

WMSWCD Minutes 09/23/08

1. Meeting location and time

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

2. Introductions/Agenda Approval

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

The meeting began at 6:08 PM.

3. Minutes and Treasurers Report

- a. **Minutes and Treasurer's Reports were approved for July 2008 and August 2008 meetings with 5 YES votes and 0 NAYS. July minutes were approved on a motion made by Director Callison, seconded by Director Sowder. Corrections were made to the August minutes per the request of Director Callison.**

b. Treasurer's Reports

- i. *WMSWCD –Unpaid Bills Detail-As of September 16, 2008*¹
- ii. *WMSWCD-Balance Sheet- As of September 16, 2008*²
- iii. *WMSWCD-General Fund Budget vs. Actual-July 2007 through September 1608*³
- iv. *WMSWCD-Journal- July 16- September 16, 2008*⁴

Director Preeg Riggsby let the board know that there is a staff request to move payroll to two times a month (see Discussion), and that PERS is finally being taken out of the bank account. She and District Manager Springer also mentioned that the format of the budget is being worked on to make it more accessible to the board, staff, and the public. Discussion occurred about the possibility of sending out a more detailed version of the budget- keeping track of what has been budgeted for a project, line item and amount (percentage) spent to date reported on a monthly, or perhaps quarterly basis in an "Appropriated vs. Actual" format rather than "Budget vs. Actual" format.

4. Directors and Staff Reports

- a. **Staff Reports:** Dick Springer submitted a written Manager's Report⁵. Staff members Kammy Kern-Korot⁶, Mary Logalbo⁷, Scott Gall⁸, and Dave Bowman⁹ also submitted reports. Manager

¹WMSWCD –Unpaid Bills Detail-As of September 16, 2008

²WMSWCD-Balance Sheet- As of September 16, 2008

³WMSWCD-General Fund Budget vs. Actual-July 2007- September 1608

⁴WMSWCD-Journal-July 16- September 16, 2008

⁵July Director's Report to WMSWCD Board

Springer highlighted an event he attended referenced in his report (see Sept. 20th meeting) involving an announcement by OWEB and Meyer Memorial Trust to provide funding for watershed projects in our region. They will fund projects up to \$125,000. The letter of interest is due on, November 11, 2008.

- b. Staff Hiring:** Manager Springer invited the board to assist in the process of screening candidate applications for the Education and Outreach Communication Specialist position on, Wednesday, October 1, 2008. Interviews will be held the following week with approximately 4-6 candidates to be interviewed.
- c. Directors Reports:** Director Callison noted that she is seeking funding to continue a project she assisted with involving digitizing old maps to make them available online. Many of these maps Director Callison has come across show the original waterline of areas where we now have restoration projects and we may benefit from having maps that showing the original waterlines.

Director Preeg Riggsby told the board of District staff Mary Logalbo's involvement in training mentors of Tryon Creek Watershed Council (TCWC) and indicated that she was hopeful that there would be further partnership between the District and TCWC in on the ground restoration projects in particular.

Chair Lightcap discussed meeting with District staff Mary Logalbo and Kate Holleran of METRO regarding invasive species removal around Miller Creek. This area provides a great opportunity for us to work in partnership with other agencies including the City of Portland and METRO which will hopefully render future support from them for our projects.

6. Discussion:

- a. NW RC&D Pacific Rim Conference:** Manager Springer suggested that we sponsor the NW RC&D Pacific Rim Conference at the \$1,000 level which would cover the cost of 2 attendees from WMSWCD and name recognition for us. Director Peterson is currently involved in the planning of the conference, and Director Sowder has been involved with the organization in the past. District Manager Springer has involved WMSWCD in the following ways: 1) He has lined up a city commissioner to help with the "Welcome"; 2) He has solicited Sauvie Island Lavender Farm to provide lavender items for the attendee gift bags; and 3) He has committed to providing staff volunteer time at the event. Discussion ensued about which two board members would attend per the allotment given with the sponsorship.

⁶ Kammy Kern-Korot's Staff Report for Board

⁷ Mary Logalbo's Staff Report for Board

⁸ Scott Gall's Staff Report for Board

⁹ Dave Bowman's Staff Report for Board

Director Lightcap made a motion, seconded by Director Goode, to vote on the \$1,000 sponsorship. Director Goode asked that the motion be amended such that funds will be added to the \$1,000 sponsorship as necessary to accommodate any others (presumably Directors) who wish to attend the RC&D conference. Motion as amended passed with five YES votes.

