Final Board Approval Date	**Corrected and approved 2/2/09**
Board Secretary Signature	

MINUTES
East Multnomah SWCD Board Meeting
Monday January 5, 2009, 6:00 PM
Conservation Corner, 5211 N Williams Ave, Portland OR 97217

Attendance:	
Directors	Laura Masterson, Dianna Pope, Bob Sallinger, Rick Till, Ron McCarty
Associate Directors	
Regrets	Associate Director Anne Peterson
Staff	Jean Fike, Diana Lobo, Julie DiLeone, Kathy Shearin, Lissa Adams
Guests and Others	Chris Runyard, John Sweeney, Steve Fedje

(Please note that: **Updated Homework/Action Items** are listed in tables with due dates at the conclusion of the minutes.)

Agenda Item #1	**Welcome, swear in new Directors, elect Officers, Appoint committees and organizational representatives, get refreshments**
Presenter	Pope

Continuing Director Dianna Pope opened the meeting at 6:02 PM and welcomed all present. She announced that this was a public business meeting of the Board of the District for the purpose of conducting District business with Public Comment taken at the point noted on the agenda. She then stated that the first order of business was to administer the Oath of Office to the newly elected and newly reelected Directors. Reelected Directors Laura Masterson and Bob Sallinger and newly elected Directors Rick Till and Ron McCarty repeated and signed their Oaths of Office of Director of the East Multnomah Soil and Water Conservation District and were greeted with applause.
Director Pope solicited nominations for the office of District Board Chair and Director Bob Sallinger nominated Director Laura Masterson. There being no other nominations, Director Pope called for the vote;
Director Laura Masterson was elected District Board Chair unanimously, (Pope, Masterson, Sallinger, Till, McCarty). Chair Masterson then took over the meeting and called for nominations for the office of District Board Vice Chair. Director Rick Till nominated Director Pope; Pope declined and the nomination was withdrawn. Director Sallinger nominated Director Pope for the office of Secretary of the Board; Masterson seconded. There being no other nominations, Chair Masterson called for the vote.
Director Dianna Pope was elected District Board Secretary unanimously, (Pope, Masterson, Sallinger, Till, McCarty).
Secretary Pope nominated, and Director Rick Till seconded, Director Bob Sallinger for the office of Board Treasurer. There being no other nominations, Chair Masterson called for the vote.
Director Bob Sallinger was elected District Board Treasurer unanimously, (Pope, Masterson, Sallinger, Till, McCarty).
Treasurer Sallinger nominated, and Director Pope seconded, Director Rick Till for the office of Board Vice Chair. There being no further nominations, Chair Masterson called for the vote.
Director Rick Till was elected District Board Vice Chair unanimously, (Pope, Masterson, Sallinger, Till, McCarty).

Chair Masterson then called for the filling of Committee assignments, adding that Associate Directors are eligible to be on any committee.
The following District Committee appointments were made with changes from 2008 noted in **bold**:
Personnel Committee: Bob Sallinger and Laura Masterson
Land Conservation Committee: Bob Sallinger, Laura Masterson and **Rick Till**
Project Funding Committee (Strategic Plan element): Directors Sallinger and Pope and Staff Fike, Adams and DiLeone
Partners in Conservation (PIC) Grant Review Committee: Bob Sallinger and **Rick Till**
Small Projects and Community Education (SPACE) Grant Review Director: **Rick Till**

