



West Multnomah Soil & Water Conservation District Board Meeting Minutes 1/10/2018

1. **Meeting Location and Time:**

Location: WMSWCD Conference Room, 2701 NW Vaughn St., Ste. 460, Portland
The meeting was called to order by Director Preeg Riggsby at 6:08 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: Hamer, Weedall; District Manager (DM): Cathcart; Staff: Razalenti; NRCS Staff: Galland

The agenda was approved by acclamation. Item numbers 5 and 6 were led by DM Cathcart as staff member Levis was unable to attend the meeting.

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

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

4. **Treasurer's Report:**

Director Miller reviewed the November statements and reported that over \$1,200,000 from property tax base was received. The District was \$57,000 underspent in Conservation programs, but is expected to be spent in the months to come, and overall the District was in good standing.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of November 30, 2017ⁱⁱ*
- b) *WMSWCD-General Fund Budget Only Budget Performance November 30, 2017ⁱⁱⁱ*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance November 30, 2017^{iv}*

5. **Budget Officer for Fiscal Year (FY) 2018-2019 Budget**

Director Miller made a motion for Michele Levis to be the District's Budget Officer for FY 2018-2019. Director Lightcap seconded, and the motion was approved with a vote of 6-0.

6. **FY 2018-2019 Budget Development Calendar**

DM Cathcart reviewed the Budget Development Calendar^v, and he announced that the Budget Committee has a vacancy that Directors are encouraged to conduct outreach to fill the position. Appointment of the public members of the Budget Committee will take place at the February or March Board of Directors meeting. The Budget Committee meeting will take place at the April 11th Board of Directors meeting, which is scheduled from 6:00pm-9:00pm. If there is a need for a second Budget Committee meeting, it will take place on April 25th. At the February Board of Directors meeting, all staff will present their annual work plans. The staff will work on their budget requests based on the presented work plans between the February and April Board of Directors meetings. The Board will adopt

the budget in June, and the budget will take effect on July 1st. The approved budget will be filed with Tax Supervising & Conservation Commission.

7. Employee Handbook Revisions

DM Cathcart highlighted the change in the Draft Employee Handbook^{vi} related to the use of sick leave, which that was initiated based on Board review. The change included language that after three consecutive sick days, the Supervisor may request documentation from the employee or to have a discussion to support the continued use of sick leave.

Director Hartline made a motion to adopt Resolution no. 2018-01-02, A Resolution of the West Multnomah Soil & Water Conservation District Board of Directors Adopting Revised Employee Handbook^{vii}. Director Looney seconded, and the motion was approved with a vote of 6-0.

8. Public Record Policy Revisions

There were changes that the District needed to make to the Public Record Policy in order to be in compliance with the new public records law. The draft revised policy was passed around with the changes highlighted for the Board to review.

Director Looney made a motion to adopt Resolution No. 2018-01-01 A Resolution of the West Multnomah Soil & Water conservation District Board of Directors Adopting Revised Public Records Request Policy^{viii}. Director Hartline seconded, and the motion was approved with a vote of 6-0.

9. Election of Officers for 2018

Director Hartline mad a motion to elect the current slate of officers for one more term. Director Lightcap seconded, and the motion was approved with a vote of 6-0.

Current Slate of Officers

Chair: Terri Preeg Riggsby

Vice-Chair: Shawn Looney

Secretary: Brian Lightcap

Treasurer: Weston Miller

10. Diversity, Equity and Inclusion Report

Associate Director Weedall gave an overview of what an equity lens is and reported that a workgroup was formed to develop this lens that the District will use. The workgroup consists of Associate Director Weedall, Director Preeg Riggsby, DM Cathcart, and staff member Logalbo. The workgroup will meet Friday, January 19th and will be using some of the District's allotted time with Alexis Millet of Nonprofit Association of Oregon to participate in the meeting. Just prior to the Board meeting, the District hosted the Intertwine Equity Cohort training regarding creating equitable policies and it was well attended by District staff and Directors.

