



Approved February 18, 2025

Clackamas SWCD Board Meeting Minutes for January 21, 2025

PRESENT	Directors:	In Person: Roger Fantz (Treasurer), Don Guttridge (Chair), Jan Lee, Joe Matteo, Joan Zuber (Secretary) Via Zoom: Jim Johnson, Jesse Nelson (Vice Chair)
	Associate Directors:	
	Directors Emeritus:	
	Staff:	In Person: Jason Faucera, Tami Guttridge, Lisa Kilders, Chris Lapp, Sam Leininger, Cathy McQueeney, Heather Nielsen, Jenne Reische, Nathan Tucker Via Zoom: Scott Eden
	Partners:	Kurt Berning and Emma Smith (Pudding River Watershed Council), Kim Galland (Natural Resources Conservation Service)
	Guest:	Via Zoom: Nicki Passarella (Public)
NOT PRESENT:		

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 4:51 p.m., January 21, 2025, in the Clackamas SWCD conference room at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.

Recently elected Board Members Jan Lee, Joe Matteo, and Jim Johnson were sworn in by Chair Guttridge.

Chair Guttridge asked if there were any changes or additions to the agenda. District Mgr. Lapp requested the removal of item 4B from the agenda and deferring that agenda item to a later meeting date.

B. Public Comment – No public comment was given.

C. Director reports –

- Director Lee reported that the legislative session had started. Director Johnson testified at the hearing on the Oregon Agriculture Heritage Trust on behalf of the 1000 Friends of Oregon. Lee reported that for a Google training session she attended was mostly trying to sell Google products.
- Director Matteo reported that he had received an email from the Oregon Department of Agriculture for Director Training. The training is in McMinnville and he will be attending.
- Director Johnson commented that it is going to be an interesting legislative session.
- Director Nelson reported that the Portland Water Bureau was tearing up roads in the construction area for the water treatment plant, which has not yet been approved. The community is waiting for a decision from the Land Use Board of Appeals.
- Chair Guttridge thanked everyone for being at the meeting.

D. Partner reports – Kim Galland reported on the Federal hiring freeze and changes revoking remote working options. The new administration is making many changes.

Galland reported that she had seventy (70) applications for Environmental Quality Incentive Program (EQIP) projects. She spent the day ranking urban EQIP projects. The Urban Conservationist will be out on leave until August and her projects are being split between the Clackamas and McMinnville offices.

A new employee has been given a final job offer, if they accept the job will be split between the Urban program and the Clackamas Office.

Galland asked for time on the February agenda for Civil Rights training and a history of NRCS/SWCD partnerships presentation.

E. Manager's report on committees – District Manager Lapp reported that the Personnel Committee met on December 17. The purpose was to review the health and safety portion of the employee handbook and do final edits on the District Manager's position description, training plan and performance review in preparation for his performance review in June 2025. The committee also discussed non-monetary awards for staff performance.

2 – MINUTES

A. December 17, 2025, Regular Board Meeting minutes – The December 17, 2024, minutes were presented. The Board Secretary has reviewed the minutes.

Directors Lee/Fantz moved/seconded to approve December 17, 2024, minutes as presented. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker presented the December 2024 financial reports. Total assets were \$14 million, total liabilities \$ 5.9 million, and total net assets were \$8.2 million. Revenues for December were \$129,000 in taxes, interest was \$19,000, and income from grants was \$368,923 for a total revenue of \$526,244.

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

- B. **Disbursements** – Staff Tucker presented the January 2025 Disbursement reports.

- The Automatic Clearing House Payments totaled \$30,549.56, with a payment of \$ 30,069.19 to the Public Employees Benefits Board, the District's new benefits administrator.
- The reoccurring Electronic Funds Transfer totaled \$52,072.41.
- The regular Electronic Funds Transfer totaled \$35,991.75.
- The check run disbursement totaled \$218,266.29, with \$35,815.37 from the Conservation Fund. Checks numbered 102197 to 102227 with no breaks or voids in the sequence. Watershed Council Grant support checks, payments to Buildscape for the plaza build-out, and Dougall Conradie for the audit were checks of note.

Directors Fantz/Zuber moved/seconded to approve the January 2025 Disbursements as presented. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Accepting the Audit** – District Manager Lapp asked the Board if they had questions about the 2023/2024 Fiscal Year audit. There were no questions. Staff recommend accepting the audit as presented.

