



## WMSW Conservation District Board Meeting Minutes 4/3/14

### 1. Meeting location and time

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 450, Portland  
The meeting was called to order at 6:03 PM.

### 2. Introductions/Agenda Approval

Board Members present: Directors Hartline, Sowder, Preeg Riggsby, Peterson, M. Miller (by phone), Patte and Lightcap; Associate Director W. Miller and Looney; Staff: Springer, Levis, Kern-Korot; Guest: Ryan Beyer, Water Quality Specialist, ODA. Director Preeg Riggsby made a motion to approve the Agenda, with the modification of moving the "Review of Underspent Program Funds" to earlier, just after Staff Presentation. The motion was seconded by Director Lightcap and approved by all. Director Lightcap also reviewed the protocol regarding interactions among Board and staff members, specifying that all requests and inquiries should go through Dick, with Dick then delegating as necessary. All Directors were in agreement.

### 3. Presentation by Senior Conservationist Kern Korot:

A full review was presented of progress on various projects related to healthy streams and habitats.

### 4. Review of Trends in Underspent Program Funds:

Director Patte presented an analysis of current year underspending of program funds and possible ways to alleviate/mitigate bottlenecks in staff time so that more great projects can be taken on with available funds. Items discussed included quarterly meeting to review appropriated funds by program and redistribute funds among programs, still staying within amounts appropriated in total; extension of conservationist internship periods from 5 months to 2-year periods; and increasing use of partners to leverage existing resources to fund more projects. Directors proposed having a joint Directors and Staff meeting to review these ideas and possible modifications to Strategic Plan with staff. A meeting will be scheduled in the next two or three months.

### 5. Minutes:

*WMSW Conservation District 3/6/14 Board Meeting Minutes*<sup>1</sup>

Director Preeg Riggsby made a motion to approve the minutes. The motion was seconded by Director Sowder and approved with a vote of 6-0-1 (Director Lightcap abstained due to his absence on 3/6/14).

### 6. Treasurer's Reports:

Director M. Miller reviewed the following reports, explaining all significant variances, with special focus on the comparison of year-to-date spending compared to the full-year budget, and noting expected underspending in the Rural, Forestry, and FISH program areas:

- i. *WMSWCD-Balance Sheets- As of February 28, 2014*<sup>2</sup>
- ii. *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date February 28, 2014*<sup>3</sup>
- iii. *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date February 28, 2014*<sup>4</sup>

### 7. Staff Reports & Sturgeon Lake Update:

DM Springer reported on recent and upcoming meetings that he and staff have related to the Sturgeon Lake restoration project. DM Springer referred the Board to Staff's reports for recaps of all other activities and projects.

8. **Impact of Potential NRCS changes:** DM Springer reported that he expected to have more information in the next month on NRCS's plans regarding filling the position of District Conservationist and the continued sharing of office space in Montgomery Park. He will also gather more information related to expanding our existing office space to better accommodate staff, more interns and a larger conference room.
9. **Announcements:** Director Lightcap will talk with Jerry Nicolescu of OACD to get a better understanding of what services/benefits they offer the conservation districts and will report back at a future Board meeting.
10. **Our next Board Meeting** will be at our offices at 2701 Vaughn St., Suite 450, in Portland on Thursday, May 1, 2014, from 6:00 PM to 8:00 PM.
11. At 7:45 PM Director Patte made a motion to adjourn the meeting. Director Sowder seconded. The motion was approved by all.

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<sup>1</sup> WMSWCD 3/6/14 Board Meeting Minutes

<sup>2</sup> WMSWCD-Balance Sheets- As of February 28, 2014

<sup>3</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date February 28, 2014

<sup>4</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date February 28, 2014

<sup>5</sup> Staff Reports