



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 1/21/2020

**1. Meeting Location and Time:**

Location: Montgomery Park, 2701 NW Vaughn St., Suite 450, Portland  
The meeting was called to order by Director Sowder at 6:00 PM.

**2. Introductions and Agenda Approval**

Directors Present: Directors Hartline, Lightcap, Miller, Sowder; Directors Absent (excused): Looney, Preeg Riggsby, Peterson; Associate Directors Present: Weedall; Staff: Gall, Levis, Magyar, Razalenti; NRCS Staff: Galland

The agenda was approved by acclamation.

**3. Minutes:**

*WMSW Conservation District 12/17/2019 Board Meeting Minutes'*

Director Lightcap moved to approve the minutes as written, and Director Miller seconded the motion. The motion was approved with a vote of 4-0.

**4. Staff Presentation: Communications in 2020**

Staff member Magyar presented goals and objectives for the communications program for calendar year 2020 citing various strategies and tactics that will be used to achieve them.

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

Director Miller reviewed the reports listed below, citing that property tax revenues are on track, with the bulk (95%) of budgeted revenue for the year received. Our cash position is healthy. Conservation spending is lagging, but expected to catch up over the next 6 months. Director Lightcap asked about the trend in conservations spending over the last few years and asked if more details on year over year spending could be provided. Staff member Levis has all the data and will prepare the report for inclusion in next month's board documents.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of December 31, 2019<sup>ii</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance December 31, 2019<sup>iii</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance December 31, 2019<sup>iv</sup>*

**6. Board Duties & Responsibilities & Meeting Rules of Order**

Director Miller presented Resolution no. 2020-01-21 Adopting Board Duties and Responsibilities and Meeting Rules of Order<sup>v</sup>. This update to an existing policy addressed two of the three recommendations made by Eric Nusbaum as part of the Board Practices Assessment conducted in November 2018; the specific items were describing the duties of all board members, not just the officers, and also adding details related to board meeting rules and procedures to be followed. Directors Preeg Riggsby and Miller, staff member Levis, and District Manager Cathcart worked on the updated version of the policy. Director Miller made a motion to adopt Resolution no.2020-01-21 Adopting Board Duties and Responsibilities and Meeting Rules of Order, and Director Hartline seconded the motion. The motion was approved with a vote of 4-0.

## **7. Public Comment Period**

No comment.

## **8. Guiding Principles for Diversity, Equity and Inclusion**

Staff member Gall introduced the WMSWCD Organizational Diversity, Equity and Inclusion Guiding Principles<sup>vi</sup> document. The Diversity, Equity and Inclusion (DEI) Committee approved the document in November 2019 and wanted the Board to formally adopt and use this document to help in part with the Long Range Business Plan update as well as other work.

Director Miller made a motion to adopt the WMSWCD Organizational Diversity, Equity and Inclusion Guiding Principles document, and Director Lightcap seconded the motion. The motion was approved with a vote of 4-0. Resolution no. 2020-01-21a for the adopted document will be created to be signed after the meeting.

## **9. US Department of Agriculture, Natural Resources Conservation Service (NRCS) Update**

NRCS staff Galland reviewed recent site visits, and announced that a mailer was sent out to local farmers to inform them of the next local workgroup meeting. The workgroups are designed for NRCS and SWCDs to get together with local farmers to hear about needs that can be financed through NRCS funding and implemented with the help of SWCDs.

## **10. Employee Handbook – Closing the Loop on Recent Updates**

Director Miller reminded everyone of the outstanding issue in the recent Employee Handbook update regarding the maximum allowed amount of vacation time an employee can accrue. Directors Miller and Preeg Riggsby, staff member Levis, and District Manager Cathcart met and discussed the issue and decided to leave the maximum allowed hours at 240. The Board did not formally need to adopt the updated Employee Handbook as these were internal policies and do not affect the budget. Directors Preeg Riggsby and Miller recommended that the Employee Handbook be implemented.

## **11. Logistics for the Board Retreat to Provide Input or Updating the District's Long Range Business Plan (LRBP)**

Staff member Razalenti and the Board discussed time and place for the board retreat. To ensure all Board members could participate, it was preferable for the retreat to take place on a weekend. The retreat was tentatively set for Saturday, April 18<sup>th</sup> from 10:00am-2:00pm with the location to be determined. Staff member Razalenti will follow up to confirm the date and location. The intent of the retreat will be to ensure the Board's priorities and ideas for the next Long Range Business Plan (LRBP) are integrated into proposed criteria and questions and to clearly express these ideas to staff and community members prior to launching the direction setting community conversations. The focus of this retreat will be on gathering Board input on decision making success criteria and conservation scope questions proposed by the planning teams.

## **12. District Manager Check-in**

Staff member Levis reported on behalf of District Manager Cathcart. Regarding the Sturgeon Lake restoration project, closing documents for the permanent conservation easement were completed on January 10<sup>th</sup> for landowner #4. Closing documents for landowner #1 are expected to be completed in

February. Work on the closing documents and obtaining consent from lenders for the remaining two landowners continues. Our budget planning process has begun; we'll have on next month's board agenda actions to appoint the Budget Officer and new and/or returning members of the budget committee. The LRBP will be incorporated into all staff's annual work plans, both as the LRBP is finalized and as we transition to our new five-year plan. Staff member Logalbo will elaborate on this at next month's all staff annual work plan board presentation.

### **13. Directors' and Associate Directors' Check-In:**

Director Hartline shared that the frogs are moving, and the 'frog shuttle' had already moved 655 frogs so far this season.

Director Miller requested that the Board's survey to give input for the LRBP update be resent due to a low response rate reported by staff member Logalbo. Staff member Razalenti will resend this to the Board.

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

The next Board meeting will be on February 18<sup>th</sup> at 6:00pm and will include the staff annual work plan presentations, so the meeting will be extended through 8:30pm to accommodate. The Urban Ecology & Conservation (UERC) Symposium will take place on Monday, March 2<sup>nd</sup> and former District intern Indi Keith will be presenting "Whose Land is our Land? Race, Place, and Equity in western Multnomah County". CONNECT will be taking place April 14-16<sup>th</sup> at Sunriver Resort. Board members interested in being registered for UERC and/or CONNECT should let staff member Razalenti know by 1/31/20.

The meeting was adjourned at 7:18 PM.

<sup>i</sup> WMSWCD DRAFT 12/17/19 Board Meeting Minutes

<sup>ii</sup> WMSWCD-Balance Sheet as of December 31, 2019

<sup>iii</sup> WMSWCD-General Fund Budget Only Budget Performance December 31, 2019

<sup>iv</sup> WMSWCD-Sturgeon Lake Fund Budget Performance December 31, 2019

<sup>v</sup> Resolution no. 2020-01-21 Adopting Board Duties and Responsibilities and Meeting Rules of Order

<sup>vi</sup> WMSWCD Organizational Diversity, Equity and Inclusion Guiding Principles

<sup>vii</sup> Staff Reports