

<b>Final Board Approval Date</b>	<b>8/4/08</b>
<b>Board Secretary Signature</b>	

**MINUTES**  
**East Multnomah SWCD Board Meeting**  
**Monday, July 8, 2008, 6:00 PM**  
**Jefferson High School Library, 5210 N Kerby, Portland, Oregon 97217-2656**

<b>Attendance:</b>	
<b>Directors</b>	Dianna Pope, Chris Runyard, Bob Sallinger (arrived about 8:15 PM)
<b>Associate Directors</b>	Anne Peterson
<b>Regrets</b>	Director Laura Masterson
<b>Staff</b>	Jean Fike, Diana Lobo, Julie DiLeone, Phyllis Shelton
<b>Guests and Others</b>	Rhoda Portis, Dick Springer

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

<b>Agenda Item #1</b>	<b>Welcome, get refreshments</b>
Presenter	All

District Chair Chris Runyard called the meeting to order at approximately 6:14 PM, noting it was a public meeting of the Board of the District with Public Comment taken at the point noted on the agenda. Chair Runyard welcomed guests Dick Springer of the West Multnomah Soil and Water Conservation District (SWCD) and Rhoda Portis of the Northwest Oregon Resource Conservation and Development (RC & D) Council.

<b>Agenda Item #2</b>	<b>Review/ revise agenda</b> <b>Review of previous action items</b> <b>Approval of April and June minutes</b>
Presenter	Chris Runyard

Draft agenda was approved. Previous Action Items from June were reviewed. Request was made for FY 2006-07 Annual Meeting minutes to be available at next Board meeting.

<b>Agenda Item #3</b>	<b>Time reserved for public comment</b>
Presenter	Members of the Public

Speaking as a member of the public, Dick Springer reported that the West Multnomah SWCD has expanded both Staff and space and looks forward to renewing ties with the East Multnomah SWCD (EMSWCD), especially on a Staff-to-Staff basis. He noted several projects were ongoing and encouraged EMSWCD Board and Staff to contact West at any time.

<b>Agenda Item #4</b>	<b>NRCS District Conservationist report</b>
Presenter	Steve Fedje

Natural Resources Conservation Service (NRCS) District Conservationist (DC) Steve Fedje was on vacation so offered no report.

<b>Agenda Item #5</b>	<b>Resource Conservation &amp; Development update</b>
Presenter	Rhoda Portis

Rhoda Portis of the Northwest Oregon (RC & D) Council announced the meeting of SWCDs hosted by the Grande Ronde tribe on July 10, 2008. Stream enhancement and habitat restoration will be among the topics of the meeting. She introduced the results of the Northwest Oregon (RC & D) Council's Area Plan Questionnaire in which the District participated last fall. She identified the four topics of concern that the Council is required by the United States Department of Agriculture (USDA) to plan for as Land Management, Water Management, Community Development and Land Conservation. The Council is also part of a state-wide effort named EnSave which is offering funds to reimburse high pressure water users and dairies for energy audits and has two people trained to ground truth the implementation efforts resulting from the audits. Lastly, RC & D Coordinator Portis presented the draft agenda for the Pacific Rim RC & D Annual Conference to be held in NE Portland Oct 19-22, 2008, which is planned to include information on establishing relationships with funders and eco-system

marketing. Directors noted that land management, on the top of the list of RC & D concerns, is driven by population and consumption pressures which need to be addressed along with the protection work already underway.

<b>Agenda Item #6</b>	<b>Information re: elections process</b>
Presenter	Diana Lobo

Administrative Assistant Diana Lobo pointed Directors to the election portion of their packets, particularly the timeline items, and confirmed that both Zone 1 Director Bob Sallinger and Zone 2 Director Laura Masterson will be standing for election. Additionally, the At Large 2 Director position of Brent Davies will be up for election with her impending resignation due to her move. Consultant Peter Finley Fry has reiterated his commitment to the District and willingness to be appointed to a Director vacancy, most likely the At Large 2 Director position. The question was raised as to whether or not he would then need to stand for election in November after an August appointment and it was agreed that getting the answer was an urgent Action Item. Directors standing for election need to have their petitions qualified by the Multnomah County Elections office prior to turning their petitions in to the Oregon Department of Agriculture (ODA) by August 26<sup>th</sup>, 2008.

