

**Tualatin Soil and Water Conservation District
Board Meeting Minutes
December 10, 2019**

Board Members Present: Eldon Jossi Steve VanGrunsvan
Jerry Ward Thomas Dierickx Matt Pihl

Others Present: Kelly Dawes, TSWCD Judy Marsh, TSWCD
Aaron Shaw, TSWCD Tyler Pedersen, TSWCD
Olivia Hurd, TSWCD Jessica Wells, NRCS
Randy Lawrence, CWS Casey Blake, Oregon Agriculture in
John McDonald, Citizen the Classroom
Anna Jesse, Citizen

Item 1 - Call Meeting to Order

The meeting was called to order by the Secretary, Matt Pihl, at 6:30 pm.

Introductions were made.

Item 2 - Consent Agenda

The Board Agenda was removed from the Consent Agenda to include an addition. Matt Pihl moved to approve the Board Agenda. Jerry Ward Seconded. **Passed unanimously.** Steve VanGrunsvan moved to approve the Consent Agenda as distributed. Eldon Jossi seconded. **Passed unanimously.**

Item 3 - Nominations for Appointments of Zone 4 position, At-Large 2 Position, and to Elect a Board Chair

Matt Pihl mentioned that currently Zone 4 and the At-Large positions are vacant. Matt Pihl asked for nominations from the Board for the Zone 4 position. Eldon Jossi nominated Anna Jesse. Steve VanGrunsvan seconded. Hearing no other nominations for the Zone 4 position, Matt Pihl closed the nominations. The vote was taken with Jerry Ward, Steve VanGrunsvan, Thomas Dierickx, Eldon Jossi and Matt Pihl voting yes.

Matt Pihl asked for nominations from the Board for the At-Large 2 position. Jerry Ward nominated John McDonald. Eldon Jossi seconded. Hearing no other nominations for the At-Large 2 position, Matt Pihl closed the nominations. The vote was taken with Jerry Ward, Steve VanGrunsvan, Thomas Dierickx, Eldon Jossi, Anna Jesse and Matt Pihl voting yes.

Eldon Jossi moved to elect John McDonald Chairman of the District until the end of 2019. Jerry Ward seconded. **Passed unanimously.**

Matt Pihl turned the meeting over to the chairman.

Item 4 - Public Comment

No public comment.

Item 5 - Presentation: Oregon Agriculture in the Classroom (OAITC), Washington County Program update

Casey Blake gave the Board a brief description of his background and what he is currently doing for OAITC.

Item 6 - Financial Report and Approval of Bills

Kelly Dawes reviewed the financial reports. Steve VanGrunsvan moved to pay the unpaid bills as of December 10, 2019, in the amount of \$76,005.59. Matt Pihl seconded. **Passed unanimously.** John McDonald moved to ratify the pre-approved bills as of November 30, 2019, in the amount of \$159,150.21. Eldon Jossi seconded. **Passed unanimously.** Jerry Ward reviewed the expenses of the credit card charges for November 1 through 20, 2019. Jerry Ward moved to receive the financial statements as of November 30, 2019, as presented. Steve VanGrunsvan seconded. **Passed unanimously.**

Item 7 - Partner Reports

Randy Lawrence, Clean Water Services (CWS)

- Bareroot plants will be delivered to the Oregon Roses' cooler on January 2.
- Hector will once again be working the cooler this year. Kara Caselas is the new plant coordinator.
- REVEG Master has not be finalized.
- Carol Murdock has taken a new position, so CWS will be hiring a new program manager.
- CWS is updating Terra Trak to make it more user friendly.
- Washington County Small Woodlands Association is looking for a cooler to rent in January & February.

Jessica Wells, Natural Resource Conservation Services (NRCS)

- Doing outreach and site visits.
- Attended partner meeting, Tualatin Valley Irrigation District Annual Meeting, Oregon Women for Ag Conference where NRCS had a booth, Forest Education Meeting, and the Valley Oak Meeting.
- FSA has an open signup for CRP.
- She attended the Water Right training that was put on by the District.
- The new engineer has been hired.
- The NRCS office will have a college engineer intern student this summer.
- Renewal information about the Stewardship Program is available.
- NRCS will be receiving new information about what is in the 2018 Farm Bill.

