



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 11/17/2020

1. Meeting Location and Time:

Location: Held via Conference Call (1-800-309-2350). The meeting was called to order by Director Sowder at 6:04 PM.

2. Introductions and Agenda Approval

Directors Present: Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder; Associate Director Present: Wiley; District Manager (DM): Cathcart; Staff: Logalbo, Razalenti; NRCS Staff: Galland

It was announced that the Board meeting would be recorded.

DM Cathcart requested to have the Long Range Business Plan agenda item moved to after the agenda item regarding Board member information on the web to ensure Director Preeg Riggsby's ability to participate. Director Lightcap made a motion to approve the request, and Director Sowder seconded the motion. The motion was approved with a vote of 6-0. [Director Preeg Riggsby not present for voting]

3. Minutes:

West Multnomah SWCD Board Meeting minutesⁱ from 10/20/2020 and Annual Meeting Minutes from 10/20/20ⁱⁱ

Director Lightcap made a motion to approve the Board meeting minutes and Annual meeting minutes from 10/20/20 as written, and Director Hartline seconded the motion. The motion was approved with a vote of 6-0. [Director Preeg Riggsby not present for voting]

4. Review of Treasurer's Reports

Director Miller reported that property taxes are starting to come in for November, and that it is not known at this time if it will come in as projected, but we will know more next month. The District's spending is on track for this time of year.

The following reports were reviewed:

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

5. Public Comment Period

No public comment.

6. Board Member Information on the Web; Contact information to Organizations and the Public

DM Cathcart asked Board members to take a look at their profiles on the District website and be in touch with staff member Magyar if they would like to change their profile information or photo. After

some discussion on whether or not to offer to include personal email addresses for Board members, it was decided that the info@wmswcd.org email would be the best method so as to avoid spam for Board members. DM Cathcart reported that Oregon Association of Conservation Districts (OACD) have the Board's personal email addresses that we use internally on file. Though Board members may directly get emails from OACD, DM Cathcart may forward some of their emails to the Board in order to highlight information of importance. DM Cathcart will check in with Oregon Conservation Education & Assistance Network (OCEAN) and National Association of Conservation Districts (NACD) to ensure that they do not distribute board member email addresses to the general public before updating contact information for Board members.

7. Long Range Business Plan (LRBP) – Strategic Directions^{vi}

Staff member Logalbo called on Board members to provide feedback on draft goals, and noted that the goals were not listed in a particular order of importance. Regarding LRBP terminology, the goals discussed will be referred to as strategic directions going forward; reserving the term goal for use under the strategic direction hierarchy. Some Board members struggled with understanding what was meant by goal number eight. DM Cathcart offered an alternative way of stating the goal that the group agreed was a huge improvement and to move forward with this change in wording: "provide for the long-term success of our conservation actions". There was a suggestion (by Director Miller) to move item #9 to #2 with the sentiment that the list and its content flows better that way. There was a board member inquiry (by Director Peterson) regarding why the Conservation Scope Advisory Committee (CSAC) seemed to want to change so much of what was proposed after reviewing notes from the CSAC meetings (provided in the board packets). DM Cathcart explained that the CSAC was asked to provide input on how to ensure members and their communities felt included based on the language provided in the materials provided to the CSAC (e.g., Mission, Vision, Strategic Directions). The comments that Director Peterson was referring to reflected CSAC member views on how to alter the language proposed so that the CSAC members could better see themselves in our work and did not represent substantive objection to the proposed strategic directions.

After discussing general feedback on the strategic directions, staff member Logalbo asked for any specific feedback the Board had on what they want to ensure the District is working on in the next five years, noting that staff are working on specific, measurable, achievable, relevant, and time bound (SMART) goals and tactics under these SMART goals. SMART goals and tactics bring more focus and specificity to what is to be done under a particular strategic direction. Directors noted that it would be helpful to react to a list of work that staff is considering letting go of, continuing to work on, and new work that may come with the implementation of the LRBP. There was also discussion about the importance of partnerships in carrying out SMART goals. Staff member Logalbo plans to report on SMART goals and tactics in December and will attempt to have this list together for the December Board meeting. Board members are welcome to contact staff member Logalbo with anything specific they want to ensure becomes part of the goals.

8. Oregon Association of Conservation District 2020 Election of Board Members^{vii}

Director Preeg Riggsby guided the Board to look at the ballot and candidate information for OACD elections, noting that all the positions only had one candidate listed.

Director Looney moved that the West Multnomah SWCD Board vote for the slate of positions as nominated. Director Peterson seconded the motion, and the motion passed with a vote of 7-0.

