

**Tualatin Soil and Water Conservation District  
Board Meeting Minutes  
February 12, 2019**

**Board Members Present:** Steve VanGrunsven John McDonald Jerry Ward  
Eldon Jossi

**Others Present:** Lacey Townsend, TSWCD Kelly Dawes, TSWCD  
Judy Marsh, TSWCD Aaron Shaw, TSWCD Jessica Wells, NRCS  
Randy Lawrence, CWS Nicole Ruggiero, TSWCD Nikkie West, Audubon  
Susie Peterson, Columbia Land Trust Ginger Rapport, Beaverton Farmers Market  
Ginger McDonald, Hillsboro Farmers Market Liz Connor, Hillsboro Farmers Market  
Kassia Rudd, Oregon Agriculture in the Classroom

**Item 1 - Call meeting to order**

The meeting was called to order by Chair, John McDonald, at 6:30 pm.  
Introductions were made.

**Item 2 - Agenda**

Eldon Jossi moved to adopt the February 12, 2019, Board Agenda. Steve  
VanGrunsven seconded. **Passed unanimously.**

**Item 3 - Minutes**

Steve VanGrunsven moved to adopt the January 8, 2019, Board Meeting Minutes.  
Jerry Ward seconded. **Passed unanimously.**

Jerry Ward moved to adopt the January 7, 2019, Contract Committee Meeting  
Minutes. Eldon Jossi seconded. **Passed unanimously.**

Eldon Jossi moved to adopt the January 23, 2019, Personnel Committee Minutes.  
Steve VanGrunsven seconded. **Passed unanimously.**

**Item 4 - Presentation: Beaverton Farmers Market**

Ginger Rapport brought a PowerPoint explaining how they used last year's Farmers  
Market Grant money. The Beaverton Market used the grant money to give emerging  
vendor grants. She explained something about each applicant and how it helped  
them. If they were to get a grant from the District this year, they would take some of  
the money to create an emerging vendor class training program.

### **Item 5 - Presentation: Hillsboro Farmers Market**

Liz Connor showed a PowerPoint explaining how they used last year's Farmers Market Grant money. Hillsboro has four Farmers Markets that received the grant money. Some of the money was used to:

- Provide the vendors with lemonade and popsicles during the long hot market days.
- Complimentary booth spaces for new vendors.
- Purchase of a pallet jacket to help with moving heavy items.
- Extend the Market kitchen to 54 events.
- Food education: working with Washington County Women, Infants & Children and OSU Extension Services to be able to reach all customers in need.
- SNAP match - Served 630 SNAP participants, up from 420 last year.

The Hillsboro Farmers Market has applied for 501C4 status. Also used some of the money to update their website.

### **Item 6 - Presentation: Oregon Agriculture in the Classroom (OATIC)**

Kassia Rudd, Washington County Program Coordinator, asked the Board to think about participating in OAITC Ag Literacy Project. This is where you go into a classroom to read a story about agriculture and do an activity with the children.

### **Item 7 - Presentation: Backyard Habitat**

Nikkie West and Susie Peterson presented a PowerPoint and explained how Backyard Habitat program would work in Washington County.

### **Item 8 - Public Comment**

No public comment.

### **Item 9 - Financial Report and Approval of Bills**

Kelly Dawes reviewed the financial reports. Jerry Ward moved to pay the unpaid bills as of February 12, 2019, in the amount of \$37,043.72. Steve VanGrunsven seconded.

**Passed unanimously.** John McDonald moved to ratify the pre-approved bills as of January 31, 2019, in the amount of \$192,552.61. Steve VanGrunsven seconded.

**Passed unanimously.** Jerry Ward reviewed and approved all the credit card charges. Steve VanGrunsven moved to receive the financial statements for January 31, 2019, as presented. Jerry Ward seconded. **Passed unanimously.**

### **Item 10 - Partner reports**

*Randy Lawrence, Clean Water Services (CWS)*

- 760,000 bareroot plants have entered the cooler and 480,000 have already been planted.
- Need to schedule a meeting between CWS and the District to discuss the wetland that will be impacted with the new Hagg Lake Dam.

- Working with the District on the 65 acres along Glencoe Creek. There will be an open house on March 3 explaining what will happen to that area.

*Jessica Wells, Natural Resources Conservation Service (NRCS)*

- Farm Service Agency is back at work.
- Working on contract obligations and reviewing pre-approved applications.
- Have been doing site visits.
- Creating flyers with all NRCS programs on them.
- Meeting with Randy Lawrence, CWS, to discuss potential opportunities on the CWS Farm.
- The Local Work Group met just before District Board meeting.

### **Item 11 – SWCD program reports**

*Natural Resources Program Manager – Aaron Shaw*

- Received 6 full applications for the TREE funding. The applications are now in the hands of the Review Committee.

*Director of Finance and Operations – Kelly Dawes*

- She attended the SDAO Conference. She was very pleased with the selection of sessions.

