

Final Board Approval Date	Approved as revised 3/2/09
Board Secretary Signature	

MINUTES
East Multnomah SWCD Board Meeting
Monday February 2, 2009, 6:00 PM
Conservation Corner, 5211 N Williams Ave, Portland OR 97217

Attendance:	
Directors	Laura Masterson, Dianna Pope, Bob Sallinger, Rick Till, Ron McCarty
Associate Directors	Anne Peterson
Regrets	
Staff	Jean Fike, Diana Lobo, Julie DiLeone, Kathy Shearin, Lissa Adams, Deb Ferguson
Guests and Others	Dick Springer, John Sweeney

(Please note that: **Updated Homework/Action Items** are listed in tables with due dates at the conclusion of the minutes.)

Agenda Item #1	Welcome, get refreshments
Presenter	All

District Chair Laura Masterson called the meeting to order at 6:00 PM, noting that it was a public business meeting of the Board of the District for the purpose of conducting District business with Public Comment taken at the point noted on the agenda. Chair Masterson called for introductions around the room including Directors, Staff and guests West Multnomah Soil and Water Conservation District Manager Dick Springer and member of the public John Sweeney.

Agenda Item #2	Review/ revise agenda Review of previous action items Approval of January minutes
Presenter	Masterson

Agenda was revised to substitute Small Projects and Community Events (SPACE) grant request for NRCS report as District Conservationist Steve Fedje was not in attendance. Executive Director (ED) Jean Fike reviewed and updated last month's Action Items; see Action Item tables at conclusion of these minutes.
Pope/Sallinger motion to approve minutes of 1/5/09 Board meeting as corrected passed unanimously.
(Pope, Masterson, Sallinger, Till, McCarty)

Agenda Item #3	Small Projects and Community Events (SPACE) grant request
Presenter	Adams

Finance and Grants Manager (FGM) Lissa Adams presented a request from the Sabin Elementary School Parent Teacher Association (PTA) for a SPACE grant to preserve an existing playground bio-swale at the school with fencing to maintain its permeability and educational value. PTA, Sabin Community Garden and Sabin Community Association newsletters and websites will recognize the District as will signage onsite. Director Ron McCarty asked why the school did not pay for the project instead of the District. Other Directors explained that the PTA is a separate organization from Portland Public Schools, that the project would enhance natural opportunities for students in a somewhat under-natured neighborhood and that the conservation outcomes clearly meet the criteria of the District's established SPACE grant program.
Till/Sallinger motion to approve the Sabin Community Native Garden Conservation SPACE Grant request was passed. (Pope, Masterson, Sallinger, Till – yes; McCarty - no)

Agenda Item #4	Time reserved for public comment
Presenter	Public

No public comment was offered.

Agenda Item #5	Consent Agenda: A. Minor revisions to Personnel policy; office hours 9-5 (change highlighted) B. Approve corrected Associate Director guidelines (addition highlighted) C. L. Adams one step increase retroactive to FebJan 1 per policy following her successful completion of the probationary period. D. C. Aldassy one set increase effective Feb 1 following successful completion of probationary period. E. Re-appoint Anne Peterson as Associate Director F. Add Deb Ferguson to account at Hankins Hardware
Presenter	Masterson

Consent Agenda Item 5D was pulled for revision.

Pope/Sallinger motion to approve Consent Agenda Items A. Minor revisions to Personnel policy; office hours 9-5 (change highlighted); B. Approve corrected Associate Director Guidelines (addition highlighted); C. L. Adams one step increase retroactive to FebJan 1 per policy following her successful completion of the probationary period; E. Re-appoint Anne Peterson as Associate Director; and F. Add Deb Ferguson to account at Hankins, passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Regarding Consent Agenda item D, Conservation Technical Assistance (CTA) Supervisor Julie DiLeone explained that upon Conservation Technical Trainee Chris Aldassy's probationary period review it was apparent that the work he had been doing was more consistent with a Conservation Technical Level 1 classification. Therefore, consistent with District Personnel Policy, she was recommending his reclassification which raises his pay level and drops it back two steps, effectively raising his wage and to start as of 2/1/09. **Pope/Sallinger motion to approve reclassification of Chris Aldassy to Conservation Technical Level 1 effective 2/1/09 passed. (Pope, Masterson, Sallinger, Till – yes; McCarty - abstained)**