9. US Department of Agriculture, Natural Resources Conservation Service (NRCS) Program Updates^{viii}

NRCS staff member Galland reported that NRCS is moving into the new fiscal year with contracting and application deadlines coming up. The first applications for environmental quality incentive program (EQIP) grants are coming up on Friday, November 13th. Most of the NRCS workload is in the wildfire recovery efforts in Clackamas County. Staffing updates for NRCS were included in the Board packet per DM Cathcart's request to report on multiple staffing changes that recently occurred at the State Office.

10. District Manager Report

DM Cathcart asked Board members to take the time to read staff reports^{ix} as there is lots of great activity everyone is involved with.

The following was shared with the Board:

- Staff member Ari DeMarco, Permanent Seasonal Conservation Technician, has been selected to take over the Field Intern Program Supervisor responsibilities.
- Shout out to staff member Laura Taylor for serving in this capacity these past few years.
- Shout out to Director Sowder for willingness to apply for the 2019 Metro Parks and Nature Bond Oversight Committee.
- Shout out to Chair Preeg Riggsby:
 - As President of Oregon Association of Conservation District – planned and led a very informative, technically nimble, virtual OACD Annual Meeting.
 - As Chair of West Multnomah SWCD, gave public comment on director eligibility criteria at today's Oregon Soil and Water Conservation Commission Meeting.
- Shout out to staff member Mary Logalbo for excellence in leading, coordinating and otherwise shepherding the Long Range Business Plan update process – especially with respect to the Conservation Scope Advisory Committee. The Committee lauded Mary's organization and meaningful engagement – one of the better advisory committees that folk have served on.
- Shout out to staff members Laura Taylor and Michael Ahr for completion of the *Forest Understory Vegetation Enhancement Project* – a grant project funded with a US Department of Agriculture, Natural Resources Conservation Service (NRCS) Conservation Innovation Grant (CIG). The project funded \$60,000 worth of practices on the ground, 2 fact sheets and a final technical report.
- Passive Integrated Transponders (PIT) tag array installed for Sturgeon Lake Restoration Project. Will be getting some direct salmon fish monitoring use of the project.
- Shout out to Michelle Delepine – Special assignment to serve on the Erosion, Threat and Assessment Reduction Team (ETART) for the Holiday Farm Fire in Lane County.

11. Directors' and Associate Directors' Check-In

Director Preeg Riggsby called out for any check-ins.

Director Hartline reported that the frog shuttle is gearing up for the upcoming season. The team will begin working on this on December 13th. Director Hartline is also working with Ranger Nate on a habitat restoration plan at Wapato Access State Park.

Director Preeg Riggsby reported working with Tryon Creek Watershed Council on its annual watershed wide event coming up in March and the District will be partnering on that event.

Director Lightcap has been working with his partner on creating trails in a conservancy area in Connecticut, and is learning a lot about forestry in the process.

12. Election of WMSWCD Board Officers

Director Preeg Riggsby reminded all that there will be an election of board officers in January. Directors Preeg Riggsby's and Miller's term limits expire in their current roles of Chair and Treasurer (respectively). The Board were reminded of Resolution no. 2019-03-13a Adopting Revised Board of Director Officer Elections and Terms Policy^x, which allows for Board officers who have reached their term limit in an office to run for that office again after a two-year period should the Board approve to extend the term limit for that particular officer for another 2 year term. The policy also allows for the board to suspend term limits for another 2 years if no other candidates are willing or able to serve in an officer position or if the board determines by majority vote that it is in the best interest of the organization to retain a current officer. Nominations for Board officers will take place at December's Board meeting.

13. Announcements/Reminders/Confirmation of next Meeting:

Director Preeg Riggsby noted the following upcoming meeting:

- Next Board meeting – December 15, 2020

Director Lightcap moved to adjourn, and Director Sowder seconded the motion. The Board adjourned at 8:03 pm.

ⁱWMSWCD 10/20/2020 Board Meeting Minutes

ⁱⁱWMSWCD 10/20/2020 Annual Meeting Minutes

ⁱⁱⁱWMSWCD-Balance Sheet as of October 31, 2020

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

^vWMSWCD-Sturgeon Lake Fund Budget Performance October 31, 2020

^{vi}Long Range Business Plan with Attachments

^{vii}Oregon Association of Conservation Districts (OACD) Election Ballot and Candidate information

^{viii}US Department of Agriculture, Natural Resources Conservation service (NRCS) Staffing Updates

^{ix}Staff Reports

^vResolution no. 2019-03-13a Adopting Revised Board of Director Officer Elections and Terms Policy