



(April 30, 2018)

**Board of Directors Meeting Minutes**  
**East Multnomah Soil and Water Conservation District**  
**Monday, May 7, 2018; 6:00 PM – 8:45 PM**  
**Held at 5211 N. Williams Ave., Portland OR 97217**

Attendees	
<b>Board Directors</b>	Rick Till, Chair Laura Masterson, Director Allison Hensey, Secretary
<b>Associate Board Directors</b>	Mike Gerel
<b>Board Members Not attending</b>	Dianna Pope, Director Emeritus Mike Guebert, Treasurer Carrie Sanneman
<b>Staff</b>	Jay Udelhoven, Executive Director Lissa Adams, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Lindsay Nelson, Office Manager Susanne Easton, Grants Program Manager Matt Shipkey, Land Legacy Program Manager Alex Woolery, Marketing and Media Manager Rowan Steele, Headwaters Farm Program Manager Aaron Guffey, Senior Rural Conservationist
<b>Guests</b>	Kim Galland, NRCS

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:14	<b>Welcome and meeting called to order:</b> <ul style="list-style-type: none"> <li>• Review/revise agenda</li> <li>• Review previous action items</li> <li>• Approve board meeting minutes</li> </ul>	Information/ <b>Decision</b>	Till	a.4/2/18 Board Minutes
<b>Meeting called to order at 6:14pm</b> <ul style="list-style-type: none"> <li>• Udelhoven reviewed previous action items.</li> <li>• Udelhoven asked to change the spelling of Gufey in agenda item 8 to Guffey.</li> </ul> <b>MOTION: Masterson moved to approve the April, 2018 Board Meeting minutes Hensey 2nds</b> <b>All in favor- motion passes unanimously</b>					
2	6:18	<b>Time reserved for public comment and introductions<sup>1</sup></b>	Information	Public	N/A
There were no comments from the public at this time.					

<sup>1</sup> Each member of the public who wishes to speak shall be given approximately 3 minutes.



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**BOARD-SPECIFIC BUSINESS**

3	6:19	<b>Director Position Vacancies and Committee Membership</b>	Discussion/ <b>Decision</b>	Till	N/A
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- Udelhoven spoke about the vacancy for the Zone 1 Director position.
  - Udelhoven passed out the revised job description and asked for feedback from the Board.
- A discussion was held on the possible options and outreach strategies to appoint a new Board of Directors to vacant positions.
  - Udelhoven clarified the Zone 1 land management requirements, which started a conversation on eligible applicants.
  - Till suggested sending the job description/announcement to the entire list of eligible applicants.
  - Hensey offered to share the job description/announcement with the Center for Diversity and the Environment to seek advice on who to reach out to.
  - Till suggested in the absence of some Board members to extend the deadline for input until Sunday, May 13<sup>th</sup>.
- Udelhoven announced that Pope and Clock have both volunteered to fill the Zone 3 director, which would allow Guebert to sit in as Zone 1 Director.
- Masterson verified that the Board will create the interview and selection process.
  - Till suggested creating a committee similar to the one created to choose the Associate Directors.

**MOTION: Hensey moved to approve Till filling the vacant position on the Personnel Committee**

**Masterson 2nds**

**All in favor- motion passes unanimously**

4	6:41	<b>Board Meeting Schedule</b>	Discussion	Till	N/A
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- A discussion was held on moving two of the upcoming Board meetings to the following week, resulting in Board meetings taking place on Monday, July 9, and Monday, September 10.
  - Till requested to hold the votes to move the dates until Udelhoven has had a chance to speak to Guebert and Sanneman.
- Udelhoven announced that the process to solidify a date for the Annual Meeting has begun. It will most likely take place between late September and November.
  - Udelhoven is waiting to hear back from ODA on whether or not EMSWCD needs the approved audit to host the meeting of if they can move forward with the draft.

5	6:46	<b>Equity Moment</b>	Discussion	Till	a. Equity Statement b. Equity Lens
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- A brief discussion was held on personal connections to the equity video that Till shared via email.
- Udelhoven informed the Board that he included in the packet a current working version of EMSWCD's equity statement and racial lens.
  - Udelhoven notated that the team has been working on racial equity with CEI and will be moving toward broadening the discussion on other equities such as race, age, religion, immigration status, and gender and how they apply to the program's working environment.
- Hensey addressed the EMSWCD Staff and asked if they saw any opportunities that the Board can take advantage of that would allow the Board to operate in a more inclusive and equitable way.
  - DiLeone mentioned focusing on the land management requirements of the Zone 1 Director position. Changes to that requirement could potentially diversify the applicant pool.
  - Shearin suggested inviting guest speakers to Board meetings to help bridge the gap of engagement with the community.
  - Hensey suggested hosting a speaker's series providing a forum for the public to hear.



