



Approved January 18, 2022

**Clackamas SWCD Board Meeting Minutes for December 21, 2021**

<b>PRESENT</b>	<b>Directors:</b>	Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jesse Nelson (Vice Chair), Jan Lee, Joan Zuber
	<b>Associate Directors:</b>	PK Melethil, Anna Rankin
	<b>Directors Emeritus:</b>	
	<b>Staff:</b>	Jason Faucera, Tami Guttridge, Lisa Kilders, Jenne Reische, Nathan Tucker
	<b>Partners:</b>	Kim Galland (NRCS)
	<b>Guest:</b>	
<b>NOT PRESENT:</b>		Jeff Becker (Chair), Chris Lapp (General Manger)

**1 – CALL TO ORDER and ACCEPT AGENDA / PUBLIC COMMENT / DIRECTOR REPORTS / MANAGER’S REPORT ON COMMITTEES**

- A. **Call to order** – Vice-Chair Nelson called the meeting to order with a quorum present at 4:36 p.m., on December 21, 2021, via “Zoom” originating in a call from the office of the Clackamas SWCD at 22055 S Beaver Creek Rd, Beaver Creek, Oregon.
- B. **Public Comment** – There was no public comment.
- C. **Director reports** –
  - Director Guttridge thanked the staff for all their service to the District. Guttridge also asked if the District’s name had been corrected on the W-2’s from Clackamas County SWCD to Clackamas SWCD as described in the Board meeting of May 18, 2021. Staff Tucker reported that he believed it had been updated with ADP and he would follow up on it.
  - Director Lee reported that the Oregon Association of Conservation Districts (OACD) annual meeting will be on September 1 and 2, 2022. Lee also noted that OACD will have a webinar in March and the newsletter will be out soon with more information.
  - Director Zuber was surprised that she had been with the District for 15 years.

- Director Johnson reported that the State of Oregon will not be opening its offices in early January as hoped for but had pushed the date back to June 2022.
  - Director Fantz wondered if it would snow for Christmas.
  - Associate Director Melethil reported that he had toured portions of Vice-Chair Nelsons property and had a better understanding of the impact that a proposed pipeline will have on the property. Melethil also reported on his continued work with the Metro Parks & Recreation Committee. He noted Metro had acquired two new properties including one in Oregon City.
  - Associate Director Rankin thanked Staff Kilders for the annual report. Rankin noted that the rain had made the land in her watershed soggy and the Pudding River water murky. Water quality is an issue and finding ways to keep the soil in the fields was a major concern. Rankin thanked the District for its continued support.
  - Vice-Chair Nelson reported the harvest is in full swing at the nursery and he hopes it will not get quite as cold as they are predicting.
- D. Partner reports** – Kim Galland with the Natural Resources Conservation Service (NRCS) noted that the NRCS had an all staff meeting the previous week. She reported a possible increase in staffing and possibly an increase in revenue if the "Build Back Better" bill should pass.
- Galland reported that she is currently working on contracts for the most recent round of applications for Environmental Quality Incentive Program (EQIP). She will then be working on two Conservation Stewardship Partner program applications with Staff Cloutier and Eden. One application is for a hazelnut orchard and the other for a nursery.
- Galland hopes to hold an in person Local Work Group meeting during the first week in February. She is looking for participants who are interested in cover cropping, soil health, hazelnut orchards and livestock resources concerns. She will be sending out announcements soon and will switch to a virtual format if necessary.
- Galland reported that she has not yet been instructed to restrict office visits or to cut back staffing in regards the current surge in COVID cases. USDA is currently staffing the office at 75 percent.
- E. Manager's report on committees** – Staff Kilders reported that the Finance Committee has been exchanging emails, the Diversity, Equity, and Inclusion Committee had met on December 2, 2021, and the Working Lands and Natural Lands Protection Committee held a meeting today, before the Annual Meeting.

## 2 – MINUTES

- A. November 16, 2021, Regular Board Meeting minutes** – The minutes of the November 16, 2021, regular Board meeting were presented. The Board Secretary has reviewed the minutes.

Directors Guttridge/Fantz moved/seconded to accept the 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 reviewed the financial reports with the Board. The District has received approximately 2.2 million dollars in tax-based revenue in November, and Tucker believes we will be on target for the District’s budget for the year. Expenses for November 2021 were approximately \$170,000.

