



## West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 9/15/2020

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

Location: Held via Conference Call (1-800-309-2350). The meeting was called to order by Director Sowder at 6:03 PM.

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

Directors Present: Hartline, Lightcap, Looney, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Miller; Associate Director Present: Hamer; Interim Co-District Managers (DM): Levis and Logalbo; Returning District Manager: Cathcart; Staff: Razalenti

The agenda was approved by acclamation.

### **3. Minutes:**

*WMSW Conservation District Board Meeting minutes<sup>i</sup> from 08/18/2020*

Director Hartline made a motion to approve the Board meeting minutes from 8/18/20 as written, and Director Peterson seconded the motion. The motion was approved with a vote of 5-0. [Director Preeg Riggsby was not in attendance at this time]

### **4. Review of Treasurer's Reports**

DM Levis reviewed the August financials, as Board Treasurer Miller was not able to be at the meeting. The District is in a good financial position and spending for operating and personnel expenses are in line with the budget. Conservation spending is under budget to-date, but expected to ramp up in the coming months.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of August 31, 2020<sup>i</sup>*
- b) *WMSWCD-General Fund Budget Only Budget Performance August 31, 2020<sup>ii</sup>*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance August 31, 2020<sup>iv</sup>*

### **5. Natural Resources Conservation Service (NRCS) Report**

NRCS staff Galland was unable to attend the meeting due to recent fire evacuations. DM Logalbo gave the report on her behalf: NRCS is done contracting EQIP for this year, are trying to wrap up as many payments as possible prior to September 25th when their system goes offline for maintenance, and Clackamas will be doing some planning with other partners on how best to help those affected by the Riverside and Beachie Creek/Santiam Fires.

### **6. Public Comment Period**

No public comment.

## **7. Resolution to Set Annual Meeting Date**

DM Levis explained that this will be a virtual meeting due to COVID-19 restrictions, but the District still plans to recognize the exceptional partners and individuals who contributed to our work this year. DM Logalbo will send out the list of awardees to the Board as requested.

Director Lightcap moved to approve Resolution no. 2020-09-15a<sup>v</sup>, establishing the District's Annual meeting date for October 20, 2020 at 6:00 PM, and Director Peterson seconded the motion. The motion was approved with a vote of 5-0. [Director Preeg Riggsby was not in attendance at this time]

## **8. Resolution to Adopt Revised Public Contracting Rules**

DM Levis gave an overview of the revised public contracting rules, noting that there are certain rules (listed in Exhibit A), that the Oregon Attorney General's Model Public Contracting Rules either require or recommend be adopted by districts. Those items that were discretionary, specifically dollar limits for requiring competitive bidding and dollar maximum amounts of contracts that the District Manager is given authority to enter into without Board of Director pre-approval, were discussed in detail. Additionally, Items that were new or lacking in the original policy, specifically the Board of Director's granting authority to District Manager to enter into contracts without pre-approval from the board was given a maximum dollar amount (B2), Emergency Contracts (G), Disposal of Surplus Property (H), and Appeals of Prequalification Decisions (I), were reviewed.

After discussion, the Board proposed the following changes:

Revisions to Exhibit A, Item A. Personal Services of the revised contracting policy as determined by the Board:

- Under item 2a: change \$100,000 to \$50,000
- Under item 2b: change \$100,000 to \$50,000

Director Lightcap moved to approve Resolution no. 2020-09-15b<sup>vi</sup> adopting revised public contracting rules with the above listed revisions, and Director Sowder seconded the motion. The motion was approved with a vote of 6-0.

## **9. Long Range Business Plan (LRBP) Update<sup>vii</sup> & Discussion**

DM Logalbo noted that the next Organizational Health planning team meeting date that was given in the Board packet has been changed to September 25<sup>th</sup> at 1:30pm, and that the first advisory committee meeting is quickly approaching, noting that one more member, Ahmed Yusuf, from the Forest Park Conservancy's Green Workforce program will be joining the committee. The Board was asked to provide feedback on concepts to include in the District's vision and mission revisions staff recommended through various LRBP planning team meetings, noting that wordsmithing will come later, and the Board will have different versions to react to at the LRBP Board retreat in October. The Board will also be asked to review a draft of high-level strategic goals at the upcoming retreat. After high-level strategic goals are agreed upon, tactical goals will be refined to showcase specific, measurable, achievable, realistic and timebound aims over the implementation of the newly updated LRBP.