11. Oregon Association of Conservation Districts (OACD) Update

Director Lightcap announced that an Executive Director was hired for OACD. Director Lightcap attended a tidegate meeting in Coquille that was one of four planned on the Oregon coast by the Association of Oregon Counties and Oregon Watershed Enhancement Board. The effort focused on issues of aging tidegates. Director Lightcap will be attending a meeting on western sage grouse recovery with Pat

Fitzgerald on January 11th. DM Cathcart reported that Director Lightcap was still the Chair of the Lower Willamette Basin Team, and a call was put out for nominations for his replacement. The elections will take place at the February Lower Willamette Basin Team meeting, in which the location and time is yet to be determined.

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

NRCS Staff Galland reported that she is working on ranking applications for all funding pools which is due on January 19th. There will be a local workgroup meeting on February 16th to discuss where monies were spent last year. Amy Kim will give a presentation on rules and regulations of irrigation projects at this meeting.

13. District Manager Check-In

DM Cathcart announced staff member Delepine will be out on family leave starting in February through March and returning in April. The District's Seasonal Technician, staff member DeMarco, will be able to implement the annual work plan that Delepine puts together while she is out on leave. Bonneville Power officially authorized the funding of the Sturgeon Lake Restoration project. The District is hosting office space for Tom Josephson from Columbia River Estuary Study Taskforce. He is the project manager for the Sturgeon Lake Restoration project. A 100% design meeting for the Sturgeon Lake Restoration project happened earlier in the week, and the proposed bridge design passed the fish passage review by Oregon Department of Fish & Wildlife. The construction window for the project starts July 1 through October.

14. Directors' and Associate Directors' Check-in

Director Lightcap announced that Don Motz, who previously had served on the District Board, passed away.

Associate Director Hamer announced that he and a group of volunteers got together over the past fall and did cleanup on a 3-mile stretch of the Multnomah Channel using a tugboat that he provided to remove the waste.

Director Looney reported that over 230 frogs had been caught so far on the Frog Taxi program, and that Women in Transportation engineers are doing a feasibility study for a more permanent crossing. She also reported that deconstruction of Linnton Mill is taking affect and that 90% of materials were salvaged for donation.

Director Preeg Riggsby reported that US Fish and Wildlife service put out a publication on habitat in Tryon Creek Watershed Council (TCWC) area, and that she will send a link to Directors. She also reported TCWC is assembling funding to remove a 4th Avenue culvert which is a fish passage barrier.

Director Miller reported that he went to an advisory meeting for Oregon Bee Project, and diverse stakeholders attended. DM Cathcart announced that the District signed on to being on this Advisory Committee and that staff member Taylor will be representing the District. Director Miller also reported working with Oregon State University on pest management issues.

Director Hartline reported that she went to the Pull Together event prior to coming to the Board meeting, and had also recently attended an Oregon Department of Agriculture (ODA) bee training. She

signed on to help do bee monitoring with ODA. She will be attending a meeting on Sunday, January 14th regarding forming a Multnomah Watershed Council, which Associate Director Anderson will also be attending.

Director Peterson reported that Sturgeon Lake has had some maintenance on weeds, and that there are some new traffic signs that are posted, but are difficult to read because they are high above the road.

15. Announcements/Reminders/Confirmation of next Meeting:

The next Board meeting will be held on Wednesday, February 14th, 2018 at 6:00 PM. Director Looney moved to adjourn the meeting at 7:53 PM; Director Miller seconded; all approved (6-0).

ⁱ WMSWCD 12/12/17 Board Meeting Minutes

ⁱⁱ WMSWCD-Balance Sheet as of November 30, 2017

ⁱⁱⁱ WMSWCD-General Fund Budget Only Budget Performance November 30, 2017

^{iv} WMSWCD-Sturgeon Lake Fund Budget Performance November 30, 2017

^v Budget Development Calendar

^{vi} Draft Employee Handbook

^{vii} Resolution no. 2018-01-02, A Resolution of the West Multnomah Soil & Water Conservation District Board of Directors Adopting Revised Employee Handbook

^{viii} Resolution No. 2018-01-01 A Resolution of the West Multnomah Soil & Water conservation District Board of Directors Adopting Revised Public Records Request Policy

^{ix} Diversity, Equity and Inclusion Report

^x Staff Reports