<b>Agenda Item #7</b>	<b>Convince Chris to stay (or failing that develop plan for recruiting for the upcoming vacancy)</b>
Presenter	All

Various encouragements were offered to Chair Runyard to reconsider his decision not to run for his At Large 1 position. While none of these inducements were successful, he did suggest that Rick Till, a capable friend with legal experience and affiliation with the Friends of the Columbia River Gorge, would be a good Director candidate. Director Dianna Pope will also check with former Director Clair Klock regarding any interest he may have in the soon to be vacant Board positions. Directors were encouraged to make contact with any peers or partners who might be interested in running for the District and Staff were reminded that their only allowed election activity is to provide information to any and all interested parties.

<b>Agenda Item #8</b>	<b>Preparations for ODA operational review on Wednesday, 7/30/08, 8:30AM, District Office</b>
Presenter	Jean Fike

Executive Director (ED) Jean Fike reported that the Oregon Department of Agriculture (ODA) Operational Review of the District is intended in part to insure Directors are fully apprised of District activity. Soliciting Directors' input and availability, she stated that they do not need to answer all questions and that Staff are available at any time to assist. Director Pope offered to meet with ED Fike on 7/24/08 and Director Bob Sallinger, and hopefully, Director Laura Masterson, will be in attendance at the 7/30/08 Review. Director Runyard will be available the week before the Review to go through questions # 4-9.

<b>Agenda Item # 9</b>	<b>Treasurer's report</b>
Presenter	Shelton for Davies

Bookkeeper Phyllis Shelton presented the Financial Report and explained that all expenditure items for Welcome the Rain! have now been consolidated into the Sustainable Urban Landscapes (SUL) budget as an internal housekeeping measure. Additionally, as of the beginning of this fiscal year, all income will be listed under the General Fund per the District's current auditor's requirement, including income later to be transferred to other programs. Totals budgeted for each program are shown on the "Amount Appropriated by Program" line in the Profit/Loss by Class report and next month's report will tie up the 2007-08 fiscal year. Bookkeeper Shelton continued that she would confirm with the District's new auditor the old auditor's requirement to treat the building purchase expense as being without depreciation but listed as income and all listed in the current fiscal year. The Profit and Loss Budget vs Actual report shows the percentage of appropriated expenditures spent relative to the percentage of the fiscal year which has passed. Dues to the Oregon Association of Conservation Districts (OACD), paid minimally last fiscal year, will be increased in the 2008-09 budget and Directors were reminded that funds allocated to both their travel and training line items were available and significantly under spent this fiscal year.

Bookkeeper Shelton explained that the FY 2008-09 Budget Resolution Correction was necessary because of Tax Supervision and Conservation Commission (TSCC) requirements that double count all financial transfers for both

the General Fund and all Special Funds. Tom Linhares of TSCC has confirmed the new District Budget Resolution Correction.

<b>Agenda Item # 10</b>	<b>Annual work plan process and status</b>
Presenter	All

ED Fike explained that midsummer is the time the District prepares its annual Work Plan for review by the ODA and that historically the Board has not been a large part of the Work Plan development. Plans for next year call for the conversation to begin with the Board in April with a Board review of the current Strategic Plan and draft Work Plans and comparables from the previous year's Work Plan. Additionally, Board stated a preference for a 6 month assessment of the current Work Plan in November or December to allow for a more expedited process when the Board and Staff conversation begins in April or May and for a smoother submission to ODA in August.

<b>Agenda Item # 13</b>	<b>Select new Auditor</b>
Presenter	Chris Runyard

Four auditing firms were investigated to replace the District's current auditor. The only full proposal received was from Gregor Professional Corporation, the firm the District hired as its' initial auditor and which has a lot of SWCD experience, including with the Yamhill SWCD which has had a tax base for fifteen years. The District also has the option to contract with another firm for financial statements, thereby improving the financial checks and balances.

Director Bob Sallinger arrived about 8:15 PM.

<b>Agenda Item # 13</b>	<p><b>Consent Agenda:</b></p> <ul style="list-style-type: none"> <li><b>A. Approve 1 step increase for Julie DiLeone, Kathy Shearin effective July 1</b></li> <li><b>B. Approve reclassification of Dave Bowman to Conservation Tech level 3 effective July 1</b></li> <li><b>C. Authorize any available Director to review and sign agreements with WMSWD and CCSWCD re: Dave Bowman's position (all dollar figures are per adopted budget)</b></li> <li><b>D. Establish policy authorizing any available Director to review and sign grants agreements for a project once funding for that project has been approved by Board</b></li> <li><b>E. Approve thank you letter and certificate to Brent Davies</b></li> <li><b>F. Authorize any available Director to review and sign upcoming site development project related contracts and agreements</b></li> <li><b>G. Approve changing Chris Aldassy position from part time temp to full time regular in order to better support StreamCare work</b></li> <li><b>H. Approve Resolution #2008-07-01 Correcting prior budget resolution per TSCC instructions</b></li> </ul>
Presenter	

Items B., G. and H. were pulled from the Consent Agenda for further discussion.