### **Item 12 – Standing Committee Reports**

Personnel Committee – The committee met to discuss the Oregon’s Pay Equity Law. John McDonald mentioned that the District is in close compliance with the law. Judy Clark from HR Answers, Inc attended the meeting to explain where the District stood. John McDonald and Jerry Ward gave a big thank you to Lacey Townsend and Kelly Dawes for all the work they have done on the Pay Equity process. John McDonald mentioned that the committee would like the Board to act on this policy. The policy of the Tualatin Soil and Water Conservation District to meet the requirements of the Oregon’s Pay Equity Law ORS 839-008-0000 through ORS 839-008-0035. Jerry Ward moved the District adopt Tualatin Soil and Water Conservation District Pay Equity Policy as presented. Steve VanGrunsven seconded. **Passed unanimously.**

Contract Committee – Steve VanGrunsven met with staff. Nicole Ruggiero explained the reason for the financial support of the Oak Prairie Working Group. The District would have an IGA with Metro for the Oak Prioritization Project. Steve VanGrunsven moved to approve the IGA with Metro for the Oak Woods Mapping. Eldon Jossi seconded. **Passed unanimously.** Steve VanGrunsven moved to approve the Oak Prioritization RFP for \$10,000. Jerry Ward seconded. **Passed unanimously.** Steve VanGrunsven moved to approve the Financial Assistant Agreement as put forth by the Contract Committee. Eldon Jossi seconded. **Passed unanimously.**

### **Item 13 – New Business – IT Strategic Planning**

After a lengthy discussion, John McDonald moved to accept the Timmin’s Group proposal for \$675,000 that has been budgeted. This would be paid out in three installments. The motion died for no second.

#### **Item 14 – New Business – Tualatin Watershed Improvement Grant (TWIG)**

Kelly Dawes mentioned the TWIG committee recommended funding two applications. Edward Byrom School Garden for \$5,000 and South Store Café for \$3,600. John McDonald moved to accept the recommendation of the staff to fund the two applications in the total amount of \$8,600. Steve VanGrunsven seconded. **Passed unanimously.**

The Inukai Family Boys and Girls Club Green Courtyard Project has incurred more expenses than first budgeted. They are asking for \$11,896 more to finish the project. John McDonald moved to approve the additional funding of \$11,896 to finish the Inukai Courtyard Project. Eldon Jossi seconded. **Passed unanimously.**

#### **Item 15 – New Business – Farmers Market Grant Program**

There were six Farmers Markets that applied for the Farmers Market grant. They were Aloha, Beaverton, Forest Grove, Hillsboro, Tigard, and Tigard Bull Mountain. Jerry Ward moved to approve the grant applications for Aloha, Beaverton, Forest Grove, Hillsboro, Tigard, and Tigard Bull Mountain in the amount of \$44,300. Steve VanGrunsven seconded. **Passed unanimously.**

#### **Item 16 – New Business – The Wetlands Conservancy and Ecology in Classrooms & Outdoors proposal**

Lacey Townsend mentioned that Charlotte Trowbridge has been working with the Wetlands Conservancy and Ecology to do more in Washington County. The request of \$48,000 to implement community-focused conservation education programs, integrate education into habitat enhancement and community science opportunities, and build stronger connections to underserved students in Washington County. Steve VanGrunsven moved to approve \$48,000 for the Wetlands Conservancy and Ecology in Classrooms & Outdoors proposal. John McDonald seconded. **Passed unanimously.**

#### **Item 17 – New Business – Backyard Habitat Certification Program**

Aaron mentioned Lacey Townsend, Briita Pajunas, Nikkie West, and Susie Peterson have been working to create the Backyard Habitat Program for Washington County. It would cost \$31,223 to implement the program for the rest of this fiscal year and \$43,487 for next year. Jerry Ward moved to fund the Backyard Habitat Certification program in the amount \$74,710 for the two years to be paid out of the 2018-19 budget. Steve VanGrunsven seconded. **Passed unanimously.**

#### **Item 18 – New Business – April 9, 2019, Board Meeting**

It was discussed, since the April 9, 2019, Board Meeting will fall during 2019 Connect the Board Meeting will be moved to April 16, 2019 at 6:30pm.

**Item 19 - Discussion Item - Budget Committee**

Kelly Dawes mentioned that Sherilyn Lombos and Tom Nygren will be retiring this year from the Budget Committee. The City Manager for Tigard, Marty Wine has agreed to fill one of the positions on the Budget Committee. There is one vacant position to fill and Anthony Mills has expressed interest in having someone else fill his position on the Budget Committee. Kelly would like some suggestions for committee members. Jason Hoffman, Melissa Berry, Greg Malinowski, and Rich Vial were some names that were discussed. Kelly will contact Melissa Berry and Greg Malinowski.

Kelly mentioned Budget Committee Meeting dates. The dates are April 24 and May 8, 2019. If there is a need for another Budget Committee meeting it will be May 22, 2019.

**Item 20 - Directors' Reports**

No Director's reports were given.

**Item 21 - Adjourn the meeting**

The meeting was adjourned at 10:21 pm.

Respectfully submitted by Judy Marsh, Operations Assistant.

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Attested by: John McDonald

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March 12, 2019  
Date