



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 03/19/2024

1. Meeting Location and Time: Multnomah Arts Center, 7688 SW Capitol Hwy, Classroom 33, Portland, OR 97219 with remote option via Zoom meeting. The meeting was called to order by Chair Preeg Riggsby at 6:04 PM.

2. Introductions and Agenda Approval.

Directors Present: Hartline, Lightcap, Looney, Miller, Peterson (via Zoom), Preeg Riggsby, Sowder; Staff Present: District Manager (DM) Barlow, Conway, Delepine, Gall, Greene, Kern-Korot, Khan (7:13pm), Logalbo, Mauser, Taylor (via Zoom)

The agenda was approved by acclamation.

3. Minutes

Board members reviewed the West Multnomah SWCD Board Meeting minutes from 2/20/2024.ⁱ

Director Looney noted a correction needed in the minutes where the abstention from votes on Resolutions were counted as “no” votes. These should be noted as an abstention without being calculated in the tally of votes.

Director Hartline made a motion to approve the Board meeting minutes with the corrections, and Director Sowder seconded the motion. The motion was approved with a vote of 6-0 (Director Peterson was muted and abstained).

4. Resolution 2024.03.19A - CHANGING THE BUDGETING BASIS OF ACCOUNTING FROM GAAP “Modified Accrual Basis” and “Full Accrual Basis” TO SPECIAL PURPOSE REPORTING FRAMEWORK “Modified Cash Basis”ⁱⁱⁱ

A resolution was discussed for changing the budget basis of accounting from Modified Accrual Basis to Modified Cash Basis. Staff Conway shared that WMSWCD currently uses a modified accrual basis of accounting. Per ORS 294.333, and at the discretion of the municipal corporation, a municipal corporation shall record its revenues and expenditures on a fund-by-fund basis, using the cash basis, the modified accrual basis or the accrual basis of accounting. She highlighted the rationale behind this proposed change, including the need for more easily understandable financial statements for the public, a simplified annual auditing process, a potential shorter timeline for auditing, and the elimination of the need to record the PERS and Lease accruals as part of the Modified Accrual accounting requirements, which are complex and time-consuming. It was noted that many municipalities have adopted this change to avoid these reporting requirements.

Director Miller made a motion to adopt the resolution, Director Lightcap seconded the motion, and the motion was approved with a vote of 6-0 (Director Peterson was muted and abstained).

5. Resolution 2024.03.19B - CHANGING THE BASIS FOR PREPARATION AND REPORTING OF ACCOUNTING FROM GAAP “MODIFIED ACCRUAL BASIS” AND “FULL ACCRUAL BASIS” TO SPECIAL PURPOSE REPORTING FRAMEWORK “MODIFIED CASH BASIS”^{iv}

A resolution was discussed for changing the preparation and reporting of accounting from Modified Accrual Basis to Modified Cash Basis. Director Sowder asked if the Tax Supervising & Conservation Commission (TSCC) had an opinion on changing the accounting method. Staff Conway reported that TSCC had been included in conversations regarding this change and TSCC staff agree and have noted that this is an acceptable method of accounting, and that many other districts and municipalities have made the switch to this accounting method.

Director Lightcap made a motion to adopt the resolution, Director Hartline seconded the motion, and the motion was approved with a vote of 6-0 (Director Peterson was muted and abstained).

6. Resolution 2024.03.19C – Changing the Registered Agent to District Manager Pursuant to ORS 198.340^v

Director Preeg Riggsby shared the need to update the Registered Agent for the District with the Secretary of State, noting that it makes the most sense to change the Registered Agent from the Board Treasurer to the District Manager.

Director Lightcap made a motion to adopt the resolution, Director Miller seconded the motion, and the motion was approved with a vote of 6-0 (Director Peterson was muted and abstained).

7. Review of Treasurer’s Reports

Director Miller reported that the Districts LGIP savings account holds over \$1.9 million, benefiting from a 5.25% interest rate. This has generated approximately \$57,000 in interest income YTD, surpassing the initial forecast of \$29,000 through February 2024. Additionally, tax revenue YTD has exceeded expectations. Overall, income has outperformed YTD predictions by \$143,000 for the current Fiscal Year. Expenditures are proceeding smoothly, with the February financial statement reflecting a \$140,000 payout and related payroll expenses to employees due to a vacation policy adjustment, originally estimated at \$89,000. Fortunately, funds were identified within our budget to cover this increase, stabilizing our personnel expenditure. Currently, spending is \$23,000 below what was anticipated YTD indicating a strong financial standing. Director Miller extended gratitude towards the staff for their efficient management of annual budgets.

Director Lightcap suggested the idea of setting up a contingency fund for special projects with the budget's surplus funds. In response, Director Preeg Riggsby indicated that such a proposal could be examined in upcoming budget meetings. She also pointed out that despite the boost in tax revenue, inflation is affecting expenditures. Director Miller brought up the \$86,000 Conservation Spending Pool, noting that while it will be largely utilized, rising costs mean the additional tax revenue is just enough to cover these increases.

The following reports were reviewed:

a) WMSWCD-Treasurers Report as of February 29, 2024ⁱⁱ

8. Staff presentations – Annual Work Plans FY 23-24

DM Barlow introduced the upcoming fiscal year annual work plan presentation, which was based on Board feedback to focus on projects, tactics, and metrics. The District is fully staffed.

Staff presented their FY 24-'25 Annual Work Plans^{vi} to the board for each program area: Diversity, Equity and Inclusion; Farms and Soil, Integrated Pest Management/EDRR, Urban, Forestry, Healthy Streams and Special Habitats, Communications and Outreach, Budget & Fiscal Services and Administration. 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 FY2023-2024 budget requests. Formal adoption of the annual work plans will occur at the June Board meeting, in conjunction with adoption of the FY '24-'25 budget.

9. Public Comment

No public comment.

10. Director and Associate Director Check-ins:

None

11. Announcements/Reminders/Upcoming Meetings:

- Next Board meeting & Budget Committee meeting will be April 30, 2024 and will be remote via Zoom.

Director Preeg Riggsby declared the meeting adjourned at 8:04 PM.

ⁱWMSWCD Board meeting minutes February 20, 2024

ⁱⁱWMSWCD-Treasurers Report as of February 29, 2024

ⁱⁱⁱResolution 2024.03.19A

^{iv}Resolution 2024.03.19B

^vResolution 2024.03.19C

^{vi}FY '24-'25 Staff Work Plans