

Final Board Approval Date	12/14/09
Board Secretary Signature	

MINUTES
East Multnomah Soil and Water Conservation District Board Meeting
Monday November 2, 2009, 6:00 PM
Conservation Corner, 5211 N Williams Ave, Portland OR 97217

Attendance:	
<u>Directors</u>	Laura Masterson, Chair Rick Till, Vice Chair Dianna Pope, Secretary Bob Sallinger, Treasurer Ron McCarty
<u>Associate Directors</u>	
<u>Regrets/Excused</u>	Associate Director Anne Peterson
<u>Not attending/not excused</u>	
<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) Candace Stoughton, Low Impact Development Specialist (LIDS) Lucas Nipp, Noxious Weed Management Technician (NWMT) Diana Lobo, Administrative Assistant/Recording Secretary (AA)
<u>Guests and Others</u>	Steve Fedje, Natural Resources Conservation Service (NRCS) District Conservationist (DC) Tricia Sears, Environmental Planner, City of Portland Bureau of Planning and Sustainability 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 Board meeting to order at 5:58 PM and welcomed attendees back following 2009 Annual Meeting and refreshments.

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

Agenda was revised to include two items dealt with immediately:

ED Fike requested Board approve adding Directors Masterson and Pope as signatories whose approval will be required for wire transfers initiated by Staff. Directors will be informed by Staff prior to the transfer and will confirm the transaction with Albina Community Bank with their unique password.

Sallinger/Pope motion to approve a wire transfer of funds from Albina Community Bank to another entity and to authorize Directors Masterson and Pope as signatories, in addition to Treasurer Sallinger, to authorize such transfer, passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)

ED Fike is assisting Marketing and Media Specialist Andru Grimm with application to long term disability and requested Board approval to extend his unpaid leave to 11/30/09 to allow for short term disability coverage and timely application submission for long term disability.

Sallinger/Till motion to approve extension of short term disability for Andru Grimm to 11/30/09 passed. (Masterson, Sallinger, Till, Pope approved; McCarty abstained)

Consent Agenda Items were noted to have effective dates of 11/1/09 for Conservation Technician (CT) Aaron Guffey and 10/1/09 for Outreach Specialist Katie Meckes.

ED Fike updated last month's Action Items which were completed with the exception of Director Till's filling out the Director's portion of the District's risk management self-assessment checklist for Special Districts Association of Oregon (SDAO), to be scheduled for later this month.

Regarding District attendance at the Oregon Association of Conservation Districts (OACD) Convention, it was announced that Director Pope will only attend on Wednesday, 11/4/09, for the Board of Districts and OACD Annual Meetings and that Director Till will not be able to attend. ED Fike and CT Guffey will be attending the Conference.

An addition was made to Board Minutes of 10/2/09 regarding the City of Wood Village proposed Vertical Housing Development Zone (VHDZ), amending "Opposition included the lack of a compelling conservation argument for the VHDZ" to include "*and a concern that taxpayers approved this money for specific purposes.*"

Pope/Till motion to approve Board Meeting minutes of 10/2/09 as amended passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)

Agenda Item #3	Time reserved for public comment
Presenter	Public

John Sweeney stated his desire for the Board to prevent local governments from planting invasives.

Agenda Item #4	NRCS District Conservationist report
Presenter	Fedje

DC Fedje announced that NRCS considers land conservation a very high priority and work is being done to focus Farm and Ranch Land funds towards agricultural land threatened by urbanization. He also announced a new Conservation Security Program sign up in January and encouraged participation.

Agenda Item #5	Consent Agenda Step increase for A Guffey and K. Meckes per policy following successful reviews
Presenter	Masterson

Till/Pope motion to approve step increases for Aaron Guffey effective 11/1/09 and for Katie Meckes effective 10/1/09 passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)

Agenda Item #6	City weed plan and policy proposal, Request for endorsement by the Board. http://www.portlandonline.com/bps/index.cfm?c=51202
Presenter	Tricia Sears

Environmental Planner Tricia Sears presented two hard copies of the Draft City of Portland's Invasive Plant Policy Review and Regulatory Improvement Project and frequently asked questions sheets, noting all of this information is on the website. One copy will be housed in the District library.

