



## WMSW Conservation District Board Meeting Minutes 1/7/16

### 1. Meeting location and time

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 452, Portland  
The meeting was called to order at 6:10 PM.

### 2. Introductions and Agenda Approval

Board Members present: Directors Hartline, Lightcap, Sowder, Preeg Riggsby, Looney; Board members absent and excused: Director Peterson and Miller; Associate Directors present: Anderson, Hamer, Weedall; Staff: Ahr, Levis, Logalbo, Sisco, Taylor; Guests: Jim Cathcart (incoming, as of 1/25, District Manager), Kim Galland (USDA NRCS District Conservationist), Queta Gonzales and Gaylen Beatty (invited speakers on racial and ethnic diversity). Director Lightcap moved to approve the agenda; Director Sowder seconded; all approved (5-0).

### 3. Invited Speaker: Working on Equity at WMSWCD presented by Queta Gonzalez and Gaylen Beatty

The board heard a presentation and participated in a discussion about why equity and diversity are important in the conservation field.

### 4. Staff Presentation: Educational program goals and accomplishments

Laura Taylor, Education Coordinator, gave a presentation on specific projects worked on over the last year and the status of current goals and potential new goals.

### 5. Minutes: *WMSW Conservation District 11/5/2015 Board Meeting Minutes*<sup>1</sup>

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

### 6. Treasurer's Reports: Levis gave an update on our financial position, highlighting and explaining variances noted. The following reports were reviewed:

- i. *WMSWCD-Balance Sheet- As of November 30, 2015*<sup>2</sup>
- ii. *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date November 30, 2015*<sup>3</sup>
- iii. *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date November 30, 2015*<sup>4</sup>

### 7. Annual Audit: Levis gave a brief overview of the results of our Annual Audit, highlighting our clean opinion and the expanded Pension footnote disclosure required by Governmental Accounting Standards (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions, as amended by GASB No. 71, Pension Transitions for Contributions Made Subsequent to the Measurement Date. Director Lightcap made a motion to approve the Annual Audit and associated Audited Annual Financial Report for the fiscal year ended June 30, 2015. The motion was seconded by Director Sowder and approved by all (5-0).

### 8. Budget FY2016-17: After discussion and review, Director Hartline made a motion to appoint District Controller Levis as Budget Officer for the coming FY2016-17 budget cycle and to approve the proposed budget calendar. The motion was seconded by Director Looney and approved by all (5-0).

9. **Budget FY2015-16:** After discussion and review, Director Hartline made a motion to approve an Intra-fund transfer in the amount of \$40,000 from the “Contingency” line item within the General Fund to two separate appropriation categories within the General Fund: (1) \$20,000 to the “Materials & Services” line item to absorb the higher rental expenses resulting from taking over the lease for the office space at Suite 450, previously shared with NRCS, in Montgomery Park , and (2) \$20,000 to the “Personnel” line item to absorb the higher costs (salary and benefits) related to hiring two new employees to replace those who retired; such transfer is authorized in accordance with ORS 294.463 and OAR 150-294.463(3). The motion was seconded by Director Looney and approved by all (5-0).
10. **New District Manager:** Director Hartline introduced Jim Cathcart, who will join WMSWCD on 1/25/2016 as our new District Manager. Cathcart spoke briefly about his background and his enthusiasm for the work ahead.
11. **NRCS Update:** Galland updated the Board on NRCS activities and upcoming events.
12. **Staff Reports:** Ahr and Levis referred the board to the prepared Staff Reports<sup>5</sup>, including an update on Sturgeon Lake.
13. **Announcements/Reminders/Confirmation of next meeting:** The February Board meeting on 2/4/16 will be preceded by a joint Staff/Board meeting, beginning at 5:00 PM, to review the highlights of and major changes to the staff’s annual work plans for FY2016-17 and how the work plans fit into the FY2016-17 budget and the Long Range Business Plan. Director Lightcap requested that an agenda item for OACD Basin Meeting discussion be added to the February Board Meeting Agenda. Director Looney moved to adjourn the meeting at 8:15 PM; Director Sowder seconded; all approved (5-0).

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<sup>1</sup> WMSWCD 11/5/15 Board Meeting Minutes<sup>2</sup>

<sup>2</sup> WMSWCD-Balance Sheet- As of November 30, 2015

<sup>3</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date November 30, 2015

<sup>4</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date November 30, 2015

<sup>5</sup> Staff Reports