



Approved July 19, 2022

Clackamas SWCD Board Meeting Minutes for June 21, 2022

PRESENT	Directors:	Jeff Becker (Chair), Roger Fantz (Treasurer), Don Guttridge (Secretary) Jim Johnson, Jesse Nelson (Vice Chair), Jan Lee, Joan Zuber
	Associate Directors:	PK Melethil, Anna Rankin
	Directors Emeritus:	
	Staff:	Nichole Ahr, Suzi Cloutier, Jason Faucera, Tami Guttridge, Lisa Kilders, Sam Leininger, Jenne Reische, Nathan Tucker
	Partners:	
	Guest:	Olivia Palacios (Scholarship Recipient)
NOT PRESENT:		

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 4:00 p.m., June 21, 2022, via “Zoom” originating from the office at 22055 S Beavercreek Rd, Beavercreek, Oregon.

Becker asked if there were changes requested to be made to the agenda, Staff Tucker asked that item 4B be changed from an action item to a discussion item.

- B. Public Comment** – There was no public comment

- C. Director reports** –

- Director Fantz was glad summer is starting.
- Director Guttridge noted that with the weather turning he hoped to be cutting hay soon. He also reminded everyone that the Springwater Grange would be holding their annual Strawberry Social on Saturday, June 25, from 2 to 6 p.m. It was difficult to get strawberries this year due to the extended rainy season.
- Director Lee said she was recovering from her dual knee surgery.

- Associate Director Rankin reported that the co-director experiment at the Pudding River Watershed Council was helping them build capacity.
- Associate Director Melethil thanked Director Fantz for taking him on a tour of the community forest several years ago. His recent tours have allowed him to see the changes and the work the District is doing to make it a better forest.

D. **Partner reports** – No report.

E. **Manager’s report on committees** – Staff Kilders reported that the Financial Committee has been exchanging e-mails, the Equity Team met on June 2, 2022, and the Strategic Planning Committee has a meeting on June 29, 2022.

2 – MINUTES

A. **May 17, 2022, Public Hearing Meeting minutes** –May 17, 2022, Public Hearing minutes for the 2022/2023 Fiscal Year Budget were presented. The Board Secretary had reviewed the minutes.

Directors Lee/Guttridge moved/seconded to approve May 17, 2022, Public Hearing minutes for the 2022/2023 Fiscal Year Budget as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

B. **May 17, 2022, Regular Board Meeting minutes** –May 17, 2022, Regular Board Meeting minutes were presented. The Board Secretary had reviewed the minutes.

Directors Guttridge/Fantz moved/seconded to approve May 17, 2022, Regular Board Meeting as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

3 – FINANCIAL REPORTS

A. **Review and accept financial reports** – Staff Tucker reviewed the District’s May 31, 2022, financial reports. The District’s current total assets are 11.8 million, total liabilities are 6.9 million, for total net assets of 4.8 million dollars. For the month of May 2022, the District had a revenue income of \$56,971, and expenses of \$327,776.

Directors Fantz/Guttridge moved/second to accept the financial reports for May 31, 2022, as presented. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

B. **Disbursements** – Staff Tucker reviewed the Automatic Clearing House payments of \$30,150.62. Tucker then presented the disbursement report listing the check numbers 101020 to 101054 with no breaks in the sequence. The disbursements totaled \$711,607.02, with \$67,279.06 from the conservation fund. Tucker noted the larger than usual amount for disbursements was due to the fiscal year-end, and loan payments on the Conservation Resource Center and the Eagle Creek Community Forest. Tucker also advised the Board that due to an error on the part of the Wells Fargo Positive Pay system, five (5) checks had been rejected by the bank and voided, Tucker also noted that check number 101047 would be voided as the customer is forgiving the overdue charge. The rejected checks have been reissued in the end of the month check run.

Directors Guttridge/Fantz moved/seconded to approve the June 2022 disbursements. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

4 – OTHER FINANCIALS

- A. **Reaffirm Resolution 2022-003 approving the 2022/2023 Fiscal Year Budget** – Staff Tucker asked the Board to vote to reaffirm Resolution 2022-003 due to a clerical error on the copy signed in May 2022. The correct resolution had been presented to the Board in May, but the copy printed for signature was a previous copy containing an addition error in one section.

