



West Multnomah Soil & Water Conservation District (WMSWCD) Board Meeting Minutes 2/15/2022

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

Location: Held via Zoom meeting. The meeting was called to order by Director Sowder at 6:04 PM. The meeting was not recorded, as it was not announced that it would be recorded.

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

Directors Present: Hartline, Lightcap, Looney, Peterson, Sowder; Directors Absent (excused): Miller, Preeg Riggsby; Associate Directors Present: Hamer; Staff Present: District Manager (DM) Cathcart, Delepine, Levis, Razalenti

The agenda was approved by acclamation.

### **3. Minutes:**

*West Multnomah SWCD Board Meeting minutes from 1/18/2022<sup>i</sup>*

Director Looney made a motion to approve the board meeting minutes as written, and Director Lightcap seconded the motion. The motion was approved with a vote of 5-0.

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

Staff member Levis reported that the District is in a strong financial position and is ahead of schedule with property tax revenue receipts, already receiving more than budgeted for the full year at this time. Conservation spending is on track and doing well, with some programs a bit underspent still, but a pickup in spending is expected in the spring.

The following reports were reviewed:

- a) WMSWCD-Balance Sheet as of January 31, 2022<sup>ii</sup>
- b) WMSWCD-Budget Performance Report for January 31, 2022<sup>iii</sup>

### **5. Public Comment**

No public comment.

### **6. Gender Awareness Training - Debrief**

Staff member Razalenti gave the following ground rules, which are used in practice by staff when debriefing on equity trainings or having discussions around equity-related topics.

- Be mindful of privilege, power dynamics, unconscious bias, and missing perspectives.
- Honor each other's privacy.
- Listen to understand.
- Speak your truth responsibly.
- Step up/step back.
- Acknowledge, accept, and work through mistakes.

- Be willing to do things differently and/or experience discomfort.
- Expect and accept non-closure.
- Respect personal, subjective opinions and preferences.
- Take care of yourself.

The Board had a brief discussion on the training, including the background of why we had the training for Board members (to inform those who weren't present at the training), and how this training relates to equity goals and Long Range Business Plan goals of the District. It was made clear that the District does not currently and does not intend in the future to make anyone share their pronouns, and instead approaches this as optional to share your own pronouns in meetings, email signatures, etc.

## **7. Business Continuity Plan**

Staff member Magyar gave a background and general overview on the Business Continuity Plan (BCP) and gave recognition to the work of a District intern, Katie Crocker. Staff member Levis reported that the Special Districts Association of Oregon provided partial funding for the internship through their grant program. DM Cathcart acknowledged staff member Magyar's role in spearheading the BCP, which fulfills the Long Range Business Plan goal 2.5, tactic e: "Develop a Business Continuity Plan to guide the District's recovery in case of disaster."

DM Cathcart let the Board know that this document will be a 'living document' that may have continuous changes as time goes on. When there is a change in policy, changes will be brought to the Board to approve. Small changes with no major change in policy will be brought to the Board for informational purposes only.

Director Lightcap made a motion to accept Resolution no. 2022-02-15 Adoption of Business Continuity Plan<sup>vi</sup> as currently written. Director Hartline seconded the motion. The motion was approved with a vote of 5-0.

## **8. Staff Presentation – Invasive Species Program Update**

Staff member Delepine gave a presentation to the Board on invasives program work that included the following: highlights from the early detection rapid response program; a 10-year retrospective on the District's garlic mustard eradication efforts, new species on the eradication and watch lists, and information on general collaborative efforts within the 4-County Weed Management Area committee.

## **9. Appoint Budget Officer/Acceptance of Budget Calendar<sup>v</sup>**

DM Cathcart reported to the Board that the staff recommendation is for the Board to appoint staff member Levis as Budget Officer. The Budget calendar also needs to be accepted by the Board and made public.

Director Hartline moved to appoint Michele Levis as Budget Officer for FY22-23 and accept the Budget calendar for FY22-23. Director Lightcap seconded the motion. The motion was approved with a vote of 5-0.

## **10. Office Location Update**

DM Cathcart gave an update on potential office locations seen so far and that will be seen in the near future. The Board was invited to attend a site visit to a potential office location at 9:30am on Feb. 16<sup>th</sup>.

Another option that's being explored is looking into a smaller office space as staff have gotten used to working remotely and may prefer to be working remotely more often. This would have a separate location for field supply storage. Other options are staying at Montgomery Park, but this would be with a cost increase of 40%, or to pack and store everything until a later date when we find a space that works best.

DM Cathcart noted that the office location team would meet the next day at 11:00 am to discuss further options. Currently on the team is Associate Director Hamer, Director Preeg Riggsby, DM Cathcart, and staff members Levis and Razalenti.

### **11. Long Range Business Plan Implementation Highlights**

DM Cathcart went over some of the Long Range Business Plan (LRBP) implementation highlights:

#### Strategic Direction (SD) 4

- One of the District's year one performance measures was to work with Community Engagement Liaisons (CELs) to develop a communications plan. We contracted with CELs through Ping Khaw's business, PKS International, and HAKI. Staff members Logalbo and Magyar worked on this with these groups to share our information on the District to various diverse communities in the District.
- Staff members Kern-Korot and Logalbo finished Confluence's field school to learn more about traditional ecological knowledge (TEK).

#### SD 8

- Another LRBP year one measure was to have a climate change internship to create a climate lens within our conservation planning. Through Portland State University's Louis Stokes Alliance for Minority Participation program, we are currently working with intern Emma Russell. Emma will be presenting at the Urban Ecosystem Research Consortium (UERC) symposium.

### **12. Director and Associate Director Updates**

Director Lightcap reported that the tops of the Alders on his property are weakening, and trees have fallen over.

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

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

- Next Board Meeting – March 15, 2022
- Planned Office Reopening (Internal Operations) – March 1, 2022

The Board adjourned at 8:00 p.m.

<sup>i</sup>WMSWCD 1/18/2022 Board Meeting Minutes

<sup>ii</sup>WMSWCD-Balance Sheet as of January 31, 2022

<sup>iii</sup>WMSWCD-Budget Performance Report for January 31, 2022

<sup>iv</sup>Resolution no. 2022-02-15 Adoption of Business Continuity Plan

<sup>v</sup>Appointment of Budget Officer and Acceptance of Budget Calendar

<sup>vi</sup>Staff Reports