



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 07/20/2021

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

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 6:01 PM.

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

Directors Present: Lightcap, Miller, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Hartline, Looney; Associate Directors Present: Hamer; Staff Present: District Manager (DM) Cathcart; Levis; NRCS Staff Present: Galland; Guest: Teri Dresler, Special Districts Association of Oregon (SDAO)

It was announced that the Board meeting would be recorded. The agenda was approved by acclamation.

### **3. Minutes:**

*West Multnomah SWCD Board Meeting minutes and Budget Hearing minutes from 6/15/2021<sup>i</sup>*

Associate Director Hamer noted that he was able to attend part of the meeting, but due to technical difficulties was disconnected. The minutes were modified to reflect that he was present for part of the meeting.

Director Miller made a motion to approve the Board Meeting minutes and Budget Hearing minutes from 6/15/21 as modified, and Director Sowder seconded the motion. The motion was approved with a vote of 5-0.

### **4. Review of Treasurer's Reports**

Director Miller reviewed the year-end draft financial reports, noting that we finished the year as expected, and final audited year-end reports will be available in September.

The following draft reports were reviewed:

- a) *WMSWCD-Balance Sheet as of June 30, 2021<sup>ii</sup>*
- b) *WMSWCD-General Fund Full Year Budget vs. Actual June 30, 2021<sup>iii</sup>*

### **5. Public Comment**

No public comment.

### **6. Resolutions to Set Annual Meeting Dates**

Director Lightcap made a motion to adopt Resolution 2021-07-20a establishing West Multnomah SWCD's annual meeting date for fiscal year 2018-2019<sup>iv</sup>. Director Sowder seconded the motion, and the motion was approved with a vote of 5-0. Director Lightcap made a motion to adopt Resolution 2021-07-20b establishing West Multnomah SWCD's annual meeting date for fiscal year 2020-2021<sup>v</sup>. Director Peterson seconded the motion, and the motion was approved with a vote of 5-0.

### **7. Special Districts Association of Oregon (SDAO) Board Assessment**

Teri Dresler, a Senior Consultant with SDAO, oriented the Board to the format of the Board Performance Assessment (BPA)<sup>vi</sup>. The BPA is a 90-minute facilitated meeting with the full board and management/staff personnel who normally participate in the board meetings. The BPA is a self-assessment process in which participants evaluate the board's effectiveness in key performance areas to identify strengths and weaknesses in the board's governance practices. Within a week following the

meeting, the board will receive a written summary of their self-assessment along with a document called Consultant's Impressions and Recommendations. The District receives a 4% premium credit for completing the BPA process. Follow-up on the results of the BPA will occur at the September board meeting.

#### **8. District Manager, Director, and Associate Director Check-ins**

DM Cathcart reported on the following: District hired a Business Continuity Plan intern through the Lewis & Clark College Sustainability program. The position is partially funded by a grant received from Special Districts Association of Oregon. District has also applied for a Portland State University (PSU) Institute of Sustainable Solutions Climate Change intern, who would be fully funded by the PSU program; Sturgeon Lake Project Celebration originally planned for 9/10/21 is being postponed by Oregon Wildlife Foundation (OWF) due to delays in interpretive signage completion. Scott Gall and Tom Josephson's report on the Sturgeon Lake Restoration Project monitoring is being proposed to the Sauvie Island Community Association (SICA) as a topic for a future SICA meeting. OWF will launch the Sturgeon Lake Stewardship fundraising for continued project maintenance and monitoring as part of our annual meeting in October. DM Cathcart reported he plans to initiate the recruitment for the Forest Conservationist position in September, with the goal of bringing a new hire onboard by March 2022. Laura Taylor will continue in that position on an interim basis. The District is also working with a private landowner to develop a management plan for a conservation easement being proposed by the landowner for donation to the Forest Park Conservancy. DM Cathcart also reported that post-COVID reopening of the District office will begin in September with full transition to the office by October 1st. Public office hours will initially be limited hours (tentatively 9:30 am to -2:30 pm). Pre-COVID opportunities for staff to have alternative work schedules and telecommuting options (both informally and formally) will continue. Master Gardeners will be returning and welcomed no sooner than October 1<sup>st</sup>.

Director Lightcap reported his concern about the tansy ragwort infestations along Newberry Road. He, DM Cathcart, and other local groups (including Metro and Multnomah County) have been in discussions to address the issue. The normal County herbicide spraying program was disrupted during the COVID-19 pandemic, and the result has been a massive increase in the spread of tansy on Sauvie Island and throughout the County. DM Cathcart also reported that he has put it on the radar of Oregon Department of Agriculture bio control.

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

Director Preeg Riggsby noted the following upcoming meetings/events:

- No August Board Meeting.
- Next Board Meeting – 6pm, September 21, 2021 and will be by Zoom; October meeting may be in person.
- Sturgeon Lake Restoration Project Celebration originally planned for September 10, 2021 has been postponed.

The Board adjourned at 7:58 pm.

<sup>i</sup>WMSWCD 6/15/2021 Board Meeting Minutes and Budget Hearing Minutes

<sup>ii</sup>WMSWCD-Balance Sheet as of June 30, 2021

<sup>iii</sup>WMSWCD-General Fund Full Year Budget vs. Actual June 30, 2021

<sup>iv</sup>Resolution 2021-07-20a establishing West Multnomah SWCD's annual meeting date for fiscal year 2018-2019

<sup>v</sup>Resolution 2021-07-20b establishing West Multnomah SWCD's annual meeting date for fiscal year 2020-2021

<sup>vi</sup>Board Performance Assessment

<sup>vii</sup>Staff Reports