY, PLANNING**

- A. **Donation of Dodge Dakota to Douglas Soil and Water Conservation District** – Several years ago, the District declared the Dodge Dakota surplus because it was too small and was having some mechanical issues. Previously the District was going to auction the vehicle, however, Douglas Soil and Water Conservation District (SWCD) has need of a vehicle. They do not have a tax base and have limited funding to purchase a vehicle. Lapp asked the Board to approve the donation of the Dodge Dakota to Douglas SWCD. The vehicle would be donated as is and the Douglas SWCD is aware of issues.

Directors Guttridge/Johnson moved/seconded to move the Dodge Dakota pickup from auction status to a donation, and to donate the vehicle to the Douglas Soil and Water Conservation District in an as-is condition. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee-Weinberg, and Zuber. The motion carried unanimously.

## **9 – OTHER REPORTS**

- Associate Director Melethil thanked the Board for supporting his work with Friends of Trees. He reported that they are a great group, doing good work. It has been interesting to see how their volunteer group works.
- DM Lapp reported that Friends of Trees just received a \$5 million Federal grant.

## **ADJOURN AND NEXT MEETING**

- The next regular meeting will be on March 19 at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 6:22 p.m.

Respectfully submitted,



Tami L. Guttridge  
Office Administrator

2024

# Clackamas Soil and Water Conservation District Compensation Project

PRESENTED BY: JENNIFER SCHOORL, SENIOR CONSULTANT  
LAURIE GRENYA, PRESIDENT & OWNER

# Agenda

- ▶ Introduction to HRA
- ▶ What is Compensation?
- ▶ Scope of work
  - ▶ Pay Equity
  - ▶ Wage Review
  - ▶ New Pay Structure
  - ▶ Compensation Philosophy
  - ▶ Pay Administration
- ▶ Recommendations



## Introduction to HRA

We bring 38 years of consulting experience and over 150 years practical application in all areas of HR.

We value and provide

- ▶ Credibility
- ▶ Honesty
- ▶ Awareness
- ▶ Openness
- ▶ Sharing
- ▶ Caring
- ▶ Planning
- ▶ Creativity
- ▶ Flexibility



# What is Compensation

- ▶ Compensation is the practice of designing, evaluating, and reviewing various components of employee rewards in alignment with the current market, organization values and financial capability.
- ▶ No two compensation policies, structures, or process are exactly alike.
- ▶ Nondiscriminatory equity in pay practices is the only part required by law (in Oregon).

# Oregon Pay Equity (legally required)

- ▶ Implemented 1/1/2019
- ▶ Requires
  - ▶ Comparison analysis of all jobs using the same criteria
  - ▶ Equity analysis of jobs that are comparable
  - ▶ Triannual audit



***Every worker [within your organization] must get equal pay for equal work regardless of your gender, race, age, or other protected characteristics.***

# Pay Equity Analysis

- ▶ HRA uses standardized model
- ▶ Reviews Job Description and rates the 5 key comparable characteristics of Oregon Pay Equity Law
- ▶ Ratings create a Job Profile
- ▶ This is how we determine if jobs are similar or different; if similar they are paid the same, with EXCEPTIONS
- ▶ Bonafide Factors

Job Title (this is not people)	Knowledge			Skill		Effort		Responsibility				Working Conditions		Job Profile
	Education	Experience	Licensure/ Certification	Communication	Creativity	Mental	Physical	Impact and Influence	Independence	Planning	Supervision	Environment	Schedule	
Education and Outreach Specialist	4	3	1	5	4	4	3	3	3	3	1	2	2	4315443333122
Administrative Officer	3	4	1	5	2	3	3	2	2	2	1	2	2	3415233222122
Conservation Planning Program Manager	4	4	1	5	5	5	2	4	5	5	5	3	4	4415552455534

# Market Wage Review

▶ Determine potential participants

- ▶ Clackamas County
- ▶ East Multnomah SWCD
- ▶ Marion SWCD
- ▶ Tualatin SWCD
- ▶ West Multnomah SWCD
- ▶ Benton SWCD
- ▶ City of West Linn
- ▶ Published Surveys

Organization Job Title	Name of Organization	Respondent Job Title	Average of Hourly Rate	Average of Minimum	Average of Maximum
<b>Administrative Officer</b>	Clackamas County	Administrative Specialist 1	\$25.68	\$23.45	\$29.98
		Administrative Specialist 2	\$29.17	\$23.45	\$29.98
		Administrative Specialist 3	\$26.78	\$23.45	\$29.98
		Administrative Specialist 4	\$25.68	\$23.45	\$29.98
	East Multnomah SWCD	Operations Administrative Assistant	\$27.30	\$22.70	\$32.92
	Marion SWCD	Administrative Assistant	\$21.35	\$12.90	\$20.81
		Office and Facility Coordinator	\$24.60	\$19.73	\$32.19
	Tualatin SWCD	Operations Assistant	\$23.63	\$21.58	\$28.05
	WMSWCD	Office Manager	\$32.43	\$25.41	\$37.50
	Benton SWCD	Operations Coordinator	\$24.20	\$23.03	\$31.15
<b>Administrative Officer Average</b>			<b>\$26.08</b>	<b>\$21.81</b>	<b>\$30.12</b>

▶ Solicit and research data

- ▶ Wage data such as current incumbent pay
- ▶ Minimum Range pay for position
- ▶ Maximum Range pay for position



# Pay Structure



- ▶ Review market wage data
- ▶ Compare against current pay structure
- ▶ Identify NEW pay structure
  - ▶ Why important??
- ▶ Grades, Steps, Minimum Wage & Market Median
- ▶ Hiring/Promotion and Seniority with CSWCD

# Compensation Philosophy

- ❖ Foundational
- ❖ Supports the prior work
- ❖ Holds Leadership & Board accountable
- ❖ Helps with attracting & retaining employees

## **PURPOSE**

Our employees are our most important asset and play a significant role in Clackamas Soil and Water Conservation District's (District) ability to effectively deliver our mission and serve the residents of Clackamas County. To support them, we must have a compensation program where every employee feels valued and is provided the opportunity to succeed and contribute regardless of their position in the organization. We must do this in an equitable environment that fosters teamwork, and achievement while staying as budget conscious as possible. This will ensure that compensation decisions are made with sensitivity to the resources of the District with an eye to the compensation practices of other organizations with which we compete for talent.

# Pay Administration Manual/Guide



The pay administration manual is the way in which all these steps are managed and maintained.

## In the end...

- ▶ Pay Equity
  - ▶ Checked and no concerns
- ▶ Market Comparison
  - ▶ The information was validated, reviewed, and current pay structure was reviewed in relationship to the new one
  - ▶ Positions placed according to market, hierarchy, pay compression
- ▶ Compensation Philosophy created and ready for implementation
- ▶ Pay Systems and Administration Policy is ready to implement

# Recommendations for consideration

- ▶ Pay Equity
  - ▶ Plan for a triannual review of pay equity
  - ▶ Maintain pay equity through the implementation and consistent administration of pay policies and structure
- ▶ Pay Review
  - ▶ Recommend a review of market every 2-3 years
  - ▶ Review positions when new OR significant changes occur

**All changes must be balanced with financial capability.**



Questions?



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# CSWCD PAY EQUITY & COMP STRUCTURE 2024



# GOALS

Clackamas Soil and Water Conservation District aspires to lead in conservation and maximize stakeholder value. The District cannot achieve its goals without people who are dedicated to carrying out the mission. We accomplish this by Hiring, Training, Retaining, and Deploying exceptional personnel.





# Where We Are

The District's last study was in 2019, and no compensation model:

- Position Description, duties defined
- New Hire Placement
- Pay Comp Model for Growth
- Merit Based Salary Increase

*The way to get started is to quit talking and begin doing.*

Walt Disney





# TABLE-CURRENT MODEL

BANDS >	BAND A	BAND B	BAND C	BAND D	BAND E
STEP 20	\$46,995.25	\$68,356.73	\$89,718.21	\$111,079.69	\$132,441.17
STEP 19	\$45,626.46	\$66,365.76	\$87,105.06	\$107,844.36	\$128,583.66
STEP 18	\$44,297.53	\$64,432.78	\$84,568.02	\$104,703.26	\$124,838.51
STEP 17	\$43,007.32	\$62,556.09	\$82,104.87	\$101,653.65	\$121,202.43
STEP 16	\$41,754.67	\$60,734.07	\$79,713.47	\$98,692.87	\$117,672.27
STEP 15	\$40,538.52	\$58,965.12	\$77,391.72	\$95,818.32	\$114,244.92
STEP 14	\$39,357.79	\$57,247.69	\$75,137.59	\$93,027.49	\$110,917.40
STEP 13	\$38,211.44	\$55,580.28	\$72,949.12	\$90,317.95	\$107,686.79
STEP 12	\$37,098.49	\$53,961.44	\$70,824.39	\$87,687.33	\$104,550.28
STEP 11	\$36,017.95	\$52,389.74	\$68,761.54	\$85,133.33	\$101,505.13
STEP 10	\$34,968.88	\$50,863.83	\$66,758.78	\$82,653.72	\$98,548.67
STEP 09	\$33,950.37	\$49,382.36	\$64,814.35	\$80,246.33	\$95,678.32
STEP 08	\$32,961.53	\$47,944.04	\$62,926.55	\$77,909.06	\$92,891.57
STEP 07	\$32,001.48	\$46,547.61	\$61,093.74	\$75,639.87	\$90,185.99
STEP 06	\$31,069.40	\$45,191.85	\$59,314.31	\$73,436.76	\$87,559.22
STEP 05	\$30,164.47	\$43,875.59	\$57,586.71	\$71,297.83	\$85,008.95
STEP 04	\$29,285.89	\$42,597.66	\$55,909.42	\$69,221.19	\$82,532.96
STEP 03	\$28,432.90	\$41,356.95	\$54,280.99	\$67,205.04	\$80,129.09
STEP 02	\$27,604.76	\$40,152.38	\$52,699.99	\$65,247.61	\$77,795.23
STEP 01	\$26,800.74	\$38,982.89	\$51,165.04	\$63,347.20	\$75,529.35





