

Final Board Approval Date	7/6/09
Board Secretary Signature	

MINUTES
East Multnomah Soil and Water Conservation District Board Meeting
Monday June 1, 2009, 6:00 PM
Conservation Corner, 5211 N Williams Ave, Portland OR 97217

Attendance:	
<u>Directors</u>	Laura Masterson, Chair Rick Till, Rick Vice Chair Dianna Pope, Secretary Bob Sallinger, Treasurer Ron McCarty
Regrets/Excused	
Not attending/not excused	
<u>Associate Directors</u>	Anne Peterson
<u>Staff</u>	Jean Fike, Executive Director (ED) Lissa Adams, Finance and Grants Manager (FGM) Julie DiLeone, Conservation Technical Assistance Supervisor (CTAS) Kathy Shearin, Sustainable Urban Landscapes Supervisor (SULS) Diana Lobo, Administrative Assistant/Recording Secretary (AA)
<u>Guests and Others</u>	Steve Fedje, Natural Resources Conservation Service (NRCS) District Conservationist (DC) Nathan Varns, NRCS/Northwest Oregon Resource Conservation and Development (RC&D) Coordinator John Sweeney, Constituent

(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 6:07 PM.

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

Agenda was revised by adding consideration of Resolution #2009-06-02. Action Items were reviewed and updated.

Pope/Till motion to approve Board Meeting minutes of 5/4/09 as presented passed unanimously.
(Masterson, Till, Pope, McCarty)

Agenda Item #3	Time reserved for public comment
Presenter	Public

Constituent John Sweeney mentioned invasive knapweed pulling quotas for students in Bend. In response to a question, it was reported that both Multnomah County and the State use inmate crews for hand removal of invasive species.

Agenda Item #4	NRCS District Conservationist report
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Presenter	Fedje
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DC Fedje reported:

- 6/5/09 is final deadline for organic farms to apply for Environmental Quality Incentives Program (EQIP) grants.
- NRCS is transitioning from a county based to a watershed based planning approach which potentially impacts the District in areas with ground water limitations and/or nursery stock.

Agenda Item #5	Consent agenda: Approve opening account with United Safety Supply on MLK subject to the same limits and controls as other existing accounts.
Presenter	Masterson

Pope/Sallinger motion to approve Consent agenda item approving opening account with United Safety Supply on MLK subject to the same limits and controls as other existing accounts passed unanimously. (Masterson, Till, Pope, McCarty, Sallinger)

Agenda Item #6	Consider committee recommendations Partners In Conservation (PIC) funding
Presenter	Adams

FGM Adams reported:

- Twelve applications were received, ten recommended to some extent and two with concerns will receive follow-up letters.
- \$92,000 was originally available for funding PIC grants with \$127,000 in recommended funding. Committee recommended unused Conservation Landowner Incentives Program (CLIP) funds be used to make up the difference as both funds are within the same budget line item.
- Individual proposals and their merits and drawbacks were discussed.
- It was reiterated that no District funds may be used for any religious purpose, as one applicant is a church, and that any Director is welcome on review committees with formal assignments made at the first meeting of the new Board each calendar year.
- *Board requested an update at a future Board meeting on previously funded projects including completion, quantified evaluation, maintenance and lessons learned.*
- *Board requested Staff investigate the possibility of schools banding together to coordinate the maintenance of their rain gardens now that deferred maintenance ban has been lifted from the schools.*

Pope/Till motion to accept the recommendations for PIC funding from the Review Committee passed. (Masterson, Till, Pope approved; Sallinger abstained; McCarty opposed.)

Agenda Item #7	Report from TSCC budget hearing
Presenter	Till

Director Till reported:

- The Tax Supervising and Conservation Commission (TSCC) asked clarifying questions on the permanency of land conservation easements and had no objections to any of the budget items.
- Commissioners loved the building tour.

