

West Multnomah Soil & Water Conservation District
Montgomery Park
2701 Vaughn Street, Suite 450
Portland, Oregon 97210
503-238-4775

Adopted WMSWCD Minutes 01-03-08, approved 2/19/08

1. Meeting location and time

- a. Location: Montgomery Park
- b. Time: 6:30 pm
- c. Meeting called to order by Director Joslin, Chair for this meeting, at 6:30 pm

2. Introductions/Agenda Approval

a. Those attending:

- i. Directors: Callison, Joslin, Lightcap, Sowder, Peterson, Preeg-Riggsby
- ii. Associate Directors: John Eccles
- iii. Staff: Jim Robison
- iv. Agencies: Rhoda Portis, NW RC&D
- v. Guest(s): Dick Springer

b. Additions to agenda:

- i. Soil Carbon Workshop
Peter Donovan, from Enterprise, OR, and Abe Collins, from Vermont, are the SCC presenters and they are available either Jan. 17 or Jan. 20.
Their in-depth (four-hour) workshop would be for approximately 40-50 farmers, foresters, soil scientists and members of the public.
- ii. NW RC&D report and distribution of copies of *NWRC&D Area Plan 2008 – 2012*.

c. Special report:

- i. Rhoda Portis of the NW RC&D distributed copies of the *NWRC&D Area Plan 2008 – 2012*. She reported that it had been approved by the State Conservationist.
- ii. She also noted that the office in Forest Grove would be closing and the new office would be at the Ag Service Center on the West side of Hillsboro located at 1080 SW Baseline, Hillsboro where it would be co-located with the FSA, the Tualatin SWCD, and the NRCS.
- iii. The next RC&D Council would meet on January 24 at that location.
- iv. She reported that the Sturgeon Lake Group would be meeting on January 23rd at the ODF&W office on Sauvie Island.
- v. She also told the Board that the Spirit Mountain Community Fund desires a full proposal from the WMSWCD/OACD Video Project funding request. She informed the Board that the full proposal could be submitted by January 15 or it could be submitted in March. There will be no February submissions. She said that her advice would be that the proposal required a *memorandum of Understanding* between WMSWCD and the OACD addressing such subjects as how

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and where the equipment will be housed and how it will be used. She also told the Board that the Spirit Mountain Community Fund no longer accepted hard copy submissions, but wished all submissions to be submitted electronically (online). John Eccles said that he thought that the time frame between January 3rd and January 15th was too short to accomplish the *Memorandum of Understanding* and coordinate with John McDonald of the OACD. He suggested that March would be a better target date for submission.

- vi. Rhoda said she was pleased to inform the Board that the Clackamas Stewardship Partners has been selected for the "Two Chiefs' Partnership Award". This award, from the Chief of US Forest Service and the Chief of NRCS, recognizes the Clackamas Stewardship Partners for their collaborative efforts to enhance ecosystem health and economic viability of local communities within the Clackamas River Watershed. The Clackamas Board of Commissioners will honor this achievement at their meeting on January 31st.

4. Minutes and Treasurers Report

- a. Director Preeg-Riggsby submitted an amended minutes for the September 18, 2007 Board meeting. (See document: *Draft WMSWCD Minutes 09-18-07 tpr edits.doc*). The corrections were: to replace *secretary* with *treasurer* in reference to the treasurer's report section 4, subheading (a) and (b); and to add the following to the sentence She said that further work needs to be devoted to developing a policy ***when the new District Manager is hired***. Also she suggested inserting a subheading (c) which read as follows:

c. Preeg Riggsby discussed the need for a way for employees to pay for expenses without using their own funds. Bill Goode, previous Treasurer, had applied for a debit card; At a previous meeting Bob Wiley suggested that the District use credit cards instead of a debit card. There was discussion and agreement amongst Board members that Preeg Riggsby and Robison should pursue credit cards for District employees. No vote was taken.

The Board discussed for a second time issuing credit cards to District staff. Director Preeg-Riggsby and District Administrator Jim Robison provided additional details. [See document *Agreement to Accept the U.S. Bank One Card*.] She informed the Board that the type of charge card available would allow the District to review charges, and would make the user legally responsible for proper usage.

Director Sowder made a motion, seconded by Director Preeg-Riggsby to accept the Draft Minutes 09/18/07 as amended. Passed with four YES votes

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(Sowder, Lightcap, Peterson, Preeg-Riggsby; with two abstentions: Callison and Joslin.