Additional District representation on community committees as follows, with changes from 2008 noted in **bold**:
Sandy River Basin Partners (SRBP) - Jean Fike
Coalition for a Livable Future (CLF), Natural Resources Group - Jean Fike; Director Sallinger for information only, not representation.
Columbia Gorge Cooperative Weed Management Area (CGCWMA) - Lucas Nipp
District Conservation Plan Review Director - **Laura Masterson**
Food Policy Council - Laura Masterson and **Jean Fike**
Food Policy Council, Land Use Committee - Jean Fike and **Laura Masterson**
Inter-jurisdictional Committee (IJC) for Johnson Creek Watershed Council (JCWC)– Julie DiLeone and Candace Stoughton
Columbia Slough Watershed Council (CSWC) - Kathy Shearin
Johnson Creek Watershed Council (JCWC)– Candace Stoughton
4-County Cooperative Weed Management Area (CWMA)- Kathy Shearin (Chair) and Lucas Nipp
NW Oregon Resource Conservation & Development (RC&D) Council - Jean Fike
OWEB Lower Willamette-East Small Grant Team – Lissa Adams
Sandy River Basin Watershed Council – (SRBWC) **Dianna Pope**
Ag Water Quality Local Management Area Bi-Annual Review for the Lower Willamette – Julie DiLeone
Sandy River Ag Water Quality- Dianna Pope
Lower Columbia River Salmon Recovery Stakeholders Group - Dianna Pope
Community Resources Conservation Center Consortium (CRCC) - Dianna Pope
Humboldt Neighborhood Association – Jean Fike

Representation on the following community committees was added:
City of Portland Bureau of Environmental Services (BES) Watershed Science Advisory Group – Director Bob Sallinger
Metro Nature in Neighborhoods Grant Committee – Staff Lissa Adams

Agenda Item #2	**A. Review/ revise agenda** **B. Review of previous action items** **C. Approval of December Board meeting minutes** **D. Approval of 2008 Annual Meeting minutes**
Presenter	Chair

Introductions were made as follows: Laura Masterson, two term Director and farmer; Ron McCarty, enrolled tax preparation agent; Rick Till, member of the legal team for the Friends of the Columbia River Gorge and wetlands restoration worker; Bob Sallinger, staff member of Audubon Society of Portland; Dianna Pope, registered nurse; John Sweeney, retired from Portland Parks Department; Chris Runyard, "public"; Steve Fedje, District Conservationist, and Staff by title. All Directors will now have email accounts available through the District to allow for ease of compliance with Public Records law. Director McCarty did not want a District email address. Previous Action Items were reviewed and updated. Agenda was accepted as revised and presented at the meeting.
Pope/Sallinger motion to approve Board Meeting minutes of December 8, 2008 as revised passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
Sallinger/Till motion to approve Fiscal Year 2007-08 Annual Meeting minutes of December 8, 2008 as drafted passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Agenda Item #3	**NRCS District Conservationist report**
Presenter	Fedje

Natural Resources Conservation Service (NRCS) District Conservationist (DC) Steve Fedje announced that no budget or rules have yet been drafted for the Farm Bill.

Agenda Item #4	**Time reserved for public comment**
Presenter	Public

Member of the Public Chris Runyard expressed his thanks to the District for four good years as a Director, including thanks to individual fellow Directors and Staff members. He also thanked the District for the tree planted in his name as a thank you to him and announced his availability to help with the District's Native Plant Sale next month.

Agenda Item #5	**Consent Agenda:** **A. Approve SPACE application from Portland OSD for natural gardening class** **B. Approve registered agent and address update** **C. Approve *District Led* project funding for upcoming Growing Opportunities event**
Presenter	Chair

Consent Agenda Item 5C was pulled as no printed information was available.

Pope/Sallinger motion to approve Consent Agenda Items A, Approve SPACE application from Portland OSD for natural gardening class, and B, Approve registered agent and address update, passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Agenda Item #6	**Land Conservation update**
Presenter	Masterson & Sallinger

DC Fedje stated that two NRCS programs are currently funded for landowners who are interested in conservation easements. The Healthy Forest Reserves is for landowners who have trees and focuses on spotted owl habitat or potential habitat and requires a 30 year or "forever" easement. The Farm and Ranchland Protection program is currently taking applications and will cover up to 50% of the costs of establishing an easement.

Director Bob Sallinger announced that Kathleen Brennen Hunter of Metro's biodiversity plan for urban areas had mentioned that addressing agricultural land issues would be a key element of the biodiversity plan. Jim Sjulin supported SWCDs as the logical place to start in making that connection, beginning with a regional information sharing workshop in the next few months. Director Sallinger added that there are a number of groups interested in habitat, not agricultural, uses of the District's Conservation Easement program. Additionally, West Multnomah SWCD is looking at starting a conservation easement program. It was noted that *getting information on what other local conservation easement programs are available or incipient* would be good information for the District to have and there was agreement that a *standing meeting date for the Land Conservation Committee needed to be set up.*

Agenda Item #7	**Jean's appointment to Food Policy Council**
Presenter	Fike

Congratulations were offered to ED Fike on her appointment to the Food Policy Council, advisory group to the City of Portland and Multnomah County. The group has a wide mission, covering anything related to food policy from the Metro Urban and Rural Reserves program to food security and ED Fike, while not representing the District directly, will serve with the District's support.

