



West Multnomah Soil & Water Conservation District Board Meeting Minutes 2/14/2018

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 6:07 PM.

2. **Introductions and Agenda Approval:**

Board Members Present: Directors Hartline, Looney, Peterson, Preeg Riggsby, Sowder; Board Members Absent (excused): Lightcap, Miller; Associate Directors Present: Anderson, Weedall; Assoc. Director Absent (excused): Hamer, Wiley; District Manager (DM): Cathcart; Staff: Ahr, Gall, Kern-Korot, Levis, Lindberg, Logalbo, Taylor. NRCS Staff: Galland. Guest: Lona Pierce, Columbia SWCD Board Director.

3. **Annual Work Plan Presentation and Discussions:**

Staff presented FY2018-2019 Annual Work Plansⁱ for each program area to the Board, providing an opportunity for discussion and feedback. Highlighted were new initiatives and changes planned for the upcoming year. These plans support our Long-Range Business Plan (LRBP) and will be used by staff to formulate their FY2018-2019 budget requests. Formal adoption of the annual work plans will occur at the June board meeting, in conjunction with adoption of the FY2018-2019 Budget. DM Cathcart noted that our LRBP is expiring this year, but is expected to be renewed by the Board for one year this June. The Board discussed possible expansion of the goal "to ensure the District is a vibrant agency" in order to clarify that this goal encompasses having an impact on our community, leveraging our resources through partner development, putting resources into staff and board training to ensure knowledge of current and best practices in their respective fields, etc.

3. **Minutes:** *WMSW Conservation District 1/10/2018 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.

4. **Treasurer's Report:**

Staff member Levis reviewed the December financial statements noting variances from budget. All variances were minor or related to timing with the exception of the \$72,000 underspent in Conservation programs, which is expected to remain underspent throughout the remainder of the fiscal year due to postponement of certain landowner projects until the following fiscal year. Overall the District is in good standing. The following reports were reviewed:

a) *WMSWCD-Balance Sheet as of December 31, 2017ⁱⁱ*

b) *WMSWCD-General Fund Budget Only Budget Performance December 31, 2017ⁱⁱⁱ*

c) *WMSWCD-Sturgeon Lake Fund Budget Performance December 31, 2017^{iv}*

5. **Budget Committee Members**

Staff member Levis reviewed the Recommendations for the open positions on the Budget Committee^v. Director Hartline made a motion to reappoint two current citizen members, Finlay Anderson and Jan Hamer, and appoint one new citizen member, Sydney Scout, to the Budget Committee. Director Looney

seconded, and the motion was approved with a vote of 5-0. The first Budget Committee meeting will be April 11th, the same evening as the Board meeting.

6. Participation in a Board Practices Assessment

Staff member Levis announced an opportunity for the District to receive a 4% discount on its liability insurance for the coming year by having the board participate in a Board Practices Assessment and receive feedback on how they rate in six key areas of risk management: Duties and Responsibilities, Budget & Finance, Operational Compliance, Personnel Administration, Policies & Procedures, Public Relations. All agreed that this was a great opportunity, and it will be scheduled for the November 2018 Board meeting, which was the first opportunity available to conduct the assessment.

7. Oregon Association of Conservation Districts (OACD) Update

Director Preeg Riggsby announced that Director Lightcap, the current Chair of the OACD Lower Willamette Basin Team, who has had an immensely positive impact on the operations and effectiveness of the Basin Team, will be stepping down this spring. Two candidates are running for the position: John McDonald, Director and Chair of the Tualatin SWCD, and Ken Hetsel, a Marion SWCD Director. The upcoming vote to elect the new Lower Willamette Basin Chair has been postponed until March due to a delay in collecting and distributing information about the candidates. Each District within the Basin will have one vote. At the March Board meeting, more information about the two candidates will be presented and a collective Board decision made on which candidate the District will be supporting.

8. Diversity, Equity and Inclusion (DEI) Report^{vi}

Associate Director Weedall reported on the January 26, 2018 DEI committee meeting, including the progress the Equity Lens Workgroup has made on developing a draft District Equity Lens^{vii}. She explained that our Equity Lens will be a way for us to audit our practices, policies, and decision making to ensure that we are achieving our vision for racial equity and non-discrimination. Board training on our Equity Lens is tentatively scheduled for April 25th.

DM Cathcart announced that the District is hosting the Tax Supervising and Conservation Commission quarterly meeting on March 19th, and the keynote speaker will be Juan Carlos Ocana-Chiu, Metro's Equity Strategy Program Manager. He provides leadership for the implementation of Metro's Strategic Plan to Advance Racial Equity, Diversity, and Inclusion; he will be discussing effective ways to engage members of historically marginalized communities in local government services and activities. All Board members are invited.

9. Directors' and Associate Directors' Check-in

Associate Director Anderson reported that he and Directors Hartline and Looney attended a meeting of a group of advocates for harbor health (including Linnton and St. Johns area) and gave them feedback on things to consider about becoming a watershed council sanctioned by OWEB or forming a non-profit. They discussed what niche projects the group could take on in the area prior to formally organizing.

Director Hartline reported on the conservation plan that she, staff member Kern-Korot and Scappoose Bay Watershed Council Coordinator Pat Welle, have been working on. She shared two appendices from the plan that will be a valuable resource for agencies and private landowners: 1. Birds on Sauvie Island (also includes mammals, amphibians and fish), and 1. Plants on Sauvie Island (a list, 5 years in development, of 630 plant species found on the island and in Multnomah Channel). The plant list includes natives and invasive plants based on botanical records going back to the 1800s.

Director Hartline also reported that there have been no frogs needing shuttling across Harborton Drive in recent weeks because it's been too dry. Once our rain returns, it's expected that the frogs will again come out in droves and need help crossing Harborton.

Director Preeg Riggsby reported that Tryon Creek Watershed Council (TCWC) had a very successful 9th annual watershed-wide event on February 10th, with over 120 volunteers gathering early in the morning at Riverdale high school to do restoration work throughout the watershed. Partner organizations (including the District, Portland Parks & Recreation, City of Portland, Southwest Neighborhoods Inc., and Friends of Tryon Creek) led work groups at seven sites.

10. Announcements/Reminders/Confirmation of next Meeting:

The next Board meeting will be held on Wednesday, March 14th, 2018 at 6:00 PM. Director Looney moved to adjourn the meeting at 8:48 PM; Director Sowder seconded; all approved (5-0).

ⁱ *WMSWCD 1/10/18 Board Meeting Minutes*

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

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

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

^v *Recommendations for the open positions on the Budget Committee*

^{vi} *Diversity, Equity and Inclusion Report*

^{vii} *District Draft Equity Lens*

^{viii} *Staff Reports*