# TABLE-MKT DATA

Title/Position	Market Data			CSWCD Current Position			HRA Recommendation			Stats				
	DM: Average of Hourly Rate	DM: Average of Minimum	DM: Average of Maximum	CSWCD: Avg Current Rate	CSWCD: Current Minimum	CSWCD: Current Maximum	current spread	annual market average	New Grade	New Grade Min	New Grade Max	Current wage to New Min	Current wage to New Max	CSWCD Recommended Grade
Administrative Officer	\$26.08	\$21.81	\$30.12	\$26.34	\$17.93	\$31.45	75%	\$54,252.36	10	\$49,900	\$69,048	110%	79%	10
Maintenance Worker	\$29.90	\$23.45	\$29.98	\$26.34	\$17.93	\$31.45	75%	\$62,200.92	10	\$49,900	\$69,048	110%	79%	10
Multi-County Riparian Technician	\$24.10	\$20.23	\$26.30	\$27.29	\$23.54	\$41.28	75%	\$50,125.48	12	\$56,068	\$77,582	101%	73%	12
Weedwise Specialist (General)-avg of all	\$25.29	\$20.28	\$26.90	\$31.33	\$23.54	\$41.28	75%	\$52,593.04	15	\$66,778	\$92,402	98%	71%	15
Education and Outreach Specialist	\$28.58	\$24.10	\$32.93	\$28.95	\$23.54	\$41.28	75%	\$59,441.20	15	\$66,778	\$92,402	90%	65%	15
Conservation Investments Coordinator	\$35.55	\$28.69	\$39.68	\$34.80	\$29.14	\$51.10	75%	\$73,942.76	15	\$66,778	\$92,402	108%	78%	15
Conservation Specialist- avg of all	\$38.95	\$29.55	\$42.87	\$34.60	\$23.54	\$41.28	75%	\$81,007.55	15	\$66,778	\$92,402	108%	78%	15
Weedwise Program Manager	\$35.18	\$30.88	\$41.03	\$44.08	\$29.14	\$51.10	75%	\$73,164.00	19	\$84,306	\$116,655	109%	79%	19
Education and Outreach Program Manager	\$38.00	\$31.24	\$42.23	\$48.10	\$34.75	\$60.93	75%	\$79,033.78	19	\$84,306	\$116,655	119%	86%	19
Land Management Program Manager	\$41.96	\$33.32	\$47.53	\$44.08	\$29.14	\$51.10	75%	\$87,266.40	19	\$84,306	\$116,655	109%	79%	19
Conservation Planning Program Manager	\$50.31	\$37.60	\$52.95	\$44.08	\$29.14	\$51.10	75%	\$104,637.91	19	\$84,306	\$116,655	109%	79%	19
Fiscal Administrator	\$55.05	\$41.96	\$57.40	\$42.80	\$29.14	\$51.10	75%	\$114,497.43	22	\$100,410	\$138,938	89%	64%	20
District Manager	\$63.69	\$53.33	\$71.47	\$45.34	\$34.75	\$60.93	75%	\$132,465.87	25	\$119,589	\$165,477	79%	57%	21



# TABLE-CSWCD ADJ

	CurrentRate			HRA Comp			CSWCD Comp			Notes
		Grade	Step	Rate	Grade	Step	Rate	CSWCD Adjustments		
Administrative Officer	57,247.69	10	5	58,376.47	10	5	57,259.00	Consistent with Mkt		
Maintenance Worker	57,247.69	10	5	58,376.47	10	5	57,259.00	Consistent with Mkt		
Riparian Technician	59,314.31	12	3	60,643.31	13	2	61,810.00	Down One Grade		
Conservation Specialist	77,391.72	15	5	78,120.88	15	6	78,924.56	Plus one step		
Conservation Specialist	77,391.72	15	5	78,120.88	15	6	78,924.56	Plus one step		
Conservation Specialist	70,824.39	15	3	72,227.15	15	3	72,227.15	Consistent with Mkt		
Weed Wise Specialist	68,761.54	15	2	69,449.18	15	2	69,449.18	Consistent with Mkt		
Weed Wise Specialist	66,758.78	15	1	66,778.06	15	1	66,778.06	Consistent with Mkt		
Weed Wise Specialist	61,093.74	15	1	66,778.06	13	2	59,432.00	Consistent with Mkt		
Education and Outreach Specialist	64,814.35	15	1	66,778.06	15	2	69,449.18	Plus one step		
Weed Wise Specialist	61,093.74	15	1	66,778.06	13	2	61,810.00	Up Two Grades		
Conservation Specialist	59,314.31	15	1	66,778.06	13	2	61,810.00	Up Two Grades		
Conservation Investments Coordinator	75,639.87	15	5	78,120.88	15	5	76,625.78	Consistent with Mkt		
Land Management Program Manager	95,818.32	19	5	98,625.82	19	5	96,738.28	Consistent with Mkt		
Weed Wise Program Manager	95,818.32	19	5	98,625.82	19	5	96,738.28	Consistent with Mkt		
Conservation Planning Program Manager	95,818.32	19	5	98,625.82	19	5	96,738.28	Consistent with Mkt		
Education and Outreach Manager	104,550.28	19	7	106,673.68	19	8	105,708.54	Plus one step		
Fiscal Administrator	93,027.49	22	1	100,409.51	20	4	99,556.00	Up One Grade, Plus 3 Steps		
District Manager	98,548.67	25	1	119,589.33	21	5	108,695.14	Up Four Grades, Plus 4 Steps		
	<b>1,440,475.22</b>			<b>1,509,875.50</b>			<b>1,475,932.99</b>			

# TABLE-PAY COMP

Minimum Wage	\$14.20	7/1/2023															
Grade Progression	1.06																
Step Progression 1-3	1.04																
Step Progression 4-9	1.03																
Step Progression 10-12	1.015																
<b>Hiring Range</b>																	
	Short MQ (-2+)	MQ (-1) to MQ	MQ +1*	MQ +2	MQ +3 -4	MQ +5-6	MQ +7-8	MQ +9-10	MQ +11 and over	<b>Seniority recognition</b>							
	Step Progression at 4%				Step Progression at 3%				Step Progression at 1.5%								
	<b>ANNUAL MOVEMENT (EVERY 12 MONTHS)</b>								<b>BI-ANNUAL MOVEMENT (EVERY 24 MONTHS)</b>								
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12					
1	\$14.20	\$14.77	\$15.36	\$15.82	\$16.29	\$16.78	\$17.29	\$17.80	\$18.34	\$18.61	\$18.89	\$19.18					
2	\$15.05	\$15.65	\$16.28	\$16.77	\$17.27	\$17.79	\$18.32	\$18.87	\$19.44	\$19.73	\$20.03	\$20.33					
3	\$15.96	\$16.59	\$17.26	\$17.77	\$18.31	\$18.86	\$19.42	\$20.01	\$20.61	\$20.91	\$21.23	\$21.55					
4	\$16.91	\$17.59	\$18.29	\$18.84	\$19.41	\$19.99	\$20.59	\$21.21	\$21.84	\$22.17	\$22.50	\$22.84					
5	\$17.93	\$18.64	\$19.39	\$19.97	\$20.57	\$21.19	\$21.82	\$22.48	\$23.15	\$23.50	\$23.85	\$24.21					
6	\$19.00	\$19.76	\$20.55	\$21.17	\$21.81	\$22.46	\$23.13	\$23.83	\$24.54	\$24.91	\$25.28	\$25.66					

	Percentage Increase	Frequency
Step 1	4	Annual
Step 2	4	Annual
Step 3	4	Annual
Step 4	4	Annual
Step 5	3	Annual
Step 6	3	Annual
Step 7	3	Annual
Step 8	3	Annual
Step 9	3	Annual
Step 10	1.5	Biennial
Step 11	1.5	Biennial
Step 12	1.5	Biennial



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# COMPENSATION PHILOSOPHY

Clackamas Soil and Water Conservation District's compensation and benefits program is designed to assist us in creating and supporting a flexible and responsive organization as well as position us to be competitive in the marketplace

- **External Equity:** Strive for median rates of comparable organizations
- **Internal Equity:** Merit Based Compensation
- **Process Equity:** Consistent application of policy and practices, providing a “road map” for developmental needs and budgeting
- **Financial Capability:** Balance Compensation and the District's resources for the long term