Pope/Masterson motion to support ED Fike's time and expense for her work on the Food Policy Council passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Agenda Item #8	Modify or approve facilities use policy
Shearin	Fike

ED Fike reviewed the draft District facilities use policy. Board stated their intensions for *facility use to be on a trial basis, during which time costs will be tracked, and requiring a security deposit and development of a cancellation policy. Additionally, ED Fike was delegated to modify the policy language regarding facility use by organizations unrelated to the District's conservation mission, vet the modifications by Directors as needed and to administer the policy in the interim. Board further agreed to come to a decision based on the trial data at a future date on future use of the facility by partners.*

Pope/Sallinger motion to approve a 3-6 month trial of the Facilities Use Policy as amended passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Agenda Item #9	Authorize any available Director to sign credit card application
Presenter	Adams

Finance and Grants Manager (FGM) Lissa Adams explained that the purpose of having a District credit card was to avoid employees having to extend their credit on behalf of the District and to allow a quicker response time than getting a Director signature. The credit limit would be a total of $3,000 per month, paid off monthly, and all fiscal controls would apply: expense requests must be made and approved and all receipts and other documentation required, just as with a check request. Statements would be received by Manager Adams unopened and only Executive Director Jean Fike, Conservation Technical Assistance (CTA) Supervisor Julie DiLeone and Sustainable Urban Landscapes (SUL) Supervisor Kathy Shearin would have cards.
Pope/Till motion to approve Albina Community Bank credit card application and authorize Chair Masterson to sign it passed. (Masterson, Till, Sallinger, Pope. McCarty abstained)

Agenda Item #11	Brief overview of budget process
Presenter	Fike

ED Fike presented the overview of budget process from the pre meeting packet for clarification, encouraging Directors to retain the overview for reference heading into the Budget process.

Agenda Item #12	Appoint Jean Fike budget officer
Presenter	Masterson

Pope/Till motion to appoint ED Jean Fike as the District's Budget Officer for Fiscal Year 2009-10 passed unanimously. (Masterson, Till, Sallinger, Pope, McCarty)

Agenda Item #13	Modify or Approve budget calendar
Presenter	Adams

FGM Adams explained the process for developing the draft Budget Calendar based on the District's pre scheduled and required public hearing date with the Tax Supervising and Conservation Commission (TSCC). She added that the Board will be deciding what changes from last year's budget they want to make and that there are no major purchases, staff or program additions anticipated. All Directors affirmed their availability for the meetings as scheduled.
Sallinger/Pope motion to approve the Budget Calendar as drafted for Fiscal Year 2009-10 passed unanimously. (Masterson, Till, Sallinger, Pope, McCarty)

Agenda Item #14	Planning for next FY
Presenter	Fike

ED Fike explained for new Directors that last year's strategic planning process resulted in a major planning document that is designed to guide the District through a rapid growth period for which the District did not previously have capacity until a tax base was achieved in 2004. She added that the District's budget is drafted by Fund and Program, as opposed to by line item, in order to maintain maximum flexibility and provide better cost controls. District Budget shows General Funds for the four Programs: SUL, CTA, District Operations (DO), and Partner Assistance and Conservation Easements (PACE) as well as Special Funds for Land Conservation, Debt Service, Projects and Cost Share and Partner Grants Management. The current budgetary trajectory from the Strategic Plan and the Land Conservation and Project Funding Committees includes the early prepayment of the debt service for the building's 25 year loan. FGM Adams will rerun

figures to insure the best timing for the pre-payment. All specific figures will be available in the Budget document. Anticipated expenses by Program: DO will be down next year as most major projects were completed this year; SUL will fund growth in the Rain Garden portion; CTA will cover expansions in StreamCare; and Staff increase as anticipated in the Strategic Plan will have been made by 6/31/09. *A Land Conservation Committee recommendation regarding staff for that program will be made by the next Board meeting*. If Directors envision any other budget changes those need to be forwarded to ED Fike as soon as possible. The biggest changes in the Budget process may be on the revenue side, for while TSCC has projected a small compaction for the upcoming year, the following year may see more significant compaction based on the economy. However, several funds can readily stay at current levels or be reduced as needed without undue program impact.

