

## Columbia Slough Watershed Council General Meeting Agenda

**Date:** Monday, May 18, 2020 **Time:** 5:30 PM to 7:30 PM

Join the [web meeting](#)

**Meeting ID:** 873 3977 6341

**Password:** 807148

**Optional dial-in:** +1 253 215 8782

### Attendees\*

Cathy Kellon	Bob Dolphin	Meei Lum
Kathy Shearin-EMSWCD	Keri Handaly-City of Gresham	Jenn Bies-Port of Portland
Troy Clark	Daryl Houtman-BES	Erwin Bergman
Sunny Simpkins-MCDD	Elizabeth Robillard	

\* See sign-in sheet for staff and members of the public in attendance.

### Action Items

Action Item	Lead	Due Date
Recruit additional Finance Committee members and outline a workplan	Cathy and Keri	Goal of 1 <sup>st</sup> meeting in Q1 of FY21
Include JEDI ground rules on Board retreat agenda	Cathy and Sunny	TBD
Secure non-parks use permit for roofing replacement (without final insurance forms & roofer estimate, if possible)	Bob	On hold re: Bunn House
Send suggestions to Cathy for short JEDI videos or topics to be viewed/discussed at each meeting	All	On-going
Conduct mid-year Board meeting schedule check in on dates, start times, locations etc.	Board	Summer 2020
Try to identify and host Board for 2 <sup>nd</sup> DEI training	Port & MCDD	Before April 2021
Deferred agenda items, due to capacity constraints: <ul style="list-style-type: none"><li>• Vanport placemaking project as JEDI discussion topic (need to think through how to frame this)</li><li>• Land Use discussion (policy, priorities/strategy, Committee vs. staff, develop form for land use-related requests for support covering who/what/when/where/why)</li><li>• Broadmoor Golf Course: The council has not yet determined if/how/when to participate in that proposed development.</li><li>• Board review of letters (preference or required?)</li></ul>		

## AGENDA

### 5:30 Welcome and Introductions

### 5:40 Business

- Approval of minutes from April - Chair
  - Bob motioned to approve; Troy seconded; all approved
- Action item review - Jenn Bies

- Development by Gresham Butte is not supporting any wildlife so considered low-value habitat and no concerns with development as proposed. Keri can share info on public comment process.
- Roof replacement is on hold until we make a decision re: Bunn House opportunity
- Finance Committee formation - Keri and Cathy
  - One was active in the past (ED plus 1-2 people; met quarterly – developed policies – reviewed budget – audit/checked policies were being followed etc.) but disbanded more recently
  - This is a very important committee and can include non-Board members
  - Ideal committee membership: Executive Director, Treasurer, 1 Board Member and 1 Community Member with financial expertise, ideally with non-profits
  - Would like to get one formed before next fiscal year starts on July 1
  - Keri motioned to restart Finance Committee; Kathy seconded; all approved
  - Cathy and Keri are core members of the Committee; they will recruit additional members and outline a workplan
- Update on finance, staff, & PPP - Cathy and Keri
  - Only have numbers through March since Board meeting was moved to one week earlier in the month due to Memorial Day holiday
  - Net assets without donor restrictions is especially important (cash on hand to navigate unexpected challenges).
    - Expect to increase this number after Alt-Gala but we need to maintain a focus on this line item for the long-term health of the organization
    - Priorities: don't spend this money (reduce expenses) and cultivate more individual and business donations
    - Cathy worked with a fundraising consultant pre-COVID; would recommend relying upon professional expertise anytime we want to implement a significant fundraising campaign (also get some capacity from them, not just expertise)
  - Significantly under on income due to lag in reimbursement submissions and an overestimate in what we could bring in at this point in time. Don't think there is much risk that any won't be able to reimburse (most are government agencies)
  - COVID impacts: applied for [Paycheck Protection Program](#) (PPP) and received ~\$57K in funding to use through end of June

