



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 3/17/2020

**1. Meeting Location and Time:**

Public Location: Montgomery Park, 2701 NW Vaughn St., Suite 450, Portland, OR.

Attendance via Conference Call made available for Staff and Board Members.

The meeting was called to order by Director Preeg Riggsby at 6:02PM.

**2. Introductions and Agenda Approval**

Directors Present: Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder; Associate

Directors Present: Hamer, Weedall, Wiley; Staff: Levis, Logalbo, Razalenti

The agenda was approved by acclamation.

**3. Minutes**

*WMSW Conservation District 2/18/2020 Board Meeting Minutes<sup>i</sup>*

Director Sowder moved to approve the minutes as written, and Director Peterson seconded the motion.

The motion was approved with a vote of 6-0 [Director Hartline was not present for the vote].

**4. Public Comment Period**

No comment

**5. Treasurer's Report**

Director Miller reviewed the following reports, noting that all was on track, with no significant developments arising in the last month. District will be evaluating impact of COVID-19 on operations going forward, and more updates will be available at next board meeting.

The following reports were reviewed:

a) *WMSWCD-Balance Sheet as of February 29, 2020<sup>ii</sup>*

b) *WMSWCD-General Fund Only Budget Performance February 29, 2020<sup>iii</sup>*

c) *WMSWCD-Sturgeon Lake Fund Budget Performance February 29, 2020<sup>iv</sup>*

**6. Long Range Business Plan (LRBP)**

Due to the COVID-19 pandemic, the LRBP Board retreat will be postponed to a later date that is to be determined. Staff member Logalbo gave a brief summary of LRBP survey and interview findings and reviewed the Evolving Success Criteria and Direction Setting Questions<sup>v</sup> as well as the draft plan for the Conservation Scope Advisory Committee (CSAC)<sup>vi</sup>. The success criteria was created to define desired outcomes, help facilitate decision making and ensure equity is ingrained throughout our primary themes of conservation scope, financial sustainability and organizational health. The questions that go along with the primary themes will help guide direction setting conversations with inquiries responsive to community needs and feedback received by staff, board, partners and community members in the information gathering phase. The suggested partners listed in the draft plan for the CSAC were comprised largely of partners and community members whom we already have relationships with. The main goal is to hear from a diversity of perspectives as we examine our conservation scope and we are trying to keep it down to no more than 15 members. Staff member Logalbo will further explore with the LRBP Conservation Scope team how to incorporate other local SWCDs as well as Oregon Department of

Fish & Wildlife. If the Board Directors or Associate Directors have comments of should be on the advisory committee, they should let staff member Logalbo know by phone or email by March 31st.

#### **7. Executive Session**

At 7:07, Director Preeg Riggsby announced the Board of Directors would meet in executive session, pursuant to ORS 192.660(2)(f), which allows the Board to meet in executive session to discuss records exempt from disclosure.

#### **8. Continuity Plans**

At 7:55pm the Board meeting reconvened; Directors present: Miller, Preeg Riggsby, Sowder, Lightcap, Looney, Hartline; Directors excused (absent from last part of meeting): Peterson; Associate Directors present: Hamer

Director Miller made a motion that staff members Logalbo and Levis serve as interim Co-District Managers while DM Cathcart is on a 6-month leave of absence, and receive a 10% salary increase while serving in this role. Director Looney seconded the motion. The motion was passed with a vote of 6-0.

Directors Preeg Riggsby and Miller will be working closely with staff member Levis on budget development for the upcoming fiscal year. Director Lightcap will serve as the Board liaison for the Sturgeon Lake Restoration project and work with staff member Gall in this regard. Director Preeg Riggsby will serve as supervisor for staff members Logalbo and Levis.

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

The April Board meeting and Budget Committee meeting will be held on Tuesday, April 21<sup>st</sup>, 2020 at 6:00pm. The meeting adjourned at 8:07pm.

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<sup>i</sup> WMSWCD – 2/18/2020 Meeting Minutes

<sup>ii</sup> WMSWCD-Balance Sheet as of February 29, 2020

<sup>iii</sup> WMSWCD-General Fund Only Budget Performance February 29, 2020

<sup>iv</sup> WMSWCD-Sturgeon Lake Fund Budget Performance February 29, 2020

<sup>v</sup> LRBP Evolving Success Criteria and Direction Setting Questions – March 2020

<sup>vi</sup> LRBP Conservation Scope Advisory Committee DRAFT plan – March 2020

<sup>vii</sup> Staff Reports