Agenda Item #8	Approve Resolution # 2009- 06-01 adopting budget, imposing and categorizing the tax and making appropriations
Presenter	Fike

- As previously directed, Staff presented a final FY 2009-10 Budget that allocates the \$331,388 overage to cover anticipated CTA wages, increases in medical benefit premiums and anticipated increase in Workers' Comp premiums with the balance to the Contingency Fund.
- Both Budget and Resolution were vetted by TSCC staff.

Pope/Sallinger motion to adopt Resolution 2009-06-01, adopting the Budget for fiscal year 2009-10, making appropriations and imposing and categorizing the tax passed. (Masterson, Till, Pope, Sallinger approved; McCarty opposed.)

Agenda Item #9	Discussion of IGA with County and Gresham
Presenter	Sallinger

Concerns and considerations raised:

- District taxing for money which, under current terms of Intergovernmental Agreement (IGA) for the Community Enhancement Funds (CEF), would be turned over to Gresham with near-complete loss of District control
- No confidence that such District funds would be used for District mission
- Signing on to the CEF IGA is no guarantee of building supportive relationships with other governmental partners
- The CEF IGA as it is currently written without an annual District vote does not offer any checks and balances for funding decisions
- As the District's elected Directors represent the same land area and population as Multnomah County, the District's vote should have the same weight
- If District does not vote for CEF IGA, will 10% of District taxes on land in the Strategic Investment Zone (SIZ) be returned to the District?
- Does District lose this 10% amount if it approves the IGA or not?
- Would any entity get the 10% of District funds if the District does not sign?
- *Board directed Sallinger and Fike, with input from other Directors, to draft questions to get information from Gresham and Multnomah County on outstanding concerns regarding the operation of the proposed Community Enhancement Fund in the Gresham Strategic Investment Zone for discussion at July Board meeting.*

Agenda Item #10	Report from Oregon Association of Conservation Districts (OACD) board of districts meeting
Presenter	Pope

Director Pope reported:

- 25 of 46 Districts were represented at the May 15-16th meeting, a quorum of dues paying Districts
- "Big Board" discussed working with The Nature Conservancy to reauthorize Measure 66 which will sunset in 2014 and which authorizes the use of 5% of lottery funds for parks and conservation. Board agreed to be involved; ED Fike and Director Pope asked to be sole OACD reps to the ad hoc group.
- Board also discussed the "branding" of OACD at the State level; Fike and Pope were also asked to research how OACD branding could be used to serve the Districts
- OACD lobbies for Districts at the State level and has supported agricultural bills in the past and is more likely to support environmental bills as well in the future
- OACD will look at its own governance, including granting more power to the Executive Committee, at the Conference in November in Pendleton
- Director Pope was thanked for representing the District.

Agenda Item #11	Discuss draft work plan for 2009-2010
Presenter	Fike

ED Fike reported:

- This Draft Work Plan is for District use and is similar to one required by the Oregon Department of Agriculture (ODA) in August.
- In response to one item on the Draft Work Plan, it was noted that the District has already put together a Rural Living Handbook and that recent versions by West Multnomah and Clackamas County SWCDs might be useful in an update,
- Directors requested more evaluation and quantification of on the ground impact in the Work Plan.
- *Board members Masterson, Sallinger and Peterson to get feedback on draft 2009-10 Work Plan to ED Fike*

Agenda Item #12	Discussion of City of Portland "collaborative discussion" opportunity
Presenter	Fike

ED Fike reported:

- City of Portland response to current budget crises has included an Analysis of Public Expenditures within the City and a request to meet with other entities to discuss increasing cost efficiencies.
- *Board directed Staff to get further info on City of Portland “collaborative economic discussion” to be held 6/11/09. Directors Sallinger, Masterson, Till and Pope expressed interest in attending along with ED Fike.*

Agenda Item #13	Corbett festival on July 4th – any fun suggestions? Would any Directors like to join us?
Presenter	DiLeone

CTAS DiLeone reported:

- District participation in the Corbett 4th of July Fest will increase District’s visibility in East County and will include float, information booth and weed identification game
- Inexpensive and fun ideas were sought along with Board participation. Director Pope offered to ride the float and recommended having lots of candy to toss from it.