Tucker reported that total assets as of November 30, 2021, were 12.4 million, total liabilities were at 6.9 million, with total net assets at 5.5 million. Tucker also reported that District received funds from the U.S. Department of Agriculture for the Tenant improvements and the first two months’ rental payment.

Directors Fantz/Guttridge moved/seconded to approve the 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 presented the Automatic Clearing House charges and the disbursement list to the Board. Disbursements were numbered 100834 to 100868 with no breaks or voids in the sequence. The disbursement list totaled \$ 155,356.69 with \$26,052.59 for the conservation fund. Tucker noted payments were made to Zion’s Bank for the Eagle Creek Community Forest and the Conservation Resource Center.

The Board had some discussion regarding the check approval process and the previously discussed need for that policy review.

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

### 4 – OTHER FINANCIALS

- A. **Audit Approval** – Staff Kilders requested board approval of the audit (with corrections).

Directors Fantz/Guttridge moved/seconded to approve the Fiscal Year 2020/2021 Audit. The vote was as follows: In Favor: Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

- B. **Request for Quote for Strategic Planning Facilitation** – Staff Kilders reported that Requests for Quotes regarding strategic planning facilitation services had been sent out on December 17, 2021. The closing is January 28, 2022. Eight organizations and individuals will receive the requests.

### 5 – PROJECTS, PROGRAMS

- A. **Advocacy Policy for review/approval** – Staff Kilders presented the Advocacy Policy to the Board. Director Lee noted that there were three ways to view the policy and that most districts were taking pages 10 and 11 from the Oregon Association of Conservation Districts policy and filling in position titles rather than names. Other pages from the OACD policy were then being included as attachments. Directors discussed the policy changes and asked that they be made

to the document and brought back to the Board at the next meeting. It was noted the District should make position statements ahead of pending legislation. It was noted that there would not always be time to hold special meetings to approve letters to legislators when timelines are short.

- B. Congressional Delegation Letter of Support** – Staff Kilders reported to the Board that an opportunity arose to add the Districts name to a letter of support for the Oregon Recovering Wildlife Act on December 3, 2021. District Manager Lapp and Chair Becker discussed the letter and moved forward with including the District in support of the legislation at the national level. If the legislation passes it will help to fund the Oregon Department of Fish and Wildlife tax incentive program that Staff Faucera, and sister Districts have been working on.
- C. Diversity, Equity, and Inclusion (DEI) committee report** – Staff Kilders reported on the DEI proposal for facilitation. The committee met on December 2, 2021, to review the proposal from Yee Won Chong Consulting, LLC and decided to accept the proposal as presented. There should be a contract in place by the end of the year or early next year.

## **6 – PERSONNEL – No topics**

## **7 – BOARD AND MANAGER REPORTS**

- A. Board approval for attendance at Special Districts Association of Oregon Annual meeting** – Staff Kilders asked if any members of the Board wished to attend the SDAO annual meeting in February 2022. The meeting will be in Eugene, Oregon from February 10 through the 13, 2022. The meeting will be both in-person and virtual. Directors Lee and Zuber asked to attend the meeting virtually, Director Guttridge asked to attend in person.

## **8 – PROPERTY, PLANNING – No topics**

## **9 – OTHER REPORTS**

- Director Fantz thanked Staff Kilders for the annual report, it was a good wrap up of the year.

## **ADJOURN AND NEXT MEETING**

- The next regular meeting will be on January 18 at 4:00 p.m.
- There being no further business, Vice-Chair Nelson adjourned the meeting at 5:37 p.m.

