



West Multnomah Soil & Water Conservation District (SWCD) Board Meeting Minutes 04/19/2022

1. Meeting Location and Time:

Location: Held via Zoom meeting. The meeting was called to order by Director Preeg Riggsby at 7:37 PM.

2. Introductions and Agenda Approval

Directors Present: Hartline, Lightcap, Looney, Miller, Peterson, Preeg Riggsby, Sowder; Associate Directors Present: Wiley; Staff Present: District Manager (DM) Cathcart, Magyar, Razalenti

It was announced that the Board meeting would be recorded. The agenda was approved by acclamation.

3. Minutes:

West Multnomah SWCD Board Meeting minutes from 3/15/2022ⁱ

Director Sowder made a motion to approve the Board meeting minutes from 3/15/22 as written, and Director Looney seconded the motion. The motion was approved with a vote of 7-0.

4. Review of Treasurer's Reports

Director Miller reported that property tax revenue is expected to be about \$100,000 more than budgeted this fiscal year. Director Miller also reported that conservation spending is much more in line with the budget this fiscal year.

The following reports were reviewed:

- a) *WMSWCD-Balance Sheet as of March 31, 2022ⁱⁱ*
- b) *WMSWCD-General Fund Budget Only Budget Performance March 31, 2022ⁱⁱⁱ*

5. Office Reopening – Post COVID-19 Staff Work Schedule Options and Shared Workspace Concept

Director Preeg Riggsby let the Board know that staff have found some advantages and efficiencies throughout the pandemic by working from home and would like to continue to work remotely as requested. Director Miller gave support for staff continuing to work remotely noting it was better for morale and productivity all around.

DM Cathcart informed the Board that there will be formal written telecommute agreements between supervisors and employees, and we will work with Special Districts Association of Oregon on templates for this. All staff want to have some level of working from home days. Because of this, the District can have shared work space at the new office since it will be rare for everyone to be at the office at the same time. Everyone will be transitioning to laptops and will be able to work in communal workspaces as needed if a designated workstation isn't available while they are in the office.

DM Cathcart suggested that office hours open to the public in June will be Tuesdays, Wednesdays, and Thursdays from 1:00-4:00pm, with two staff covering. Director Hartline suggested that we may not need public hours and it may be best to track how many visitors come in for a period of time. DM Cathcart noted that we may wait until moving to the new office location to start public hours so we can track

visitors in the new space. Formal telecommute agreements with staff may not happen until June. The Board supports moving forward to secure the proposed new office location.

6. Announcements/Reminders/Confirmation of next Meeting:

Director Preeg Riggsby noted the following upcoming meetings/events:

- Next Board meeting, 6:00-8:00pm, May 17th
- Next Diversity, Equity & Inclusion Committee Meeting, 1:00-3:00pm, June 14th
- Budget Hearing and Board Meeting, June 21st

DM Cathcart confirmed with the Board that the primary platform for the next Board meeting will be virtual (with an option for the public to join virtually). A physical location will be made available for the public as needed. Director Lightcap will be out of town for the next meeting but will try to attend.

The Board adjourned at 8:28 pm.

ⁱWMSWCD 3/15/2022 Board Meeting Minutes

ⁱⁱWMSWCD-Balance Sheet as of March 31, 2022

ⁱⁱⁱWMSWCD-General Fund Budget Only Budget Performance March 31, 2022

^{iv}Staff Reports