



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 10/15/2019

**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 6:06 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: Levis, Razalenti, Taylor;  
NRCS Staff: Galland

The agenda was approved by acclamation.

**3. Minutes:**

*WMSW Conservation District 09/17/2019 Board Meeting Minutes<sup>i</sup>*

Director Hartline 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 [Director Lightcap was not at the meeting at the time of voting].

**4. Staff Presentation: Monitoring for Conservation Success**

Staff member Taylor discussed the District's monitoring program including goals, the team, timeline, understory seeding, unified monitoring protocol, and survival monitoring. She presented some of the data collected through the monitoring program and photos depicting specific monitored areas over the span of several years.

**5. Review of Treasurer's Reports**

Director Miller reviewed the reports listed below.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of September 30, 2019<sup>ii</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance September 30, 2019<sup>iii</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance September 30, 2019<sup>iv</sup>*

**6. Public Comment Period**

No comment.

**7. Public Hearing – Fiscal Year 2019-20 Supplemental Budgets – General and Special Funds**

This agenda item was moved up to follow the Treasurer's report. Director Preeg Riggsby suspended the Board meeting to open the public hearing at 6:55pm. Staff member Levis reviewed the proposed changes to the general fund budget and the special fund budget for the Sturgeon Lake Restoration project.

Director Lightcap moved to approve Resolution #2019-10-15 A Resolution to Create a Supplemental Budget<sup>v</sup> for the General Fund and the Sturgeon Lake Special Fund, and Director Miller seconded the motion. The motion was approved with a vote of 7-0.

Director Preeg Riggsby called the public hearing to close at 7:01pm.

## **8. Reflections on the Sauvie Island Jubilee**

The Directors and Associate Director that were able to attend the Sauvie Island Jubilee reported to have great feedback from the public, lots of great booths at the event, hearing family stories in the Bybee-Howell house, and enjoying the District history video. The District's booth prominently featured a draft of a written piece by intern Indi Keith titled *Whose Land is Our Land?*, and was well received. The draft is available for those who request it. DM Cathcart commended staff member Renee Magyar and contracted co-project manager Eric Jones on the tremendous amount of work and wonderful job that they did.

## **9. Special Districts Insurance Best Practices**

Staff member Levis reminded the Board that the District participates in the Special Districts Insurance Best Practices program, which gives them a 10% discount on general liability insurance. She ran through the answers on the Best Practices checklist<sup>vi</sup> for their information.

## **10. Long Range Business Plan Update**

DM Cathcart covered this topic for staff member Logalbo who was on vacation and is project manager for the Long Range Business Plan (LRBP) update. The Board was given the 2021-2026 Long Range Business Plan Update Development Process Draft 6.0 (8/16/19)<sup>vii</sup>. The development process has been organized into three theme projects with the biggest theme being the District's conservation work. Diversity, equity and inclusion will be embedded throughout all of the themes and all of the processes. Director Looney is serving on the Conservation Scope Team, Director Miller is serving on the Financial Sustainability Team, and Associate Director Hamer will be serving on the Organizational Development & Health Team. All Board members are welcome to participate with any of these teams. PKS International LLC, who helped with the Connect SW PDX project, has been hired to help with community engagement liaisons that are assigned to reach communities that the District hasn't reached before to get their input. If anyone has questions on the process they should contact DM Cathcart or staff member Logalbo. The current LRBP was set to expire at the end of 2019, and to allow time for this thoughtful process for a new LRBP another year was needed.

Director Hartline made a motion to extend the current Long Range Business Plan through December 31, 2020, and Director Looney seconded the motion. The motion was approved with a vote of 7-0.

## **11. Oregon Association of Conservation Districts (OACD) Bylaws Revision**

The Board reviewed the OACD Governance Committee Recommendations for Bylaws Changes and ballot for bylaws amendments<sup>viii</sup>. Numbers 8 and 9 on the ballot, while created in good spirit, could have unintended consequences of having only administrative staff filling all of the Board positions. Director Preeg Riggsby explained the intent behind the Board being able to change the boundaries of the regions without member consent was in the case when the boundaries needed to be adjusted to stay aligned with the Oregon Conservation Education and Assistant Network regional boundaries. Director Preeg Riggsby did acknowledge that the way the proposed amendment was worded gave the Board

much broader power to change region boundaries unilaterally. And in hindsight, even the original intent on the need to change the boundaries of a region could wait until the annual meeting and a vote of the membership.

Director Lightcap made a motion to vote yes on items #2-7 and #10-21, and vote no on #8-9 on the Ballot for Bylaws Amendments for the Oregon Association of Conservation Districts, and Director Sowder seconded the motion. The motion was approved with a vote of 7-0.

## **12. Metro Parks and Nature 2019 Bond Measure<sup>ix</sup>**

Director Preeg Riggsby explained this is a renewal of an existing bond and the Board discussed whether or not to endorse it as an organization.

Director Hartline moved to endorse Metro Parks and Nature 2019 Bond Measure, and Director Sowder seconded the motion. Directors Hartline, Looney, Preeg Riggsby, and Sowder voted yes, Directors Lightcap and Peterson voted no, and Director Miller abstained. The motion passed with a vote of 4-2-1.

## **13. Directors' and Associate Directors' Check-In:**

Director Lightcap and Associate Director Weedall gave very brief updates of what they had been up to; Lightcap working with Pacific Yew seeds and Weedall working with her home owners association.

## **14. Announcements/Reminders/Confirmation of next Meeting:**

The Oregon Association of Conservation Districts will have their annual meeting from November 5-7<sup>th</sup> in Redmond, Oregon. The next Board meeting will be on November 19<sup>th</sup> at 6:00pm.

The meeting was adjourned at 8:04 PM.

<sup>i</sup> WMSWCD DRAFT 09/17/19 Board Meeting Minutes

<sup>ii</sup> WMSWCD-Balance Sheet as of September 30, 2019

<sup>iii</sup> WMSWCD-General Fund Budget Only Budget Performance September 30, 2019

<sup>iv</sup> WMSWCD-Sturgeon Lake Fund Budget Performance September 30, 2019

<sup>v</sup> Resolution #2019-10-15 A Resolution to Create a Supplemental Budget

<sup>vi</sup> Special Districts Insurance Best Practices Checklist

<sup>vii</sup> 2021-2026 Long Range Business Plan Update Development Process Draft version 6.0 (8/16/19)

<sup>viii</sup> OACD Governance Committee Recommendations for Bylaws Changes and Ballot for Bylaws Amendments

<sup>ix</sup> Metro Parks and Nature 2019 Bond Measure handout

<sup>x</sup> Staff Reports