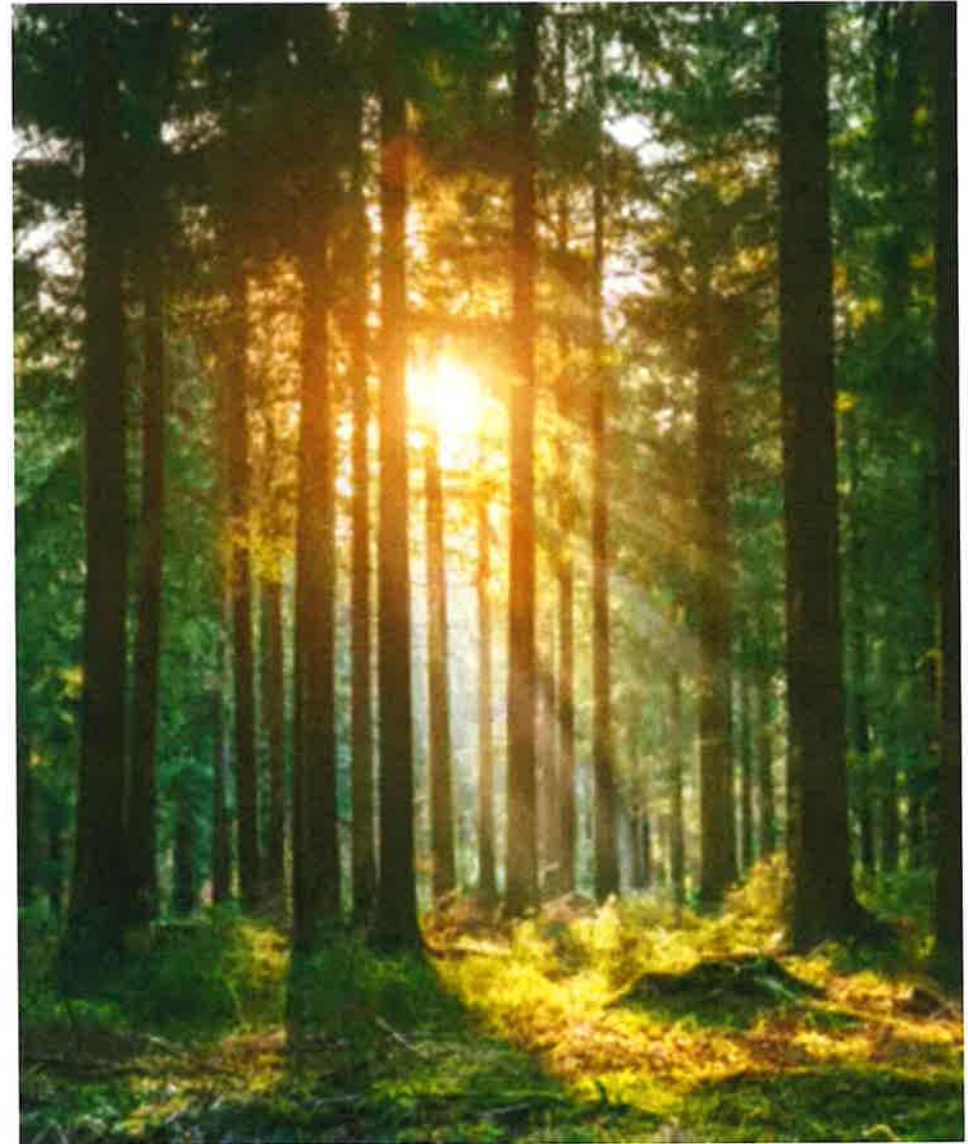
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## DISTRICT FINANCIAL OUTLOOK

- Work towards a goal of 25% MC <5yrs
- Maximize capacity of current assets
- Increase resources via outside funding sources
- COLA adjustments associated with available Fund Balances and economic opportunities

*Management Capability in the Near Term*

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## SUMMARY

*Our employees are our most important asset and play a significant role in Clackamas Soil and Water Conservation District's ability to effectively deliver our mission and effectively serve the residents of Clackamas County*





## A. GENERAL PROVISIONS

1. Purpose. The Clackamas Soil and Water Conservation District (CSWCD) strives to achieve an equitable relationship between the comparability of the value of work performed by employees within its established compensation and classification structure. It is the intent of this Pay Systems and Administration Policy to comply with Oregon's Equal Pay Law, as described in ORS Chapter 652 and OAR 839-008.
2. Scope. This policy applies to all CSWCD employees.
3. Policy. CSWCD will establish and maintain a compensation plan for its employees that provides equitable compensation for the level and value of work performed, is competitive with comparable services in public and private employment, assists in recruitment and retention of qualified and competent employees, and promotes a high level of performance. Accordingly:
  - a. CSWCD will hold internal equity based on a work of comparable character when determining pay. Comparable characteristics include knowledge, skill, ability, responsibility, and working conditions.
  - b. CSWCD will attempt to provide its employees competitive total compensation for comparable services seen in the public and private sector, as the overall economic and budget condition of the organization permits. Total compensation is the total of what CSWCD provides to an employee for both salary and paid benefits.
  - c. CSWCD will establish a pay system that recognizes, encourages, and motivates its employees to achieve efficiency and effectiveness in their work. Pay increases will be based on documented performance plans as described in this Pay Systems and Administration Policy
  - d. CSWCD will use both market information and internal comparability to establish its policy pay line. Unless otherwise required by law, or special request from the Board of Directors, market information and internal comparability analysis will be performed at least every three years.

## B. Definitions.

The following words, terms, and phrases, when used in this Pay Systems and Administration Policy, will have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

1. Board. Board means the Board of Directors of the CSWCD.

2. Demotion. Demotion means the movement of an employee out of a position and into a different position with a lower salary grade.
3. District Manager. District Manager means the District Manager of the CSWCD, who has ultimate responsibility for personnel matters.
4. Employee. Employee means, for purposes of this Pay Systems and Administration Policy, any employee of the CSWCD other than the District Manager.
5. Lateral Transfer. Lateral transfer means the move of an employee out of a position and into a different position with the same salary grade.
6. CSWCD. CSWCD means the Clackamas Soil and Water Conservation District.
7. New Hire. New hire means a person who has not worked for the CSWCD previously or who has not worked for the CSWCD in the preceding 12 months.
8. Promotion. Promotion means the move of an employee out of a position and into a position with a higher salary grade. A promotion can be classified as temporary (Work out of Class) or permanent.
9. Reclassification. Reclassification means the CSWCD has changed the description of a position, and the position holder meets the minimum qualifications of the new role and is moved to the new role through promotion, lateral transfer, or demotion as outlined in this Pay Systems and Administration Policy.
10. Work out of class (WOC). A work assignment that is generally for a period of 10 consecutive calendar days or more. Employees are assigned new work within a different classification, or additional higher-level work within their classification.

### **C. CSWCD Step and Grade Schedule, Classification and Pay**

This section represents the CSWCD's standard for the orderly progression of its employees' pay from the established minimum to the maximum of any given salary range.

1. Step and Grade Schedule, General Information. CSWCD's Step and Grade Schedule has 25 grades – Grade 1 (lowest) to Grade 25 (highest). The job grade(s) associated with each position is based on internal and external comparability analysis. There are 12 steps within each Grade. The application of a percentage increase and how frequently it may occur varies. The first two (2) steps are considered “developmental” and progression to move upwards to proficiency is CSWCD's goal. Step 3 represents market wage. See the following grid to provide clarity on how each step within each grade has a specific percentage increase between each step and the frequency an employee may anticipate receiving an increase.

	<b>Percentage Increase</b>	<b>Frequency</b>
Step 1	4%	Annual
Step 2	4%	Annual
Step 3	4%	Annual
Step 4	4%	Annual
Step 5	3%	Annual
Step 6	3%	Annual
Step 7	3%	Annual
Step 8	3%	Annual
Step 9	3%	Annual
Step 10	1.5%	Biennial
Step 11	1.5%	Biennial
Step 12	1.5%	Biennial

2. Positions on Step and Grade Schedule. Each position in the CSWCD has been evaluated based upon market data and review of overall business alignment with core duties and responsibilities. These factors were utilized to place positions on a particular grade as identified in the below chart.

<b>Grade</b>	<b>Title</b>
10	Administrative Officer
10	Maintenance Worker
13	Conservation Planning Specialist
13	Multi-County Riparian Technician
15	Conservation Investments Coordinator
15	Conservation Specialist
15	Education and Outreach Specialist
15	Weed Wise Specialist
15	Conservation Specialist
19	Conservation Planning Program Manager
19	Education and Outreach Program Manager
19	Land Management Program Manager
19	Weed Wise Program Manager
20	Fiscal Administrator
21	District Manager

3. Employees. Employees are eligible for a pay increase following the Grade/Step frequency aligned with each fiscal year. If a pay increase is warranted, and there are steps remaining in the grade for the employee's position, the employee is eligible for a one (1) step increase.
- a. The District will utilize an annual performance plan process to evaluate employee performance throughout the fiscal year. An employee must be meeting the required expectations as described in the District's annual performance plan to be eligible for a step increase (See Grade/Step frequency for annual or biennial applicability). The performance plan utilizes a numerical rating to assess how well an employee is performing their essential job duties as outlined in their position description. In order for an employee to be eligible to receive a pay increase within their Grade/Step, the overall rating must reflect "fully successful" or greater. Any rating of "minimally successful" or "below" may not qualify for a pay increase. For this to occur, two things must take place:
- The District Manager will review all documented performance plans to validate overall ratings as supported by direct reports; and
  - The District Manager/Board Chair will review overall ratings and pay increases to be awarded to employees. The Board Chair will need to follow the same performance plan process for the District Manager separately due to direct reporting relationship with the Board of Directors.
- b. Once an employee has reached the top step in the grade associated with their position, absent a promotion or reclassification, the only increase in salary to which they are entitled is a cost-of-living adjustment (COLA).
- c. If a CSWCD employee is promoted into a new position, or a predefined series within a classification, their step placement in the new position or series classification grade category will be as follows:
- Employees who have been with CSWCD for more than one year are promoted to a higher-grade position will be placed in the range according to the processes for New Hires, plus one additional step in recognition of their CSWCD specific experience;
  - Employees who have been with CSWCD for less than one year and are promoted to a higher-grade position will be placed in the range according to the processes for New Hires; or
  - Employees who have been in a position classified as non-exempt and are promoted to a higher position grade that is classified as exempt will be placed in the range according to the processes for New Hires. No additional steps will be given to recognize CSWCD specific experience in these instances.