- b. Board Retreat:** The board was asked to review the Long Range Plan¹⁰ created in 2005 in preparation for the upcoming annual board retreat on, Saturday, October 25, 2008. District staff, Erica Stokes, will email this document to the board as well. Manager Springer asked the board to submit agenda items for the retreat to him, and he is making the same request of staff who will attend the retreat for part of the day. Director Callison asked what the purpose of the retreat is. Manager Springer responded that the retreat gives us the opportunity to reassess our mission, vision, and work plan to enable us to become a more effective organization, will help us prepare for the upcoming budget season, and will ideally help to further unite board and staff. Erica will also look into the possibility of having a facilitator for the board retreat (either from Technical Assistance for Community Services (TACS) and the Special Districts Association of Oregon (SDAO)).
- c. Workshop Suggestions:** District Manager Springer invited the board to submit ideas for workshops that the District will host this year. We will host a Small Woodlands Workshop on December 6, 2008. As part of the Scope of Work for the grant funds we receive from the Oregon Department of Agriculture, we are required to do between 3 and 4 workshops this year. Director Callison suggested that we host a workshop that will educate constituents in the process of applying for small grants like our FISH and CARE grants, and Oregon Watershed Enhancement Board (OWEB) grants. In doing so, we can also educate the public about what our programs are, and get them through our doors. The workshop might be 2 hours in length, 30 minutes of which would be used to explain our programming, and the remaining 1.5 hours would be teaching the public how to write effective proposals.

Director Preeg Riggsby suggested that the District could partner with Tryon Creek Watershed Council to do quarterly workshops. Additionally, she suggested that rather than doing a new workshop each quarter that we repeat workshops that are successful with the intention of getting new attendees at each workshop. This model saves time and money.

- d. Endorsement for Tualatin Hills Park and Recreation District's \$100 million Bond Measure, 34-156:** District Manager Springer sent out the information on the Endorsement for Tualatin Hills Park and Recreation District's \$100 million Bond Measure, 34-156¹¹ via email, and though the deadline has past for endorsing the measure using the form provided, suggests that the District endorse the measure regardless. He noted that in addition to other things, of

¹⁰ Long Range Plan for WMSWCD 2005

¹¹ Endorsement for Tualatin Hills Park and Recreation District's \$100 million Bond Measure, 34-156

the \$100 million requested in the measure, \$16-17 million would be allocated for trails in Multnomah County in areas we serve e.g. Miler Creek, Abbey Creek. Director Callison responded via email in support of the endorsement originally, but as others did not, Manager Springer wanted to bring it to the board's attention in person. Discussion ensued about the possibility of voting via email. Director Preeg Riggsby made a motion to endorse the bond measure. Director Callison seconded the motion.

The motion was passed with 5 YES Votes, and 1 NAY Vote (Director Peterson).

- e. **Moving Payroll to Two Times per Month:** Director Preeg Riggsby noted that there was a request by staff to have payroll moved from one time a month to two times a month explaining that a semi-monthly schedule is done most commonly in the professional world. This would marginally increase the fees associated with running payroll. Director Callison made a motion to alter the payroll schedule from one time a month to two times a month. Director Preeg Riggsby seconded the motion.

The motion was passed with 6 YES Votes, and 0 NAY Votes.

- f. **Oregon Association of Conservation Districts (OACD) Revision to the Constitution and Bylaws:** Manager Springer requested that the board review and approve the Revisions to OACD Constitution and Bylaws / Conflict of Interest Policy¹². Director Lightcap will put forth the District's vote of acceptance or rejection of these proposed revisions at the annual OACD meeting. Director Lightcap made a motion for approval of the revisions, with this approval to be given by him, on behalf of the District, at the annual meeting. Director Sowder seconded the motion.

The motion was passed with 6 YES Votes, and 0 NAY Votes.

7. New Business

- a. **Vehicle Use Policy Resolution:** Director Sowder made a motion to adopt the Vehicle Use Policy¹³. Director Callison seconded the motion.

The motion was passed with 6 YES Votes, and 0 NAY Votes.

