



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 8/21/2019

1. Meeting Location and Time:

Location: Montgomery Park, 2701 NW Vaughn St., Suite 450, Portland
The meeting was called to order by Director Preeg Riggsby at 6:35 PM.

2. Introductions and Agenda Approval

Directors Present: Directors Hartline, Lightcap, Looney, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Miller; Associate Directors Present: Weedall; District Manager (DM): Cathcart; Staff: Logalbo, Razalenti

The agenda was altered to start with the Long Range Business Plan Update Grounding, and the Board was given a brief in-person introduction to interns Derek Palmore, Indi Keith, Jake Lovell, and Sam Mularz prior to launching into the first topic. The four interns left the meeting immediately following the introduction and therefore were not listed as attendees of the meeting.

3. Long Range Business Plan (LRBP) Update Grounding

Staff member Logalbo introduced the development process planⁱ for the LRBP update which included a brief introduction to the key themes and emphasized the importance of diversity, equity and inclusion (DEI) to be engrained throughout the process. As members of the DEI Committee, Director Preeg Riggsby and Associate Director Weedall had the opportunity to review the development process plan and provide feedback, which led to the recruitment of specific Board members to serve on the Theme Planning Teams, which were aligned with their individual backgrounds.

All Board members were welcomed to join in on team discussions, and there will be multiple opportunities throughout the process for Board members to contribute to the LRBP update. The development process plan for the LRBP update will be gone over more thoroughly at the October Board meeting, including specific expectations of Board member participation. In the interim, the Board is welcome to reach out to staff member Logalbo if they should have any questions or want to give specific input. Staff member Logalbo pointed out that she will also be giving updates on her work on this in the top portion of her monthly staff reports for Board reference.

4. Minutes:

WMSW Conservation District 06/12/2019 Board Meeting Minutesⁱⁱ

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

5. Review of Treasurer's Reports

DM Cathcart reviewed the Treasurer's Reports for June, noting that the reports were unaudited. Due to various issues, some of the work on the Sturgeon Lake Restoration Project needed to be delayed, and at the September Board meeting, the Board will need to discuss approval of moving unspent monies for the project into the current fiscal year in order to complete the project. Conservation programs for last fiscal year were underspent, but at a lesser rate than in previous years. Some of the underspent monies

was partly due to less funding needed for contractor work for the Early Detection Rapid Response program than what was anticipated. DM Cathcart noted that he will discuss with all tech staff the reasons behind the underspending to get a better understanding.

Public Employees Retirement System (PERS) will begin to accept applications for the Employer Incentive Fund (EIF) on a first come, first served basis starting September 3rd. Special Districts Association of Oregon (SDAO) identified the District as being eligible to apply and sent out an emailⁱⁱⁱ that Director Preeg Riggsby re-sent to the Board for their perusal. The EIF would allow the District to save several thousand dollars if the District pays into PERS in one lump sum.

Director Looney made a motion to approve the District to apply for the PERS Employer Incentive Fund on September 3, 2019, and Director Sowder seconded the motion. The motion was approved with a vote of 6-0. The Board will receive an update on this at the September meeting.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of June 30, 2019*^{iv}
- b) *WMSWCD-General Fund Budget Only Budget Performance June 30, 2019*^v
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance June 30, 2019*^{vi}

6. Public Comment Period

No comment.

7. Variance to District's Public Contracting Policy – Statewide Land Surveying (Sturgeon Lake Restoration Project)

The District's public contracting policy allows for \$25,000 awarded to a contractor for a personal services direct hire without prior Board approval. Due to the complexity of the surveying of the boundaries of the conservation easements for the purpose of generating the legal descriptions and maps for the conservation easements for the Sturgeon Lake Restoration project, the District's contract amount with Statewide Land Surveying needed to be increased to \$32,000 (from an original award of \$20,329.84) in order to cover the cost of the extra work required. Director Hartline made a motion to give variance of the District limit by increasing the \$25,000 limit to \$35,000 for the professional services contract with Statewide Land Surveying for the Sturgeon Lake Restoration Project. Director Lightcap seconded the motion. The motion passed with a vote of 6-0.

8. Announcements/Reminders/Confirmation of next Meeting:

The Oregon Association of Conservation Districts will have their annual meeting in Redmond from November 5-7th. The next Board meeting will be on September 17th at 6:00pm. The Sauvie Island Jubilee (the District's 75th anniversary celebration & annual meeting) will be on September 28th from 10:00am-5:00pm at Howell Territorial Park on Sauvie Island.

The meeting was adjourned at 7:19 PM.

ⁱ *Development Process Plan for Long Range Business Plan Update (version Draft 6.0)*

ⁱⁱ *WMSWCD DRAFT 06/12/19 Board Meeting Minutes*

ⁱⁱⁱ *SDAO email regarding PERS Employer Incentive Fund Program*

^{iv} *WMSWCD-Balance Sheet as of June 30, 2019*

^v *WMSWCD-General Fund Budget Only Budget Performance June 30, 2019*

^{vi} *WMSWCD-Sturgeon Lake Fund Budget Performance June 30, 2019*