



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 11/19/2019

1. Meeting Location and Time:

Location: Montgomery Park, 2701 NW Vaughn St., Suite 450, Portland
The meeting was called to order by Director Sowder at 6:07 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: Gall, Levis, Logalbo, Razalenti, NRCS Staff: Galland

The agenda was approved by acclimation. Director Preeg Riggsby joined the meeting via phone call, therefore Director Sowder Chaired the meeting for convenience.

3. Minutes:

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Director Preeg Riggsby moved to approve the minutes as written, and Director Lightcap seconded the motion. The motion was approved with a vote of 7-0.

4. Staff Presentation: Monitoring Efforts for the Sturgeon Lake Restoration Project

Staff member Gall gave a presentation on the monitoring efforts for the Sturgeon Lake/Dairy Creek Restoration project that included information about pre-project conditions, restoration actions, construction, and ongoing monitoring including vegetation and fish monitoring.

5. Review of Treasurer's Reports

Director Miller reviewed the reports listed below. He highlighted monies that were restored to various areas of the budget and reported that overall the District was in a good financial position.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of October 31, 2019ⁱⁱ*
- b) *WMSWCD-General Fund Budget Only Budget Performance October 31, 2019ⁱⁱⁱ*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance October 31, 2019^{iv}*

6. Review of Independent Auditor's Report-Financial Statements for the Year Ended June 30, 2019^v

Director Miller and staff member Levis gave a general overview of the Independent Auditor's report. They noted the audit was unqualified (clean, with no exceptions). The Board can email or call staff member Levis with any questions.

Director Miller made a motion to accept the audit report as written, and Director Hartline seconded the motion. The motion was approved with a vote of 7-0.

7. Public Comment Period

No comment.

8. Community Engagement Process for the Long Range Business Plan (LRBP) Update^{vi}

Staff member Logalbo gave an overview of the community engagement process, including where the District is currently at in the process, and what's ahead in the upcoming phases. She described how the partner list to be interviewed was whittled down due to staff capacity issues. Natural resource and equity goals were the driving force in those that were chosen to be interviewed. She passed around Board Interview Instructions and Materials packets^{vii} to the Board and went over the process for interviews. There will be a separate set of questions that will be sent to the Board that were not included in the packet that are more generalized for groups that are new to the District or who may not receive services from the District. Interviewers were given discretion on choosing which set of questions to use when approaching their own community or when assigned partners to interview. PKS International Community Engagement Liaisons will be reaching out to the broader community using the more general questions. The deadline for conducting interviews and providing the feedback to staff member Logalbo is the end of January 2020. If Directors or Associate Directors have capacity to interview any of the partners on the list that staff did not have capacity to interview, they should get in touch with staff member Logalbo. They should also do the same if they connect with new or existing partners that are not listed.

9. Diversity, Equity and Inclusion Update

Associate Director Weedall reported that in September the District's draft equity lens^{viii} was revised, making it more user-friendly based on feedback from those that had used it. The new draft Equity lens was passed around. DM Cathcart reported that staff had used it a couple of times since its revision, and feedback was that this was easier to use.

10. Natural Resources Conservation Service (NRCS) Update

NRCS staff Galland passed around the Civil Rights Responsibilities for Partners Checklist^{ix}, and gave a brief overview, as well as general updates regarding new tools being used at NRCS. The Board will need to sign the checklist that was handed out by the end of January 2020. Director Hartline suggested hearing a presentation from NRCS staff Galland at a future meeting to hear more about on-the-ground work that NRCS is involved in.

11. Review of Board Performance Assessment Reports

DM Cathcart reminded everyone of the Board performance assessment with Eric Nusbaum from Oregon Department of Agriculture that took place on November 7, 2018. The follow-up reporting of the assessment fell through the cracks until this current November 2019 meeting, and was presented to the Board. The reporting included the Board Practice Assessment^x as well as the Consultant's Impressions and Recommendations^{xi}. The recommendations were reviewed. The third recommendation had previously been addressed by the Board. The first recommendation regarding job descriptions of all board members (Directors and Associate Directors) will be drafted up by staff member Levis with Director Miller reviewing and bringing to the Board. The second recommendation regarding a written policy on board meeting rules and procedures may already exist and staff members Razalenti and Levis will search for these items and follow up with Director Preeg Riggsby, who will in turn bring to the Board.

Director Miller moved to adapt the recommendations as listed in the Consultant's Impressions and Recommendations report and have District staff help complete the recommendations with Directors Miller and Preeg Riggsby bringing the outcome to the Board for adoption. Director Lightcap seconded the motion. The motion was approved with a vote of 7-0.

12. Directors' and Associate Directors' Check-In:

Director Miller reported that the Office of Equity and Human Rights performed an equity training similar to the one that the Board participated in for the OSU Extension Master Gardeners, with 375 people in attendance.

Director Lightcap reported that he and Director Preeg Riggsby attended the Oregon Association of Conservation Districts (OACD) annual meeting and that the revised Bylaws passed.

DM Cathcart called attention to the thank you letter from Oregon Department of Fish and Wildlife regarding the recent successful internship for the Riparian Lands Tax Incentive Program and the Wildlife Habitat Conservation and Management Program. The next stage for implementing phase 2 of the Intergovernmental Agreement will be creating a monitoring position.

13. Announcements/Reminders/Confirmation of next Meeting:

The next Board meeting will be on December 17th at 6:00pm.

The meeting was adjourned at 8:11 PM.

ⁱ WMSWCD DRAFT 10/15/19 Board Meeting Minutes

ⁱⁱ WMSWCD-Balance Sheet as of October 31, 2019

ⁱⁱⁱ WMSWCD-General Fund Budget Only Budget Performance October 31, 2019

^{iv} WMSWCD-Sturgeon Lake Fund Budget Performance October 31, 2019

^v Independent Auditor's Report of Financial Statements for the Fiscal Year Ended June 30, 2019

^{vi} Community Outreach & Engagement Plan (dated 11/15/19)

^{vii} Board Interview Instructions and Materials

^{viii} WMSWCD Equity Lens DRAFT September 18, 2019

^{ix} NRCS Civil Rights Responsibilities for Partners Checklist

^x Board Practices Assessment November 7, 2018

^{xi} Consultant's Impressions and Recommendations Board Practices Assessment

^x Staff Reports