- d. If a CSWCD employee is provided a lateral transfer, they will maintain their same step in the grade upon the transfer.
  - e. If a CSWCD employee's job is reclassified to a higher position grade, CSWCD will place the employee at the lowest possible step on the higher position grade that allows for the employee to receive a minimum 1.5-4% increase in salary.
  - f. If a CSWCD employee is assigned to WOC duties, CSWCD will pay for a rate of given percent above the employee's base rate of pay, or the difference between the employee's base rate of pay and the first step of the higher (WOC) classification's salary range, whichever is greater. The following documentation will be maintained to support the decisions to pay WOC:
    - The employee should meet the minimum qualifications (MQs) for the higher (WOC) classification.
    - A written notification of the WOC classification, title, dates of assignment, monthly pay rate difference and reason for the assignment.
    - Assignment of higher-level duties for a limited period of time such as backfilling behind someone on leave or assignment of additional duties at higher classification, ie. Special project, change in business needs, etc..
    - Typical assignments should be 12 months or less.
    - If this is extended for any additional length of time beyond the original notification, an extension notice will be provided.
  - g. If a CSWCD employee is demoted, CSWCD will:
    - Reduce the employee's pay to the top step of the new job grade classification if the employee's current pay is above the top step of the new position grade classification; or
    - Maintain the current pay if the employee's pay is within the range for the new position grade classification, unless the employee would be entitled to a higher step level if they had obtained the position as a New Hire.
4. New Hires. Newly hired CSWCD candidates will be hired between Steps 1 and 9 of their position's salary grade in accordance with this Section. The District Manager, or acting, will review and approve all hiring step placement determinations for organizational consistency.
- a. Step 1 is considered a developmental step for the successful candidate if they do not meet the minimum qualifications defined for the position and short by two or more years. This is designed for candidates who show potential.



- b. Step 2 is considered a developmental step for the successful candidate if they do meet the minimum qualifications as defined for the job and short by one year.
- c. Step 3 is considered meets minimum qualifications as defined for the position for a successful candidate.
- d. Steps 4 -9 placement range is given to a depending upon if they exceed the minimum qualification by the equivalency of one to two years (as defined below). Successful candidates with greater experience, education, or training will not be placed above Step 9 within a Grade for the position. See hiring placement matrix below:

Minimum Wage	\$14.20	7/1/2023											
Grade Progression	1.06												
Step Progression 1-3	1.04												
Step Progression 4-9	1.03												
Step Progression 10-12	1.015												
<b>Hiring Range</b>													
	Short MQ (-2+)	MQ (-1)	MQ +1	MQ +2	MQ +3 -4	MQ +5-6	MQ +7-8	MQ +9-10	MQ +11 and over	<b>Seniority recognition</b>			
	Step Progression at 4%				Step Progression at 3%				Step Progression at 1.5%				
	<b>ANNUAL MOVEMENT (EVERY 12 MONTHS)</b>						<b>BI-ANNUAL MOVEMENT (EVERY 24 MONTHS)</b>						
<b>Grade</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>	<b>Step 11</b>	<b>Step 12</b>	
<b>1</b>	\$14.20	\$14.77	\$15.36	\$15.82	\$16.29	\$16.78	\$17.29	\$17.80	\$18.34	\$18.61	\$18.89	\$19.18	
<b>2</b>	\$15.05	\$15.65	\$16.28	\$16.77	\$17.27	\$17.79	\$18.32	\$18.87	\$19.44	\$19.73	\$20.03	\$20.33	
<b>3</b>	\$15.96	\$16.59	\$17.26	\$17.77	\$18.31	\$18.86	\$19.42	\$20.01	\$20.61	\$20.91	\$21.23	\$21.55	
<b>4</b>	\$16.91	\$17.59	\$18.29	\$18.84	\$19.41	\$19.99	\$20.59	\$21.21	\$21.84	\$22.17	\$22.50	\$22.84	
<b>5</b>	\$17.93	\$18.64	\$19.39	\$19.97	\$20.57	\$21.19	\$21.82	\$22.48	\$23.15	\$23.50	\$23.85	\$24.21	

- e. CSWCD will not seek the salary history of any applicant or determine compensation for a position based on current or past compensation of a prospective employee new to the CSWCD.



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**PROPOSAL FOR LANDSCAPE DESIGN SERVICES : CLACKAMAS SOIL AND  
WATER CONSERVATION DISTRICT HEADQUARTERS**

*February 9, 2024*

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FEBRUARY 9, 2024

ATTN: JASON FAUCERA, LAND MANAGEMENT PROGRAM MANAGER

CLACKAMAS SOIL AND WATER CONSERVATION DISTRICT  
22055 S. BEAVERCREEK RD., SUITE 1  
BEAVERCREEK OR 97004

**RE: RFP FOR LANDSCAPE DESIGN SERVICES AT CSWCD OFFICES**

Dear Mr. Faucera and Members of the Selection Committee:

We are delighted to offer you our proposal for the landscape renovation at your headquarter offices. In addition to increasing the social program and ecological value of the site for it's own sake, the opportunity to showcase the conservation principals of the Soil and Water Conservation District, and inspire the public with demonstration features, makes this project exciting and important. In walking the site last week, we saw opportunities to incorporate: human habitat improvements at the courtyard, fire-wise design principals, rain gardens, year round pollinator plantings, 'leave the leaves' type maintenance approaches to build soil and habitat value, and meadow plantings as an alternative to lawns.

As a firm that works across sectors including: single family homes, multi family housing, commercial and institutional sites, and public projects, we are well suited to designing a plan that balances the daily needs of this site as a work place, with occasional larger scale gatherings for events, and everyday visits by county residents to participate in your programs. We are practiced at helping clients envision how to blend complex existing conditions and programmatic needs with their available space to achieve a design that suits them as well as the other species present.

We approach design from a standpoint that our client is both the humans that commission us and the natural systems that exist within and move through any site. We feel that it is a fundamental right and need of all humans to have access to nature for physical and mental wellbeing. And that equally important, and part of that rich experience for humans, is to design for natural systems and non human life.

Studio Wild Landscape Architecture and our sub-consultant structural engineer are collectively able to address and perform all work outlined in the initial RFP and subsequent Addendum. We are very excited for the opportunity to work with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Caitilin Pope Daum".

**Caitilin Pope Daum, RLA**  
Principal/Owner, Landscape Architect  
caitilin@studiowildla.com

503.841.3642

**ATTACHMENT B: PROPOSAL FORM #1**

**PROPOSER'S DECLARATIONS:**

The undersigned, hereinafter called the Proposer, declares that the only persons or parties interested in this proposal are those named herein, that this proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Clackamas Soil and Water Conservation District, and that the proposal is made without any connection or collusion with any person making another proposal on this Agreement.

The Proposer further declares that they have carefully examined the specifications for the Project; personally inspected the site; and that this proposal is made according to the provisions and under the contractual terms set forth in the Proposal and incorporated herein by this reference.

CONTRACT EXECUTION:

The Proposer agrees that if this proposal is accepted, the Proposer will enter into an Agreement consistent with his or her submitted proposal and furnish all services necessary to complete the work in the manner, in the time, and according to the methods specified in the Request for Proposal and any ensuing contract documents. Any work required for the project, which is not specifically listed in this proposal, shall be considered incidental to the project. (No additional payment will be provided.)

PROPOSER:

The name of the Proposer submitting this proposal is Studio Wild  
Landscape Architecture LLC doing  
business at

4527 NE Sumner St                      Portland                      Oregon                      97218  
Street                                      City                                      State                                      Zip Code

By signing below, the Proposer certifies that the Proposer is authorized to bind the Proposer and any partnership or business entity represented by the Proposer in submitting this Proposal.

  
\_\_\_\_\_  
Signature

February 9, 2024  
\_\_\_\_\_  
Date



# B. Contact Information & Staffing Description

## FIRM DESCRIPTION

Studio Wild Landscape Architecture (SWLA) is a woman-led firm, founded in 2012, offering a full range of landscape architecture and consulting services for residential, commercial, and municipal clients. We create vibrant, resilient spaces for people to live, learn, and play while promoting design choices that reveal and support the natural systems around us. We believe access to nature is a right and a necessity for people of all ages to thrive and be happy. We take seriously our responsibility to protect and restore natural systems within designed landscapes, both for the sake of non-human life and because these systems make human life possible. We have experience with all aspects of the design process including: community process, design team coordination, navigating agency and code requirements, budgeting and cost control, and construction detailing and administration to result in durable projects suited to their use.

We are experienced with multiple green building certification systems including LEED, SITES, Living Building Challenge, and the local Backyard Habitat Program.

## STUDIO WILD BUSINESS INFORMATION

OR WBE/ESB Certification #8743

Business Name and Address: Studio Wild Landscape Architecture llc, 4527 NE Sumner Street Portland Oregon 97218  
Portland Business License # 736956

Business Registration with the Oregon State Landscape Architect Board:  
Company Registration #L388  
Studio Wild Landscape Architecture llc  
Expires 3/31/25

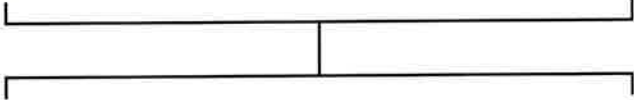
## TEAM MEMBERS & ROLES



**CAITILIN POPE DAUM** SWLA  
*Principal /Owner & Project Manager*  
email: Caitilin@studiowildla.com  
ph: (503) 841-3642  
Caitilin will be the communication point of connection, contract administrator, quality control, planting designer, and ecology consultant.



**KYLA TANAKA** SWLA  
*Principal /Owner & Lead Designer*  
Kyla will be responsible for design development and oversight, attending meetings, production management, sub consultant management, and handling permits.



