



Approved March 18, 2025

## Clackamas SWCD Board Meeting Minutes for February 18, 2025

|              |                             |  |
|--------------|-----------------------------|--|
| PRESENT      | <b>Directors:</b>           | In Person: Roger Fantz (Treasurer), Don Guttridge (Chair), Joe Matteo, Joan Zuber (Secretary)<br>Via Zoom: Jan Lee, Jesse Nelson (Vice Chair)      |
|              | <b>Associate Directors:</b> | In Person: Matt Bunch, Nicki Passarella  |
|              | <b>Directors Emeritus:</b>  |  |
|              | <b>Staff:</b>               | In Person: Jason Faucera, Tami Guttridge, Lisa Kilders, Chris Lapp, Sam Leininger, Cathy McQueeney, Heather Nielsen, Jenne Reische, Nathan Tucker, |
|              | <b>Partners:</b>            | In Person: Kim Galland (Natural Resources Conservation Service)  |
|              | <b>Guest:</b>               |  |
| NOT PRESENT: |                             | Jim Johnson  |

### 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, February 18, 2025, in the Clackamas SWCD conference room at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.

Chair Guttridge asked if there were any changes or additions to the agenda. District Manager Lapp asked to speak with the Board regarding a prototype tablet before item 7A. Guttridge accepted the change and approved the agenda.

- B. **Public Comment** – No Public Comment given.

C. **Director reports** –

- Director Matteo reported he had attended the Special Districts Association of Oregon (SDAO) Conference and learned many things.
- Director Nelson reported that the Portland Water Bureau has halted work at the water treatment plant in east Multnomah County. The Land Use Board of Appeals (LUBA)



overturned a portion of a conditional land-use permit required for the project. However, there is now a Senate Bill in the legislature to try and circumvent the land use appeals process.

- Director Lee reported on her attendance at the National Association of Conservation Districts in Salt Lake City, Utah. The Annual Meeting was dour due to grant funding being cut/rescinded by the new Federal administration. Lee also noted that the Advocacy Committee will want to weigh in on the Senate Bill proposed by the Portland Water Bureau.
- Director Fantz was glad to see the snow melt.
- Directors Zuber and Guttridge both reported they had also attended the Special Districts Association of Oregon conference. There were many good sessions.

**D. Partner reports** – Partner Kim Galland gave a brief history of the Natural Resources Conservation Service (NRCS) and the history of Soil and Water Conservation Districts (SWCD). She also had a copy of the Memorandum of Agreement between the NRCS and the Clackamas SWCD last updated in 2022. Galland also reported the 2025 obligations for the Clackamas and Multnomah County NRCS program. Please see these documents which are a part of these minutes. Some 2025 funding has been frozen. Some FSA employees will be leaving, but so far, no NRCS employees in Clackamas have been let go. Three NRCS employees in the Willamette Basin have been terminated.

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

- The Personnel Committee met on January 21, 2025. They are continuing the process of reviewing the Employee Manual. Recommendations will be coming to the Board regarding the District Manager's Position Description, Training, and Performance plans.
- The Finance Committee met on January 29, 2025, to review the loan draft policy, and will be forwarding a recommendation to the Board for approval. The Finance committee is also requesting a work session on March 18, 2025, to review financial procedures, the 2025/2026 fiscal year budget, and remedial options for the historic barn.
- The Advocacy Committee met on January 30, 2025. The committee reviewed the charter and discussed the Oregon Land Use Coalition and the Google Shared Drive. There are concerns regarding the freeze of Federal Funds.
- The Community Forum met on February 5, 2025, and Staff McQueeney will report later in the meeting.

## **2 – MINUTES**

**A. January 21, 2025, Annual Meeting minutes** – The Annual Meeting minutes for January 21, 2025, were presented. The minutes were reviewed by the Secretary.



Directors Fantz/Zuber moved/seconded to approve the January 21, 2025, Annual Meeting Minutes as presented. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- B. **January 21, 2025, Regular Board Meeting minutes** – The January 21, 2025, Board Meeting minutes were presented. The Secretary has reviewed the minutes.

Directors Fantz/Matteo moved/seconded to approve January 21, 2025, regular Board meeting minutes as presented. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

### 3 – FINANCIAL REPORTS

- A. **Review and accept financial reports** – Staff Tucker presented the January 31, 2025, financial reports. Total assets were \$13.6 million, total liabilities were 5.9, with net assets totaling \$7.7 million.