- b. **TriMet Bus Policy Resolution:** Director Preeg Riggsby made a motion to adopt the TriMet Pass Policy¹⁴. Director Callison seconded the motion.

The motion was passed with 6 YES Votes, and 0 NAY Votes.

¹² *OACD Constitution and Bylaws / Conflict of Interest Policy*

¹³ *Vehicle Use Policy*

¹⁴ *TriMet Pass Policy*

- c. **Board Seat:** Director Jeff Joslin has resigned from the board. Jane Hartline has filed to fill the vacant seat and is the only person on the ballot. Director Lightcap made a motion to appoint Associate Director Jane Hartline to fill the board director position for zone 2 from which Director Joslin has resigned for the remainder of his term. Director Preeg Riggsby seconded the motion.

The motion was passed with 6 YES Votes, and 0 NAY Votes.

- d. **Staff Credit Cards:** Manager Springer requested that District staff Scott Gall, Mary Logalbo, and Erica Stokes be given permission to have District credit cards. Director Lightcap made a motion to approve these staff credit cards. Director Sowder seconded the motion.

The motion was passed with 5 YES Votes, and 1 ABSTENTION (Director Callison).

8. Additional Items

- a. **Letters and Cards:** Erica Stokes will send a card to John McDonald of the OACD on behalf of the District. A letter of thanks will be sent to former Director Joslin encouraging his future participation with the District via either the budget committee or as a workshop host possibly.
- b. **OACD Conference Attendance:** Staff and Board are encouraged to attend the annual OACD meeting occurring from: October 31, 2008 – November 3, 2008. Staff members are registering via Erica Stokes and the board may do so as well.
- c. **TSCC:** Manager Springer informed the board that the TSCC for Multnomah County is being considered for possible disbandment per upcoming legislation. In attempt to keep the organization running, TSCC is looking for other ways to pay for their costs including having all the Districts that receive tax monies paying a portion of TACS costs. Director Callison asked why TSCC had such a large budget if they only have 2 staff members. District Manager Springer noted that TSCC will be providing us with documents that explain the cost breakdowns and he will share those with the board when they are received.
- d. **Easements:** NRCS District Conservationist Steve Fedje asked the board if the District has any interest in holding easements. The board wanted to know the costs associated with holding easements. Steve will provide a response for the board and they will discuss the idea of holding easements at the annual retreat.
- e. **Display Board:** Director Preeg Riggsby asked if the District could spend \$500 on the creation of a new display board promoting the District to be used at community events. Director Lightcap made a motion to permit the board to approve the bid for the display board via email (if it is \$500 or less). Director Preeg Riggsby seconded the motion. The email vote is a one time event.

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

The motion was passed with 6 YES Votes, and 0 NAYS.

- e. **KOIN:** Manager Springer requested the board's permission to pay \$8,334.00 to KOIN for participation in the *Do the Right Thing* marketing campaign referenced at the last board meeting. This amount was not allocated when the budget was formed thus it would have to come from the contingency fund. Director Preeg Riggsby asked if it was a direct marketing campaign. Dick said no it is not direct marketing for the District, but 12 of our agency partners are participating. Manager Springer attended the steering committee meeting for the campaign and advocates that the District commit to involvement for this first year, and then can decide on our future participation based on how this first year goes.

Director Preeg Riggsby asked if there was enough money in our contingency as we are adding new staff and will not have AmeriCorps staff. Manager Springer noted that the new staff was already added into the budget when it was created. The District also included Sturgeon Lake as a budget item, not as a possible contingency, and Manager Springer does not believe that there will be any additions to that budget amount. Director Callison asked if KOIN can track if they will drive folks from their website to ours. Manager Springer will look into that.

- f. Jane Hartline suggested that the District proceed with participation in the campaign now, and discuss future participation at the retreat. Director Goode asked if KOIN will provide us with metrics. Director Lightcap said yes. Director Lightcap made a motion to approve the expense of participation in the *Do the Right Thing* campaign, to be paid for from the District's contingency fund. Director Preeg Riggsby seconded the motion.

The motion was passed with 5 YES Votes, and 1 NAY Vote (Director Peterson).

Confirm next meeting date and location and adjourn.

There will not be a meeting in October. The board will attend a board retreat in October.