Directors Guttridge/Fantz moved/seconded to reaffirm Resolution 2022-003 to adopt the budget, make appropriations, and impose and categorize the property tax for Fiscal Year 2022-2023. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

- B. **Resolution for Operational Costs 2022-004** – Staff Tucker reported that two draft resolutions had been posted to the “Box” file for the Board to review. As the drafts had not been posted in time for a full review by the board, this matter will be discussed at the Board meeting on July 19, 2022.

5 – PROJECTS, PROGRAMS

- A. **Approval for the District Manager to sign the Memorandum of Agreement (MOA) with the Backyard Habitat Certification Program** – Staff Leininger spoke to the Board regarding the work the Backyard Habitat Certification Program has been doing in Clackamas County. The program conducted 196 site assessments, signed up 46 properties to begin certification, and completed certification on 13 sites. The program brought in approximately \$1.1 million dollars in benefits to Clackamas County. With approval of this MOA, the District will be providing \$34,000 in funding for the coming year. Leininger asked that the Board authorize District Manager Lapp to sign the MOA with Backyard Habitat.

Directors Guttridge/Fantz moved/seconded to authorize District Manager Lapp to sign the Memorandum of Agreement with the Backyard Habitat Certification Program and provide \$34,000 in funding for the upcoming 2022/2023 fiscal year. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

- B. **Meet the District’s Scholarship Winner** – Chair Becker introduced Olivia Palacios to the Board, Ms. Palacios was awarded the District scholarship for school year 2022-23. Ms. Palacios thanked the Board for the scholarship and for the support of educational opportunities that the District provides. Ms. Palacios is currently enrolled in a dual curriculum program with Linn-Benton College and Oregon State University. She is majoring in Agricultural Sciences and is currently studying hops as a feed source for poultry. Palacios will begin her Junior year in college this fall and is looking forward to in-person classes.

- C. **Equity Action Team** – The team presented two statements from other soil and water conservation districts for the Board and staff to review. Comments received include: the statements are too long, they only mention racism, and they don't include rural and underfunded communities.

The team met on June 2, 2022, to discuss the training that staff and the Board participated in and how it can be incorporated into the District's work.

6 – PERSONNEL

- A. **Cost of Living Adjustments (COLA)** – Staff Kilders asked the Board to approve a 4.5% cost of living salary increase for Fiscal year 2022/2023.

Director Guttridge declared a direct conflict of interest to this issue and stated he would not discuss or vote on this request.

Kilders and Staff Tucker noted that the District had budgeted funds for the COLA adjustment and check the Consumer Price Index (CPI) for West -size class B/C cities in 13 western states with a population under 2,500,000. Special Districts Association also conducted an informal survey showing the majority of special districts were within a range of 4 to 5 percent adjustments across the state. It was noted that the State of Oregon employees were awarded a 3.1% COLA and that the direct cost of living increases was closer to 8 to 19 percent in some areas of the state.

Directors Lee/Fantz moved/seconded to approve a 4.5% Cost of Living Adjustment for District Employees effective July 1, 2022. The vote was as follows: In Favor: Becker, Fantz, Johnson, Lee, Nelson, and Zuber. Director Guttridge abstained due to a direct conflict of interest. The motion carried.

7 – BOARD AND MANAGER REPORTS

- A. **Director Position Elections** – Staff Kilders reported that there would be four director positions included in the November 2022 general election. Zone 1 - Director Nelson, Zone 4 – Director Zuber, Zone 5 – Director Guttridge, and the At-Large position held by Director Fantz. The openings will be advertised in the Oregonian on June 22, 2022. An e-mail with the necessary documents has been sent to sitting directors and is available to anyone who requests a copy. Kilders noted directors should pay close attention to the dates for turning paperwork into the Oregon Department of Agriculture and allow plenty of time for the County Clerk to verify signatures.
- B. **Board Officer Elections** – Staff Kilders noted that it was time to hold elections for Board officers. Chair Becker asked if there was anyone who wished to take a particular office. Becker then asked if those sitting officers wished to continue to hold their current offices.

Directors Guttridge/Fantz moved/seconded to maintain the current slate of officers on the Clackamas Soil and Water Conservation District Board. The vote was as follows: In Favor: Becker, Fantz, Guttridge, Johnson, Lee, Nelson, and Zuber. The motion carried unanimously.