Department of Environmental Quality Loan R22407 has closed, and repayment will begin in June 2025. The budget to actual report showed tax income of \$44,206 for January. The District received \$17,562 in interest income. Total expenses for the month were \$393,110.

Directors Fantz/Matteo moved/seconded to approve the January 31, 2025, Financial Reports as presented. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- B. **Disbursements** – Staff Tucker presented the disbursements for February 2025. Automatic Clearing House payments totaled \$30,971.02. Check disbursements totaled \$212,926.28. Checks were numbered 102228 to 102254 with no breaks or voids in the sequence.

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

### 4 – OTHER FINANCIALS

- A. **Resolution # 2025-001 to revise appropriations for the FY 24-25 Budgets** – Staff Tucker presented Resolution # 2025-00. The District will receive a \$500,000 Department of Environmental Quality Loan (R22408) for the Septic Repair Loan program. For the District to use the money it must be appropriated .

Directors Fantz/Zuber moved/seconded to adopt Resolution # 2025-001 to revise appropriations for the Fiscal Year 2024/2025 budget. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- B. **Approval of Pudding River Watershed Council request for Funds** – District Manager Lapp presented the request from the Pudding River Watershed Council for matching funds for engineering on a dam removal project on Milk Creek. The staff recommends that the District provide \$12,500 in matching funds to the Pudding River Watershed Council for engineering .



Directors Zuber/Matteo moved/seconded to adopt the staff recommendation to fund the grant match request from the Pudding River Watershed Council. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- C. **Approval of Travel Expenses for Director Matteo** – District Manager Lapp asked the Board to reimburse Director Matteo for mileage and provide a stipend for training he attended on January 28, 2025, put on by the Oregon Department of Agriculture for new Board Directors.

Directors Guttridge/Zuber moved/seconded to reimburse Director Matteo for mileage and provide a stipend for attending training on January 28, 2025, with the Oregon Department of Agriculture. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Nelson, and Zuber. Abstained: Matteo due to conflict of interest. The motion carried.

- D. **Loan Default Policy** – District Manager Lapp presented Policy # 2025-P-101 regarding the process for collecting loans that are in default. The policy outlines the procedures to follow. Staff ask that the policy be adopted.

Directors Mattio/Fantz moved/seconded to adopt Policy # 2025-P-102 outlining the procedure for collecting loans in default. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- E. **Budget Officer Appointment, Budget Committee member appointment, budget calendar approval** – Staff Kilders reported that each year a Budget Officer must be appointed. District Manager Lapp was appointed last year.

Directors Guttridge/Matteo moved/seconded appoint District Manager Lapp as Budget Officer for the Fiscal Year 2025/2026. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

Kilders then presented the 2025 Budget Calendar. Director Lee asked that the March 28, 2025, Budget meeting be moved to April 1, 2025, as she has a conflict. The Board agreed by consensus to make the change and accept the calendar.

Staff Kilders noted that with the election of Joe Matteo to the Board, there is an opening in the Public portion of the budget committee. Associate Director Passarella is willing to serve on the Budget Committee.

Directors Guttridge/Matteo moved/seconded to appoint Associate Director Nicki Passarella to the Budget Committee to serve out the 2 years left in Matteo's appointment to the Budget Committee. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

## **5 – PROJECTS, PROGRAMS**

- A. **Community Forum Discussion** – Staff McQueeney reported that 15 staff members attended the Community Forum meeting. The main topic of discussion regarded changes in Federal funding and what the District staff can do to support the community. Staff and partners are looking to the Oregon Association of Conservation Districts and the Special Districts Association of Oregon for guidance.



- B. Signatory Page for Advocacy Policy** – District Manager Lapp brought a Policy Explanation page to the Board for signature. This is a housekeeping item, the Policy for Advocacy 2024-p-103 was approved at the December 17, 2024, meeting.

## **6 – PERSONNEL**

- A. Approval of District Manager Position Description** – District Manager Lapp reported that the Personnel Committee was forwarding a recommendation to approve the District Manager Position Description and approve the Board Chair to sign the Position Description.

Directors Fantz/Zuber moved/seconded to approve the District Manager Position Description (PD) and have Chair Guttridge sign the PD. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

- B. Approval of the District Manager's Fiscal Year 2024/2025 Performance and Training Plan** – District Manager Lapp reported that the Personnel Committee was forwarding a recommendation to approve his Performance and Training Plans and authorize the Board Chair to sign the plans.

