



WMSW Conservation District Board Meeting Minutes 01/25/2017

1. Meeting location and time

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 450, Portland
The meeting was called to order at 2:03 PM

2. **Welcome/Introductions & Review/Revise Agenda:** Board members present: Directors Hartline, Lightcap, Looney, Peterson, Sowder, Preeg Riggsby; Board member absent and excused: Director Miller; Associate Directors present: Hamer (by phone), Weedall; Staff: Cathcart, Levis, Rasmussen; Guest: PSU Graduate student: S. Swanson

3. Newly elected Directors take Oath of Office for 2017-2019

Director Preeg Riggsby administered the Oath of Office to Directors Hartline, Peterson and Sowder, all of whom were elected to a four-year term in the November 2016 general election. The newly-elected Directors signed their Oath of Office, which was then signed by Director Preeg Riggsby. Director Miller was absent and will take the Oath of Office at the February board meeting.

4. **Approve December Meeting Minutes:** Director Lightcap moved to approve the December Board Meeting minutes; Director Hartline seconded; all approved.

5. **Budget FY2017-18:** After discussion and review, Director Hartline moved to appoint Controller Levis as Budget Officer for fiscal year 2017-2018; Director Looney seconded; all approved. The first Budget committee meeting will be April 12, a second meeting will be held April 26, if needed. Director Looney moved to approve the budget calendar as presented; Director Sowder seconded; all approved. The Board discussed the open position on Budget Committee. A notice has been posted on the District's website and sent to media encouraging interested citizens who are registered voters within the District boundaries to submit an application to be appointed to the open position on the Budget Committee. Additionally, DM Cathcart reached out to Communities of Color to see if members of their leadership academy would be interested. Recruiting a new Budget Committee member and an Associate Director from Zone 5 is desirable.

6. Review of Treasurer's Reports

Staff member 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, 2016
- ii. WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date November 30, 2016
- iii. WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date November 30, 2016

7. **FY2016 Audited Financial Statements:** Levis gave a brief overview of the results of our annual independent audit, highlighting the clean opinion (an audit report in which the auditor finds no exceptions to generally accepted accounting principles). Director Hartline moved for the Board of Directors to accept the Audited Financial Report for the fiscal year ended June 30, 2016 Financial Statements; Director Lightcap seconded; all approved.

8. **OACD Lower Willamette Basin Team Meeting:** Directors Lightcap (Basin Chair), Hartline, Preeg Riggsby, as well as DM Cathcart attended the meeting on 1/25/17. All districts were represented. OACD Executive Board is trying to reconnect to the roots in the Districts, and the Basin Teams can facilitate communication between them. Basin team is piloting a new model where District staff provide support to Basin Chair, with District Managers proposing agenda and briefing papers to Directors on Basin Team. If a Director from a different

SWCD becomes chair, they will provide administrative support. Directors are encouraged to attend future meetings. Solar panel installations on farm lands were a concern raised that the Basin Team was requested to address in board meetings. More research may be needed to determine how big an issue this is in Multnomah County.

9. Metro Policy Advisory Committee (MPAC)

Director Preeg Riggsby asked board to support her being a representative for SDAO to MPAC. She submitted an application within 48 hours of the announced opening. They had already appointed someone else without a transparent process. A meeting is scheduled for February 3 at 10:00 AM at Multnomah County Drainage District to elect a representative. The runner up will be an alternate. Each candidate speaks for five minutes. Districts that attend get one vote. Director Sowder will attend. Director Looney moved to send Director Sowder; Director Lightcap seconded; Preeg Riggsby abstained; all others approved.

10. Interagency Mitigation Bank Review Team for the Linnton Mill Restoration Site DM Cathcart reported on the Interagency Bank Review Team for the Linnton Mill Restoration Site. Director Looney gave some background about the site and the Linnton community's interest in how the site is used. Preparations are underway to deconstruct mill and turn it into a restoration site for salmon. The Oregon Department of State Lands (DSL) has asked for a representative from District with technical expertise in mitigation banking (see attached email from DSL). Associate Director Finlay Anderson agreed to represent District per conversation with Cathcart with concurrence from Director Looney. AD Anderson will coordinate with Director Looney as Director Looney has a strong interest in following this work. Director Lightcap moved that Assoc. Director Anderson be appointed as the District representative to Restore Cap; Director Sowder seconded; all approved. DM Cathcart to set up a meeting with Directors Looney and Hartline and AD Anderson so AD Anderson gets some background on the Linnton community's interest in the site.

11. District Manager's Report

There is a need for a permanent seasonal conservation technician to assist with Early Detection and Rapid Response program, which is at/beyond capacity. In addition, the technician level work for the District has increased in the areas on monitoring and there is a further need to have dedicated support for managing geographic information systems (GIS) and other District conservation data. Combined, Tech Staff recommended to DM Cathcart the need for a full-time, eight month, permanent conservation technician position. Director Peterson asked specifically what the position would be doing. DM replied the emphasis would be on expanding capacity of the EDRR and invasive species program by creating a position that could work independently; for example, checking on contract crews hired to do the work as well as doing removal work them self. Other priorities for the position would be managing the GIS data and supporting District conservation monitoring efforts. Funding will most likely come from program budgets that have been underspent. More discussion is planned for February meeting, when a resolution to approve an intra-fund transfer from Material & Services to Personnel will be presented to the Board. To allow for the position in future budgets, grant funding will become a more important resources for funding program work. Director Lightcap expressed interest in know what grant opportunities are out there that the District would be pursuing.

12. Next Meeting/Reminders/Adjournment: The February Board meeting on 2/8/17 will begin early, at 5:00 PM, in order to accommodate presentations from Staff members reviewing/ highlighting updates to annual work plans for FY2017-18. Director Lightcap requested that an agenda item for his candidacy for OACD President be added to the February Board Meeting Agenda. Director Looney moved to adjourn the meeting at 3:17 PM; Director Preeg Riggsby seconded; all approved.

¹ WMSWCD – 12/01/2016 Board Meeting Minutes

² WMSWCD – Oath of Office

³ WMSWCD – Audited Financial statements 2016

⁴ WMSWCD – 2017-18 Budget Calendar

⁵ WMSWCD – Budget Committee Members Outreach 2017

⁶ WMSWCD – Treasurer's Reports 11/2016

⁷ WMSWCD – Metro Policy Advisory Committee Memorandum

⁸ DEI and Staff Reports