Agenda Item #14	Treasurer’s report
Presenter	Sallinger

Treasurer Sallinger reported:

- District’s financial picture is in good shape across the board.
- 629% overage on Public Relations Promotions was for the KOIN TV ads increase which came through after last budget season.
- Last year’s building expenses were very conservatively estimated in light of no track record with this building and requirement to not be even \$1 over budget.
- Nothing more attractive for interest rate than the Local Government Investment Pool has yet been found and FGM Adams will look further now that Budget is done.

Agenda Item #15	Approve Resolution # 2009- 06-02 revising the Budget for fiscal year 2008-09 for revenues awarded after adoption
Presenter	DiLeone

CTAS DiLeone reported:

- ODA awarded funds to the District for aerial photography for riparian vegetation monitoring after the FY 2008-09 Budget was approved.
- Once approved, District can use these funds for a full set of District stream photos and analysis using ODA’s contractor

Sallinger/Pope motion to adopt Resolution 2009-06-02, revising the Budget for fiscal year 2008-09 for revenues awarded after adoption passed. (Masterson, Till, Pope, Sallinger approved; McCarty opposed.)

Agenda Item #16	Announcements and reminders
Presenter	All

- Director Till’s biography sketch information is due in to office for website.
- Board chose to accept purple board chairs from Montgomery Park office no longer wanted by West Multnomah SWCD.
- *Board directed Staff to research and report on any potential or desired OACD Bylaws changes prior to November’s Convention.*

Agenda Item #17	Review Action Items , Adjourn
Presenter	Masterson

Action Items were reviewed. The meeting was adjourned by Chair Masterson at approximately 8:03 PM.

Date Decided/ Approved	EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed
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6/1/09 Board Meeting	Pope/Till motion to approve Board Meeting minutes of 5/4/09 as presented passed unanimously. (Masterson, Till, Pope, McCarty)
6/1/09 Board Meeting	Pope/Sallinger motion to approve Consent agenda item approving opening account with United Safety Supply on MLK subject to the same limits and controls as other existing accounts passed unanimously. (Masterson, Till, Pope, McCarty, Sallinger)
6/1/09 Board Meeting	Pope/Till motion to approve all Partners in Conservation grants as recommended by the Review Committee passed. (Masterson, Till, Pope approved; Sallinger abstained; McCarty opposed.)
6/1/09 Board Meeting	Pope/Sallinger motion to adopt Resolution 2009-06-01, adopting the Budget for fiscal year 2009-10, making appropriations and imposing and categorizing the tax passed. (Masterson, Till, Pope, Sallinger approved; McCarty opposed.)
6/1/09 Board Meeting	Sallinger/Pope motion to adopt Resolution 2009-06-02, revising the Budget for fiscal year 2008-09 for revenues awarded after adoption passed. (Masterson, Till, Pope, Sallinger approved; McCarty opposed.)

Date Generated	NEW "Homework"/Action Items	Responsible Party(ies)	Due Date	Current Status as of date of draft Minutes
6/1/09 Board Meeting	<i>Board requested an update at a future Board meeting on previously funded projects including completion, quantified evaluation, maintenance and lessons learned.</i>	Staff	August meeting	
6/1/09 Board Meeting	<i>Board requested Staff investigate the possibility of schools banding together to coordinate the maintenance of their rain gardens now that deferred maintenance ban has been lifted from the schools.</i>	Staff	None specified	
6/1/09 Board Meeting	<i>Board directed Sallinger and Fike, with input from other Directors, to draft questions to get information from Gresham and Multnomah County on outstanding concerns regarding the operation of the proposed Community Enhancement Fund in the Gresham Strategic Investment Zone for discussion at July Board meeting.</i>	Board and Fike	7/6/09	
6/1/09 Board Meeting	<i>Board members Masterson, Sallinger and Peterson to get feedback on draft 2009-10 Work Plan to ED Fike</i>	Board	By 6/15/09	
6/1/09 Board Meeting	<i>Board directed Staff to get further info on City of Portland "collaborative economic discussion" to be held 6/11/09. Directors Sallinger, Masterson, Till and Pope expressed interest in attending along with ED Fike.</i>	Staff	By 6/5/09	
6/1/09 Board Meeting	<i>Board directed Staff to research and report on any potential or desired OACD Bylaws changes prior to November's Convention.</i>	Staff	By 8/3/09	

