### Attendees

<table>
<thead>
<tr>
<th>Attendees</th>
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</thead>
<tbody>
<tr>
<td><strong>Board Directors</strong></td>
<td>Mike Guebert, Chair</td>
</tr>
<tr>
<td></td>
<td>Rick Till, Vice-Chair</td>
</tr>
<tr>
<td></td>
<td>Nellie McAdams</td>
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<tr>
<td></td>
<td>Laura Masterson</td>
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<tr>
<td><strong>Associate Board Directors</strong></td>
<td>Dianna Pope, Director Emeritus</td>
</tr>
<tr>
<td><strong>Board Members Not attending</strong></td>
<td>Allison Hensey, Associate Director</td>
</tr>
<tr>
<td><strong>Staff</strong></td>
<td>Jay Udelhoven, Executive Director</td>
</tr>
<tr>
<td></td>
<td>Lissa Adams, Chief of Finance &amp; Operations</td>
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<td></td>
<td>Andrew Brown, Conservation Legacy Program Supervisor</td>
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<td></td>
<td>Julie DiLeone, Rural Lands Program Supervisor</td>
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<td></td>
<td>Kathy Shearin, Urban Lands Program Supervisor</td>
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<td></td>
<td>Suzanne Easton, Grants Program Manager</td>
</tr>
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<td></td>
<td>Alex Woolery, Marketing and Media Manager</td>
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<tr>
<td><strong>Guests</strong></td>
<td>Kim Galland, NRCS</td>
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<td>Tim Hecox, OMSI</td>
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<td>Mike Gerel, Sustainable Northwest</td>
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### Item # | Time | Agenda Item | Purpose | Presenter | Packet (* Please read) |
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<tbody>
<tr>
<td>1</td>
<td>6:00</td>
<td>• Welcome and meeting called to order</td>
<td>Information</td>
<td>Guebert</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Review/revise agenda</td>
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**Called to order at 6:13pm**

- The following revisions were made to the agenda:
  - An update on Associate Director recruitment efforts was added to Item 6.
  - Land Legacy Committee officer elections will also be held under item 6.
  - Adams will present Item 14.
  - Recommendations from the Land Legacy Committee will be presented to the board after the Executive Session under Item 16.

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<thead>
<tr>
<th>Item #</th>
<th>Time</th>
<th>Agenda Item</th>
<th>Purpose</th>
<th>Presenter</th>
<th>Packet (* Please read)</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>6:05</td>
<td>• Review previous action items</td>
<td>Decision</td>
<td>McAdams</td>
<td>• 1/9/17 Meeting Minutes</td>
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<tr>
<td></td>
<td></td>
<td>• Approve previous minutes</td>
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- McAdams reviewed the action items from the 1/9/17 board meeting.
- Udelhoven asked that the final action item status be changed to “completed.”

**MOTION:** McAdams moved to approve the January 2017 Board Meeting Minutes  
Till 2nds  
All in favor – motion passes unanimously
6:10 Time reserved for public comment and introductions

No members of the public wished to offer comment.

CONSENT AGENDA

Recommend approval:
- SPACE-17-021 Portland Area CSA Coalition, $1,500 – CSA Share Fair 2017 (Hollywood Farmers Market)
- SPACE-17-022 Rigler Elementary PTA, $1,100 – Rigler Native Oak Demonstration Garden & Workshop Series (Cully neighborhood)
- SPACE-17-023 Portland Fruit Tree Project, $1,500 – Pollinators Count (in PFTP orchards)
- SPACE-17-024 Kelly School PTA, $1,500 – Native Plant Courtyard Classroom Project (Lents neighborhood)
- SPACE-17-025 OSU Small Farms Program, $1,485 – Growing Farms Successful Whole Farm Management

Decision

Guebert
- SPACE-17-021 application
- SPACE-17-022 application
- SPACE-17-023 application
- SPACE-17-024 application
- SPACE-17-025 application

FY16/17 Budget: $50,000 100%
Expended to date: $21,930 44%
Total recommended: $7,085 14%
Total expended if funded: $29,015 58%
Remaining if funded: $20,985 42%

67% Year Complete
33% Year Remaining

Till requested SPACE 17-025 be pulled from the consent agenda so he could offer comment on the request.
Masterson requested SPACE 17-021 be pulled from the consent agenda so she could abstain from voting on it.

MOTION: Till moved to approve the Consent Agenda as revised
Masterson 2nds
All in favor – motion passes unanimously

MOTION: Till moved to approve SPACE 17-021
McAdams 2nds
Guebert, Till, McAdams in favor
Masterson abstains

1 Each member of the public who wishes to speak shall be given approximately 3 minutes.
Motion passes 3-0

- Till commented regarding SPACE 17-025 that he would like to see OSU better publicize the availability of scholarships and EMSWCD’s role in funding the event.

