



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 2/18/2020

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 6:05 PM.

2. Introductions and Agenda Approval

Directors Present: Lightcap, Looney, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Hartline, Miller; Associate Directors Present: Weedall, Wiley; District Manager (DM): Cathcart; Staff: Ahr, Delepine, Gall, Kern-Korot, Levis, Logalbo, Magyar, Razalenti, Taylor

The agenda was approved by acclamation.

3. Minutes

WMSW Conservation District 12/17/2019 Board Meeting Minutesⁱ

Director Lightcap moved to approve the minutes as written, and Director Sowder seconded the motion. The motion was approved with a vote of 5-0.

4. Public Comment Period

No comment (see previous month wording)

5. Annual Work Plan Presentations and Discussion

Staff presented their FY2020-2021 Annual Work Plansⁱⁱ for each program area to the Board, providing an opportunity for discussion and feedback. Highlighted were new initiatives and changes for the upcoming fiscal year. These plans support the current Long Range Business Plan (LRBP), but all staff also included time to devote to transitioning to the updated LRBP, scheduled to be completed in December. The work plans will be used by staff to formulate their FY2020-2021 budget requests. Formal adoption of the annual work plans will occur at the June Board meeting, in conjunction with adoption of the FY2020-2021 budget. If Board members have comments on the content that they want staff to address they should send those to staff member Levis. Director Lightcap cited the need for those program areas (i.e., urban, forestry) that took the lead on the District's previous canopy weed removal efforts (*circa* 2010-12) to conduct an assessment on the status of these areas as it is Director Lightcap's observation that many of these areas are reverting back to pretreatment conditions. Director Lightcap stressed the importance of the District maintaining its leadership regarding treatment in these areas.

6. Treasurer's Report

Staff member Levis reviewed the financial reports referenced below. Some highlights included: the District's property tax revenues are in line with budget, conservation programs are currently underspent, and all other areas including the Sturgeon Lake budget are on target. The underspending in conservation programs is to be expected as the budget is based on optimal conditions: assumption that grants applied for are awarded in the current year, and all conservation plans are progressing according to schedule with no delays due to weather, sub-contractor scheduling, shifting landowner priorities or other uncertainties. Conservation program budgets are also intentionally developed in order to allow the Conservation Program Managers flexibility to take advantage of opportunities that may develop during the year, ensuring they have the resources needed to be nimble as they plan out their projects.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of January 31, 2020*ⁱⁱⁱ
- b) *WMSWCD-General Fund Budget Only Budget Performance January 31, 2020*^{iv}
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance January 31, 2020*^v

7. Appoint Budget Officer and Members of Budget Committee

Staff member Levis presented the recommendations for *Appointment of Budget Officer and Open Positions on Budget Committee*^{vi}.

Director Looney made a motion to appoint Michele Levis, Controller, as Budget Officer for fiscal year 2020-2021 budget as required by Oregon Budget Law ORS 294.331. Director Peterson seconded the motion. The motion was approved with a vote of 5-0.

Director Lightcap made a motion to reappoint Rachel Dvorsky and Edward Woods to continue serving on the Budget Committee and to appoint Susan Weedall to the Budget Committee position vacated by Pat Willis. Director Looney seconded the motion. The motion was approved with a vote of 5-0.

8. Long Range Business Plan – Objectives and Preparation for the April Board Retreat

Director Preeg Riggsby announced that all Board members should plan on attending the April 18th Board retreat from 10:00am-2:00pm at Sauvie Island Grange (lunch provided). In the interim, if the Board would like to join any of the upcoming planning team meetings, they may do so in person or by phone. One Board member has been appointed to each of the three teams and will be attending those meetings and acting as a liaison to the Board for those teams [see list below in announcements]. A large part of the agenda for all of the teams will be to develop success criteria for their respective areas (conservation scope, financial sustainability, organizational health) to be used to guide the District when we are stuck in decision making and difficult conversations. A large portion of the March Board meeting will be to look at the success criteria that the planning teams came up with, and the Board will sign off on these at the April retreat.

9. Announcements/Reminders/Confirmation of next Meeting:

The March Board meeting will be held on Tuesday, March 17th, 2020 at 6:00pm.

Long Range Business Plan Update Planning Team meetings:

- Conservation Scope Planning Team Meeting – 10 am to Noon, February 25th (District Office) – [Shawn serves on behalf of the Board]
- Financial Sustainability Planning Team Meeting, 12:30 to 2:00 pm, March 3rd (District Office) – [Weston serves on behalf of the Board]
- Organizational Health Planning Team Meeting, 1:30 to 3:00pm, February 24th (District Office)- [Jan serves on behalf of the Board]

Director Preeg Riggsby announced the Board of Directors would meet in executive session after the board meeting adjournment, pursuant to ORS 192.660(2)f, which allows the Board to meet in executive session to discuss records exempt from disclosure. All staff members were asked to leave the room.

Director Lightcap moved to adjourn the meeting at 8:27 PM; Director Sowder seconded; all approved (5-0).

ⁱ *WMSWCD – 1/21/2020 Meeting Minutes*

ⁱⁱ *WMSWCD Fiscal Year 2020-2021 Annual Work Plans*

ⁱⁱⁱ *WMSWCD-Balance Sheet as of January 31, 2020*

^{iv} *WMSWCD-General Fund Budget Only Budget Performance January 31, 2020*

^v *WMSWCD-Sturgeon Lake Fund Budget Performance January 31, 2020*

^{vi} *Appointment of Budget Officer and Open Positions on Budget Committee*

^{vii} *Staff Reports*