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- Masterson requested that equity materials shared with Staff at staff meetings be forwarded to the Board.

**EXECUTIVE DIRECTOR**

6	7:00	<b>Strategic Planning</b>	Discussion	Udelhoven	a. Strategic Planning Summary * b. Draft Contingency Spending Criteria and Process *
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- Udelhoven addressed the draft Contingency Funding Spending Criteria and Process to illustrate 4 possible options to consider.
  - Udelhoven detailed the following options; 1. status quo, 2. PIC maintenance, 3. Headwaters capacity, and 4. the CLIP & demo project expansion.
  - Udelhoven informed the Board that the Staff’s recommendation is option 2; wait to see on the budget, expenditures and the capacity needs at Headwaters, and the success of CLIP and demo projects.
  - Udelhoven gives a more detailed description of option 2.
    - Continue with current activities
    - Non-50:50 split LCF & GCSF continues for years 2-5
    - PIC/+ capped at \$600k for years 2-5 and LCF capped at \$500k per year to provide flexibility for equity, CLIP and demo projects, and Headwaters.
- A brief discussion was held on the options presented.

7	7:24	<b>FY17-18 3<sup>rd</sup> Quarter Progress Report</b>	Information	Udelhoven	a. Progress Report ~
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- Udelhoven presented the FY17-18 3<sup>rd</sup> quarter progress report.
- Shearin provided an update on the Salt on Roads project.
- Galland introduced the Civil Rights USDA policy on equal opportunities and requested the Board and Staff to read through the document and sign in the designated spots.
- Galland announced that NRCS is participating in a 5-week work cycle study internally to examine the roles and responsibilities of each employee.

**RURAL LANDS**

8	7:44	<b>CLIP Project Proposal</b>	Discussion	DiLeone/ Guffey	N/A
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- Guffey presented a CLIP Project Proposal that focuses on reducing sediment erosion going into Johnson Creek from a 75-acre nursery operation. Total project cost is estimated to be \$100,000; the ask of EMSWCD is \$75,000. The project is expected to result in estimated reduction of 500 tons soil erosion per year.
- A brief discussion was held on stipulations and contingencies surrounding sustainability.

**Meeting recessed at 8:14pm**

**FINANCE & OPERATIONS**

9	8:23	<b>FY17-18 Financial Management:</b> <ul style="list-style-type: none"> <li>• Monthly Financial Report</li> <li>• Budget Amendment</li> </ul>	Information/ <b>Decision</b>	Adams	a. March '18 Financials b. Supplemental Budget Resolution
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- Called back to order at 8:23pm**
- Adams presented the FY17-18 March financials.
  - Adams informed the Board that due to unknown grant funds being provided by the Oregon Department of Agriculture in the



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amount of \$5,814, staff are requesting that the FY17-18 budget be amended to appropriate said amount in the Conservation Legacy Program budget. Also, due to increased activities (compared to previous years) related to the Land Legacy Program, the Conservation Legacy Program budget is expected to exceed its non-personnel operational budget for FY17-18 by \$14,400. Because this shortfall is primarily being generated by program success, staff are asking for a budget amendment that will transfer \$8,600 from Contingency to the Conservation Legacy Program line item.

**MOTION: Masterson moved to adopt resolution 2018-05-01 adopting the supplemental budget**

**Hensey 2nds**

**All in favor- motion passes unanimously**

**URBAN LANDS**

10	8:29	<b>Salt on Roads Position Statement</b>	<b>Decision</b>	Shearin	a. Draft Position Statement *
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- Till announced that this agenda item will be tabled for discussion at a later time.

