



West Multnomah Soil & Water Conservation District Board Meeting Minutes 11/7/2018

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

Location: Montgomery Park, 2701 NW Vaughn St., Suite 452, Portland, OR.

The meeting was called to order by Director Miller at 6:04 PM.

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

Board Members Present: Directors Miller and Sowder; Board Members Absent (Excused): Hartline, Lightcap, Looney, Preeg Riggsby, Peterson; Associate Directors Present: Anderson, Hamer, Wiley; District Manager (DM): Cathcart; Staff: Levis; Oregon Department of Agriculture SWCD Operations Specialist, Eric Nusbaum; Guest Carol Wiley.

The agenda was revised to reflect the lack of a quorum and the inability of the Board to take action. Approval of the Annual Meeting minutes, October's Board Meeting minutes and the FY 2017-2018 Financial Statements Audit Report will be deferred to December 12<sup>th</sup> meeting.

### **3. Treasurer's Report**

Director Miller reviewed the September financial reports, indicating that all accounts are within budget, with conservation expenditures especially being more in sync with budget this year. He highlighted the cash balance that is higher than average for this time of year due to an advance of grant funds for the Sturgeon Lake restoration work that are expected to be spent upon completion of the restoration work later in the fiscal year

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of September 30, 2018<sup>i</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance September 30, 2018<sup>ii</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance September 30, 2018<sup>iii</sup>*

### **4. Board Practices Assessment**

Eric Nusbaum, Oregon Department of Agriculture SWCD Operations Specialist, summarized the process for the Board Practices Assessment, a consulting service offered by Special District Association of Oregon (SDAO) at no charge and which qualifies the District for a 4% insurance premium credit from the Special District Insurance Services (SDIS); the insurance arm for SDAO. The Board Practice Assessment is a facilitated self-assessment discussion designed to help boards improve their effectiveness in six key performance areas that make the difference between high-risk and low-risk districts. The Board Practice Assessment was conducted, with the facilitator (Eric Nusbaum) drawing out specifics in the key areas: board duties and responsibilities, operational compliance, budget and finance, customer relations, personnel administration, and policies and procedures. The board will receive a follow-up summary of their self-assessment along with the facilitator's notes from the meeting and recommendations for improvement. This should be available for sharing with the Board at the December 12<sup>th</sup> meeting. Attached is the template<sup>iv</sup> used for the meeting.

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

Director Sowder discussed the Multnomah Planning Commission meeting that he, Associate Director Wiley and DM Cathcart attended. DM Cathcart elaborated on the permit process when disturbing ground and the exemptions available for restoration projects conducted under the auspices of a SWCD. Associate Director Hamer and all present commented on the successful annual meeting held in October.

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

The OACD Fall Strategy meeting will be held on Wednesday, November 14<sup>th</sup> and 15<sup>th</sup>, 2018; Directors Preeg Riggsby and Lightcap, along with DM Cathcart, will attend. CONNECT will be held in Sunriver, Oregon, April 9-11, 2019. Directors interested in attending should contact the District to make arrangements. The December Board meeting will be on December 12<sup>th</sup>. Director Miller adjourned the meeting at 7:42 PM.

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<sup>i</sup> *WMSWCD-Balance Sheet as of September 30, 2018*

<sup>ii</sup> *WMSWCD-General Fund Budget Only Budget Performance September 30, 2018*

<sup>iii</sup> *WMSWCD-Sturgeon Lake Fund Budget Performance September 30, 2018*

<sup>iv</sup> *Special District Board Practices Assessment*