



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 6/21/2022

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 6:10 PM.

2. Introductions and Agenda Approval

Directors Present: Looney, Miller, Peterson, Preeg Riggsby, Sowder; Directors Absent (excused): Hartline, Lightcap; Associate Directors present: (none); Staff Present: Razalenti

The agenda was approved by acclamation.

3. Minutes:

West Multnomah SWCD Board Meeting minutes from 5/17/2022ⁱ

Director Miller made a motion to approve the May 17, 2022 Board meeting minutes as written, and Director Sowder seconded the motion. The motion was approved with a vote of 4-0 [Director Looney was not present for this part of the meeting].

4. Review of Treasurer's Reports

Director Miller reported that the District is looking great with more revenue than expected. Conservation spending has been on target for the fiscal year. The District will have some extra money to carry over into next fiscal year.

The following reports were reviewed:

- a) WMSWCD-Balance Sheet as of May 31, 2022ⁱⁱ
- b) WMSWCD-Budget Performance Report for May 31, 2022ⁱⁱⁱ

5. Public comment period

No public comment.

6. District Fiscal Year 2022-23 Annual Work Plans^{iv}

Director Miller presented the District's Annual Work Plan, which consists of individual staff annual work plans and the Diversity, Equity and Inclusion Committee work plan. He reminded the Board that these were presented to them in March, and all program budgets in the approved budget were based on these work plans. Since then, the work plans have had some minor modifications in the Forestry and Senior Conservationist plans, but essentially remain the same. The District is legally required per Oregon Revised Statutes (ORS) 568.554 to submit the Board approved annual work plans to the Oregon Department of Agriculture (ODA).

Director Miller made a motion to approve the West Multnomah Soil & Water Conservation District annual work plan for Fiscal Year 2022-2023. Director Peterson seconded the motion, and the motion was approved with a vote of 5-0.

5. Budget Hearing for Fiscal Year 2022-23

Director Miller gave an overview of the budget as approved by the Budget Committee on April 19, 2022, noting that it was certified with no objections by the Tax Supervising & Conservation Commission^v. He reviewed updates to cash projections, forecasted spending and staff conservation projects and presented the Recommended Changes to Approved Budget^{vi} based on new information received in the two months since the Budget Committee meeting. The proposed changes to the Budget Committee Approved Budget included adjusting for a \$28,000 higher projected FY23 beginning balance on July 1, 2022, and \$150,000 greater federal grant funding expected to begin in FY23 (USDA FSA funding for Urban Ag and USDA-NRCS Partnership for Climate-Smart Commodities) for Urban conservation projects. The \$178,000 of additional resources are offset by the same amount of expenditures for the grant-funded urban conservation work and an increase in administrative operating expenses due to the potential cost of using contracted services for recruiting and consulting.

All changes were within the maximum (10 percent of expenditures) allowed increases that the Board may make to the Budget Committee Approved Budget.

Director Preeg Riggsby made a motion to adopt the Fiscal Year 2022-2023 Budget in the amount of \$3,936,365, representing \$2,827,455 in the General Fund and \$1,108,910 in Unappropriated and Reserved Amounts, and with the property tax levy at the full permanent rate of \$0.0750 per \$1,000 of assessed value. Director Looney seconded the motion, and it was approved with a vote of 5-0. A resolution^{vii} to adopt the budget, make appropriations, and declare and categorize property taxes for Fiscal Year 2023 was approved and signed by Board Chair Preeg Riggsby and Board Secretary Looney on June 21, 2022 (Resolution# 2022-06-21).

7. Associate Director(s) Recruitment

Director Preeg Riggsby reported that the District's current ad-hoc personnel committee that are working on finding a new District Manager will also be working on Associate Director recruitment.

Some of the desired attributes for Associate Directors that were discussed were experience with human resources, traditional ecological knowledge, and diversifying the Board to include BIPOC perspective. Director Looney noted that the District has new wonderful Budget Committee members who may potentially be interested in an Associate Director position on the Board.

Director Preeg Riggsby encouraged all Board members to be in touch with any additional input.

8. Directors' and Associate Directors' Check-in

Director Looney shared that some of the Forest Park Conservancy staff are now located across from her and will have classes and raised garden beds.

Director Preeg Riggsby shared that she has been working with Community Partners for Energy to help immigrant and refugee communities with ways to increase energy efficiency to save money and ways to improve indoor air quality. Director Preeg Riggsby also reported looking into working with public partners like landowners, schools and libraries in her zone regarding community gardening for these immigrant and refugee communities, as the Portland Parks and Recreation community gardens have long waiting lists.

9. Announcements/Reminders/Confirmation of next Meeting:

Director Preeg Riggsby noted the following upcoming meetings/events:

- Next Board meeting will be outdoors 8/16/22, location TBD
- No meeting in July
- SDAO sponsored Board Member Training 8/31/22 8:30am-4:00pm, Board members to be in touch if they want to join.

Director Preeg Riggsby shared that Director Hartline offered to have the August board meeting at her home.

Director Preeg Riggsby moved to adjourn the meeting, and Director Miller seconded the motion. The motion was approved with a vote of 5-0.

The Board adjourned at 6:54 p.m.

ⁱWMSWCD 5/17/2022 Board Meeting Minutes

ⁱⁱWMSWCD-Balance Sheet as of May 31, 2022

ⁱⁱⁱWMSWCD-Budget Performance Report for May 31, 2022

^{iv}District Fiscal Year 2022-2023 Annual Work Plans

^vTSCC FY22-23 Budget Certification Letter

^{vi}Recommended Adjustments to Approved Budget

^{vii}Resolution no. 2022-06-21 Authorizing the District's Budget for Fiscal Year 2022-23, Creating Expenditure Appropriations, Setting the Tax, and Imposing the Tax

^{viii}Staff Reports