Directors Guttridge/Lee moved/seconded to accept the audit as presented by Richard Winkel, CPA. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- B. **Loan Default Policy - Deferred**

- C. **Pre-approval of payment for CONNECT conference** – Staff Kilders ask the Board for pre-approval of a check to cover registration for eighteen (18) staff members and one board director to attend the CONNECT Conference in Florence, Oregon. Early registration ends before the next Board Meeting. The total registration will be approximately \$7100.

Directors Zuber/Fantz moved/seconded to authorize staff and one board director to attend the CONNECT Conference and approve an off-cycle check. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

Guest Speakers – Kurt Berning with the Pudding River Watershed Council gave background information regarding the possible removal of an irrigation dam on Rock Creek in the Molalla/Woodburn area. Berning then introduced Emma Smith who was working with the participating landowners. The Council has been working with the landowners and the District since September 2024. The owner is willing to contribute to the conservation effort on the stream but does not want to lose their water rights. They have a surface water right, and there has been a suggestion of in-stream wells which would provide irrigation water, allow removal of the dam without affecting irrigation, and open up salmon habitat.

The Council is asking the District to provide \$12,500 in matching funds for the project. The matching funds would allow the Council to receive a \$58,000 grant from the Oregon Watershed Enhancement Board. This funding would cover a technical study of project options to help the homeowner keep their current water rights and remove the dam. Further funding will be sought if a feasible plan is found to remove the dam.

Chair Guttridge thanked Smith and Berning for the presentation, the Board will take the request into consideration and get back to them at the next Board meeting.

5 – PROJECTS, PROGRAMS

- A. Farmers Market Grant Review Committee volunteers** – Staff McQueeney asked for volunteers to serve on the Farmers Market Support Grant review committee. Directors Guttridge, Lee, and Zuber volunteered to join staff McQueeney and Nielsen to serve on the committee. McQueeney will send out a Doodle Poll to set a date for the review.

6 – PERSONNEL – no report

7 – BOARD AND MANAGER REPORTS

- A. Tree School Attendance Approval** – Staff Guttridge reported that the 2025 Tree School registration opens on February 4, 2025. Guttridge asked if any Board Directors wanted to attend. Directors Guttridge and Zuber asked to attend, and if others wish to attend, they should contact Staff Guttridge.

Director Lee/Matteo moved/seconded to approve the attendance of Directors Guttridge and Zuber to attend Tree School. If other Board Directors wish to attend this approval will be extended to them. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- B. Establish Working and Natural Land Committee/Charter** – District Manager Lapp asked the Board to move forward with re-establishing the Working and Natural Lands Committee. Lapp presented a draft committee charter and asked that the District Manager and Land

Management Program manager be a part of the committee. Lapp suggested Allison Handler from Amy Stork Consulting help with the charter and workplan. Lapp then asked for Board members to volunteer for the committee. Directors Lee and Matteo volunteered to serve. Director Johnson said he would serve as co-chair of the committee with Lee.

Director Fantz/Matteo moved/seconded to accept the charter and establish the Working and Natural Land Committee, and to contract with Alisson Handler to help with the workplan. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- C. **Associate Director Appointment** – District Manager Lapp reported that he had received a letter from Nicki Passarella introducing herself, giving her background information, and requesting to join the District as an Associate Director.

Passarella spoke to the Board over Zoom. She owns a small farm in Sandy. She would like to learn more about the County and share her perspective on farming if that is helpful for the District Board.

