



## West Multnomah Soil & Water Conservation District Board Meeting Minutes 2/8/2017

### 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 5:05 PM.

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

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

Members Absent: Lightcap; Associate Directors Present: Anderson, Hamer, Weedall; District Manager

(DM): Cathcart; Staff: Ahr, Delepine, Gall, Kern-Korot, Levis, Lindberg, Logalbo, Razalenti, Taylor. NRCS

Staff: Galland

Agenda was changed for Director Miller's Oath of Office and report to happen after Annual Work Plans because Director Miller was running late due to another meeting.

### 3. **Annual Work Plan Presentation and Discussions:**

Staff presented FY2017-2018 Annual Work Plans<sup>i</sup> for each program area to the Board, providing an opportunity for discussion and feedback. Highlighted were new initiatives and changes planned for the upcoming year. These plans support our Long-Range Business Plan and will be used by staff to formulate their FY2017-2018 budget requests.

A break was taken and all staff left the meeting aside from DM Cathcart, Levis, Logalbo, and Razalenti.

4. **Oath of Office:** Director Miller read the Oath of Office form, and signed the Oath of Office form along with Director Preeg Riggsby.

### 5. **Minutes:** *WMSW Conservation District 1/25/2017 Board Meeting Minutes<sup>ii</sup>*

Director Looney made a motion to approve the minutes as written and Director Peterson seconded the motion. The motion was approved with a vote of 6-0.

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

Director Miller summarized the December financial reports, and pointed out areas where there were some over and under spending, and stated that overall the District is in a good position.

The following reports were reviewed:

a) *WMSWCD-Balance Sheet as of December 31, 2016<sup>iii</sup>*

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

c) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date December 31, 2016<sup>v</sup>*

## 7. **Intrafund Transfer**

Staff member Levis summarized the need for the Resolution for the Intrafund Transfer. DM Cathcart summarized the need for the Seasonal Conservation Technician including the support needed for the EDRR program, and the desire from tech staff to be able to expand the internship program to include younger students doing a wider variety of program work.

The funds for the position will come from unused Forestry program funds, and from the Invasive program area that staff member Delepine has not had the ability to launch due to being overwhelmed from the EDRR program. The program funds in future fiscal years would be replaced with more grant funding. Director Miller suggested reviewing recent years' budget-to-actual reports to see where programs have historically been underspent and Staff member Levis reported that she will provide that information.

Director Hartline made a motion to approve Resolution #2017-02-08b, A Resolution Authorizing a General Fund Intrafund Transfer from Materials and Services Appropriations to the Personnel Services Appropriations<sup>vi</sup>. Director Sowder seconded the motion. The motion was approved with a vote of 6-0. Directors Looney and Preeg Riggsby signed the Resolution.

## 8. **Budget Committee Members**

Staff member Levis reviewed the Recommendations for Budget Committee<sup>vii</sup>. Due to other commitments, Susan Weedall will be stepping down from serving as a citizen member of the Committee, opening up four open positions on the committee. Director Miller made a motion to reappoint two current citizen members, Patrick Willis and Edward Woods, and appoint two new citizen members, Rachel Dvorsky and Gillian Wildfire, to the Budget Committee. Director Sowder seconded, and the motion was approved with a vote of 6-0. The first Budget Committee meeting will be April 12<sup>th</sup>, the same evening as the Board meeting.

## 9. **Equity 101 Training Debrief**

Associate Director Weedall touched briefly on the Equity training back in October and called out for any feedback from Directors. The feedback was that the equity training was useful.

## 10. **Racial Equity Statement**

Director Preeg Riggsby gave a brief summary of the draft Racial Equity Statement<sup>viii</sup>. Director Miller made a motion to approve Resolution #2017-02-08a<sup>ix</sup> to Adopt the West Multnomah SWCD's Racial Equity Statement and Director Looney seconded the motion. The motion was approved with a vote of 6-0. Director Looney and Preeg Riggsby signed the Resolution.

## 11. NRCS Update

NRCS staff Galland reviewed funds that have been spent and are available in Multnomah and Clackamas counties and reported that Clackamas and West Multnomah SWCDs are increasing Oak Habitat work. Staffing at NRCS is on hold until the hiring freeze opens up.

## 12. Directors' and Associate Directors' Check-in Reports

Director Preeg Riggsby announced that DM Cathcart had a Sturgeon Lake project update.

DM Cathcart reported that the Bonneville Power Association had confirmed that they will put in the necessary funds for meeting the increased non-federal cost-share due to the \$3.5 million projected increase in project cost. Discussions are also planned in March about Bonneville Power Administration taking over the management of the project from the Army Corps of Engineers as such a change could bring less restriction in project design and overall efficiencies in cost.

Director Preeg Riggsby reported that the coordinator for the Tryon Creek Watershed Council is no longer there, so she will be stepping into that role while the Tryon Creek Watershed Council Board searches for a replacement. She will be acting as a volunteer. She also reported that she went to the Metro Policy Advisory Committee (MPAC) meeting on February 3<sup>rd</sup>, where she was chosen as an alternate for the Special District Association of Oregon's seat on MPAC.

Director Hartline gave a brief report of the Urban Ecology and Conservation Symposium and is now involved in the strategic plan of implementing an Intertwine prairie project.

Director Looney gave a brief report of the frog taxi program that she is involved with.

Associate Director Weedall gave a report that Japanese beetles were spotted, and that District Staff member Logalbo is involved in a program in tracking these beetles.

## 13. Announcements/Reminders/Confirmation of next Meeting:

The next Board meeting will be held on March 8<sup>th</sup>, 2017 at 6:00 PM. Director Miller moved to adjourn the meeting at 8:20PM; Director Hartline seconded; all approved (6-0).

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<sup>i</sup> FY2017-2018 Annual Work Plans

<sup>ii</sup> WMSWCD 1/25/17 Board Meeting Minutes

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

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

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

<sup>vi</sup> Resolution #2017-02-08b A Resolution Authorizing a General Fund Intrafund Transfer from Materials and Services Appropriations

<sup>vii</sup> Recommendations for Budget Committee

<sup>viii</sup> Draft Racial Equity Statement

<sup>ix</sup> Resolution #2017-02-08a to Adopt the West Multnomah SWCD's Racial Equity Statement

<sup>x</sup> Staff Reports