



WMSW Conservation District Board Meeting Minutes 7/3/14

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, Lightcap, Peterson, Preeg Riggsby; Associate Directors Looney, W. Miller; Staff: Springer, Delepine. The agenda was modified to include an update from Director Lightcap relating to the SDAO policy on the Board's Duties and Responsibilities.

3. Minutes: WMSW Conservation District 6/5/14 Board Meeting Minutes¹

Director Lightcap made a motion to approve the minutes. The motion was seconded by Director Sowder and approved (5-0).

4. Finances; Treasurer's Reports: DM Springer reported that a part-time intern has been hired to help with Quick Books and other routine accounting issues. Regarding the OWEB grant application, OWEB will need a letter signed by Director Hartline that indicates WMSWCD has authority to borrow money if it runs into a cash flow problem.

DM Springer referenced the following reports:

- i. *WMSWCD-Balance Sheet- As of May 31, 2014²*
- ii. *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date as of May 31, 2014³*
- iii. *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date as of May 31, 2014⁴*

5. Staff presentation: Michelle Delepine provided an update on the Early Detection Rapid Response (EDRR) program that finds and kills noxious weeds before they become unmanageable. She notes the program has been effective and is a valuable outreach tool to build relationships with landowners.**6. Appreciation to Retiring Board Members; New Board Appointments; Oaths of Office; officer appointments:**

Director Hartline signed appreciation certificates for retired board directors M. Miller and D. Patte. Miller and Patte will be invited to the August meeting/picnic where the certificates will be presented. Following the 6/5/14 board meeting, the WMSWCD website posted notice of the November 4, 2014 Election for District Directors and provided instructions for filing a Declaration of Candidacy. By this means, interested candidates were invited to come to the July board meeting. No potential candidates responded. Director Preeg Riggsby made a motion to appoint Associate directors W. Miller and Looney to fill the two recent vacancies. Director Lightcap seconded the motion. Motion was passed (5-0). New directors Miller and Looney took the Oath of Office. Both of the new directors will file for candidacy on the November ballot. Director Miller will file for At Large position 1 and Director Looney will file for At Large position 2. Paperwork must be submitted to ODA by August 26. Director Lightcap nominated Director W. Miller to the treasurer position. Director Preeg Riggsby seconded the motion. Motion was passed (6-0). Director Sowder nominated Director Lightcap to the position of secretary. Director Preeg Riggsby seconded the motion. Motion was passed (6-0).

7. Staff reports and Sturgeon Lake Project update: The staff health benefits package is budgeted for a 10% cost reduction. DM Springer and M. Levis met with insurance broker Richard Allm. DM Springer will consider coverage options that fit the reduced budget, and convene a meeting with all staff and broker Allm to review options and select a new coverage package. Board will be invited to attend that meeting. DM Springer and Director Lightcap attended an Oregon Wildlife Heritage Foundation meeting and DM Springer signed a Cooperative Agreement (MOU) between Oregon Wildlife and WMSWCD. WMSWCD needs to raise \$365,000 (its

financial obligation to the project). Oregon Wildlife's fundraising goal is WMSWCD's match requirement plus 10% to offset campaign expenses for the project.

- 8. Policy on Duties and Responsibilities of Board:** Director Lightcap located a policy dated May 2002 addressing Duties and Responsibilities of the Board. DM Springer and staff, with assistance from Director Lightcap, will compare the 2002 policy to the current draft Special Districts Association of Oregon (SDAO) covering the same topic and decide which policy functions best for WMSWCD, or merge the two policies into a revised policy.
- 9. Announcements/reminders:** New directors have training DVDs in their possession and will view them. Several community summer events are coming up, including the Sauvie Island Center picnic (July 26) and Rural Living Field Day (Aug. 23). Metro is starting a 9-month project, the North Tualatin Mountains Comprehensive Plan, to improve four Metro sites north of Forest Park. Metro Project Director Robert Spurlock asked DM Springer if a WMSWCD representative would serve on the project advisory committee. DM Springer will get more details. Director Looney expressed interest in serving on the committee if her schedule permits. Director Lightcap also has interest. The board asked that Director Lightcap consider serving as a citizen member.
- 10. Our next Board Meeting and adjourn:** Next month's meeting will be a picnic on Thursday, August 7, 2014, time and location to be determined. At 8:15PM Director Looney made a motion to adjourn the meeting. Director Peterson seconded. The motion was approved (7-0).

¹ WMSWCD 6/5/14 Board Meeting Minutes

³ WMSWCD - Balance Sheet- As of May 31, 2014

⁴ WMSWCD - General Fund Budget vs. Actual Fiscal Year-to-date May 31, 2014

⁵ WMSWCD - Profit and Loss Budget Performance Fiscal Year-to-date as of May 31, 2014

⁶ Staff Reports