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

5/4/09 Board Meeting	<i>Additional Board desire to be part of the conversation in CEF fund dispersal every year, even in years without a vote, to be addressed informally by ED Fike in discussion with Multnomah County.</i>	Staff	By 5/8/09	Communicated on 5/5/09, Board request "no problem"
5/4/09 Board Meeting	<i>Board agreed to direct Staff to bring to the June Board meeting a final FY 2009-10 Budget that allocates the \$331,388 overage to the General Fund to cover known shortfalls and the balance to the Contingency Fund.</i>	Staff	By 6/1/09	Presented to Board 6/2/09
5/4/09 Board Meeting	<i>Board directed Staff to bring draft Program level work plans to the June Board meeting for input.</i>	Staff	By 6/1/09	Presented to Board 6/2/09
5/4/09 Board Meeting	<i>ED Fike will inform ODA of the change in District Representative to the OACD Big Board Meeting 5/15-16/09 and forward meeting info to Director Pope</i>	Staff	By 5/5/09	Communicated on 5/5/09; Pope attended
5/4/09 Board Meeting	<i>Directors Till and Masterson will use their home emails for District business, always copying Public Records when their communication does not include District Staff, and avoiding Reply All discussions.</i>	Directors Till and Masterson	As of 5/4/09	As of 5/4/09
5/4/09 Board Meeting	<i>Director Pope will use the District email for District business and FGM Adams will try to get spam defaults adjusted for her</i>	Director Pope and Staff	As of 5/4/09	As of 5/4/09
3/2/09 Board Meeting	<i>ED Fike was also requested to draft language to expand District employee Family Leave options beyond birth and adoption for discussion at the next Personnel Committee meeting on 5/14/09.</i>	Staff	By 5/14/09	Presented at Personnel Committee meeting 6/4/09

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 meeting
4	8/4/08	#F Director Sallinger suggested a credit check	Director	By	Needs to be

	Board Meeting	and criminal background check on himself as the District's new treasurer and check signer	Sallinger	9/8/08	re-done
5	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
6	3/2/09 Board Meeting	<i>Chair Masterson agreed to review and sign any proposed building-related agreements and Directors were requested to weigh in on any pending building improvements, with the option of returning to the full Board for input and decision if necessary.</i>	Directors	As needed	Roofing contract signed
7	3/2/09 Board Meeting	<i>Board directed FGM Adams to investigate whether or not a six month certificate of deposit (CD) would be in the District's interest for some funds currently in the LGIP.</i>	Staff	By 7/6/09	Investigation continuing
8	5/4/09 Board Meeting	<i>Board directed CTAS DiLeone to pursue potential partnerships for ag water quality monitoring She was also directed to discuss with Sheila Ault the possibility of the District returning its funds from ODA with the stipulation that they be put towards water quality monitoring by ODA in the District. CTAS DiLeone will report back at the June Board meeting.</i>	Staff	By 7/6/09	ODA contacted, cannot do. DiLeone will see if Mult. County or JCWC can do monitoring

Next meetings:

Saturday, July 4th, District participates in Corbett Fest all day with float, booth etc.

Monday, July 6th, Board Meeting, 6 PM, 5211 N Williams Ave

Thursday, July 9th, Land Conservation Committee meeting, 9AM, 5211 N Williams Ave

Monday, August 3rd, Board Meeting, 6 PM, 5211 N Williams Ave

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	#R Monitor closely Metro's "New Look" at regional long-	All Board Members	Ongoing

Board Meeting	range planning for opportunities to partner and/or participate; Masterson and Fry appointed by Metro to "Urban and Rural Reserves Review" 9/08	and All Staff	
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