



## West Multnomah Soil & Water Conservation District Board Meeting Minutes 6/14/2017

### 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 6:05 PM.

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

Board Members Present: Directors Preeg Riggsby, Looney, Miller, Peterson, Sowder; Board members absent (excused): Hartline, Lightcap; Associate Directors Present: Weedall; District Manager (DM): Cathcart; Staff: Gall, Levis, Razalenti; NRCS Staff: Galland; Guests: Andrew Young, Army Corps of Engineers; Brenda Sanchez, Oregon Department of Agriculture; Mark Nebeker, Oregon Department of Fish & Wildlife; Steve Gangnon, Bonneville Power Association; Tom Josephson, CREST.

### 3. **Minutes:** *WMSW Conservation District 5/10/2017 Board Meeting Minutes<sup>i</sup>*

Director Looney made a motion to approve the minutes as written and Director Sowder seconded the motion. The motion was approved with a vote of 5-0.

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

Director Miller presented the April and May financial reports, but focused on summarizing the May report, since it was more current. Income was under due to less property taxes received, and money that is expected to come in before the end of the fiscal year from Oregon Department of Agriculture (ODA). The District is moderately underspent in conservation programs, and is in good shape for next fiscal year.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of April 30, 2017<sup>ii</sup>*
- b) *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date April 30, 2017<sup>iii</sup>*
- c) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date April 30, 2017<sup>iv</sup>*
- d) *WMSWCD-Balance Sheet as of May 31, 2017<sup>v</sup>*
- e) *WMSWCD-General Fund Budget vs. Actual Fiscal Year-to-date May 31, 2017<sup>vi</sup>*
- f) *WMSWCD-Profit and Loss Budget Performance Fiscal Year-to-date May 31, 2017<sup>vii</sup>*

### 5. **Fiscal Year 2017-18 Budget Hearing and Resolution**

- a. Hearing was called to order at 6:15 PM by Board Chair Preeg Riggsby.
- b. Budget Officer Levis gave an overview of the budget as approved by the Budget Committee on April 12, 2017, which was certified with no objections by the Tax Supervising & Conservation Commission (Certification Letter from Tax Supervising & Conservation Commission<sup>ix</sup>). She

reviewed the Approved to Adopted Budget Recommendations<sup>x</sup>, including updates to cash projections and revised grant revenues as well as refinements to expected payments to Financial Incentives for Sustainable Habitats (FISH) grantees. She and Board discussed adjustments (all of which were less than the maximum allowed 10% of total expenditures in fund) to approved budget. The changes to the General Fund were an increase from \$72,674 to \$78,488 in an annual grant the District receives from Oregon Department of Agriculture to cover administrative costs and water quality work. Confirmation of grant amounts were obtained only in May, subsequent to the Budget Committee meeting. The other change involved the FISH grant expenditures. A \$6,200 grant payment that was originally expected to be paid out in FY 2017-18, was instead paid out this May. This reduction in next year's budget FISH expenditures was offset by an accelerated payment of \$5,000 that will occur in FY 2017-18, but was originally expected to be paid out in FY 2018-19. The net of these adjustments are expected to be offset by refinements to our cash on hand beginning balance forecasted for July 1, 2017. The net effect of all changes is a \$1,200 reduction in General Fund Resources and Requirements. No changes were made to the Sturgeon Lake Fund Approved Budget.

- c. Adoption of Budget: Director Miller made a motion to adopt the FY 2017-18 Budget in the amount of \$2,257,063, including \$2,012,043 in the General Fund, \$245,020 in the Sturgeon Lake Fund, and \$819,930 in Unappropriated and Reserve Amounts in all Funds, and with the property tax levy at the full permanent rate of \$0.0750 per \$1,000 of assessed value. Director Sowder seconded the motion, and it was approved by all (5-0). A resolution to adopt the budget<sup>viii</sup>, make appropriations, and declare and categorize property taxes for FY2016-17 was approved and signed by Directors Preeg Riggsby and Looney.
- d. Hearing adjourned at 6:26 PM by Board Chair Preeg Riggsby.

