



(January 11, 2018)

FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

Attendees	
Board Directors	Nellie McAdams, Vice-Chair Rick Till, Chair Laura Masterson, Director Allison Hensey, Secretary Dianna Pope, Director Emeritus Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	
Staff	Lissa Adams, Chief of Finance & Operations Andrew Brown, Conservation Legacy Program Supervisor Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Lindsay Nelson, Office Manager Jeremy Baker, Senior Rural Conservationist Susanne Easton, Grants Program Director Matt Shipkey, Land Legacy Program Manager Rowan Steele, Headwaters Farm Program Manager Alex Woolery, Marketing and Media Manager
Guests	Kim Galland, NRCS

Item #	Time	FY16-17 Annual Meeting Agenda Item	Purpose	Presenter	Packet
1	6:10	Welcome and meeting called to order: • Review/revise agenda	Information	Till	N/A
Annual Meeting called to order at 6:10pm • Executive Director Udelhoven was not in attendance and Conservation Legacy Supervisor Brown was acting in his stead.					
2	6:10	Annual Report	Decision	Brown	a. FY16-17 Annual Report
• Brown reintroduced the FY16-17 Annual Report and explained the formalities of notifying the Annual Report. MOTION: Guebert moved to approve the FY16-17 Annual Report Hensey 2nds All in favor- motion passes unanimously					
3	6:12	Adjourn Meeting	Information	Till	N/A

Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>



FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

Annual Meeting adjourned at 6:12pm					
Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:12	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. 12/4/17 board minutes
Called to order at 6:12pm <ul style="list-style-type: none"> Till requested to add an executive session place holder at agenda item 11 if given an update on litigation by 7:00pm. Brown reviewed previous action items. Brown announced that a number of Board members and Staff were expecting updates from Udelhoven or attorney on proceedings for the next day and may need to exit the room at any given time to receive them. MOTION: McAdams moved to approve the December, 2017 Board Meeting minutes Masterson 2nds All in favor- motion passes unanimously					
2	6:14	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> There were no comments made by the public. 					
BOARD-SPECIFIC BUSINESS					
3	6:16	Committee Membership	Decision	Till	N/A
<ul style="list-style-type: none"> Till gave a brief overview of the EMSWCD Policy 1.3.1 in regards to Committee memberships. <ul style="list-style-type: none"> Till asked the Board if they would like to switch Committee assignments or make changes to their current status on a Committee. Pope, Sanneman, and Gerel will be added to the Budget Committee. Guebert chose to end his assignment on the Grants Committee. Masterson wanted to be added to the CLIP Committee. Gerel wanted to be added to the Grants Committee. A discussion was held on the process and procedures of the CLIP Committee and CLIP grant approval. Staff to bring recommended CLIP procedure to the Board on CLIP grant approvals and CLIP Committee role. A brief discussion was held on the term length of the Board and Committee officers and members. MOTION: McAdams moved to approve the revisions to the current Committee assignments Masterson 2nds All in favor- motion passes unanimously					
4	6:25	Strategic Conservation Investment Grant	Information/ Decision	McAdams	a. SCI Grant Proposal: Oregon Agriculture in the Classroom

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



FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

- McAdams presented a proposal for SCI grant funding in the amount of \$20,000.
 - McAdams explained that the project would provide funding to develop a comprehensive resource to equip educators to teach Oregon students in 6-8th grade about land use planning, specifically the balance of protecting agriculture and forestland while still accommodating population growth.
- The Board was given an open forum to ask more questions and express any concerns.
- McAdams took note of the follow-up questions for the applicants to address. Macadams will confirm list of questions with staff, and then send the Board the list for any additional questions Board members may have.

CONSERVATION LEGACY

5	6:40	Program Updates	Information	Brown	N/A
---	------	------------------------	-------------	-------	-----

- Brown announced that the Grant Butte transaction closed on 12/28/17.
- Brown reminded the Board that the next Land Legacy Committee Meeting will be held on 01/22/18.
- Brown provided an update on the PIC Grant application process including the amount of applications received, the total amount of dollars requested, and the number of PIC Plus applications that were included.
 - Brown announced that the next PIC Review Committee meeting is on March 1st, 2018.
- Brown informed the group that the Board recently approved Udelhoven the authority to make decisions in regards to SPACE grants and suggested that an informal progress report be given at the monthly Board meetings and a formal, more detailed progress report be presented quarterly. Reports will include the grants that were not approved.
 - Brown summarized the most recent round of SPACE applications, indicating that there were 5 applications in the month of December totaling \$7,300. Approval would amount to 46% of the FY17-18 SPACE budget being committed.
- Brown announced that the Grants Committee would like to meet again after the Review Committee meeting in the last quarter of the fiscal year.
- Brown gave a brief update on Headwaters Farm stating that there will be 14 farms participating in HIP for the 2018 season.
 - Brown reported that Steele had been working on the caretaker’s home, preparing it for a new caretaker because the previous one had graduated from the program.
 - Brown also stated that there had been some progress on the road realignment permit application process for the Diana Pope Natural Area.
 - Brown mentioned the beaver activity on Johnson Creek on the Headwaters property.

RURAL LANDS

6	6:47	Program Updates	Information	DiLeone	N/A
---	------	------------------------	-------------	---------	-----

- Galland announced that the local worker meeting will be held on February 16th at the Oregon City office. A discussion will be held on future projects and evaluations on resources available.
- DiLeone expressed the excitement on the beaver activity at Headwaters and shared that the Rural Lands team has been capturing photos to demonstrate to the public that we are co-existing with them and that they are not causing any problems.
- DiLeone provided a brief update on the Eagle Creek fires and planning for post-fire restoration efforts.