**Pope/Sallinger motion to approve Consent Agenda Items:**

- A. Approving 1 step increase for Julie DiLeone, Kathy Shearin effective July 1, 2008**
  - C. Authorizing any available Director to review and sign agreements with West Multnomah Soil and Water Conservation District and Clackamas County Soil and Water Conservation District re: Dave Bowman's position (all dollar figures are per adopted budget)**
  - D. Establishing policy authorizing any available Director to review and sign grant agreements for a project once funding for that project has been approved by Board**
  - E. Approving thank you letter and certificate to Brent Davies, accepting her resignation**
  - F. Authorizing any available Director to review and sign upcoming site development project related contracts and agreements**
- Passed unanimously (Pope, Runyard, Sallinger)**

Board requested information prior to considering Consent Agenda Item B.: Approve reclassification of Dave Bowman to Conservation Tech Level 3 effective July 1. Staff noted Conservation Tech Bowman's job performance and independent judgment exceed his current position description and is more accurately described

at the recommended higher Level which automatically increases his pay and drops it two Steps back on the wage scale.

**Sallinger/Pope motion to approve Consent Agenda Item B: reclassification of Dave Bowman to Conservation Tech Level 3 effective July 1 passed unanimously. (Pope, Runyard, Sallinger)**

Board requested information prior to considering Consent Agenda Item G: Approve changing Chris Aldassy position from part time temp to full time regular in order to better support StreamCare work. Staff explained that this is the second year Chris Aldassy has worked for the District, previously in a part time temporary capacity assisting Conservation Tech Lucas Nipp in the garlic mustard work. Hiring Aldassy full time would increase the District's capacity in the watershed StreamCare program by increasing field work capacity in the summer and analysis and planning in the winter. His hire further increases District capacity as site visit requests of Conservation Tech Aaron Guffey have not been as high as was expected and both Beaver Creek and Gordon Creek can now be inaugurated in the StreamCare program through Aldassy's work with both Conservation Techs. ODA has supported the StreamCare concept. District Personnel Policies do not call for an open hiring process in the case of internal reclassification such as this proposal. Directors supported the proposal and requested more information on the StreamCare program to be presented at the August Board meeting and to be kept more current on future staffing proposals. Board also requested more information and Board discussion prior to future StreamCare decisions.

**Sallinger/Pope motion to approve Consent Agenda Item G: changing Chris Aldassy position from part time temp to full time regular in order to better support StreamCare work passed unanimously. (Pope, Runyard, Sallinger)**

**Pope/Sallinger motion to approve Consent Agenda Item H: Resolution #2008-07-01 Correcting prior budget resolution per TSCC instructions passed unanimously. (Pope, Runyard, Sallinger)**

**Pope/Sallinger motion to approve April and June, 2008, Board meeting minutes passed unanimously. (Pope, Runyard, Sallinger)**

**Pope/Sallinger motion to approve selection of Gregor Professional Corporation as the District's auditor passed unanimously. (Pope, Runyard, Sallinger)**

<b>Agenda Item # 14</b>	<b>Elect new Treasurer; designate additional check signer</b>
Presenter	Chris Runyard

With the Board's acceptance of Treasurer Brent Davies' resignation above, Chair Runyard opened nominations for a new District Treasurer. Director Dianna Pope nominated Director Bob Sallinger who accepted the nomination following clarification of the Treasurer's responsibilities.

**Pope /Runyard motion to approve the nomination of Bob Sallinger to the office of District Treasurer and authorize him as an additional signer on the District's checking account passed unanimously. (Pope, Runyard, Sallinger)**

<b>Agenda Item #15</b>	<b>Consider opening a District account with Hankins True Value Hardware</b>
Presenter	All

**Sallinger/Pope motion to approve opening a District charge account with Hankins True Value Hardware with limitations and controls as described passed unanimously. (Pope, Runyard, Sallinger)**

<b>Agenda Item # 17</b>	<b>Announcements, reminders, questions or discussion Review action items, Adjourn</b>
Presenter	Chris Runyard

Action Items were reviewed. New Staff will be introduced at the August Board meeting along with a report on the StreamCare program and a Staff report. Directors were reminded of the Operational Review on 7/30/08 at 8:30 AM at the District Office. The meeting was adjourned at approximately 8:54 PM.