Directors Matteo/Zuber moved/seconded to approve the District Manager's 2024/2025 Performance and Training plans and have Chair Guttridge sign both. The vote was as follows: In Favor: Fantz, Guttridge, Lee, Matteo, Nelson, and Zuber. The motion carried unanimously.

District Manager Lapp asked the Board of Directors if they would be in favor of trying an electronic notebook or tablet to replace the board books that are printed for their use during meetings. The District would provide each Director with a unit to view documents during each meeting. It was felt that this would save money and time. Lapp would like to purchase one for the Directors to test and asked if they would prefer a laptop or a tablet. Directors agreed that the laptop style with a mouse would be preferred. Lapp will have Staff Faucera purchase a laptop to try at the next meeting.

## **7 – BOARD AND MANAGER REPORTS**

- A. WeedWise Program Report** – Staff Leininger gave a PowerPoint presentation of the WeedWise annual report. This report provides an overview of all the work the program accomplishes with partners around the county. Please see the report which is part of these minutes.

## **8 – PROPERTY, PLANNING**

- A. Conservation Resource Center Plaza Dedication items and Becker Dedication** - District Manager Lapp reported that when Chair Jeff Becker passed away, he approached Becker's family regarding a recognition of his dedication to the District. Lapp thought the Pollinator Garden may be an appropriate site. He has asked the Farm Development Group to come up with ideas for a memorial. The Becker Family is in support of the memorial.

Directors have in the past also made recommendations for dedications and memorials. The Board made a recommendation to dedicate the Plaza to Tom Salzer (Past District Manager) in recognition of his efforts in the construction of the Conservation Resource Center, and to



dedicate a dogwood, or native tree to past Director Janiece Miller. It was the board's consensus to proceed with these dedications and memorials.

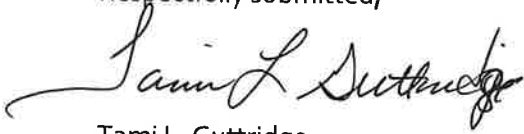
## **9 – OTHER REPORTS**

- No Reports were given.

## **ADJOURN AND NEXT MEETING**

- There will be a Board Work Session on Tuesday, March 18, 2025, at 2:45 p.m.
- The next regular Board Meeting will be on Tuesday, March 18, 2025, at 4:00 p.m.
- There being no further business, Chair Guttridge adjourned the meeting at 5:47 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tami L. Guttridge", with a stylized flourish at the end.

Tami L. Guttridge  
Office Administrator



## VOUCHER DISBURSEMENT SUMMARY

2/18/2025

| Date      | Number | Payee                                | Memo                                  | Payment   |
|-----------|--------|--------------------------------------|---------------------------------------|-----------|
| 2/18/2025 | 102228 | Abila                                | Acct: C004075 02-2025                 | 325.56    |
| 2/18/2025 | 102229 | Brendan Addis                        | Reimbursement: Logo 12-2024           | 202.15    |
| 2/18/2025 | 102230 | Buel's Impressions Printing          | CSWCD: Printing 01-2025               | 195.50    |
| 2/18/2025 | 102231 | Buildskape, LLC                      | CSWCD: Plaza 01-2025                  | 76,293.55 |
| 2/18/2025 | 102232 | Eric Campbell                        | CSWCD: DOG-4058 01-2025               | 5,196.00  |
| 2/18/2025 | 102233 | Clackamas County Clerk               | Acct: 126 Recording 01-2025           | 117.00    |
| 2/18/2025 | 102234 | Clackamas ESD                        | CSWCD: IT Annual 2025                 | 2,097.02  |
| 2/18/2025 | 102235 | Clackamas Dept of Finance            | CSWCD: EE/ER Ben 11-2024              | 29,356.38 |
| 2/18/2025 | 102236 | Clackamas Dept of Finance            | CSWCD: EE/ER Ben 12-2024              | 29,356.38 |
| 2/18/2025 | 102237 | Estacada News                        | Acct: 341 Annual 02-2025              | 60.00     |
| 2/18/2025 | 102238 | Roger Fantz                          | CSWCD: Stipend 01-2025                | 100.00    |
| 2/18/2025 | 102239 | Donald Guttridge                     | CSWCD: Stipend/Mileage 01-2025        | 72.68     |
| 2/18/2025 | 102240 | Jan Lee                              | CSWCD: Stipend/Mileage 01-2025        | 88.36     |
| 2/18/2025 | 102241 | Neil M Martin                        | CSWCD: DOG-4053 02-2025               | 788.87    |
| 2/18/2025 | 102242 | MassMutual Life Insurance Company    | Acct: 76453 EE Cont 02-2025           | 893.25    |
| 2/18/2025 | 102243 | McMenamins Kennedy School            | CSWCD: Event [Pull Together] 02-2025  | 8,148.25  |
| 2/18/2025 | 102244 | Jesse Nelson                         | CSWCD: Stipend 01-2025                | 50.00     |
| 2/18/2025 | 102245 | Heather Nielsen                      | Reimbursement: Mileage 02-2025        | 185.51    |
| 2/18/2025 | 102246 | OCEAN                                | CSWCD: Registration [CONNECT] 01-2025 | 6,930.06  |
| 2/18/2025 | 102247 | Oregon Onsite Wastewater Association | CSWCD: Mbr 2025                       | 195.00    |
| 2/18/2025 | 102248 | Oregon Waste Water Services, Inc     | CSWCD: SRL-7040 [50%] 02-2025         | 4,350.00  |
| 2/18/2025 | 102249 | Pacific Office Automation            | Acct: 900-0345641-000 12-2024         | 211.33    |
| 2/18/2025 | 102250 | Quality Inn                          | CSWCD: WP5404 [CONNECT] 01-2025       | 4,636.00  |
| 2/18/2025 | 102251 | R&R Contracting, Inc                 | WW-2025-14 [ECCF] 02-2025             | 41,123.00 |
| 2/18/2025 | 102252 | Nathan Tucker                        | Reimbursement: Travel 02-2025         | 354.40    |
| 2/18/2025 | 102253 | Wild Habitat Contracting, LLC        | WW-2025-016 Forest Cr 01-2025         | 1,508.03  |
| 2/18/2025 | 102254 | Joan Zuber                           | CSWCD: Stipend/Mileage 01-2025        | 92.00     |

