

West Multnomah SWCD Board Meeting, April 15, 2008
Montgomery Park
2701 N.W. Vaughn St. Suite 443
Portland, Oregon 97210
503-238-4775

-Draft WMSWCD Minutes 04-15-08

- 1. Meeting location and time**
 - a. Location: Montgomery Park**
 - b. Time: 6:00pm**
 - c. Meeting called to order by Chair Brian Lightcap at 6:00pm.**

- 2. Introduction/Agenda Approval**
 - a. Those Present:**
 - i. Directors: Brian Lightcap, Kim Peterson, Dick Springer, George Sowder, Terry-Preeg-Riggsby.**
 - ii. Associate Directors: Bob Wiley, John Eccles.**
 - iii. Staff: District Manager, Dick Springer; District Administrator, Jim Robison; Conservation Planner, Kammy Kern-Kort; Minutes, Kristin Quevedo**
 - iv. Agency: NRCS District Conservationist, Steve Fedje.**
 - v. Sowder wanted a discussion of the hybrid, availability issue and price.**

- 3. Minutes and Treasurers Report**
 - a. Director Brian Lightcap called the meeting to order seconded by Sowder to approve the draft WMSWCD minutes from 3/19/08.**
 - b. There was a motion to approve the minutes.**
Director Preeg-Riggsby requested that the 2nd paragraph under 4c be deleted (about 'NW RCD & Tryon Creek Restoration'.)
 - c. Director Preeg-Riggsby made a 2nd motion to approve the minutes as amended, seconded by Director Sowder, and the minutes were passed with 6 yes votes; 0 No votes, and abstentions.**

Jim Robison submitted the following financial reports:

- i. WMSWCD Balance Sheet As of April 15, 2008*
 - ii. WMSWCD General Fund Budget vs. Actual – July 2007 through June 2008*
 - iii. WMSWCD Journal – March 2008 [3 pages]*
 - iv. WMSWCD Open invoices – as of April 15, 2008*
 - v. WMSWCD Unpaid Bills Detail – As of April 15, 2008*
 - vi. Form LB-30 – Requirements Summary by Fund, Organizational Unit or Program – 4/15/2008*
 - vii. Form LB-20 – Resources General Fund – 4/15/2008*
 - viii. Form LB-10 – Special Fund Resources and Requirements – 4/15/2008*
- d.**
 - e. Treasurer's Report: Treasurer, Terry Preeg-Riggsby reported that all bills were paid. (See document WMS&WCD April 15, 2008 Balance Sheet.)**
 - f. However, there was a discussion about the bill for Clean Water Services. (See April Balance Sheet: Open Invoices)**

The Board discussed entry number 88 & 89 under *Open Invoices for 4/15/2008* for payment under the ECREP program partnership with Clean Water Services of Washington County. The discussion centered around whether it was preferable for WMSWCD to hold FSA (the Farm Services Agency) CREP funds until disbursed to CWS as reimbursement, or to remit the total funds to CWS directly before the work (project) was completed by WMSWCD (as a contractor to CWS for ECREP).

The District has received \$16,788 from FSA. The District has an invoice for \$3,408. Jim Robison wanted to know if we should send a check to Clean Water Services. He pointed out that we have a credit (for \$13,788) and wanted to know if we could pay the bill in a few months. He said he would contact CWS about this.

- g.** Also, there was a request by director Terry Preeg-Riggsby told the board members to look at the bills.
- h.** It was also noted that a check was sent to Sen Spiroff for the Garlic Mustard disposal for 2007.

4. Directors and Staff Reports:

- a. Kammy Kern-Korot, Conservation Planner:** reported she visited the **Skyline School** to discuss their interest in having their school be green.

District Conservationist Kammy Kern-Korot discussed the completed ECREP project at Abby Creek. (See document: *Tour for small Acreage Horse Owners Abbey Creek Stables, 15248 Germantown Road, Portland – sponsored by WMSWCD Saturday, April 12, 2008.*)

She reported that 5000 plants were planted at the headwaters of Abby Creek. Also, they found a fence installer to fence out the horses, and that the construction was all done to specifications. The Clean Water project's landowner was happy with the results, especially that the blackberries were replaced. The property got a sign that read, ***Private Creek Enhancement Project.***

She reported on the horse manure and pasture management program. (Please see the document: *WMSWCD sponsored Equine workshops and Tours for March & April.*)