**KIRSTEN DAHL** SWLA  
*Staff Landscape Architect*  
Kirsten will attend meetings and engage in the production of all deliverable materials. She will aid in presentations, produce illustrative plans, and assist in construction documentation and permit drawings.



**JOHN VOEKEL**  
*FRAMEWORK ENGINEERING,*  
*Structural Engineer, PE*  
John will work with Studio Wild to design a shade structure for the courtyard. He will consult, provide structural details and drawings for permitting.



## Caitilin Pope Daum RLA, ASLA

Email: caitilin@studiowildla.com

Phone: 503.841.3642

### PROFESSIONAL EXPERIENCE

#### Principal/Owner: Studio Wild Landscape Architecture LLC

*Portland, Oregon, 2012-present*

Business owner, project manager, and lead designer for a range of project types including commercial, multi-family, and institutional clients, rural farmsteads, private gardens, and residential green building design. Specializes in innovative design solutions that simultaneously foster ecological function and human health and wellbeing, and climate change mitigation. Has completed recent graduate-level ecology coursework in restoration ecology, fire ecology, and more.

#### Project Manager and Landscape Designer: Walker Macy

*Portland, OR, 2006-2011*

Design and project management for projects throughout Oregon, Washington, and California, including apartment buildings, streetscapes, schoolyards, university campuses, and public parks. Responsibilities included site design, construction detailing and specification, LEED documentation, preparing documentation from schematics through construction administration, coordinating with consultant team, managing project budget and staff, attending client meetings, working with public agencies, presenting at public hearings, serving as a planting design specialist for the office.

### SELECTED PROJECT EXPERIENCE

**Shortstack Housing** *missing-middle housing projects designed to Backyard Habitat certification, and using an all-local plant palette drawn from the greater Pacific Northwest bioregion. Portland OR/Sister City*

**Dundee Hills Winery** *landscape design for new winery and tasting room complex, with ornamental and restoration planting areas including Oregon white oak savanna, climate resilient regional plant palettes, and LEED documentation, Dundee OR*

**Garden Home Cottage Residence** *patio, rain gardens, naturoscaping of single family home, Portland, OR / Lisa Bregante*

**Alberta Arts Residence** *low carbon paving, native and ornamental naturoscaping, Portland, OR / Michael Armstrong*

**Tillstrom Rd Residence** *5-acre property with ecological restoration, ornamental native planting, vegetable gardens, Damascus, OR*

**Going Street Commons** *15-unit multi-family planned community with naturoscaping and community gardens, Portland, OR*

**Rotary Youth Center** *habitat rich landscape serving foster youth and their families, Portland OR / Morrison Family Services*

**Alberta St Pub** *courtyard renovation and overhead structure for commercial property, Portland, OR*

### LICENSES AND PROFESSIONAL ASSOCIATIONS

Landscape Architect, State of Oregon # 0763  
American Society of Landscape Architects, member  
Audubon Certified Backyard Habitat Design Professional

Oregon ASLA Climate Action Committee - Chair  
Native Plant Society of Oregon - member  
Certified Permaculture Designer

### EDUCATION

candidate - Master of Natural Resources, *University of Idaho, 2021-present*

Masters of Landscape Architecture, *University of California, Berkeley, CA 2004*

Bachelor of Arts, *Carleton College, Northfield, MN 2000*



**Kyla Tanaka** RLA, LEED AP, ASLA

Email: [kyla@studiowildla.com](mailto:kyla@studiowildla.com)

Phone: 510.207.5100

### **PROFESSIONAL EXPERIENCE**

#### **Principal/Owner: Studio Wild Landscape Architecture LLC**

*Portland, Oregon, 2016-present*

Business owner, project manager, and lead designer for clients including: school districts, affordable and market rate housing developers, non profit organizations, commercial property owners, the cities of Portland and Beaverton, and private garden home owners. Expertise includes conducting projects through complex stakeholder structures and design teams, managing code compliance and permitting process, and navigating constructibility and installation complexity.

#### **Senior Associate : Miller Company Landscape Architects**

*San Francisco, CA, 2005-2017*

Lead designer for a range of project types and sizes, including: affordable and market rate multifamily housing, public and private school yards, public parks and playgrounds, early childhood care facilities, elderly care facilities, large corporate campuses, urban streetscapes and transportation corridors. Responsibilities included all aspects of project management, including conducting projects through community engagement, working with public agencies and permitting process, managing fee, providing construction cost projections, and producing work and oversight at all stages of the design process from conceptual through construction administration.

### **SELECTED PROJECT EXPERIENCE**

**Beaverton Homeless Shelter** *highly programmed courtyard with oasis feel, Beaverton, OR / City of Beaverton*

**Rotary Youth Center** *habitat rich landscape serving foster youth and their families, Portland OR / Morrison Family Services*

**Oregon City School District** *compliance and upgrade projects at various sites, Oregon City, OR / OCSD*

**Mt Scott Learning Center** *playing field and courtyard addition for alternative high school, Portland, OR / EMA Architects*

**Beavercreek Residence** *grounds and gardens of large rural home site, Beavercreek, OR / Steve Wasserberger*

**Tigard Residence** *shade structure, stone walls, and gardens of single family home, Tigard, OR / Cindy Hilligoss*

**Northrup Medical Building** *courtyard renovation (currently in construction), Portland, OR / Eastern Western Corp.*

**Habitat for Humanity multiple sites** *landscape design for affordable townhomes, Portland, OR / Ink Built Architects*

### **LICENSES AND PROFESSIONAL ASSOCIATIONS**

Landscape Architect, State of Oregon # 0963, 2018

American Society of Landscape Architects, member

US Green Building Council LEED-AP  
Certified Backyard Habitat Design Professional

### **EDUCATION**

Masters of Landscape Architecture, *University of California, Berkeley, CA 2004*

Bachelor of Arts, *University of Washington, Seattle, WA 1998*



## Kirsten Dahl, ASLA

Email: [kirsten@studiowildla.com](mailto:kirsten@studiowildla.com)

Phone: 206.714.7398

### PROFESSIONAL EXPERIENCE

#### Landscape Architect: Studio Wild Landscape Architecture LLC

*Portland, Oregon, 2022-present*

Assisting in residential and commercial projects from schematic design and research, to developing materials and planting palettes, layout and construction documents.

#### Architectural Design : Kirsten Dahl Design

*Portland, OR, 2017-2022*

Projects scope including permitting from new residential construction to sales housing. Project of note include design and permitting, budget management, construction administration and sales of 4-unit townhouse style condominiums.

#### Landscape Architect : Walker Macy

*Portland, OR, 2016-2017*

Staff Landscape Architect provided support to senior staff and principals on projects of various scale including campuses, urban residential apartment, cemetery expansion, and master planning. Projects of note include working with stake holders to develop newly annexed property in the city of Bend, Or. and working one the planting design updates for the Department of Forestry Campus in Salem, WA

#### Project Manager: Miller Company Landscape Architects

*San Francisco, CA, 2014-2016*

Project manager and designer for projects including city parks, urban mixed-use residential terraces and courtyards, campuses, streetscapes, schools and playgrounds.

### SELECTED PROJECT EXPERIENCE

**Mt Scott Learning Center** worked with SWLA principal on new campus landscape layout and construction documents, Portland, OR

**Beaverton Shelter** assisted with planting, construction documentation and permitting, Beaverton, OR

**Yachats Family Farm** rural residential design and permitting for a working pig and vegetable farm, Kirsten Dahl Design, Yachats, OR

**Alta Plaza Park Master Plan** community process to create a guiding document for future historic park upgrades, Project Manager, Miller Company Landscape Architects, San Francisco, CA

### LICENSES AND PROFESSIONAL ASSOCIATIONS

Landscape Architect, State of Oregon # 0962

American Society of Landscape Architects, member

National Recreation & Parks, Playground Safety Certificate

ASLA Community Service Award, Student Award 2010

### EDUCATION

Masters of Landscape Architecture, University of California, Berkeley, CA 2011

Bachelor of Arts, Community and Environmental Planning University of Washington, Seattle, WA 2006

Bachelor of Fine Arts, Photography University of Washington, Seattle, WA 2006



**JOHN VOEKEL**, STRUCTURAL ENGINEER, PE

### **PROFESSIONAL EXPERIENCE**

#### **Principal/Owner: Framework Engineering**

John is a Principal and Founder of Framework Engineering and is based out of Portland, Ore. With formal training in both Architecture and Engineering and more than a decade of experience working in the industry, his professional work strives to achieve resilient structural solutions that realize the design intent of the owner and architect.

Notable projects include carefully detailed residential construction and commercial interiors, sustainable straw-bale with shotcrete structures, and innovative steel frames for high-seismic areas.

John believes in the honest use of materials and a hands-on, participatory approach. This typically means more attention to detail, extra time spent on-site and a close collaboration between design and building teams leads. Experience has shown that there is no substitute for working through a problem with your own hands, nor anything more fun and rewarding!

