



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 3/13/2019

**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 6:07 PM.

**2. Introductions and Agenda Approval**

Directors Present: Directors Hartline, Lightcap, Looney, Preeg Riggsby, Sowder; Directors Absent (excused): Miller, Peterson; Associate Directors Present: Weedall; District Manager (DM): Cathcart; Staff: Delepine, Levis, Razalenti

The agenda was approved by acclamation with the addition of an update from Director Lightcap on plastics recycling.

**3. Minutes:**

*WMSW Conservation District 02/13/2019 Board Meeting Minutes<sup>i</sup>*

Associate Director Weedall noted that the minutes should be amended under Equity Lens Debrief to take out Director Preeg Riggsby as one of the attendees in the debrief meeting with Cliff Jones. Director Lightcap made a motion to approve the minutes as amended, and Director Sowder seconded the motion. The motion was approved with a vote of 5-0.

**4. Staff Presentation: West Multnomah SWCD Invasive Species Partnerships, Initiatives & Restoration<sup>ii</sup>**

Staff member Delepine presented information about the District's invasive program partnerships with several groups including: PNW-Garlic Mustard Working Group, 4-County Cooperative Weed Management Area (CWMA), Oregon Invasive Species Council, and OSU Extension Service Solve Pest Problems. She reviewed the invasive species program initiatives including: the Oregon State Weed Board grant being funded, prevention efforts, database & mobile data collection, Riverview Canopy Weed Program, District ReVeg for EDRR sites, mailing outreach letters, tabling and the EDRR Restoration program.

**5. Public Comment Period**

No comment.

**6. Review of Treasurer's Reports**

Staff member Levis reviewed the January financial reports, and reported that overall the District is in a good cash position. Looking ahead into February, cash balances will be decreasing, reflecting increased conservation spending in the spring and dwindling property tax revenues in the remaining months of the fiscal year.

The following reports were reviewed:

a) *WMSWCD-Balance Sheet as of January 31, 2019<sup>iii</sup>*

b) *WMSWCD-General Fund Budget Only Budget Performance January 31, 2019<sup>iv</sup>*

## **7. Financial Policy Revisions**

Staff member Levis reported that following a recent focus on Financial Policies as part of the District's participation in SDIS's Best Practices program, she and Director Miller had been working on updating the District's Financial Policies using the most recent guidance from SDAO/SDIS and the Government Finance Officers Association. These revised policies were recommended for adoption.

Director Hartline motioned to adopt the financial policies in Resolution #2019.03.13C Adopting Revised Financial Policies<sup>vi</sup>, and Director Looney seconded the motion. The motion was approved with a vote of 5-0.

## **8. Reappoint Members of Budget Committee**

Staff member Levis reported that Budget Committee member Xuan Sibell has reached the end of her 3-year term on the Budget Committee and recommended reappointing her for another three years.

Director Lightcap made a motion to reappoint Xuan Sibell for another 3-year term to the District's Budget Committee, and Director Hartline seconded the motion. The motion was approved with a vote of 5-0.

## **9. Next Steps Following Board Equity Lens Training**

Associate Director Weedall highlighted some of the notes and takeaways from the Board Equity Lens training<sup>vii</sup>, namely the comments regarding the length of the Equity Lens and recommendations from facilitator Cliff Jones. Cliff recommended that the District keep the Equity Lens at its current length, but create a shortened version, keeping those questions that seem most pertinent and eliminating those that do not. The Diversity Equity and Inclusion Committee will discuss next steps for this at the March 22<sup>nd</sup> meeting. Another recommendation from Cliff was when the Board is ready to apply the Equity Lens to the update of the Long Range Business Plan (LRBP), to either devote a 90-minute tailored session to look it over, or to look at it in pieces over several Board meetings. DM Cathcart referenced the request from the Board at the February meeting to capture a timeline for the creation of the LRBP, and when that is compiled he will add in 'equity pauses' within the timeline at key moments to apply the Equity Lens.

## **10. Election of Officers – Updated Policy**

Director Hartline reminded the Board of the two-term limit policy that was implemented in 2011, and that at the January 9, 2019 Board meeting, the Board approved a committee to review the current policy and revise with an updated policy. Director Hartline and staff member Levis reviewed and revised the policy to have the option to vote for another term as needed, including adding the reasoning why a term-limit can be beneficial within the policy. Director Looney stated that the first two words in the second to last bullet point within the policy should be revised to read 'Board officers' rather than 'Board members'.

Director Lightcap made a motion to approve Resolution #2019.03.13A Adopting Revised Board of Director Officer Elections and Terms Policy<sup>viii</sup> as amended, and Director Looney seconded the motion. The motion was approved with a vote of 5-0.

## **11. Call for Nominations – Board Officer Positions**

Director Hartline made a motion to open nominations for Board Officer Positions and close by the beginning of the April 17<sup>th</sup> Board meeting, and Director Sowder seconded the motion. The motion was approved with a vote of 5-0.

The nominations should be submitted to DM Cathcart, and may cc staff member Razalenti on emailed nominations. Directors should check to make sure that the Director they would like to nominate for an Officer position is willing to fill the position before nominating them. Nominations of a Board member that has reached their term limit will require the Board to take separate action to suspend that nominee's term limit in order for the nomination to move forward and be voted on. The Officer positions will be voted on at either the April or May Board meeting.