#### **6:05 First Draft 2020-21 Work Plan & Budget - Cathy**

- Income assumptions:
  - No community events during time of COVID which limits opportunities for larger sponsorships
  - Some version of the gala next winter
  - Large reduction in individual donor amount (past 4-5 years floated by large Nadaka donation)
  - Conservative with foundation grants (additional \$25K to be raised)
  - 60% of government grants is secured (90% of which is reimbursement based)
- Expenses assumptions:

- Reductions in travel, equipment rental, supplies, project implementation due to COVID
- Personnel: keep 6 staff with no seasonal or limited duration hires; enroll in Oregon Work Share (minimum 20% reduction in hours to qualify) which allows us to reduce hours and employees qualify for unemployment; staff will coordinate on when to reduce hours and by how much based on program/project staffing needs

## 6:20 JEDI

- Social impact survey results - Keri
  - Survey versions in English and Spanish; had more lead time on English version – Spanish version was impacted by COVID
  - A lot of respondents were familiar with the Slough, but not as many with the Council
  - 94 respondents were new to the organization, so we have more community members to target for events and fundraising
- JEDI “ground rules” - Meei
  - Reviewed an example of ground rules intended to create safe space for participants
  - Groups should create their own version of ground rules and review them at the beginning of each meeting
  - Could adopt our own set of ground rules at the next Board retreat

## 6:35 Bunn II Task Force Update - Meei, Bob, Keri, Adam, Sunny, Cathy

- Current location at Whitaker Ponds:
  - Needs more space to support education which is not a priority for the City
  - Stay here rent-free but responsible for maintenance and repairs, and the roof needs to be replaced (~\$18K)
  - The City is expecting the Council to pay for sewer tie in (~\$85K--\$72K is just the City’s connection fee at commercial rate) – most of project cost is labor, could explore getting companies to donate labor
  - Begs the question if we want to spend over \$100K in a short period of time on someone else’s property
- Keri had been interested in investing in property in Portland; could structure this as a “bridge loan” construct where property would eventually be purchased by the Council
  - Met with Catalyst law firm to discuss bridge loan option; this is a feasible option
  - Need to evaluate cost/benefit of possible locations as an investment
- Looking at alternate locations
  - [4932 NE Buffalo](#) (across the slough from Whitaker Ponds dock)
  - [4551 NE Crystal Lane](#)
- General discussion:
  - Seems like we should be able to get the City to lower or waive the sewer tie-in fee
    - More exploration is needed with BES to help determine if a residential hook up rate can be applied to reduce costs to stay.

- Current location will require significant investments at current location (beyond sewer tie in) so the main considerations are how much we have to invest and when.
  - Bunn House would be demolished if the Council leaves
- To what extent does employee satisfaction play into this decision?
  - The current location/surroundings are great but the building itself negatively impacts productivity and morale and would require a capital campaign to revamp facilities. Cannot remodel/expand current location due to wetlands limitations and other limitations.
  - Alternate location would have to have better building conditions than the current location
  - It's important to explore options given that the Bunn House has an overall negative impact on morale
- What else could be monetized in a new space? For example, co-locate a community center that runs programming and generates revenue.
- Too early to make a decision, just exploring options
  - It was difficult for the board to align on next steps for the Task Force, so the group agreed that more direction is not needed at this time.
  - A decision-making framework with clear criteria would help the board make a big decision like this.
- Presentation with lots more detail is posted to the Board Google drive

#### **7:05 News & Updates**

- Alt Gala reminder - Cathy
  - Alt Gala has begun this week; board members should spread the word via their networks and show up Friday!
- Initial Urban Flood Safety & Water Quality District - Sunny, Cathy
- Slough Visioning - Sunny, Cathy
- Free, recommended JEDI webinar training opportunity  
(<https://www.ihollaback.org/bystanderintervention/>)

#### **7:20 Air quality & the Port - Jenn Bies**

- Ran out of time for this topic

#### **7:30 Adjourn (adjourned at 7:45pm)**