



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 10/19/2021

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 7:05 PM.

2. Introductions and Agenda Approval

Directors Present: Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder; Associate Directors Present: Hamer; Staff Present: District Manager (DM) Cathcart; Staff Members Razalenti; Guests: Kim Galland; U.S. Department of Agriculture, Natural Resources Conservation Service (NRCS).

The agenda was approved by acclamation.

3. Minutes:

West Multnomah SWCD Board Meeting minutes from 9/21/2021ⁱ

Director Lightcap made a motion to approve the Board Meeting minutes, and Director Hartline seconded the motion. The motion was approved with a vote of 7-0.

4. Review of Treasurer's Reports

Director Miller noted the District is a bit underspent on conservation programs, but closer to the budgeted amount than in previous years and is about on target for personnel expenses.

The following reports were reviewed:

- a) WMSWCD-Balance Sheet as of September 30, 2021ⁱⁱ
- b) WMSWCD-Budget Performance Report for September 30, 2021ⁱⁱⁱ

5. Public Comment

No public comment.

6. Resolution to Adopt Information Security Policy^{iv}

DM Cathcart introduced a new Information Security Policy that was prompted by Special Districts Insurance Services (SDIS) Best Practices program. SDIS is part of Special Districts Association of Oregon (SDAO). Every year the Best Practices program focuses on an area of risk for Districts to reflect upon in their practices and policies, and this year is focused on cybersecurity. Jason Sprague of Cogent IT (our technology provider) and M. Levis worked from a security policy template provided by SDAO and adapted it to be specific to the District. This is designed to protect personal information that the District may have on file for the staff, board, and constituents. DM Cathcart noted that many areas of the policy were already in practice, but some of the practices will be new to the District. The policy contains an "Acceptable Use Policy" to be acknowledged by all employees of the District. The Acceptable Use Policy will become part of the Employee Handbook. Employee acknowledgement of the Acceptable Use Policy will begin in 2022 as part of each employee's annual acknowledgement of the Employee Handbook. Also starting in 2022 Cogent IT will be hosting cybersecurity trainings for staff annually.

Director Miller made a motion to adopt Resolution 2021-10-19 Information Security Policy and Director Sowder seconded the motion. The motion was approved with a vote of 7-0.

7. Director, and Associate Director Check-ins

NRCS staff Galland announced that NRCS staff Hensley will be out on paternity leave for some time with a new baby.

Director Hartline gave an update of her conservation efforts at Wapato Access Greenway State Park.

Director Lightcap and his partner have been working with partners in Connecticut on conservation efforts.

Director Preeg Riggsby thanked Board members for arriving early to the Annual meeting and chatting with guests in the Zoom breakout rooms.

8. Announcements/Reminders/Confirmation of next Meeting:

Director Preeg Riggsby noted the following upcoming meetings/events, all to be held virtually:

- Oregon Association of Conservation District's Annual meeting is November 9th and 10th
- Next Board Meeting – November 16th

The Board adjourned at 7:32 p.m.

ⁱWMSWCD 9/21/2021 Board Meeting Minutes

ⁱⁱWMSWCD-Balance Sheet as of September 30, 2021

ⁱⁱⁱWMSWCD-Budget Performance Report for September 30, 2021

^{iv}Resolution 2021-10-19 Information Security Policy

^vStaff Reports