



## West Multnomah Soil & Water Conservation District Board Meeting Minutes 11/08/2017

### 1. **Meeting Location and Time:**

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 452, Portland  
The meeting was called to order by Director Looney at 6:02 PM.

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

Board Members Present: Directors Hartline, Lightcap, Looney, Peterson, Sowder; Board Members Absent (excused): Miller, Preeg Riggsby; Associate Directors Present: Anderson, Hamer, Weedall; District Manager (DM): Cathcart; Staff: Kern-Korot, Delepine, DeMarco, Razalenti, Taylor

Director Looney reported that staff member Delepine had an announcement to include on the agenda after the approval of the minutes. Director Lightcap moved to approve this change to the agenda, and Director Hartline seconded the motion. The motion was approved with a vote of 5-0.

### 3. **Minutes:** *WMSW Conservation District 10/12/2017 Board Meeting Minutes<sup>i</sup> and Annual Meeting Minutes<sup>ii</sup>*

Director Hartline made a motion to approve the 10/12/17 Board meeting minutes as written and Director Peterson seconded the motion. The motion was approved with a vote of 5-0.

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

### 4. **Announcement from Staff Member Delepine:**

Staff member Delepine announced that she will be taking 5-6 weeks family leave in February, and will transition back in doing some remote work during garlic mustard season. She expects to be fully back in the office within a couple of months of starting leave.

### 5. **Staff Presentation: Highlights & Next Steps for Conservation Monitoring & Education**

Staff member Taylor presented fiscal year 2016-17 Education Program achievements as well as programs that have started on behalf of District funding in schools that have not been previously funded by the District. She also presented some big picture questions for the future of the education program as well as gave an overview of her conservation monitoring programs.

### 6. **Seasonal Conservation Technician Highlights<sup>iii</sup>**

Staff member DeMarco summarized her work for her first season with the District including: Early Detection-Rapid Response (EDRR) program, assistance in monitoring in all program areas, database improvements, as well as other achievements. Next season staff member DeMarco plans to further streamline the EDRR program and continue to improve the database management.

**7. Treasurer's Report:**

DM Cathcart presented the September financial reports due to Director Miller's absence. He reported that Sturgeon Lake funds are being tracked on their own report, and the District is in the period where spending is greater than revenue, but that will soon change as property tax revenues will start coming in November and December.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of September 30, 2017<sup>iv</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance September 30, 2017<sup>v</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance September 30, 2017<sup>vi</sup>*

**8. Diversity, Equity and Inclusion Update**

DM Cathcart announced that on November 29<sup>th</sup> the next Common Ground Initiative training will take place regarding best hiring practices, and if anyone would like to attend to contact staff member Razalenti. He also reported that the District received an Oregon Watershed Enhancement Board grant that will enable the District to have a collaborative relationship with Verde, a contractor that the District regularly works with, who provide job training on environmental work. The project is anticipated to have beneficial environmental, economic and social outcomes. Director Weedall reported that she went to the climate justice workshop on November 2<sup>nd</sup> at Trinity Episcopal Cathedral regarding creating equity in environmental programs. She also reported that the next DEI Committee meeting will be held on Friday, December 1<sup>st</sup> from 10a-noon, and there will be a lunch with Koffi Dessou and Judith Mowry from City of Portland's Office of Equity and Human Rights. A subcommittee of the DEI Committee consisting of Director Preeg Riggsby, Associate Director Weedall, staff member Logalbo and DM Cathcart are working on developing an equity lens that will be presented to the Board in May of 2018.

**9. SDAO Best Practices Checklist<sup>vii</sup>**

Director Looney read from the list of Best Practices checklist questions and answers. Director Lightcap moved to approve the answers of the checklist, and Director Hartline seconded the motion. The motion was approved with a vote of 5-0.

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

This agenda item was skipped as NRCS staff member Galland was not able to attend the meeting.

**11. Oregon Association of Conservation Districts (OACD) Update**

Director Lightcap reported that DM Cathcart has been very beneficial with the Lower Willamette Basin Team meetings. DM Cathcart gave an overview of highlights of the agenda for the next meeting held on November 15<sup>th</sup> in Salem that will be hosted by Yamhill and Polk SWCDs. West Multnomah SWCD will be paying for lunch for the meeting.

**12. Directors' and Associate Directors' Check-in**

Director Hartline reported that 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders of Sauvie Island school that are studying native plants came to her home for an activity where they had to go find the plant that they were studying and present facts about the plant to the group. Directors Looney and Hartline are gearing up for the upcoming frog shuttle program that they manage.

Director Peterson reported there is an abundance of geese on Sauvie Island.

Director Looney reported deconstructing of the Linnton Mill has begun and as of Oct. 31<sup>st</sup>, they can no longer do construction work or dredging in the water.

Director Anderson reported being contacted by East Multnomah SWCD's Urban Conservationist regarding the Linnton Mill restoration site, and in early December he will aim for East Multnomah SWCD's District Manager and Urban Conservationist to meet with himself, DM Cathcart, and Director Looney about this matter. Associate Director Anderson also reported that he received a \$1.5 million dollar grant for a hydroelectric project that will to help enable fish migration.

### **13. Executive Session – District Manager Performance Evaluation**

The board went into an executive session at 7:40 PM to discuss the progress and status of the District Manager Performance Evaluation. The board came out of executive session at 7:45 PM.

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

The next Meeting will be held on Tuesday, December 12<sup>th</sup>, 2017 at 6:00 PM at Lucky Lab (1945 NW Quimby Street). Director Hartline moved to adjourn the meeting at 7:47 PM; Director Lightcap seconded; all approved (5-0).

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*i WMSWCD 10/12/17 Board Meeting Minutes*

*ii WMSWCD 10/12/17 Annual Meeting Minutes*

*iii Seasonal Conservation Technician Annual Summary*

*iv WMSWCD-Balance Sheet as of September 30, 2017*

*v WMSWCD-General Fund Budget Only Budget Performance September 30, 2017*

*vi WMSWCD-Sturgeon Lake Fund Budget Performance September 30, 2017*

*vii SDAO Special Districts Insurance Services Best Practices Checklist*

*viii Diversity, Equity and Inclusion Report*

*ix Staff Reports*