- Project includes updating the nuisance plant list and combining it with the prohibited plant list.
- Part Two of the project is to update City codes and rules vis-a-vis invasive plants for each City bureau; for example, zoning code changes which impact when nuisance plants have to be removed, including trees.
- All City plans are intended to be integrated and closely coordinated with the new policy; for example, a new City-wide tree code would require a minimum ½" diameter for replanted trees.
- The proposal includes assigning ranks to nuisance plants. The ranks will be used to set priorities for invasive plant management, giving priority to invasive species that are not yet widely distributed. Invasive plants are ranked A, B or C as they become more plentiful.
- The City targets plants ranked A and B for removal within City boundaries. If a plant ranked 'A' is reported or found on private property, City staff offers assistance with a regulatory backstop to require removal.
- The City cannot prohibit the sale of noxious plants. That authority lies with the State.
- While District Staff are not currently authorized to give input on this proposal, Staff have reviewed it and the City views the SWCDs and watershed councils as allies and wants consultation from them.
- City budget cuts have diminished both eradication and erosion control efforts.

- While wanting to avoid disincentives, the Board in general agreed with taking stronger stands in the proposed policy, acknowledging budget constraints.
- Proposed policy is open for comment until 11/10/09 when a hearing will be held prior to the policy being submitted to City Council in December.

Board authorized Staff to take a close look at the proposed policy and prepare a supportive letter of “some things you might consider”, generally endorsing regulation, for submission in person to the hearing on 11/10/09. Directors will respond to CTAS DiLeone directly via email with any comments regarding draft testimony prior to the hearing.

Agenda Item #7	Discussion of statewide weed policy and request for authorization to proceed.
Presenter	DiLeone

CTAS Julie DiLeone reported:

- Proposed changes and additions to Oregon’s Noxious Weed List are both policy and technical issues, requiring both Board and Staff input.
- Board comfort level was sought with Staff commenting on upcoming changes and additions. The possible change to the listing for butterfly bush and plants that will be recommended for listing by the 4 County CWMA were given as examples of current and upcoming changes/additions.
- The balance to be struck is between upsetting the nursery industry by limiting plant sales vs. allowing a new invasive weed to get established.

Board choose to have Staff testify on statewide weed policy changes, reminding that lobbying is prohibited, to keep the ED apprised and the Board informed via the Friday Report. Board choose to not require their prior approval of testimony content so it can be timely and will consider testifying to the Noxious Weed Board themselves in some preapproved cases.

Agenda Item #8	Discussion of project with potential to harm soil and water resources. Consider offering comment. http://statelandsonline.com/index.cfm?fuseaction=Comments.AppDetail&id=43465
Presenter	DiLeone

CTAS Julie DiLeone reported:

- Staff receives permit applications from Multnomah County and looks for patterns; usually erosion control laws are sufficient to address concerns.
- DiLeone wanted the Board to know about an application by Georgia-Pacific West to use rip rap to stabilize the Columbia River bank near one of their wood chip loading facilities.
- The application claims no endangered species are on the project site, despite salmon listing for the Columbia River.
- Board voiced appreciation for CTA’s DiLeone’s comments and Director Till offered a template for comment submission.

Board approved submission of proposed comments on Georgia-Pacific West application and requested CTA’s DiLeone keep them informed on this project and as others come up.

Agenda Item #9	Update on two Oregon Solutions projects
Presenter	Fike

ED Fike reported that:

- Oregon Solutions is a mechanism by which the Governor designates a project to receive the attention of a designated consulting firm who convenes a stakeholder group that ultimately takes responsibility for different aspects of the solution.
- The District has been requested to participate in two projects currently, Gateway Green and Community Gardens.
- Gateway Green involves restoration of strips of land at the intersection of Interstates 84 and 205, an under-natured neighborhood, to include bike trails and storm water solutions to replace the current practice of piping to the river.
- The project will be bringing a funding request to the District in the future.
- ED Fike will keep Board updated and bring any concerns as soon as possible.

- The Community Gardens project seeks to address the huge waiting list the City of Portland has for openings in its community gardens program, the premise from the outset is that the group is looking “beyond the city(BES)” for the solutions.
- A funding request is also anticipated for this project.
- *ED Fike will keep Board updated on this project as well through the Friday Report and at Board meetings.*

Agenda Item #10	Land conservation update and check-in
Presenter	Masterson

Land Conservation Committee (LCC) Chair Masterson presented a one page Program Summary and reported:

- The recent National Land Trust Conference held in Portland was attended by Director Till and Staff Fike and Adams who were inspired and received a wealth of good information.
- Meta Loftsgaarden, NRCS Partnership Liaison, is coordinating a group interested in agricultural easements in the metro area. The District is participating and hopeful that the group will assist us in the pursuit of our land conservation goals. The next meeting of the above group is scheduled for Monday, 11/30/09 at the District office, will focus on outreach and will be reported on at the December Board meeting.
- FGM Adams will attend a succession planning workshop with farmers and agencies in Bandon this month, similar to what the District is considering offering in the metro area.

