



## West Multnomah Soil & Water Conservation District Board Meeting Minutes 12/01/2016

### 1. **Meeting Location and Time:**

Location: Portland Brewing Company Taproom, 2730 NW 31<sup>st</sup> Avenue, Highland Room  
The meeting was called to order by Director Preeg Riggsby at 6:04 PM.

### 2. **Introductions and Agenda Approval:**

Board Members Present: Directors Preeg Riggsby, Hartline, Lightcap, Looney, Miller, Peterson, Sowder;  
Associate Directors Present: Hamer, Weedall; District Manager (DM): Cathcart; Staff: Levis, Razalenti;  
NRCS Staff: Galland

Agenda approved by general consensus.

### 3. **Minutes:** *WMSW Conservation District 10/29/2016 Board Meeting Minutes<sup>i</sup>*

Director Looney made a motion to approve the minutes as written and Director Hartline seconded the motion and it was approved by all (7-0).

### *WMSW Conservation District 10/29/2016 Annual Meeting Minutes<sup>ii</sup>*

Director Lightcap made a motion to approve the minutes as written and Director Looney seconded the motion and it was approved by all (7-0).

### 4. **Treasurer's Report:**

Director Miller summarized the October financial reports, pointing out that overall the District is in great shape. The District is currently underspent in conservation programs, related to timing of projects, but expects conservation expenses to catch up to budget in early 2017.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of October 31, 2016<sup>iii</sup>*
- b) *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date October 31, 2016<sup>iv</sup>*
- c) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date October 31, 2016<sup>v</sup>*

### 5. **Updating Employee Handbook**

Staff member Levis let the Board know that the Employee Handbook is being updated by a staff committee. Associate Director Weedall has agreed to join the committee to provide a Board perspective. The committee will solicit input from all staff to achieve consensus prior to bringing it to the Board for review and approval in May 2017.

**6. Whistleblower Policy<sup>vi</sup>**

Levis let the Board know that during the most recent legislative session, a bill was passed to protect employees who act on good faith and objectively reasonable belief to report a violation of federal, state, or local law, rule, or regulation by their employer. Beginning January 1, 2017, all public and nonprofit employers must establish and implement a whistleblower policy. The District has adopted the recommended policy by the Special Districts Association of Oregon (SDAO) as an interim policy so the District will be in compliance with the new law that becomes effective January 1, 2017. Director Preeg Riggsby clarified that the Whistleblower Policy distributed tonight will be in effect January 1<sup>st</sup>, even though alterations may be made later as part of the Employee Handbook update process. Associate Director Hamer commented that the SDAO recommended policy was thorough.

**7. New Board Meeting Day of the Week**

Director Lightcap made a motion to change the Board meeting monthly meeting day to the second Wednesday of the month beginning January 11<sup>th</sup>. Director Sowder seconded the motion, and it was approved by all (7-0).

**8. Announcements/Reminders/Confirmation of next Meeting:**

DM Cathcart reported that NRCS staff member Galland was selected as District Conservationist for Clackamas County effective December 5, 2016, and that she will be Acting District Conservationist for Multnomah County until her replacement is recruited and put in place. Director Lightcap announced that there will be discussion of the Oregon Association of Conservation Districts and Lower Willamette Basin team meeting at the next Board meeting. Director Preeg Riggsby moved to adjourn the meeting at 6:29 PM; Director Hartline seconded; all approved (7-0).

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<sup>i</sup> WMSWCD 10/29/16 Board Meeting Minutes

<sup>ii</sup> WMSWCD 10/29/16 Annual Meeting Minutes

<sup>iii</sup> WMSWCD-Balance Sheet- As of October 31, 2016

<sup>iv</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date October 31, 2016

<sup>v</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date October 31, 2016

<sup>vi</sup> Whistleblower Policy

<sup>vii</sup> Diversity, Equity and Inclusion Report, Meeting Summary, and Draft Racial Equity Statement

<sup>viii</sup> Staff Reports