Director Fantz/Johnson moved/seconded to appoint Nicki Passarella to serve as an Associate Director for a 2-year term. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- D. **Public Meetings Law Training** – District Manager Lapp reported that the Public Meeting Law Training would be offered at the Tualatin Soil and Water Conservation District office on March 4, 2025. Tualatin has extended an invitation to join this training to other Districts. Lapp asked the Board Directors if they would attend. Directors Guttridge, Johnson, Matteo, and Zuber said they would attend, along with Staff Faucera and Guttridge.
- E. **Clackamas River Basin Council (CRBC) recruitment** – District Manager Lapp reported that CRBC has two openings on their council and is looking for partners or stakeholders to join. There is an overview of the Council and their responsibilities available for review. Those interested should contact DM Lapp.
- F. **Google Tools Training** – District Manager Lapp reported that the training through SDAO for Google Tools is heavy on marketing of Google products from a consulting firm. Lapp will work with Staff Faucera and SpireTech to see if they can find or provide training. The Oregon Association of Conservation Districts is also looking for training. If the District is successful in finding good training, they may consider offering it as a webinar that others may join.
- G. **Management report – Education and Outreach** – Staff Kilders reviewed the Annual Report during the Annual Meeting. The report outlines activities from the last fiscal year. The report highlighted an award presented by the Special Districts Association of Oregon, the loss of Board Chair Jeff Becker, the WeedWise Program's 15-year anniversary, celebration of 50 years as a consolidated district, and many of the projects representative of the District's values.

8 – PROPERTY, PLANNING

- A. **Plaza build-out** – Staff Faucera reported that the main build on the Plaza should be completed by mid-February. The plantings may not be completed until March.

9 – OTHER REPORTS – No reports

ADJOURN AND NEXT MEETING

- The next regular meeting will be on February 19, 2025, at 4:00 p.m.
- There being no further business, Chair Guttridge adjourned the meeting at 6:14 p.m.

Respectfully submitted,



Tami L. Guttridge
Office Administrator

VOUCHER DISBURSEMENT SUMMARY

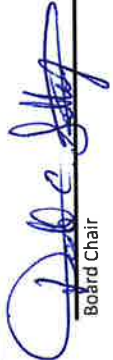
1/23/2025

Date	Number	Payee	Memo	Payment
1/17/2025	102197	Abila	Acct: C004075 01-2025	325.56
1/17/2025	102198	Amy Stork Consulting LLC	CSWCD: Prof Svcs [Consulting] 01-2025	2,100.00
1/17/2025	102199	Sierra Bloomer	Reimbursement: Travel 12-2024	197.93
1/17/2025	102200	Buel's Impressions Printing	CSWCD: Printing [Signage] 12-2024	45.00
1/17/2025	102201	Buildskape, LLC	CSWCD: Plaza 12-2024	73,771.94
1/17/2025	102202	Clackamas County Clerk	Acct: 126 11-2024	4.25
1/17/2025	102203	Clackamas County Clerk	Acct: 126 12-2024	522.50
1/17/2025	102204	Clackamas River Basin Council	CSWCD: Partner Grant 01-2025	14,150.00
1/17/2025	102205	Suzi Cloutier	Reimbursement: Postage [08/2024] 01-2025	24.75
1/17/2025	102206	Dougall Conradie LLC	CSWCD: Prof Svc [Audit] 01-2025	15,000.00
1/17/2025	102207	Ecostudies Institute	CSWCD: 2025 CPOP Conf Brendan Addis 01-2025	465.00
1/17/2025	102208	Roger Fantz	CSWCD: Stipend 12-2024	100.00
1/17/2025	102209	Brendan Fordyce	Reimbursement: Travel 12-2024	93.00
1/17/2025	102210	Greater Oregon City Watershed Council	CSWCD: Partner Grant 01-2025	11,380.00
1/17/2025	102211	Donald Guttridge	CSWCD: Stipend 12-2024	143.42
1/17/2025	102212	Johnson Creek Watershed Council	CSWCD: Partner Grant 01-2025	9,150.00
1/17/2025	102213	James Johnson	CSWCD: Stipend 12-2024	50.00
1/17/2025	102214	Kuznetsov Thinning Company	WW-2022-07 Beachie/ECCF 12-2024	35,815.37
1/17/2025	102215	Jan Lee	CSWCD: Stipend/Logo Wear 12-2024	193.67
1/17/2025	102216	Samuel Leininger	Reimbursement: Travel/ Logo Wear 12-2024	266.49
1/17/2025	102217	MassMutual Life Insurance Company	Acct: 76453 Cont 12-2024	893.25
1/17/2025	102218	Monte Mattsson	Reimbursement: Travel 12-2024	93.00
1/17/2025	102219	Molalia River Watch	CSWCD: Stipend 12-2024	50.00
1/17/2025	102220	Jesse Nelson	CSWCD: Partner Grant 01-2025	19,150.00
1/17/2025	102221	North Clackamas Urban Watersheds Council	CSWCD: Partner Grant 01-2025	12,150.00
1/17/2025	102222	Oswego Lake Watershed Council	Acct: 900-0345641-000 11-2024	327.25
1/17/2025	102223	Pacific Office Automation	Acct: 1039096002 Annual Mtg 01-2025	179.88
1/17/2025	102224	The Oregonian Media Group	CSWCD: Partner Grant 01-2025	8,000.00
1/17/2025	102225	Tryon Creek Watershed Council	Acct: 2266434 11-2024	483.83
1/17/2025	102226	Wilbur-Ellis Company LLC	CSWCD: Stipend 12-2024	140.20
1/17/2025	102227	Joan Zuber		
Subtotal: \$				218,266.29
Total: \$				218,266.29

