



## WMSWCD Board Meeting Minutes 09/20/2011

### 1. Meeting location and time

- a. Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 450, Portland
- b. The meeting was called to order at 6:00 PM.

### 2. Introductions/Agenda Approval

- a. Those present:
  - i. Directors: Hartline, Lightcap, Miller, Patte, and Sowder; Associate Director W. Miller
  - ii. Staff: Michelle Delepine (Conservation Technician); Dick Springer (District Manager); Erica Stokes (Executive Assistant)
  - iii. Guest: Mike Houck (Intertwine); Jen Seamans (Southwest Watershed Resources Center); Jonathan Soll (Intertwine)

### 3. Minutes and Treasurers Report

- a. **Minutes**
  - i. *WMSWCD 06/21/11 Board Meeting Minutes*<sup>1</sup>

**Director Patte made a motion to approve the minutes. Director Lightcap seconded the motion. The motion was approved (5-0), ayes, all.**

- b. **Treasurer's Reports**
  - i. *WMSWCD-Balance Sheet- As of Sept. 16, 2011*<sup>2</sup>
  - ii. *WMSWCD-General Fund Budget vs. Actual- July through Sept. 16, 2011*<sup>3</sup>
  - iii. *WMSWCD-Profit and Loss Budget Performance July 1- Sept. 16, 2011*<sup>4</sup>

### 4. Presentations

- a. **Jen Seamans, Southwest Watershed Resources Center**
  - i. Funding Request

Jen requested \$5,000 of Limited Partner Funding in support of an intern to carry on with the outreach work that WMSWCD previously funded last fiscal year. Jen is the only true staff person at SWRC and interns enable her to meet the needs of SW residents whose conservation needs are greater what the Backyard Habitat Certification Program serves, but less than those than what WMSWCD manages, i.e. not over an acre or along a riparian area.

- b. **Jonathan Soll, Intertwine Alliance**
  - i. *Intertwine Alliance Presentation and Budget*<sup>5</sup>

The board requested that a follow up Q & A happen as a result of Mike Houk's presentation and to the board in June 2011, and that the funding request be held until that Q & A. Jonathan requested \$10,000 from the board which would be 6% of the total budget for the production of the Regional Conservation Strategy and Biodiversity Atlas. He felt that these materials will benefit WMSWCD's work with private landowners in the following ways: 1) Biodiversity will be documented in one location, addressing both current threats and treatment strategies; 2) It will call out urban and working lands as areas where conservation

should occur; 3) It will act as an outreach tool to policymakers, individuals, and state and federal funders; and 4) It will act a comprehensive draft strategy of what could be done allowing groups to sell their mission in advance and self-organize without prescription.

Chair Hartline and WMSWCD technical staff have helped to write and edit various pieces of the documents. Jonathan invited the board and staff to come to the review sessions to help inform the documents. The goal is to finish these materials by the end of the year. The board inquired about priority areas of the funding request. Jonathan mentioned technical editing and design and graphic design. He also noted that there will be a map component that at all interested parties can use via GIS that is on a 5 meter scale rather than the typical 30 meter scale allowing the viewer to list critical habitat, conservation projects, and even see individual trees.

**c. Michelle Delepine, Conservation Technician**

**i. Board Presentation on Spurge Laurel Removal Program<sup>6</sup>**

Following the Michelle's presentation, the board requested that similar presentations on specific (newer) weeds be offered to them as well as partner groups that may be unaware of their existence.

**5. Staff & Directors Reports**

**a. Staff Reports**

The staff submitted written *Staff Reports*<sup>7</sup>.

Manager Springer noted that he is in the process, with board and staff input, of re-writing the job descriptions for the Office Assistant and Education Coordinator positions. The start date for the assistant position is the first of 2012. Directors are welcome to participate in the resume and interview process if they so desire.

**b. Sauvie Island Habitat Partnership**

Chair Hartline informed the board that she is convening the SIHP to bring those doing conservation work on Sauvie Island together. Potential partners include: ODFW, Metro, State Parks, NRCS, SIDIC, WMSWCD, etc. Interested private landowners interested or actively doing conservation are invited to join as well. With the help of the aforementioned, Chair Hartline has assembled a list of active projects on Sauvie Island, and she is in the process of creating a charter and a partnership agreement to be signed by those interested in the SIHP. She hopes the SIHP will operate similarly to the Sandy River Basin Partnership. The purpose of the group is to combine efforts, work strategically together, and to combine technical and funding resources.

**6. New Discussion**

**a. Funding Requests**

The directors noted that they would prefer to have funding requests considered as part of the public budget process rather than happening piece meal at board meetings. Additionally, they would like staff recommendations on these funding requests with Manager Springer highlighting where WMSWCD is financially to help the board make decisions with WMSWCD's funding priorities in mind.

**b. Strategic Planning**

There has been discussion about updating the current strategic plan and staff was curious if it was the plan that was to be updated or if more significant work plans were to be created. Chair Hartline indicated that the current document should also list priority geographical areas, and that

WMSWCD should do a needs assessment in these areas to identify any gaps in service, what groups are working in these areas, what these groups are doing, etc. It was decided WMSWCD should wait to begin its assessment pending the availability of the Intertwine regional strategies (WMSWCD strategies could tier from and refer to the regional documents). The Intertwine documents and models may also provide new information such as wildlife corridor maps and models, and climate change assessment and other information and tools. Following that, WMSWCD will endeavor down the strategic planning process.

**c. OACD Update**

Director Lightcap noted that Governor Kitzhaber will be attending this year's OACD Convention. He believes the schedule will be announced soon.

**There Annual Meeting is scheduled for Tuesday, October 18<sup>th</sup> at 6:00 PM.**

The meeting was adjourned by Chair Hartline at 8:00 PM.

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<sup>2</sup> WMSWCD-Balance Sheet- As of September 16, 2011

<sup>3</sup> WMSWCD-General Fund Budget vs. Actual- July through September 16, 2011

<sup>4</sup> WMSWCD-Profit and Loss Budget Performance July 1 – September 16, 2011

<sup>5</sup> Intertwine Alliance Presentation & Budget

<sup>6</sup> Board Presentation on Spurge Laurel Removal Program

<sup>7</sup> Staff Reports