



WMSWCD Minutes 1/27/09

1. Meeting location and time

- a. Location: Montgomery Park
- b. Time: 6:00 pm; The meeting was called to order at 6:25 PM.

2. Introductions/Agenda Approval

- a. Those present:
 - i. Directors: Hartline, Lightcap, Miller, Preeg Riggsby, Sowder
 - ii. Staff: Dick Springer (District Manager); Kammy Kern-Korot (Conservation Team Leader); Mary Logalbo (Conservation Planner); Erica Stokes (Executive Assistant);
 - iii. Agency: Steve Fedje (NRCS)

3. Oath of Office and Board Officer Elections

- a. Marshall Miller and George Sowder were sworn into office by Chair Lightcap.
- b. Officer Elections for the following positions were approved with **5 YES votes and 0 NAYS**. Director Sowder made a motion to approve the nominees and Director Miller seconded the motion.
 - i. Board Chair- Brian Lightcap
 - ii. Vice-Chair-Jane Hartline
 - iii. Secretary-George Sowder
 - iv. Treasurer-Terri Preeg Riggsby

4. OACD Lower Basin Chair Vote

- a. Chair Lightcap is running for Lower Basin Chair of the Oregon Association of Conservation Districts, and asked the board to vote for one of the two candidates, himself, or Don Guttridge, the current chair. He explained there are 8 basins in Oregon and 11 conservation districts in the Lower Basin. The Basin Chairs along with the association officers act as the Board for the Directors for the OACD. Lightcap stated that as Lower Basin Chair his priorities would be: 1) Creating better board and staff relationships through education (e.g. SDAO trainings); 2) Envirothon; 3) RAP Camp.

Brian Lightcap was supported for Lower Basin Chair with **5 YES votes and 0 NAYS**. Director Sowder made a motion to support Brian Lightcap as Lower Basin Chair and Director Preeg Riggsby seconded the motion.

The board abstained from voting for a Lower Basin Vice-Chair as they had no information about the candidates or their platforms.

5. Minutes and Treasurers Report

- a. **Minutes were approved for November 2008 with 5 YES votes and 0 NAYS**. Director Lightcap made a motion to approve the minutes and reports. Director Miller seconded the motion.

b. Treasurer’s Reports

- i.** *WMSWCD –Unpaid Bills Detail-As of January 22, 2009*¹
- ii.** *WMSWCD-Balance Sheet- As of January 22, 2009*²
- iii.** *WMSWCD-General Fund Budget vs. Actual-July 2008 through June 2009*³
- iv.** *WMSWCD-Journal- December 2008*⁴

Director Preeg Riggsby noted that a large check with written for the purchase of a new vehicle through a state purchasing agreement, approved by the board in June 2008, that will be picked up at the end of the week.

Manager Springer also noted that a check was cut to Ash Creek Forest Management for outstanding expenses on the three ECREP projects that the District manages. Manager Springer and Staff Kern-Korot met with Ash Creek representatives to discuss how best to manage communication on the ECREP projects for the future. As the District is signing a new IGA with Clean Water Services (CWS), and Ash Creek is one of CWS’S go-to contractors for ECREP work as well as a company the District hope to work with in the future, Manager Springer decided to compromise and pay for the outstanding work to settle the dispute and move forward.

Director Miller raised questions about the budget reports, namely about the large budgeted amounts in some areas, *Contracted Services* and *Production Costs*, and the small amount of dollars that have been spent in these areas; and about the *Grants* portion of our income i.e. that we were behind on our projected income by about \$40,000. Director Preeg Riggsby pointed out that the budget vs. actual expenses are tracked with current actual expenses (year-to-date) compared to the entire amount budgeted for the year. Grant funding is less than expected at this point in the year, but staff continue to apply for grants for this fiscal year.

