

Final Board Approval Date	2/1/10
Board Secretary Signature	

MINUTES
East Multnomah Soil and Water Conservation District Board Meeting
Monday December 14, 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>	Anne Peterson
<u>Regrets/Excused</u>	
<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 (CTA) Kathy Shearin, Sustainable Urban Landscapes Supervisor (SULS) Candace Stoughton, Low Impact Development Specialist (LIDS) Diana Lobo, Administrative Assistant/Recording Secretary (AA)
<u>Guests and Others</u>	Steve Fedje, Natural Resources Conservation Service (NRCS) District Conservationist (DC) Karla Sanders, Oregon Department of Agriculture (ODA) Soil and Water Conservation District (SWCD) Program Specialist David and Kris Scharfenberg, 2009 Cooperator of the Year Dick Springer, District Manager, West Multnomah SWCD 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 Vice Chair Rick Till called the Board meeting to order at 6:03 PM, welcomed attendees and began introductions, including District Conservationist Steve Fedje's explanation that he administers United States Department of Agriculture NRCS Farm Bill Programs in Multnomah County.

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

Agenda was accepted as presented. Action Items were updated and are noted in table at conclusion of these minutes.

Pope/Sallinger motion to approve Board Meeting minutes of 11/2/09 as submitted passed unanimously. (Sallinger, Till, McCarty, Pope)

Agenda Item #3	Consent Agenda: A. Allow ED Fike to grant additional unpaid leave to A. Grimm in December and January as he transitions back to work B. Allow L. Adams to use excess comp leave from November in December C. Approve SPACE grant as recommended by Till and Adams D. Endorse/support EDRR project being advanced for federal funding by OR Invasive Species Council
Presenter	Fike

Pope/Sallinger motion to approve Consent Agenda Items

- A. Allow ED Fike to grant additional unpaid leave to A. Grimm in December and January as he transitions back to work**
- B. Allow L. Adams to use excess comp leave from November in December**
- C. Approve SPACE grant as recommended by Till and Adams**
- D. Endorse/support EDRR project being advanced for federal funding by OR Invasive Species Council**

passed unanimously. (Sallinger, Till, McCarty, Pope)

Agenda Item #4	Time reserved for public comment
Presenter	Public

No public comment was offered.

Agenda Item #5	Visit from ODA
Presenter	Karla Sanders

ODA SWCD Program Specialist Karla Sanders delivered the remarks made at the November 2009 Oregon Association of Conservation Districts (OACD) Convention when the ODA Natural Resources Division presented the 2009 Distinguished Conservation District award to the East Multnomah Soil and Water Conservation District (EMSWCD). She then presented the Oregon myrtle wood plaque to E D Fike.

Director Laura Masterson arrived about 6:15 PM.

Agenda Item #6	NRCS District Conservationist report
Presenter	Fedje

DC Steve Fedje had no urgent items to report.

Agenda Item #7	Visit from Cooperator of the Year 2009
Presenter	Scharfenberg

Cooperator of the Year David Scharfenberg projected pictures of the conservation project site which the District has helped fund.

- Work on the 7 acre site next to Pleasant Valley Elementary School was begun with removal of invasive and nuisance trees on one acre in October, 2007.
- Acknowledgement of multiple partners and donors who participated in the project was made, including North Clackamas High School Saving Forests service club, Centennial High School varsity soccer team, Oregon State University Extension service agent Mike Bondi, landscape architect Steve Anders, pro bono civil engineer John Howarth, pro bono surveyor Paul Galley, plant donations from IFA and 7 Oaks Native nurseries, EMSWCD staff Candace Stoughton, DC Fedje and Kris Scharfenberg.
- The District's grant in fall of 2009 has allowed the volunteers to clear and plant the remaining area of the site.
- Scharfenberg expressed appreciation to the Board for the opportunity to leverage conservation both on the ground and in education.
- Board expressed appreciation for opportunity to see the results and hear Cooperator Scharfenberg's information on the process.

Agenda Item #8	Hear recommendations from PIC committee, make final decision regarding funding
Presenter	Till

Partners in Conservation (PIC) Review Committee member Director Rick Till introduced the summary of grant applications the Committee recommended for approval.

