



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 12/17/2019

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 6:04 PM.

2. Introductions and Agenda Approval

Directors Present: Directors Hartline, Lightcap, Looney, Miller, Preeg Riggsby, Sowder; Directors Absent (excused): Peterson; Associate Directors Present: Weedall; Staff: Levis, Logalbo, Razalenti, NRCS Staff: Galland

The agenda was approved by acclamation.

3. Minutes:

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Director Miller moved to approve the minutes as written, and Director Hartline seconded the motion. The motion was approved with a vote of 6-0.

4. Long Range Business Plan (LRBP) – Information Gathering

Director Preeg Riggsby announced that she is part of the Core Team for the LRBP update. Staff member Logalbo reviewed the LRBP Board reportⁱⁱ and announced a correction that the 4 County CWMA had not yet been interviewed as listed in the report. Staff member Logalbo gave an overview of the WMSWCD LRBP Update Decision Making Flow Chartⁱⁱⁱ. The Board gave the following feedback: they would like to be more involved to give their input in the initial information gathering phase by being interviewed with the same questions that partners are being interviewed; they would like to know when meetings are taking place for the different LRBP teams in case individuals are interested and able to attend; they would like to have a Board retreat to spend a substantial amount of time with the LRBP update. Board members were encouraged to respond to the online survey that was sent out by staff member Magyar in addition to the more open-ended questions intended for partners. Staff member Logalbo let the Board know she would follow up with them about their feedback.

5. Review of Treasurer's Reports

Director Miller reviewed the reports listed below. He highlighted that although property taxes are under budget in November, another \$1million has come in through mid-December and next month's financials will show that we are on track to reach our budgeted tax revenues for the year. Conservation programs were a little underspent as expected for this time of year, with expenses ramping up in the spring. Personnel costs were a little overspent due to part-time employees working more hours than their budgeted FTE (full-time equivalent) hours. The Sturgeon Lake budget was on track.

The following reports were reviewed:

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

6. Public Comment Period

No comment.

7. US Department of Agriculture, Natural Resources Conservation Service (NRCS) -- Civil Rights Responsibilities for Partners Checklist^{vii}

NRCS staff Galland pointed out on the NRCS Civil Rights Responsibilities for Partners Checklist that it references a memorandum of understanding (MOU) that is outdated between NRCS and the Board. They are working on consolidating this MOU down to one MOU with all soil and water conservation districts nationwide with the National Association of Conservation Districts or statewide through Oregon Association of Conservation Districts. She reviewed the checklist and the Directors signed it.

She reported that Wisdom of Elders came to NRCS looking for support for a program that they want to begin and she is going to work with District staff member Gall to get conversations started regarding potential partnership for this program. NRCS will be holding their next local workgroup meeting with the District on Thursday, February 13th from 9:30am-12:30pm.

8. Prevention of Workplace Discrimination, Harassment, and Retaliation Policy

Staff member Levis gave an overview of the new policy, which expands on current policy in order to ensure compliance with Senate Bill 479, effective January 1, 2020.

Director Hartline made a motion to approve Resolution#2019-12-17 Adopting the Prevention of Workplace Discrimination, Harassment, and Retaliation Policy^{ix}, and Director Lightcap seconded the motion. The motion was approved with a vote of 6-0.

9. Oregon Association of Conservation District (OACD) Articles of Incorporation - Restatement^x

Director Preeg Riggsby explained in order for OACD to correct their non-profit status they need a 2/3 vote of all elected directors to approve the Articles of Incorporation. Six Directors (all in attendance) voted yes to adopt the Articles of Incorporation, and zero directors voted no. Staff member Razalenti was instructed to send the vote to Jan Lee at OACD.

10. District Manager's Update

Staff member Levis reported that the Employee Handbook had been updated by the Leadership Team with input from all staff. Most changes were to ensure compliance with new laws effective 1/1/2020. The Board designated Director Miller to be the board member to serve on the Employee Handbook committee and review all changes, specifically those having a fiscal impact, such as an increase to the maximum vacation accrual. Until further review, the vacation accrual maximum remains at 240 hours.

Staff member Levis also reported that the District's application for a second Employer Incentive payment of \$25,000 to PERS had been made and was approved by PERS for matching State funds of 25%, or \$6,250.

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

Director Lightcap reported that the Director of Clackamas SWCD Tom Salzar is retiring, and he went down for his retirement celebration.

12. Announcements/Reminders/Confirmation of next Meeting:

The next Board meeting will be on January 21st at 6:00pm. Director Miller motioned to adjourn the meeting, and Director Hartline seconded the motion. The motion was approved with a vote of 6-0.

The meeting was adjourned at 7:19 PM.

ⁱ WMSWCD DRAFT 11/19/19 Board Meeting Minutes

ⁱⁱ Long Range Business Plan Board Report 12/12/19

ⁱⁱⁱ WMSWCD LRBP Update Decision Making Flow Chart

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

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

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

^{vii} Natrual Resources Conservation Service (NRCS) Civil Rights Responsibilities for Partners Checklist

^{ix} Resolution #2019-12-17 Adopting the Prevention of Workplace Discrimination, Harassment, and Retaliation Policy

^x OACD Draft Articles of Incorporation (Restatement)

^{xi} Staff Reports