



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 6/12/2019

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 6:07 PM.

2. Introductions and Agenda Approval

Directors Present: Directors Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Hartline; Associate Directors Present: Weedall; District Manager (DM): Cathcart; Staff: Gall, Levis, Razalentj; NRCS Staff: Galland

3. Budget Hearing

The Hearing was called to order at 6:08 PM by Board Chair Preeg Riggsby.

Director Lightcap made a motion to approve the Budget Committee 4/17/2019 meeting minutesⁱ as written, and Director Miller seconded the motion. The motion was approved with a vote of 5-0 (Director Peterson not yet present).

Budget Officer & Controller Levis gave an overview of the budget as approved by the Budget Committee on April 17, 2019, which was certified with no objections by the Tax Supervising & Conservation Commissionⁱⁱ. She presented Recommended Changes to Approved Budgetⁱⁱⁱ based on updates to cash projections and new information received in the two months since the Budget Committee meeting.

Adoption of Budget: Director Miller made a motion to adopt the FY 2019-20 Budget in the amount of \$3,096,336, including \$2,159,423 in the General Fund, \$116,500 in the Sturgeon Lake Fund, and \$820,413 in Unappropriated and Reserve Amounts in all Funds, and with the property tax levy at the full permanent rate of \$0.0750 per \$1,000 of assessed value. Director Looney seconded the motion, and it was approved with a vote of 6-0 (Director Peterson present for this vote). A resolution^{iv} to adopt the budget, make appropriations, and declare and categorize property taxes for FY2019-20 was approved and signed by Board Chair Preeg Riggsby and Board Secretary Looney on June 12, 2019 (Resolution# 2019-06-12A).

The Hearing adjourned at 6:28 PM by Board Chair Preeg Riggsby.

4. Minutes:

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

5. Diversity, Equity and Inclusion (DEI) Update

Staff member and DEI Committee Co-Chair Gall gave a general overview of the DEI work plan^{vi} for FY19-20, and pointed out that some items were appointed to the Board to implement. A summary of Board roles for the FY19-20 DEI work plan was reviewed^{vii}. The Board discussed possible ways to use the DEI

portion of the Board meetings including sharing what items have been implemented on the DEI annual work plan as well as sharing general ideas, concepts and stories centered on diversity, equity and inclusion. The Board would like to continue having annual facilitated trainings and/or exercises (such as the Equity 101 and Equity Lens trainings).

6. Oregon Department of Agriculture (ODA) Capacity Grant Application for the 2019-2021 Biennium^{viii}; Approval of Annual Work Plans^{ix} for Fiscal Year 2019-2020

Staff member Gall gave an overview of the ODA Capacity Grant application to the Board, and reported that it had been submitted to ODA. The District receives approximately \$75,000 annually in funds for technical and administrative fees (rent/utilities) through this grant. The staff's annual work plans were also referenced for official Board approval.

Director Miller made a motion to approve the ODA Capacity Grant application for the 2019-2021 Biennium, and Director Peterson seconded the motion. The motion was approved with a vote of 6-0.

Director Miller made a motion to approve the annual work plans for fiscal year 2019-2021, and Director Looney seconded the motion. The motion was approved with a vote of 6-0.

7. Review of Treasurer's Reports

Director Miller reviewed the following reports, citing that property taxes received were down, but spending was also down, putting the District in good financial position. Budget Officer & Controller Levis reported that the District's cash position for May was \$1.4 million.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of April 30, 2019^x*
- b) *WMSWCD-General Fund Budget Only Budget Performance April 30, 2019^{xi}*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance April 30, 2019^{xii}*

8. Public Comment Period

No comment.

9. Resolution to Formally Adopt Policy of Extending Workers' Compensation Coverage to Volunteers

DM Cathcart explained that the District's current policy has volunteers of the District covered under the District's Workers' Compensation coverage, but best practice would be for the Board to formally adopt this policy.

Director Lightcap made a motion to adopt Resolution 2019-06-12b A Resolution to Formally Adopt Policy of Extending Workers' Compensation Coverage to Volunteers^{xiii}, and Director Miller seconded the motion. The motion passed with a vote of 6-0. The Resolution was signed by Board Chair Preeg Riggsby and Board Secretary Looney on June 12, 2019.