The Board was pleased with the concepts of the vision, noting it was key to keep it concise, and agreed to the removal of “urban” and “rural” as well as adding in language that specifically calls out working with historically marginalized communities.

The Board was also pleased with the concepts of the mission, again noting how important it was to keep it concise. There was general consensus that it may be beneficial to take out the word “technical” since the District provides other types of assistance and this word can also be misunderstood to be about technology.

DM Logalbo asked that all Board members review the Conservation Scope Evolving Success Criteria and staff-prioritized Conservation Threats documents prior to the LRBP Board retreat in October. These resources, along with updated drafts of the District’s Mission, Vision and Goals will be sent along closer to the date of the retreat.

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

DM Cathcart reported that all private land conservation easements have been closed as well as the completion of the reconfigured irrigation project for one of the landowners that was a condition of the landowner’s ability to move forward with the project. DM Cathcart thanked DM Levis and staff member Gall for their work on these achievements this during his absence. DM Cathcart reported that the District will be working on entering into an Inter-Governmental Agreement (IGA) with Oregon Department of Fish & Wildlife (ODFW) and Multnomah County in order to delegate a portion of the ongoing monitoring and maintenance work related to this project. ODFW will manage the day-to-day management needs for the channel maintenance, debris boom maintenance, and be the lead on fish monitoring. Multnomah County, has already assumed ownership of the bridge, and will be responsible for the bridge’s maintenance for transportation purposes. The District retains its overall responsibility for the project and will still be in charge of vegetation management and water quality monitoring. Oregon Wildlife Foundation (OWF), who helped the District raise over \$500,000 for the project, is interested in helping to fundraise for the project’s stewardship fund which provides monies for maintenance and monitoring expenses that exceed daily operating expenses. Remaining tasks for the project are completion of the interpretative kiosk at the project site (in partnership with the OWF) and securing a permanent access agreement with the Oregon Department of State Lands for portions of the channel lying below the ordinary, tidally influenced high water level.

Due to lack of time, DM Logalbo pointed out that there is a summary of the items she was going to cover within her own staff report<sup>viii</sup>, and encouraged the board to take a look at that, and to be in touch with her with any questions.

#### **11. Directors’ and Associate Directors’ Check-In**

Tabled due to lack of time.

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

Director Preeg Riggsby noted the following upcoming meetings:

- Next DEI Committee meeting – September 23, 2020
- Next Board and Annual Meeting – October 20, 2020

- LRBP Board Retreat #1: Oct.7<sup>th</sup> 6:00pm-8:00pm
- LRBP Board Retreat #2: Oct. 9<sup>th</sup>: 3:00pm-5:00pm
- Conservation Scope meeting – Oct. 8<sup>th</sup>, 9am – 11am
- OACD Annual Meeting – November 10, 2020 virtually

Director Lightcap moved to adjourn the meeting, and Director Sowder seconded the motion. All approved the motion, and the Board adjourned at 8:02 pm.

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*<sup>i</sup>WMSWCD 8/18/2020 Board Meeting Minutes*

*<sup>ii</sup>WMSWCD-Balance Sheet as of August 31, 2020*

*<sup>iii</sup> WMSWCD-General Fund Budget Only Budget Performance August 31, 2020*

*<sup>iv</sup>WMSWCD-Sturgeon Lake Fund Budget Performance August 31, 2020*

*<sup>v</sup>Resolution no. 2020-09-15a Establishing District's Annual Meeting Date*

*<sup>vi</sup>Resolution no. 2020-09-15b Adopting Revised Public Contracting Rules*

*<sup>vii</sup>Long Range Business Plan with Attachments*

*<sup>viii</sup>Staff Reports*