

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

WMSWCD Minutes 07/15/08

1. Meeting location and time

- a. Location: Montgomery Park
- b. Time: 6:00 pm

2. Introductions/Agenda Approval

- a. Those present:
 - i. Directors: Lightcap, Callison, Goode, Peterson, Sowder, Preeg Riggsby
 - ii. Staff: Dick Springer (District Manager); Erica Stokes (Executive Assistant)
 - iii. Agency: Steve Fedje (NRCS)

Chair Lightcap called the meeting to order at 6:02 PM.

3. Minutes and Treasurers Report

- a. Additions were made to the agenda
 - i. Review, approval of Dave Bowman's contract for 2008-09 (Added to New Business)
 - ii. Logo Discussion (Added to Discussion)
- b. Director Lightcap made a motion, seconded by Director Sowder, to approve the *Draft minutes for WMSWCD Board meeting of June 10, 2008*. Director Goode requested change to agenda: his name needs to be added on the list of directors present. With change, agenda passed with 4 YES votes, 0 nays.
- c. Treasurer Preeg-Riggsby submitted the following financial documents:
 - i. *WMSWCD –Unpaid Bills Detail-As of June 30, 2008*¹
 - ii. *WMSWCD-Balance Sheet- As of June 30, 2008*²
 - iii. *WMSWCD-General Fund Budget vs. Actual-July 2007 through June 2008*³
 - iv. *WMSWCD-Journal-June 2008*⁴

Director Peterson asked for explanation on the following expenditures listed in the *Journal*: Hayles, TriMet passes for AmeriCorps staff, Cedar Canyon, and DJC. Director Preeg Riggsby and Manager Springer explained that Hayles was an used office supply vendor and that a cabinet was purchased; the TriMet expense will be discussed under that agenda item later in the meeting; Cedar Canyon is a water cooler company and we now use them for monthly water delivery service; and that DJC is the *Daily Journal of Commerce* and that our required "Notice of Budget Hearing" was listed there.

4. Directors and Staff Reports

¹*WMSWCD –Unpaid Bills Detail-As of June 30, 2008*

²*WMSWCD-Balance Sheet- As of June 30, 2008*

³*WMSWCD-General Fund Budget vs. Actual-July 2007- June 2008*

⁴*WMSWCD-Journal-June 2008*

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- a. Office Removal and Expansion:** Dick Springer reminded the Board that the lease for our expanded space was signed three weeks ago. Construction work is in progress and is to be completed prior to August 1, 2008, the target move date. Manager Springer reported that the built-in desks and cabinets were not going to be purchased as the cost is too great, in excess of \$10,000. Furniture will thus be acquired from used furniture stores or by other less expensive means. Springer noted that he has priced other desks for \$400. He also asked the Board to consider assisting in the move. We will follow the state and federal records retention policies as we move, store, and purge resources in the move process. The Board will be contacted the week prior to the move date to assess their availability to assist in the move.
- b. Staff Hiring:** Introduction of new Executive Assistant, Erica Stokes to Directors. Manager Springer discussed Erica's previous experience with non-profits with budgets at the \$1,000,000.00 level and how this experience will benefit WMSWCD. Manager Springer then moved on to discussion of the Conservation Technician position for which interviews are being held. Out of the 20+ candidates that applied, 6 were chosen to interview, 4 of which had previous experience with other SWCDs. Manager Springer thanked the Directors and Steve Fedje for their participation in helping to conduct the interviews
- c. Sturgeon Lake:** Momentum for the project is growing. Dick Springer and Directors Peterson and Lightcap attended the meeting on July 9, 2008. OWEB (Roger Woods) has deemed this a credible endeavor. Director Lightcap noted that we are working to develop a better rapport with Multnomah County so that when the Endangered Species Act pushes through the Sturgeon Lake project will succeed. The County was not originally part of the Management Council, but Director Lightcap and Manager Springer have met with Multnomah County Commissioner Cogen to explain the history and significance of the project. Senior Planner Chuck Beasley was also present and Roy Iwai (county transportation water quality specialist) has joined the work group.
- d.** Dick Springer submitted a written Manager's Report⁵. AmeriCorps staff, Kate McQuillan and Sanjane Ceesay, also submitted written Reports⁶. Director Preeg Riggsby noted that Manager Springer left out his meeting with the Stevens Creek Friends Group who phoned her to thank her for his participation in assisting them in moving forward.
- e. NWSA:** On June 30, 2008 Manager Springer met with Northwest Services Academy regarding our AmeriCorps positions. NWSA has decided to defer WMSWCD's sponsorship or one year while we transition our staffing. Director Preeg Riggsby: what would come of the work/budgeted dollars that was supposed to be addressed by the new AmeriCorp positions that are no longer happening? Manager Springer offered a three-pronged strategy: 1) have Sheila Ault from the Oregon Department of Agriculture (ODA) provide technical assistance to

⁵July Director's Report to WMSWCD Board

⁶July Staff Reports for Board

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us on water quality issues; 2) ask Jim Johnson (ODA) to assist with conducting land use surveys; and 3) use that staffing allocation & perhaps contingency reserves to hire an additional staff person i.e. a Conservation Technician on January 1, 2009. Director Preeg Riggsby suggested that perhaps we should just hire someone to conduct a land use survey.

