



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 12/15/2020

### **1. Meeting Location and Time:**

Location: Held via Zoom meeting. The meeting was called to order by Director Sowder at 6:03 PM.

### **2. Introductions and Agenda Approval**

Directors Present: Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder; District Manager (DM): Cathcart; Staff: Gall, Logalbo, Razalenti; Guests: Colin MacLaren (PGE), Chris Bozzini (PGE)

It was announced that the Board meeting would be recorded.

### **3. Minutes:**

*West Multnomah SWCD Board Meeting minutes<sup>i</sup> from 11/17/2020 and Annual Meeting Minutes from 10/20/20<sup>ii</sup>*

Director Lightcap made a motion to approve the Board meeting minutes from 11/17/20 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 as of November over one million dollars from property taxes have been received. Conservation programs are underspent at this time due to the pandemic slowing things down as well as this being typical for this time of year. Overall the District is in good financial standing in general funds and for Sturgeon Lake funds.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of November 30, 2020<sup>ii</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance November 30, 2020<sup>iii</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance November 30, 2020<sup>v</sup>*

### **5. Public Comment Period**

No public comment.

### **6. Extension of current Long Range Business Plan (LRBP) through June 30, 2021**

Staff member Logalbo reported that the current LRBP is expiring at the end of the calendar year, and that more time is needed to complete the updated LRBP. The goal is to have the new LRBP completed by March, with the work aligning with the start of the new fiscal year in July. Director Miller made a motion to extend the current LRBP through June 30, 2021, and Director Looney seconded the motion. The motion was approved with a vote of 6-0. [Director Preeg Riggsby not present for voting]

### **7. District Manager Report**

DM Cathcart encouraged the Board to read the staff reports to see all the good activity going on at the District. The passive integrated transponders (PIT) tag was installed for the Sturgeon Lake Restoration

Project to monitor juvenile salmon. Staff member Delepine did extra work serving on the Erosion, Threat and Assessment Reduction Team (ETART) for the Holiday Farm fire in Lane County. For the LRBP, the District is entering the heavy lift stage of plan development; the last meeting with the Conservation Scope Advisory Committee took place, and planning teams will be wrapping up their meetings to finalize SMART goals and tactics. Staff applied the District's equity lens to the Field Conservation and GIS & Field Conservation Internships job announcement, and found that there will be barriers this year due to the COVID-19 pandemic in that this year we need to include a driver's license requirement so that the new interns will have the ability to travel independently to remote field sites. The Employee Handbook is going through annual updates, there will only be small changes, and the COVID-19 safety policies will be placed as an addendum to the Employee Handbook (subject to change as the directives related to the pandemic change). New temporary rules for COVID-19 through Oregon OSHA are in place for the District. Staff member Magyar has successfully gained full control over the website instead of using a third party which will make it easier to make changes to the District website directly.

#### **8. Harborton Wetlands Mitigation Site Partnership Opportunity with Portland General Electric (PGE)**

Staff member Gall introduced the representatives from Portland General Electric (PGE) who contacted the District on the possibility to become partners on PGE's Harborton wetlands restoration mitigation site located between US Highway 30 and the Willamette River northwest of Linnton. The wetlands mitigation site lies southeast and adjacent to the existing Harborton wetlands – a breeding area used extensively by red-legged frogs and the focal area for the volunteer Harborton Frog Shuttle.

PGE project managers Chris Bozzini and Colin MacLaren gave a presentation<sup>v</sup> about the site that included some background information of the mitigation project including the project's governance by the Portland Harbor Trustees. The mitigation project focuses on habitat restoration for two species of concern – Columbia River salmon and red-legged frogs. They reviewed the habitat restoration work that took place earlier in the year and the schedule for the remaining work to be completed in early 2021. PGE is looking for a partner to take ownership of the site in 2021. PGE will continue its monitoring responsibility over the project through 2031 at which time the property will be managed by a property steward that has yet to be identified. They are looking to have the property's ownership transfer to take place in the first half of 2021. PGE has approached both government and non-profit organizations as possible owners and would need to hear about WMSWCD's interest in taking ownership no later than February 2021. PGE believes the owner and the land stewards will likely be two separate entities. PGE has taken an annual estimate of what it will cost to take care of the site -- around \$125,000 per year – to create a \$2.5 stewardship endowment fund to cover stewardship in perpetuity. Director Preeg Riggsby will work with staff to develop a set of questions that the Board would like to ask PGE prior to determining its level of interest in taking ownership of the site. The draft set of questions will be shared with the Board to ensure they are complete before turning over to PGE to answer. Discussion of answers will likely occur at the January Board meeting.

#### **9. Long Range Business Plan (LRBP) Strategic Directions<sup>vi</sup>**

Staff member Logalbo reviewed minor changes to the strategic directions and asked Board members for feedback. The Board didn't have any further feedback on this. DM Cathcart announced that he would be proposing at the next Financial Sustainability Planning team meeting to split out the second strategic direction – currently covering both organizational health and financial sustainability – into separate strategic directions covering each respectively. DM Cathcart's reasoning is that financial sustainability needs to be visible, and having a strategic goal and tactic centered on this makes it stand out so that it is not buried as a part of organizational health. Staff member Logalbo announced that the next Financial

Sustainability Team meeting will occur on December 16<sup>th</sup> at 2:30pm and that all are welcome to join, and to be in touch for meeting information.

