West Multnomah Soil & Water Conservation District

Board Meeting Minutes – September 22, 2026

Location: In person at Topaz Farm (17100 NW Sauvie Island Rd, Portland, OR 97231) and online via Zoom

Directors Present: Terri Preeg Riggsby, George Sowder, Shawn Looney, Kat Topaz, Michael Oliver
Associate Directors: Jane Hartline, Bob Wiley, Rhonda Zakocs

Staff Present: Casey Jogerst, Jon Clarenbach, Eleanor Greene, Gillian Miller

Public present: Eric Nusbaum (Oregon Dept of Agriculture), Aaron (last name not given), Jenna Oliver, Judy Friedman, Ben Riggsby

1. Call to Order

Chair Preeg Riggsby called the meeting to order at 4:35 p.m. Directors and staff introduced themselves.

2. Agenda Approval

Preeg Riggsby called for additions or changes to the agenda. Hearing none, the Board proceeded with the agenda as presented.

3. Approval of July 21, 2026 Board Meeting Minutes

Director Oliver moved to approve the July 21, 2026 Board Meeting Minutes as written. Topaz seconded.

Oliver noted that the header incorrectly identified the minutes as being from June 16. The date was corrected to July 21, 2026.

Motion passed 5-0. Ayes: Sowder, Preeg Riggsby, Oliver, Looney, Topaz.

4. Public Comment

Preeg Riggsby called for public comment, but no comments were made.

5. Treasurer's Report

Treasurer Oliver presented the August and Fiscal Year 2026–27 year-to-date financial reports. August revenues and expenditures were generally on target. He explained that the apparent mismatch between year-to-date revenue and expenditures primarily reflects the District's cash-basis accounting and the timing of revenue receipts. Revenue was at approximately 48% of the amount expected using a straight-line budget comparison, while expenditures were within

approximately one-half of 1% of budget. He noted that the District typically receives little revenue between the end of June and mid-November, when property tax revenue begins coming in.

Interest income and prior-year property tax collections were ahead of budget, and the District had approximately $1.1 million in the Local Government Investment Pool, which was earning approximately 4% interest. The District has intentionally moved more funds from its US Bank account to the LGIP to maximize interest earnings. He noted some variation among expenditure categories due to the timing of payments and cyclical nature of program work but emphasized that total expenditures were closely aligned with the adopted budget and the District remained in a strong financial position.

5. Resolution 2026-09-22 – Employee Handbook Amendment

Preeg Riggsby introduced Resolution 2026-09-22, Amending the Employee Handbook Regarding the Use of Accrued Leave Concurrently with Oregon Paid Leave Equivalent Plan Benefits. She noted that although staff conduct a comprehensive review of the Employee Handbook annually, this amendment was being brought forward separately because of its immediate impact on employees' use of leave.

Jogerst explained that employees receiving Paid Leave Oregon benefits were previously permitted to use accrued PTO (Paid Time Off) or sick leave only to supplement those benefits up to 100% of their regular wages. Under the proposed change, employees could elect to use accrued leave for their regularly scheduled hours while receiving Paid Leave Oregon benefits, even if the combined payments exceed their regular wages. The change would give employees greater flexibility in using their accrued leave and eliminate a complicated reconciliation process required under the existing policy. Jogerst noted that the change would not affect leave accruals or have a negative fiscal impact on the District and would improve administrative efficiency. She also confirmed the change with the Special Districts Association of Oregon and noted that several other conservation districts have adopted similar policies.

Director Oliver moved to adopt Resolution 2026-09-22, A Resolution Amending the Employee Handbook Regarding the Use of Accrued Leave Concurrently with Oregon Paid Leave Equivalent Plan Benefits, as written. Looney seconded.

Motion passed 5-0. Ayes: Sowder, Preeg Riggsby, Oliver, Looney, Topaz.

6. Oregon Association of Conservation Districts 2026 Election Ballot

Preeg Riggsby reviewed the Oregon Association of Conservation Districts (OACD) 2026 election ballot, noting that each conservation district receives one vote. The ballot included Dan Mitten of East Multnomah SWCD for the Portland-Salem Metro Region, Whitney Rohrer for an East-at-

large position, and Stan Dean and Jan Lee for two at-large positions. All positions were uncontested. Preeg Riggsby noted the value of having representation from different regions and perspectives, including both directors and district staff, on the OACD Board.

Looney moved to vote for the candidates listed on the 2026 OACD election ballot. Oliver seconded.

Motion passed 5-0. Ayes: Sowder, Preeg Riggsby, Oliver, Looney, Topaz.

7. November Board Meeting and Annual Meeting

The Board discussed holding the November business meeting separately from the Annual Meeting to allow more time for the Annual Meeting's social activities and awards while still providing an opportunity for the Board to conduct regular business. The Board confirmed that a quorum would be available for a virtual Board meeting on Tuesday, November 10 at 6:00 p.m. No formal vote was taken.

Staff shared plans for the Annual Meeting on Tuesday, November 17 from 5:30–7:30 p.m. at the Mittleman Jewish Community Center. This year's event will feature a more informal format with food and tables that allow attendees to move around and socialize rather than a plated dinner. Staff noted that parking availability was an important consideration in selecting the venue. Additional details and RSVP information will be provided to attendees.

8. District Manager Update

Jogerst reported that the Long-Range Business Plan/Strategic Plan retreat will be held October 30 at the Tryon Creek Education Pavilion, with additional details to come. She also provided an update on the search for a new office in advance of the District's lease ending in June 2027. Jogerst and Clarenbach have toured approximately seven locations with a commercial realtor and are beginning to narrow the options. Current market conditions appear favorable, and additional information will be brought to the Board as the search progresses.

Jogerst reported that consultant Amy Stork is continuing outreach for the Long-Range Business Plan/Strategic Plan, including interviews with Board members, staff, and approximately a dozen key partners, as well as five community and partner focus groups. Engagement will continue through October, after which a draft plan will first be reviewed by the Strategic Planning Committee.

Jogerst also previewed future Board discussions regarding the District's long-term work on the Enyart easement and the Metro parks and nature levy. Changes in how federal requirements are being implemented may prevent District work on the Enyart easement for up to a year. Jogerst plans to invite NRCS District Conservationist Stephanie Payne and District staff to a future meeting to discuss the changes and the District's long-term work at the site. She noted that this

could also provide an opportunity to consider how the District prioritizes long-term projects and when resources might shift to new properties or partners. Jogerst also recommended a future Board discussion about the District's role, if any, in conversations surrounding the Metro parks and nature levy.

9. Board Chair Comments

Preeg Riggsby recognized Jogerst's first year as District Manager and thanked her for her leadership through a year of significant organizational change and unexpected challenges. She expressed the Board's appreciation for Jogerst's collaborative approach, problem-solving, and work supporting the organization. Preeg Riggsby also encouraged Board members to review the monthly staff reports, noting that they provide an important public record of the District's work.

10. Announcements

Associate Director Zakocs announced that she is running for the District's At-Large Position 2 in the November election.

Preeg Riggsby thanked Topaz for hosting the meeting at Topaz Farm.

11. Adjournment

The meeting adjourned at 5:28 p.m.