

Final Board Approval Date	
Board Secretary Signature	

MINUTES
East Multnomah Soil and Water Conservation District Board Meeting
Monday July 12, 2010, 6:00 PM
Conservation Corner, 5211 N Williams Ave, Portland OR 97217

Attendance:	
<u>Directors</u>	Rick Till, Vice Chair Dianna Pope, Secretary Laura Masterson, Chair – by phone
<u>Associate Directors</u>	Anne Peterson
<u>Regrets/Excused</u>	Bob Sallinger, Treasurer
<u>Not attending/not excused</u>	Ron McCarty
<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 Lisa Cohrs, Administrative Assistant (AA)
<u>Guests and Others</u>	Jill Kuehler, Friends of Zenger Farms

Agenda Item #1	Welcome, get refreshments
Presenter	Till

Meeting called to order at 6:10PM by Rick Till. Introductions are made.

Agenda Item #2	Review/ revise agenda Review of previous action items Approval of June minutes
Presenter	Till

Added to agenda:

- Consideration of additional SPACE application after consent agenda.
- Annual Plan draft distributed to Directors: needs to be approved in Aug meeting by the Board.

Review of Previous Action Items:

- Elections info being sent out
- Biogas meetings- there have been none
- Feedback on annual meeting date- set for 12 of August.
- Pope is verifying when signatures can be gathered for upcoming election.

Approval of June minutes.

Pope/Masterson motion to approve June 2010 Board of Directors Minutes as submitted. Passed unanimously. (Pope, Till, Masterson)

Agenda Item #3	Public comment
Presenter	Public

No public comment

Agenda Item #4	NRCS District Conservationist report
Presenter	Fedje

Steve Fedje was not available to report.

Agenda Item #5	Consent Agenda
	<p>A. Approve scheduled 1 step increase in pay following successful evaluation for K. Shearin, J. DiLeone and D. Bowman per current personnel policy</p> <p>B. SPACE grant #10-012</p> <p>C. SPACE grant #10-013</p>
Presenter	Till

Scheduled step increase for DiLeone & Bowman.

Pope/Masterson motion to approve entire consent agenda. Passed unanimously. (Pope, Till, Masterson)

Added SPACE grant11-001, SEAS Sustainable Rain Chains for discussion:

- Shearin discusses the desire to incorporate art into the Welcome the Rain event and that the idea of rain chains came forward. Currently, many rain chains are made from materials that are toxic to fish (copper, galvanized metal etc.), but they also create an emotional connection to the water. The PNCA/OCAC Applied Craft & Design “art sustainability and entrepreneurship” project proposes having MFA students do a charrette and going to the Rebuilding Center, choosing reusable/sustainable objects to create rain chains with sustainable, functional and aesthetic appeal. They would be on display at the Welcome the Rain festival and a contest for best design would be incorporated into the event. The intent is to offer appealing alternative solutions to stormwater management and create an emotional connection to water. Asking for \$1500.
- Peterson discussed her concerns about structural damage that can be done when rain freezes on these chains. Liability of municipality for promoting this use might be questionable if the District promotes their use.
- Stoughton says it is a great opportunity to talk about impact of copper on fish
- Grantee is open to having a dialogue about what materials are used, and creating a feedback loop on what we do and don’t want where concerns can be brought up easily. It was suggested to talk further to a structural engineer about what are acceptable variances. No action necessary by Board. Shearin will contact potential grantee to make some changes to proposal (i.e. weighting or tethering the bottom and a design that would not encourage the accumulation of ice), and if possible, consult an engineer/materials specialist, if they have access to one. She will then resubmit grant for discussion at August board meeting.

Agenda Item #6	Consider approving letter to Columbia River Gorge Commission
Presenter	Till

Till discusses that commission is required to bring a compliance plan on zoning & other water resource buffers. In this plan, there is no review for impact of water quality and resource outside of the buffer, including agricultural run-off.

Pope likes suggesting that they include guidelines for landowners. The scenic area is not appreciated by some residents, but most people who want to protect the land will respond to guidelines.

Masterson/Pope motions to approve letter to Gorge Commission. Passed unanimously. (Pope, Masterson, Till)

Agenda Item #7	Discuss rain water harvesting
Presenter	Shearin

Shearin discusses District plans to put in a water harvesting system in the building, but noticed questions begin to arise around this topic that created questions about promoting this in the community. Some issues are social and some are environmental.

- Some of the staff like them and have them at home, but the question is asked if it is the best use for public funds to promote this.
- District is promoting native landscaping where extra watering isn't necessary and pervious pavement so that water goes back into the ground.
- Cisterns would also need to be much larger than is really feasible for most residents because rain cycle is so seasonal in Oregon.
- Discussion overview is made in document from Board packet.
- Peterson addresses relationship between rate payers and the water bureau and the need to clarify people's individual needs. Not everyone is part of the Portland Water Bureau's jurisdiction.
- Stoughton asks how the District should approach questions about rainwater harvesting. Should it be discussed with the public?
- Pope asks if it would it be better to just provide information, the pros and cons for decision-making process. Shearin and Till also support this.
- Board agrees that no funding be placed in promoting rainwater harvesting systems, but that an information document be created to address questions and concerns. Shearin is working on a draft already.
- Stoughton & Shearin will be attending a rainwater harvesting workshop in August, issues could be brought up to discuss during that workshop.

Action Item: Shearin is working on draft for information to the public

Agenda Item #8	Proposed temporary part time CWMA coordinator position (in lieu of Americorps member)
Presenter	Shearin

CWMA is a weed management group for county. Organizations contribute money to coordinator position to manage email, website, outreach, 8-10 hrs per week. The position will be advertised. RC&D might be willing to administer the position, but if not, Shearin asks if the Board would be willing to administer and house the position within the District.

