



## West Multnomah Soil & Water Conservation District Board Meeting Minutes 10/12/2017

### 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 7:52 PM.

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

Board Members Present: Directors Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby; Board Members Absent (excused): Sowder; Associate Directors Present: Weedall; District Manager (DM): Cathcart; Staff: Levis, Razalenti; NRCS Staff: Galland

The agenda was approved by acclamation.

### 3. **Minutes:** *WMSW Conservation District 9/13/2017 Board Meeting Minutes<sup>i</sup>*

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

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

Staff member Levis noted the audit was clean, with no exceptions, and she explained the annual audit was completed earlier this year to include it in the Annual Report. The goal is to continue to do that moving forward. Director Miller reported also reviewing the audit report and noted everything complied with the requirements of a publicly funded local government. Director Hartline moved to accept the audit and Director Looney seconded the motion. The motion was approved with a vote of 6-0.

The following reports were reviewed:

- a) *August 24, 2017 Letter from Winkle Accounting and Advisory Services<sup>ii</sup>*
- b) *WMSWCD- Financial Statements for Year Ended June 30, 2017<sup>iii</sup>*
- d) *WMSWCD-Balance Sheet as of August 31, 2017<sup>iv</sup>*
- e) *WMSWCD-General Fund Only Budget Performance August 31, 2017<sup>v</sup>*
- f) *WMSWCD-Sturgeon Lake Fund Budget Performance August 31, 2017<sup>vi</sup>*

### 5. **U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS) Update**

NRCS Staff Galland reported that District staff member Ahr helped spend \$81,000 in forestry projects, with more money that was obtained through other teams. District staff has been invaluable to getting work done. No change in staffing.

### 6. **Diversity, Equity and Inclusion Report**

Associate Director Weedall gave an overview of the cultural competency training at the last Intertwine Cohort session, and announced that November 29<sup>th</sup> is the next session and will cover equitable hiring. January 10<sup>th</sup> will be the final session, on policy development, and will be held at Montgomery Park in suite 460. DM Cathcart reviewed items in the Diversity, Equity and Inclusion (DEI) report<sup>vii</sup> including what it means to have an equity lens. It was decided in the DEI Committee that the District is ready to

develop an equity lens and will be addressing this at the next DEI Committee meeting, scheduled for December, 1st.

DM Cathcart gave a brief overview of the partner log that the DEI Committee uses to track existing partner organizations and opportunities for new relationships. Director Preeg Riggsby announced that this log will be reviewed at Board meetings every couple of months during the Director and Associate Director updates.

#### **7. Oregon Association of Conservation Districts (OACD) Update**

DM Cathcart announced that he is not able to participate on the next monthly communication call scheduled for October 26<sup>th</sup>, and Director Preeg Riggsby offered to cover. OACD is still searching for an Executive Director (ED), and in the interim Pat FitzGerald and Whitney Collins have been covering the ED duties.

Director Lightcap announced that the next Lower Willamette Basin Team meeting is November 15<sup>th</sup> in Salem, hosted jointly by Polk and Yamhill SWCDs. The OACD's goal is to have the ED in place by Thanksgiving or sooner. Director Lightcap also gave a brief description of recent meetings that he had been to, and reported that he is involved in drafting a letter to the state NRCS office in regards to payment for sage grouse habitat improvements. He would like the Directors and Associate Directors to take a look at the OACD website and provide him feedback with any navigation improvements or useful items that they would like to see on the website.

#### **8. Directors' and Associate Directors' Check-in**

This item was skipped due to going over time.

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

The next board meeting will be held on Wednesday, November 8<sup>th</sup>, 2017 at 6:00 PM. The year-end social and board meeting will be on Tuesday, December 12<sup>th</sup>, at 6:00 PM. Director Miller moved to adjourn the meeting at 8:20 PM; Director Hartline seconded; all approved (6-0).

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<sup>i</sup> WMSWCD 9/13/17 Board Meeting Minutes

<sup>ii</sup> August 24, 2017 Letter from Winkle Accounting and Advisory Services

<sup>iii</sup> WMSWCD- Financial Statements for Year Ended June 30, 2017

<sup>iv</sup> WMSWCD-Balance Sheet as of August 31, 2017

<sup>v</sup> WMSWCD-General Fund Only Budget Performance August 31, 2017

<sup>vi</sup> WMSWCD-Sturgeon Lake Fund Budget Performance August 31, 2017

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

<sup>viii</sup> Staff Reports