



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 10/18/2022

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Vice Chair Sowder at 6:02 PM.

2. Introductions and Agenda Approval

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

The agenda was approved by acclamation.

3. Minutes:

Board members reviewed the West Multnomah SWCD Board Meeting minutes from 9/20/2022.ⁱⁱⁱ

Director Looney made a motion to approve the Board meeting minutes as written, and Director Miller seconded the motion. The motion was approved with a vote of 5-0.

4. Review of Treasurer's Reports

Director Miller reviewed the following reports with board members and noted that the District is in a strong financial position, with grant revenue received in September and more than \$1.7 million in property tax revenues expected in November and December; additionally, he noted that expenses are tracking similar to last month.

a) WMSWCD-Balance Sheet as of September 30, 2022ⁱ

b) WMSWCD-Budget Performance Report for September 30, 2022ⁱⁱ

5. Public comment period

No public comment.

6. Update from Personnel Committee (District Manager Recruitment)

Staff member Levis reported that the first round of interviews had been completed the previous week and a smaller group would be coming into the office for a second round of interviews the week of 10/24. In early November a meet and greet gathering with all staff and the board is planned. The goal is for a new District Manager to be onboard by early December.

7. SDAO Best Practices Training on Board & District Manager Roles and Responsibilities

The Board watched a recorded training put on by Special Districts Association of Oregon (SDAO) regarding Board & District Manager relationship, roles, and responsibilitiesⁱⁱⁱ. This training is part of SDAO's recommended best practices this year. The board training both allows us to mitigate risks and receive a discount on property and liability insurance. Staff member Levis also reminded the board about the SDAO Leadership Academy for board members and will be sending program and enrollment information to all board members. Director Lightcap confirmed he would be enrolling.

8. Director and Associate Director Check-ins

Director Hamer commented that he had enrolled in the Leadership Academy and found the courses excellent. He also stated that the training the board had just watched reflected what a great fit Jim Cathcart had been in the District Manager role.

Director Lightcap asked if current Sturgeon Lake fish monitoring data was available on the website or could be sent to him. Staff member Levis will be following up with staff to get the most recent data to Director Lightcap.

9. Announcements/Reminders/Upcoming Meetings:

Director Sowder announced the following upcoming meetings/events:

- Laura Taylor, Forest Conservationist, will be giving a talk on the emerald ash borer at the Skyline Grange at 7:00 PM on October 20, 2022
- Annual meeting and next Board meeting will be November 15, 2022, in-person at the NW Lucky Lab
- Oregon Association of Conservation Districts (OACD) Annual Meeting is 10/31-11/2/22

Director Sowder declared the meeting adjourned at 7:52.

ⁱWMSWCD-Balance Sheet as of September 30, 2022

ⁱⁱWMSWCD-Budget Performance Report for September 30, 2022

ⁱⁱⁱSDAO Board training handout

^{iv}Staff Reports