#### **10. Long Range Business Plan (LRBP) SMART Goals & Tactics<sup>vi</sup>**

Staff member Logalbo reminded the Board that these SMART (Specific Measurable Achievable Relevant Timebound) goals and tactics are what the District intends to focus on the next five years. The current list was developed through surveying the public, staff, and board as well as feedback provided by the Community Engagement Liaisons and the Conservation Scope Advisory Committee. As it stands in draft form, there are too many items to consider at this time. Staff will be looking into what we can do to reduce these goals down to a more realistic level. Staff member Logalbo opened up a round-robin discussion for all Board members to ensure that feedback, questions, priorities of the Board were heard as staff develop this document into the next phase.

Director Lightcap mentioned general concerns of working within the District's budget. Staff member Logalbo assured that the next step of refining these goals will include further prioritizing and winnowing to ensure we are setting goals with realistic staff and funding capacities in mind. There weren't any other general feedback or concerns raised, and staff member Logalbo facilitated the Board to look at goals that would directly impact the Board:

Strategic direction 2, SMART goal #4, tactic e & f<sup>vi</sup>:

Director Preeg Riggsby found item f (advocacy for the District) to be important and that it would be helpful for the staff and board to have more communication about relationships that are being built.

SMART GOAL #5, tactic c, d, and e<sup>vi</sup>:

Director Preeg Riggsby mentioned a potential resource for tactic e (welcoming recruitment and onboarding) may be to speak with those Directors that started as Associate Directors to get feedback about the onboarding process, as well as a new idea of assigning a 'buddy system' to new Associate Directors to existing board members based on where they live or their areas of interests.

Staff member Logalbo noted that as part of staff's prioritization and winnowing of the SMART goals and tactics that staff will also indicate which goals and tactics are new, which represent current work that is being continued, and what current work is being dropped in order to meet the Board's previous request for this information.

DM Cathcart called on Directors directly for comments. Director Sowder noted that the goals are long and need to be winnowed down, but he does support all of these goals. Director Looney would like to see the goals become more measurable. Director Hartline needed to spend more time examining the document before commenting, and will get back to staff member Logalbo with any comments. Director Peterson felt that the goals needed heavy winnowing. Director Preeg Riggsby did not have any additional comments. Director Miller noted that he would look at this more and get back to staff member Logalbo if anything comes up. (Director Lightcap had left the meeting early).

Director Preeg Riggsby encouraged the Board to be sure to look at materials that come out for the January meeting carefully ahead of the meeting and to come ready with comments.

#### **11. Review of Independent Auditor's Report – Financial Statements for the Year Ended June 30, 2020<sup>vii</sup>**

Director Miller reported that the auditor gave a clean opinion in the report and did not have any recommendations for improvement. Director Miller made a motion to accept the report of the independent auditor on the financial statements for the year ended June 30, 2020, and Director Looney

seconded the motion. The motion was approved with a vote of 6-0. [Director Lightcap not present for voting]

## **12. Nominations for Board Officers**

Director Preeg Riggsby reported that the Board officers will be voted on next month and opened up nominations for officers. Director Preeg Riggsby proposed the same slate of officers as currently standing, so long as those on the slate would like to continue in their officer roles. Director Looney was in support of this approach, and the current standing officers all agreed they would be willing to serve again.

Current slate of officers: Director Preeg Riggsby: Chair, Director Sowder: Vice-Chair, Director Miller: Treasurer, Director Looney: Secretary

In January, for Directors Preeg Riggsby and Miller to continue to serve in their officer roles, the Board will need to vote to extend their term limits. Director Preeg Riggsby called the nominations to close.

## **13. Directors' and Associate Directors' Check-in**

Director Hartline reported that the frogs are being monitored for Harborton frog shuttle teams to be ready to help transport the frogs safely. Director Hartline also reported that the Tuesday weed warriors crew is working with Oregon State Parks Ranger Nate Wallace and coming up with a restoration plan in the Wapato access area, as well as looking at a timeline for getting rid of more blackberries next year. Director Looney mentioned funding that was raised in order to help remove blackberries in this area.

Director Sowder received an email acknowledgement for Director Sowder's application to the Metro 2019 Parks and Nature Bond Oversight Committee.

Director Miller would like to make sure that we leave ample time at the January meeting to discuss the PGE Harborton partnership opportunity. DM Cathcart recommended that the focus in January be on the LRBP, as that will help determine whether or not the partnership aligns with the LRBP. There was general agreement that this would be a good approach, and that it was possible to get back to PGE in February.

Director Peterson reported that there was a robbery on Sauvie Island recently and the alleged robber was caught. Director Preeg Riggsby received Backyard Habitat Certification's Gold Standard.

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

Director Preeg Riggsby noted the following upcoming meeting: Next Board meeting – January 19, 2021

Director Looney moved to adjourn, and Director Hartline seconded the motion. The Board adjourned at 7:56 pm.

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<sup>i</sup>WMSWCD 11/17/2020 Board Meeting Minutes

<sup>ii</sup>WMSWCD-Balance Sheet as of November 30, 2020

<sup>iii</sup>WMSWCD-General Fund Budget Only Budget Performance November 30, 2020

<sup>iv</sup>WMSWCD-Sturgeon Lake Fund Budget Performance November 30, 2020

<sup>v</sup>Harborton Habitat Restoration – December 2020 (PGE) [presentation]

<sup>vi</sup>Long Range Business Plan with Attachments

<sup>vii</sup>Independent Auditor's Report for year ended June 30, 2020

<sup>viii</sup>Staff Reports