



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 11/16/2021

### **1. Meeting Location and Time:**

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 6:01 PM.

### **2. Introductions and Agenda Approval**

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

The agenda was approved by acclamation.

### **3. Minutes:**

*West Multnomah SWCD Annual Meeting minutes from 10/19/2021<sup>i</sup>*

*West Multnomah SWCD Board Meeting minutes from 10/19/2021<sup>ii</sup>*

It was noted by staff member Razalenti that the following sentence from September's Board meeting minutes were accidentally left on October's Board meeting minutes, and should be omitted: Due to technical difficulties with Zoom account login, the meeting was not recorded.

Director Looney made a motion to approve the Annual meeting minutes and the Board Meeting minutes as amended, and Director Miller seconded the motion. The motion was approved with a vote of 5-0 (Director Lightcap was not present for voting).

### **4. Review of Treasurer's Reports**

Director Miller reviewed the District's financials with the Board and noted that actuals are on target with budget. The Board can expect to see most the District's property tax receipts coming in the months of November and December.

The following reports were reviewed:

- a) WMSWCD-Balance Sheet as of October 31, 2021<sup>iii</sup>
- b) WMSWCD-Budget Performance Report for October 31, 2021<sup>iv</sup>

### **5. Public Comment**

No public comment.

### **6. Oregon Association of Conservation Districts (OACD) Elections**

Director Preeg Riggsby reported that OACD had a successful annual meeting last week. There are currently two active committees within OACD – legislative/advocacy committee & working lands committee to help Districts within the state. Staff members of SWCDs are now allowed to serve on the OACD Board. Every Oregon SWCD Board is being asked to vote on the slate for the OACD Board<sup>v</sup>.

Director Miller made a motion to approve the OACD slate as-is, and Director Looney seconded the motion. The motion was approved with a vote of 5-0 (Director Lightcap not present at time of voting).

### **7. Resolution to Delegate Authority to District Manager to Reclassify Budget Amounts Between Personnel and the Materials Services Categories<sup>vi</sup>**

Staff member Levis explained to the Board that under Local Budget Law, the District adopts a budget for its administrative and conservation programs in total, however internally, the District budgets for the individual categories of Personnel Services, Materials and Services, Capital Outlay, Contingency, and Reserves; therefore this proposal for moving funds out of personnel into materials and services is at the Board's discretion and doesn't require a supplemental budget hearing. Funds will be needed in the materials and services category to contract out for services originally budgeted for within personnel. The Board was asked to give District Manager Cathcart the authority to move these funds from the personnel category to the materials and services categories.

Director Miller made a motion to pass Resolution no. 2021-11-16, Resolution to Delegate Authority to District Manager to Reclassify Budget Amounts between the Personnel and the Materials and Services Categories. Director Looney seconded the motion. The motion was approved with a vote of 5-0 (Director Lightcap not present at time of voting).

### **8. Office Location Update**

This topic was originally on the agenda to come before the topic above, but was swapped to go afterward because Associate Director Hamer was experiencing technical difficulties and needed to be present for this topic.

Staff member Levis reported to the Board that the District office rent will be increasing by approximately 40% if we stay at our current location. The District has the option to extend the lease past September 2022 on a short-term basis as needed. The options include month-to-month and a fixed-month lease extension, and this will be decided closer to the time that we have to make this decision.

Associate Director Hamer has been helping the District with looking into alternative spaces by working with a broker and researching the list that the broker came up with, as well as keeping track of properties that he's noticed in the area that are closed. Associate Director Hamer and the broker will be going out to look at properties.

### **9. Land Use Notices – What is Useful to the Board for Tracking?**

Director Preeg Riggsby explained the process of distributing land use notices, and wanted to check in with the Board to see how this process is going and if this is useful to Board members. Board members who receive these notices often confirmed that it is useful to receive these notices.

### **10. Diversity, Equity and Inclusion (DEI) Training – Micro-Aggressions**

Staff members and DEI Committee Co-Chairs Gall and Taylor led a refresher training for the Board on microaggressions. Some members of the Board had previously joined staff and partners at a microaggression training the prior year. The staff have found in their equity trainings that it is helpful to debrief more after the training, and this was a way to refresh and debrief on the training provided last year with the Board. Moving forward, it would be best if the group could debrief on trainings like this in a timelier manner.

They began with goals of the training, grounding and agreements for engagement, general reminders to keep in mind when participating in equity trainings, as well as addressing why this topic matters to the District. They played the video that was shared at the original training facilitated by Capacity Building Partnerships in 2020. The video gave an overview of what microaggressions are. Staff members Gall & Taylor further discussed some of the detrimental impacts of microaggressions, intention vs. impact, and some examples of microaggressions<sup>vii</sup>.

Staff member Taylor shared ‘how to respond’ tips from the training, as well as a demonstration of a microaggression that could take place, and how it could be handled if someone were to notice that they made a microaggression, and corrected it.

Director Lightcap noted that this can be hard to address in a public board meeting and supported feedback on how to handle that dynamic. Staff member Taylor noted that interrupting and asking for clarification on a statement can help interrupt this behavior and help clarify things. Pivoting to another topic is another tactic that can be utilized if it makes the most sense in the moment. Talking one on one after the meeting can be utilized, or bringing in a third party.

#### **11. Director, and Associate Director Check-ins**

The Board of Directors and Associates did not check-in due to limited available time in the meeting, but Director Lightcap commended Director Preeg Riggsby and District Manager Cathcart on their work at the OACD Annual meeting.

#### **12. Announcements/Reminders/Confirmation of next Meeting:**

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

- Diversity, Equity & Inclusion Committee Meeting – December 14<sup>th</sup>
- Next Board Meeting – December 21<sup>st</sup>

Director Lightcap moved to adjourn, and Director Hartline Jane seconded the motion. All approved with a vote of 6-0.

The Board adjourned at 7:55 p.m.

<sup>i</sup>WMSWCD 10/19/2021 Annual Meeting Minutes

<sup>ii</sup>WMSWCD 10/19/2021 Board Meeting Minutes

<sup>iii</sup>WMSWCD-Balance Sheet as of October 31, 2021

<sup>iv</sup>WMSWCD-Budget Performance Report for October 31, 2021

<sup>v</sup>OACD 2021 Election Ballot

<sup>vi</sup>Resolution 2021-11-16, Resolution to Delegate Authority to District Manager for Reclassifying Budget Amounts Between the Personnel and the Materials and Services Categories

<sup>vii</sup>Microaggression example list

<sup>viii</sup>Staff Reports