Agenda Item #15	**Review plans for February Board training**
Presenter	Fike

ED Fike's request for any revisions or additions to the proposed Board Orientation Agenda brought one for *more information on the District's tax base rate as well as information on other funding such as from the Oregon Department of Agriculture (ODA) and the Oregon Watershed Enhancement Board (OWEB). Additional information will also be an integral part of the budgeting process.*

Agenda Item #16	**A. Treasurer's report** **B. Audit discussion** **C. Approve audit**
Presenter	Sallinger & Adams

FGM Adams handed out the audit report, noting that it was a clean and positive audit with only four questions raised by the auditors, two of which have already been implemented leaving the District with improved internal controls. A third item cited by the auditors is the lack of segregation of duties which is a function of a small staff and does not negatively impact the District's solid fiscal policy. The fourth item cited is the lack of internally prepared financial statements in accordance with Generally Accepted Accounting Principles (GAPP) , which the auditors are required by law to mention and which is also common among small organizations. Adams recommended that the District continue with the independent, outside auditing process and either work with the same auditor next year or put the request for auditing services out to bid. The auditors consider the District to be in an excellent financial position and are happy with the District's record keeping. Copies of the audit are available electronically or in hard copy by request to ED Fike.

Pope/Sallinger motion to approve the FY 2007-08 audit report passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Adams continued with the financial report, explaining that the Profit and Loss Budget vs. Actual report lists actual expenses in column one, budgeted expenses in column two, amounts over or under in column three and percentage spent to date in column four. Approximate timing of income received is 60% in the Fall and 30 % in the Spring with the remaining 10 % coming intermittently. Regarding the question asked about what was included in income account 4300, Contracts, ODA and Metro monies were not posed as of Nov. 30th. These monies will be posted in subsequent months as they are received. CTA income is from West Multnomah and Clackamas County SWCDs for CTA technician Dave Bowman's time. Event income, which currently has a negative balance due to a refund being issued, will begin to show a positive balance once workshops start to be held. Generally, large discrepancies in budget vs. actual amounts are the result of timing differences. Interest income is staying above projections. Mortgage debt payments will be made on both principle and interest in January 2009 and interest only in July.

Agenda Item #17	**Announcements and reminders:** **A. SDAO conference:** Feb 6-8, 2009, Portland **B. TSCC trainings:** Jan 27, 8:00 -1:00, Gresham: Jan 29, 8:00 -1:00, Portland **C. email "Friday" reports available** **D. RAC grant application for weed control** **E. Update from WC conversations**
Presenter	All

A. ED Fike recommended the Special Districts Association of Oregon (SDAO) Conference for their good training opportunities for Directors and added that both registration and expenses are covered by the District with submitted receipts. Director McCarty expressed interest and other Directors can let the office know of their intent to attend and a *group registration will be turned in.*
B. Directors were encouraged to attend the Portland TSCC training as the curriculum is more applicable to the District than the Gresham training.
C. Weekly District reports, "Friday" reports, are available via email to any interested Director or member of the public. Contact ED Fike to be added to the list.
D. CTA Supervisor DiLeone announced that the District is submitting a Resource Conservation Act (RAC) grant request in order to use these timber sales proceeds for weed control. These Title 3 funds from the Forest Service and the Bureau of Land Management (BLM) can be used to protect natural lands form natural resource threats.
E. ED Fike has spoken with both the Johnson Creek and Columbia Slough Watershed Council (CSWC) Executive Directors regarding the role of District Staff on the Councils and will continue to keep them updated as to District Staff's role as the Watershed Council's staff changes.
F. CSWC awards and auction will be held on Friday, Feb 6th; *RSVPs are needed by 1/31/09*. Directors Pope, Till and Sallinger expressed interest and were requested to confirm with Administrative Assistant Diana Lobo.
G. The National Association of Conservation Districts (NACD) Convention is Feb 1-4 in New Orleans; however, no District representation is planned.
H. *A note of thanks needs to be sent to the NRCS for the Distinguished District award which was presented to the District for "dedication and leadership in conservation."*

Agenda Item #18	**Review action items, Adjourn**
Presenter	Masterson

Decision and Action Items were reviewed. The meeting was adjourned by Chair Masterson at approximately 8:40 PM.