**CONSERVATION LEGACY**

11	8:29	<b>Executive Session under ORS 192.660(2)(e) held for discussion of real estate negotiations</b>	Information	Udelhoven/ Shipkey	N/A
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**Executive Session entered at 8:29pm**

**Executive Session ended at 9:12pm**

**CLOSING ITEMS**

12	9:12	<ul style="list-style-type: none"> <li>• <b>Announcements and reminders</b></li> <li>• <b>Action Items</b></li> <li>• <b>Adjourn Meeting</b></li> </ul>	Information	Till	N/A
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- Udelhoven announced that he will be attending the Lower Basin meeting on Wednesday, May 23<sup>rd</sup>, 2018 and welcomed anyone else who would like to attend.
- Shearin announced that the annual Yard Tour is on Saturday, May 12<sup>th</sup>.
- Shearin announced that the depave construction kick off at Mt. Hood Community College is on May 19<sup>th</sup>.
- Hensey announced that Meyer Memorial Trust will be relocating to a new building and just welcomed a new CEO.
- Hensey announced that she will not be running for election this fall.

**Meeting adjourned at 9:16pm**



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<b>Date Generated</b>	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Due Date</b>	<b>Current Status as of Date of Draft Minutes</b>
3/05/18	Have a further discussion on Greg Woolley's offer to speak to the Board about equity and possibilities on filling the Zone 1 Director	Udelhoven/ Hensey	ASAP	Pending
4/2/18	Send Udelhoven comments on position description for Zone 1 Director.	Board	5/13/18	Pending
4/2/18	Present a draft of the strategic plan to the Board	Brown/Udelhoven	June/July 2018	Pending
4/2/18	Masterson will bring up the Zone 1 Director position at the next Equity Team meeting for their input.	Masterson	ASAP	Pending
5/7/18	Reach out to Sanneman and Guebert to discuss July and September Board meeting dates.	Udelhoven	ASAP	Pending
5/7/18	Read and sign Civil Rights form from NRCS.	Udelhoven/Board	5/25/18	Pending
5/7/18	Email the Grant Program Report to the Board.	Udelhoven	ASAP	Pending
5/7/18	Send the link to the Naturescaped Yard Tour to the Board.	Shearin	ASAP	Pending

**Future Board Meeting Agenda Items**

- Water master presentation
- Climate Action Plan presentation
- Equity Plan presentations
- Impacts of homelessness on natural areas and parks
- International Dark Sky
- Board Decision Log



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**EMSWCD Board Members, Committees and Meeting Dates**

EMSWCD Board			EMSWCD Committees						
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC <sup>2</sup>	CLIP	SPACE
<b>Vacant</b>	Director - Zone 1								
Laura Masterson	Director - Zone 2		X	Chair	X			X	
Mike Guebert	Director - Zone 3	Treasurer	X	X	Chair				X
Rick Till	Director - At-Large 1	Chair	X	X		X	X		
Allison Hensey	Director - At-Large 2	Secretary	X	X				X	
Dianna Pope	Director - Emeritus		X						
Carrie Sanneman	Director - Associate		X	X					X
Mike Gerel	Director - Associate		X	X		X	X		
<b>Upcoming Schedule</b>									
<b>FY17-18</b>	<b>May</b>	7 <sup>th</sup>	7 <sup>th</sup>	21 <sup>st</sup>				n/a	n/a
	<b>June</b>	4 <sup>th</sup>			12 <sup>th</sup>			n/a	n/a
<b>FY18-19</b>	<b>July</b>	2 or 9?							
	<b>August</b>	6							
	<b>September</b>	3 or 10?							
	<b>October</b>	1							
	<b>November</b>	5							
	<b>December</b>	3							
	<b>January</b>	7							
	<b>February</b>	4							
	<b>March</b>	4							
	<b>April</b>	1							
	<b>May</b>	6							
<b>June</b>	3								

**Internal EMSWCD Teams**

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

**EMSWCD Representation on External 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 – Aaron Guffey
- Johnson Creek Watershed Council – Andrew Brown

<sup>2</sup> External Committee members include: Jennifer Devlin (BES); Sheilagh Diez (Metro); Daneiel Evans (LCEP); Anita Yap (ODEQ); Monica McAllister (Nadaka Nature Park); and Jennifer Aron (farmer).



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- Lower Willamette Ag Water Quality – Julie DiLeone
  - Metro Nature in the Neighborhood Capital Grants Review Committee – Julie DiLeone (Chair)
  - Northwest Adult Conservation Education – Kathy Shearin
  - Oregon Association of Nurseries, Mt. Hood Chapter – Aaron Guffey (Secretary)
  - 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 – Julie DiLeone; Dianna Pope when possible
  - 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
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