



Approved December 17, 2024

**Clackamas SWCD Board Meeting Minutes for November 19, 2024**

<b>PRESENT</b>	<b>Directors:</b>	In Person: Roger Fantz (Treasurer), Don Guttridge (Chair), Jim Johnson, Jan Lee Via Zoom: Jesse Nelson (Vice Chair), Joan Zuber (Secretary)
	<b>Associate Directors:</b>	Matt Bunch
	<b>Directors Emeritus:</b>	
	<b>Staff:</b>	In Person: Suzi Cloutier, Jason Faucera, Brendan Fordyce, Tami Guttridge, Chris Lapp, Sam Leininger, Cathy McQueeney, Heather Nielsen, Nathan Tucker Via Zoom: Jenne Reische
	<b>Partners:</b>	Via Zoom: Al Hrynshyn (Soil and Water Conservation Commission), Stephanie Payne (Natural Resources Conservation Service Oregon Urban Conservationist)
	<b>Guest:</b>	Nicki Passarella (Farmer)
<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 Guttridge called the meeting to order with a quorum present at 4:00 p.m., November 19, 2024, in the Clackamas SWCD conference room at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.

Chair Guttridge asked if there were any additions or revisions to the agenda. Hearing none the agenda stood as presented.

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

**C. Director reports** –

- Director Lee reported that there would be training available on January 13, 2025, for the Oregon Legislative Information System. Lee will send out a link for Directors.

- Director Fantz reported that they had harvested 85 Christmas trees, and they had good weather to cut and deliver them.
- Director Zuber reported that the Executive Director of the Molalla River Watch has quit. The council will send in a job description and ask the District to post it on the website. Zuber also reported that she had reviewed the meeting minutes from October.

**D. Partner reports – No report at this time.**

**E. Manager’s report on committees –** District Manager Lapp reported on the following committees:

- The Personnel Committee met on October 31 and November 13, 2024. They are developing a work plan and are currently working on the employee manual review. They discussed the District Manager’s position description and training plan.
- The Finance Committee met on October 31, 2024. They established a work plan. They are working on developing a plan for alternative fiscal reporting and the process for Board meetings. Other topics of discussion were additional committee members, audit review, and outside risk assessment review.
- The Advocacy Committee met before the Board Meeting on November 19, 2024. They established a work plan and discussed the new language draft for the Advocacy Policy.
- The Equity Team met on November 6, 2024. Staff Cloutier will provide a summary later in the meeting.
- The Eagle Creek Community Forest Committee held its quarterly meeting on November 7, 2024. Future meeting dates were set for February 6, 2025, May 1, 2025, August 8, 2025, and November 1, 2025. Staff provided updates on weed control work along roadsides and in riparian areas along Suter Creek. Fuels reduction activities are scheduled for January and are part of a Landscape Restoration Grant with Clackamas River Basin Council.

The Conservation Planning Staff is spending significant time in the forest helping to develop strategies and goals for wildlife, timber harvest, and forest management.

**2 – MINUTES**

**A. October 22, 2024, Regular Board Meeting minutes –** Draft Board meeting minutes for October 22, 2024, were presented. The Board Secretary has reviewed the minutes.

Directors Johnson/Lee moved/seconded to adopt the October 22, 2024, regular Board Meeting minutes as presented. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson and Zuber. The motion carried unanimously.

**3 – FINANCIAL REPORTS**

**A. Review and accept financial reports –** Staff Tucker presented the October 31, 2024, financial reports. Total assets were \$11.7 million, total liabilities were \$6.2 million, with net assets at \$5.5 million for October. Total income for October was \$66,081.95 with \$3,963 in tax revenue and \$9,376 in interest. Expenses were \$297,067, with personnel as the largest expense at \$175,791.

Tucker reported that the Department of Environmental Quality Loan number R22407 has closed and the District should be receiving 50 % forgiveness. The first payment will be due in June of 2025.

Directors Fantz/Johnson moved/seconded to approve the October 31, 2024, Financial Reports as presented. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

**B. Disbursements** – Staff Tucker reviewed the November 2024 disbursements.

- Automatic Clearing House Payments totaled \$634.55.
- The Recurring Electronic Funds Transfers totaled \$63,189.38.
- The Regular Electronic Funds Transfers totaled \$61,539.50. This includes Department of Environmental Quality loan payments (waiting for approval), the website development contractor payment, and payments to septic contractors .
- Check – checks were numbered 102146 to 102175 with no breaks or voids in the run. The total disbursement via checks was \$144,120.82 with \$25,971.28 from the conservation fund.
- Total Disbursements for November 2024 were \$269,484.25.

