



WMSWD Conservation District Board Meeting Minutes 9/03/15

1. Meeting location and time

Location: 2701 NW Vaughn St., Portland, OR 97210

The Board Meeting was called to order at 6:00 PM.

2. Welcome/Introductions & Review/Revise Agenda

Board Members present: Directors Preeg Riggsby, Looney, Peterson, Miller, and Sowder; Associate Directors Weedall and Anderson

Absent: Director Lightcap and Associate Director Hamer

Staff: DM Springer, Martin; Guest: Kim Galland, NRCS

Agenda: Director Lightcap had requested that he be called to discuss Farmer Training on Sauvie Island. Director Preeg Riggsby felt the agenda was too tight time-wise to do so. Director Sowder briefly filled the Board in on Director Lightcap's interest in having the Board discuss the possibility of the District becoming involved in some way with the Janus Youth farming operation on Sauvie Island. It was decided to put this subject on a future meeting agenda when Director Lightcap can speak to it in person.

Director Miller will also gather some information from the farming programs among his contacts for the future discussion of this topic.

3. Approval of July Minutes

Director Miller moved to approve the July Board Meeting Minutes; Director Sowder seconded; all approved.

4. Review Treasurer's Reports – July

Director Miller presented the Treasurer's reports, stating that the District continues in very good shape financially. He cited three issues that may impact the budget: 1) unanticipated expenses around the recruitment of a new District Manager, i.e., the cost of a search firm, if one is used; 2) new District Manager's salary – will need to fit in the 2015-16 budget; 3) rent increase due to the termination of the NRCS lease.

5. Personnel Committee Report – District Manager Recruitment

Director Hartline, Personnel Committee Chair, reported on the progress the committee has made to date. She noted that the final decision on use of a search firm, most likely to assist with part of the recruitment process, has not yet been made. She also asked all Board members to review the job announcement and send any comments back to her and Martin prior to the 9/14 committee meeting. The Board discussed the initial screening process, and Martin stated that a scheme has been outlined for the committee to implement that is designed to assure objectivity, and that the committee is committed that all applicants are judged fairly and equitably. There was a brief discussion of the salary range for the new District Manager; DM Springer noted that there is money in the 15-16 budget for salary adjustments. Director Miller will contact Michele Levis re: budget and the new DM salary; the full Board will approve the salary at its November meeting.

6. Directors' and Associate Directors' Check-in Reports

Director Sowder: Reported on Multnomah County Department of Planning's CAC Meeting and stated he will email all Board members a summary of the issues, in order to provide the details of what is being discussed and considered, as well as what decisions are made.

Associate Director Weedall: She is involved in the Oak Quest Project.

Director Looney: She is also involved in the Oak Quest Project; reported on presentations at the Linnton Neighborhood Association Meeting re: DEQ and river clean-up (up to the river) and EPA (the river); zoning for heavy industrial overlay will be removed.

Director Hartline: Reported that the Sauvie Island Multnomah Channel Rural Plan passed; after a second reading of the plan, it becomes law; noted that this should help with Director Sowder's work with CAC; two amendments, one re: Diversity, were added; Planning and County Commissions now better understand Sauvie Island issues; re: agri-tourism – people can get farm stand permits; non-farm income can be no more than 25%; County will add enforcement staff; some events have been grandfathered in. Director Sowder noted that EMSWCD favors agri-tourism; the District does not. Re: houseboats in Multnomah Channel, 60-80 will be approved, and then no more will be allowed. Director Hartline attended a meeting re: the Streak Horned Lark; Sauvie Island is a possible habitat for it; she also conducted oak mapping training for a Columbia County team; she continues to be involved with turtle surveys.

Director Preeg Riggsby: She is involved with a master plan for the Spring Garden Park, that has a daylighted creek; the hope is to develop it with minimal impact; common issues, such as dogs running loose, will need to be considered by community members; she also attended a cleanup at a neighborhood school where the District has been involved; great response with 104 volunteers.

7. NRCS Update

NRCS DC Galland updated the Board:

1. Cooperative Working Agreement with SWCDs is being reviewed; civil rights clause is important; it does not get updated with current signatures.
2. Lease – trying to obtain information on moving; lease has 2017 as the earliest vacate date; no 120 day notice clause exists; NRCS and GSA are discussing who's responsible for the lease.

8. Staff Reports (August) and Sturgeon Lake Project Update

DM Springer updated the Board on several issues –

- a. Mary Logalbo is back at work following her maternity leave, and Janel Hull, one of the District's interns completed her time at the District and is now with Johnson Creek Watershed Council;
- b. He will be meeting with Michael Jordan, the new City of Portland's Environmental Services Director;
- c. Noted that the Oregonian has covered the issue of slopes in the Bethany area;
- d. Has attended the Federal Levee and Work Group meetings (Associate Director Anderson asked about the Columbia River Treaty);
- e. Audit will start in September;
- f. Health insurance coverage is being reviewed; he, Levis and Logalbo met with Rich Allm, Employee Benefits Consultant; a 3%-5% increase can be expected for the same benefit package, with minor changes;
- g. Attended The Intertwine Alliance Cohort Meetings re: diversity; Logalbo and Ahr will be recommending implementation strategies for the District; noted that someone from an organization serving diverse populations could be invited to sit in on the DM interview panel;
- h. With Levis and Martin, met with a potential Office Manager candidate and also with a representative from Office Team, a recruiting firm; as of now, the plan is to fill the position on a Limited Duration basis, to allow the new DM to be involved in the selection of a permanent person.
- i. Representative Bonamici is expected to visit Sauvie Island on 9/21; SIDIC board member, Skip Klarquist, and Multnomah County Commissioner, Jules Bailey, have been invited to attend; DM Springer will keep the Board informed as to the final confirmation, as some date changes have occurred;
- j. Sturgeon Lake – The Corps has agreed to the SOW with HDR, Inc.; should be signed by the end of September, and the field survey will commence;
- k. \$100K grant received from ODOT (administered by ODFW) re: Fish Passage Culvert Problems;

- I. Proposed the Board consider being a sponsor in the effort to bring internet access to Sauvie Island; has spoken to three consultants; there are funds available; could be a positive move for the District (Director Hartline has some survey results re: internet service on SI and she will send them to DM Springer).

9. Announcements/Reminders/Confirmation of October Annual and Board Meeting & Adjourn:

- a. October Annual and Board Meeting: Thursday, October 1, 2015 at 5:00 PM, at the Process Work Institute, 2049 NW Hoyt Street, Portland
- b. Director Preeg Riggsby will have a lunch meeting with EMSWCD's Executive Director and Board Chair on Monday, 9/14 to discuss collaboration between the Districts; DM Springer will attend if his schedule permits.

Director Looney moved to adjourn the meeting; Director Hartline seconded; all approved; meeting adjourned at 7:49 PM.

¹ WMSWCD – 7/23/15 Board Meeting Minutes

² WMSWCD - Balance Sheets- As of July 31, 2015

³ WMSWCD - General Fund Budget vs. Actual Fiscal Year-to-date July 31, 2015

⁴ WMSWCD - Profit and Loss Budget Performance Fiscal Year-to-date as of July 31, 2015

⁵ Staff Reports