

**From:** [Brian Lightcap](#)  
**To:** [Jane Hartline](#)  
**Cc:** [Bob Wiley](#); [Terri Preeg Riggsby](#); [George Sowder](#); [Michele Levis](#); [Directors](#)  
**Subject:** Re: Doodle Poll to see Potential New Office Space!  
**Date:** Monday, December 27, 2021 9:31:49 AM

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yes, agreed.

Please let us know how staff feels how they'll be affected. They have to get to work and also to customers.

On Sat, Dec 25, 2021, 2:21 PM Jane Hartline <[REDACTED]> wrote:

A way to manage it would be to continue to conduct most board meetings via zoom, just have just one or two social meetings in person each year.

I also worry, though, that staff would be further away from most of the landowners they are working with, and would also spend unproductive time in traffic.

On Sat, Dec 25, 2021, 1:57 PM Robert Wiley <[REDACTED]> wrote:

Hi

I agree with George. Traffic is a major issue South on I 5 . A club I belonged to moved meetings from NE Columbia Blvd to near I 5/217 and attendance dropped and meetings were eventually moved back.

Staff work travel time would be another consideration in my opinion.

My thoughts.

Bob

Sent from my iPhone

On Dec 25, 2021, at 1:40 PM, Terri Preeg Riggsby <[REDACTED]> wrote:

It is definitely further away for some of us!

It currently takes me 45 minutes or more to get to Montgomery Park for our meetings every month.

Part of the challenge of having a large geographic District and finding a new location will be to find somewhere affordable that works for most - hopefully we can find something that ticks all of our boxes!

For George and others that would be traveling further - would changing the time of day of our monthly meetings make a difference?

Michelle, or maybe someone else on staff? - could we touch base with the other larger Districts to learn what they do? Some of those district offices are

**From:** [Terri Preeg Riggsby](#)  
**To:** [Bob Wiley](#); [Jane Hartline](#)  
**Cc:** [George Sowder](#); [Michele Lewis](#); [Directors](#)  
**Subject:** Re: Doodle Poll to see Potential New Office Space!  
**Date:** Saturday, December 25, 2021 3:15:04 PM

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Agreed - Zoom meetings are much more accessible - and reduce our collective carbon emissions!

I think ultimately the location decision should be most heavily weighed towards staff preferences. This proposed location is just one of hopefully a handful that we will identify and be able to choose from (though admittedly after a couple of months of looking this is the only viable option so far).

I will note that this proposed office space is located in the section of the District that is a focus area of ours, as per our new Long Range Business Plan and as a result of the Connect SW PDX project of a couple of years ago.

Thanks all and Merry Christmas!  
Terri

Terri Preeg Riggsby  
West Multnomah SWCD, Board Chair  
Oregon Association of Conservation Districts, President

she/her  
Check out my new website! [www.terriformetro.com](http://www.terriformetro.com)

On Saturday, December 25, 2021, 02:21:44 PM PST, Jane Hartline [REDACTED] wrote:

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Michelle, or maybe someone else on staff? - could we touch base with the other larger Districts to learn what they do? Some of those district offices are 2 hours away from where zone directors live & work. How do they manage that timing challenge?

Thanks and happy holidays!  
Terri

Terri Preeg Riggsby  
Board Chair, West Multnomah SWCD  
President, Oregon Association of Conservation Districts  
[REDACTED]  
she/her

On Sat, Dec 25, 2021 at 1:00 PM, george.sowder [REDACTED] wrote:

To all,  
this location near PCC sylvania for our new office space would be very difficult for me. Traffic would be untenable at 6:00 pm.  
My travel time would probably be 1 hour at least at that time of day.  
George

Sent via the Samsung Galaxy S8 Active, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Michele Levis <[Michele@wmswcd.org](mailto:Michele@wmswcd.org)>  
Date: 12/23/21 3:42 PM (GMT-08:00)  
To: Directors [REDACTED]  
Subject: FW: Doodle Poll to see Potential New Office Space!

Hello All – as I mentioned at our November Board Meeting, we are being priced out of Montgomery Park and are actively seeking new office space. We have identified a potential space that we are inviting all to come and see before we commit. The address is: 11830 SW Kerr Pkwy, Suite 390, Lake Oswego 97035 (note this is Multnomah County and is in our District). A doodle poll (open until 1/3/22) to find the best time for a tour is here: [REDACTED]

Three board members are aware of and know the space (Terri, Weston and Jan), but I wanted to keep everyone in the loop. More details on the space are in email below.

Wishing everyone a happy holiday with time for rest and reflection!

Michele Levis, CPA  
Controller & Budget Officer  
West Multnomah Soil & Water Conservation District

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*Our mission is to provide resources, education, and expertise to inspire people to actively improve air and water quality, fish and wildlife habitat, and soil health.*

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**From:** Michele Levis  
**Sent:** Wednesday, December 22, 2021 1:38 PM  
**To:** Staff [REDACTED]; Ari DeMarco <[ari@wmswcd.org](mailto:ari@wmswcd.org)>  
**Subject:** Doodle Poll to see Potential New Office Space!

Hi Everybody - the Office Location Team (Jim, Randi, Michele, and Jan Hamer) is excited about a potential new office space and would like to share the details and invite you to look at the space.

Randi has put together a Poll to find out the best day for everyone:

[REDACTED]

If you're not able to make it on any of the proposed days, we have some pictures and can take more & will also get answers to any questions you have.

Here are some more details on the space:

- Cost is \$16/sq ft compared to \$28 we are paying now, which will be going up to \$38 on 10/1/22
- Has a kitchen area, 2 enclosed offices with doors, lot of open space that could be divided or left open, lots of windows
- Office is on 2<sup>nd</sup> floor, but easy access to parking area with stairway or elevator

Parking is plentiful and there are storage options on site (for our tools and herbicide chemicals)

- We have space and can accommodate master gardeners and board meetings.
- Small green spaces to build out a demo garden (currently a lot of ivy!)
- Includes a large patio (which is reached with steps from ground level and could also serve as entrance for office space)
- It's across from PCC Sylvania campus (where there are 2 active natural area restoration projects going on); partnering possibilities with PCC, GIS certificate program, student involvement, etc.
- Location is served by public transportation and the area is due for some expansion of light rail
- Diverse neighborhood with a large and strong immigrant and refugee community
- Other tenants in building include two non-profits serving disadvantaged communities
- Things to consider:
  - Location in the very SW portion of our District could make travel to sites in the northern parts of our District (Sauvie Island) more difficult, but of course much easier for our SW work sites
  - Building itself is not at all fancy (it is not Class A commercial space as Montgomery Park is), it is very basic

Thanks,

Michele