Agenda Item #6	Dave's work outside of District next FY
Presenter	Fike/DiLeone

CTA Supervisor DiLeone explained that Conservation Technician Dave Bowman began working for the District in 2003 and at that time his work with small acreage land owners was shared with four other Soil and Water Conservation Districts (SWCDs). Much has changed since that time, including the withdrawal of one SWCD and the achievement of tax bases for the other three. Supervisor DiLeone contacted West Multnomah SWCD regarding their ongoing interest in sharing CT Bowman's time, which they replied would expire with the current fiscal year. Her question to the Board was whether or not they wished to continue to offer one quarter of Bowman's time to the Clackamas County SWCD or to retain 100% for the East Multnomah SWCD. *Considering Staff recommendations, the sense of the Board was to retain 100% of CT Bowman's time for the East Multnomah SWCD and to direct CTA Supervisor DiLeone to check in with Clackamas County SWCD regarding their interests in Bowman's time, recognizing the historic and ongoing sharing of technical expertise among Districts.*

Agenda Item #7	Project Funding Committee recommendations
Presenter	Sallinger

Director Bob Sallinger offered the Board several focus-sharpening recommendations from the Project Funding Committee, including making the Partners In Conservation (PIC) grant application a single step, more detailed process and encouraging multi-year projects to enhance long term viability and maintenance. CTA Supervisor DiLeone had been directed to research the regulatory environment for improving water quality by a new Conservation Landowner Incentive Program (CLIP) project for septic system inspection and repair for FY 2010-11. Additionally, it was reported that United States Geological Survey (USGS) research suggests that upper watershed land use, especially agricultural tiles rather than increased urbanization in the Johnson Creek watershed, is what drives the Creek's flashy, flooding characteristics. District Conservationist (DC) Steve Fedje suggests the District consider a corn or sudan grass cover crop incentive program on a pay per acre basis as a cost effective means of increasing bio mass and reducing flooding. Another suggestion from Staff was to use the StreamCare approach to recruit nurseries and farms to work on road erosion. These recommendations would be in addition to other projects in progress. The District would continue to focus on soil and water quality issues as identified in the strategic plan and other planning sessions.

Director McCarty stated that he wants to see the District do more public outreach, including a daily column in the Oregonian; he suggested his friend Wayne Thompson, political columnist at the Oregonian.

Pope /Till motion to adopt the Project Funding Committee’s guideline recommendations was approved. (Pope, Masterson, Sallinger, Till – yes; McCarty - abstained)

Agenda Item #8	District Led Project funding for Growing Opportunities Summit
Presenter	Masterson

Chair Masterson reviewed the District’s funding of an investigation into FarmLink and other programs which help farmers get onto land to determine the feasibility of establishing a similar program locally. Since that time, the Farm Services Administration (FSA), Oregon State University (OSU) and the Oregon Farm Bureau have come onboard, with the idea of developing a similar statewide system. The Oregon Association of Conservation Districts (OACD) is also interested in the project. Chair Masterson recommended the District provide up to \$1,000 from District Led Project Funds to support the Growing Opportunities Summit meeting of the above organizations to be held in Corvallis 2/11/09. It is anticipated that there will be about 150 attendees, including other SWCDs.

Pope/Sallinger motion to approve \$1,000 from District Led Project Funds to support the Growing Opportunities Summit meeting addressing agricultural succession and farm transition statewide to be held in Corvallis 2/11/09 passed. (Pope, Masterson, Sallinger, Till – yes; McCarty - abstained)

Agenda Item #9	Modify fiscal policies re: credit card to match Albina bank’s procedures –set limit \$3k per card
Presenter	Adams

Finance and Grants Manager (FGM) Lissa Adams explained that the purpose of having a District credit card was to avoid employees having to extend their credit on behalf of the District and to allow a quicker response time than getting a Director signature. Upon further investigation, Albina Community Bank informed the District that the Albina system does not allow for three separate individuals to share one account and one credit limit as initially thought and Board approved. Albina requires the District have three sub-accounts under the District, each with their own limit, proposed at \$3,000 each for a \$9,000 total per month. In light of this, FGM Adams proposed to change District Fiscal Policy Section C.4 to read as follows:

“Each card issued should be assigned to an individual as custodian, who will be responsible for the safekeeping of the card. The District’s credit card limit will not exceed \$3,000 for any individual card and \$9,000 in the aggregate for all cards.”