<b>Date Decided/ Approved</b>	<b>EMSWCD Board Meeting Actions Taken/Decisions Made/Resolutions Passed</b>
7/8/08 Board Meeting	Pope/Sallinger motion to approve Consent Agenda Items: <ul style="list-style-type: none"> <li>A. Approving 1 step increase for Julie DiLeone, Kathy Shearin effective July 1, 2008</li> <li>C. Authorizing any available Director to review and sign agreements with West Multnomah Soil and Water Conservation District and Clackamas County Soil and Water Conservation District re: Dave Bowman's position (all dollar figures are per adopted budget)</li> <li>D. Establishing policy authorizing any available Director to review and sign grant agreements for a project once funding for that project has been approved by Board</li> <li>E. Approving thank you letter and certificate to Brent Davies, accepting her resignation</li> <li>F. Authorizing any available Director to review and sign upcoming site development project related contracts and agreements</li> </ul> Passed unanimously (Pope, Runyard, Sallinger)
7/8/08 Board Meeting	Sallinger/Pope motion to approve Consent Agenda Item B: reclassification of Dave Bowman to Conservation Tech Level 3 effective July 1 passed unanimously. (Pope, Runyard, Sallinger)
7/8/08 Board Meeting	Sallinger/Pope motion to approve Consent Agenda Item G: changing Chris Aldassy position from part time temp to full time regular in order to better support StreamCare work passed unanimously. (Pope, Runyard, Sallinger)
7/8/08 Board Meeting	Pope/Sallinger motion to approve Consent Agenda Item H: Resolution #2008-07-01 Correcting prior budget resolution per TSCC instructions passed unanimously. (Pope, Runyard, Sallinger)
7/8/08 Board Meeting	Pope/Sallinger motion to approve April and June, 2008, Board meeting minutes passed unanimously. (Pope, Runyard, Sallinger)
7/8/08 Board Meeting	Pope /Runyard motion to approve the nomination of Bob Sallinger to the office of District Treasurer and authorize him as an additional signer on the District's checking account passed unanimously. (Pope, Runyard, Sallinger)
7/8/08 Board Meeting	Sallinger/Pope motion to approve opening a District charge account with Hankins True Value Hardware with limitations and controls as described passed unanimously. (Pope, Runyard, Sallinger)

<b>Date Generated</b>	<b>NEW "Homework"/Action Items</b>	<b>Responsible Party(ies)</b>	<b>Due Date</b>	<b>Current Status as of date of draft Minutes</b>
7/8/08 Board Meeting	Determine whether or not a Director would then need to stand for election in November after an August appointment	Staff	ASAP	<b>Confirmed with ODA that election is required 7/9/08</b>
7/8/08 Board Meeting	Chair Runyard to contact Rick Till re interest in running for Director	Chair Runyard	By 7/15/08	<b>Confirmed 7/12/08</b>
7/8/08 Board Meeting	Director Dianna Pope will also check with former Director Clair Klock regarding any interest he may have in the soon to be vacant Board positions.	Director Dianna Pope	By 7/15/08	
7/8/08 Board Meeting	Director Pope offered to meet with ED Fike on 7/24/08. Director Bob Sallinger, and hopefully, Director Laura Masterson, will be in attendance at the 7/30/08 Review. Director Runyard will be available the week before the Review to go through questions # 4-9.	Board and Staff	By 7/30/08	<b>Review completed 7/30/08</b>

7/8/08 Board Meeting	Bookkeeper Shelton to confirm with the District's new auditor the old auditor's requirement to treat the building purchase expense as being without depreciation but listed as income and all listed in the current fiscal year	Staff	By 8/4/08	
7/8/08 Board Meeting	Annual Work Plan preparation for review by Oregon Department of Agriculture (ODA) for next year to begin with conversation with the Board in April. Board preference was for a Strategic Plan and draft Work Plans to be available for the Board to response to and to compare with the previous year's Work Plan. Additionally, a 6 month assessment of the current Work Plan in November or December would allow for a more expedited process when the conversation begins in April or May	Staff and Board	By 12/15/08 and 5/15/08	
7/8/08 Board Meeting	Directors requested more information on the StreamCare program to be presented at the August Board meeting	Staff	For 8/4/08	<b>DiLeone and Aldassy Scheduled</b>
7/8/08 Board Meeting	Pope Voter Pamphlet bio to be used for EMSWCD Website bio	Staff	By 8/31/08	