- b. Director Sowder made a motion, seconded by Director Lightcap, to accept the Draft Minutes for the November 16 Board/Annual Meeting. Passed with four YES votes (Sowder, Lightcap, Peterson, and Preeg-Riggsby); No NO votes; and two abstentions (Callison and Joslin).**
- c. Treasurer's Report.**
- i.** The following documents were submitted in packet:
- *WMSWCD General Fund Budget vs. Actual-July 2007 Through June 2008*
 - *WMSWCD Balance Sheet As of January 3, 2008*
 - *WMSWCD Transaction Log for December 2007*
 - *WMSWCD Unpaid Bills Detail as of January 3, 2008*
 - *WMSWCD Open Invoices as of January 3, 2008*
- ii.** Treasurer Preeg-Riggsby informed the Board that there was one unpaid bill that did not appear on the *Unpaid Bills Detail as of January 3, 2008*. Travel re-imburement for airline tickets and car rental were presented for the candidate for District Manager's position who flew down from Alaska at the request of the personnel committee. Director Preeg-Riggsby said a budget revision is necessary. **Director Lightcap made a motion, seconded by Director Sowder, to reimburse the candidates travel expenses.** Jim Robison informed the Board that the budget could be revised to move \$1,008 from *Contingency to Administrative Travel*. **Chair Lightcap revised his motion to read: to transfer from Contingency to Administrative Travel to cover the reimbursement expense. Motion Passed with 6 Yes and 0 No votes.**
- The Board discussed the necessity for a reimbursement policy. After the motion passed, Director Preeg-Riggsby commented that it was the inviting organization that usually meets the travel expenses (i.e., buys the tickets). (Discussion referred to later in the meeting.)
- iii.** District Administrator Jim Robison informed the Board that the reimbursement of the Sturgeon Lake Fund required the adoption of the following resolution: *A resolution transferring a portion of "General Operating Contingency" to "Transfer to Sturgeon Lake Fund"*. **Director Lightcap made a motion, seconded by Director Preeg-Riggsby to adopt the Resolution. The Motion passed with six YES votes.**

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[The Board suspended the regular meeting to enter *executive session at 6:40 p.m.* for the purpose posted in the Agenda "ORS 192.660(2)(a), 192.660(7) Re: Hire of District Manager"]

Meeting reconvened.

5. Directors Reports

- a. Director Preeg-Riggsby announces a Tryon Creek Watershed Council and Friends of Tryon Creek sponsored Conservation and erosion control workshop on Saturday January 26, 2008.
- b. Jim Announces that the District owes \$700.00 in OACD annual dues; and OACD encourages Districts to pay more if they can. The Board agrees to pay \$700.00 dues.
- c. Jim brings to the attention of the Board the 2008 Budget Process Calendar (coming up soon). [See document *West Multnomah Soil & Water conservation District Budget Calendar Draft (01/03/08)*]
- d. Director Joslin reported on the ESCO/Sauvie Island landfill expansion. Conditional use permit status. Jeff reported that his group had submitted three hundred pages of comment to the Public Record and that fifty other comments had been received by Multnomah County. He also reported that the City of Portland possibly could consider his four Hundred and fifty feet of shoreline as an environmental mitigation site for North Portland Harbor.
- e. Associate Director John Eccles suggested that he report on the Sauvie Island shore erosion workshop and Sauvie Island shore erosion group at the next regularly scheduled board meeting.
- f. District Administrator submitted a written staff Report entitled: *1/3/2008 Staff Report - November/December 2007 – submitted by Jim Robison.*
- g. Jim Robison also distributed the WMSWCD newsletter: *District News West Multnomah Soil & Water Conservation District, Vol. 1, Issue 1 – December 2007* prepared by District Staff Sanjane Ceesay.
- h. NRCS District Conservationist Steve Fedje submitted a written entitled *DC Report – NRCS Activities – December 2007* outlining EQIP, CSP, WHIP, and other program activities

6. Old Business

7. New Business

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a. Decision to support the choice of the personnel committee for District Manager

Director Callison made a motion to accept the *Letter of Agreement with Dick Springer as modified during discussion during the executive session.* [See Terri Preeg-Riggsby email of revised document.¹] The Original *Letter of Agreement for Dick Springer created* written by Brian Lightcap after review by the personnel committee, dated 12/07/07, was modified in two areas:

- i. The two \$5,000 performance incentive salary increases at 6 months and one year.
 - a. Old Language: “The initial performance evaluation will also be at 6 months to determine whether your salary shall be increased by \$5000. There will be a second evaluation at one year from your start date to determine increasing your salary by an additional \$5000. Annual salary and/or cost of living increases will be based upon subsequent reviews will be once per year.”
 - b. New Language: The initial performance evaluation will also be at 6 months to determine whether your salary shall be increased. There will be a second evaluation at one year from your start date to consider increasing your salary further. Annual salary and/or cost of living increases will be based upon subsequent reviews, once per year. Specific performance criteria, and specific associated salary increases, will be further established over the first 180 days of employment by the Board
- ii. And, the sentence referring to a “vehicle allowance policy” (See: *Notes from executive session of WMSWCD Board meeting of January 3.doc*²
 - a. Old Language: “Further, we agreed that we will *negotiate* a vehicle allowance policy.”
 - b. New Language: “Further, we agreed that we will **consider** a vehicle allowance policy.”