Additionally, she proposed a new form to be used for Credit Purchase Requests. It includes the ability to estimate cost when the exact amount of purchase is not known and proposed to change District Fiscal Policy Section B.2 as follows:

“Check Request or Credit Purchase Request forms are completed by the individual requiring the check or purchase, and approved by their direct supervisor. Completed forms are sent to the Executive Director, along with the supporting documentation. After the expenditure has been approved, the form goes into the “Bills to Be Paid” file and is processed by the Bookkeeper.”

All fiscal controls would continue to apply; statements would be received by Manager Adams unopened and only Executive Director Jean Fike, Conservation Technical Assistance (CTA) Supervisor Julie DiLeone and Sustainable Urban Landscapes (SUL) Supervisor Kathy Shearin would have cards. Director McCarty pointed out that even smart people can get bilked and while he did not trust anyone, credit limits might need to be increased to enable Supervisors and ED to run the business (of the District).

Pope/Till motion to approve proposed changes to District Fiscal Policy regarding a District credit card with Albina Community Bank, with the option of revisiting the credit limits in future if indicated, passed unanimously. (Masterson, Till, Sallinger, Pope, McCarty)

Agenda Item #10	Treasurer's report
Presenter	Sallinger

District Treasurer Bob Sallinger stated that the District is in great shape and financially on target. FGM Adams added that the financial reports continue to show low on the expense side because of timing. An estimated \$20-30,000 is anticipated in gross income from the upcoming native plant sale on 2/21/09.

Agenda Item #11	Announcements and reminders
	<ul style="list-style-type: none"> • SDAO conference/trainings – nonvoting unless Board designates someone • ODA spring training • Budget meeting reminder <p>Others?</p>
Presenter	All

- The Special Districts Association of Oregon (SDAO) Conference is February 6-8, 2009, in Portland with many training sessions available. The Board chose to take no position on any item on the business meeting agenda and so no Distract voting representative was authorized.
- The Oregon Department of Agriculture (ODA) spring training will be in April and will cover many of the same topics that the Board Orientation covered earlier in the day, for anyone that missed it or wants more information.
- The first FY 2009-10 Budget Committee meeting will be Wed, Feb 25th at 6PM at the District office.
- Deb Ferguson, the District's new Facilities Manager, was introduced and she pronounced that the District's building has a bright future. She has been getting roofing bids, installing shelves, finding the right maintenance contractor for the pervious concrete and will be scheduling events in the building in the future. Her previous experience includes water and waste water services for two resorts, one as co-owner, as well as personal property management in Bend and California.
- New Director Ron McCarty also chose to make a personal introduction of himself, offering family background information.

Agenda Item #12	Review action items, Adjourn
Presenter	Masterson

Decision and Action Items were reviewed. The meeting was adjourned by Chair Masterson at approximately 7:24 PM.

