



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 6/16/2020

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

Location: Held via Conference Call (1-800-309-2350). The meeting was called to order by Director Preeg Riggsby at 6:01 PM.

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

Directors Present: Directors Hartline, Looney, Miller, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Lightcap; Associate Directors Present: Hamer; Interim Co-District Managers (DM): Levis, Logalbo; Staff: Magyar, Razalenti; NRCS Staff: Galland; Guests: Brenda Sanchez, Oregon Department of Agriculture (ODA)

The agenda was approved by acclamation. Director Preeg Riggsby announced that there will be an added discussion as part of the Black Lives Matter topic regarding the upcoming Juneteenth holiday on June 19<sup>th</sup>.

### **3. Budget Hearing**

The Budget Hearing was called to order at 6:04PM by Board Chair Preeg Riggsby.

Interim Co-DM, Budget Officer & Controller Levis gave an overview of the budget as approved by the Budget Committee on April 21, 2020, which was certified with no objections by the Tax Supervising & Conservation Commission<sup>i</sup>. She presented Recommended Changes to Approved Budget<sup>ii</sup> based on new information received in the two months since the Budget Committee meeting. She also reviewed a Budget Sensitivity Analysis<sup>iii</sup> capturing worse case scenarios and what measures would be taken should revenues be less than projected due to greater than normal delinquencies. Although the District is confident that our assumed 4% delinquency rate, which was recommended by TSCC, is prudent, the District is preparing for the unexpected by having a plan in place should the rate of delinquency rise given these uncertain times.

Adoption of Budget: Director Miller made a motion to adopt the FY 2020-21 Budget in the amount of \$3,134,502, including \$2,124,822 in the General Fund, \$129,500 in the Sturgeon Lake Fund, and \$880,180 in Unappropriated and Reserved Amounts in all Funds, and with the property tax levy at the full permanent rate of \$0.0750 per \$1,000 of assessed value. Director Sowder seconded the motion, and it was approved with a vote of 6-0. A resolution<sup>iv</sup> to adopt the budget, make appropriations, and declare and categorize property taxes for FY2020-21 was approved and signed by Board Chair Preeg Riggsby and Board Secretary Looney on June 16, 2020 (Resolution# 2019-06-16).

The Hearing adjourned at 6:27 PM by Board Chair Preeg Riggsby.

### **4. Public Comment Period**

No comment.

## 5. Minutes:

*WMSW Conservation District 05/19/2020 Board Meeting Minutes'*

Director Hartline made a motion to approve the minutes as written, and Director Looney seconded the motion. The motion was approved with a vote of 6-0.

## 6. Review of Treasurer's Reports

Director Miller reviewed the following reports, noting that the District is underspent in conservation programs, and that some of the underspending is due to the pandemic's effect on work progress. It can be assumed that some of the balance will carry over for next fiscal year. The Sturgeon Lake budget is in good shape.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of May 31, 2020<sup>vi</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance May 31, 2020<sup>vii</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance May 31, 2020<sup>viii</sup>*

## 7. Report from Oregon Department of Agriculture (ODA) Regional Water Quality Specialist

Brenda Sanchez, the District's regional water quality specialist, gave the following updates:

- COVID Update
  - Update on ODA building and services
  - ODA Budget
    - Just heard, that ODA will be using training funds from other areas to complete agency wide diversity, equity, and inclusion. Looking forward to that.
  - We are responding to complaints as usual; using social distancing practices.
  - Board of Agriculture's Ag meeting this Thursday 8:30am – noon via video conference.
  - Strategic Implementation Areas (SIA) are ongoing; alternatives to open houses and field evaluations have been paused. Believe ODA will be picking up those evaluations (2019 and 2020) soon.
    - 2022-Tualatin Management Area (MA)
    - 2023 – Lower Willamette MA
  - Still ODA's regional water quality specialist for WMSWCD; until my old position is filled. Budget cuts may have an impact on when this may position will be filled.
- Streamlined Biennial Review of Area Plan process in order to increase SIA work and be more efficient overall.
  - Light – Changes to the Area Plan – now a four year document. Local Advisory Committee (LAC) still meets every two years but it could be a tour or meeting, share current progress etc.
  - Full – Edits, updates etc. Full review of the plan-every four years.
  - Biennial Reviews are postponed until COVID Restrictions are lifted – Phase 3?
- Ag Channel Drainage Maintenance
  - Public Hearing is tomorrow 6/17 at 2PM and 6/18 at 6PM.
  - One of the first PH ever done through video and teleconferencing.
  - Please contact Mike Powers or myself if you would like the links to the hearing.

Director Hartline noted that there can be problems with turtles with Ag channel drainage maintenance and asked if ODA is working with ODFW on how this can be done with minimal risk to turtles. Brenda will follow up on the details of this with Jane. Brenda will send the link to the public hearing to DM

Logalbo to send to the Board. DM Logalbo announced that Brenda will be joining the Advisory Committee on the District's Long Range Business Plan update.

#### **8. ODA Grant Requirement: District Annual Workplans**

Interim Co-DM Levis gave an overview of the ODA Capacity Grant requirements, including board approval of the District's annual work plans. The District receives approximately \$83,000 annually in funds for technical and administrative support through this grant. These plans were presented to the board in February and all program budgets in the adopted budget were based on the work plans.