10. Memorandum of Understanding for the Forest Park Alliance with Application to the Greater Forest Park Conservation Initiative^{xiv} (GFPCI)

DM Cathcart referenced the organizations that have come together as the Forest Park Alliance, and gave an overview of the purpose and benefits of the GFPCI. Forest Park Conservancy is the lead organization

of the Forest Park Alliance and requested to formalize the group with a Memorandum of Understanding (MOU). DM Cathcart gave an overview of the scope of the MOU; the work is also referenced within staff's annual work plans.

Director Lightcap made a motion to give DM Cathcart the authority to enter into the Memorandum of Understanding for the Forest Park Alliance with Application to the Greater Forest Park Conservation Initiative. Director Sowder seconded the motion. The motion passed with a vote of 6-0.

11. Resolution Granting District Manager Delegation of Authority for the Purpose of Acquiring Real Property Rights and Entering into Permanent Agreements for the Sturgeon Lake Restoration Project^{xv}

DM Cathcart explained the purpose of the resolution in detail noting the essential purpose is to give DM Cathcart the authority to close on easements and enter in agreements as it will expedite the project. Director Lightcap made a motion to approve Resolution 2019-06-12c, Resolution Granting District Manager Delegation of Authority for the Purpose of Acquiring Real Property Rights and Entering into Permanent Agreements for the Sturgeon Lake Restoration Project. Director Sowder seconded the motion. The motion passed with a vote of 6-0. The Resolution was signed by Board Chair Preeg Riggsby and Board Secretary Looney on June 12, 2019.

Director Miller made a motion to give DM Cathcart a one-time authority to do a line item transfer up to \$75,000 of the contingency funds in materials and supplies in the Sturgeon Lake budget to the capital line item without having to create a supplemental budget. Director Sowder seconded the motion. The motion passed with a vote of 6-0.

12. Housekeeping Items

a. Board /Staff Social

The Board and staff will have a potluck social at 5:30pm, Wednesday, August 21st at Gabriel Park, Picnic site C with an abbreviated Board meeting at 6:00pm.

b. Board meeting night change

Director Looney made a motion to change the monthly meeting date to the third Tuesday of the month starting in September, Director Sowder seconded the motion. The motion was approved with a vote of 6-0.

13. Natural Resources Conservation Service (NRCS) Update

NRCS staff Galland updated the Board that she is now fully staffed, with a new employee, Michael Hensley (goes by Mike), and gave a brief overview of his background. She reported working on three forestry applications from District staff member Ahr. NRCS would like to have an "update corner" of what they are doing on the District website for the Board to be able to keep up-to-date. The Board would also like to see the update in paper format.

14. Directors' and Associate Directors' Check-In

This agenda item was skipped due to lack of time.

15. Announcements/Reminders/Confirmation of next Meeting:

The Sturgeon Lake ribbon cutting will be at 1:30pm at Sauvie Island Grange on June 21st. RSVP to Oregon Wildlife Foundation. The Board will not have a meeting in July. The Board meeting on September 17th will cancel out the need to have a Board meeting after the Annual meeting on September 28th.

The meeting was adjourned at 7:59 PM.

ⁱ *Budget Committee Meeting Minutes 04-17-19*

ⁱⁱ *TSCC Budget Certification Letter*

ⁱⁱⁱ *Notice of Budget Hearing LB-1 and Recommended Changes for Adoption*

^{iv} *Resolution No. 2019-06-12A Authorizing the District's Budget for the Fiscal Year 2019-20, Creating Expenditure Appropriations, Setting the Tax, and Imposing the Tax*

^v *WMSWCD 05-08-2019 Board Meeting Minutes*

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

^{vii} *Draft Summary of Board Roles in FY 2019-2020 DEI Work Plan*

^{viii} *ODA Capacity Grant Application for 2019-2021 Biennium*

^{ix} *Annual Work Plans for FY 2019-2020*

^x *WMSWCD-Balance Sheet as of April 30, 2019*

^{xi} *WMSWCD-General Fund Budget Only Budget Performance April 30, 2019*

^{xii} *WMSWCD-Sturgeon Lake Fund Budget Performance April 30, 2019*

^{xiii} *Resolution 2019-06-12b, Resolution to Formally Adopt Policy of Extending Workers' Compensation Coverage to Volunteers*

^{xiv} *Memorandum of Understanding for the Forest Park Alliance with Application to the Greater Forest Park Conservation Initiative*

^{xv} *Resolution 2019-06-12c, Resolution Granting District Manager Delegation of Authority for the Purpose of Acquiring Real Property Rights and Entering into Permanent Agreements for the Sturgeon Lake Restoration Project*

^{xvi} *Staff Reports*