CF

Total Conservation Fund

\$ 35,815.37


Board Chair


Board Treasurer

ACH-Recurring	30,549.56
EFT-Recurring	52,072.41
EFT-Regular	35,991.75
Voucher-Regular	218,266.29
Total	336,880.01

ACH Disbursements for Reporting Period

250116AP13

January 31, 2025

Date	Number	Payee	Memo	Payment
1/1/2025	5471_12_2024FM	ACHQ	Acct: 5471 Payment Processing	68.50
1/3/2025	678571707	ADP	Acct: 1517585 Payroll Processing T/A	81.15
1/10/2025	679450208	ADP	Acct: 1517585 Payroll Processing	212.42
1/10/2025	01102025	PEBB	EE/ER Benefits 01-2025	30,069.19
1/15/2025	4875547	Oregon City Garbage	Acct: 57768000 01/2025	118.30
Total: \$				30,549.56

Initial
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1/14/2025

January 31, 2025

EFT-Recurring Disbursements for Reporting Period

Date	Number	Payee	Memo	Payment
12/20/2024	Elec 12-2024	PGE	Acct: 9606754531 12/2024	1,950.91
12/20/2024	264	EandZ Excavating	CSWCD: SRL-7033 FINAL	8,600.00
12/20/2024	265	EandZ Excavating	CSWCD: SRL-7042 FINAL	5,500.00
12/22/2024	Mobile 12-2024	T-Mobile	Acct: 961602090 12/2024	730.51
12/24/2024	Water-12-2024	Clackamas River Water	Acct: 032327-00	1,859.12
12/24/2024	Water-12-2024	Clackamas River Water	Acct: 032328-00 FIRE	400.04
12/24/2024	8692846792452	US Bank Voyager	Acct: 86928-4679 Fuel	326.20
12/31/2024	263	EandZ Excavating	SRL-7042 Balance Due	50.00
12/31/2024	452-886A	American Onsite	SRg-7934 Bal Due	45.00
1/1/2025	1570238248	Coverall North America	Acct: 157-6800 CRC Janitorial 01/2025	750.00
1/1/2025	1570238278	Coverall North America	Acct: 157-6920 USDA Janitorial 01/2025	1,053.00
1/1/2025	2887	SpireTech, Inc	IT Managed Svcs 01/2025	2,729.00
1/1/2025	7552	Bryt Software	Loan Management Svc 01/2025	129.00
1/1/2025	1093	Covenant	Security Monitoring 01/2025	300.00
1/5/2025	488619	Aflac	Acct: LGF14 EE Supplemental Ins 01/2025	1,012.68
1/5/2025	EEER_PPE12312024	Voya	Acct:350001 EE/ER Contribution 01/2025	20,047.91
1/6/2025	STMT_01-06-25	Wells Fargo Elite	WF3073 01/06/2025	6,590.04
	IBM/MaaS-360 12-2024	T-Mobile	Acct:201336904 12/2024	
Total: \$				52,072.41

EFT-Recurring Disbursements for Reporting Period

January 31, 2025

Date	Number	Payee	Memo	Payment
1/2/2025	2003	The Beauty Shop	CSWCD: Web Dev 01-2025	17,021.75
1/14/2025	269	EandZ Excavating	CSWCD: SRL-7043 50% 01-2025	5,950.00
1/16/2025	250116EFT	Pudding River WC	CSWCD: Partner Grant 01-2025	13,020.00
Total: \$				35,991.75