Item 8 – SWCD Program Reports

Operations Assistant, Judy Marsh

- Judy distributed the Special Districts Association of Oregon Annual Conference information. She asked all directors to consider going. A lot of the sessions are directed toward Directors. The dates are February 6 – 8 in Seaside.

Director of Finance and Operations, Kelly Dawes

- Kelly was asked to post the Budget Committee meeting dates sooner. April 23 and May 14 will be possible dates for the committee meetings.
- Kelly mentioned that Lacey Townsend has been talking with the Hillsboro School District. The school district has put together a committee called the Agriculture Career Pathway. It is an advisory board, made up of local businesses and community members to support students that are interested in this career. They are looking for individuals to serve on the advisory committee for two years and the meetings are twice a year. Lacey would like to have a Board Member on the committee.
- The District received ninety-one applications and will be interviewing 6 of them for two outreach positions.
- Later this week the Habitat Technician position will be posted.
- In the middle of January, the Urban Technician position will be posted.

Item 9 – Standing Committee Reports

Personnel Committee – John McDonald informed the Board of the termination of a member of District staff.

Contract Committee – Matt Pihl mentioned there was a couple of new projects in the works.

Policy and Procedure Committee – The Committee will meet to:

- Perform an intense review of the Policy and Procedure Manual which includes the Personnel Manual.
- Review the Strategic Planning Process.
- Review the Budget Process.

Item 10 – New Business – Fiscal Year 2019 Audit

Kelly Dawes mentioned the auditor noted some differences from last Fiscal Year's Audit to the Current Fiscal Year's Audit. The auditor was impressed with our accounting. Jerry Ward moved to approve the municipal audit for fiscal year ending June 30, 2019 as presented. Steve VanGrunsven seconded. **Passed unanimously.**

Item 11 - Discussion - Drone Intro

Olivia Hurd and Tyler Pedersen gave a presentation on the pros and cons on why the District should purchase a drone. Olivia commented during the presentation that she would like to attend a drone class. Jerry Ward moved to fund the class GEO:248 UAS (unmanned aerial systems) Applicators. Anna Jesse seconded. **Passed unanimously.** There was also discussion on just hiring a contractor to do the images instead of owning a drone.

Item 12 - Discussion - Financial Assistance Awards Summary

The Financial Assistance Award spread sheet was in the Board packet.

Item 13 - Discussion - OACD Position Statements

OACD has a committee that sent out a general policy position document for all members to review and make comments on. All comments should be received by OACD by December 15.

Item 14 - Discussion - Strategic Planning Next Steps

John McDonald distributed a packet of information on strategic planning to all the Board Members. John briefly reviewed the Strategic Planning Next Steps document. A plan was created on how the District was going to come up with a new five-year Long-Range Business Plan. Program area planning teams will be created. Each team will have (a) responder(s) (Director(s)). There was also a timeline given to accomplish the five-year plan.

Item 15 - Wrap-Up - Director's Reports

Thomas Dierickx mentioned the strategic planning session last week was great. Great facilitatory, kept us on track. Also, Thomas attended the Tualatin Valley Irrigation District Annual meeting where he heard Jessica Well from NRCS, Tatiana Taylor from the District, and Clear Water Services speak. He thought it was great the District was represented there.

Jerry Ward went to a meeting in Sherwood where CWS unveiled the new sewer system that will eventually connect to the new Sherwood high school. Juli Waarvik was tabling at the event.

Eldon Jossi mentioned he thought it is a terrible site for the new Sherwood High School.

Matt Pihl went to a conservation easement discussion hosted by a winery in Yamhill County. There is a new group being formed called the Oregon Agriculture Land Trust. Matt said he will attend their March meeting.

John McDonald will be working with Kelly Dawes and Lacey Townsend on creating a clearer path for getting the Long-Range Plan completed.

Item 16 - Adjourn the meeting

The meeting was adjourned at 8:55 pm.

Respectfully submitted by Judy Marsh, Operations Assistant.

Attested by: Matt Pihl

January 14, 2020

Date

DRAFT