Agenda Item #11	Treasurer’s report
Presenter	Sallinger

Treasurer Sallinger noted that expenditures are below what has been budgeted and FGM Adams reported that the District’s financial status is as expected for this point in the fiscal year.

Agenda Item #12	Announcements and reminders Review action items
Presenter	All

- ED Fike will be in Pendleton for the OACD Convention this week.
- Director Pope will be discussing ongoing work to reauthorize Measure 66 at the OACD Convention. Current proposed language includes “other local agencies” as opposed to “local governments”. OACD is at the table and Director Pope has been representing OACD. SWCD’s have been included by Oregon Administrative Rules (OARs) previously, not by ballot title as in the current measure. Measure 66 funds have largely not come to urban areas in the past and new version of the legislation may, or may not, rectify that to provide money for local parks. Intent is to be more comprehensive to include state, local and regional parks and de-emphasize the roles of the Oregon Watershed Enhancement Board and salmon. OACD’s overriding concern is that funding continues to be available for their work when the measure is renewed.
- Director Sallinger will not be available for the December Board meeting.
- Director Masterson will not be available for the December 4th LCC meeting. *A “doodle” will be sent to reschedule.*

Director Masterson called for a break at approximately 7:26 PM prior to the Executive Session.

Director McCarty left approximately 7:30PM.

Agenda Item #13	Executive session per ORS 192.660(2)(i) to evaluate performance of Executive Director
Presenter	Masterson

Chair Laura Masterson called Directors into Executive Session at approximately 7:40 PM per `123ORS 192.660(2)(i) for the purpose of evaluating the performance of the Executive Director, Jean Fike.

Agenda Item #14	Close executive session, decision to approve or deny scheduled 1 step increase for ED Fike
Presenter	Masterson

Chair Masterson adjourned the Executive Session at approximately 8:20PM.

Sallinger/Pope motion to approve a scheduled 1 step increase for ED Fike effective 11/1/09 passed unanimously. (Masterson, Sallinger, Till, Pope)

Agenda Item #15	Adjourn Meeting
Presenter	Masterson

Chair Masterson adjourned the regular Board Meeting at approximately 8:21PM.

Date Decided/ Approved	EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed
11/2/09 Board Meeting	Sallinger/Pope motion to approve a wire transfer of funds from Albina Community Bank to another entity and to authorize Directors Masterson and Pope as signatories, in addition to Treasurer Sallinger, to authorize such transfer, passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)
11/2/09 Board Meeting	Sallinger/Till motion to approve extension of unpaid leave for Andru Grimm to 11/30/09 passed. (Masterson, Sallinger, Till, Pope approved; McCarty abstained)
11/2/09 Board Meeting	Pope/Till motion to approve Board Meeting minutes of 10/2/09 as amended passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)
11/2/09 Board Meeting	Till/Pope motion to approve step increases for Aaron Guffey effective 11/1/09 and for Katie Meckes effective 10/1/09, passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)
11/2/09 Board Meeting	<i>Board authorized Staff to take a close look at the proposed policy and prepare a supportive letter of "some things you might consider", generally endorsing regulation, for submission in person to the City of Portland's Invasive Plant Policy Review and Regulatory Improvement Project hearing on 11/10/09.</i>
11/2/09 Board Meeting	<i>Board choose to have Staff testify on statewide weed policy changes, reminding that lobbying is prohibited, to keep the ED apprised and the Board informed via the Friday Report. Board choose to not require their prior approval of testimony content so it can be timely and will consider testifying to the Noxious Weed Board themselves in some preapproved cases.</i>
11/2/09 Board Meeting	<i>Board approved submission of proposed comments on Georgia-Pacific West application and requested CTAS DiLeone keep them informed on this project and as others come up.</i>
11/2/09 Board Meeting	Sallinger/Pope motion to approve a scheduled 1 step increase for ED Fike effective 11/1/09 passed unanimously. (Masterson, Sallinger, Till, Pope)

