



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 9/20/2022

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Vice Chair Sowder at 6:03 PM.

2. Introductions and Agenda Approval

Directors Present: Hartline, Looney, Miller, Sowder; Directors Absent (excused): Lightcap, Peterson, Preeg Riggsby; Associate Directors Present: Hamer; Staff Present: Levis, Razalenti; NRCS Staff Present: Galland

The agenda was approved by acclamation.

3. Review of Treasurer's Reports

This item was moved to be first on the agenda to ensure a quorum for voting on the minutes. Director Miller reported that the District is in a good financial position, and property tax revenues will start coming in within a couple of months. The District is underspent in personnel with vacant positions, and significant expenses have been related to the office move.

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

4. Minutes:

Board members reviewed the West Multnomah SWCD Board Meeting minutes from 8/16/2022.ⁱⁱⁱ

Director Looney made a motion to approve the Board meeting minutes as written, and Director Hartline seconded the motion. The motion was approved with a vote of 4-0.

5. Public comment period

No public comment.

6. Update from Personnel Committee (District Manager Recruitment)

Staff member Levis reported on behalf of the Personnel Committee that the District received over 135 applications for DM position, and seven applicants have been selected for interviews. A couple of additional candidates have since applied and may be added to the interview pool. The interviews are to start in late September and wrap up in mid-October, with the goal of having a new DM in place by mid-November. Directors Hartline and Preeg Riggsby, along with staff members Levis and Taylor will serve on the interview team.

7. USDA Natural Resources Conservation Service Update

District Conservationist Galland reported that she has been interviewing folks for the vacant Soil Conservationist position and they are about to make a hire. NRCS is currently wrapping up their fiscal year.

8. Resolution to set Annual Board Meeting Date

Director Looney made a motion to approve resolution 2022-09-20 Establishing the Annual Meeting date for November 15, at 6:00pm. Director Hartline seconded the motion, and it was approved with a vote of 4-0.

The Annual meeting is anticipated to be held at Lucky Lab in northwest Portland, and plans will be finalized regarding the location in October. A posthumous lifetime achievement award honoring former DM Jim Cathcart and his work with the District will be presented to his family.

9. District Manager Report

Staff member Levis reported that the District is now expecting additional funding that will increase the adopted budget revenues. In July, the OWEB board made additional funding available (due to recaptured funds and excess lottery funds). The District was able to secure an additional \$22,000 of one-time ODA TALMA grant funding, which helps the District with administrative overhead.

The District has hired two new conservationists, Shahbaz Khan, and Martina Avendano. Both are former interns for the District. The District now has a fully staffed conservation team. Staff member Levis will work with the incoming District Manager to hire a new Controller to replace staff member Levis upon her retirement from the District, and help the DM transition into their new role as DM. In the interim before the DM is hired, the personnel committee will work on the position description and job announcement for the new modified fiscal position and may launch the recruitment prior to the incoming DM starting.

10. Director and Associate Director Reports

Director Sowder reported having a stronger internet connection for remote meetings moving forward.

11. Announcements/Reminders/Upcoming Meetings:

Director Sowder announced the following upcoming meetings/events:

- Next Board meeting will be October 18, 2022
- Annual meeting will be November 15, 2022

Director Sowder declared the meeting adjourned at 6:25.

ⁱWMSWCD-Balance Sheet as of August 31, 2022

ⁱⁱWMSWCD-Full Year Budget vs. Actual for August 31, 2022

ⁱⁱⁱWMSWCD 8/16/2022 Board Meeting Minutes

^{iv}Staff Reports