- 22 of 55 applications were recommended for approval at some level, for a recommended grant total of \$435,784 of the \$1,730,830 requested. A number of the 22 applications raised some questions and are recommended for tentative approval pending answers; however, no big changes are anticipated on these projects.
- Applications for rain water harvesting systems, and cisterns in particular were not recommended as the District is moving into a big picture view of the Bull Run watershed as the catchment area of choice. A white paper is planned on the subject.
- Green street projects were also not recommended as city funding exists for such projects.
- *Rejection letters will include what District wants to see in future applications and an invitation to reapply for spring funding cycle, as appropriate.*
- Director Sallinger declared his apparent conflict of interest and limited his comments to the review process only.
- Committee members responded to Board questions about specific grant recommendations.
- Board approval of the grant recommendations authorizes *FGM Adams to renegotiate scopes of work and clarify other identified questions with proposed recipients.*
- The grant agreements for all funded projects will require acknowledgement of the District as a partner on any signage, including both District name and logo.
- FGM Lissa Adams also presented a Project Funding Committee update and *requested Board input for the PIC process prior to the mid January proposed Committee meeting.*
- *Board request for next PIC grant cycle to have time to go back to applicants for answers, perhaps in writing, to questions their proposals raised before proceeding with recommendation process.*

Pope/Till motion to approve Partners In Conservation grant applications as recommended by review committee with the stipulation that FGM Adams get information identified from the review as needed from applicants and that any questions left over are returned to the Board, passed. (Masterson, Till, McCarty, Pope; Sallinger abstained)

Agenda Item #9	Staff report – Low Impact Development Specialist
Presenter	Stoughton

LIDS Candace Stoughton presented information on the District’s popular Rain Garden Campaign and answered questions about the District’s LID demonstration practices.

- In determining the District’s LID niche and which LID practice to start with, partnering opportunities and cost benefit ratio were in favor of rain gardens as well as their being a natural extension of the existing Naturescaping curriculum.
- Four hour Rain Gardens 101 class is currently taught 8-12 times /year.
- Rain Garden education has been leveraged by classes for contractors, including working with the Association of Northwest Landscape Designers, and by partnering with other local governments, community gardens, watershed councils, garden centers and educational institutions.
- Thirty-five rain gardens have been registered so far, not all local.
- Demonstration projects in the community have been popular, with maintenance being the largest problem.
- A new Rain Garden Manual covering the state of Oregon is coming out next month.
- Proposed next steps include an eight hour class for contractors, perhaps including a Spanish option, an evaluation survey and inclusion of rain garden training in the OSU Extension Master Gardening classes.

Agenda Item #10	CLIP project
Presenter	DiLeone

CTA’s Julie DiLeone reported:

- A Conservation Landowner Incentive Program (CLIP) application for a rainwater harvesting system, initiated before the District decided to not support such practices, for a food crop can yard currently using municipal water was introduced.

- CTA's DiLeone recommended the District support the project at a 50% cost share as the public benefit included reduced draw from the temperature challenged Gordon Creek.

Sallinger/Till motion to approve the specified CLIP project at a 50% cost share or \$2471.00, passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)

Agenda Item #11	Potential for StreamCare work outside District
Presenter	DiLeone

CTA's DiLeone reported:

- The District has been partnering with the Johnson Creek Watershed Council (JCWC) in StreamCare work on Johnson Creek inside the Urban Growth Boundary (UGB) on both sides of the county line.
- Sunshine Creek in Clackamas County has been determined as the best next location for StreamCare work, in part because it feeds into the Lower Willamette for which the District is the Local Management Agency.
- The District has an inter-governmental agreement with Clackamas County SWCD to work in Clackamas County and they are not providing staff for StreamCare work. JCWC has been providing grant funded staff and that person is leaving, requiring training for the new person.
- For reasons of maintaining quality and consistency of StreamCare work and for the personal safety of staff, it was recommended that the Board approve limited StreamCare work in Clackamas County.

Board approved District Staff to do limited StreamCare work in Clackamas County.