6. Directors and Staff Reports

- a. Staff Reports:** Dick Springer submitted a written Manager’s Report⁵. Staff members Mary Logalbo⁶, Scott Gall⁷, Kammy Kern-Korot⁸, and Carolyn Myers Lindberg⁹ submitted reports. Kammy highlighted the completion of her annual ECREP report, the success of the Small Woodlands Workshop from her report, and noted that she, Scott Gall, and Director Sowder would be attending a conference on Vashon Island that deals with similar focus areas regarding small woodlands management. She also noted her attendance at the Urban Ecology and Conservation Symposium and the many good contacts that she and fellow attendee, Mary Logalbo, made.



1 *WMSWCD –Unpaid Bills Detail-As of January 22, 2009*
 2 *WMSWCD-Balance Sheet- As of January 22, 2009*
 3 *WMSWCD-General Fund Budget vs. Actual-July 2008- June 2009*
 4 *WMSWCD-Journal October 29-November 13,2008*
 5 *Manager’s Report to Board*
 6 *Mary Logalbo’s Staff Report for Board*
 7 *Scott Gall’s Staff Report for Board*
 8 *Kammy Kern-Korot Staff Report for Board*
 9 *Carolyn Myers Lindberg Staff Report for Board*

Mary Logalbo presented the *District Invasive Weed Program*¹⁰ PowerPoint to the board to further educate and increase support for a program the District hopes to launch in the spring; funds will need to be allocated in next year's budget. Director Sowder noted that there are invasive weeds in the Rock Creek area. Logalbo noted that Rock Creek is not of the focus areas of the program at this time because of other District efforts in that area like ECREP projects, but Director Sowder was encouraged to report the invasive weeds on the Weedmapper website (<http://www.weedmapper.org/>) to increase awareness and treatment of invasive weeds.

Manager Springer, Kern-Korot and Director Lightcap encouraged the board to provide feedback about the program, to share ideas about how best to outreach to landowners whose property would benefit from the invasive weed program, particularly those on the McCarthy Creek headwaters, and to attend the bi-weekly District staff meeting for any further edification on staff programs and outreach strategies.

Director Hartline volunteered to inform her neighbors on Sauvie Island about Purple Loosestrife, one of the 10 Early Detection and Rapid Response (EDRR) species that will be focused on by the Invasive Weeds Program participants.

- b. **NRCS Report:** Steve Fedje noted that he would like time at the next board meeting to discuss the Farm Bill. Additionally, he informed the board of an upcoming teleconference about various funding sources offered by the USDA for Conservation Innovation Grants, Ag Water Enhancement Program and the Cooperative Conservation Partnership Initiative.

7. Discussion:

- a. **Board Business & Budget Committees:** Chair Lightcap suggested the board have three committees: finance; personnel; and natural resources. Director Preeg Riggsby wanted to know the purpose of the committees. Chair Lightcap noted that for example, the Finance Committee might review/prepare for the audit, prepare new reporting systems for the board meetings, more deeply track board expenses, etc. Director Hartline noted the small size of the board and suggested that rather than having committees that meet on a regular basis, the board should have committees that meet on an as needed/project basis. The board liked this idea and Director Lightcap requested that the Erica Stokes contact the directors about which committee they would be interested in joining.

Chair Lightcap also suggested the idea of the board meeting twice a month for shorter time periods as this seems to be the trend with other districts. Director Preeg Riggsby noted that she would be unable to meet more than one time per month because of time constraints.

Lastly, Chair Lightcap asked if the board would like to change the monthly meeting time from the fourth Tuesday of each month as the board member who originally requested that date is no longer on the board. Director Miller said that the fourth Tuesday of the month is very difficult for him, and any day would be better. Director Preeg Riggsby made a motion to move the board meetings from the fourth Tuesday of the month to the third Tuesday of each month. Director Marshall seconded the motion.

The motion was **approved with 5 YES votes and 0 NAYS.**

¹⁰

District Invasive Weed Program PowerPoint

Manager Springer encouraged the board to refer to the *2009-10 Budget Calendar*¹¹ for the upcoming Budget Committee meetings. Thus far, we have 3 committed citizen budget committee members, but are hoping for 7 members in total. Manager Springer is still hoping to hear from two citizens who participated in the past, and asked the board members who know those folks to reach out to them to confirm whether or not they plan on participating in the upcoming budget process. Director Lightcap encourage Manager Springer to reach out to some of the folks who volunteered in the past, 14 in total, most of whom were not selected as there were not enough positions.

