



**Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, February 5, 2018; 6:00 PM – 9:00 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 (arrived @ 6:07pm) Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	Dianna Pope, Director Emeritus
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 Susanne Easton, Grants Program Manager Matt Shipkey, Land Legacy Program Manager Alex Woolery, Marketing and Media Manager Angela Previdelli, Urban Outreach & Education Specialist
Guests	Kim Galland, NRCS Jessica Jansen, Ag in the Classroom Kathleen Daniels Peter Mersereau, Mersereau & Shannon LLP

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. 1/8/18 Board Minutes b. 1/22/18 Board Minutes
Meeting called to order at 6:03pm <ul style="list-style-type: none"> Udelhoven reviewed previous action items. Till announced revisions in the agenda. <ul style="list-style-type: none"> Item 3, Staff and Board Service Awards, was removed from the agenda and will be saved for the Board meeting in March. Till added a brief discussion on the elections for the Lower Willamette Basin Board of OACD and any Board updates. MOTION: McAdams moved to approve the January, 2018 Board Meeting minutes Masterson 2nds All in favor- motion passes unanimously					
2	6:08	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. 					

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



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BOARD-SPECIFIC BUSINESS					
3	6:08	Staff and Board Service Awards	Information	Till/ Udelhoven	N/A
<p><i>Agenda amended. The Board added a discussion on the elections for the lower Willamette Basin Board of OACD instead of Staff and Board Service Awards</i></p> <ul style="list-style-type: none"> • Udelhoven announced that the deadline to vote for the Lower Willamette Basin Board of OACD was approaching. <ul style="list-style-type: none"> ○ There was a discussion on the upcoming elections where feedback was given on some of the candidates. ○ Udelhoven suggested empowering the Board to make a collaborative decision to vote. ○ Till recommended waiting for profiles of the candidates to be sent out prior to making a decision. <ul style="list-style-type: none"> ▪ McAdams and Udelhoven agreed to work together to retrieve the candidate’s statements and get them sent to the Board as soon as possible. • There was a brief round table of discussion for the Board to share any activity updates. <p>MOTION: {SOMEONE?} Masterson moved to authorize Nellie to vote for the Basin Chair and Vice-Chair on behalf of the Board. {SOMEONE?} Guebert- 2nds All in favor- motion passes unanimously</p>					
4	6:25	Strategic Conservation Investment Grant	Information/ Decision	McAdams	a. SCI Guidelines ~ b. SCI Grant Proposal * c. Questions/Answers * d. Letter of Support
<ul style="list-style-type: none"> • McAdams introduced Jansen and Daniels to the group. <ul style="list-style-type: none"> ○ Jansen and Daniels provided an overview on the proposed project to help 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. ○ Jansen and Daniels provided answers to previously asked questions regarding the project. They gave the Board another opportunity to ask further questions and express any concerns. <ul style="list-style-type: none"> ▪ A discussion was held on if and how EMSD would benefit from the project. <p>MOTION: Masterson moved to approve the proposed SCI grant Guebert 2nds All in favor- motion passes unanimously</p>					
5	6:49	Equity Check-in	Discussion	Udelhoven/ Previdelli	N/A
<ul style="list-style-type: none"> • Previdelli provided an informal check in with the Board to assess their progress in the equity process. <ul style="list-style-type: none"> ○ Previdelli requested feedback on the process, the assignments, and any barriers that anyone had experienced. ○ The Board provided feedback and asked for guided questions with the homework assignments to provide a connection or take away. Another request was to include the Board on the internal emails to EMSWCD Staff with any updates in training, additional articles, and movie screenings hosted at the District Office. 					
EXECUTIVE DIRECTOR					
6	7:01	Q2 Progress Report	Information	Udelhoven/ Supervisors/	a. FY17-18 Q2 Report ~



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				Galland	
<ul style="list-style-type: none"> • Udelhoven gave a brief introduction to the second quarter report for FY17-18. • Each Supervisor provided updates and future projections for their program areas. • Galland shared updates and new events and or opportunities coming up within NRCS. 					
7	7:25	Strategic Planning Update	Discussion	Udelhoven/ Brown	a. 5-Year Budget Table ~
<ul style="list-style-type: none"> • Udelhoven provided an update on the status of the drafted 5-year strategic plan. • Udelhoven expressed that he and Brown are still working on the structure and format of the plan, incorporating the Staff's feedback and recommendations. • Brown presented the 5-year budget table that provided a detailed projection of the budget for the next 5 years. <ul style="list-style-type: none"> ○ Brown illustrated with a slideshow where EMSWCD funding was now and where it is heading in the next 5 years. ○ A discussion was held on the 5-year projected budget detailing each program area. ○ Brown briefly shared some internal ideas and recommendations for the Board to think about. 					
CONSERVATION LEGACY					
8		Grants: CLIP and SPACE Committee Processes	Information	DiLeone/ Previdelli	a. SPACE Process * b. CLIP Process *
<i>Agenda amended. The Board removed agenda item to discuss at the next Board meeting.</i>					
9		Grants: WC 3+ Year SPA Proposals	Decision	Udelhoven	a. SPA Budget Summary ~ b. CSWC SPA Proposal c. JCWC SPA Proposal d. SRBWC SPA Proposal
<i>Agenda amended. Udelhoven removed agenda item to discuss at the next Board meeting.</i>					
FINANCE & OPERATIONS					
10	7:50	Financials & FY18-19 Budgeting: <ul style="list-style-type: none"> • Monthly financial report • FY18-19 budget calendar • Budget officer • Budget committee 	Information/ Decisions	Adams	a. Dec '17 Financials b. Budget Calendar ~



