



West Multnomah Soil & Water Conservation District Board Meeting Minutes 9/13/2017

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 6:08pm.

2. **Introductions and Agenda Approval:**

Board Members Present: Directors Hartline, Lightcap (arrived at 6:15pm), Looney, Miller, Peterson, Preeg Riggsby, Sowder (arrived at 6:15pm); Associate Directors Present: Hamer; District Manager (DM): Cathcart; Staff: Razalenti; NRCS Staff: Galland

The agenda was approved by acclamation.

3. **Minutes:** *WMSW Conservation District 7/12/2017 Board Meeting Minutesⁱ*

Director Hartline made a motion to approve the minutes as written and Director Looney seconded the motion. The motion was approved with a vote of 5-0 (Director Lightcap and Director Sowder arrived around 6:15pm during the Treasurer's Report due to traffic).

4. **Treasurer's Report:**

Director Miller presented the June financial report, and reviewed the close out of fiscal year 2016-2017 budget. Highlights included that the District had less income than expected but there were less expenses than expected in payroll and some of the programs. There will be ongoing discussion about beginning a reserves account for unforeseen expenses and changes in the economy that would affect the District's income. If the Board would like to influence the way the budget is set up for fiscal year 2018-2019, the best time to connect with DM Cathcart and staff member Levis would be in January 2018. Director Miller also reviewed the July financial reports, and pointed out that the Sturgeon Lake Restoration project has been pulled from the District's overall budget so as to not have those numbers affect the regular budget. Instead the project's budget is tracked in its own financial report.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of June 30, 2017ⁱⁱ*
- b) *WMSWCD-General Fund Budget vs. Actual July 1, 2016 – June 30, 2017ⁱⁱⁱ*
- c) *WMSWCD-Profit and Loss Budget Performance June 2017^{iv}*
- d) *WMSWCD-Balance Sheet as of July 31, 2017^v*
- e) *WMSWCD-General Fund Only Budget Performance July 2017^{vi}*
- f) *WMSWCD-Sturgeon Lake Fund Budget Performance July 2017^{vii}*

5. **Demographic Mapping and Analysis Results^{viii}**

DM Cathcart gave an overview of the District demographics report compiled for the District by Metro's Research Center with input from the Coalition of Communities of Color on best sources, methodology, procedures, and limitations of existing data. The report was less about the results themselves, and more about learning how to talk about demographics. In 2020 the District will need to get this compiled again when the new U.S. Census Bureau data comes out. DM Cathcart reviewed the definitions of ethnicity

and race, best practices of data collection, limitations of the data collected, where the data came from, how to look at the data, and the districtwide findings. One of the pitfalls of the districtwide findings was that it does not include those that work or engage in recreational activities within the District that are also affected by the District's work. Next steps reported were to explore partnerships with Coalition of Communities of Color, Nonprofit Association of Oregon, and Portland State University to build a plan to come up with demographic data collection, data analysis, and disparities analysis, as well as potentially look into region-wide data with Tualatin, Clackamas, and East Multnomah SWCDs.

6. U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) Update

NRCS Staff Galland's reported that there were 33 contracts in Clackamas and Multnomah counties, staffing is low, and Oregon was authorized to hire three positions in eastern Oregon. Galland reported that she is working with District staff member Kern-Korot on an Oak Conservation Implementation Strategy that Clackamas County may help with as well.

7. Conservation Law Forum

Associate Director Hamer gave a summary of the Conservation Law Forum meeting that he attended. It was about water quality and water rights, and his major takeaway from this meeting was that water use and water quality will be one Oregon's most important conservation topics in the near future. John DeVoe, Executive Director of Water Watch will send Associate Director Hamer the PowerPoint presentation that he will then send to staff member Razalenti to distribute to the Directors. Associate Director Hamer encouraged the Board to read the *Understanding Water Rights in Oregon* document that he shared with staff member Razalenti to distribute to the Directors.

8. Providing Rural Community Input to Metro Council

Director Lightcap announced that he would like there to be more interaction between the SWCDs, Multnomah County and Metro, and proposed to form a committee of people that could develop talking points for the Commissioners. The consensus was to form an ad hoc committee comprised of District Directors to develop talking points including who the District is, why the District exists, and why the District wants to work the county Commissioners, as well as going to Metro on an issue by issue basis. The ad hoc committee was formed that included Directors Lightcap and Sowder and Associate Director Hamer.

9. Directors' and Associate Directors' Check-in

A full Directors' and Associate Directors' Check-in was skipped due to time constraints. Urgent updates were given by Directors Lightcap and Preeg Riggsby.

Director Lightcap gave an Oregon Association of Conservation Districts update that the job description was put together for the Executive Director position. The next Lower Willamette Basin Team meeting will be jointly hosted by Polk and Yamhill SWCDs, but the date has not been set yet.

Director Preeg Riggsby reported that DM Cathcart's annual review was past due. Director Lightcap made a motion to create an ad hoc Personnel Committee for DM Cathcart's performance review. Director Peterson seconded the motion and it passed with a vote of 7-0. The committee will be comprised of Directors Looney, Miller, and Preeg Riggsby.

10. District Manager Check-In

DM Cathcart announced that at the November Board meeting a revised Employee Handbook will be presented for Board adoption. The Employee Handbook Committee, comprised of staff members Kern-Korot, Levis, Razalenti, and Associate Director Weedall will be working with DM Cathcart to finalize a draft that will be given to the rest of the staff to review in mid-October. If Directors would like to be involved at that time, they should get in touch with one of the committee members or DM Cathcart. A table of contents will be sent out to all Directors ahead of time. DM Cathcart also announced that at a recent SDAO best practices training it was brought to his attention that the agenda should be set ten days before the meeting. It would be best for Directors to send agenda items around the first of the month.

11. Announcements/Reminders/Confirmation of next Meeting:

The Annual Meeting will be held on Thursday, October 12th, 2017 at 6:00pm at Sauvie Island Grange (14443 NW Charlton Road). An abbreviated Board meeting will begin at 7:30pm. Director Miller moved to adjourn the meeting at 8:08 PM; Director Preeg Riggsby seconded; all approved (7-0).

i WMSWCD 7/12/17 Board Meeting Minutes

ii WMSWCD-Balance Sheet as of June 30, 2017

iii WMSWCD-General Fund Budget vs. Actual July 1, 2016 – June 30, 2017

iv WMSWCD-Profit and Loss Budget Performance June 2017

v WMSWCD-Balance Sheet as of July 31, 2017

vi WMSWCD-General Fund Only Budget Performance July 2017

vii WMSWCD-Sturgeon Lake Fund Budget Performance July 2017

viii WMSWCD Demographics Presentation

ix Diversity, Equity and Inclusion Report

x Staff Reports