Motion Passed with Six YES votes (unanimous).

- iii. Dick Springer accepts revised Letter of Agreement.

b. Decision to be a PERS employer

[See document: *A Resolution selecting OPSRP Membership for West Multnomah SWCD*]

Director Lightcap made a motion, seconded by Director Sowder to approve the resolution *A Resolution selecting OPSRP Membership for West Multnomah SWCD.* Decision regarding health benefit and life insurance [See document: *A Resolution Adopting Employee Benefits for West Multnomah SWED.*] **Passed with six YES votes (unanimous).**

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- c. **Director Lightcap made a motion, seconded by Director Joslin, to adopt the document: *A Resolution Adopting Employee Benefits for West Multnomah SWCD*. Passed with five YES Votes (Sowder, Lightcap, Callison, Joslin, and Preeg-Riggsby) and one NO vote (Peterson).**
- d. Budget Revisions
[See document: *WMSWCD Salary Detail –FY 07-08*.]
- e. **Director Lightcap made a motion, seconded by Director Callison, to adopt the document *WMSWCD Salary Detail –FY 07-08* with The difference between *Total Personal Services adopted* of 197,000 and *Total Personal Services Proposed* of 186,000 (\$11,000 put into *Program Assistants*. Passed with five YES Votes (Sowder, Lightcap, Callison, Joslin, and Preeg-Riggsby) and one NO vote (Peterson).**

8. **Non-Agenda items**

- a. Discussion RE: erosion workshop and local input
[See email from Peter Donovan; 1/5/2008 8:51:09 AM; The Soil Carbon Opportunity: Portland, Jan 18 and 19; and Callison email: 12/28/2007 2:54:10 PM; Attn: Request Hosting of Soil Carbon Workshop]
Director Callison proposes to the district that WMSWCD (and others) co-host/sponsor an additional workshop utilizing the above subject and speakers on Jan. 17 or Jan. 20.
Board endorses the PSU workshops (Jan 18, 19, 2008) and the establishment of a *carbon land bank*; but decided timeline is too short to sponsor and get sufficient attendees to a second workshop.

9. **Confirm next meeting date and location and adjourn**

Next regularly scheduled meeting: February 19, 2008 at Montgomery Park

List of Documents:

- Agenda for January 3, 2008 WMSWCD Board of Directors Monthly meeting.
- Staff Report: *1/3/2008 Staff Report (November/December 2007 – submitted by Jim Robison*
- NRCDC Report: *DC Report – NRCS Activities – December 2007* outlining EQIP, CSP, WHIP, and other program activities
- Minutes:
 - *Draft WMSWCD Minutes 11-16-07*
 - *Draft WMSWCD Minutes 09-18-07*
 - *And Draft WMSWCD Minutes 09-18-07 tpr edits.doc*
- The following financial documents:
 - WMSWCD General Fund Budget vs. Actual-July 2007 through June 2008

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- WMSWCD Balance Sheet as of January 3, 2008
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- *A Resolution selecting OPSRP Membership for West Multnomah SWCD*
- *A Resolution Adopting Employee Benefits for West Multnomah SWCD*
- *WMSWCD Salary Detail –FY 07-08*
- *A resolution transferring a portion of “General Operating Contingency” to “Transfer to Sturgeon Lake Fund”*
- *Agreement to Accept the U.S. Bank One Card*
- *Lightcap/Robison Letter of Agreement – 13/07/07*
- *Joslin/Preeg-Riggsby Letter of Agreement 01/03/08*
- *West Multnomah Soil & Water conservation District Budget Calendar Draft (01/03/08)*
- *NWRC&D Area Plan 2008 – 2012*
- *: District News West Multnomah soil & Water Conservation District, Vol. 1, Issue 1 – December 2007*

¹ Richard S Springer letter 1_03_08-edited by Terri at Board meeting.doc

² Notes from executive session of WMSWCD Board meeting of January 3.doc