



(March 8, 2018)

Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, March 5, 2018; 6:00 PM – 6:05 PM; 8:00 PM – 9:00 PM
Held at 5211 N. Williams Ave., Portland OR 97217

Attendees	
Board Directors	Nellie McAdams, Vice-Chair (chaired in Till's absence) Laura Masterson, Director Allison Hensey, Secretary Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	Dianna Pope, Director Emeritus Rick Till, Chair
Staff	Jay Udelhoven, Executive Director 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 Susanne Easton, Grants Program Manager Matt Shipkey, Land Legacy Program Manager Alex Woolery, Marketing and Media Manager Lucas Nipp, Senior Rural Conservationist Jon Wagner, Rural Conservation Specialist Rowan Steele, Headwaters Farm Program Manager
Guests	No members of the public were present

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:05	Welcome and meeting called to order: <ul style="list-style-type: none"> Review/revise agenda 	Information	McAdams	N/A
Meeting called to order at 6:05pm					
2	6:05	Committee Membership	Decision	McAdams	N/A
<ul style="list-style-type: none"> McAdams announced that she will be stepping down from the Board at the end of March, 2018. Udelhoven suggested removing McAdams from Committees as of 4/01/18. Udelhoven shared that Pope agreed to be unappointed from the Budget Committee, as she is not always available to attend the meetings. She would still like to be allowed to attend the meetings when she is able to. <p>MOTION: Masterson moved to remove McAdams from the LLC, Personnel Committee, Grants Committee, and the Budget Committee. She also moved to approve unappointing Pope from the Budget Committee but allowing her to attend meetings without voting rights, as she can. Guebert 2nds All in favor- motion passes unanimously</p>					

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3	6:10	Staff and Board Service Awards	Information	McAdams/ Udelhoven	N/A
<ul style="list-style-type: none"> Udelhoven introduced the process behind the service awards. He explained that EMSWCD recognizes Staff on their annual work anniversaries but when Staff and Board hit milestone anniversaries (5, 10, 15 years), they earn a service award. McAdams, in Till's absence, presented service awards to EMSWCD Staff Wagner, Steele (5 years), Nipp (10 years), and Shearin (15 years). Udelhoven presented service awards to EMSWCD Board members Hensey, Guebert (5 years) and McAdams (3 years). <p>Board meeting recessed for Budget Committee meeting at 6:23pm</p>					
<i>6:23 PM – 8:03 PM -- Board Meeting Recess for Budget Committee Meeting</i>					
BOARD-SPECIFIC BUSINESS					
4	8:03	Reconvene Board meeting: <ul style="list-style-type: none"> Review previous action items Approve board meeting minutes 	Information/ Decision	McAdams	a. 2/5/18 Board Minutes
<p>Board Meeting reconvened at 8:03pm.</p> <ul style="list-style-type: none"> Udelhoven provided an update on previous action items. <p>MOTION: Hensey moved to approve the February, 2018 Board Meeting minutes as amended in the discussion Masterson 2nds All in favor- motion passes unanimously</p>					
5	8:14	Time reserved for public comment and introductions¹	Information	Public	N/A
There were no comments from the public at this time.					
6	8:14	Zone 1 Director Position Vacancy	Discussion	McAdams	a. Resignation Letter b. SWCD Guide Board Excerpts ~
<ul style="list-style-type: none"> Udelhoven explained the process of appointing a new Zone 1 Director for the vacant position. A discussion was held on the Board's options keeping in mind the 10-acre land management/residential requirement within the zone or have served as an Associate Director for at least one-year, meet residential requirement, and meet conservation plan requirement. A discussion was held on how equity plays a role on Director zoning requirements and regulations. 					
7	8:25	Equity Moment	Discussion	Board member	N/A
<ul style="list-style-type: none"> A discussion was held on how to present equity moments within the Board meetings moving forward. Masterson suggested to mimic the EMSWCD Staff's implementation of equity at their meetings. Explaining that each Staff takes ownership of the meeting and will share a small equity piece that has some personal attachment or relation to a specific homework assignment. Hensey spoke about a friend who might be willing and able to meet with the Board and offer his expertise on diversity in a work place but also offer some insight on people he may know that would be interested in the Zone 1 Director position. 					