### **LICENSES AND PROFESSIONAL ASSOCIATIONS**

OR: 90078PE

WA: 55106

CA: PE C 86149

### **EDUCATION**

**Masters of Science Structural Engineering, Mechanics & Materials** *University of California, Berkeley, CA 2012*

**Masters of Arts Architecture**, *University of California, Berkeley, CA 2010*

**Bachelor of Arts, Russian Studies** *Wesleyan University of Washington, Seattle, WA 2006*



## C. Proposed Project Approach

### PROJECT SCOPE

We understand the project scope to include the following items as set out in the initial RFP and the subsequent Addendum No. 1 issued Feb 1, 2024. We also acknowledge receipt of Addendum No. 1. Scope:

- » Design existing plaza to accommodate daily use by staff (20) for lunch and meeting clients as well as occasional event use for groups of up to (100). Design is to include a permanent and flexible shade structure and various seating opportunities to comfortably accommodate different size groups in a range of weather. The existing decomposed granite is to be replaced with a surface more suitable for all season use. Spatially flexibility will be important for adapting the space during larger events. Plantings could be useful to organize space and add beauty and interest. All plantings and materials will be selected with expression of the district's values and mission in mind.
- » Adapt existing west side stair and planter adjacent building wall to fit in a concrete ADA ramp which will allow access to the plaza without having to go through the building.
- » Renovate landscaped areas (and expand at the west side as shown in the site plan) with a scheme devised to reflect the Soil and Water Conservation District's ecological values and didactic purposes for the site. These updates might include: native and adapted planting species, plant combinations that blend both native species and ornamentals as may suit a homeowner's personal preferences, rain gardens, fire wise plantings, meadows as an alternative to lawn, pollinator habitats, seating or other elements that draw people close to nature, 'leave the leaves' type maintenance regimens that allow for decaying material to be left in place, and living material as screens/space makers.
- » Develop a concept of educational signage to inform the public about the purpose of the features and help them understand how they might incorporate such features in their own projects.

### PROJECT APPROACH

At Studio Wild, our projects are an even split of private residential, and medium scale commercial and housing projects. This portfolio of experience positions us to have an in-depth understanding of both owner (CSWCD) and customer/homeowner needs and concerns. The guiding principles that we will bring to this project include a commitment to: bringing people into contact with nature on a daily basis, helping people understand their local ecology, and creating designs that are beneficial for pollinators and wildlife, while also offering human occupants utility, comfort, and delight. Human time and effort being another valuable resource, considering maintenance impacts, short and long term, will also guide decisions.

#### Plaza

In designing the plaza, our priorities will be to devise an intimate, enjoyable, and humane space, while maintaining flexibility for a range of uses and sizes of groups. We will consider sun and wind patterns, views outward toward the forest, and inward toward the building, how the plaza will be experienced from the inside, where the layout will focus activity, and how to locate circulation routes for efficient flow. We will select materials and furnishings to be sustainably sourced, comfortable, durable, cost effective, as well as in keeping with the style of the building and the rural surroundings.

Because the plaza is built on fill, we expect to either plant in raised boxes or replace the fill with 24" of suitable soil in the planting areas. Plantings in the plaza will transform it from an area that feels separate from the surrounding land to an extension of it. This will also greatly enhance the experience from inside the building looking out. Because people are likely to dwell longer in this area, the opportunity to show and teach is significant here.

## C. PROPOSED PROJECT APPROACH

### Demonstration Landscaping

Studio Wild has been a member of the Audubon Society's Backyard Habitat Directory since 2018, attending training sessions annually, and ushering a number of projects through the process, including in our own yards. In doing so, we have shoe-horned a lot of high ecological value landscape into tight spaces and challenging conditions. These experiences will be directly applicable to designing this landscape for maximum demonstration and educational value. As each of our past projects may inspire passersby and neighbors to consider the potential of their own yards, this project would magnify that impact with your broader client group.

Homeowners sometimes have the perception that native landscaping needs to look a certain way. They might be worried that it will appear too messy, or that they will not be able to use certain favorite or sentimental plants. We feel that in designing a demonstration landscape, it is important to address those concerns, and dispel them by demonstration a range



*shady Backyard Habitat in NE Portland, OR*

of approaches. One of these approaches might include integrating non-native species within a primarily native planting area, as is allowed within the Backyard Habitat guidelines. It might also include highlighting some nearby natives - plants such as Douglas iris or creeping Oregon grape that are native to nearby regions, closely related to Willamette Valley native species, and can provide some if not all of the habitat benefits gained from native plants. We would also include planting areas that are purely native, in order to demonstrate those approaches and values. During the design process, we will discuss with Conservation District staff which specific concerns and approach are most relevant for your customers.

We noted opportunities for a range of onsite demonstration features based on exposure, aspect, and setting. These could include:

- » At the entry allee and parking lots, replacing the over-represented in this region Red Maples and other non native trees with a variety of native and adapted species that showcase the beauty of value of these choices. We would lean toward keeping the allee a single species to reflect the farm and ranch style of the area, but choosing an iconic native tree, such as the Oregon white oak, would make a much stronger statement of values. Further in the site, the parking lot trees and any new trees are the perimeter could represent a variety of native and adapted species.
- » The larger local landscape presents an opportunity for demonstration and education about the value of Oregon White Oak ecosystems, and the opportunities for native meadowscaping on larger private lots.
- » The north side of the building presents an opportunity for a classic Northwest shade garden.
- » The rocky embankments and planting areas on the south and west of the building and plaza present an opportunity for sunny rock garden planting. Natives for sunny dry locations are an important topic for urban landscaping.
- » The east side of the building presents an opportunity for a more traditional flower garden approach. It could emphasize pollinator plants, as well as fire wise landscaping techniques,

### C. PROPOSED PROJECT APPROACH

- » At the far west side of the parking lot, there is opportunity for meadowscaping demonstration. Many Clackamas County homeowners live on larger lots, and meadowscaping is a specific opportunity that could be an area of focus. This could be combined with demonstrations of stormwater management approaches.
- » We envision that all of these plantings would be selected to be climate forward and drought tolerant for the site, as well as adapted to local soils and winter moisture regimes.
- » A series of interpretive signs and possibly small seating or naturoscaping features, like logs and boulders, could invite people to spend time at the various demonstration gardens, absorbing the ideas and pondering how they might apply to their properties.

#### **Design Process and Permitting**

Our intention is to proceed through the design process in the usual iterative fashion in which we prepare concept ideas and then present them to you in a series of meetings and communications until we've honed in on a preferred design that everyone agrees on. This approach is detailed in the task list laid out in the proposed timeline on the following pages.

We have spoken with the County Planning Department about whether they will need to be engaged for this project. We've learned that, when the office was built in 2019, the project was approved under a Conditional Use Permit as it was not compliant with the applicable RA-2 rural zoning designation. Therefore, they expect they would need to review any proposed work at the plaza and issue a modification to the CUP. We have asked them, but have not heard back yet, about whether we could submit for the modification based on a schematic level plan in order that they could conduct their review process, which typically takes 45-60 days, while we are refining our construction documents. This parallel tracking would minimize delays.



*commercial covered patio, Alberta St Public House, NE Portland, OR*

We have also confirmed with the County Building Department that building permits will be required for two features: the overhead structure and the ADA ramp. These permits are not about whether we will be allowed to build these features but only to ensure that they will be safe and built to code. We've engaged a structural engineer to help with the design and detailing of the overhead structure. He will provide the drawings and calculations for that feature. We will design the ADA ramp and have confirmed that the county will accept our stamp for that feature. A civil engineer is not required. The county engineer's projected turn around for these permits is less than two weeks. However, if their workload increases, permits may take up to 4 weeks.

Our timeline proposes to proceed quickly and efficiently with the early design phases, and submit for permits as soon as practicable. However, once permits are submitted, we will need to account for the timelines of the jurisdictions involved. We propose that the final, 100% document set delivered to the District will include approved permits where needed, so that bidding and construction can proceed smoothly.



## C. PROPOSED PROJECT APPROACH

### General Assumptions

- » As-Builts of existing building and site will be available to Consultant in digital format.
- » Consultant will identify locations and thematic content for proposed educational signage. Specific design of any new signage will be separately contracted by the District.
- » Lighting design is excluded from this scope.
- » Calculated stormwater design is excluded from this scope. There is no intent to change the overall grading and drainage on site. Any stormwater management features will be for purposes of demonstration only and will only involve water already flowing to that area.
- » Existing vegetation, including trees, may be removed. This will be a matter of discussion between Consultant and District Staff. There are no planting requirements in zone RA-2.

### DELIVERABLES

Final 100% CD documents will include the following plans, details, and specifications:

- » **Plan Sheets:** Demolition plan (with tree protection if applicable), Materials Plan, Layout Plan, Irrigation Plan, Planting Plan, Site Details, Irrigation Details, Planting Details
- » **Specification Sections:** Irrigation, Soil Preparation, Planting, Furnishings (if needed)



*urban meadow native pollinator planting with Roemer's fescue, checkermallow, lupine, and shiny birchleaf spirea, NE Portland, OR*

C. PROPOSED PROJECT APPROACH

**TIMELINE AND TASK LIST**

Staffing codes: KT = Kyla Tanaka; CPD = Caitilin Pope Daum; KD = Kirsten Dahl

<b>TASK 1: 40% DESIGN CONCEPT</b>		<b>Lead</b>	<b>Additional</b>	<b>Start</b>	<b>Finish/Due</b>
1.1	Project start up: Visit site, review plans, code requirements, and site photos	KT	KD	3/4/24	
1.2	Set up base plan for sketching	KT	KD		
1.3	Sketch hand drawn concept plans for plaza (2), collect precedent images	KT	KD		
1.4	Develop demonstration program/plant communities by area	CPD	KD		
1.5	Meeting 1: Concept plan check in 25% (in person)	KT	CPD		3/15/24
1.6	Revision of preferred concept, coordination, and plan prep leading to 40%	KT	KD	3/18/24	
1.7	Initial cost estimating of preferred concept	KT	KD		
1.8	Mtg 2: 40% plan and cost review, w/client in person	KT	KD		3/22/24