Date Decided/ Approved	**EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed**
1/5/09 Board Meeting	Reelected Directors Laura Masterson and Bob Sallinger and newly elected Directors Rick Till and Ron McCarty repeated and signed their Oaths of Office of Director of the East Multnomah Soil and Water Conservation District.
1/5/09 Board Meeting	Director Laura Masterson was elected District Board Chair unanimously, (Pope, Masterson, Sallinger, Till, McCarty).
1/5/09 Board Meeting	Director Dianna Pope was elected District Board Secretary unanimously, (Pope, Masterson, Sallinger, Till, McCarty).
1/5/09 Board Meeting	Director Bob Sallinger was elected District Board Treasurer unanimously, (Pope, Masterson, Sallinger, Till, McCarty).
1/5/09 Board Meeting	Director Rick Till was elected District Board Vice Chair unanimously, (Pope, Masterson, Sallinger, Till, McCarty).
1/5/09 Board Meeting	District Committee appointments were made and additional District representation on community committees were made. Representation on the following community committees was added: City of Portland Bureau of Environmental Services (BES) Watershed Science Advisory Group – Director Bob Sallinger; Metro Nature in Neighborhoods Grant Committee – Staff Lissa Adams. (All District and Community Committee appointments will be printed on the back of future Board meeting agendas for reference.)

1/5/09 Board Meeting	Pope/Sallinger motion to approve Board Meeting minutes of December 8, 2008 as revised passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
1/5/09 Board Meeting	Sallinger/Till motion to approve Fiscal Year 2007-08 Annual Meeting minutes of December 8, 2008 as drafted passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
1/5/09 Board Meeting	Pope/Sallinger motion to approve Consent Agenda Items A, Approve SPACE application from Portland OSD for natural gardening class, and B, Approve registered agent and address update, passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
1/5/09 Board Meeting	Pope/Masterson motion to support ED Fike's time and expense for her work on t he Food Policy Council passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
1/5/09 Board Meeting	Pope/Sallinger motion to approve a 3-6 month trial of the Facilities Use Policy as amended passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)
1/5/09 Board Meeting	Pope/Till motion to appoint ED Jean Fike as the District's Budget Officer for Fiscal Year 2009-10 passed unanimously. (Masterson, Till, Sallinger, Pope, McCarty)
1/5/09 Board Meeting	Sallinger/Pope motion to approve the Budget Calendar as drafted for Fiscal Year 2009-10 passed unanimously. (Masterson, Till, Sallinger, Pope, McCarty)
1/5/09 Board Meeting	Pope/Sallinger motion to approve the FY 2007-08 audit report passed unanimously. (Pope, Masterson, Sallinger, Till, McCarty)