Directors Fantz/Lee moved/seconded to approve the November 2024 disbursements as presented. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

#### 4 – OTHER FINANCIALS

**A. Interest Payments for Department of Environmental Quality (DEQ) and Zions Bank** – Staff Tucker requested authorization to make interest payments to DEQ for loans, and to Zions Bank for loans on the Conservation Resource Center and the Eagle Creek Community Forest. The District is waiting for statements, but the payments must be made before the next scheduled Board meeting.

Directors Fantz/Johnson moved/seconded to authorize payments of the Department of Environmental Quality and Zions Bank loans as presented. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

**B. Resolution 2024-006 Increase of Purchase Card limits** – District Manager Lapp proposed an increase in limits for the District’s purchasing cards. Current limits were established in 2011 at \$2500 for two cards and \$5,000 for the District Manager’s card. Due to the increase in employees, inflation, training, and conference costs these cards often hit their limits. Lapp asked that the two smaller cards be increased to \$5,000 and the District Manager’s card be increased to \$10,000.

Treasurer Fantz reported that he felt the increases were justified and asked the Board to adopt the resolution.

Directors Lee/Fantz moved/seconded to adopt Resolution # 2024-006 to increase purchasing card limits, two cards to \$5,000 and the District Manager's card to \$10,000. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

**Presentation** - Stephanie Payne who is the Natural Resources Conservation Service Urban Agriculture Conservationist gave a presentation regarding new urban programs . In the past year, Payne has had 19 Environmental Quality Incentive Program applications, of which twelve resulted in contracts for approximately \$350,000. She has had 13 Conservation Stewardship Program applications, of which eleven resulted in contracts for approximately \$430,000. Payne reviewed the new long-range plan with Metro, and a map showing the area in which she works. Directors asked if she could provide a map showing the areas where projects are located. They wanted to know how the District could help with the program in Clackamas County. Payne recommended that district staff call or email her and she will help with outreach.

**Report on the Soil and Water Conservation Commission** - Al Hrynshyn from Upper Willamette Soil and Water Conservation District spoke to the Board about the Soil and Water Conservation Commission. The Commission met after the Oregon Association of Conservation Districts meeting in October. Their discussions regarded upcoming legislation, concerns about the wording for qualifications for new residency requirements (there are inconsistencies in the House Bill wording regarding zones, voter registration vs. actual residency).

## **5- PROJECTS, PROGRAMS**

**A. Plaza Project Not-to-Exceed modification and project update** – Staff Faucera reported that the work on the plaza was progressing well, and that the contractor is getting close to the concrete pour. In the course of developing the plaza, there was a need to get electricity to the site. There was no conduit placed during the original construction for this need. An electrician helped to site a place in the leased office space to bring power to the plaza. Conduit for the plaza planter beds, shade shelter and for the future expansion of additional car charging stations was installed. The cost of this work is \$15,266.96, which is \$7,640.78 over the Not-to-Exceed. The staff is requesting that the Board approve a new Not-to-Exceed amount of \$400,000 so that the project will not be delayed, having to come back to the Board if other items come up. This amount was budgeted for improvements in the 2024/2025 budget.

Directors noted that the project would not be any cheaper, but they were not happy with the overrun cost. In the future, they would like to see better-defined scopes of work and see more dollars in the community.

Directors Guttridge/Fantz moved/seconded to increase the Not-to-Exceed contract with Buildskape LLC from \$375,000 to \$400,000. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

**B. Equity Discussion** – Staff Cloutier reported that the Equity Forum met on November 6, 2024. Discussions centered around access, committee term limits and burn-out, and institutional knowledge.

## 6 – PERSONNEL

- A. **Seasonal WeedWise Technician Departure** - Staff Leininger reported to the Board that Staff Hayden Jorde had completed his work for the District. Jorde did a great job and would be welcomed back in the future.

## 7 – BOARD AND MANAGER REPORTS

- A. **Oregon Association of Conservation District (OACD) Election Ballot** – District Manager Lapp presented the OACD election ballot. There are two positions to be filled with one candidate running for each position. It was recommended that both candidates receive approval from the Board.