**MOTION:** Till moved to approve SPACE 17-021
McAdams 2nds
Guebert, Till, McAdams in favor
Masterson abstains
Motion passes 3-0

<table>
<thead>
<tr>
<th>BOARD-SPECIFIC ITEMS</th>
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<tbody>
<tr>
<td>5</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>
| - |      | Board members provided a quick update on their activities of interest to the district, including:
  |   |      | o Guebert informed the board that after a busy winter on the farm he is preparing to sell meat for the season.
  |   |      | o Masterson informed the board that a ODA board meeting would be held next week and conservations would continue on the SIA, OWEB has been working on improvements to their acquisitions program.
  |   |      | o Masterson informed the board that a ODA board meeting would be held next week and conservations would continue on the SIA, OWEB has been working on improvements to their acquisitions program.
  |   |      | o Till informed the board he is now a certified arborist.
  |   |      | o McAdams informed the board she is continuing road tours, OACD would be holding a quarterly board meeting that week, and that she had attended the NACD conference in Denver, CO. |
| 6 | 6:30 | **Officer Elections** | Decision | Guebert | N/A |
|   |      |                   |           |       |     |
| - |      | Volunteers were solicited for all board officer positions |

**MOTION:** Masterson moved to appoint Till as Board Chair
McAdams 2nds
All in favor – motion passes unanimously

**MOTION:** Guebert moved to appoint McAdams as Board Vice-Chair
McAdams 2nds
All in favor – motion passes unanimously

**MOTION:** Masterson moved to appoint Guebert as Board Treasurer
McAdams 2nds
All in favor – motion passes unanimously

**MOTION:** Masterson moved to appoint Hensey as Board Secretary
Guebert 2nds
All in favor – motion passes unanimously

- Election of Officers for the Land Legacy Committee was tabled until the next Board meeting
- Udelhoven presented an update on efforts to recruit Associate Directors to the board.
  - Discussion was held on the lack of applicants from eastern Portland and Gresham.
    - The board decided to continue outreach to candidates located in underrepresented areas of EMSWCD.
  - Discussion was held on how to conduct screening and selection of applicants.
    - The board instructed ED Udelhoven to arrange informal meetings with each applicant along with at least one member of the board to gauge their commitment
Discussion was held on if promising candidates should be vetted by the Personnel Committee, the entire Board or an Ad Hoc Committee.

MOTION: Masterson moved to create an Ad Hoc Committee for the review of Associate Director applicants composed of Directors Till, Masterson, Guebert and Hensey
McAdams 2nds
All in favor – motion passes unanimously

| 7 | 6:40 | Recreational Immunity | Decision | Udelhoven | a. RES-2017-01 * | b. RES-2017-02 * | c. RUL-2017-01 *

Udelhoven informed the board that a recent court decision had undermined the “recreational immunity” afforded to public landowners under Oregon Public Use of Lands Act. The Special Districts Association of Oregon intends to promote legislation to restore recreational immunity this year and has asked district boards to support their efforts via a resolution. He reviewed two draft resolutions related to this issue: one resolution to support the SDAO legislation and one resolution establishing an inspection and maintenance plan for EMSWCD lands open to the public. He also reviewed a draft Limited Recreational Use License and Waiver of Liability.

- Udelhoven informed the board that all relevant documentation had been reviewed by EMSWCD’s attorney.
- Discussion was held on potential impacts on employee workplans from adopting the inspection and maintenance plan.

MOTION: Guebert moved to adopt RES-2017-01, RES-2017-02 and RUL-2017-01 as presented, contingent on final approval by both SDAO and EMSWCD’s attorney
Masterson 2nds
All in favor – motion passes unanimously

| 8 | 6:55 | Board Policy Positions | Discussion | Udelhoven | N/A |

Udelhoven lead a discussion on the suggestion that the board consider the formal adoption of positions on specific policy issues.

- The board requested staff develop and distribute a list of policy issues for future elaboration and decision.
- Till suggested the policy positions, once agreed upon, be adopted as formal resolutions.
- Masterson suggested that the board pay special attention to the language used to ensure that no unintentional sub context might be perceived in the policy positions.

EXECUTIVE DIRECTOR

| 9 | 7:05 | Mid-year Progress Report | Information | Udelhoven | • FY16-17 Q2 Report |

Udelhoven and all Program Supervisors gave a brief update on district staff progress on their annual work plans.

| 10 | 7:20 | Strategic, Equity, and Climate Change Planning | Discussion | Udelhoven/Brown | N/A |

Udelhoven provided an update on planning efforts that were planned for the current fiscal year. He suggested delaying strategic planning until the start of the next fiscal year to allow for completion of equity planning, climate change planning and other baseline planning so those might be incorporated into the strategic planning process.

