



(May 28, 2018)

Board of Directors Meeting
East Multnomah Soil and Water Conservation District
Monday, June 4, 2018; 6:00 PM – 8:30 PM
Held at 5211 N. Williams Ave., Portland OR 97217

Attendees	
Board Directors	Rick Till, Chair Laura Masterson, Director (conferenced in) Allison Hensey, Secretary Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	Dianna Pope, Director Emeritus
Staff	Jay Udelhoven, Executive Director Lissa Adams, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Andrew Brown, Conservation Program Supervisor Lindsay Nelson, Office Manager Susanne Easton, Grants Program Manager Matt Shipkey, Land Legacy Program Manager Alex Woolery, Marketing and Media Manager Aaron Guffey, Senior Rural Conservationist
Guests	Kim Galland, NRCS Brenda Sanchez, ODA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:03	Welcome and meeting called to order: <ul style="list-style-type: none"> • Review/revise agenda • Review previous action items • Approve board meeting minutes 	Information/ Decision	Till	a.5/7/18 Board Minutes

Meeting called to order at 6:03pm

- Udelhoven reviewed previous action items.
- The Board solidified the date changes for the July and September Board of Directors meeting.
 - July's meeting will be on July 9th and September's meeting will be on September 10th.
 - Sanneman will not be in attendance at the July due to travel.
- Udelhoven briefly discussed the Civil Rights document that Galland presented at the previous Board meeting.
 - Udelhoven requested that the Board review the document and provide him with feedback by Monday, June 11th.

MOTION: Hensey moved to approve the May, 2018 Board Meeting minutes

Guebert 2nds

All in favor- motion passes unanimously



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2	6:14	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> • Sanchez reported that there were zero compliance cases in the area. • Sanchez shared that ODA is rolling out their 2018-2019 Strategic Implementation Area and are looking to go into areas again. <ul style="list-style-type: none"> ○ There are changes being made based off the feedback and comments received. ○ The implementation comes with \$100, 000 for technical assistance for the Districts and \$25,000 for monitoring the SIA area. • Sanchez announced that ODA is looking to do another SIA if EMSWCD was interested. 					
BOARD-SPECIFIC BUSINESS					
3	6:17	Director Position Vacancy	Information	Udelhoven	N/A
<ul style="list-style-type: none"> • Udelhoven provided a brief update on the Zone 1 Director Position. <ul style="list-style-type: none"> ○ Udelhoven shared that he revised the Job Description with feedback from the Board and Staff. ○ Udelhoven also mentioned that the list of property owners has been condensed and EMSWCD is prepared to send letters to those owners informing them of the open positions. 					
4	6:19	Equity Moment	Discussion	Hensey	N/A
<ul style="list-style-type: none"> • Hensey shared with the group a personal connection to equity with an interview with Angel Kyodo Williams. • Hensey spoke briefly about a training that she attended where they spoke about white dominate culture. The training provided her with a list of characteristics that fall under white dominate culture. <ul style="list-style-type: none"> ○ Comments and feedback were given from the Board which turned into a brief discussion on dominate culture. 					
EXECUTIVE DIRECTOR					
5	6:41	Legislation & Letters	Discussion	Udelhoven	a. Draft PPS letter
<ul style="list-style-type: none"> • Udelhoven shared with the Board a proposed letter from EMSWCD to the Portland Public School District about the elimination of their Resource Conservation Coordinator position. • A discussion was held on the potential state legislation related to deferred agricultural property taxes and the land requirement for zone directors and if EMSWCD should participate in expressing concerns. <ul style="list-style-type: none"> ○ Udelhoven shared DiLeone’s idea of proposing an opt in/opt out option to help defuse any opposition. 					
6	6:50	Strategic Planning	Discussion	Udelhoven	a. Strategic Planning Overview * b. New Options Status ~ c. Budget Projections ~ d. Contingency Spending~

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



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- Udelhoven provided a detailed overview of highlighted new ideas on status quo activities.
 - Udelhoven reviewed the organizational values and asked the Board if we should keep as is or do we consider changing or adding some equity language and values.
 - The Board briefly discussed adding and incorporating equity to the current set of values rather than rewriting the values.
 - Udelhoven reviewed the mission, vision, and strategic goals as it is currently written.
 - Udelhoven suggested rewording the mission to state “we work with people to care for land and water” based on Staff’s feedback.
 - A brief discussion was held on adding air quality to the mission and strategic goals.
- Udelhoven presented strategic planning highlights from each program area.
 - Finance and Operations will be looking into the idea of opening a volunteer intern position to help manage EMSWCD’s website and social media.
 - A brief discussion was held on changing the Board meeting to every other month rather than monthly.
 - Rural Lands is considering adding 1 or 2 CLIP projects per year up to \$75k and a potential IGA with ODFW & SWCD’s to help get their riparian lands and wildlife habitat tax programs back up and running.
 - Conservation Legacy is considering decreasing PIC/+ grants to 15 grants up to \$600k per year at year 2 and decreasing LCF to \$500k per year at year 2.
 - Conservation Legacy is also evaluating the idea of funding 1 to 2 projects a year up to \$500k.
- Udelhoven reviewed the current organizational structure and presented pros and cons to restructuring.
 - A discussion was held on changing the current organizational structure and the appropriate timeline to do so.

URBAN LANDS

7	7:34	Mt. Hood Community College/Sandy River Basin Watershed Council Contract Amendment	Decision	Shearin	a. MHCC Funding ~ b. PSC18-006 Amendment
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- Shearin provided an update on the Mt. Hood Community College project and proposed an amendment to the original contract to increase the funding for this fiscal year by \$25,000, which is currently in the Urban Lands Program budget. With this addition, expected EMSWCD total percentage contribution to the project over a two-year period is 16% of the total contributions from all entities.