Date Decided/ Approved	EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed
2/2/09 Board Meeting	Pope/Sallinger motion to approve minutes of 1/5/09 Board meeting as corrected passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
2/2/09 Board Meeting	Till/Sallinger motion to approve the Sabin Community Native Garden Conservation SPACE Grant request was approved. (Pope, Masterson, Sallinger, Till – yes; McCarty - no)
2/2/09 Board Meeting	Pope/Sallinger motion to approve Consent Agenda Items A. Minor revisions to Personnel policy; office hours 9-5 (change highlighted); B. Approve corrected Associate Director Guidelines (addition highlighted); C. L. Adams one step increase retroactive to Jan 1 per policy following her successful completion of the probationary period; E. Re-appoint Anne Peterson as Associate Director; and F. Add Deb Ferguson to account at Hankins, passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
2/2/09 Board Meeting	Pope/Sallinger motion to approve reclassification of Chris Aldassy to Conservation Technical Level 1 effective 2/1/09 passed. (Pope, Masterson, Sallinger, Till – yes; McCarty - abstained)
2/2/09 Board Meeting	Considering Staff recommendations, <u>the sense of the Board</u> was to retain 100% of CT Bowman's time for the East Multnomah SWCD and to direct CTA Supervisor DiLeone to check in with Clackamas County SWCD regarding their interests in Bowman's time, recognizing the historic and ongoing sharing of technical expertise among Districts.
2/2/09 Board Meeting	Pope /Till motion to adopt the Project Funding Committee's guideline recommendations was approved. (Pope, Masterson, Sallinger, Till – yes; McCarty - abstained)

2/2/09 Board Meeting	Pope/Sallinger motion to approve \$1,000 from District Led Project Funds to support the Growing Opportunities Summit meeting addressing agricultural succession and farm transition statewide to be held in Corvallis 2/11/09 passed. (Pope, Masterson, Sallinger, Till – yes; McCarty - abstained)
2/2/09 Board Meeting	Pope/Till motion to approve proposed changes to District Fiscal Policy regarding a District credit card with Albina Community Bank, with the option of revisiting the credit limits in future if indicated, passed unanimously. (Masterson, Till, Sallinger, Pope, McCarty)

Date Generated	NEW "Homework"/Action Items	Responsible Party(ies)	Due Date	Current Status as of date of draft Minutes
2/2/09 Board Meeting	CTA Supervisor DiLeone to check in with Clackamas County SWCD regarding their interests in Bowman's time,	Staff	By 2/25/09	

Date Generated	COMPLETED (FYI and to be replaced each month with current month's items):	Responsible Party	Due Date	Status as of Date of most recent Board Meeting
9/8/08 Board Meeting	Personnel Committee members agreed to schedule their next Committee meeting via email and establish a regular schedule of meetings at that time.	Board and Staff	2/2/09	Personnel meetings 2/19/09, 12:30-1:30; 5/14/09, 8/13/09, 11/12/09, 10:30-11:30AM
1/5/09 Board Meeting	<i>Standing meeting date for the Land Conservation Committee needs to be set up; Committee to delegate getting information on what other local conservation easement programs are available or incipient. A Committee recommendation regarding staff needs for that program will be made by the next Board meeting.</i>	Directors Masterson, Sallinger and Till	By 2/2/09	Land Conservation 2/19/08, 10:30-12:30 and 2 nd Thursdays thereafter, 9-10:30: 3/12, 4/9, 5/14, 6/11, 7/9, 8/13, 9/10, 10/8, 11/12, 12/10/09.
1/5/09 Board Meeting	<i>Special Districts Association of Oregon (SDAO) Conference group registration will be turned in.</i>	Staff	By 1/23/09	Till and Fike attended 2/6-7/09 SDAO Conference
1/5/09 Board Meeting	CSWC awards and auction Friday, Feb 6 th ; RSVPs are needed by 1/31/09.			Pope, Till, Peterson and guests attended
1/5/09 Board Meeting	<i>Request for more information on the District's tax base rate as well as information on other funding such as from the Oregon Department of Agriculture (ODA) and the Oregon Watershed Enhancement Board (OWEB) at Board orientation and during budgeting process.</i>	Staff	2/2/09	Info at 2/2/09 Director Training and through FY 09-10 Budget process