6. Discussion:

- a. District Manager Dick Springer reminded the Directors to view the ODA Packet. August 26, 2008 is the deadline for submission of the election packet. The public notice regarding the election process has been posted and published. Director Preeg Riggsby asked if there are going to be any open seats, but as of now, it appears that all the seats will be filled with incumbents. Director Lightcap is checking with Director Jeff Joslin to confirm that he will be running again. All other directors are going to do so.
- b. Dick Springer also provided the board with the Ethics Handbook and requested that the Directors read them. The handbook specifies information about disclosure, prohibitions, and a multitude of other things. If the board has further questions, Manager Springer suggests they check with ODA or the state Ethics Commission.

7. New Business

- a. **Review, approval of 2008-09 ODA SOW Draft:** This draft just arrived as Sheila Ault of ODA forwarded her recommended changes today. She emphasized that ODA funds are provided to organizations to focus primarily on water quality and the draft will be edited accordingly. Manager Springer also brought to the Directors' attentions Task #7 and the monies allocated for marketing materials. With the new logo in place, Manager Springer would like to procure 'pasture sticks', shirts, ball caps, and gloves etc., to expand public awareness and recognition of WMSWCD. Director Callison requests that a line be added to include Director training in Task #3 as a part of Staff Training. Manager Springer will do so. Director Callison moved, Preeg Riggsby seconded, and the draft was approved unanimously.
- b. **Vehicle Use Policy:** According to Manager Springer this is listed under "New Business", but perhaps would have been better placed under "Discussion". The SUV is in the parking lot and the SDAO has insured the van. Currently, employees who drive the vehicle must give a photocopy of their driver's license for our file. There is a trip log in the van for accurately recording mileage for reimbursement. Manager Springer will create a resolution regarding the van and WMSWCD's policies to present to the board at the next meeting. We also have the opportunity to purchase a hybrid Ford SUV in the future if we choose.
- c. **Tri-Met Passes for Staff:** Manager Springer is asking the Directors to consider reimbursing staff for bus passes. The question concerns how much of a reimbursement WMSWCD will provide. For the AmeriCorps staff, Manager Springer reimbursed them 100% as this was included in the contract WMSWCD signed with NWSA. Dick Springer will research how much other districts are reimbursing and bring these numbers to the board at the next meeting.

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- d. Board Meeting Calendar for 2008-09:** There is a consensus vote from the Directors indicating that they would like to move the coming board meetings to the fourth Tuesday of each month. Manager Springer also asks the board to consider topics for coming meetings e.g. WMSWCD's small grant programs (FISH & CARE)-- what is the process for screening; a possible retreat in the fall (October) to discuss our mission/vision, etc.; bringing in guest speakers from other organizations to address the board like ODA Jim Johnson.
- e. Dave Bowman's Contract:** Manager Springer tells the board that Dave's contract is up for renewal and that we share his time with East Multnomah SWCD. We pay up to \$19,000 per year and a quarter of his mileage during the year. Manager Springer is concerned with how Dave reports his time i.e. how we manage him. He would like to see Dave use a better method to record his work for our purposes namely, in grant reporting that we have to do. Manager Springer has asked Kammy Kern-Korot to work with Dave on this, but is hoping a firm system can be established. Manager Springer has spoken to other districts who work with Dave and has heard that they have had the same issues. Director Callison wonders if WMSWCD has a problem providing enough support to our staff, and perhaps he needs training in documentation. She also wants to know if other staff is required to do the same recording so that the system is fair. Director Sowder suggests that we talk to Clackamas SWCD to see what they do when they work with Dave to see if they have a good system in place for recording. Director Preeg Riggsby suggests we renew the contract only if there is a stipulation that allows us to exit the contract if he doesn't do the required documentation. The board votes to renew the contract if a termination clause exists and so long as Dave Bowman gets training on recording. Director Callison abstains as she feels it is unfair for only one staff person to have to record their work in this fashion rather than all staff.
- f. Logo Follow up:** Director Preeg-Riggsby would like WMSWCD to get a bid from the person who designed the new logo on a professional package i.e. a display board, business cards, stationary, etc. She will solicit the graphic designer and get a bid to present at the next meeting. Erica Stokes will begin to price marketing materials e.g. pasture sticks, caps, gloves, etc.

Confirm next meeting date and location and adjourn.

Next meeting will take place on August 26, 2008 at 6 PM at Montgomery Park.

The Board moved into Executive Session at 7:55 pm to discuss the Managers six-month performance review and salary adjustment, and adjourned at 8:25 pm.