Client Review Period: 3/22/24-3/27/24

<b>TASK 2: 80% DESIGN CONCEPT</b>		<b>Lead</b>	<b>Additional</b>	<b>Start</b>	<b>Finish/Due</b>
2.1	Permitting: Submit Landuse Revision application for plaza changes	KT	KD		4/05/24
2.2	Prepare plans, details, plant lists for 80% submittal	KT/CPD	KD	3/28/24	
2.3	Review plans with applicable permitting agencies to confirm requirements	KT	KD		
2.4	Review preliminary engineering needs with Structural	KT	KD		
2.5	Updated cost estimating of preferred concept	KT	KD		
2.6	Mtg 3: 80% plan, spec list, and cost review w/client in person	KT	KD/CPD		4/12/24

Client Review Period: 4/12/24-4/17/24

<b>TASK 3: 100% DESIGN DOCUMENTS + PERMITTING</b>		<b>Lead</b>	<b>Additional</b>	<b>Start</b>	<b>Finish/Due</b>
3.1	Incorporate 80% review feedback, refine drawings to 100%	KT	KD/CPD	4/18/24	
3.2	Prepare specifications to 100%	KT	KD/CPD		
3.3	Presentation: Possible present final plan to CSWCD staff	KT/CPD	KD		TBD
3.4	Engage Structural Engineer for Shade Structure and coordinate	KT	KD		
3.5	Prepare stand-alone sheets for those items requiring permits	KT	KD		
3.6	Permitting: Submit plans to building dept (shade structure and ramp)	KT	KD		4/26/24
3.7	Refine plans per bldg dept feedback	KT	KD		
3.8	Assemble draft 100% documents and specifications	KT	KD		
3.9	Mtg 4: 100% review with client via zoom	KT	KD		TBD
3.10	Refine final plans per client feedback	KT	KD		
3.11	Submit final plans and specifications to client	KT	KD		TBD

Final documents dependent on jurisdictional review time - 2-4 weeks for Bldg department, 45-60 days for Landuse  
 Drawing set may be broken out to allow for planting areas that do not require a permit to be installed as a first phase  
 Need 10 days between Mtg 4 and final docs, to account for client feedback plus work time

<b>TASK 4: CONSTRUCTION OBSERVATION</b>		<b>Lead</b>	<b>Additional</b>	<b>Start</b>	<b>Finish/Due</b>
4.1	Answer RFIs and Submittals/Plant substitutions	KT	KD/CPD	Fall 2024	
4.2	2 site visits during hardscape installation	KT	KD		
4.3	1 site visit at Plant Delivery	CPD	KD		
4.4	Provide As-Built Docs	KT	KD	Winter 2024/2025	



C. PROPOSED PROJECT APPROACH

**FEE SCHEDULE**

**Hourly Rates**

We will bill our Design Services on time and materials basis at the following hourly rates:

Caitilin Pope Daum _____	\$140
Kyla Tanaka _____	\$140
Kirsten Dahl _____	\$95
Structural Engineering _____	\$200

Time billed shall include travel time for meetings and site visits.

**Fees Per Task**

The range of total fees indicated below is an estimate based on the expected hours needed to complete each of the tasks set forth above.

<b>1.0</b> 40% Design Documents	<b>\$7,000-\$8,000</b>
<b>2.0</b> 80% Design Documents	<b>\$4,000-\$5,000</b>
<b>3.0</b> 100% Design Documents + Permitting	<b>\$6,000-\$7,000</b>
<b>4.0</b> Construction Observation + As-Builts	<b>\$3,000-\$4,000</b>
<b>5.0</b> Structural Engineering	<b>\$2,000-\$3,000</b>

**TOTAL PROPOSED FEES NOT TO EXCEED \$26,000**

**Reimbursable Expenses**

With the exception of the structural engineering fee indicated above, fees and expenses related to third party services and other reimbursable expenses are not included in the estimated fees set forth above, including any required engineering, permits, printing or scanning, messenger, and postage, if any. All third party services and reimbursable expenses reasonably necessary or required to be performed by Studio Wild in order to perform the Design Services will be billed at cost.



*nodding onion in a native rock-garden planting*



*bracken fern and checkermallow at a native forest edge planting*



# D. Company References, Capacity, and Experience



**THE ROTARY YOUTH CENTER AT MORRISON** *Portland, OR*

Studio Wild provided design services for the exterior spaces around a new multipurpose gym for the non-profit foster family support organization, Morrison Family Services. The facility supports treatment, training, physical education, recreation, and group meetings for teens and adults participating in Morrison Family Services’ many community-support programs.

Studio Wild designed the grounds which include: an entry plaza, a large rear gathering patio, terraced gardens, a playing field, and a picnic area. The patio was designed to accommodate everyday use by small groups plus occasional use by large groups for graduations, fund raising events, etc. A series of exercise pathways and stairs connect the spaces with seating opportunities for informal counseling and relaxation.

The planting design is low maintenance, but it was also a priority for both Studio Wild and the client that the planting bring life and joy to the site, support pollinators, and bring nature into the everyday world of the young people who would be using the site. Native and low water use plants were selected where suitable to offset the higher water use playing field. Lengths of logs from trees salvaged on site were incorporated in the terraced hillside to provide habitat as they decay and build soil. Large basalt boulders add seating and natural texture. A green roof and a cistern to contain overflow rainwater add to the sustainable infrastructure on site and highlight natural processes.

*recreation // flexible courtyard // native and climate adapted plantings // rain cistern*

**Landscape Construction Budget: \$250K**

**Project Completed: 2020**

Project was delivered on time and on budget. All members of the design team volunteered a portion of their time pro-bono to support the client’s dedication to the community.

**Architect: EMA Architects, Portland OR**

**Reference: Scott Montgomery**

Chief Administrative Officer  
 Morrison Family Services  
 503-258-4312  
 ScottMontgomery@morrisonkids.org





**BEAVERTON HOMELESS SHELTER** *Beaverton, OR*

The Beaverton Homeless Shelter project is transforming an existing mattress store and surrounding parking lots in downtown Beaverton into a 60 bed congregate shelter with 24-7 resident services. As a compliment to the highly programmed interior, the exterior spaces are critical as an oasis and break out opportunity for residents to relax, recover, and plan next steps .

A limited budget required thoughtful, multipurpose design to accommodate a lot of people and pets in a small courtyard for year-round comfort and use. Shade structures, heated benches, a pet relief area, a fountain, garden beds and ample seating are provided for people to gather in groups or find space to be alone. Maintaining a balance of privacy with open lines of site for safety was key. Movable deck features allow the center of the courtyard to be cleared for group activities like yoga or tai chi classes.

Located in the city center, traffic noise made creating a peaceful setting challenging. Plantings were selected to create a layered, sensory rich, inward focused garden, that marks the seasons. A delineated wetland at one end of the space required specific native species per Clean Water Services. A central water fountain creates white noise to dampen city sounds.

As a publicly funded project, with a wide range of stakeholders, the design process involved an intense collaboration with a dense meeting schedule.

*flexible courtyard // durable finishes // sensory rich garden // trauma informed design*

**Landscape Construction Budget: \$125K**

**Project Completed: Ongoing**

Project stakeholders include: the City of Beaverton, Permitting Agencies, Supportive Services Providers, Neighbors, and a Public Advisory Committee.

**Architect: InkBuilt Architects, Portland OR**

**Reference: Mellynda Retallack**

Principal/Project Manager  
 Ink Built Architecture  
 503-701-5277  
 mel@inkbuiltdesign.com



D. COMPANY REFERENCES, CAPACITY, AND EXPERIENCE



**GARDEN HOME COTTAGE RESIDENCE** *Portland, OR*

Studio Wild created a landscape design for this modest cottage that had been remodeled to a family getaway. The homeowner was excited about native plants and supporting local wildlife, and the final planting plan is about 98% native. We were also asked to include certain favorite non-natives as accent features. Local jurisdiction required a very extensive rain garden installation, in order to deal with all rainwater on site.

Stone walls and low fences draw the architecture into the landscape and contain the grandchildren. A large patio in the center of the site accommodates outdoor dining with a secondary gathering destination at the fire pit. A series of rain gardens manage runoff and add interest with stepping stone bridges. Nature play elements inspire exploration for children. A primarily native plant palette suits the existing forest setting.

*low maintenance // native planting // stormwater // rain garden // boulders and stone*

**Landscape Construction Budget: \$150K**

**Project Completed: 2020**

Permitting Agency: Clean Water Services

**Architect: Ivon Street Studio, Portland OR**

**Reference: Lisa Bregante (Homeowner)**

805-448-2395

labregante@icloud.com



*Landscape Design Services*  
CLACKAMAS SOIL AND WATER CONSERVATION DISTRICT HEADQUARTERS



D. COMPANY REFERENCES, CAPACITY, AND EXPERIENCE



**ALBERTA ARTS RESIDENCE** *Portland, OR*

The owners of this NE Portland bungalow wanted to create a low maintenance landscape that would foster pollinators and songbird habitat. They also had some favorite yet non-native plants that they wanted to include in their new garden design. These included existing peonies, culinary herbs such as sage and rosemary, blueberry bushes, and sensory-rich plants such as lavender and English roses that our client could use in her work as a schoolteacher.

Studio Wild assisted the clients in choosing hardscape materials with a low embodied carbon content. Hardscaping includes locally sourced gravel and stone, in lieu of concrete.

In the front yard, an informal gravel seating areas is surrounded by cheerful plantings that emphasize sensory edible native and drought tolerant selections. In the backyard, more low maintenance native selections dominate, such as ocean spray, vine maple, pearly everlasting, and small flowered alum root. A dry creekbed planted with native sedges directs and accommodates roof runoff.

In addition to plants that are strictly native, Studio Wild rounded out the plant palette with regional natives that are more tolerant of urban conditions such as heat and drought, while still offering functional benefit to local pollinators. These hardy western natives include creeping Oregon grape, Douglas iris, and foothill penstemon.

