



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

1. **Meeting Location and Time:**

Location: Lucky Labrador Brewing Company, 1945 NW Quimby St., Portland
The meeting was called to order by Director Preeg Riggsby at 6:37 PM.

2. **Introductions and Agenda Approval:**

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

The agenda was approved by acclamation.

3. **Minutes:** *WMSW Conservation District 11/08/2017 Board Meeting Minutesⁱ*

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

4. **Treasurer's Report:**

Director Miller reviewed the October statements and reported that the District is on track for this time of year, being underspent in conservation programs and on track in personnel expenses. He announced that \$1,000,000 in tax revenue was received by the District in November.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of October 31, 2017ⁱⁱ*
- b) *WMSWCD-General Fund Budget Only Budget Performance October 31, 2017ⁱⁱⁱ*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance October 31, 2017^{iv}*

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

NRCS staff Galland gave a staffing update highlighting that interns are coming in the summer. She reported that District staff member Kern-Korot turned in a funding application for an oak habitat project. Galland also mentioned the availability of a livestock water quality funding pool available, but so far there have not been applicants for this pools. Galland mentioned funds for the livestock water quality funding pool are only available through March 2018.

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

Director Lightcap reported that the OACD are in the final stages of hiring an Executive Director. One significant topic affecting soil and water conservation district constituents along the coast is the issue of aging tide gates. OACD has been engaging with the applicable agencies on this issue and the Executive Officers have been asked to attend the scheduled local public meetings (4 in total) when possible. Director Lightcap, as 2nd Vice President, will be attending the meeting in Coquille.

7. **Employee Handbook Update**

DM Cathcart gave an update that the Employee Handbook Committee and the rest of the District staff have finalized the Employee Handbook, and it is in the final stages of editing. The Employee Handbook will be sent to the Directors for their review the week of December 18th. Directors were advised to review it prior to the January Board meeting, sending any comments or potential changes ahead of time to DM Cathcart so that there is time to address any issues accordingly. The modifications to the Employee Handbook were meant to be more transparent about policies that are practiced in the office as well as the addition of new policies requested by the employees. Policies that have been separately approved by the Board, such as the Professional Development Policy, are referenced within the Employee Handbook, as they are standalone documents.

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

The last of the Common Ground Equity Initiative Implementation Cohort capacity trainings will be held on January 10th, 2018 from 1p-5p in Suite 460 of the Montgomery Park building. Board members who have not attended one of the previous trainings are encourage to attend. Following the training will be the Board meeting in Suite 452 at 6:00 PM. Director Looney moved to adjourn the meeting at 6:55 PM; Director Hartline seconded; all approved (7-0).

ⁱ *WMSWCD 11/08/17 Board Meeting Minutes*

ⁱⁱ *WMSWCD-Balance Sheet as of October 31, 2017*

ⁱⁱⁱ *WMSWCD-General Fund Budget Only Budget Performance October 31, 2017*

^{iv} *WMSWCD-Sturgeon Lake Fund Budget Performance October 31, 2017*

^v *Diversity, Equity and Inclusion Report*

^{vi} *Staff Reports*