- The board indicated their approval for delaying strategic planning until the start of the next fiscal year.

| 11 | 7:30 | Watershed Council Strategic Partnership Reports and Proposals | Discussion | Udelhoven | a. SRBWC Summary Proposal | b. JCWC Summary Proposal | c. CSWC Summary Proposal |
Udelhoven provided an update on the progress made by watershed councils under the Strategic Partnership Agreement (SPA), including information regarding projects being proposed funding next year.
- Pope suggested the region’s Watershed Councils consider holding a joint celebration event.
- Discussion was held on the level of EMSWCD funding relative to other sources at the Watershed Councils.

**FINANCE & OPERATIONS**

12  7:45  **New Auditor Approval**  
   
   Decision  
   Adams  
   • Auditor Selection Criteria

Adams informed the board that staff had been dissatisfied with the responsiveness and thoroughness of the auditor contracted for FY 15/16. For both that reason and in the interest of seeking more cost-effective options the FY16/17 contract had been put out to bid to three new firms. Staff are recommending the EMSWCD contract with the firm which responded with the lowest bid - Richard Winkel, CPA.

**MOTION:** Guebert moved to contract Richard Winkel, CPA for the FY 16/17 financial audit  
Masterson 2nds  
All in favor – motion passes unanimously

13  7:50  **Budget Officer Appointment and Budget Calendar Approval**  
   
   Decision  
   Guebert/Adams  
   • Draft Budget Calendar

Adams reviewed the draft budget calendar for FY 17/18 and requested the board appoint her as budget officer.

**MOTION:** Masterson moved to appoint Lissa Adams as the FY 17/18 budget officer and adopt the budget calendar as presented  
Guebert 2nds  
All in favor – motion passes unanimously

14  7:55  **Financial Statements**  
   
   Information  
   Udelhoven  
   • December 2016 Financial Statements

Adams reviewed the December 2016 financial statements.

**CONSERVATION LEGACY**

15  8:00  **Program Updates**  
   
   Information  
   Brown  
   N/A

Brown provided an update on recent activities of the Conservation Legacy Program staff, including; more SPACE grant applications are being received now that spring is approaching, the grants department is preparing for the PIC application review process, several derelict structures have been removed from the Headwaters Farm property, recruitment is progressing for the open Land Legacy staff position.

16  8:05  **Land Legacy (Executive Session under ORS 192.660(2)(e) possible)**  
   
   Information  
   Masterson  
   N/A

The executive session was delayed until the end of the meeting for the convenience of members of the public in attendance.

**RURAL LANDS**

17  8:10  **Weed Control Contract**  
   
   Decision  
   DiLeone  
   a. PSC-17-003
DiLeone presented a proposed contract with Mosaic Ecology for weed control work. Staff used a joint procurement option which gave EMSWCD access to Metro’s negotiated price agreement with this contractor.

**MOTION:** Guebert moved to approve the contract with Mosaic Ecology  
McAdams 2nds  
All in favor – motion passes unanimously

- The board invited acting District Conservationist Kim Galland to give a brief update on her work, which she informed the board included: She will be continuing to fill in as the Multnomah County DC until she is replaced by a permanent hire or another acting DC, work has begun on a large water quality improvement project for a livestock operation in west Multnomah county, three more applications for the soil health initiative for operations out of EMSWCD have been received.

### URBAN LANDS

| 18 | 8:20 | Troutdale Code Change | Decision | Shearin | * Draft Comment Letter * |

- Shearin provided an update on recent activities of the Urban Lands staff, including: Conversations are taking place with both OMSI and Rose CDC regarding possible conservation enhancements on their properties.  
- Shearin provided an overview of a recent code change in Troutdale that would allow development in areas that were previously restricted along with a draft comment letter to the city on the subject.

**MOTION:** Masterson moved to authorize Chair Till to work with staff to finalize the comment letter and represent EMSWCD and its positions at public meetings relating to the code change  
Guebert 2nds  
All in favor – motion passes unanimously

| 19 | 8:25 | Land Legacy (Executive Session under ORS 192.660(2)(e)) | Information | Masterson | N/A |

Executive session was entered at 8:22pm  
Executive session ended at 8:31pm

**MOTION:** Guebert moved to adopt the three recommendations from the Land Legacy Committee  
Masterson 2nds  
All in favor – motion passes unanimously

### CLOSING ITEMS

| 19 | 8:30 | • Announcements and reminders  
• Action Items  
• Meeting adjourned | Information | Guebert | N/A |

- Udelhoven invited the board to attend an upcoming Farm Bureau workshop on HR practices for farm owners.  
- Pope requested more information on the environmental impacts from the City of Portland’s plan to begin using road salt during snow events.
### Action Items