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

DM Cathcart summarized the changes made to the Professional Development Policy as requested by the Board. Thresholds of dollar amounts spent on an individual employee's professional development within a fiscal year were added. One threshold determines when it will be brought to the Board as information, and the other threshold determines when it will be brought to the Board for approval, presented within the Annual workplan. Individual Development Plans may include a Cost-Share Agreement. For an agreement that exceeds \$5000 per year in direct costs, the District and employee will enter into an Employment Agreement, and based on the dollar amount, the employee will be subject to paying the District back a portion of the costs if they choose to leave the District before a specified number of years.

Director Miller asked that the words "where possible" be stricken from the fourth bullet point under Cost Share Agreements, to make it a mandatory requirement.

Director Miller made a motion to approve the Professional Development Policy as amended, and Director Sowder seconded the motion. The motion was approved with a vote of 5-0. Directors Preeg Riggsby and Looney signed the Resolution to Adopt a Professional Development and Training Policy<sup>xi</sup>.

**7. Oregon Department of Agriculture Grant Application and Annual Staff Work Plans**

Staff member Gall summarized the ODA SWCD Capacity Grant. DM Cathcart explained that this was part of the Annual Work Plan, and that official approval of the FY 2017-18 Annual Work Plan<sup>xii</sup> and SWCD Capacity Grant Application<sup>xiii</sup> was needed by the Board.

Director Looney made a motion to approve the Annual Workplans, and Director Miller seconded the motion. The motion passed with a vote of 5-0.

Director Sowder made a motion to approve the submittal of the ODA's SWCD Capacity Grant Application, and Director Looney seconded the motion. The motion was approved with a vote of 5-0.

**8. Oregon Department of Agriculture Water Quality Program Update**

Brenda Sanchez introduced herself, her position at ODA, and some of the work she is beginning to implement. Sanchez is working on measurable objectives, including ways to discuss progress and effectiveness. Sanchez passed around the ODA's Oregon Agricultural Water Quality 2016 Compliance Program Report and a handout on Oregon Cannabis and Water Quality. Sanchez described some of the challenges that ODA faces with cannabis farms as it is new territory and not legal at the federal level. ODA is able to talk to cannabis growers about water quality, and which pesticides and herbicides can be used. The Environmental Protection Agency (EPA) is not able to do labeling for this because it's not legal at the federal level. Sanchez would like the District to help spread the word to cannabis growers that they are able to help.

**9. NRCS Update**

NRCS staff Galland reported and summarized the contracts that are coming in through Multnomah and Clackamas Counties. She also gave a brief description of funding at NRCS, and reported that there are no updates in regards to staffing.

**10. Diversity, Equity and Inclusion Committee Update**

Associate Director Weedall summarized the Intertwine Cohort training sessions listed in the attachments of the Diversity, Equity and Inclusion report<sup>xiv</sup>, and explained that the trainings will only be from 11:00am-3:00pm for participants (listed as 11:00am-5:00pm on the schedule). From 3:00pm-5:00pm will be the peer-to-peer learning sessions that Associate Director Weedall and staff member Logalbo will stay after each training to attend.

Director Preeg Riggsby reported that Directors Lightcap and Hartline had committed to attending the first session due to missing the Equity 101 training last October. Director Looney reported she is going to September 8<sup>th</sup> training. Director Preeg Riggsby also reported that the District can use one-on-one time with consultant Alexis Millet at the end of the trainings for whatever we find we need help with. Directors are to let staff member Razalenti know if they have interest in the sessions.

