

<b>Final Board Approval Date</b>	
<b>Board Secretary Signature</b>	

### MINUTES

**East Multnomah Soil and Water Conservation District Board Meeting  
Monday March 1, 2010, 6:00 p.m.  
Conservation Corner, 5211 N Williams Ave, Portland OR 97217**

<b>Attendance:</b>	
<b><u>Directors</u></b>	Laura Masterson, Chair (Arrived late) Rick Till, Vice Chair Bob Sallinger, Treasurer Ron McCarty
<b><u>Associate Directors</u></b>	Anne Peterson
<b><u>Regrets/Excused</u></b>	Dianna Pope, Secretary
<b><u>Not attending/not excused</u></b>	
<b><u>Staff</u></b>	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) Thom Green, Administrative Assistant/Recording Secretary (AA)
<b><u>Guests and Others</u></b>	Steve Fedje, Natural Resources Conservation Service (NRCS) District Conservationist (DC) John Sweeney

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

<b>Agenda Item #1</b>	<b>Welcome, get refreshments</b>
Presenter	All

District Vice Chair Rick Till called the Board meeting to order at 6:15 p.m., welcomed attendees. District Chair Masterson was not present at start of meeting.

<b>Agenda Item #2</b>	<b>Review/ revise agenda Review of previous action items Approval of February Regular and Special Session Minutes</b>
Presenter	Till

Agenda was revised to add Stream Care PCS-10-001 contract amendment. Action Items were updated and are noted in table at conclusion of these minutes.

Action items were reviewed:

- ED Fike confirmed information provided by Jon Sweeney regarding HR 875 and will continue to track; bringing back to the Board as appropriate.
- ED Fike has made contact with Friends of Trees by phone; meeting planned for late spring.
- Clarification of request regarding SRBWC – Diana Pope would like to serve on the Council. ED Fike will enquire.
- Director Sallinger continues to pursue augmentation of the equity aspect of PIC
- Follow-up with grantees is in process.

**Sallinger/McCarty motion to approve Board Meeting minutes of 2/1/10 as submitted. Passed unanimously. (Till, Sallinger, McCarty)**

**Sallinger/McCarty motion to approve 2/19/10 Special Session Board Meeting minutes as submitted. Passed unanimously. (Till, Sallinger, McCarty)**

<b>Agenda Item #3</b>	<b>Time reserved for public comment</b>
Presenter	Public

- Jon Sweeney commented that Federal HR 875, Food Safety Modernization Act of 2009, carries a \$500,000 penalty for violation.

<b>Agenda Item #4</b>	<b>NRCS District Conservationist report</b>
Presenter	Fedje

DC Fedje reported that one large berry farmer has signed up for EQIP. The estimate of the incentive is \$75,000 but Fedje only has \$25,000 currently available. He is working to figure out a schedule and other funding. He is talking to CTA staff about it.

ED Fike explained moving Phyllis Shelton into Fedje's space upstairs during ecoroof construction. Sadly Fedje has not been using the space.

The Farmland Protection Coalition has a meeting coming up.

Consent Agenda Item delayed until Chair Masterson arrives.

<b>Added Agenda Item</b>	<b>Consideration of revising PSC-10-001 contract</b>
Presenter	DiLeone

CTA Supervisor DiLeone proposed amending the PCS-10-001 for the Stream Care project. She reported:

- The second contractor was hired to handle the bareroot plants because the first contractor was taking longer than expected. Both the first and second contractors worked on bareroot planting and the second contractor is faster and more organized than the first and the hourly rate is lower.
- The proposed change is to increase the contract amount from the current \$15,000 amount by \$14,560 to make a total of \$29,560.
- She proposed to cancel the first contract.
- The first contractor may be hired for the garlic mustard spraying because they are more careful and have done this in the past for the District.

Vice Chair Till commented that the survival rate for the plants may differ between the crews because of pace and carefulness and this might be worth monitoring.

DiLeone said that bidding for the Stream Care contracts in the coming year will be done differently based on this past experience, and different parts of the project may be bid separately.

**Sallinger/McCarty motion to approve the increase of \$14,560 to \$29,560. Passed unanimously. (Till, Sallinger, McCarty)**

<b>Agenda Item #6</b>	<b>Consider request that EMSWCD act as fiscal agent for stormwater research project</b>
Presenter	Adams

FGM Adams reported:

- Private homeowner Brian Fletcher, a BES CWISP grant applicant, wants to test if a rain garden draining into a drywell will filter stormwater well enough for indoor use.
- He is a private engineer and his neighborhood association is involved in the project.
- They need a fiscal agent for the grant process.

Vice Chair Till asked about the reliability of the applicant.

FGM Adams commented that they have a vested interest in doing this and doing it properly. She does not anticipate that it will take a large amount of her time. The grant application is due April 2.

ED Fike asked for permission to make the decision pending more information. Sense of the Board was to allow this to move forward. No formal motion made.