Directors Lee/Johnson moved/seconded to approve the Oregon Association of Conservation Districts ballot for Al Hrynshyn and Justin Ferrell. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

### B. Management Reports –

Staff McQueeney presented the Education and Outreach report. McQueeney showed a PowerPoint presentation regarding the nine Watershed Councils in Clackamas County. These Councils work closely with the District, and the District provides them with grant funding. Please see the PowerPoint Slides and the Education and Outreach report which are part of these minutes.

Staff Fordyce presented the WeedWise report. Fordyce had a PowerPoint presentation regarding in-stream weed treatment on the Sandy River. Much of this work is done from the water via kayaks. Please see the PowerPoint slides and the WeedWise report which are a part of these minutes.

## 8 – PROPERTY, PLANNING – Nothing to report

## 9 – OTHER REPORTS - Nothing to report

### ADJOURN AND NEXT MEETING

- The Annual meeting will be on December 17, 2024, at 4:00 p.m.
- The next regular meeting will be on December 17, 2024, at 4:15 p.m.
- There being no further business, Chair Guttridge adjourned the meeting at 5:47 p.m.

Respectfully submitted,



Tami L. Guttridge  
Office Administrator





VOUCHER DISBURSEMENT SUMMARY

11/19/2024

Date	Number	Payee	Memo	Payment
11/18/2024	102146	Abila	Acct: C004075 11-2024	325.56
11/18/2024	102147	Brendan Addis	Reimbursement: Mileage 10-2024	67.67
11/18/2024	102148	American Heating Inc	CSWCD: Site Svcs [HVAC] 10-2024	12,710.00
11/18/2024	102149	Aquatic Entomology	CSWCD: Analysis [JCWS] 10-2024	205.00
11/18/2024	102150	Ash Creek Forest Management, LLC	WW-2022-01 Sandy 10-2024	13,727.79
11/18/2024	102151	Barbur Blvd Equipment Rentals, Inc	CSWCD: Rental [SFSc] 09-2024	2,950.00
11/18/2024	102152	Buel's Impressions Printing	CSWCD: Printing 10-2024	750.70
11/18/2024	102153	Buildskape, LLC	CSWCD: Plaza 2 10-2024	84,231.75
11/18/2024	102154	Centurian Fire Protection, LLC	CSWCD: Inspection 05-2024	275.00
11/18/2024	102155	Clackamas County Clerk	CSWCD: Recoding 10-2024	173.00
11/18/2024	102156	Clackamas ESD	CSWCD: Telecom Q1 10-2024	896.68
11/18/2024	102157	Drew Donahue	Reimbursement: Mileage 10-2024	79.06
11/18/2024	102158	Environmental Systems Research Institute Inc	CSWCD: ArcGIS Sub 11-2024	4,150.00
11/18/2024	102159	Roger Fantz	CSWCD: Stipend/Travel 10-2024	371.80
11/18/2024	102160	Jason Faucera	Reimbursement: Travel 10-2024	175.50
11/18/2024	102161	Brendan Fordyce	Reimbursement: Travel 10-2024	40.00
11/18/2024	102162	Donald Guttridge	Reimbursement: Supplies 10-2024	440.51
11/18/2024	102163	Integrated Resource Management	WW-2022-05 USFS BAR 09-2024	3,742.74
11/18/2024	102164	James Johnson	CSWCD: Stipend 10-2024	100.00
11/18/2024	102165	Kuznetsov Thinning Company	WW-2022-07 CRISP 10-2024	6,600.83
11/18/2024	102166	Christopher Lapp	Reimbursement: Travel 10-2024	145.92
11/18/2024	102167	Monte Mattsson	Reimbursement: Mileage 10-2024	75.93
11/18/2024	102168	National Association of Conservation Districts	CSWCD: Annual Mbr 10-2024	775.00
11/18/2024	102169	OSU Extension	CSWCD: Event [Tree School] 10-2024	1,500.00
11/18/2024	102170	Pacific Office Automation	Acct: 900-0345641-000 09-2024	253.77
11/18/2024	102171	Special Districts Association of Oregon	CSWCD: Annual Mbr 10-2024	4,435.00
11/18/2024	102172	Sound Native Plants Inc	WW-2022-11 CRISP 11-2024	1,899.92
11/18/2024	102173	ULINE	Acct: 11097717 Supplies 10-2024	146.69
11/18/2024	102174	Wilbur-Ellis Company LLC	Acct: 2266434 10-2024	2,387.58
11/18/2024	102175	Joan Zuber	CSWCD: Stipend/Travel 10-2024	487.42

