



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 1/09/2019

**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 6:04 PM.

**2. Introductions and Agenda Approval**

Board Members Present: Directors Hartline, Lightcap (via phone), Looney, Miller, Peterson, Preeg Riggsby, Sowder; District Manager (DM): Cathcart; Staff: Ahr, Magyar (via phone), Razalenti; NRCS Staff: Kim Galland, Jason Jeans; Guests: Brandy Saffell & Juli Waarvik (Tualatin Soil and Water Conservation District), Anna Freitas (via phone) & John Keith (Oregon Association of Conservation Districts), Nancy Duhnkrack (Coalition of Oregon Land Trusts)

The agenda was approved by acclamation.

**3. Newly Elected Directors take Oath of Office<sup>i</sup>**

Director Miller administered the Oath of Office to Directors Looney and Preeg Riggsby, who were elected to a four-year term in the November 2018 general election. The newly-elected Directors signed their Oath of Office, which was then signed by Director Miller. Director Lightcap was not physically present at the meeting and will take the Oath of Office at the February board meeting.

**4. Minutes:**

*WMSW Conservation District 12/12/2018 Board Meeting Minutes<sup>ii</sup>*

Director Miller made a motion to approve the minutes as written and Director Peterson seconded the motion. The motion was approved with a vote of 5-0. [Director Lightcap to be sworn in at the February meeting; Director Sowder not yet in attendance]

**5. Treasurer's Report**

Director Miller reviewed the financial statements for November. Conservation programs are underspent, which is typical for this time of year. Overall the budget and Sturgeon Lake budget are in good standing.

The following reports were reviewed:

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

**6. Public Comment Period**

No comment.

## **7. Forestry Program Update**

Staff member Ahr gave an introduction to the new forestry program at Tualatin Soil and Water Conservation District (SWCD) that was implemented after they received their tax base. Tualatin SWCD staff member Saffell<sup>vi</sup> gave a brief history of her conservation work including working with District staff member Taylor on pollinator monitoring. She reviewed Tualatin SWCD's forest conservation program elements that she is implementing, training she is receiving, including shadowing District staff member Ahr, areas where she has visited landowners, and showed conservation opportunities and protection areas and potential partnerships including with the District and OSU Extension. Tualatin staff member Waarvik<sup>vii</sup> gave a broad overview of what the tax base has enabled Tualatin SWCD to do and gave a brief overview of their program areas: rural, urban, forest, stream enhancement, invasive species, and conservation education. She also reviewed various assistance programs, communications, and publications.

## **8. Oregon Association of Conservation Districts (OACD) Update**

John Keith passed around a memo<sup>viii</sup> regarding 2019 legislative issues and gave an introduction to Anna Freitas, who was on the phone. Freitas went over some current legislative areas. The priority legislative issues she highlighted were the Oregon Agriculture Heritage Program, Tax Issues on Working Lands, and the Conservation and Recreation Bill, which would increase funding for Oregon Department of Fish and Wildlife and others. OACD supported the Farm to school Funding Program that the District brought to their attention, as well as tide gate legislation. Freitas also mentioned meeting with staff member Delepine about potential legislation pertaining to the Oregon Invasive Species Council (OISC). OACD's position on the OISC legislation is pending review by the OACD Legislative Committee.

## **9. U.S. Department of Agriculture, Natural Resources Conservation Services (NRCS) Update**

NRCS staff member Galland reported that the new Farm Bill was signed on December 20<sup>th</sup>, and they will be continuing to work over the next three to six months to define the effects the Farm Bill has on NRCS. The Conservation Innovation Project might be revamped to be able to work with community colleges on habitat restoration. Galland gave staffing updates including that they are no longer on a hiring freeze and are waiting to receive the certificate of eligible candidates to choose from for the State Forester position. Galland also reported working with District staff member Ahr on 3-4 forestry applications coming out of the west hills. NRCS staff member Jeans reported that they have limited administrative capacity during the current government shutdown, and if the shutdown continues beyond February, they may also be furloughed.

## **10. Diversity, Equity and Inclusion (DEI) Update**

Director Preeg Riggsby reported that she and Associate Director Weedall have been working on the equity lens training for Directors that is taking place on Saturday, January 26<sup>th</sup> from 10:00am-2:00pm, with lunch provided. Cliff Jones, who has facilitated past equity trainings with the District will facilitate this training.

## **11. District Manager Update**

DM Cathcart reviewed minor updates and clarifications made in the Employee Handbook that was adopted by the Board of Directors in January of 2018 in sections 1.3, 1.5c, 2.2e, and 2.6. On January 15<sup>th</sup> from 10:00am-12:30pm, a few of the District staff and Directors will meet with Eric Jones (Wilamit LLC) and Rebecca McLain (Portland State University) to serve as a focus group for approaches to developing a Sauvie Island cultural history mapping project, funded by Oregon Cultural Trust. The intent of the project is to develop an online platform that users can drop a geographic point of interest and log a story about their experience or relationship to the area.

## **12. Officer Elections**

This agenda item was added due to the time-sensitive nature of the information. Director Preeg Riggsby reported that in 2011 Director Marshall Miller drafted up a 2-term limit for Officers, which was adopted by the Board of Directors. This year would be the expiration of the current slate of Officers.

Director Hartline moved to extend the current Officer term by six months, and convene a committee to review the current Election of Officers policy and revise with an updated policy by March 2019. Director Sowder seconded the motion. The motion was approved with a vote of 6-0.

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

Director Lightcap gave a brief overview of a letter received to the District's 'Info' email regarding the Linnton Mill. He will follow up with the sender of the email to inform them of Director Looney and Associate Director Anderson are the Board's liaison for Linnton projects. Staff member Razalenti will send along the email to Director Looney to review. Other Directors did not report due to lack of time.

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

The February Board meeting will be held on Wednesday, February 13<sup>th</sup>, 2019 at 5:00pm-7:30pm, where staff will present their annual work plans at the beginning of the meeting. Director Miller moved to adjourn the meeting at 8:06 PM; Director Sowder seconded; all approved (6-0).

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<sup>i</sup> WMSWCD – Oath of Office

<sup>ii</sup> WMSWCD 12/12/2018 Meeting Minutes

<sup>iii</sup> WMSWCD-Balance Sheet as of November 30, 2018

<sup>iv</sup> WMSWCD-General Fund Budget Only Budget Performance November 30, 2018

<sup>v</sup> WMSWCD-Sturgeon Lake Fund Budget Performance November 30, 2018

<sup>vi</sup> Tualatin SWCD Forest Conservation Program Update slide presentation

<sup>vii</sup> Tualatin SWCD Programs slide presentation

<sup>viii</sup> OACD 2019 Legislative Issues Memo

<sup>ix</sup> Staff Reports