## 11. **Oregon Association of Conservation District's (OACD) Update**

DM Cathcart reported that on May 23<sup>rd</sup> there was a Lower Willamette Basin Team (LWBT) meeting of which Director Lightcap is about to become the 2<sup>nd</sup> Vice President of. The LWBT is looking for a new Director to become their new Chair. Jerry Nicolescu, the Executive Director (ED) of OACD is resigning. Pat Fitzgerald is the new President of OACD and will be serving as the Interim ED. Whitney Collins who manages four SWCDs will be providing support to help Pat with the transition process. Their goal is to have a new ED by mid-August. They're holding back on the strategic plan until the new ED is in place.

## 12. **Directors' and Associate Directors' Check-In**

This agenda item was moved ahead of the Sturgeon Lake Project Update while waiting for Steve Gangnon's arrival.

Director Peterson reported that ODFW is working on messes on the beach left by visitors on Sauvie Island.

Associate Director Weedall reported doing some pollinator monitoring.

Director Looney reported helping with pollinator monitoring, and spending time killing blackberries and trying to clear up blackberries around the oak trees.

Director Miller reported that District staff member Delepine was recently on his radio show on xray.fm. A short video went out during the broadcast showing garlic mustard.

Director Preeg Riggsby reported on the Connect SW PDX project and celebration. To better understand how neighbors use outdoor spaces and what their main environmental concerns are, a survey was distributed that includes an action pledge. They exceeded their goal of 40 surveys, and have received over 100. Working with diverse communities, they engaged with four different language interpreters as part of the process.

Director Sowder reported that he met with the Commissioner about traffic management issues in the west hills.

DM Cathcart called attention to the staff reports<sup>xv</sup> and gave a brief summary of some of the work happening in the District.

## 13. **Sturgeon Lake Restoration Project Update**

DM Cathcart introduced Andrew Young, the technical team leader for the Army Corps of Engineers. The Army Corps of Engineers had gotten the Sturgeon Lake project through 90% of the design. There was consensus for the final processes of the design to be handed over from the Army Corps to the Bonneville Power Administration (BPA). The two driving issues for the project to be transferred to BPA was the structure crossing over Reeder Road, which under BPA can be a bridge rather than a culvert, and BPA are contributing most of the funding to complete the project. Tom Josephson is the new project manager and works for the Columbia River Estuary Study Taskforce (CREST).

Josephson explained that CREST is a local agency funded by BPA to do habitat restoration for salmon. The single span bridge over Reeder Road will be maintained and owned by Multnomah County's Roads Department, and the revegetation and foliage will be maintained by the District. The implementation goal for construction is July 2018.

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

The next Board meeting will be held on July 12<sup>th</sup>, 2017 at 6:00 PM. The August meeting will be cancelled for summer break. Director Looney moved to adjourn the meeting at 7:50 PM; Director Miller seconded; all approved (5-0).

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<sup>i</sup> WMSWCD 5/10/17 Board Meeting Minutes

<sup>ii</sup> WMSWCD-Balance Sheet- As of April 30, 2017

<sup>iii</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date April 30, 2017

<sup>iv</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date April 30, 2017

<sup>v</sup> WMSWCD-Balance Sheet- As of May 31, 2017

<sup>vi</sup> WMSWCD -General Fund Budget vs. Actual Fiscal Year-to-date May 31, 2017

<sup>vii</sup> WMSWCD -Profit and Loss Budget Performance Fiscal Year-to-date May 31, 2017

<sup>viii</sup> Resolution No. 2017-06-14a, A Resolution Authorizing the District's Budget for the Fiscal Year 2017-18, Creating Expenditure Appropriations, Setting the Tax, and Imposing the Tax

<sup>ix</sup> Certification Letter from Tax Supervising & Conservation Commission

<sup>x</sup> Approved to Adopted Budget Recommendations

<sup>xi</sup> Resolution No. 2017-06-14b, A Resolution to Adopt a Professional Development and Training Policy

<sup>xii</sup> FY 2017-18 Annual Work Plans

<sup>xiii</sup> Oregon Department of Agriculture SWCD Capacity Grant Application

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

<sup>xv</sup> Staff Reports