MOTION: Guebert moved to approve an amendment to the original contract for the Mt. Hood Community College/ Sandy River Basin Watershed Council project

Hensey 2nds

All in favor- motion passes unanimously

8	7:36	Salt on Roads Position Statement	Decision	Shearin	a. Position Statement *
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- Shearin presented a draft position statement on the use of salt to de-ice roads in Oregon.
 - Shearin explained the intended purpose of the position statement, which is to help craft letters to various entities in Oregon (e.g., City of Portland, Multnomah County) that may use salt to de-ice roads in the future.

MOTION: Guebert moved to adopt the position statement for Salt on Roads

Hensey 2nds

All in favor- motion passes unanimously



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FINANCE & OPERATIONS					
9	7:42	Budget & Financial Management: <ul style="list-style-type: none"> • Monthly Financial Report • FY 18-19 Budget Adoption 	Information/ Decision	Adams	a. April '18 Financials b. FY18-19 Budget c. FY18-19 Budget Resolution ~
<ul style="list-style-type: none"> • Adams briefly presented the April '18 financials. • Adams provided a brief update on the TSCC Budget Hearing. • Adams requested that the Board adopt Resolution 2018-06-01 <p>MOTION: Guebert moved to adopt Resolution No. 2018-06-01 Hensey 2nds All in favor- motion passes unanimously</p>					
RURAL LANDS					
10	7:44	CLIP Project Proposal	Decision	DiLeone/ Guffey	a. Project Application ~ b. Project Map ~ c. Project Budget ~ d. Project Maintenance Plan ~
<ul style="list-style-type: none"> • Guffey reviewed 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. • Guffey mentioned the creation of a maintenance plan that will be part of the project agreement. <p>MOTION: Hensey moved to approve the CLIP project presented Guebert 2nds All in favor- motion passes unanimously</p>					
CONSERVATION LEGACY					
11	7:49	Land Transaction Guidelines	Decision	Shipkey	a. Transaction Guidelines~
<ul style="list-style-type: none"> • Shipkey requested to adopt the Land Legacy Committee calendar at the July 30th, 2018. • Shipkey reviewed the draft Land Transaction Guidelines and ask the Board to approve them. <p>MOTION: Guebert moved to approve the draft Land Transaction Guidelines Hensey 2nds All in favor- motion passes unanimously</p>					
12	7:53	Executive Session: Held under ORS 192.660(2)(e) for discussion of real estate negotiations. Open Session: Decision stemming from	Information/ Decision	Udelhoven/ Shipkey	N/A



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		Executive Session and Land Legacy Committee Recommendations.			
<p>Executive Session entered at 8:00pm</p> <p>Executive Session ended at 8:09pm</p> <p>MOTION: Hensey moved to approve the authorization of Staff to continue to pursue option 2C and for the Executive Director to execute a contingent PSA for option 2C subject to the acceptable easement terms</p> <p>Guebert 2nds</p> <p>All in favor- motion passes unanimously</p>					
CLOSING ITEMS					
13	8:09	<ul style="list-style-type: none"> • Announcements and reminders • Action Items • Adjourn Meeting 	Information	Till	N/A
<ul style="list-style-type: none"> • Udelhoven reminded the Board of the upcoming Personnel Committee meeting but suggested postponing the meeting until June 20th, 2018. <ul style="list-style-type: none"> ○ Masterson will conference in on the 20th. • Udelhoven announced to be on the lookout for the Grant Committee dates. • Nelson reviewed action items. <p>Meeting adjourned at 8:20pm</p>					



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Action Items

Date Generated	Action Items	Responsible Parties	Due Date	Current Status as of Date of Draft Minutes
4/2/18	Present a draft of the strategic plan to the Board.	Brown/Udelhoven	TBD	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	Read Civil Rights form from NRCS and give feedback to Udelhoven on signing the document.	Board	6/11/18	Completed
6/4/18	Cross reference dates and set up a meeting date and time with CDE to discuss Board Director positions.	Hensey/Udelhoven	ASAP	On-hold
6/4/18	Send letter about the elimination of the Resource Conservation Coordinator position to Portland Public School District.	Udelhoven	ASAP	Completed
6/4/18	Cancel and change public notice for Personnel Committee meeting.	Nelson/Woolery	ASAP	Completed
6/4/18	Send a calendar invite for the new Personnel Committee meeting date to the Board.	Nelson/Udelhoven	ASAP	Completed

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 ²	CLIP	SPACE
Vacant	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	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		
Upcoming Schedule									
FY17-18	May	7 th	7 th	21 st				n/a	n/a
	June	4 th			12 th			n/a	n/a
FY18-19	July	9		30?					
	August	6							
	September	10							
	October	1							
	November	5							
	December	3							
	January	7							
	February	4							
	March	4							
	April	1							
	May	6							
	June	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

² 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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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
- 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

EMSWCD prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, or because all or part of an individual's income is derived from any public assistance program. It is further agreed that there will be no discrimination against persons with disabilities unless bona fide job-related reasons exist. The District will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to persons with disabilities, racial minorities, a person's religious preferences, sexual orientation, or national origin. Any employee who behaves in such a manner while conducting the District's business will be subject to disciplinary action including possible termination. EMSWCD is an equal opportunity provider and employer.

The EMSWCD office is ADA accessible, and served by bus lines #44, #72 and #6. For Americans with Disabilities Act accommodations, or for translation services, call (503) 222-7645 no later than 48 hours prior to a meeting date.