



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 12/21/2021

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 6:00 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; Logalbo, Razalenti; NRCS Staff Present: Galland

The agenda was approved by acclamation.

3. Minutes:

West Multnomah SWCD Board Meeting minutes from 11/16/2021ⁱ

Director Hartline 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 7-0.

4. Review of Treasurer's Reports

Director Miller reported that the District is in great financial shape, with higher property tax receipts than expected for November.

The following reports were reviewed:

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

5. Public Comment

No public comment.

6. Staff Presentation – Urban Conservationist

Staff member Logalbo presented updates on current urban program initiatives including: climate change lens development, urban heat islands and connection canopies, as well as environmental education niche finding.

7. Review of Independent Auditor's Report – Financial Statements for the Year Ended June 30, 2021^{vi}

Director Miller reported that the auditor gave a clean opinion in the report and did not have any recommendations for improvement.

Director Lightcap made a motion to accept the report of the independent auditor on the financial statements for the year ended June 30, 2021, and Director Looney seconded the motion. The motion was approved with a vote of 7-0.

8. U.S. Department of agriculture, Natural Resources Conservation Service (NRCS) Update

NRCS staff member Galland reported that on the national level, if the Build Back Better Bill gets passed the annual funding for NRCS has the potential to double.

There is a local workgroup meeting tentatively scheduled for January 27th from 1-3pm, and it will be in person. There may be another local workgroup meeting in late February or early March.

9. Leadership Succession Management Plan – Staff and Board

Director Preeg Riggsby gave an update that there isn't a succession plan in place for senior management staff or Board positions. Staff member Levis and Director Preeg Riggsby asked for volunteers to serve on a workgroup to get a succession plan in place. Director Miller offered to join the workgroup. It is possible that Dean Moberg (At-Large Director of Tualatin SWCD) may also join this workgroup.

10. District Manager Report

DM Cathcart reported that the Forest Conservationist position has been announced and the recruitment closes on January 7th. The core hiring team for this position is NRCS staff members Galland and Hensley, District staff members DM Cathcart, Kern-Korot, and staff member Razalenti, who will also provide administrative support for the hiring team. The team that will be scoring applications will be comprised of the core hiring team members mentioned (minus staff member Razalenti), and also will include Director Sowder, staff member Logalbo, and possibly one other partner, to be determined. Everyone who is serving in the hiring process will be taking part in a Bias Awareness training to help prevent personal biases from influencing any decisions.

DM Cathcart has been helping out with forestry responsibilities that need to be covered due to being down one conservationist. DM Cathcart and staff member Taylor completed a forest stewardship plan for a 60-acre property off of North Cornelius Pass Road. What is unique about the stewardship plan is it is being referenced in a permanent conservation plan easement as the document guiding allowable forest management under the easement, which has been donated to Forest Park Conservancy.

DM Cathcart reported to the Board that catalytic converter thefts are on the rise, and the District had one stolen from one District vehicle, and an attempt to steal one from another District owned vehicle. The District also had the truck broken into, with some minor items stolen. The staff are working on ways to try to prevent further vandalism/ theft.

The Safety Committee recently met and saw the need to begin more in-person interactions, but also the need to gradually reopen the office to internal staff operations. The District will take two months to slowly reopen, with staff bringing equipment back to the office over that time. The office will be fully reopened for our internal base of operations on March 1st. As for public office hours, including partners coming in, this will be managed by staff by an appointment basis. The District will have public hours with staff coverage that will coincide with the Master Gardener schedule once it is known when the Master Gardeners plan on resuming their use of the office. Employees will have more flexibility to have alternative work schedules and working from home hours, as we have learned of some efficiencies in working from home.

Reopening of the office for internal operations does not mean we may not face COVID-19 workplace safety mitigation measures such as masking and distancing protocols. Regarding showing proof of vaccination, we will see where we land with proposed federal requirements for mandatory vaccinations

that the District may need to follow if we want to continue our work with NRCS and other federal partners.

11. Director and Associate Director Check-ins

Director Preeg Riggsby announced that she was accepted into the Next Generation Leadership Institute through National Association of Conservation Districts (NACD), which was a competitive process only awarded to seven people. Director Preeg Riggsby will represent the Pacific region and will be focusing on getting younger generations engaged in environmental work.

Director Lightcap reported that he may not be able to attend the January 18th Board meeting as he will be in Connecticut and may not be able to join due to the time difference.

12. Announcements/Reminders/Confirmation of next Meeting:

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

- Next Board Meeting – January 18th, 2022 (virtual) – (includes Gender Awareness training)
- Planned Office Reopening – March 1, 2022

Director Lightcap made a motion to adjourn, and Director Miller seconded the motion. The motion was approved with a vote of 7-0.

The Board adjourned at 7:56 p.m.

ⁱWMSWCD 11/15/2021 Board Meeting Minutes

ⁱⁱWMSWCD-Balance Sheet as of November 30, 2021

ⁱⁱⁱWMSWCD-Budget Performance Report for November 30, 2021

^{vi}Auditor's Report – Financial Statements for Year Ended June 30, 2021

^{vii}Staff Reports