1/5/09 Board Meeting	<i>A note of thanks needs to be sent to the NRCS for the Distinguished District award which was presented to the District for "dedication and leadership in conservation."</i>	Staff	By 2/2/09	Sent 1/29/09
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Item #	Date Generated	IN PROCESS/NOT YET COMPLETED (Lettered items Board approved to remain on list as of 9/8/08)	Responsible Party	Due Date	Status as of Date of draft minutes
1	12/4/06 Board Meeting	#K Committee to develop recommendations for a process for setting priorities/goals and decision making for Conservation Easement program and forward to Board	Masterson & Sallinger	Ongoing	In process
2	2/12/07 Board Meeting	#L Chair Pope with help from Director Davies to contact Chairs of West, Clackamas and Tualatin SWCDs to discuss options for restarting and discuss focus of revamped Community Resources Conservation Consortium (CRCC)	Staff, Directors Pope and Davies	2/26/07	All contacts made and discussion started
3	2/12/07 Board Meeting	#M Chair Pope requests assistance in preparing testimony for fish recovery plan on Lower Willamette and Columbia Basin	Director Pope	Before 12/07	2/8/09 next meeting?
4	4/7/08 Board Meeting	#P A conversation about the conservation priorities/action plans for rural lands with Staff DiLeone and Director Masterson will be revisited winter of 08-09 to include marketing plan and product development	Board and Staff	Winter 2008-09	
5	8/4/08 Board Meeting	#F Director Sallinger suggested a credit check and criminal background check on himself as the District's new treasurer and check signer	Director Sallinger	By 9/8/08	Needs to be re done
6	1/5/09 Board Meeting	<i>Facility use to be on a trial basis, during which time costs will be tracked, and requiring a security deposit and development of a cancellation policy. ED Fike delegated to modify the policy language regarding facility use by organizations unrelated to the District's conservation mission, vet the modifications by Directors as needed and to administer the policy in the interim. Board further agreed to come to a decision based on the trial data at a future date on future use of the facility by partners.</i>	Staff	By 6/1/09	In process
7	1/5/09 Board Meeting	<i>Albina Community Bank credit card application processed</i>	Staff		Fiscal Policy updated 2/2/09, application in process

Next Meetings and District Events:

Thursday, Feb 19, 2009, Land Conservation Committee meeting, 5211 N Williams Ave., Portland, Oregon 97217, Board Room, 10:30-12:30 PM

Thurs., Feb 19, 2009, Personnel Committee meeting, 5211 N Williams Ave, Board Room, 12:30-1:30 PM

Saturday, Feb 21st, 2009, District's Native Plant Sale, Conservation Corner, 5211 N Williams Ave., Portland, Oregon 97217, 10:00 AM – 3:00 PM

Wed Feb 25: First meeting of the Budget Committee at 6:00 PM, 5211 N Williams Ave, Board Room

Monday, March 2, 2009, Board Meeting, 6:00 PM, 5211 N Williams Ave., Board Room

Mon March 9: Second meeting of the Budget Committee at 6:00 PM at 5211 N Williams Ave, Portland

Thursday, March 12, 2009, Land Conservation Committee meeting, 5211 N Williams Ave., Board Room, 9:00- 10:30 AM

Date Generated	"Pervious Parking Lot/Bike Rack"	Responsible Party	Current Status
2/4/08 Board Meeting	#N Sustainable District Operations Committee meetings with Directors Masterson and Runyard and Staff member Candace Stoughton with assistance from Andru Johnson and Kathy Shearin held and make twice yearly reports to the Board.	Board and Staff	First meeting held 2/27/08; report to Board 3/3/08 Meeting
2/4/08 Board Meeting	#Q A list of potential District activities for identifying District scope of work, from which sub-sets of items requiring the input of all Board and Staff or smaller sub committees could be identified.	Staff	Ongoing
4/3/06 Board Meeting	#R Monitor closely Metro's "New Look" at regional long-range planning for opportunities to partner and/or participate; Masterson and Fry appointed by Metro to "Urban and Rural Reserves Review" 9/08	All Board Members and All Staff	Ongoing
4/3/06 Board Meeting	#S Keep on look-out for possible Associate Directors, keeping in mind the skill set needs of the Board	All Board and All Staff	Ongoing
3/6/06 Board Meeting	#T Board development ideas, requests and suggestions to Chair and/or Executive Director	All	Ongoing
4/7/08 Board Meeting	#U Director Sallinger reported that he would be contacting DM Fike with any updates on the Metro Nature in the Neighborhoods Powell Butte plan	Director Sallinger	As they develop