<b>Agenda Item #7</b>	<b>Consider CLIP project for drip irrigation on urban agriculture site</b>
Presenter	DiLeone

CTA Supervisor DiLeone reported:

- Applicant wants purchase a drip irrigation system for a planned urban farm to be built in the current lawn of a church on NE 54<sup>th</sup> and Killingsworth.
- The agreement between the farmer and the church is for 2 years.
- The system is portable and the farmer is committed to this part of Portland and plans to sell the produce at a local farmers market and possibly involve volunteers from a Life Skills Center nearby.
- The system costs \$1,570 and the applicant is asking for half of the cost, \$785. He will pay the other half.
- Considerations for the project are that it supports urban farming and water conservation, and would help prevent nutrient runoff.
- He is purchasing water from a neighbors city hook up and will meter his usage.

Vice Chair Till expressed concerns about setting a precedent for supporting this kind of project. He asked about the farmer's background.

DiLeone said the applicant knows a lot about urban farming and irrigation. DiLeone made full disclosure that he is associated with Lucas and the kickball team.

ED Fike asked about atypical aspects to this project.

DiLeone said that the 2 year lease is a short timeframe.

Questions were raised about whether the applicant will move.

**Sallinger/McCarty motion to approve payment of \$785 for CLIP project. Passed unanimously. (Till, Sallinger, McCarty)**

<b>Agenda Item #8</b>	<b>Designate representative to attend Board of Districts meeting April 27-29 at Sun river</b>
Presenter	Fike

ED Fike reported that the District needs a formal designation for a voting representative for Board of Districts meeting in April at Sunriver. She explained the conference and that the district will pay for room at conference rate and mileage.

Director Pope has served in past and had expressed interest to Fike, but she may have a conflict. She was not present at this Board meeting.

Board discussed designating Director Pope as the representative, with Vice Chair Till as an alternate in case Director Pope is unable to serve as representative.

**Sallinger/McCarty motion to designate Pope as the representative with Till as an alternate. Passed unanimously. (Till, Sallinger, McCarty)**

<b>Agenda Item #9</b>	<b>Plant Sale 2010 report</b>
Presenter	Shearin

SUL Supervisor Shearin reported:

- The Plant Sale was a success. It went smoother this year than in the past.
- There were 580 orders, a couple hundred more than last year.
- Oregonian coverage helped with publicity.
- There was a post-sale sale where orders that were not picked up were sold.

- Sale was good for raising awareness and generating interest in workshops.
- There were rain garden specific plants this year, and potted stock was reduced while rhizome plants were increased.
- Left over plants went to on-site planting and Stream Care.

Vice Chair Till asked about the number of orders from workshop participants.

Shearin said that no data was collected this year. It would be possible to ask when orders are placed about how the customer found out about the Plant Sale.

The possibility of incentives for buyers taking alternative transit to future sales was discussed.

Chair Masterson arrived after Plant Sale report.

<b>Agenda Item #5</b>	<b>Consent Agenda</b> <b>A. Approve SPACE grant for ecoroof project as recommended by Till and Adams</b> <b>B. Approve scheduled 1 step increase for Deb Ferguson per policy following positive on year review</b>
Presenter	Masterson

**Till/Masterson motion to approve both items on Consent Agenda. Passed unanimously. (Masterson, Till, McCarty. Sallinger abstains.)**

<b>Agenda Item #10</b>	<b>Treasurer’s report</b>
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FGM Adams reported that everything looks good; nothing is out of order. Interest rate on LGIE account is dropping below 1%, but nothing else looks any better.

Chair Masterson adjourned meeting at 6:45 p.m..

Date Decided/ Approved	EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed
3/1/10 Board Meeting	Sallinger/McCarty motion to approve Board Meeting minutes of 2/1/10 as submitted. Passed unanimously. (Till, Sallinger, McCarty)
3/1/10 Board Meeting	Sallinger/McCarty motion to approve 2/19/10 Special Session Board Meeting minutes as submitted. Passed unanimously. (Till, Sallinger, McCarty)
3/1/10 Board Meeting	Sallinger/McCarty motion to approve the increase of \$14,560 to \$29,560. Passed unanimously. (Till, Sallinger, McCarty)
3/1/10 Board Meeting	Board decided to allow ED Fike to continue gathering information about the District acting as the fiscal agent for the stormwater research project, and make a decision based on that information.
3/1/10 Board Meeting	Sallinger/McCarty motion to approve payment of \$785 for CLIP project. Passed unanimously. (Till, Sallinger, McCarty)
3/1/10 Board Meeting	Sallinger/McCarty motion to designate Pope as the representative with Till as an alternate. Passed unanimously. (Till, Sallinger, McCarty)
3/1/10 Board Meeting	Till/Masterson motion to approve both items on Consent Agenda. Passed unanimously. (Masterson, Till, McCarty. Sallinger abstains.)