URBAN LANDS

7	6:51	Program Updates	Information	Shearin	N/A
---	------	------------------------	-------------	---------	-----

- Shearin announced that the Annual Plant Sale opens online on Wednesday, January 17th and the pickup date is Saturday, February 17th.
- Shearin gave a brief update on the Mt. Hood Community College project.
- Shearin briefly discussed some of the challenges that have come up with working with the IPM Webtool.



FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

- Shearin mentioned EMSWCD’s involvement on salt use on roads during snow and ice events.
- Shearing stated that Udelhoven previously wrote a letter to the legislature expressing concerns with the process. The City of Portland now has a new protocol.
- A discussion was held on if EMSWCD should express concerns for next winter. Shearin is going to email the Board the draft letter that the Johnson Creek Watershed Council was working on.

FINANCE & OPERATIONS

8	7:02	<ul style="list-style-type: none"> ● Program Updates ● Monthly Financial Report 	Information	Adams	a. November '17 financial statements
---	------	---	-------------	-------	--------------------------------------

- Adams presented the November '17 financial statements.

EXECUTIVE SESSIONS

9	7:09	<p><u>Real Estate Negotiations:</u></p> <ul style="list-style-type: none"> ● Executive Session under ORS 192.660(2)(e) may be held for discussion of real estate negotiations ● In open session, approval may be sought for recommendations made in Executive Session 	Discussion/ Decision	Masterson/ Brown/ Shipkey	<p>a. EMSWCD Resolution No. 2018-01-01</p> <p><i>Executive Session materials may be sent separately.</i></p>
---	------	--	--------------------------------	---------------------------------	--

Executive Session entered at 7:09pm

Executive Session ended at 8:20pm

MOTION: Guebert moved to approve EMSWCD Resolution No. 2018-01-01 discussed in Executive Session
Hensey 2nds
All in favor- motion passes unanimously

MOTION: Masterson moved to approve staff recommendation discussed in Executive Session
McAdams 2nds
Aye votes in favor- Masterson, McAdams, Guebert
Nay votes not in favor- Till, Hensey
Motion passes 3-2

10	8:24	<p><u>Performance Review:</u></p> <ul style="list-style-type: none"> ● Executive Session under ORS 192.660(2)(i) may be held for discussion of Executive Director performance Review ● In open session, approval may be sought for recommendations made in Executive Session 	Discussion/ Decision	Till	<p><i>Executive Session materials may be sent separately.</i></p>
----	------	---	--------------------------------	------	---

Executive Session entered at 8:24pm

Executive Session ended at 9:03pm

- Till to provide feedback to Udelhoven on matters discussed in executive session.



(January 11, 2018)

FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

CLOSING ITEMS					
11	9:04	<ul style="list-style-type: none"> • Announcements and reminders • Action Items • Adjourn Meeting 	Information	Till	N/A
<ul style="list-style-type: none"> • Brown provided a brief update on the first day of trial. • McAdams announced that OACD is looking for a new Basin Leader/Representative. The deadline is January 18th. • McAdams announced that she will be stepping off the OACD Board in April. <p>Meeting adjourned at 9:10pm</p>					

Date Generated	Action Items	Responsible Parties	Due Date	Current Status as of Date of Draft Minutes
01/08/18	Create a procedure on the approval of CLIP grants and operation of the CLIP Committee	Udelhoven	ASAP	Pending
01/08/18	Present a draft of the strategic plan to the Board	Brown/Udelhoven	February 5 th , 2018	Pending
01/08/18	Compile a list of the follow up questions from the discussion on the SCI Grant proposal presented and email them to the Board	McAdams	ASAP	Completed
01/08/17	Email the Board the letter the Johnson Creek Watershed Council was working on to express concerns with salt on the roads.	Shearin	ASAP	Pending
01/08/18	Distribute via email as FYI a draft letter to farmers for signatures regarding climate legislation.	Brown	ASAP	Completed
01/08/18	Send Udelhoven an update on Executive Session under ORS 192.660(2)(i).	Till	ASAP	Pending
12/04/17	Develop a formal proposal to approve the final 3 years of grant funding for the watershed councils under the current SPA	Udelhoven	February 5 th , 2018	Pending
12/04/17	Complete and return the new strategic plan options prioritization table	The Board	ASAP	Pending



FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

Future board meeting agenda items

- Water master presentation
- Climate Action Plan presentation
- Impacts of homelessness on natural areas and parks
- International Dark Sky

EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees							
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC ²	CLIP	SPACE	
Nellie McAdams	Director - Zone 1	Vice-Chair	X	X	X	Chair				
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			
Upcoming Schedule										
2018	January	8 th		22 nd				n/a	n/a	
	February	5 th						n/a	n/a	
	March	5 th	~5 th	26 th	13 th	tbd	1 st	n/a	n/a	
	April	2 nd	~2 nd					n/a	n/a	
	May	7 th	~7 th		21 st				n/a	n/a
	June	4 th				12 th			n/a	n/a

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).



(January 11, 2018)

FY16-17 Annual Meeting & Jan Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, January 8, 2018; 6:00 PM – 8:30 PM
Held at: 5211 N. Williams Ave., Portland OR 97217

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, Jed Arnold, Scot Wood
- **Safety Team**: Scott 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
- 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