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- Adams presented the December financial reports.
- Adams provided dates for the upcoming Budget Committee meetings. Till announced that he will not be available to attend the March meeting.
- Adams reminded the Board that the 5 Board of Directors, 2 Associate Directors and the Director Emeritus are part of the Budget Committee. Adams informed the Board that in order for a Budget Committee meeting to be held and any decisions to be made during Budget Committee meetings, there needs to be a quorum.

MOTION: Masterson moved to appoint Adams as the Budget Officer for EMSWCD

Guebert 2nds

All in favor- motion passes unanimously

- A discussion was held on the time for the Budget Committee meeting on March 5th
- Due to scheduling conflicts, Adams changed the start time from 4:00pm to 6:00pm. Udelhoven announced that he would figure out the Board meeting time for that day.

EXECUTIVE SESSIONS

11	7:58	<p>Legal Matter:</p> <ul style="list-style-type: none"> • Executive Session under ORS 192.660(2)(h) held for discussion of litigation • Approval of recommendations made in Executive Session 	Discussion/ Decision	Udelhoven/ Counsel	<i>Executive Session materials may be sent separately.</i>
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Executive Session entered at 7:58pm

Executive Session ended at 8:27pm

12	8:30	<p>Performance Review:</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	<i>Executive Session materials may be sent separately.</i>
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Executive Session entered at 8:33pm

Executive Session ended at 9:12pm

MOTION: Hensey moved to adopt the Board’s consensus statement for Udelhoven’s performance review for FY16-17

Masterson 2nds

All in favor- motion passes unanimously

- Hensey will email Nelson a copy of the consensus statement for Udelhoven’s performance review.

CLOSING ITEMS



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13	9:00	<ul style="list-style-type: none">• Announcements and reminders• Action Items• Adjourn Meeting	Information	Till	N/A
<ul style="list-style-type: none">• Udelhoven announced that Pope has requested for EMSWCD Staff and Board members to use her EMSWCD Email.• Udelhoven offered to set up the Board’s EMSWCD emails to forward to their personal emails.					
Meeting adjourned at 9:16pm					



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Date Generated	Action Items	Responsible Parties	Due Date	Current Status as of Date of Draft Minutes
02/05/18	Hensey will email Nelson a copy of the consensus statement for Udelhoven's performance review.	Hensey	ASAP	Completed
02/05/18	Follow up with contracting for the approved SCI grant	Easton	ASAP	Pending
02/05/18	Set up the Board's EMSWCD emails to forward to their personal emails.	Nelson	ASAP	Pending
02/05/18	Inform McAdams when the candidate statements are available for the Lower Willamette Representative election	Udelhoven	ASAP	PendingCompleted
02/05/18	Forward the Lower Willamette Basin Representative candidate statements to McAdams for voting and then notify Udelhoven with the decision.	McAdams	ASAP	CompletedPending
02/05/18	Submit the Board's vote for the Lower Willamette Basin Representative	Udelhoven	ASAP	CompletedPending
02/05/18	Ensure there is time on future board agendas for equity discussions.	Udelhoven/Previdelli /Till	On going	Completed
02/05/18	Provide a summary of equity trainings, movie screenings, updates, and planning process to the Board via email.	Previdelli	On going	Completed
02/05/18	Provide guided questions to the Board to help connect with the readings and homework assignments.	Previdelli	On going	Pending
02/05/18	Reach out to SRBWC to discuss Willamette Weekly mention of the Delta being a dog park.	Udelhoven	ASAP	Completed
02/05/18	Will evaluate option of contacting the Willamette Weekly for a correction.	Udelhoven	ASAP	Pending
02/05/18	Reach out (for the second year in a row) to NACD regarding poor conference this year and evaluate continuing NACD membership.	Udelhoven	ASAP	Completed
02/05/18	Reach out to Pope to ensure her availability for the budget committee given quorum requirements.	Udelhoven	ASAP	Completed
01/08/18	Present a draft of the strategic plan to the Board	Brown/Udelhoven	TBDMay	Pending
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

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



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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, 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