Date Generated	**NEW "Homework"/Action Items**	**Responsible Party(ies)**	**Due Date**	**Current Status as of date of draft Minutes**
1/5/09 Board Meeting	*Standing meeting date for the Land Conservation Committee needs to be set up; Committee to delegate getting information on what other local conservation easement programs are available or incipient. A Committee recommendation regarding staff needs for that program will be made by the next Board meeting.*	**Directors Masterson, Sallinger and Till**	**By 2/2/09**	**Schedule set 2/2/09**
1/5/09 Board Meeting	*Facility use to be on a trial basis, during which time costs will be tracked, and requiring a security deposit and development of a cancellation policy. ED Fike delegated to modify the policy language regarding facility use by organizations unrelated to the District's conservation mission, vet the modifications by Directors as needed and to administer the policy in the interim. Board further agreed to come to a decision based on the trial data at a future date on future use of the facility by partners.*	**Staff**	**By 6/1/09**	**Trial run of events in March with report at 4/6/09 Board Meeting**
1/5/09 Board Meeting	*Albina Community Bank credit card application processed*	**Staff**		**On 2/2/09 Agenda**
1/5/09 Board Meeting	*Request for more information on the District's tax base rate as well as information on other funding such as from the Oregon Department of Agriculture (ODA) and the Oregon Watershed Enhancement Board (OWEB) at Board orientation and during budgeting process.*	**Staff**	**2/2/09**	**Included in 2/2/09 Board Training and Budget process**
1/5/09 Board Meeting	*Special Districts Association of Oregon (SDAO) Conference group registration will be turned in.*	**Staff**	**By 1/23/09**	**McCarty, Till and Fike reg. 1/23/09**

1/5/09 Board Meeting	CSWC awards and auction Friday, Feb 6th; RSVPs are needed by 1/31/09.			**Reservations made 1/23/09 for: Pope, Till, McCarty and guests; Peterson and Fike**
1/5/09 Board Meeting	*A note of thanks needs to be sent to the NRCS for the Distinguished District award which was presented to the District for "dedication and leadership in conservation."*	**Staff**	**By 2/2/09**	**Sent 1/29/09**

Date Generated	**COMPLETED (FYI and to be replaced each month with current month's items):**	**Responsible Party**	**Due Date**	**Status as of Date of most recent Board Meeting**
2/4/08 Board Meeting	**#O** Schedule a refresher/orientation retreat to be held with current and new Board Members in Jan or Feb, 2009, to address the edges of the District's scope of work.	**Staff and Director Davies**	**By 2/28/09**	**Scheduled for 2/2/09**
12/8/08 Board Meeting	*Any other Board training topic requests to be forwarded to ED Fike as soon as possible.*	**Board**	**ASAP**	**Additions requested 1/5/09, ready for 2/2/09**
12/8/08 Board Meeting	*Brief budget orientation as part of the Board meeting,*	**Staff and Board**	**Jan 5, 2009**	**Provided 1/5/09**
12/8/08 Board Meeting	➢ *all training materials posted to EMSWCD web site* ➢ *Director email reminder when training materials available,* ➢ *complete hard copy binder of training materials to be housed at the office,* ➢ *Hard copies sent to Directors Pope, Till and McCarty.* ➢ *Directors Sallinger and Masterson Associate Director Peterson take materials off of the District's web site.*	**Staff**	**1/15/09**	**Sent 1/16/09**
12/8/08 Board Meeting	*request that in the future OACD send more information if a vote was required to allow the Board to vote more knowledgably*	**Staff**	**As voting requirements made by OACD**	**Vote results and request sent 1/26/09**
6/2/08 Board Meeting	**#I** The Balance Sheet for Previous Year Comparison shows an outstanding balance liability with no attendant asset, as suggested by the auditors. Ms. Shelton will check on this item and a report will be made back to the Board.	**Staff**	**7/8/08**	**Adams reported resolution to Board on 1/5/09**

9/8/08 Board Meeting	District email accounts will be set up for Directors so their emails can be stored as Public Records on the District's server; new Contact Lists and instructions will be sent out	**Staff**	**By 9/23/08**	**Set up and instructions sent 1/13/09; Contact lists for 2/2/09**
11/17/08 Board Meeting	ED Fike to discuss with the watershed councils' Executive Directors that District Staff on watershed council Boards cannot act as fundraisers nor volunteers nor be involved in council financial issues. ED Fike to report back to Board on these conversations in January or before as necessary for further Board input.	**Staff**	**1/5/09**	**Completed and reported to Board 1/5/09**
11/17/08 Board Meeting	Board directed Staff to develop a draft policy on outside use of the District facility for Board review in Jan or Feb by surveying similar facilities such as Audubon on their policies for outside use, including insurance and liability.	**Staff**	**By Feb 2, 2009**	**Policy adopted on trial basis 1/5/09**
11/17/08 Board Meeting	The Project Funding Committee, consisting of Runyard, Sallinger, Pope, Fike, Adams and DiLeone will be in touch to schedule their next meeting.	**Board and Staff**	**By Dec 31**	**Held 12/18/08**
11/17/08 Board Meeting	Ethics Law overview needs to be included in the new Board orientation	**Board and Staff**	**Jan 5, 2009**	**Scheduled for 2/2/09 orientation**