Respectfully submitted,



Tami L. Guttridge  
Office Administrator

Voucher Approval List

12/7/2021

Date	Number	Payee	Memo	Payment
12/7/2021	100834	AFLAC	Acct: LGF14 12/3/21	\$ 675.62
12/7/2021	100835	Coverall North America, Inc	Acct: 157-6800 CRC/USDA 12/2021	\$ 1,363.00
12/7/2021	100836	Edge Analytical	Acct: CLA08 [EcoliMPN] 11/2021	\$ 126.00
12/7/2021	100837	Garmin Services, Inc	Acct: DL627537 11/23/21	\$ 69.90
12/7/2021	100838	Green Banks, LLC	WW-2019-05 [CRISP-LK-2021-11] 10/2021	\$ 4,883.66
12/7/2021	100839	Clair Klock	Payroll [Ck 900001] Manual Check Balance PPE 11-05-21	\$ 72.37
12/7/2021	100840	Pacific Office Automation	Acct: 900-0266949-000 11/2021	\$ 173.44
12/7/2021	100841	PGE	Acct: 9606754531 11/2021	\$ 797.40
12/7/2021	100842	T-MOBILE	Acct: 961602090 11/2021	\$ 526.42
12/7/2021	100843	US Bank Voyager Fleet Systems	Acct: 86928-4679 11/24/21	\$ 239.60
12/7/2021	100844	Safe Deposit Box Wells Fargo	CSWCD: 650017 2022	\$ 100.00
12/7/2021	100845	Zions Bank	Acct: 1010000319747 [CRC] Int 12/2021	\$ 49,470.00
12/7/2021	100846	Zions Bank	Acct: 1010000319762 [CRC] Int 12/2021	\$ 21,510.91
12/7/2021	100847	Zions Bank	Acct: 1010000309219 [ECCF] Int 12/2021	\$ 15,033.50
<b>Subtotal:</b>				<b>\$ 95,041.82</b>

12/21/2021

12/20/2021	100848	Nicole Ahr	Reimbursement: Mileage 11/2021	\$ 367.75	
12/20/2021	100849	Ash Creek Forest Management, LLC	DOG-1823-4021 [WW-2019-02] 11/2021	\$ 4,131.19	CF
12/20/2021	100850	Capital Press	Acct: CP80145518 2yr Sub 12/2021	\$ 100.00	
12/20/2021	100851	Suzi Cloutier	Reimbursement: Mileage 11/2021	\$ 294.56	
12/20/2021	100852	Converging Creeks LLC	CSWCD: Site Svcs-Gate [BVRCRK] 11/2021	\$ 650.00	
12/20/2021	100853	Covenant Systems LLC	CSWCD: Monitoring Qtr1 2022	\$ 300.00	
12/20/2021	100854	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 12/2021	\$ 24,313.80	
12/20/2021	100855	Scott Eden	Reimbursement: Mileage/Supp 11/2021	\$ 413.02	
12/20/2021	100856	Verena Fabian	SuperDOG-1822-4032 [Cover] 11/2021	\$ 177.50	CF
12/20/2021	100857	Green Banks, LLC	WW-2019-05 [Riverside Fire BAER] 11/2021	\$ 2,029.20	CF
12/20/2021	100858	Kuznetsov Thinning Company	WW-2019-08 [MHNF] 09/2021	\$ 10,175.28	CF
12/20/2021	100859	Mosaic Ecology, LLC	WW-2019-09 [Riverside Fire BAER] 11/2021	\$ 9,539.42	CF
12/20/2021	100860	Neyda's Custom Hardscaping	CSWCD: Site Svcs [Irrigation] 11/2021	\$ 375.50	
12/20/2021	100861	Oregon City Garbage, Inc	Acct: 57768000 12/2021	\$ 103.10	

12/20/2021	100862	Pamplin Media Group	Acct: 81177287 [Esta News] 1yr Sub 12/2021	\$	37.00
12/20/2021	100863	Powell Minuteman Press	CSWCD: Name Tags 12/2021	\$	141.00
12/20/2021	100864	Spire Technologies, Inc	Acct: 02200 Mgmt Svcs 01/2022	\$	2,014.00
12/20/2021	100865	The Gold Wrench	CSWCD: Maint 11/2021	\$	927.70
12/20/2021	100866	The Oregonian Media Group	Acct: 1039096002 [Annual Mtg] 11/2021	\$	85.68
12/20/2021	100867	Nathan Tucker	Reimbursement: Supplies [B/U] 12/2021	\$	74.99
12/20/2021	100868	Wilbur-Ellis Company LLC	Acct: 1979712 [CRC/ECCF] 11/2021	\$	4,064.18

**Subtotal: \$ 60,314.87**

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<b>Total:</b>	<b>\$ 155,356.69</b>
<b>Total Conservation Fund</b>	<b>\$ 26,052.59</b>

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Board Treasurer



Board Secretary