<table>
<thead>
<tr>
<th>Date Generated</th>
<th>Action Items</th>
<th>Responsible Parties</th>
<th>Due Date</th>
<th>Current Status as of Date of Draft Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/6/17</td>
<td>Review SPA proposals and provide feedback</td>
<td>Board</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Send thank you note to state conservationist for retaining a district conservationist Multnomah County</td>
<td>Udelhoven</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Dianna wants more info on environmental impacts of use of salts on roads.</td>
<td>Staff</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Work with OSU to ensure the availability of scholarships for the Whole Farms program is widely promoted</td>
<td>Staff</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Set up informal meetings with Associate Director applicants</td>
<td>Udelhoven/Arnold</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Seek out applicants for Associate Director from areas underrepresented in current applicant pool</td>
<td>Board</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Email copies of the Associate Director applicant’s resumes to Board</td>
<td>Udelhoven</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Talk with JCWC about their conservation efforts positive impact on flood events</td>
<td>Staff</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
<tr>
<td>2/6/17</td>
<td>Discuss holding a regional event with Watershed Councils</td>
<td>Udelhoven</td>
<td>3/6/17</td>
<td>In Progress</td>
</tr>
</tbody>
</table>

### Future board meeting agenda items:

- PIC survey results
- Nursery survey results
- Water master presentation
- Climate Action Plan presentation by Multnomah County
- Impacts of homelessness on natural areas and access to nature areas
- International Dark Sky
EMSWCD Board Members, Committees and Meeting Dates

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Positions</th>
<th>Officers</th>
<th>Budget</th>
<th>Land Legacy</th>
<th>Personnel</th>
<th>Grants</th>
<th>PIC Review²</th>
<th>SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nellie McAdams</td>
<td>Zone 1 Director</td>
<td>Secretary</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
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<td></td>
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<tr>
<td>Laura Masterson</td>
<td>Zone 2 Director</td>
<td>X</td>
<td></td>
<td>Co-chair</td>
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<tr>
<td>Mike Guebert</td>
<td>Zone 3 Director</td>
<td>Chair</td>
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<tr>
<td>Rick Till</td>
<td>At-Large 1 Director</td>
<td>Vice-Chair</td>
<td>X</td>
<td>X</td>
<td>Chair</td>
<td>X</td>
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<tr>
<td>Allison Hensey</td>
<td>At-Large 2 Director</td>
<td>X</td>
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<tr>
<td>Dianna Pope</td>
<td>Director Emeritus</td>
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| Upcoming Schedule      |                    |                |        |             |           |        |             |       |
| February 6th           | 6th                | 6th            |        | n/a         |           |        |             |       |
| March 6th              |                    | ~6th           | 27th   | tbd         | 1st       | n/a    |             |       |
| April 3rd              |                    | ~3rd           |        |             |           | n/a    |             |       |
| May 1st                |                    | ~1st           | 22nd   |             | n/a       |        |             |       |
| June 5th               |                    | tbd            |        |             |           | n/a    |             |       |

**Internal EMSWCD Teams**

- **Equity Team**: Angela Previdelli (lead), Lissa Adams, Chelsea White-Brainard, Suzanne Easton, Rowan Steele, Laura Masterson
- **Green Team**: Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Jed Arnold, Scot Wood
- **Climate Change Team**: Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Rowan Steele
- **Safety Team**: Scott Wood (lead), Jon Wagner, Katie Meckes

**EMSWCD representation on community and partner committees**

- 4-County Cooperative Weed Management Area - Lucas Nipp; Chelsea White-Brainard
- Beaver Creek Conservation Partnership – Kathy Shearin, Lucas Nipp
- City of Portland Community Watershed Stewardship Program Grant Committee – Suzanne Easton
- Columbia Gorge Cooperative Weed Management Area - Lucas Nipp (Co-Chair)
- Columbia Slough Watershed Council - Kathy Shearin
- Inter-jurisdictional Johnson Creek Watershed Council – Julie DiLeone
- Johnson Creek Watershed Council – Andrew Brown
- Lower Willamette Ag Water Quality – Vacant; Julie DiLeone assists with meeting logistics
- Metro Nature in the Neighborhood Capital Grants Review Committee – Julie DiLeone (Chair)
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon Technical Advisory Committee Agricultural Land Easement Subcommittee - Vacant
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
- Sandy River Ag Water Quality – Dianna Pope when possible; Julie DiLeone assists with meeting logistics
- Sandy River Basin Partners – Julie DiLeone (Chair)
- Sandy River Basin Watershed Council – Julie DiLeone; Dianna Pope when possible
- Western Invasives Network Steering Committee – Lucas Nipp

² External Committee members include: Jennifer Devlin, BES; Sheilagh Diez, Metro; Daneiel Evans, LCWP; and Anita Yap, ODEP.