



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 2/13/2019

1. Meeting Location and Time:

Location: Montgomery Park, 2701 NW Vaughn St., Suite 452, Portland
The meeting was called to order by Director Preeg Riggsby at 5:09 PM.

2. Introductions and Agenda Approval

Directors Present: Directors Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder;
Associate Directors Present: Weedall; District Manager (DM): Cathcart; Staff: Ahr, Delepine, Gall, Kern-Korot, Logalbo, Magyar, Razalenti, Taylor; NRCS Staff: Kim Galland

Two items were added to the end of the agenda: 1) Post Equity Lens Debrief and 2) Update from Director Lightcap.

3. Newly Elected Directors take Oath of Officeⁱ

Director Preeg Riggsby administered the Oath of Office to Director Lightcap, who was elected to a four-year term in the November 2018 general election. Director Lightcap signed the Oath of Office, which was then signed by Director Preeg Riggsby. Director Miller moved to extend Director Lightcap's Officer position of Secretary through the end of the fiscal year (FY) 2018-2019. Director Peterson seconded the motion. The motion was approved with a vote of 6-0-1, with Director Lightcap abstaining.

4. Staff Annual Workplans

Staff presented FY2019-2020 Annual Work Plansⁱⁱ 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 the District's Long-Range Business Plan (LRBP) and will be used by staff to formulate their FY2019-2020 budget requests. Formal adoption of the annual work plans will occur at the June board meeting, in conjunction with adoption of the FY2019-2020 Budget. The Directors would like to see a timeline of the development of the upcoming revised LRBP. Related items to the development of the LRBP were documented in the Communications & Outreach Manager's annual work plan.

5. Public Comment Period

No comment.

6. Minutes:

WMSW Conservation District 1/09/2019 Board Meeting Minutesⁱⁱⁱ

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 7-0.

WMSW Conservation District 1/26/2019 Special Board Meeting Minutes^{iv}

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

7. Treasurer's Report & Appointment of Budget Officer for FY2019-2020

Director Miller reviewed the financial statements for December. Revenue from Multnomah County property taxes is lower than anticipated. Conservation programs are underspent, but is typical for this time of year with increase in spending expected in spring. DM Cathcart reported that legal and irrigation services were higher than expected for the Sturgeon Lake Restoration project and that partner funding is being sought after to cover the additional expenses. For expenses not covered by partners, a supplemental budget for the Sturgeon Lake Restoration project will be presented at the next Board meeting.

Director Miller motioned to appoint staff member Levis for FY 2019-2020 Budget Officer. Director Looney seconded the motion. The motion was approved with a vote of 7-0.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of December 31, 2018^v*
- b) *WMSWCD-General Fund Budget Only Budget Performance December 31, 2018^{vi}*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance December 31, 2018^{vii}*

8. District Contracting Policy Variances – Sturgeon Lake Restoration Project

DM Cathcart reported that the Districts' current contracting policy adopted in 2005, limits the District to \$25,000 in spending with a sole source hiring of contractors, and the state's limit for sole source contract hiring is \$100,000. A variance from the District's current policy is needed for the Sturgeon Lake Restoration project to increase the amount for two contractors on the project that are performing well and irrigation services on a landowner's property associated with the project, as payments to both will exceed the \$25,000 limitation. Director Miller motioned for a variance to the limitation of sole source funding for Ernst Irrigation Services and Westerberg Drilling Company to increase to \$100,000 associated with the well and irrigation work for the Sturgeon Lake Restoration project. Director Lightcap seconded the motion. The motion was approved with a vote of 7-0.

9. Equity Lens Debrief

Associate Director Weedall reported that she and DM Cathcart and Cliff Jones met earlier in the morning to debrief on the January 26th Special meeting that consisted of a training of the use of the District's Equity Lens (Lens). Some takeaways from the meeting included to continue to evaluate and explore assumptions and to use the Lens in revising the LRBP. Cliff suggested using the Lens in the revision of the LRBP to be done over time, using a focused approach on only assumptions at first, and then moving on to another focused pieces of the Lens. Cliff is working on creating a more readable and abbreviated version of the Lens based on feedback from the training. Director Miller and Associate Director Weedall would like to see regularly scheduled time in Board meeting agendas devoted to use of the Lens.

10. Director Lightcap Update

Director Lightcap announced that he is looking for leadership in plastics recycling and will inform the Board of what he finds.

11. Announcements/Reminders/Confirmation of next Meeting:

The March Board meeting will be held on Wednesday, March 13th, 2019 at 6:00pm. The April Board meeting and Budget Committee meeting will be held on Wednesday, April 17th, 2019 at 6:00pm. Director Looney moved to adjourn the meeting at 7:43 PM; Director Hartline seconded; all approved (7-0).

ⁱ *WMSWCD – Oath of Office*

ⁱⁱ *FY2019-2020 Annual Work Plans*

ⁱⁱⁱ *WMSWCD 1/9/2019 Meeting Minutes*

^{iv} *WMSWCD 1/26/2019 Special Meeting Minutes*

^v *WMSWCD-Balance Sheet as of December 31, 2018*

^{vi} *WMSWCD-General Fund Budget Only Budget Performance December 31, 2018*

^{vii} *WMSWCD-Sturgeon Lake Fund Budget Performance December 31, 2018*

^{viii} *FY2019-2020 Budget Calendar*

^{ix} *Diversity Equity and Inclusion Report*

^x *Staff Reports*