



West Multnomah Soil & Water Conservation District Board Meeting Minutes 10/29/2016

1. **Meeting Location and Time:**

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

The meeting was called to order by Director Preeg Riggsby at 4:03 PM.

2. **Introductions and Agenda Approval:**

Board Members Present: Directors Preeg Riggsby, Lightcap, Looney, Miller, Peterson, Sowder; Board members absent (excused): Hartline; Associate Directors Present: Anderson, Hamer, Weedall, Wiley; District Manager (DM): Cathcart; Staff: Razalenti; NRCS Staff: Galland; Guests: Manette Simpson, Oregon Department of Agriculture, Jerry Ward, Oregon Soil & Water Conservation Commission.

Agenda amended to include an Oregon Association of Conservation Districts update by Director Lightcap and approved by general consensus.

3. **Minutes:** *WMSW Conservation District 10/6/2016 Board Meeting Minutesⁱ*

Director Miller made a motion to approve the minutes as written and Director Looney seconded the motion and approved by all (6-0).

4. **Treasurer's Report:**

Director Miller summarized the September financial reports, and pointed out an error on the total payroll taxes and other benefits line item that was not able to get corrected in time for the Board meeting. The error was from pension related entries made for the annual audit, and one of the entries accidentally wasn't reversed before creating the report. An updated report will be sent to Directors.

The following reports were reviewed:

a) *WMSWCD-Balance Sheet as of September 30, 2016ⁱⁱ*

b) *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date September 30, 2016ⁱⁱⁱ*

c) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date September 30, 2016^{iv}*

5. **Oregon Department of Agriculture (ODA) Soil & Water District Program Update**

Simpson reviewed the ODA Overarching Goal chart^v as well as the Soil and Water Conservation District Program packet that she distributed^{vi}.

6. **Oregon Soil & Water conservation Commission Update**

Ward gave a brief overview of the Soil and Water Conservation Commission^{vii}, and reviewed the hand-out of the history of the Soil and Water Conservation Commission^{viii} that is no longer on the website.

7. Oregon Association of Conservation Districts (OACD) Update

Director Lightcap briefed the Board on the productive discussion at the OACD Annual Meeting (held October 18-20th in Clackamas) about continuing with the Basin Team structure to the OACD Board, and reported that he, Director Preeg Riggsby, and DM Cathcart attended. DM Cathcart will provide Director Lightcap staff support in his role as Chair of the Lower Willamette Basin Team. The Lower Willamette Basin Team's next meeting is being planned for sometime in January 2017.

8. Announcements/Reminders/Confirmation of next Meeting:

The staff reports will be sent out to Directors the first week of November as more time was given to staff in order to prepare for the Annual meeting and open house. The annual holiday party will be held on December 1, 2016. The time and place are to be determined, and staff member Razalenti will follow up with that information. Director Lightcap moved to adjourn the meeting at 4:39 PM; Director Looney seconded; all approved (6-0).

ⁱ WMSWCD 10/6/16 Board Meeting Minutes

ⁱⁱ WMSWCD-Balance Sheet- As of September 30, 2016

ⁱⁱⁱ WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date September 30, 2016

^{iv} WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date September 30, 2016

^v ODA Overarching Goal

^{vi} Oregon Department of Agriculture Soil and Water Conservation District Program

^{vii} Soil and Water Conservation Commission Member Contact Information

^{viii} Soil and Water Conservation Commission History