

**Tualatin Soil and Water Conservation District  
Board Meeting Minutes  
September 8, 2020**

**Board Members Present:** Eldon Jossi Matt Pihl Steve VanGrunsven Jerry Ward

**Others Present:** Kelly Dawes, TSWCD Judy Marsh, TSWCD  
Lacey Townsend, TSWCD Randy Lawrence, CWS  
Kieran Sikdar, Citizen Dean Moberg, Citizen  
Jessica Wells, NRCS

**Item 1 - Call Meeting to Order**

The Zoom Board Meeting was called to order by the Chair, Jerry Ward at 6:38 pm.

**Item 2 - Oath of Office**

Jerry Ward administered the Oath of Office ceremony for Kieran Sikdar the newly appointed Director.

**Item 3 - Consent Agenda**

Jerry Ward asked if there were any changes to the Consent Agenda. Hearing none, Jerry Ward would like the minutes to clarify that he was speaking as the chair of the Easement Committee and not himself when he asked the Board to approve the easement. Steve VanGrunsven moved to approve the corrected Consent Agenda. Matt Pihl seconded. **Passed unanimously.**

**Item 4 - Public Comment**

No public comment.

**Item 5 - Financial Report and Approval of Bills**

Kelly Dawes reviewed the financial reports. Steve VanGrunsven moved to pay the unpaid bills as of September 8, 2020, in the amount of \$30,444.65. Matt Pihl seconded. **Passed unanimously.** Matt Pihl moved to ratify the pre-approved bills as of August 31, 2020, in the amount of \$170,233.50. Steve VanGrunsven seconded. **Passed unanimously.** Kelly explained that she had not scheduled time with Anna Jesse to go over the credit card bills. Kelly reviewed the charges with the Board. The Board accepted all August 2020 credit card charges. Kelly will schedule a time with Anna Jesse to review credit card charges in the future. Steve VanGrunsven moved to receive the financial statements for August 31, 2020, as presented. Eldon Jossi seconded. **Passed unanimously.**

## **Item 6 – Partner Reports**

*Randy Lawrence, Clean Water Services (CWS)*

- CWS distributed PPE at the Tualatin River Farm on Minter Bridge Road with the help from five Tualatin SWCD staff. Sixty businesses and several daycares took advantage of the giveaway. There are still masks left that can be given to anyone that needs them.
- Log jams are being constructed on Chicken Creek.
- Fann Creek channel has been dug and the bridge construction should be finished soon.
- Butternut Creek construction has started. Tualatin SWCD Staff are welcome to go out and watch.
- Container plants will be arriving in two weeks and plugs in a month.
- The contract for the cooler that CWS uses to house plants is finished. CWS will be sending out several RFP's to businesses to see if they are interested in housing plants.

At 7:00 pm, Chair Jerry Ward lost power at his home and asked Vice Chair Steve VanGrunsvan to finish the meeting.

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

- Contracting session is almost over. There were 17 contracts written.
- The new Soil Conservationist, Michael Taylor, will be starting October 13, 2020.
- Jessica would like some suggestions on how to perform an online zoom meeting for the Local Work Group.
- NRCS also have masks that can be handed out to anyone that needs them.

## **Item 7 – SWCD Program Reports**

*Executive Director – Lacey Townsend*

- Lacey reviewed with the Board how operations were going during the pandemic. Tualatin SWCD still allows up to 5 people in the office at a time.
- A staff survey was done back in June about their comfort level about working in the office and how it was going working from home. The results are 74% do not feel comfortable working in the office full time or with the whole staff, 89% do not feel comfortable attending an in-person meeting, and 79% preferred to work from home.
- It has been a challenge building relationships with new partners and landowners.

*Director of Finance and Operations – Kelly Dawes*

- Kelly informed the Board that the ACRON system was right on schedule. It should be finished by the end of February 2021.

## **Item 8 – Standing Committee Reports**

No committee reports were given.

Kelly Dawes will be scheduling a Personnel Committee Meeting soon.

**Item 9 - Wrap-Up - Director's Reports**

No reports were given.

**Item 16 - Adjourn the meeting**

The meeting was adjourned at 7:11 pm.

Respectfully submitted by Judy Marsh, Operations Assistant.

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Attested by: Matt Pihl

October 8, 2020  
Date