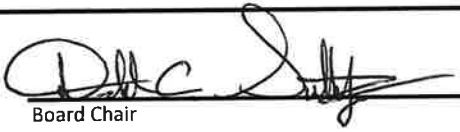
Subtotal: \$ 212,926.28


Total: \$ 212,926.28

Total Conservation Fund

\$ -

CF

  
 Board Chair

  
 Board Treasurer

|                 |                   |
|-----------------|-------------------|
| ACH-Recurring   | 30,971.02         |
| EFT-Recurring   | 39,567.38         |
| EFT-Regular     | 22,396.05         |
| Voucher-Regular | 212,926.28        |
|                 | <b>305,860.73</b> |



## C



## EFT-Recurring Disbursements for Reporting Period



2/12/ 5

250213API EFT

February 28, 2025

| Date      | Number             | Payee                  | Memo                                     | Payment   |
|-----------|--------------------|------------------------|--|-----------|
| 1/20/2025 | Mobile 01-2025     | T-Mobile               | Acct: 961602090 01/2025                  | 732.12    |
| 1/20/2025 | IBMMAa5360 01-2025 | T-Mobile               | Acct: 201136904 01/2025                  | 161.00    |
| 1/24/2025 | 8692846792504      | US Bank Voyager        | Acct: 86928-4679 Fuel                    | 315.01    |
| 1/26/2025 | Elec 01-2025       | PGE                    | Acct: 9606754531 01/2025                 | 2,229.66  |
| 1/31/2025 | 2024AUDIT          | Secretary of State     | 1263MUNI Filing Fee Paid via CC3528      | 350.00    |
| 2/1/2025  | 69555              | Coverall North America | Acct: 157-013502 CRC Janitorial 02/2025  | 750.00    |
| 2/1/2025  | 56598              | Coverall North America | Acct: 157-018858 USDA Janitorial 02/2025 | 1,053.00  |
| 2/1/2025  | 2978               | SpireTech, Inc         | IT Managed Svcs 02/2025                  | 2,973.00  |
| 2/1/2025  | 7786               | Bryt Software          | Loan Managemet Svc 02/2025               | 129.00    |
| 2/4/2025  | STMT_02-04-25      | Wells Fargo Elite      | WF3073 02/04/2025                        | 9,506.30  |
| 2/5/2025  | 847339             | Aflac                  | Acct: LGF14 EE Supplemental Ins 02/2025  | 1,012.68  |
| 2/5/2025  | EEER_PPE01312025   | Voya                   | Acct:350001 EE/ER Contribution 02/2025   | 20,355.61 |
| Total: \$ |                    |                        |  | 39,567.38 |



**EFT-Regular Disbu**