Subtotal: \$ 144,120.82

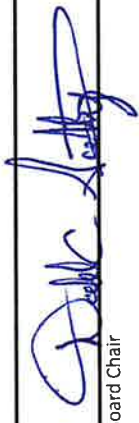
Total: \$ 144,120.82


CF

Total Conservation Fund

\$

25,971.28

 Board Chair

 Board Treasurer

11-19-24

ACH-Recurring 11-2024	634.55
EFT-Recurring 11-2024	63,189.38
EFT-Regular 11-2024	61,539.50
Voucher-Regular 11-2024	144,120.82
<b>Total</b>	<b>269,484.25</b>





ACH Disbursements for Reporting Period

November 1, 2024

Date	Number	Payee	Memo	Payment
11/1/2024	5471_10_2024FM	ACHQ	Acct: 5471 Payment Processing	68.50
11/1/2024	673856680	ADP	Acct: 1517585 Payroll Processing T/A	81.15
11/8/2024	674547018	ADP	Acct: 1517585 Payroll Processing	366.60
11/15/2024	4807742	Oregon City Garbage	Acct: 57768000 11/2024	118.30
<b>Total: \$</b>				<b>634.55</b>



EFT-Recurring Disbursements for Reporting Period

CL 11/12/24

November 30, 2024

Date	Number	Payee	Memo	Payment
10/21/2024	Mobile 10-2024	T-Mobile	Acct: 961602090 10/2024	730.51
10/21/2024	Mobile 10-2024	T-Mobile	Acct: 961602090 Hardware 10/2024	7,133.51
10/21/2024	Elec 10-2024	PGE	Acct: 9606754531 10/2024	1,099.12
10/22/2024	239	EandZ Excavating LLC	SRG-7927 FINAL 10-2024	19,700.00
10/24/2024	8692846792443	US Bank Voyager	Acct: 86928-4679 Fuel	981.45
11/1/2024	1570237808	Coverall North America	Acct: 157-6800 CRC Janitorial 11/2024	750.00
11/1/2024	1570237839	Coverall North America	Acct: 157-6920 USDA Janitorial 11/2024	1,053.00
11/1/2024	2745	SpireTach, Inc	IT Managed Svcs 11/2024	2,729.00
11/1/2024	Water 11-2024	Clackamas River Water	Acct: 032327-00	228.88
11/1/2024	Water[Fire] 11-2024	Clackamas River Water	Acct: 032328-00 FIRE Suppression	400.04
11/1/2024	7109	Bryt Software	Loan Managemet Svc 11/2024	129.00
11/5/2024	814950	Aflac	Acct: LGF14 EE Supplemental Ins 11/2024	1,012.68
11/5/2024	EEER_PPE10312024	Voya	Acct:350001 EE/ER Contribution 11-2024	20,349.14
11/6/2024	STMT_11-06-24	Wells Fargo Elite	WF3073 11-06-24	6,893.05
<b>Total: \$</b>				<b>63,189.38</b>



**EFT-Recurring Disbursements for Reporting Period**

November 30, 2024

Date	Number	Payee	Memo	Payment
11/1/2024	R22405	DEQ	R22405 P&I 11-2024	8,737.00
11/1/2024	R22406	DEQ	R22406 P&I 11-2024	6,910.00
11/1/2024	1996	The Beauty Shop	CSWCD: Prof Svcs [Website] 11-2024	8,680.00
11/2/2024	94833535	ESRI	Acct: 606324 Enterprise Contract 11-2024	11,300.00
11/10/2024	245	EandZ Excavating	SRL-7033 50% 11-2024	8,600.00
11/12/2024	ST016824	Evergreen Remodeling	SRG-7931 FINAL 11-2024	6,250.00
11/15/2024	SRL7038B	All-Ways Excavating	SRL-7038 FINAL 11-2024	11,062.50
<b>Total: \$</b>				<b>61,539.50</b>

