



WMSWCD Board Meeting Minutes 3/20/12

1. Meeting location and time

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 450, Portland
The meeting was called to order at 6:04 PM.

2. Introductions/Agenda Approval

Those present:

- a. Directors: Hartline, Lightcap, M. Miller, Patte, Peterson (by phone), Preeg Riggsby, Sowder
- b. Staff: District Manager Springer, Education Coordinator Stokes, Operations Administrator Levis

3. Minutes, Treasurer's Report, Staff Reports

a. **Minutes:** *WMSWCD 1/24/12 Board Meeting Minutes¹*

Director Lightcap made a motion to approve the minutes. Director M. Miller seconded the motion. The motion was approved (7-0), ayes all.

b. **Treasurer's Reports:** Director M. Miller reviewed and discussed the following reports, highlighting variances, including \$12,500 in Misc. Income related to a gift from Gunderson (funds generated from their Industry & Art Show).

- i. *WMSWCD-Balance Sheet- As of February 29, 2012²*
- ii. *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date February 29, 2012³*
- iii. *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date February 29, 2012⁴*

c. **Staff Reports⁵:** District Manager Springer reviewed and discussed the Staff reports, commenting that the conservationists have been especially busy with plantings, which will continue into next month. Additionally, Springer reported that the ODA and DEQ have come to the decision that SWCDs do not need to get permits for spraying in certain areas near waterways.

4. Partner Funding Proposals

The Board discussed the Partner Funding Proposals distributed during the January meeting and noted that requested funds were approx. \$9,000 greater than budgeted for FY2013. After much discussion, the Board asked that staff provide recommendations for next month's meeting on which projects should receive full vs. partial funding. Approval of Funding Proposals was postponed until April.

5. Funding Criteria for 2012-13 Projects

The Board discussed the lack of criteria for the District's non-competitive programs and the landowner request for assistance forms ("Landowner Intake Form") available on the website. The Board's goal is to make the process and eligibility requirements as transparent as possible. To that end, they asked that Staff modify the "Landowner Intake Form" available on our website to clearly state our services and possibilities of funding. Additionally, the Board requested that staff consider whether criteria would be beneficial to communicate to landowners; whether a checklist should be drafted to help landowners determine if they are eligible; and/or at a

minimum consider providing written selection/non-selection justification to a) landowner requests that are denied, and b) for approved projects, include in the landowner agreement. The revised Landowner Intake form and recommendations from staff should be ready for review at the April Board meeting, if possible.

6. Strategic Plan⁶

- a. The Board discussed how pleased they are with the Staff's work on the Strategic Plan to date.
- b. The Board commented on the geographic priority areas, specifically mentioning the greater Forest Park Conservation Area and the Tryon Creek Watershed, and also wondering about noting some missing creeks (could be added to the greater Forest Park Conservation area description). Additionally, it was recommended that staff names should be replaced with staff positions (i.e., use Urban Conservationist instead of Mary).
- c. **Timeline:** The Board will take the next two weeks to complete their review of the document and will send comments/edits back to District Manager Springer. The updated draft will be released for public comment for a month right after the April board meeting, evaluated and edited in May, and adopted at the June board meeting so that the work laid out in the plan can begin in July 2012.

The next board meeting is scheduled for Tuesday, April 17, 2012, at 6:00 PM.

The meeting was adjourned by Chair Hartline at 7:36 PM.

¹ WMSWCD 1/24/12 Board Meeting Minutes

² WMSWCD-Balance Sheet- As of February 29, 2012

³ WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date February 29, 2012

⁴ WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date February 29, 2012

⁵ Staff Reports

⁵ Strategic Plan Draft