



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 03/16/2021

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 5:36 PM.

2. Introductions and Agenda Approval

Directors Present: Hartline, Looney, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Lightcap, Miller; Associate Directors Present: Hamer, Wiley; District Manager (DM): Cathcart; Staff: Ahr, Gall, Kern-Korot, Delepine, Levis, Logalbo, Magyar, Razalenti, Taylor

It was announced that the Board meeting would be recorded. The agenda was approved by acclamation.

3. Minutes:

West Multnomah SWCD Board Meeting minutes from 2/16/2021ⁱ

Director Sowder made a motion to approve the Board meeting minutes from 2/16/21 as written, and Director Hartline seconded the motion. The motion was approved with a vote of 5-0.

4. Review of Treasurer's Reports

Staff member Levis gave an overview of the February financials and noted that the District is in a good financial position. Revenue is still behind due to property taxes coming in more slowly than anticipated. Conservation spending will be picking up soon, and all other spending is close to budget.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of February 28, 2021ⁱⁱ*
- b) *WMSWCD-General Fund Budget Only Budget Performance February 28, 2021ⁱⁱⁱ*
- c) *WMSWCD-Sturgeon Lake Fund Budget Performance February 28, 2021^{iv}*

5. Public Comment

No public comment.

6. Citizen Member of the Budget Committee Appointment^v

Staff member Levis reported that since the last board meeting, the District had another person apply to be a Budget Committee member. The board was given a summary of the applicant's background and relevant experience. This person would be taking the spot of Finlay Anderson, who has decided to step down to make room for a new voice on the Budget Committee.

Director Looney made a motion to appoint Genevieve Fu to serve as a new citizen member of the Budget Committee for a three-year term beginning in April 2021. Director Hartline seconded the motion, and the motion was approved with a vote of 5-0.

7. Annual Work Plan Presentations and Discussions

Staff presented their FY2021-2022 Annual Work Plans^{vi} for each program area to the Board: Diversity, Equity and Inclusion; Rural, Healthy Streams and Special Habitats, Urban, Invasive Species, Forestry, Monitoring and Education, Communications and Outreach, and Fiscal and Administrative Services. Staff provided an opportunity for discussion and feedback. Highlighted were new initiatives and changes for the upcoming fiscal year. The work plans will be used by staff to formulate their FY2021-2022 budget requests. Formal adoption of the annual work plans will occur at the June Board meeting, in conjunction with adoption of the FY2021-2022 budget. If Board members have comments on the content that they want staff to address they can follow up with staff directly.

8. District Manager's Report

DM Cathcart reported the approach that will be taken for replacing staff member Ahr who announced leaving the District to take a position with the Benton Soil and Water Conservation District. The District uses a Hiring Playbook, which was developed to ensure equitable hiring standards, and the process takes six months to complete a recruitment. Not wanting to rush the process, the District will be bringing in a Limited Duration Employee – this is not a permanent position, but the person that will fill this position will get all of the benefits while on the job as if they were a permanent employee. This will likely be an eight-month appointment, and possibly longer to allow breathing room for new Long Range Business Plan implementation as well as for preparing for and initiating the recruitment process. The Limited Duration position may be filled internally or externally, and DM Cathcart will have an update soon on the selection. The goal is to have a two-week overlap with staff member Ahr.

DM Cathcart also reported that our permanent Intergovernmental Agreement with Multnomah County and Oregon Department of Fish & Wildlife for the monitoring and maintenance of Sturgeon Lake Restoration Project has been fully executed. Lastly, DM Cathcart updated the Board that he has been supporting the Oregon Association of Conservation District's (OACD) Advocacy Committee due to his forestry knowledge and the several bills OACD is tracking in the Oregon Legislature relating to forestry.

9. Directors' and Associate Directors' Check-in

Director Looney reported that she and some other volunteers were at the Sauvie Island Grange forest about three weeks ago to clean up paths after the recent winter storm and that it was clear of ivy.

Associate Director Hamer requested to find out what happened with a survey regarding SWCD Board member eligibility that the Board completed a while back by request of OACD and Soil and Water Conservation Commission (SWCC). Director Preeg Riggsby reported that those results are in the hands of SWCC and we have not been informed of any updates.

Director Preeg Riggsby reported that Tryon Creek Watershed Council & the District put on their annual Watershed Wide event with social distancing measures in place, and had 104 volunteers at many sites.

10. Announcements/Reminders/Confirmation of next Meeting:

Director Preeg Riggsby noted the following upcoming meetings/events:

- Budget Committee Meeting – April 20, 2021
- Next Board Meeting will follow Budget Committee Meeting
- Meeting Date During the Summer – July 20th (Special Districts Association of Oregon Board Assessment)
- Three Year Sturgeon Lake Restoration Project Celebration – Sept. 10, 2021

The Board adjourned at 8:15 pm.

ⁱWMSWCD 2/16/2021 Board Meeting Minutes

ⁱⁱWMSWCD-Balance Sheet as of February 28, 2021

ⁱⁱⁱWMSWCD-General Fund Budget Only Budget Performance February 28, 2021

^{iv}WMSWCD-Sturgeon Lake Fund Budget Performance February 28, 2021

^v Recommendation for Appointment to Budget Committee

^{vi}FY 2021-2022 Annual Work Plans

^{vii}Long Range Business Plan board report

^{viii}Staff Reports