*native and sensory plants // climate adapted plantings // low carbon hardscaping // dry creekbed*

**Landscape Construction Budget: \$100K**

**Project Completed: 2021**

**Reference: Michael Armstrong and Laurie Paulsen  
(Homeowners)**

503-493-7289  
paulsen.armstrong@gmail.com

# E/F Firm Sustainable Business Practices and Diversity in Employment

## E. SUSTAINABLE BUSINESS PRACTICES

SWLA is small women owned business with two principal/owners, and two additional designers. As a rule of thumb, we recycle, compost, and sort our waste. To further reduce our team's carbon footprint, we keep our projects local and our desks at home. Most of our daily meetings are via zoom, and when we do meet in-person with clients, we primarily use digital materials to express designs and concepts.

In addition, 99% of our projects are based in the Portland Metro Region. Unlike larger firms with a broader reach, our firm does not log airline miles for work travel. Our regionally focused practice is a conscious investment in our in-depth knowledge of local ecology, materials, and construction practices.

On a regular basis we team with builders and installers that share our values in sustainability, reducing waste and providing clients with energy and water conscious landscapes. Likewise, we work with suppliers to create a demand for native and climate adaptive plants.

With each client we encounter, we see our role as both designer and educator. Although many in Oregon are earth conscious, there is often much to be learned about maintenance practices, composting, and providing habitat.

## F. DIVERSITY IN EMPLOYMENT AND CONTRACTING

Our main contribution to workforce diversity has been our commitment to hiring women, who make up a super majority of our firm. The firm owners are both working mothers, and it has been our consistent policy to create a work environment in which staff are fully supported in their ability to balance family commitments with work commitments. Our staff set their own hours, work from home, and are able to dictate their amount of time off.



*children in a nature-scaped preschool*





# Public Meetings Law Training Requirement – Update

On January 1, 2024, HB 2805 went into effect adding a new mandatory public meetings training requirement for every member of a governing body of a public body with total expenditures of \$1 million or more per fiscal year. These governing body members must receive Public Meetings Law training at least once during their term of office.

The Oregon Government Ethics Commission (OGEC) planned to begin providing Public Meetings Law trainings this month. We recently shared in our weekly email update that they had added these webinars to their website with information about how to register. Unfortunately, the webinars have been removed from their site and are no longer available.

We recently learned that OGEC has delayed the review and approval of the Public Meetings Law trainings offered by outside agencies, including SDAO, until later this year. While you can continue to take our trainings on this topic, they will not fulfill the training requirement because they have not yet been approved by OGEC.

It's important to note that only trainings reviewed and approved by OGEC will fulfill the training requirement. However, the training requirement **does not need to be satisfied immediately**. It only needs to be completed once per term.

We will continue to keep you updated and will notify you as soon as we know about the availability of OGEC trainings and the approval of SDAO trainings.

If you would like to receive updates on OGEC's Public Meetings Law trainings, you can sign up for OGEC's Public Meetings Law trainings email list on OGEC's website at: <https://www.oregon.gov/ogec/Public-Meetings-Law/Pages/Training-Review.aspx> (<https://www.oregon.gov/ogec/Public-Meetings-Law/Pages/Training-Review.aspx>)

**VOUCHER DISBURSEMENT SUMMARY**

2/20/2024

Date	Number	Payee	Memo	Payment
2/20/2024	101840	American On Site	CSWCD: SRG-7929 50% 01/2024	26,967.50
2/20/2024	101841	Jeff Becker	CSWCD: Stipend 01/2024	150.00
2/20/2024	101842	BIO-Med Testing Services, Inc	Acct: CLACOREG 01/2024	18.00
2/20/2024	101843	Bridge Tower Media	Acct: 266872 [DJC] 01/2024	162.00
2/20/2024	101844	Buel's Impressions Printing	CSWCD: Printing B/C 02/2024	88.00
2/20/2024	101845	Buildscape, LLC	CSWCD: CIP [SHOP] 01/2024	629.37
2/20/2024	101846	Clackamas County Clerk	Acct: 126 Docs 01/2024	6.50
2/20/2024	101847	Clackamas ESD	CSWCD: Connectivity [ARS30NIS] Q2 12/31/2023	896.38
2/20/2024	101848	Covenant Systems' LLC	CSWCD: Monitoring Q1 01/2024	300.00
2/20/2024	101849	Jordan Delawder	Reimbursement: Mileage 02/2024	364.00
2/20/2024	101850	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 01-2024 REVISED [Bal]	927.92
2/20/2024	101851	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 02-2024	27,589.28
2/20/2024	101852	Roger Fantz	CSWCD: Stipend 01/2024	50.00
2/20/2024	101853	Garmin Services, Inc	Acct: DL627537 01/2024	70.30
2/20/2024	101854	Donald Guttridge	CSWCD: Stipend 01/2024	50.00
2/20/2024	101855	HERITAGE	CSWCD: Seeds 02/2024	146.00
2/20/2024	101856	HR Answers	CSWCD: Consulting 01/2024	936.00
2/20/2024	101857	Jan Lee Weinberg	CSWCD: Stipend 01/2024	50.00
2/20/2024	101858	Neil M Martin	DOG-4053-Planting [PlantMaterial] 02/2024	1,500.00
2/20/2024	101859	MassMutual Life Insurance Company	Acct: 76453 01-2024/02-2024	1,299.00
2/20/2024	101860	Monte Mattsson	Reimbursement: Supplies 02/2024	32.80
2/20/2024	101861	Northwest Local Government Legal Advisors, LLC	CSWCD: Prof Svcs [Legal] 01-2024	1,425.00
2/20/2024	101862	Christenson Electric, Inc	Acct: 29948 [Lamp] 01/2024	285.00
2/20/2024	101863	Oregon Government Ethics Commission	Acct: OGE0001263 2024	945.68
2/20/2024	101864	Pacific Office Automation	Acct: 900-0266949-000 12/2023	196.53
2/20/2024	101865	Pamplin Media Group	CSWCD: Sub [Estacada News] 02/2024	60.00
2/20/2024	101866	Skamania County Events & Recreation	CWMA-CG: Event Rental 02-2024	121.16
2/20/2024	101867	Special Districts Insurance Services	CSWCD: 01-0018476 Insurance 2024	37,172.00
2/20/2024	101868	T-MOBILE	Acct: 989231057 01/2024	81.54
2/20/2024	101869	Wild Habitat Contracting, LLC	EQUIP-4008 [WW-2022-12] 01/2024	2,755.44
2/20/2024	101870	Joan Zuber	CSWCD: Stipend/Mileage 01/2024	153.20
Subtotal: \$				105,428.60
Total: \$				105,428.60
Total Conservation Fund				\$ 4,255.44

*[Signature]*  
 Board Chair  
 Actus

*[Signature]*  
 Board Treasurer

ACH-Recurring 02-2024 436.90  
 EFT-Recurring 02-2024 33,809.06  
 EFT-Regular 02-2024 72,043.75  
 Voucher-Regular 02-2024 105,428.60  
**211,718.31**

ACH Disbursements for Reporting Period

February 29, 2024

Date	Number	Payee	Memo	Payment
2/1/2024	5471_01_2024FM	ACHQ	Acct: 5471 Payment Processing	66.00
2/9/2024	653365092	ADP	Acct: 1517585 Payroll Processing	196.65
2/15/2024	4456117	Oregon City Garbage	Acct: 57768000 02/2024	111.30
2/23/2024	654777460	ADP	Acct: 1517585 Payroll Processing	62.95
<b>Total: \$</b>				<b>436.90</b>

**REVIEWED**

By Nathan Tucker at 11:42 am, Feb 13, 2024

February 29, 2024

EFT-Recurring Disbursements for Reporting Period

Date	Number	Payee	Memo	Payment
1/21/2024	Jan-24	T-Mobile	Acct: 961602090 01/2024	577.79
1/24/2024	Jan-24	PGE	Acct: 9606754531 01/2024	1,664.07
1/24/2024	8692846792404	US Bank Voyager	Acct: 86928-4679 Fuel	130.60
2/1/2024	1570234164	Coverall North America	Acct: 157-6800 CRC Janitorial 02/2024	653.00
2/1/2024	1570234199	Coverall North America	Acct: 157-6920 USDA Janitorial 02/2024	916.00
2/1/2024	1776	SpireTach, Inc	IT Managed Svcs 02/2024	2,689.00
2/1/2024	5291	Bryt Software	Loan Management Svc 02/2024	129.00
2/5/2024	EEER_PPE01312024	Voya	Acct:350001 EE/ER Contribution FEB-2024	16,217.04
2/5/2024	WF3073	Wells Fargo Elite	WF3073 02-05-2024	9,792.19
2/15/2024	740929	Aflac	Acct: LGF14 EE Supplemental Ins 02/2024	1,040.37
	December Svc	Clackamas River Water	Acct: 032328-00 12/2023 FIRE Suppression	
	December Svc	Clackamas River Water	Acct: 032327-00 12/2023	
<b>Total: \$</b>				<b>33,809.06</b>

240216API



EFT-Regular Disbursements for Reporting Period

February 29, 2024

Date	Number	Payee	Memo	Payment
2/1/2024	1699	Bruce Johnson Constructicon	SRG-7928 FINAL	13,500.00
2/1/2024	2971	GT Excavation	SRL-7031 Later 25%	5,658.75
2/14/2024	7915	Evergreen Remodeling	SRG-7915 FINAL	34,956.00
2/14/2024	7917	Evergreen Remodeling	SRG-7917 50%	17,929.00
<b>Total: \$</b>				<b>72,043.75</b>