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



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- Gerrel expressed his appreciation for the PIC review process and was pleased to see the diversity within the PIC Review Committee. He also mentioned that the Committee members were very thorough and took equity into consideration when filtering through the proposals.
- Sanneman and McAdams shared their reflections and recent experiences with equity in their work places.
- Masterson shared a Podcast that she came upon that tied mindfulness and equity together and wanted to share it with the group. She will email it to Nelson who will then forward it to the Board.

CONSERVATION LEGACY

8	8:44	Grants: CLIP and SPACE Committee Processes	Information	DiLeone/ Previdelli	a. SPACE Process * b. CLIP Process *
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- DiLeone summarized the CLIP process.
- Udelhoven reiterated that the CLIP and SPACE Committees do not make decisions.
 - They can raise questions or concerns; however, if they don't raise a red flag for projects that meet all of the criteria, then the Executive Director will make the decision.
 - If the Committee does have concerns then the decision will go to the Board.

9	8:52	Grants: WC 3+ Year SPA Proposals	Decision	Udelhoven	a. SPA Budget Summary ~ b. CSWC SPA Proposal c. JCWC SPA Proposal d. SRBWC SPA Proposal
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- Udelhoven presented a proposal for Years 3, 4, and 5 of the Strategic Partnership Agreement (SPA) with the watershed councils.
- Udelhoven proposed changing funding level from \$250,000 to \$230,000 for the next 3 years.

MOTION: Guebert moved to approve to fund Year 3 at \$230,000
Masterson 2nds
Hensley amended and added with a conceptual funding agreement for Year 4 and 5 subject to annual budget deliberations
All in favor- motion passes unanimously

FINANCE & OPERATIONS

10	8:58	Financials: • Monthly financial report	Information	Adams	a. Jan. '18 Financials
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- Adams presented the Jan.'18 financials.
- Masterson asked if training amount for the Board and Staff would remain the same on the budget.
- Adams explained that training would remain the same on the budget but travel was cut back due to the pattern of not fully spending the budgeted amount.
- A discussion was held on training/professional development for the Executive Director and where those funds were allocated on the current budget.
 - Udelhoven explained that the Executive Director has the same amount of money allocated for training as the Staff. If the Board would like to add more to that amount, then those funds would need to be allocated somewhere else in the budget.

CLOSING ITEMS



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11	9:03	<ul style="list-style-type: none"> • Announcements and reminders • Action Items • Adjourn Meeting 	Information	McAdams	N/A
<ul style="list-style-type: none"> • Guebert asked if EMSWCD had been in contact with Oregon State Parks in regards to the restoration of the Gorge. • DiLeone informed the Board that she has been in contact and that there was more funding given than anticipated. She also stated that Oregon State Park is in a position to hire subcontractors to get the work done and some of the work is in the EMSWCD. • Udelhoven reminded the Board of the upcoming Personnel Committee meeting scheduled for March 13, 2018 and that there would be a review on revised personnel policies. • Hensey announced that she will not be able to attend the Land Legacy Committee meeting on March 26th. • Brown announced that he was served a subpoena on a court case on the Belcher property. • Udelhoven announced that McMonigle has until March 28th to file an appeal. <p>Meeting adjourned at 9:08pm</p>					

Date Generated	Action Items	Responsible Parties	Due Date	Current Status as of Date of Draft Minutes
3/05/18	Follow up with contracting for the approved SCI grant	Easton	ASAP	Proceeding
3/05/18	Do more research and communicate with Nelson on how to move forward with setting up Board member's emails to forward to their personal emails	Udelhoven	ASAP	Pending
01/08/18	Present a draft of the strategic plan to the Board	Brown/Udelhoven	May, 2018	Pending
02/05/18	Provide guided questions to the Board to help connect with the readings and homework assignments.	Previdelli	On going	Pending
3/05/18	Email Udelhoven your input on the NACD conference recently attended in Nashville	McAdams, Brown, Previdelli	ASAP	Completed
3/05/18	Email the Board a draft of Johnson Creek Watershed Council's and EMSWCD's letters to the City of Portland in regards to salt on the roads	Shearin	ASAP	Pending
3/05/18	Have a further discussion on Greg Wolley's offer to speak to the Board about equity and possibilities on filling the Zone 1 Director	Udelhoven/ Hensey	ASAP	Pending



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Future board meeting agenda items

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

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									
	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).



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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**: 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

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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.

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