Kammy also reported that there was increased outreach to horse owner's in Clackamas, Washington and Columbia Counties. Two workshops were held about *Mud Manure Management* and *Pasture Management*. The result was an on site visit to the offered a tour: Abbey Creek Stables and Shadysprings, also spoke with the Old Peoples' Riding Club @ the Abbey Creek Stables. She networked and spoke to horse owners. Also, she put together a flier for horse owners about good conservation practices for horse owners. She stated that she wants to build a relationship with all Multnomah county horse owners, especially on Sauvie Island. The brochure covers what you can do to compost manure, get the horse out of the mud, and improve the water quality. She stated that District Americorp Kate McQuillan was creating a brochure on *Weeds*. Kammy also expressed interest in doing more brochures, specifically *Forestry*, and *Restoring Riparian & Wildlife Habitat Restoration*. The horse tour had 15 people at the Abbey Creek Stables. She put together a document about horse manure and pastures management to promote conservation.

Also, she reported that the Audubon Society is interested and supportive of the efforts going on at Sauvie Island. She wants to bring anyone to the island for support of bird habitat in the wetlands.

She also discussed interest in putting together a summit about the Oregon White Oak on Sauvie Island, in partnership with Audubon Society and Metro.

Kammy expressed interest in the restoration of Wapato State Park, and discussion ensued. There is bio-control agent for scotch broom. There is an insect that will eat the seeds, so the plants will still be there, but they will not be able to reproduce. There was also a discussion about Goat Herds to manage and control the growth of ivy... this is part of the Early detection/Rapid Response on weeds.

Director Lightcap suggested the meeting move forward.

b. District Manager submitted the document: April 15, 2008 Board Meeting – Director’s Report.

Director Springer reported on working with the Budget Committee and approving the budget for WMSWCD for the Fiscal Year 2008-2009. (*See Handout 2008-09 Approved Budget Checklist & accompanying attached documents.*)

Kate McQuillan (Americorp Invasive Control Coordinator) was at the Oregon Zoo for the premier of OPB’s Invasive plant television series. (OPB series begins April 21.) Invasive Plant Species Booklets will be prepared.

Director Springer and Chair Lightcap attended the ODF&W Budget Hearing. They presented a letter to the agency director urging funding for Sturgeon Lake.

They also met with BES watershed manager, Jennifer Devlin, to review Fanno Creek and Tryon Creek priorities.

Kammy has been able to work with Conservationist, Dave Bowman, who works for us on a contract basis. Dick said that he would check and see if WMSWCD was getting its share of work from Dave for which WMSWCD had contracted.

Dick Springer has continued to be in training sessions in Salem, and will accompany Steve to go to Salem this week. Springer met with and networked with the USDA and the conservation staff of the North Willamette Basins Conservation Partners and asked for Environmental Services Watershed list of people and areas.

Dick said he and Director Lightcap will be going Roseburg to meet with the OACD Board of Districts Meeting May 4th and 5th. Director Lightcap said that the issue of SWCD District dues would be discussed.

District Manager Dick Springer discussed his efforts on making an effort to get out and meet all the groups. He met with Sauvie Island Drainage Improvement Company at their April 10th Board Meeting. The Drainage District Board thanked us for our grant to help defray the cost of a study of the hydrology of Sauvie Island. The WMSWCD Board expressed curiosity about the reasoning behind the apparent inability of the Drainage District to pay for this study from its own funds gathered from assessments levied the property owners benefiting from the district.] District Administrator Jim Robison expressed concern over that fact that even though the owners are paying a fair share, there are things like replacing pumps are beyond their capability. Dick also pointed out to the Drainage District that the County’s

mitigation plan for re-vegetation for the new Sauvie Island Bridge included putting trees on the dike; something prohibited by FEMA rules. It was pointed out again that FEMA would not insure [the dikes on] the island unless the trees are removed and backfilled.

Dick announced that **EAST Multnomah Water& Soil Conservation District** has relocated to the North East side of Portland. WMWSCD is now in transition on how to work stuff out, because some of the office equipment has been moved. Jim Robison pointed out that WMWSCD does have a budget for office stuff like phones; chairs etc. and we can talk to the building manager regarding more office equipment.

- c. **Jim Robison, District Administrator** reported that he had been supporting Kammy, Dick and Sanjane and that he had completed the *2008-09 Approved Budget Checklist & Budget Message* (w/accompanying documents.) for the TSCC (Tax Supervising & Conservation Commission of Multnomah County).
- d. **Steve Fedje, District Conservationist**, NRCS District Conservationist, informed the board that a new EQIP (Environmental Quality Incentives Program) signup period had begun and the anyone interested had until Oct. 2nd to sign up. He said he is nearly finished with the biological assessment for Metro WHIP project on the Multnomah Channel (near Rocky Point Road).