C. Reopening of the Conservation Resource Center – Staff Kilders reported that the acoustical tiles have arrived and should be installed by the next board meeting in July. The OWL camera/mic/speaker has been purchased and is being evaluated for hybrid work sessions. Masks will no longer be required in the office as of July 1, 2022, but are always an option for those who wish to wear them. The District will continue to be open to the public by appointment only. Employees will still be following Oregon Health Authority advisories regarding COVID-19 quarantines if they contract the illness.

D. Management reports –

- Staff Cloutier gave a PowerPoint presentation regarding conservation planning and the interaction with customers about conservation. Cloutier noted that it is important to create an open dialogue, have compassion for the challenges that people have, and build relationships. There is a need to sometimes break old patterns and provide education that is simple and straightforward. (Please see the slides and the Conservation Planning report that are a part of these minutes).
- Staff Faucera gave a PowerPoint presentation regarding building “Forever” relationships within the conservation community. The District is building this type of relationship with Camp Adams. The District became involved with Camp Adams in 2012 when the owners requested help with a scotch broom infestation, in 2014 they asked if the District would participate in the removal of a weir on a creek running through the property. In 2016 the District was asked if they were interested in holding an easement on the property. In 2018 with the help of Trout Mountain Forestry, Camp Adams applied for and received a Willamette Wildlife Mitigation Program grant, and the District became the holder and monitoring agency for the easement. The District’s history of successful projects, the stable ownership of the property by cooperators with a commitment to conservation, and the unique property is making for a stable long-term relationship. The District has monitored the site for the past three years. The District will be working with this cooperator in perpetuity to maintain the easement and a good “Forever” relationship. (Please see the slides and the Land Management report that are a part of these minutes).

Director Nelson left at 5:35 p.m.

8 – PROPERTY, PLANNING – No topics to discuss

9 – OTHER REPORTS

- Staff Tucker reported that he was issuing a Request for Proposal for auditing services. The request will go out on July 1, 2022, and close at the end of July.
- Director Guttridge noted he was looking forward to seeing people in person at the Eagle Creek Community Forest Tour.
- Director Fantz asked if he was needed to sign disbursements. Chair Becker will be coming in as there is also a resolution to sign.

- Chair Becker commented on the Board write-up for Director Johnson and the picture of his corgi. Becker also wanted to know if District Manager Lapp (a competitive bar-b-quer) would be cooking for the Board sometime.
- Becker also welcomed everyone to Summer, June 21, 2022, was the summer solstice.

ADJOURN AND NEXT MEETING

- The next regular meeting will be on July 19, 2022, at 4:00 p.m.
- There being no further business, Chair Becker adjourned the meeting at 5:58 p.m.

Respectfully submitted,



Tami L. Guttridge
Office Administrator

Voucher Approval List

6/7/2022

Date	Number	Payee	Memo	Payment
6/7/2022	101011	AFLAC	Acct: LGF14 06/2022	\$ 675.73
6/7/2022	101012	Biohabitats, Inc	WW-2022-02 [LM-JF-2022-01] ODF 05/2022	\$ 111,044.84
6/7/2022	101013	Covenant Systems LLC	CSWCD: Monitoring July-Sept 2022	\$ 150.00
6/7/2022	101014	Garmin Services, Inc	Acct: DL627537 05/2022::VOID::	\$ 70.30
6/7/2022	101015	Pacific Office Automation	Acct: 900-0266949-000 [100-0417] 04/2022	\$ 211.25
6/7/2022	101016	PGE	Acct: 9606754531 5/23/22::VOID::	\$ 839.91
6/7/2022	101017	Spire Technologies, Inc	Acct: 02208 Mgmt Svcs 07/2022::VOID::	\$ 3,504.00
6/7/2022	101018	T-MOBILE	Acct: 961602090 05/2022::VOID::	\$ 531.01
6/7/2022	101019	US Bank Voyager Fleet Systems	Acct: 86928-4679 05/2022::VOID::	\$ 560.77
Subtotal:				\$ 117,587.81