- b. Board Vacancies:** Chair Lightcap noted that there is a vacancy on the board for an At-Large Director and suggested that the board seek a candidate to represent the urban aspect of the District. Director Hartline suggests that the board, rather than choosing someone immediately, takes their time and finds candidates who will fulfill strategic needs of the board and District. Director Preeg Riggsby further suggested that the District could use the upcoming Budget Committee meetings, and the citizen advisory committee, to see if any of those folks are good candidates for the At-Large position. The board decided to discuss candidate names at the March board meeting, and the District will notify the public of the vacancy at that time. The vacant Associate Director position will be discussed at the February board meeting.
- c. Sturgeon Lake Grant Status:** Manager Springer notified the board that he had informally learned the OWEB Technical Assistance Grant the District sought for Sturgeon Lake is going to be denied. The reason for that decision is unknown at this point, but the formal decision should be received in February. Thus, the Sturgeon Lake Planning Committee is going to regroup in late February. Scott Gall and Rhoda Portis will be spearheading that effort.
- d. OSU Extension MOU:** Manager Springer informed the board that he had been in discussion with Oregon State Extension Services (OSUES) regarding their desire to be housed within the District offices for a trial basis. Multnomah County no longer funds OSUES so they are seeing partners to help with their programming needs. The *Oregon State Extension Service Draft Memorandum of Understanding*¹² was presented and highlights what the two entities will provide. Manager Springer and the staff are excited about the opportunity to have such resources as plant identification, gardening information, and education workshops available on sight for the District's constituents. Director Hartline made a motion to let Manager Springer continue negotiations and sign the MOU when he was satisfied with its terms. Director Preeg Riggsby seconded the motion.

The motion was **approved with 5 YES votes and 0 NAYS.**

- e. TSCC Funding Proposal:** Manager Springer shared the final *TSCC Funding Proposal*¹³ (a draft proposal was shared with the board at the November 2008 meeting). The new proposal asks that each of the taxing districts fund a portion of TSCC with an annual payment of \$500. The proposal will go before the Oregon House of Representatives soon and Tom Linhares, TSCC Executive Director, asked for Districts to either offer support or opposition to the bill if possible. Director

¹¹ *2009-10 Budget Calendar*

¹² *Oregon State Extension Service Draft Memorandum of Understanding*

¹³ *TSCC Funding Proposal*

Preeg Riggsby made a motion to offer support for the bill. Director Hartline seconded the motion.

The motion was **approved with 5 YES votes and 0 NAYS.**

- f. **Reeder Appeal:** A *Notice of Intent to Appeal*¹⁴ for the Reeder property was presented to the board by Manager Springer. The appeal involves a decision by the Multnomah County to deny the Reeder, Sauvie Island residents, the ability to expand their RV Park. Manager Springer wanted to know if the board as a whole, or any Sauvie Island residents on the board in particular, wanted to take a position regarding the appeal. The District will continue to abstain from commenting on such matters, but board members are encouraged to comment on such things when they have interest if they are acting only on behalf of themselves only, and not as representatives of the District.
- g. **Clean Water Services MOU:** The *Proposal for the CWS MOU and Historical Perspective*¹⁵

8. New Business:

- a. **Strategic Plan Review & Adoption:** The *Strategic Plan*¹⁶ was **approved with 5 YES votes and 0 NAYS.** Director Preeg Riggsby made a motion to approve the strategic plan. Director Hartline seconded the motion. Director Hartline requested that the plan be discussed at the next board meeting due time constraints.

Confirm next meeting date and location and adjourn.

The next meeting will occur at 6:00 PM on Tuesday, February 13, 2009 at the Montgomery Park building.

Meeting adjourned by Chair Lightcap at 8:35 PM

¹⁴ *Notice of Intent to Appeal*

¹⁵ *Proposal for CWS MOU and Historical Background*

¹⁶ *Strategic Plan*