

expressed her appreciation for the work that the CSWCD has done on the creek but is worried about current construction happening on a neighboring property along the creek and wanted the Board to be aware. She also mentioned that the Columbia City Parks Committee plans to hold a meeting to discuss Veteran's Memorial Park, which the creek runs through. She is hopeful that someone from the CSWCD will be able to speak at that meeting. Brief discussion was held.

REPORTS

- **SBWC:** Rachell explained that the council has been staying busy with their projects. They are moving into the planting portion for some of the projects. She also mentioned that they have had some recent turnover and are in the process of hiring a new vegetation manager.
- **Staff:** Malysa has been working with the auditor and CPA and is hopeful that the audit will be done on time. She has also been taking a "Success for Supervisors" workshop through HR Answers.
Jenn mentioned that the Annual Report is wrapping up and should be mailed out soon. Bill asked if there has been an update on the Lower Columbia River Watershed Council becoming a 501c3, Malysa has not received an update.

OLD BUSINESS

- **Annual Meeting Resolution:** Malysa informed the Board that the meeting will be held at the Columbia City Community Hall this year, on January 15th at Noon, with a presenter from The Beaver Coalition. A brief discussion was held.

Motion Busch/Brimacombe to approve the resolution as presented. **Approved Motion passed by unanimous vote.**

NEW BUSINESS

- **New Associate Director:** David Taylor of Deer Island would like to become an Associate Director.

Motion Eagle/Busch to approve David Taylor as an Associate Director. **Approved Motion passed by unanimous vote.**

- **New District Manager Job:** The Board received a packet that included a draft District Manager (DM) job description created by the Personnel Committee, a copy of the Financial/HR Manager job description, as well as similar District Manager job descriptions from neighboring SWCD's as examples. Michael explained that he also asked staff for input on the new job description and forwarded the comments to the Board.

Bill made a motion to accept the District Manager job description draft as presented.

Jason asked why the Financial/HR Manager description isn't also being discussed, and if there were any changes or if it needed to be approved as well. Malysa explained that it does not need approval, it is the same job/description that she had before becoming the District Manager.

Rachell questioned the qualifications for the DM description and added that this position should require experience, and the qualifications aren't very clear. Discussion was held.

Motion Eagle/Busch to approve the new District Manager job description, with edits to Work Conditions/Physical Demands, and make an Environmental Science Degree a top choice for an education background. **Approved Motion passed by unanimous vote.**

Michael read aloud some of the staff input. There was mention of anonymous staff feedback during DM reviews, increased check-ins between the Chair and DM, and field work included in the DM job duties. Michael asked if he should continue reading through the staff feedback.

Jason asked if the new DM description was drafted with staff input. The Personnel Committee created the draft, which includes Malysa. Michael added that the committee filtered through the input received from staff to create the draft. Brief discussion held.

- **Office Assistant Job:** Malysa explained that Deb and Bill recommended that the District hire an Office Assistant to help with administrative tasks, such as greeting customers and answering the phones. She mentioned that this would likely be a full-time position. Discussion was held. Rachell recommended looking into hiring interns to assist.

Jenn added that as a previous office assistant, she doesn't believe there is enough office duties for the District to benefit from hiring this position. She added that a Program Coordinator position was in the process of being posted a few months back, adding that this position could fill in the missing pieces currently needed.

Michael asked to table the discussion.

- **Telework Policy:** Malysa read aloud West Multnomah and Benton SWCD's telework policies.

Motion Busch/Eagle to approve to adopt West Multnomah SWCD's policy as our own, separate from the Personnel Policy. **Approved Motion passed by unanimous vote.**

- **Oregon Association of Conservation Districts (OACD) Board Elections:** The OACD election ballot was discussed. There are two open positions, the Northwest Oregon and Southern Oregon regions, with one candidate running for each.

Motion Eagle/Freytag to cast a unanimous vote for both candidates. **Approved Motion passed by unanimous vote.**

BOARD REPORTS

- Deb mentioned that she attended the OACD Conference and was really impressed with it and had a good time.

REGULAR MEETING ADJOURNED AT 5:28 PM

Respectfully Submitted by: *Jennifer Chavez*
Jennifer Chavez, Operations & Outreach Coordinator