6/21/2022

6/21/2022	101020	Amy Stork Consulting LLC	CSWCD: Contract Svcs [StratPlan] 05/2022	\$ 5,000.00	
6/21/2022	101021	Ash Creek Forest Management, LLC	WW-2022-01 [CRISP EDRR] 05/2022	\$ 2,512.80	CF
6/21/2022	101022	Clackamas County Clerk	CSWCD: SRL-7012 [RemoveLien] 05/2022	\$ 103.00	
6/21/2022	101023	Columbia Land Trust	CSWCD: MOA 2021-2022 06-2022	\$ 25,871.00	
6/21/2022	101024	Coverall North America, Inc	Acct: 157-6800 SWCD/USDA 06/2022	\$ 1,363.00	
6/21/2022	101025	Clackamas Dept of Finance	CSWCD: EE/ER Benefits 06/2022	\$ 23,622.06	
6/21/2022	101026	D Franco Contracting Inc	CLA-2022-4045 [WW-2022-03] Oak 04/2022;CRISP	\$ 3,252.51	CF
6/21/2022	101027	Scott Eden	Reimbursement: Mileage 05/2022	\$ 48.56	
6/21/2022	101028	Verena Fabian	SuperDOG-1822-4032 Material 06/2022	\$ 896.10	CF
6/21/2022	101029	Jason Faucera	Reimbursement: Mileage 05/2022	\$ 240.14	
6/21/2022	101030	Garmin Services, Inc	Acct: DL627537 05/2022::Reissue::	\$ 70.30	
6/21/2022	101031	Green Banks, LLC	WW-2022-04 [CG-2022-02] 05/2022	\$ 10,913.27	CF
6/21/2022	101032	Tami Guttridge	Reimbursement: Supplies 05/2022	\$ 13.75	
6/21/2022	101033	Integrated Resource Management	WW-2022-05 [CRISP OPRD] 05/2022	\$ 3,819.38	CF
6/21/2022	101034	J Franco Reforestation, Inc	WW-2022-06 [JC-2022-08] 05/2022	\$ 18,079.50	CF
6/21/2022	101035	Jillian Lamont & Associates	CSWCD: IT Svcs [CATS] 06/2022	\$ 4,858.75	
6/21/2022	101036	Lindsey Karr	Reimbursement: Supplies 05/2022	\$ 29.97	
6/21/2022	101037	Kuznetsov Thinning Company	WW-2022-07 [LK-2022-04] 05/2022	\$ 2,981.00	CF
6/21/2022	101038	James Martin	DOG-2224-4051 Materials 06/2022	\$ 270.50	CF
6/21/2022	101039	Northwest Local Government Legal Advisors, LLC	CSWCD: Prof Svcs [Legal] 04/2022	\$ 440.00	
6/21/2022	101040	Northwest Plumbing and Backflow, Inc	CSWCD: Site Svcs [Backflow] 05/2022	\$ 375.00	
6/21/2022	101041	Oregon Association of Conservation Districts	CSWCD: Mbr 07/2022	\$ 7,500.00	
6/21/2022	101042	Oregon City Garbage, Inc	Acct: 57768000 06/2022	\$ 103.10	
6/21/2022	101043	Pacific Office Automation	Acct: 900-0266949-000 [100-0417] 03/2022::Reissue::	\$ 216.43	
6/21/2022	101044	PGE	Acct: 9606754531 5/23/22::Reissue::	\$ 839.91	
6/21/2022	101045	Sound Native Plants Inc	WW-2022-11 [CRISP-LK-2022-01] 05/2022	\$ 11,151.76	CF
6/21/2022	101046	Spire Technologies, Inc	Acct: 02208 Mgmt Svcs 07/2022::Reissue::	\$ 3,504.00	
6/21/2022	101047	Spire Technologies, Inc	Acct: 02208 NSF 06/2022	\$ 35.00	
6/21/2022	101048	T-MOBILE	Acct: 961602090 05/2022::Reissue::	\$ 531.01	
6/21/2022	101049	US Bank Voyager Fleet Systems	Acct: 86928-4679 05/2022::Reissue::	\$ 560.77	
6/21/2022	101050	Wild Habitat Contracting, LLC	WW-2022-02 [UpperSandy] 05/2022	\$ 13,402.24	CF
6/21/2022	101051	Yee Won Chong Consulting, LLC	CSWCD: Consulting [DEI] Pmt-2 05/2022	\$ 6,400.00	
6/21/2022	101052	Zions Bank	Acct: 0001010000319747 [CRC] P+I 06/2022	\$ 268,470.00	
6/21/2022	101053	Zions Bank	Acct: 0001010000309219 [ECCF] P+I 06/2022	\$ 155,033.50	
6/21/2022	101054	Zions Bank	Acct: 1010000319762 [CRC] Int 06/2022	\$ 21,510.90	
Subtotal:				\$ 480,599.18	
Total:				\$ 711,607.02	
Total Conservation Fund				\$ 67,279.06	CF


 Board Chair


 Board Secretary