He also invited all to attend the OACD round table of the Conservation Partnership Leaders.

- e. **Terry Preeg-Riggsby, Director and Treasurer, reported** on the mentor program, and that 10 have gone to training. They will be restoration planners for the landowners. She reported that the Electro fishing was successful, and they found 3 Coho, and Steelhead in Tryon Creek. The monitoring is on video, and OPB, KOIN, and BES (Bureau of Environmental Services) were there. KOIN got excited again about the story and ran stories on the web, radio, and TV.
On May 3rd TCWC will have a workshop on Storm Water Management which will include Friends of Tryon Creek, the bureau of Environmental Services, and the SW Watershed Resources Center.
- f. **John Eccles** had nothing to report about the Bank Enhancement District because they are still in discussion. Sam Chen of OSU and the Corp of Eng. held a meeting on Sauvie Island to discuss the BED goals to effectively maintain the bank. We should expect a report in the near future. Sam Chen expressed interest to come to the board to discuss these issues.
- g. **Bob Wiley** reported that ODF & W are in their Budget Processes, and are holding public meetings to discuss potential fishing licenses and fee increases.

5. New Business

- a. **Rap Camp Video.** (See Document: *Rap Camp Video Project: A SWCD/OACD Involvement Review*) The board discussed SWCD/OACD involvement of the RAP CAMP VIDEO. At the March board meeting; Director Joslin asked for a short review or summary of what action (s) had being taken by the district in regard RAP CAMP Video Project. Director Lightcap responded by discussing the MOU, which was written by OACD & NWRC&D. The Board referenced the following two documents in their discussion:

1. *Cooperative Agreement between WMSWCD & the OAOCDF*
2. *RAP Camp Video Project – A SWCD/OACD involvement Review*

The board discussed the issue of what the District could be obligated to spend if the other districts commitment of funds fell through. It was discussed that all parties were all on board with the project. We have the grant application, and the matter of the equipment will be that OADC will be responsible for keeping it.

Director Terry Preeg-Riggsby brought up some concerns. First she was wanted to know who would be responsible for the design? and wanted to know if WMWSCD was responsible for the fliers, for (\$500).

Director Lightcap responded that other districts have also pledged money, and they have agreed to fund other parts. Of the \$27,000 of the project fund was going to staff time.

There was further discussion about the RAP CAMP Video Project Draft, and an attempt to clarify and decipher who would be responsible for the rest of the funding. **Director Preeg-Riggsby** was concerned about the other groups not coming through with the help and finances promised, and ultimately based on the agreement, WMWSCD would be responsible for the remaining expenses. (i.e. \$3000). Director Lightcap reassured the board that he has obtained promises from 7 other districts that say they will help with the finances. Lightcap insisted that the project could be done, and emphasized that Rhoda had helped with the MOU, which Spirit Mountain needed between OACD and WMSWCD on the use and care of the equipment.

Director Preeg-Riggsby brought up concerns about Sanjanes' Americorps service ending, and wondered if this could affect the RAP CAMP agreement. It was decided by the board to change the draft, and substitute a WMWSCD staff person to develop brochures, instead of an Americorp person, because it was not guaranteed that the district would not be able to get another Americorp person on board.

Director Springer interjected that the Budget Committee could set aside time for helping with this, and could possibly hire someone on a contract basis to help. Furthermore, funds could be redirect, and the contingency funds could also help.

Director Preeg-Riggsby made a motion to edit the draft as discussed above and submit the document as amended to the OACD. Director Sowder 2nd the motion. Motion passed unanimously with 4 YES votes.

- c. **Grant Programs: Jim Robison** wanted the opportunity to review with the board the Fish and Care Grant Program.

He reiterated his suggestion that the board should appoint the appropriate someone to help with members to the grant committee, specifically the third member which should be neither a WMSWCD Board member nor a member of the staff of WMSWCD.

District Manager Dick Springer recommended to the Board that WMSWCD continue its commitment of \$3,200.00 to support the West Willamette Restoration Project (under the

auspices of the Three Rivers Conservancy). \$3700 was recommended for the West Willamette Restoration Project. PGE is involved in the project, and have worked with the Terwilliger Parkway, with Ivy removal.

District Manager Dick Springer also drew the Board attention to the Three Rivers Land Conservancy document: *Backyard Habitat Sponsorship Agreement*.

Jane Cronlund has proposed a contribution from WMSWCD for staff training and a major commitment for WMSWCD. District Manager Dick Springer advised the Board that he needs more information from the Board whether they want to support this project. The support is not entirely monetary, but would include things like computers, and having volunteers to help with planting and other restoration projects for small residential parcels.

