



(March 26, 2018)

**Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, April 2, 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 Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	Dianna Pope, Director Emeritus Allison Hensey, Secretary
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 Angelia Previdelli, Urban Outreach and Education 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	6:00	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. 3/5/18 Board Minutes
Meeting called to order at 6:00pm <ul style="list-style-type: none"> Udelhoven reviewed previous action items. MOTION: Guebert moved to approve the March, 2018 Board Meeting minutes as amended in the discussion Masterson 2nds All in favor- motion passes unanimously					
2	6:11	Time reserved for public comment and introductions¹	Information	Public	N/A
There were no comments from the public at this time.					

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



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BOARD-SPECIFIC BUSINESS					
3	6:11	Board Member Updates	Information	All Board Members	N/A
<ul style="list-style-type: none"> • Gerel announced that he got a new job at NFWF. • Masterson shared dates to the upcoming OAHF, OWEB and ODA meetings. 					
4	6:18	Zone 1 Director Position Vacancy and Committee Assignments	Discussion	Till	a. Draft Job Description ~ b. Zone 1: >10-acre Map ~ c. Zone 1: >10-acre List ~
<ul style="list-style-type: none"> • Udelhoven provided some background on the Zone 1 Director position vacancy. <ul style="list-style-type: none"> ○ Udelhoven reminded the Board that according to the EMSWCD current policy, the organization should provide a public notice for the vacant position; however, the process is a Board led process and they can choose not to. ○ Udelhoven shared the draft job description for the Board’s consideration. ○ Udelhoven explained the supporting documents in the Board packet that illustrated the amount of land owners in Zone 1. From this information, a list was compiled of possible candidates for the vacant position. ○ Udelhoven suggested to send each possible candidate indicated on the list, a letter informing them of the open Director position. • A discussion was held on Zone 1 and the criteria for eligibility to run for the Zone 1 Director. • A discussion was held on incorporating the equity component to the search and incorporating CEI’s input on the search. • A discussion was held on the validity of the list provided and if the candidates on the list were the right ones or only ones to reach out to. <ul style="list-style-type: none"> ○ The Board suggested to have Staff review the list and add any missing partners, grantors or anyone on the PIC list that may be interested and eligible for the Zone 1 Director position. ○ Till requested that a finalized condensed list be compiled between Staff and Board and ready for review at the next Board meeting in May, 2018. • Udelhoven informed the Board that the Personnel Committee (PC) would like the Board members to consider assignment of another member to the PC. <ul style="list-style-type: none"> ○ Hensey had expressed interest at a previous time and the Board decided that they will check in with Hensey to see if she is still interested. 					
5	6:46	Equity Moment	Discussion	Masterson	N/A
<ul style="list-style-type: none"> • Masterson shared her take away from the Dan Harris podcast that was sent out to everyone after the Board meeting in March. • A discussion was held on compassion meditation and how it ties in with equity. • Till volunteered to prepare an equity piece to share at the next Board meeting in May. 					
URBAN LANDS					
6	6:55	Program Update	Information	Shearin	N/A
<ul style="list-style-type: none"> • Shearin provided an Urban Lands program update. <ul style="list-style-type: none"> ○ Shearin introduced the Edible Gardens Workshop project ○ Shearin provided an update on the Mt. Hood project, IMB Webtool, and Salt on the Roads. ○ Shearin reminded the Board of upcoming events with Depave and Yard Tours. 					

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



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RURAL LANDS					
7	7:07	Program Update	Information	DiLeone/ Galland	N/A
<ul style="list-style-type: none"> • DiLeone gave an update on new office hours for Baker, CLIP funding, and Garlic Mustard control at the Gorge. • DiLeone announced that the Rural Lands team is working on installing a weather station at Headwaters Farm. 					
CONSERVATION LEGACY					
8	7:18	Program Update	Information	Brown	N/A
<ul style="list-style-type: none"> • Brown provided an update on the listing for Oxbow stating that the listing will go live this week. • Brown announced that there has been progress on maintenance and repairs on the Mishima property. • Brown shared that there will be a meeting on April 6th that Metro is hosting to discuss bond measures. • Brown gave a brief update of activity at the Headwaters Farm informing the Board that the stream water projects have been delayed due to the rain. • Brown gave an update on the SPACE Grants. 					
9	7:25	PIC/+ Approvals	Decision	Easton	a. 2018 PIC Summary * b. 2018 PIC Applications ~ c. Outstanding PIC Grants
<ul style="list-style-type: none"> • Easton presented to the Board for consideration the PIC Review Committee findings and staff recommendations for PIC/+ funding. Recommendations included funding 17 (of 31 proposals) at \$750,351 (of \$2.1M requested). <p>MOTION: Masterson moved to approve the PIC Committee and Staff’s recommendations on funding 17 PIC/+ proposals Guebert 2nds All in favor- motion passes unanimously</p>					
FINANCE & OPERATIONS					
10	7:50	Program Update: <ul style="list-style-type: none"> • CFO Recruitment • Monthly Financial Report 	Information; Discussion	Adams; Udelhoven	a. CFO Recruitment Plan ~ b. Feb. '18 Financials
<ul style="list-style-type: none"> • Udelhoven provided an update on Adams’s current position and detailed the plan and timeline of events for the recruitment process to fill the CFO position. • Adams presented the Feb.'18 financials. 					
EXECUTIVE DIRECTOR					
11	7:55	Strategic Planning	Discussion	Udelhoven/ Brown	a. Strategic Planning Summary *
<ul style="list-style-type: none"> • Udelhoven walked through the strategic planning summary for input and guidance. • A discussion was held on the contingency fund. • A discussion was held on creating a criteria list on the decision-making process. • The Board asked for feedback from the EMSWCD Staff on activities and funding levels for the Land Legacy program. 					



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CLOSING ITEMS					
12	8:45	<ul style="list-style-type: none"> • Announcements and reminders • Action Items • Adjourn Meeting 	Information	Till	N/A
<ul style="list-style-type: none"> • Nelson suggested looking to change the July Board meeting due to the 4th of July holiday. • Guebert suggested moving the start time for the Board meetings to an earlier time. 					
Meeting adjourned at 8:49pm					

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	Completed
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	Work with Till, Hensey, and Masterson to set up EMSWCD emails to forward to their personal email accounts and ensure they know how to access their EMSWCD emails	Nelson	ASAP	Completed
4/2/18	Send Udelhoven comments on position description for Zone 1 Director.	Udelhoven	ASAP	Pending
4/2/18	Present a draft of the strategic plan to the Board	Brown/Udelhoven	June/July 2018	Pending
4/2/18	Think about potential candidates/organizations to reach out to and send information to Udelhoven	Board/Staff	May 7, 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
4/2/18	Review Associate Director applicants from last year to identify potential candidates	Udelhoven	ASAP	Completed
4/2/18	Send e-version of de-icing position statement to Board members and will request time on May Board agenda for Board consideration.	Shearin	ASAP	Completed
4/2/18	Bring an equity item to discuss to the May Board meeting	Till	May 7, 2018	Pending
4/2/18	Review SCI process and decision-making criteria for potential adaptation for future Contingency Fund use.	Udelhoven	ASAP	Completed



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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

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		
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									
	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

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
- 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

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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- 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.