Agenda Item #12	Weed letter formal approval; additional letter modify or approve
Presenter	DiLeone

CTA's DiLeone reported:

- The final form of District testimony authorized by the Board last month generally supporting the City of Portland's Invasive Plant Policy Review and Regulatory Improvement Project has been delivered at the Planning Commission hearing.
- Board endorsement requested of additional letter, dated 12/15/09, regarding the ODA's consideration of proposed changes to the quarantine of English ivy and butterfly bush.
- Board supported the proposed letter, including adding both spellings of Buddleja (ia) davavidii and authorized CTA's DiLeone to deliver the testimony.

Sallinger/Till motion to approve the text of both letters with signatory on second letter to be determined, passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)

CTA's DiLeone to finalize letter, determine signer, get signature and deliver testimony.

Agenda Item #13	Treasurer's report
Presenter	Sallinger

Treasurer Sallinger stated the District was doing well and was on target financially with not much to report, as corroborated by FGM Adams.

Agenda Item #14	Review and approve 2008-2009 audit
Presenter	Adams

FGM Adams distributed copies of the Fiscal Year 2008-2009 audit, noting it was a clean audit and the only issue raised in the auditor's letter to management was that of providing oversight of the preparation of financial statements. Outsourcing the preparation of financial statements in accordance with generally accepted accounting principles is not unusual for a special district of our size and it was recommended that the district continue to engage an independent auditor to review and prepare financial statements on annual basis.

Pope/Till motion to approve the 2008-09 audit passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)

Agenda Item #15	Consider fiscal agent request
Presenter	Adams

- FGM Adams reported the SE Sandy Green Street project request for the District to act as its fiscal agent for a City of Portland Community Benefit Opportunity grant.
- Agreeing to the request would require FGM Adams administrative time and the preparation of a supplemental budget.

Board is not interested in being fiscal agent for the SE Sandy Green Street.

Agenda Item #16	Report from two Oregon Solutions processes District is currently involved in (community gardens and gateway green)
Presenter	Fike & Adams

ED Fike reported that:

- District is involved with two Oregon Solutions projects: ED Fike represents the District on the full committees for both the Community Gardens and Gateway Green projects and FGM Adams is on both full and Resource working group for the Community Gardens project.
- Gateway Green land at intersection of I-205 and I-84 freeways is under various ownership, including Oregon Department of Transportation, and is intended to address recreational and primarily storm water issues.
- Currently the plan calls for including a multi-million dollar wildlife corridor to go over I-205; it is unclear which species, other than humans, it is intended to protect.

Director Sallinger offered to get to ED Fike contact info for a wildlife biologist who could shed light on the wild life corridor freeway crossing proposed to be part of the Gateway Green Oregon Solutions project.

FGM Adams reported that:

- Community Gardens project includes three working groups: Organizational Structure, Resources and Demand.
- Resources group is researching how to make Community Gardens operational and are preparing budgets for three different scenarios based on funding levels: A. current funding, B. expansion to address the 1300-1500 wait list and C. development of world class community gardens.
- Full committee meets again in January, 2010.

Agenda Item #17	Announcements and reminders
Presenter	All

Ballot measure to designate lottery funds to support renewal of Measure 66 is encountering political difficulties. Foreshortened input opportunities for urban constituency have contributed to low support levels. Initiative petitions are currently being circulated prior to a planned full campaign.

January 4th, 2010 was confirmed as date of next Board meeting based on Director availability.

Agenda Item #18	Review action items, Adjourn
Presenter	Masterson

Action Items were not reviewed. Chair Masterson adjourned the Board Meeting at approximately 8:21 PM.

