



WMSW Conservation District Board Meeting Minutes 6/5/14

1. Meeting location and time

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 450, Portland
The meeting was called to order at 6:05 PM.

2. Introductions/Agenda Approval

Board Members present: Directors Hartline, Sowder, Lightcap, Peterson; Board members absent and excused: Directors Preeg Riggsby, M. Miller, Patte; Associate Directors Looney, W. Miller; Staff: Springer, Levis; Guest: Don Guttridge.

3. Treasurer's Reports: DM Springer reviewed the following reports with the Board:

- i. *WMSWCD-Balance Sheet- As of April 30, 2014*¹
- ii. *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date as of April 30, 2014*²
- iii. *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date as of April 30, 2014*³

4. Staff Reports: DM Springer shared *Staff Reports*⁴, highlighting a tour of Sauvie Island that he and S. Gall held with Oregon Wildlife (including a video taping to be used at an upcoming fundraising event). He also recapped his and Director Hartline's participation in the Multnomah County planning and transportation meetings related to policies for Sauvie Island and Multnomah Channel. He will be sending a link to the county's public website where all the policies are available for review. Director Hartline asked that all the Directors review the policies and that an item be added to next month's agenda related to the issue.

5. Oregon Association of Conservation Districts (OACD) Presentation: Don Guttridge, the Lower Willamette Basin Chair of the OACD Board of Directors, gave a recap of the benefits of membership in OACD. These included providing support for the conventions and conferences held throughout the year for both staff and board members of the conservations districts and lobbying for the interests of all the districts. Director Hartline asked that information about conference agendas/ speakers/ trainings be given earlier than in years past, which would allow time for directors to make decisions about whether to attend. She also asked if the OACD lobbyist could investigate what it would take to introduce a bill to change the statute requiring that "Soil and Water" be included in our legal name. DM Springer asked that he receive monthly updates and more communication regarding current issues from OACD.

6. Board Vacancies: Director Patte and M. Miller have submitted their resignations for personal reasons effective May 31, 2014, and June 30, 2014, respectively. For the purpose of conducting District business, Director Lightcap nominated Director Sowder to be the Interim Board Secretary. Director Peterson seconded the motion and it was approved by all (4-0). A notice will be given (press release and posted on our website) inviting all interested candidates for the two open board positions to come to the July board meeting and to contact the District for more information. The appointed candidates will serve through 12/31/14. If an appointed director wants to continue after 12/31/14, he or she will be required to run for the board seat in the November 4, 2014 election.

7. Budget Hearing: See separate Budget Hearing Minutes.

8. Minutes: *WMSW Conservation District 5/1/14 Board Meeting Minutes*⁵

Director Sowder made a motion to approve the minutes. The motion was seconded by Director Peterson and approved by all (4-0).

9. FY2013-14 Budget Transfer: DM Springer explained that the District experienced unanticipated personnel services costs due to increased use of interns to assist staff with expanded conservation project needs in the last

few months, and given that the District will spend less in Material and Services this fiscal year, he recommends transferring \$20,000 in appropriated funds from the Material and Services line item to the Personnel line item. Director Sowder made a motion to adopt the resolution to transfer the budgeted funds. Director Lightcap seconded the motion and it was approved by all (4-0).

- 10. Policy on Duties and Responsibilities of Board:** The Board reviewed a draft SDAO recommended policy on the Board's Duties and Responsibilities as well as a 2004 policy covering the same topic. Director Lightcap offered to work with staff to merge the two policies and propose a revised version for adoption at the July meeting.
- 11. Sturgeon Lake Project:** Related to the Dairy Creek / Sturgeon Lake Restoration Project, DM Springer reviewed the following documents: (1) the Project Partnership Agreement (PPA) between the Department of the Army and the West Multnomah Soil and Water Conservation District for the Design and Construction of the Dairy Creek Section 1135 Restoration Project, (2) the Non-Federal Sponsor's Self-Certification of Financial Capability for Agreements, (3) the Certification Regarding Lobbying, and (4) the Certificate of Legal Authority. Director Lightcap made a motion that the Board authorize the documents. Director Sowder seconded the motion, and it was approved by all (4-0). A resolution to authorize West Multnomah SWCD to enter into the related agreements was signed by Chair Hartline and Interim Board Secretary Sowder.
- 12. Announcements:** In order to qualify for a 2% discount on our Special Districts Association Insurance (SDAI) premiums, Director Hartline asked that each Board member take at least one board training during the current policy year (2014). Each board member present took home an SDAI DVD on various Board related topics, with the intent to watch the DVD within the next couple of months.
- 13. Our next Board Meeting** will be at our offices at 2701 Vaughn St., Suite 450, in Portland on Thursday, July 3, 2014, from 6:00 PM to 8:00 PM.
- 14.** At 7:50 PM Director Sowder made a motion to adjourn the meeting. Director Lightcap seconded. The motion was approved by all (4-0).

⁵ WMSWCD 5/1/14 Board Meeting Minutes

³ WMSWCD - Balance Sheet- As of April 30, 2014

⁴ WMSWCD - General Fund Budget vs. Actual Fiscal Year-to-date April 30, 2014

⁵ WMSWCD - Profit and Loss Budget Performance Fiscal Year-to-date as of April 30, 2014

⁶ Staff Reports