Date Generated	NEW “Homework”/Action Items	Responsible Party(ies)	Due Date	Current Status as of date of draft Minutes
	<i>No new items.</i>			

<b>Date Generated</b>	<b>COMPLETED (FYI and to be replaced each month with current month's items):</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status as of Date of most recent Board Meeting</b>
2/1/10 Board Meeting	<i>ED Fike to contact Scott Fogarty of Friends of Trees to continue discussion begun at meeting</i>	<b>Staff</b>	<b>By 2/24/10</b>	<b>Completed</b>
2/1/10 Board Meeting	<i>Contact Sandy River Basin Watershed Council to insure Director Pope receives future meeting information</i>	<b>Staff</b>	<b>As soon as possible</b>	<b>Completed</b>

<b>Item #</b>	<b>Date Generated</b>	<b>IN PROCESS/NOT YET COMPLETED (Lettered items Board approved to remain on list as of 9/8/08)</b>	<b>Responsible Party</b>	<b>Due Date</b>	<b>Status as of Date of draft minutes</b>
<b>1</b>	12/4/06 Board Meeting	<b>#K</b> Land Conservation Committee to develop recommendations for a process for setting priorities/goals and decision making for Conservation Easement program and forward to Board	<b>Masterson &amp; Sallinger</b>	<b>Ongoing</b>	<b>In process</b>
<b>2</b>	2/12/07 Board Meeting	<b>#L</b> 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)	<b>Staff, Directors Pope, Davies</b>	<b>2/26/07</b>	<b>All contacts made and discussion started</b>
<b>3</b>	8/4/08 Board Meeting	<b>#F</b> Director Sallinger suggested a credit check and criminal background check on himself as the District's new treasurer and check signer	<b>Director Sallinger</b>	<b>By 9/8/08</b>	<b>Needs to be re-done</b>
<b>4</b>	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>	<b>Directors</b>	<b>As needed</b>	<b>Ongoing</b>
<b>5</b>	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>	<b>Staff</b>	<b>None specified</b>	
<b>6</b>	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>	<b>Sallinger and Fike</b>	<b>7/6/09</b>	<b>Questions drafted by Fike, vetted by Sallinger, sent to Mult. County. No response as of 10/9/09</b>
<b>7</b>	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>	<b>Staff</b>	<b>None specified</b>	<b>Scheduled for fall 09</b>

<b>8</b>	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>	<b>Staff and Directors as approved</b>	<b>Ongoing</b>	<b>Ongoing</b>
<b>9</b>	11/2/09 Board Meeting	<i>Board requested CTA's DiLeone keep them informed of proposed removal/fill applications as others come up.</i>	<b>Staff</b>	<b>Ongoing</b>	<b>Ongoing</b>
<b>10</b>	11/2/09 Board Meeting	<i>ED Fike will keep Board updated on Gateway Green and bring any concerns as soon as possible.</i>	<b>Staff</b>	<b>As they develop</b>	<b>Ongoing</b>
<b>11</b>	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>	<b>Staff</b>	<b>As they develop</b>	<b>Ongoing</b>
<b>12</b>	12/14/09 Board Meeting	<i>FGM Adams to renegotiate scopes of work and clarify other identified questions with proposed PIC grant recipients.</i>	<b>Staff</b>	<b>None specified</b>	<b>In process</b>
<b>13</b>	2/1/10 Board Meeting	<i>Research Federal House Resolution #875, Food Safety Modernization Act of 2009, re any potential impacts, as appropriate</i>	<b>Staff</b>	<b>None specified</b>	<b>Ongoing</b>
<b>14</b>	2/1/10 Board Meeting	<i>Continue recruitment search for Project Funding Committee members to help improve District's Social equity</i>	<b>Director Sallinger</b>	<b>By 4/15/10</b>	<b>Ongoing</b>
<b>15</b>	2/1/10 Board Meeting	<i>ED Fike to follow up with appropriate Projects in Conservation applicants for direction to District Led funds</i>	<b>Staff</b>	<b>Not specified</b>	<b>Ongoing</b>

<b>Date Generated</b>	<b>"Pervious Parking Lot/Bike Rack"</b>	<b>Responsible Party</b>	<b>Current Status</b>
2/4/08 Board Meeting	<b>#N</b> 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	<b>First meeting held 2/27/08; reported at 3/3/08 Board Meeting</b>
2/4/08 Board Meeting	<b>#Q</b> 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	<b>Ongoing</b>
4/3/06 Board Meeting	<b>#S</b> Keep on look-out for possible Associate Directors, keeping in mind the skill set needs of the Board	All Board and All Staff	<b>Ongoing</b>
3/6/06 Board Meeting	<b>#T</b> Board development ideas, requests and suggestions to Chair and/or Executive Director	All	<b>Ongoing</b>
4/7/08 Board Meeting	<b>#U</b> 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	<b>As they develop</b>
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	<b>Ongoing, no good options as of 11/2/09</b>

**Next Meetings:**

***Board and Budget Committee Meeting #3: Monday, April 5<sup>th</sup>, 2010, 6:00 p.m., 5211 N. Williams Ave.***

***Board Meeting: Monday, May 3<sup>d</sup>, 2010, 6:00 p.m., 5211 N. Williams Ave.***

***TSCC Budget Hearing: Tuesday, May 18<sup>th</sup>, 3:00 p.m., 5211 N. Williams Ave.***

***Board Meeting: Monday, June 7<sup>th</sup>, 2010, 6:00 p.m., 5211 N. Williams Ave.***