Item #	**Date Generated**	**IN PROCESS/NOT YET COMPLETED (Lettered items Board approved to remain on list as of 9/8/08)**	**Responsible Party**	**Due Date**	**Status as of Date of draft minutes**
1	12/4/06 Board Meeting	**#K** Committee to develop recommendations for a process for setting priorities/goals and decision making for Conservation Easement program and forward to Board	**Masterson & Sallinger**	**Ongoing**	**In process**
2	2/12/07 Board Meeting	**#L** Chair Pope with help from Director Davies to contact Chairs of West, Clackamas and Tualatin SWCDs to discuss options for restarting and discuss focus of revamped CRCC	**Staff, Directors Pope and Davies**	**2/26/07**	**All contacts made and discussion started**
3	2/12/07 Board Meeting	**#M** Chair Pope requests assistance in preparing testimony for fish recovery plan on Lower Willamette and Columbia Basin	**Director Pope**	**Before 12/07**	**2/8/09 next meeting?**
4	4/7/08 Board Meeting	**#P** A conversation about the conservation priorities/action plans for rural lands with Staff DiLeone and Director Masterson will be revisited winter of 08-09 to include marketing plan and product development	**Board and Staff**	**Winter 2008-09**	
5	8/4/08 Board Meeting	**#F** Director Sallinger suggested a credit check and criminal background check on himself as the District's new treasurer and check signer	**Director Sallinger**	**By 9/8/08**	**Needs to be re done**
6	9/8/08 Board Meeting	Personnel Committee members agreed to schedule their next Committee meeting via email and establish a regular schedule of meetings at that time.	**Board and Staff**	**When, where, use web wizard?**	

Next Meetings and District Events:
Monday, February 2, 2009, Board Orientation and Training, 2:30 PM and Meeting, 6:00 PM, Conservation Corner, 5211 N Williams Ave., Portland, Oregon 97217
Saturday, Feb 21st, 2009, District's Native Plant Sale, Conservation Corner, 5211 N Williams Ave., Portland, Oregon 97217
Wed Feb 25: First meeting of the Budget Committee at 6:00 PM, 5211 N Williams Ave
Monday, March 2, 2009, Board Meeting, 6:00 PM, 5211 N Williams Ave., Portland, Oregon 97217
Mon March 9: Second meeting of the Budget Committee at 6:00 PM at 5211 N Williams Ave, Portland

Date Generated	**"Pervious Parking Lot/Bike Rack"**	**Responsible Party**	**Current Status**
2/4/08 Board Meeting	**#N** Sustainable District Operations Committee meetings with Directors Masterson and Runyard and Staff member Candace Stoughton with assistance from Andru Johnson and Kathy Shearin held and make twice yearly reports to the Board.	Board and Staff	**First meeting held 2/27/08; report to Board 3/3/08 Meeting**
2/4/08 Board Meeting	**#Q** A list of potential District activities for identifying District scope of work, from which sub-sets of items requiring the input of all Board and Staff or smaller sub committees could be identified.	Staff	**Ongoing**
4/3/06 Board Meeting	**#R** Monitor closely Metro's "New Look" at regional long-range planning for opportunities to partner and/or participate; Masterson and Fry appointed by Metro to "Urban and Rural Reserves Review" 9/08	All Board Members and All Staff	**Ongoing**
4/3/06 Board Meeting	**#S** Keep on look-out for possible Associate Directors, keeping in mind the skill set needs of the Board	All Board and All Staff	**Ongoing**
3/6/06 Board Meeting	**#T** Board development ideas, requests and suggestions to Chair and/or Executive Director	All	**Ongoing**
4/7/08 Board Meeting	**#U** Director Sallinger reported that he would be contacting DM Fike with any updates on the Metro Nature in the Neighborhoods Powell Butte plan	Director Sallinger	**As they develop**