## **12. Oregon Association of Conservation Districts (OACD) – Proposed Revisions to OACD Bylaws<sup>ix</sup>**

Director Preeg Riggsby introduced the proposed revised OACD Bylaws noting that they were shortened with the intention to streamline and make the Bylaws more clear. OACD would like to vote on the changes to the Bylaws at their meeting scheduled at the CONNECT conference on April 9<sup>th</sup>, and would like the District to vote yes or no in support of the proposed changes. The Board's discussion centered on the Bylaws in their proposed revised form needing further discussion amongst OACD members and were not ready for final consideration.

Director Lightcap made a motion to: designate Director Preeg Riggsby as the delegate for the District at the OACD April 9<sup>th</sup> meeting; vote no to the proposed changes to the OACD Bylaws; and for DM Cathcart to prepare comment on behalf of the Board and submit to OACD with the recommendation to spend more time discussing the proposed Bylaw revisions at the April 9<sup>th</sup> meeting and request that the adoption of the Bylaws be pushed to OACD's November Annual meeting. Director Looney seconded the motion, and the motion was approved with a vote of 5-0.

Director Looney made a motion to suspend the Board meeting and open a public hearing on the proposed Supplemental Budgets, and Director Hartline seconded the motion. The motion was approved with a vote of 5-0.

## **13. Public Hearing – Supplemental Budgets – Sturgeon Lake Restoration Project**

Staff member Levis and DM Cathcart reported on the unforeseen circumstances (legal complications and irrigation reconfiguration costs) related to the Sturgeon Lake Restoration Project that require Supplemental Budgets for the General Fund and the Sturgeon Lake Special Fund.

The proposed Resolution #2013.03.13B *Resolution to Create a Supplemental Budget for the General Fund and the Sturgeon Lake Special Fund* (1) creates an Inter-fund Transfer line item in the General Fund and moves \$40,000 released from Contingencies plus \$55,000 from Materials and Services to Inter-fund Transfer; (2) creates an Inter-fund Transfer line item in the Sturgeon Lake Special Fund recognizing \$95,000 transferred in from the General Fund to be spent on Materials and Services; (3) recognizes \$186,954 of additional resources due to grant amounts received prior to the close of Fiscal Year (FY) 2017-18 but not reflected in the Sturgeon Lake Special Fund's adopted budget beginning balance entering FY 2018-19; (4) uses these additional resources to partially reduce the resources expected to be received during FY 2018-2019 by \$78,900, and (4) allows appropriation increases in the Sturgeon Lake

Special Fund of \$66,873 in Materials and Services, \$5,000 in Capital Outlay, and \$36,181 in Unappropriated Ending Fund Balance.

Director Lightcap made a motion to approve Resolution #2019.03.13B A Resolution to Create a Supplemental Budget for the General Fund and the Sturgeon Lake Special Fund<sup>x</sup>, and Director Hartline seconded. The motion was approved with a vote of 5-0.

Director Looney made a motion to close the public hearing, and to lift the suspension of the Board meeting. Director Hartline seconded the motion, and it was approved with a vote of 5-0.

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

This agenda item was skipped due to time constrictions.

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

Director Preeg Riggsby requested moving the District meetings to the third Tuesdays of the month beginning in May, and this item will be revisited at the April Board meeting when Directors Miller and Peterson are in attendance.

Director Looney made a motion that Director Sowder be designated as the alternate to Director Preeg Riggsby as the Special District Association of Oregon's representative on the Metro Policy Advisory Committee. Director Lightcap seconded the motion. The motion was approved with a vote of 5-0.

Director Lightcap announced that he is still looking into plastics recycling leadership with respect to incorporating recycled plastics into road surface materials as is done in some other states.

The April Budget Committee and Board meeting will be held on Wednesday, April 17<sup>th</sup>, 2019 at 6:00pm. Director Preeg Riggsby instructed Directors to anticipate the potential of a longer meeting, from 6:00pm-8:30pm. Director Hartline may not be able to attend.

Director Looney announced that a group of folks working on the old Linnton Plywood Mill, are inquiring with natural resource focused organizations that could lease the building, and the District came up as a potential candidate.

Director Hartline moved to adjourn the meeting at 8:20 PM; Director Looney seconded; all approved (5-0).

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<sup>i</sup> WMSWCD 2/13/2019 Meeting Minutes

<sup>ii</sup> Integrated Pest Management (IPM) Guide for Garlic Mustard in the Pacific Northwest

<sup>iii</sup> WMSWCD-Balance Sheet as of January 31, 2019

<sup>iv</sup> WMSWCD-General Fund Budget Only Budget Performance January 31, 2019

<sup>v</sup> WMSWCD-Sturgeon Lake Fund Budget Performance January 31, 2019

<sup>vi</sup> Resolution #2013.03.13C Adopting Revised Financial Policies

<sup>vii</sup> WMSWCD Board Equity Lens Training – 1/26/19 Flip Chart & White Board Notes & Takeaways

<sup>viii</sup> Resolution #2013.03.13A Adopting Revised Board of Director Officer Elections and Terms Policy

<sup>ix</sup> Oregon Association of Conservation Districts Proposed Revised Bylaws 2019

<sup>x</sup> Resolution #2013.03.13B Resolution to Create a Supplemental Budget for the General Fund and the Sturgeon Lake Special Fund

<sup>xi</sup> Staff Reports