6. Discussion:

- a. **Logos:** Director Preeg-Riggsby inquired about the Logos design from Nane, who has been working with Jim Robison on repackaging the Logo designs. It was suggested that everyone could look over the designs and give feed back...and that the decision about the Logo could be discussed at next month's meeting.

- b. **Office Space Changes:**

The document referenced by the Board in the following discussion of leasing new office space was a letter addressed to Dick Springer from the Bill Naito Company – Montgomery Park I, LLC, dated April 7, 2008 entitled: *RE: Montgomery Park I, LLC – Lease Proposal for Suite 453*.

District Manager Springer requested advice for the re-organization of WMSWCD office space (now that EMSWCD has completed their move to their new location). He pointed out, that this opportunity might not last long before the building space under consideration would be offered to someone else. The extra space (approximately 1,200 Square Feet) would allow room for growth and would allow WMSWCD to consolidate its space. The additional cost for the year would be \$13,000. The question was raised if this was in the budget.

(See document Montgomery Park I, LLC Lease Proposal for Suite 453.)

Director Sowder made a motion, seconded by Director Lightcap, authorizing District Manager Dick Springer to proceed with negotiations for a lease for new office space with Montgomery Park I LLC. Motioned passed unanimously, with 4 YES votes. [Lightcap, Preeg-Riggsby, Sowder, Peterson.]

Director Preeg-Riggsby left the meeting at approximately 8:00 pm. Board lacks quorum. Meeting adjourned. However the Board continued to discuss as follows:

- c. **Strategic Plan:** Director Lightcap wanted to carry over the discussion about the Strategic Plan to next month. Dick Springer invited everyone to contact him, and that the board can set aside time next month or two to make any changes to the document.
- d. At the end of the meeting the Board briefly discussed whether WMSWCD should take a position in regards to the proposed Liquefied Petroleum Gas on the lower Columbia River and the associated pipelines. This was in response to a letter from the Clackamas County SWCD *Proposed Liquefied Natural Gas (LNG) facilities, pipeline in Clackamas County, the Mid Willamette Valley and Northwest Oregon*.

The Board discussed briefly the probable costs of imported LNG, markets and possible destinations for the majority of the natural gas and also some of the possible environmental impacts. The board concluded at this time that there was insufficient information nor guidance from the current WMSWCD business plan to proceed further at this time.

- e. Director Sowder mentioned that Mark Wilson (Portland Parks and Recreation Dept supervisor for the Forest Park Wildfire Reduction Program) would like to come to talk to the Board at the May 20th meeting; but Director Sowder said he would be unable to attend since SRN and FPNA had scheduled a meeting for the same evening. He requested the Board consider changing the date of the May WMSWCD Board meeting to Wednesday, May 21st.

- 7. **Confirm next meetings date and location. WMS&WCD May 21, 2008, at 6:00pm at the Conservation Conference Room, 2701 N.W. Vaughn St. Suite 443, Portland, Oregon.**
Director Lightcap adjourned the meeting at 8: 00pm.

Documents Submitted:

1.2008-09 Approved Budget Checklist & Budget Message (w/accompanying documents. Contact: Dick Springer.) **(1.** Budget Message-ORS 294.391; **2.** Proof of publication of Budget committee meeting-ORS 294.401; **3.**LB/ED 1-3-ORS 294.416; **4.** Budget Detail Sheets; **5.** Master Salary Schedule ORS 294.352; **6.** Evidence that the Budget committee approved the budget-ORS 294.406; **7.** Evidence that the Budget Committee set the tax levy – ORS294.406; **8.** Summary of inter-fund transfer; **9.** Percentage of assessed value growth used; **10.** Un-collectible rate used; **11.** Proposed Budget Change Summary; **12.** Copy of Resolution Approving the 2008 Budget; **13.** Copy of Debt Schedule.)

2.Rap Camp Video Project: A SWCD/OACD Involvement Review (Lightcap).

3.Montgomery Park I, LLC Lease Proposal for Suite 453.

4.WMSWCD Balance Sheet, *April 15, 2008.*

5. Board Support For Adopt-A-Highway for Weeds (Correspondence and Program Rules.)

6. Americorp Updates By Sanjane Ceejay.

7.Clackamas County SWCD: Green Living Rain Garden/Bioswale Poster Discussion.

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Tour for small Acreage Horse Owners Abbey Creek Stables, 15248 Germantown Road, Portland – sponsored by WMSWCD Saturday, April 12, 2008.

April 15, 2008 Board Meeting – Director’s Report (Author: Dick Springer)