Date Decided/ Approved	EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed
12/14/09 Board Meeting	Pope/Sallinger motion to approve Board Meeting minutes of 11/2/09 as submitted passed unanimously. (Sallinger, Till, McCarty, Pope)
12/14/09 Board Meeting	Pope/Sallinger motion to approve Consent Agenda Items A. Allow E.D. Fike to grant additional unpaid leave to A. Grimm in December and January as he transitions back to work B. Allow L. Adams to use excess comp leave from November in December C. Approve SPACE grant as recommended by Till and Adams D. Endorse/support EDRR project being advanced for federal funding by OR Invasive Species Council passed unanimously. (Sallinger, Till, McCarty, Pope)
12/14/09 Board Meeting	Pope/Till motion to approve Partners In Conservation grant applications as recommended by review committee with the stipulation that FGM Adams get information identified from the review as needed from applicants and that any questions left over are returned to the Board, passed. (Masterson, Till, McCarty, Pope; Sallinger abstained)
12/14/09 Board Meeting	Sallinger/Till motion to approve the specified CLIP project at a 50% cost share or \$2471.00, passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)
12/14/09 Board Meeting	Board approved limited District Staff StreamCare work in Clackamas County.
12/14/09 Board Meeting	Pope/Till motion to approve the 2008-09 audit passed unanimously. (Masterson, Sallinger, Till, McCarty, Pope)
12/14/09 Board Meeting	Board is not interested in being fiscal agent for the SE Sandy Green Street project.

Date Generated	NEW "Homework"/Action Items	Responsible Party(ies)	Due Date	Current Status as of date of draft Minutes
12/14/09 Board Meeting	<i>PIC Rejection letters will include what District wants to see in future applications and an invitation to reapply for spring funding cycle, as appropriate.</i>	Staff	None specified	
12/14/09 Board Meeting	<i>FGM Adams to renegotiate scopes of work and clarify other identified questions with proposed PIC grant recipients.</i>	Staff	None specified	
12/14/09 Board Meeting	<i>Board requested to provide input for the PIC process prior to the mid January proposed Committee meeting.</i>	Directors	By 1/15/10	
12/14/09 Board Meeting	<i>Board request for next PIC grant cycle to have time to go back to applicants for answers, perhaps in writing, to questions their proposals raised before proceeding with recommendation process.</i>	PIC Review Committee members	By Feb Board meeting , 2/1/10	
12/14/09 Board Meeting	<i>FGM Adams to get information identified from the PIC application review as needed from applicants and that any questions leftover be returned to the Board</i>	Staff	By 1/4/10	

12/14/09 Board Meeting	<i>CTA's DiLeone to finalize letter regarding the ODA's consideration of proposed changes to the quarantine of English ivy and butterfly bush, determine signer, get signature and deliver testimony</i>	Staff	12/17/09	Completed 12/17/09
12/14/09 Board Meeting	<i>Director Sallinger offered to get ED Fike contact info for a wildlife biologist who could shed light on the wild life corridor freeway crossing proposed to be part of the Gateway Green Oregon Solutions project.</i>	Director Sallinger	None specified	

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>Board authorized Staff to take a close look at Portland's Invasive Plant Policy Review and Regulatory Improvement Project 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 CTA's DiLeone directly via email with any comments regarding draft testimony prior to the hearing.</i>	Staff and Directors	11/10/09	Email received and Board comments incorporated. Testimony presented 11/10/09.
11/2/09 Board Meeting	<i>Board approved submission of proposed comments on Georgia-Pacific West application</i>	Staff		Completed and reported 12/14/09
11/2/09 Board Meeting	<i>A "doodle" will be sent to reschedule the December 4th LCC meeting.</i>	Staff	By 11/16/09	Sent and meeting held 12/11/09
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>	Director Till	By 12/10/09	Completed 12/8/09
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	Completed
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	New Look process complete.

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	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, Davies	2/26/07	All contacts made and discussion started
3	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
4	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	Ongoing
5	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	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 Mult. County. No response as of 10/9/09
7	7/6/09 Board Meeting	<i>Board directed Executive Director to make a comprehensive review of the District's employee benefit package and report back at a future meeting</i>	Staff	None specified	Scheduled for fall 09
8	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
9	11/2/09 Board Meeting	<i>Board requested CTA's DiLeone keep them informed of proposed removal/fill applications as others come up.</i>	Staff	Ongoing	Ongoing
10	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	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

Next meetings:**Board Meeting: Monday, January 4th, 2010, 6:00 PM, 5211 N. Williams Ave****Land Conservation and Personnel Committee Meetings: TBA, Friday, X month, 9-11:30 AM, 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 at 3/3/08 Board 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	#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