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
9/11/06 Board Meeting	District Manager to proceed with those ODA Operational Review items which clearly need to be addressed by the District and schedule a full Review when Chair Pope is available for a day.	Staff and Chair; Runyard & Davies as available	As scheduled	<b>Review completed 7/30/08, report due to ODA by 8/15/08</b>
4/7/08 Board Meeting	new riparian vegetation work Program name and watershed priority input sought from the Board	Board	By 6/2/08	<b>Completed 7/08</b>
4/7/08 Board Meeting	Board input was solicited regarding conservation priorities for urban areas to be given to DM Fike	Board	By 6/2/08	<b>Completed 7/08</b>

Item #	Date Generated	IN PROCESS/NOT YET COMPLETED	Responsible Party	Due Date	Status as of date of draft minutes
1	2/12/07 Board Meeting	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 Community Resources Conservation Consortium (CRCC)	Staff, Directors Pope and Davies	2/26/07	<b>All contacts made and discussion started</b>
2	2/12/07 Board Meeting	Chair Pope requests assistance in preparing testimony for fish recovery plan on Lower Willamette and Columbia Basin	Directors Pope and Davies	Before 12/07	<b>Davies added to email list; 2/8/09 next meeting</b>

<b>3</b>	3/19/07 Board Meeting	ORPIN and other governmental procurement programs to continue to be investigated as procurement option. (From 3/19/07 Budget Committee meeting as a Board responsibility.)	Staff	Report to future Board meeting	<b>Try for future meeting</b>
<b>4</b>	2/4/08 Board Meeting	Staff was requested to write brief biographical sketches of Directors' for their approval and website posting.	Staff	4/7/08	
<b>5</b>	2/4/08 Board Meeting	Schedule <u>Sustainable District Operations/Location</u> committee meeting with Directors Laura Masterson and Runyard and Staff member Candace Stoughton with assistance from Andru Johnson and Kathy Shearin.	Board and Staff		<b>First meeting held 2/27/08; subsequent Staff meetings</b>
<b>6</b>	2/4/08 Board Meeting	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. Copies of the list were requested for all Board and Staff.	Staff	By 4/7/08	
<b>7</b>	2/4/08 Board Meeting	Schedule a meeting to be facilitated by Barbara MacKay or Steve Fedje to address the edges of the District's scope of work. Director Davies and DM Fike volunteered to draft an agenda for the meeting and to have it available by the March Board meeting.	Staff and Director Davies	By 4/30/08	
<b>9</b>	4/7/08 Board Meeting	A conversation about the conservation priorities for rural lands among CTA Staff and Director Laura Masterson will be undertaken following the office move.	Board and Staff	By 6/2/08	
<b>10</b>	4/7/08 Board Meeting	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	
<b>11</b>	6/2/08 Board Meeting	Director and Staff round table to be scheduled once Finance and Grants Manager is hired to dovetail the District's mission with any funded projects and clarify/codify standards for all grant programs	Board and Staff, inc Finance / Grants Manager	With orientation of new hire	
<b>12</b>	6/2/08 Board Meeting	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	

**Next Meetings:****Wednesday, July 30<sup>th</sup>, 8:30 AM, ODA Operational Review at District Office****Monday, August 4<sup>th</sup>, 6:00PM Board meeting at King Center, 4815 NE 7<sup>th</sup>, Portland OR 97211**

<b>Date Generated</b>	<b>"Pervious Parking Lot/Bike Rack"</b>	<b>Responsible Party</b>	<b>Current Status</b>
12/4/06 Board Meeting	Committee to develop recommendations for a process for setting priorities/goals and decision making for Conservation Easement program and forward to Board	Masterson, Sallinger, Rains	Ongoing

4/3/06 Board Meeting	Monitor closely Metro's "New Look" at regional long-range planning for opportunities to partner and/or participate	All Board Members and All Staff	Ongoing through 2007
4/3/06 Board Meeting	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	Investigate possible future benefits to EMSWCD of continued membership in RC&D; make a decision regarding next year's membership	Jean and Board	Info at 4/2/07 Board; no decision made
3/6/06 Board Meeting	Board development ideas, requests and suggestions to Dianna and/or Jean	All	Ongoing
6/4/07 Board Meeting	Board approved the concept of weaving permaculture and food production information and ideas into District programs and directed Staff to research how this could best be done.	Board and Staff members	Ongoing
8/6/07 Board Meeting	Director Masterson suggested that Board members receive ongoing training in how to analyze financial reports so patterns will be easier to identify and discrepancies easier to catch. She also suggested that this training be an item taken up at the Strategic Planning Workshop.	Board members	Ongoing