



## West Multnomah Soil & Water Conservation District Board Meeting Minutes 4/12/2017

### 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 8:05 PM.

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

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

Associate Directors Present: Anderson, Hamer, Weedall; Budget Committee member: Rachel Dvorsky;

District Manager (DM): Cathcart; Staff: Razalenti; NRCS Staff: Galland;

### 3. **Minutes:** *WMSW Conservation District 3/8/2017 Board Meeting Minutes<sup>i</sup>*

Director Looney made a motion to approve the minutes as written and Director Hartline seconded the motion. The motion was approved with a vote of 7-0.

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

Director Miller summarized the February financial reports, and stated that the District is in overall good position.

The following reports were reviewed:

a) *WMSWCD-Balance Sheet as of February 28, 2017<sup>ii</sup>*

b) *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date February 28, 2017<sup>iii</sup>*

c) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date February 28, 2017<sup>iv</sup>*

### 5. **Resolution: Professional Development Policy**

DM Cathcart summarized the purpose behind the Professional Development Policy<sup>v</sup>. The resolution was not signed and will be revisited at the May Board meeting after details of the policy are processed by DM Cathcart based on Board input. Those details include: adding a dollar threshold for when Board review is necessary; determining when there would be a need for an agreement for an employee to reimburse the District if they were to leave the District after a declared amount of time, and what percentage of the associated costs the reimbursement would need to be; and if there may need to be a discretion between professional development training versus other trainings within the budget.

### 6. **Diversity, Equity and Inclusion Annual Work Plan**

Associate Director Weedall summarized the Diversity, Equity and Inclusion FY 2017-18 Annual Work Plan<sup>vi</sup>, highlighting the Common Ground Equity Initiative and the trainings that will be available for staff and Board participation.

## 7. **Section 1619 (Protected Information) Farm Bill Compliance**

NRCS staff member Galland summarized the Section 1619 Farm Bill Compliance Acknowledgement<sup>vii</sup>. Districts that do not sign the Section 1619 Acknowledgement cannot be shown certain properties or talk about certain properties that are NRCS projects with NRCS staff. Signing the Section 1619 Acknowledgement would formalize an existing policy. Director Lightcap made the motion to sign the Section 1619 Farm Bill Compliance Acknowledgement and Director Looney seconded the motion. Directors Miller, Preeg Riggsby, and Sowder abstained. The motion passed with a vote of 4-0-3.

## 8. **NRCS Update**

NRCS staff Galland reported that she will continue to work for two counties and that District staff member Kern-Korot made a plan for cost sharing on private lands for the benefit of oak habitat that is being reviewed.

The Sturgeon Lake Project update and Directors' and Associate Directors' Check-In reports were skipped due to time constraints.

## 9. **Announcements/Reminders/Confirmation of next Meeting:**

DM Cathcart announced that the Recreational Immunity law had gone through Senate and passed unanimously. Associate Directors Anderson and Weedall announced that they would not be able to attend the May Board meeting. The next Board meeting will be held on May 10<sup>th</sup>, 2017 at 6:00 PM. Director Miller moved to adjourn the meeting at 8:30PM; Director Looney seconded; all approved (7-0).

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<sup>i</sup> WMSWCD 3/8/17 Board Meeting Minutes

<sup>ii</sup> WMSWCD-Balance Sheet- As of February 28, 2017

<sup>iii</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date February 28, 2017

<sup>iv</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date February 28, 2017

<sup>v</sup> Resolution #2017-04-12, A Resolution to Adopt a Professional Development and Training Policy

<sup>vi</sup> Diversity, Equity and Inclusion Report

<sup>vii</sup> NRCS USDA Acknowledgment of Section 1619 Compliance

<sup>viii</sup> Staff Reports