Director Miller made a motion to approve the annual work plans for fiscal year 2020-2021<sup>ix</sup>, and Director Looney seconded the motion. The motion was approved with a vote of 6-0.

#### **9. Natural Resources Conservation Service (NRCS) Update**

NRCS staff Galland gave an update that NRCS is in phase 1 of reopening which allows employees in the building, but they need to wear masks and follow cleaning procedures, and staff are allowed to telecommute. They may be moving their offices this fall or winter. There are contracts in place with some being led by folks that were reached at the Back to the Roots conference.

#### **10. Survey on Eligibility Criteria for SWCD Directors**

Directory Preeg Riggsby gave background information regarding the development of the Board Eligibility white paper<sup>x</sup> and the message from Oregon Association of Conservation Districts (OACD)<sup>xi</sup> requesting a SWCD Director Criteria Survey<sup>xii</sup> be completed by August 20, 2020. Our District is one of the only districts that could be significantly impacted by a change. The survey results will inform what goes forward to the legislature for potential change, and this has been a heavy lift to get this to be discussed. Director Preeg Riggsby urged the Board to read through the materials and to come prepared at the August board meeting with their answers.

#### **11. Plan for Recruiting More Associate Directors**

Director Preeg Riggsby mentioned now that Susan Weedall moved and had to retire from the District, the District should be recruiting associate directors. This topic will be discussed at the next Diversity, Equity, and Inclusion (DEI) Committee meeting on July 22<sup>nd</sup>, and to contact staff member Gall for the meeting information to join. The DEI Committee will be bringing back ideas to the Board to discuss.

#### **12. District Response to Black Lives Matter Movement**

Director Preeg Riggsby shared that the District did social media messaging around this movement that is consistent with what the District has been doing with DEI work. The quarterly newsletter that is being finalized this week will include a letter of support that reiterates the District's support of the Black Lives Matter movement and highlights the overlap of social justice and environmental work. Staff member Magyar shared that she is working on inviting people of color from the environmental field to spotlight their work on the District's social media and focus on their contributions. This would be an ongoing effort moving forward. The Board was supportive of this effort.

Director Preeg Riggsby announced that Juneteenth was happening on Friday, June 19<sup>th</sup>. She gave background of the holiday, which commemorates when the last slaves in Galveston Texas were notified of being freed on June 19, 1865, two and a half years after President Lincoln's Emancipation Proclamation, which had become official January 1, 1863. This holiday hasn't been given the same

recognition as some other holidays, but has been long celebrated by many communities. Multnomah County and City of Portland declared Juneteenth as a paid holiday earlier this month. Director Preeg Riggsby proposed that the District add this as a paid holiday for staff. This topic didn't make it on the original agenda because the issue recently surfaced.

Director Looney made a motion that the District would like to recognize Juneteenth as a special day of observance, in commemoration of the ending of slavery in the United States, and therefore, declares June 19, 2020 as a paid day off. The Board declares its intention to review declaration of Juneteenth as an annual holiday for future years at a subsequent meeting. The motion was seconded by Director Miller. The motion was approved with a vote of 5-0. (Director Peterson not present for the vote)

### **13. District Manager Check-In**

Interim Co-DM Levis announced that the District closed on another conservation easement for the Sturgeon Lake Restoration project, and closing on the last two conservation easements is expected to be completed in July.

Interim Co-DM Logalbo announced that July 9<sup>th</sup> from 2:00pm-3:30pm the Organizational Health Planning team for the Long Range Business Plan is having a meeting, and Board members are welcome to join by getting in touch for meeting details.

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

This agenda item was skipped due to lack of time.

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

The next board meeting will consist largely of a Board Practices Assessment on August 18, 2020. District Director positions up for election on November 3, 2020: Zone 1, 4 years; Zone 2, 4 years; Zone 3, 4 years; At-Large 1, 4 years. Filing deadline for candidates is with ODA, Natural Resources Division on August 25, 2020 at 5:00pm.

The meeting was adjourned at 8:11 PM.

*<sup>i</sup> FY 20-21TSCC Budget Certification Letter*

*<sup>ii</sup> Notice of Budget Hearing LB-1 and Recommended Changes for Adoption*

*<sup>iii</sup> Budget Sensitivity Analysis*

*<sup>iv</sup> Resolution No. 2020-06-16 Authorizing the District's Budget for the Fiscal Year 2020-21, Creating Expenditure Appropriations, Setting the Tax, and Imposing the Tax*

*<sup>v</sup> WMSWCD 05-19-2020 Board Meeting Minutes*

*<sup>vi</sup> WMSWCD-Balance Sheet as of May 31, 2020*

*<sup>vii</sup> WMSWCD-General Fund Budget Only Budget Performance May 31, 2020*

*<sup>viii</sup> WMSWCD-Sturgeon Lake Fund Budget Performance May 31, 2020*

*<sup>ix</sup> Annual Work Plans for FY 2020-2021*

*<sup>x</sup> Board Eligibility White Paper*

*<sup>xi</sup> Email from Jan Lee of OACD dated June 8, 2020*

*<sup>xii</sup> SWCD Director Criteria Survey June 2020*

*<sup>xiii</sup> Long Range Business Plan Updates June 2020*

*<sup>xiv</sup> Staff Reports*