Date Generated	NEW "Homework"/Action Items	Responsible Party(ies)	Due Date	Current Status as of date of draft Minutes
11/2/09 Board Meeting	<i>Board authorized Staff to take a close look at the proposed policy and prepare a supportive letter of "some things you might consider", generally endorsing regulation, for submission in person to the hearing on 11/10/09. Directors will respond to CTAS DiLeone directly via email with any comments regarding draft testimony prior to the hearing.</i>	Staff and Directors	11/10/09	Email and testimony 11/10 –Board comments incorporated
11/2/09 Board Meeting	<i>Board choose to have Staff testify on statewide weed policy changes, reminding that lobbying is prohibited, to keep the ED apprised and the Board informed via the Friday Report. Board choose to not require their prior approval of testimony content so it can be timely and will consider testifying to the Noxious Weed Board themselves in some preapproved cases.</i>	Staff and Directors as approved	Ongoing	Ongoing
11/2/09 Board Meeting	<i>Board approved submission of proposed comments on Georgia-Pacific West application and requested CTAS DiLeone keep them informed on this project and as others come up.</i>	Staff	Ongoing	Ongoing
11/2/09 Board Meeting	<i>ED Fike will keep Board updated on Gateway Green and bring any concerns as soon as possible.</i>	Staff	As they develop	Ongoing
11/2/09 Board Meeting	<i>ED Fike will keep Board updated on Community Gardens project through the Friday Report and at Board meetings.</i>	Staff	As they develop	Ongoing
11/2/09 Board Meeting	<i>A "doodle" will be sent to reschedule the December 4th LCC meeting.</i>	Staff	By 11/16/09	11/3/09

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
11/2/09 Board Meeting	<i>Change Director Dianna Pope's email to DiannaLP@effectnet.com for future District communications</i>	Staff	By 10/12/09	Staff notified of change 10/6/09
10/5/09 11/2/09 Board Meeting	<i>Draft letter to City of Wood Village opting in to their Vertical Housing Development Zone, encouraging them to increase their use of low impact development techniques and requesting they consider using District technical resources as available. Letter to be reviewed by Director Pope</i>	Staff and Director Pope	Vetted letter due by 10/22/09	Letter reviewed by Director Pope and sent to City of wood Village

10/5/09 Board Meeting	<i>Appropriate party to be informed of the District's approval of the proposed OACD Foundation Bylaws changes</i>	Staff	By 10/12/09	Done
10/5/09 Board Meeting	<i>Appropriate party to be informed that Dianna Pope and Rick Till have been authorized as the District's voting representative and alternate, respectively, for the 11/4-7/09 OACD Convention</i>	Staff	By 10/12/09	Done

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 Land Conservation Committee to develop recommendations for a process for setting priorities/goals and decision making for Conservation Easement program and forward to Board	Master son & 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, 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 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
5	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
6	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	
7	6/1/09 Board Meeting	<i>Board directed Sallinger and Fike 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.</i>	Sallinger and Fike	7/6/09	Questions drafted by Fike, vetted by Sallinger, sent to Multnomah County. No response as of 10/9/09
8	7/6/09 Board Meeting	Board directed Executive Director to make a comprehensive review of the District's employee benefit package and report back at a future meeting	Staff	None specified	Scheduled for fall 09

9	8/3/09 Board Meeting	Provide list of steps and approximate deadlines for Nadaka project to Director McCarty directly and to District	Mike Abbat e, City of Gresh am	Once contr act is ratifi ed, requ ested by 9/14/ 09	Awaiting response as of 11/2/09. Contract ratified, received and returned for recording 10/8/09.
10	10/5/09 Board Meeting	<i>Director Rick Till volunteered to fill in the Director's portion of the District's risk management self-assessment checklist for Special Districts Association of Oregon (SDAO).</i>	Direct or Till	By 12/10 /09	

Next meetings:

Hearing on City of Portland's Invasive Plant Policy Review and Regulatory Improvement Project, Tuesday, November 10th, 12:30 PM, 1900 SW 4th Ave, second floor, Portland

Metro-Area Farmland Protection Program Partners and Investors Meeting, Monday, November 30th, 9:00 AM- 1:00 PM, 5211 N. Williams Ave

Board Meeting: Monday December 7, 6:00 PM, 5211 N. Williams Ave

Land Conservation and Personnel Committee Meetings: X day, X month, 9-11:30 AM, 5211 N. Williams Ave

Board Meeting: Monday, January 4th, 2010, 6:00 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; reported 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
3/2/09 Board Meeting	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.	Staff	Ongoing, no good options as of 11/2/09