- Masterson inquires about the timing of the position. Shearin clarifies that it would be very soon because the current position ends August 1st.

Masterson/Pope motions to approve District administering the CWMA position if RC&D cannot do so. Passed unanimously. (Pope, Masterson, Till)

Agenda Item #9	Discuss current procedure for approving and signing contracts over ED's \$15,000 signing limit. Consider streamlining process between Board meetings.
Presenter	Fike

Fike proposes that the Board authorize any member available to review and sign for the District in order to streamline signing of large contracts to prevent delays, which has happened a few times with DiLeone's team in dealing with large crew contracts for time sensitive Streamcare work.

- Pope asks if Board should change rules for ED signing limit from \$15k to \$25k? Will they need to convene the Contracting Board to consider increasing the limit? She would prefer to pre-approve upcoming contract for DiLeone and then readdress at the August Board Meeting when more information about the number of large contracts and process of Contracting Board is available.
- DiLeone and Adams are considering going to the RFP model for larger contracts, but more research and preparation needs to happen before the District can begin putting these contracts out to bid. CTA staff will continue to monitor Streamcare and weed control contract crews to verify that work is being done effectively, and they will continue to investigate the most effective ways to implement those contracts. Masterson agrees with Pope that further discussion should happen at the August Board Meeting.

Masterson/Pope move to authorize Till to sign for upcoming \$50k StreamCare contract for DiLeone. Passed unanimously. (Masterson, Pope, Till).

Agenda Item #10	Approve amendment to contract with Ash Creek for StreamCare work. Together with existing contract total amount is over ED's signing limit.
Presenter	DiLeone

An amendment is needed for an additional \$14,190 because the work took twice as long due to late rains, a very wet spring and unusually high Canary Grass growth.

Pope/Masterson move to approve Personnel Services Contract No. Passed unanimously. (Masterson, Pope, Till)

Agenda Item #11	Review elections procedures, deadlines, rules and how potential candidates can obtain information
Presenter	Fike

Election packets are available whenever they are needed. A half dozen calls have come in and requirements have been conveyed. Does it include date for Voter Pamphlet?

Action Item: Cohrs will contact County for those who are interested.

Agenda Item #12	Discussion of support funding for watershed councils, amounts and process/requirements.
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Presenter	Fike
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Approved funding for watershed councils at \$25k. Fike would like to check in around process for this with the Board.

- Beginning of the fiscal year, watershed councils send letter for funding, sometimes present programs to Board. District has asked for a narrative about how the funding benefits their (and our) work. Board is ok with process.
- Fike asks if Board would like to have presentations done by the Watershed Councils they support. It was agreed that they would.
- Pope would like to make sure that Board is aware of how District funds are used by the Watershed Councils.

Agenda Item #13	Discuss and potentially schedule next round of strategic planning
Presenter	Fike

Till gives overview of a weed meeting held by a few Districts to discuss how everyone is using resources to eradicate weeds and how Districts can put more money towards weed control. It was suggested that taking some funds away from PIC grants and instead prioritizing our own projects might be considered. End result, District needs to do some strategic planning to figure out how things are going to evolve.

- Pope says that strategic planning meetings are good for building confidence, trust, providing common language.
- Discussion over when to have meeting. General agreement to focus on dates before Thanksgiving or beginning of December. Possibly at Menucha.

Agenda Item #14	Follow-up on/resolve remaining items from ODA operational review
Presenter	Fike

Sallinger and Fike went through Compliance list. District was missing non-smoking poster. It was then hung. There were a number of further items to consider:

- What about a standing Personnel Committee meeting? It was decided to have these twice a year coinciding with a Land Conservation Committee meeting. Committee will give proper notice to staff.
- Obtain copies of public records meetings & manuals? Till would like a copy plus one more in-house.
- Insurance agent for risk management discussion? Pope would like to meet with them.
- Would Board like a more formal reporting mechanism for grant deliverables? Masterson likes how it is going now, Pope agrees.
- Increasing Director's involvement in community? When it's appropriate. Till replied that District already does that. If there are specific events or opportunities, District can help Board.
- More officer designations? No.
- District encourages the Board to spot check financial system. Process that we have keeps D&O in check. We can talk to insurance agent about this.

Board considers operational review resolved. Till states that operational review has been completed.

Agenda Item #15	Treasurer's report
Presenter	Adams

Adams stated that the District is in excellent financial position. Adams is still in process of finalizing fiscal year end accounting and will have draft (unaudited) financial statements for FY 2009-2010 ready at the next Board Meeting August 2nd.

Agenda Item #16	Announcements and reminders
	<ul style="list-style-type: none"> • Annual meeting reminder • Quotes and more for Annual Report?
Presenter	All

- Annual meeting: remember date! Cohrs to send Peterson the event poster.
- Annual report: Masterson has volunteered statement, but if someone else has time... Till- asks for older copies and would be willing to look at it. Quotes are also welcome.
- Welcome the Rain date change, moved into October because Sept was too early. It will be held October 23rd in Atkinson Elementary on SE 58th Ave & SE Division.

Agenda Item #17	Review action items, Adjourn
Presenter	Fike, Till

- Fill-in for NCRS Fedje will be invited to attend meetings in his absence
- Work with Faye for rain chains
- Fike and Adams will find out about Contracting Board procedures
- Bring information about contracting approval and procedures
- Invite Watershed Councils to present to Board
- Looking at Dec/mid-Nov for strategic planning meeting
- Semi-annual Personnel Committee meeting will occur with Land Conservation Committee
- Till will receive manuals for public meetings.
- Cohrs will send Peterson a poster for annual meeting
- Invite list will be sent to Pope for annual meeting
- Till will get examples of previous annual report introductions

Meeting adjourned 8.15pm