



West Multnomah Soil & Water Conservation District Board Meeting Minutes 2/4/2016

**1. Meeting Location and Time:**

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 452, Portland

The meeting was called to order at 7:12 PM.

**2. Introductions and Agenda Approval:**

Board Members Present: Directors Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder;

Associate Directors Present: Anderson, Hamer, Weedall; District Manager: Cathcart; Staff: Ahr, Levis,

Sisco. Director Lightcap moved to approve the agenda; Director Miller seconded; all approved (7-0)

**3. Minutes:** WMSW Conservation District 1/7/2016 Board Meeting Minutes[i] Director Looney made a motion to approve the minutes. The motion was seconded by Director Hartline and approved by all (7-0).

**4. Treasurer's Report:** Director Miller gave an update on our financial position, highlighting and explaining variances noted, and explaining how the intra-fund budget transfer of \$40,000 approved last month was distributed between appropriated Personnel expenses and appropriated Materials & Services rent expense. The following reports were reviewed:

- i. WMSWCD-Balance Sheet- As of December 31, 2015[ii]
- ii. WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date December 31, 2015[iii]
- iii. WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date December 31, 2015[iv]

**5. Proposal and Resolution to Form a Standing Diversity, Equity and Inclusion Committee:** After presentation of a proposal by Director Miller and board discussion and review, Director Lightcap made a motion to pass a resolution that the District authorize the formation of a Diversity, Equity, and Inclusion Standing Committee to the Board of Directors to formally recognize the DEI initiative and to integrate this core value across all program areas and operations. The DEI Standing Committee will consist of District Staff and Board members, with the District Manager Jim Cathcart and Associate Director and Board Member Susan Weedall serving as co-chairs; will report to the board monthly (by written report or during board meetings) on DEI initiatives; and will create a separate budget center (class code) to reflect all costs associated with this initiative. The motion was seconded by Director Looney and approved by all (7-0).

**6. OACD Update:** Director Lightcap discussed the Oregon Association of Conservation Districts Lower Willamette Basin meeting to be held March 17 at 6:30 PM at the Tualatin Soil & Water Conservation District office. He will be soliciting input on requested topics for the OACD convention. Director Lightcap ADD noted that he will be attending 6 district meetings in the basin and stressed that he would be asking those to provide him with convention topics and speakers and that the convention will be more focused on district needs and education since watershed council participation will be less because OWEB is still seeking a director for the Network of Councils.



7. **Check-in Reports:** Director Preeg Riggsby and board decided that 10 minutes of each meeting would be allocated to Directors for announcements and check-ins.
  - a. **Sauvie Island Conservancy:** Director Hartline is compiling a map and list of all the endangered and threatened species on the island in hopes that this will allow her to help categorize and identify problems and solutions impacting the wildlife on the island. On Thursday, February 11 there will be a talk discussing amphibious species on the island.
  - b. **Frog Habitat:** Director Looney is currently working on improving the population of frogs and seeking grant funds for ponds. Website: [linntonfrogs.org](http://linntonfrogs.org)
  - c. **Update on De-icer Spill on Cornelius Pass:** Associate Director Hamer offered information that the de-icer spill on Cornelius Pass Road has been contained and cleaned up.
  - d. **43 Culvert Project:** Director Preeg Riggsby reported on the progress of this project and involvement from the Army Corps of Engineers. ADD. Director Lightcap that our District initiated this project over ten years ago with the assistance of NW RC&D, Rhoda Portis. And were responsible for getting the culvert repair as a priority project with ODOT.
8. **Messages from the District Manager:** DM Cathcart will be meeting individually with each board member.
9. **Asian Gypsy Moth:** DM Cathcart updated the Board on this issue and distributed an information sheet<sup>5</sup> on what actions the District intends to take to assist residents.
10. **Announcements/Reminders/Confirmation of next Meeting:** Because of this month's abbreviated time frame, the NRCS<sup>6</sup> and Staff Reports<sup>7</sup> will not be discussed, but they are included for informational purposes. The March Board meeting will be on 3/3/2016. Director Preeg Riggsby moved to adjourn the meeting at 8:05 PM, Director Hartline seconded; all approved.

[i] WMSWCD 1/7/16 Board Meeting Minutes

[ii] WMSWCD-Balance Sheet- As of December 31, 2015

[iii] WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date December 31, 2015

[iv] WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date December 31, 2015

[v] Asian Gypsy Moth: What can our district do to help Residents?

[vi] NRCS Report

[vii] Staff Reports