



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

Attendees	
Board Directors	Rick Till, Chair Laura Masterson (conferenced in) Allison Hensey, Secretary
Associate Board Directors	Mike Gerel Carrie Sanneman
Board Members Not attending	Dianna Pope, Director Emeritus Mike Guebert, Treasurer
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 Matt Shipkey, Land Legacy Program Manager Alex Woolery, Marketing and Media Manager Whitney Bailey, Senior Urban Conservationist Katie Meckes, Urban Outreach & Education Specialist Angela Previdelli, Urban Outreach & Education Specialist Jeremy Baker, Senior Rural Conservationist
Guests	No members of the public were present

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:11	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. 6/4/18 Board Minutes
Meeting called to order at 6:11pm <ul style="list-style-type: none"> • Udelhoven made a small correction to agenda item 10; EMSWCD has not been asked to sign a letter of support but instead has been asked to sign a petition. • Udelhoven reviewed previous action items. MOTION: Hensey moved to approve the June, 2018 Board Meeting minutes Masterson 2nds All in favor- motion passes unanimously					
2	6:15	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> • There were no members of the public present. 					

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



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BOARD-SPECIFIC BUSINESS					
3	6:15	Director and CFO Vacancy Updates	Information	Udelhoven	N/A
<ul style="list-style-type: none"> • Udelhoven announced that this was going to be Adams's last Board meeting with EMSWCD. • Udelhoven presented a Conservation Service Award to Adams for her commitment and dedication to EMSWCD. • Udelhoven provided an update on the CFO and Zone 1 Director positions. <ul style="list-style-type: none"> ○ A candidate has been chosen for the CFO position and the background and reference checks are underway. ○ The Zone 1 Director job announcement was sent out to nearly 300 potential candidates that met the zoning requirements. EMSWCD has not received any applications thus far. 					
4	6:26	Equity Moment	Discussion	Masterson	N/A
<ul style="list-style-type: none"> • Masterson presented an equity piece via phone with the assistance of Hensey in the Board room. <ul style="list-style-type: none"> ○ A discussion was held on the working agreements that CEI introduced to the team. 					
FINANCE & OPERATIONS					
5	7:00	Budget & Financial Management: <ul style="list-style-type: none"> • Program Update • Monthly Financial Report • FY17-18 Audit Engagement Letter 	Information/ Decision	Adams	a. June '18 Financials b. Audit Engagement Letter
<ul style="list-style-type: none"> • Adams reviewed the June '18 financials. <p>MOTION: Hensey moved to approve and authorize Till to sign the Audit Engagement Letter Masterson 2nds All in favor- motion passes unanimously</p>					
UR BAN LANDS					
6	7:05	Program Update	Information	Shearin	N/A
<ul style="list-style-type: none"> • Shearin provided program updates for the Urban Lands Program. <ul style="list-style-type: none"> ○ There was a push for the open internship position that starts in September. Meckes tried new outreach strategies to get the word out to the public and successfully had over 40 candidates apply. ○ There is a new Workshop Presenter that is going to host a workshop that incorporates edible landscaping. ○ This past workshop season, the Urban Lands team piloted a walk and learn series in Spanish that gave Spanish speaking community members the opportunity to walk through gardens and ask hands on questions. ○ There was an update on the IPM webtool project. ○ Shearin shared that the Mt. Hood Community College project has begun construction this. She shared ground breaking photos. • Shearin announced that the most recent Executive Director of the Columbia Slough Watershed Council is no longer with the organization. There is a possibility that a lawsuit might be filed in the near future and as a Columbia Slough Watershed Board member, Shearin may be involved. 					
RURAL LANDS					



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7	7:24	Program Update	Information	DiLeone	N/A
<ul style="list-style-type: none"> • DiLeone provided program updates for the Rural Lands Program. <ul style="list-style-type: none"> ○ DiLeone passed around an example of the blogpost outreach that Rural Lands partnered with the Beaver Creek Partnership and Sandy River Watershed Council to publish for the public. ○ DiLeone provided an update on the post Eagle Creek Fire work. ○ The large CLIP Project that Guffey has been working on has started and is about 50% complete. Guffey has been spending a majority of his time on the property to support the construction as needed. Guffey is anticipating a finished project by the end of the month. ○ DiLeone provided a stream care update. Nipp has enrolled 14.5 new acres and renewed current agreements to extend another 5 years. ○ Baker has been working at Headwater Farm with one of the farmers to improve the soil moisture probe that was installed onsite for irrigation management. ○ The Rural Lands team is preparing for the upcoming FarWest Show. EMSWCD will be sharing a booth in collaboration with Tualatin and Clackamas SWCD. The booth topic this year is erosion prevention. 					
CONSERVATION LEGACY					
8	7:33	Program Update	Information	Brown	N/A
<ul style="list-style-type: none"> • Brown provided program updates for the Conservation Legacy Programs. <ul style="list-style-type: none"> ○ Sturm property had a hold on the water rights certificate but EMSWCD is preparing to close on that property by the end of the month with anticipation that the certificate will be taken care of shortly. ○ Shipkey has been working with a representative from the Small Business Development Center on offering farm succession planning workshops. ○ Brown shared that Easton has been progressing with the current grant season. 12 out of the 17 PIC grants are done and those remaining are grantees that are wrapping up last year's work. ○ Brown announced that the next Grants Committee meeting is scheduled for September 12th. ○ A survey was sent out to the PIC applicants encouraging feedback on the process and program. ○ Easton and Previdelli have been working together on the migration from the paper application process to the new online platform. ○ Brown provided a status updates on projects that were scheduled for Headwaters Farm. ○ A brief discussion was held on the possibility of adding solar panels to the barn. 					
EXECUTIVE DIRECTOR					
9	7:45	FY18-19 Annual Work Plan	Information	Udelhoven/ Brown	a)Draft FY18-19 Annual Work Plan ~
<ul style="list-style-type: none"> • Brown presented the primary components of the draft FY18-19 Annual Work Plan. <ul style="list-style-type: none"> ○ Brown requested that the Board read through the documents over the next month and provide feedback so that a formal approval of the plan can be requested at the next Board meeting in September. 					
10	7:50	Support Legislation, Letters, and Engagement	Information/ Decision	Udelhoven	a)TSCC Leg Summary b) TSCC Petition c) Overlook Bluff Letter



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- Udelhoven requested support from the Board that EMSWCD to sign a petition that supports the request for legislation to increase the maximum budget for the Tax Supervising & Conservation Commission.

MOTION: Hensey moved to support EMSWCD signing the petition presented

Masterson 2nds

All in favor- motion passes unanimously

- Udelhoven briefed the Board on: a comment letter sent to the City of Portland in support of protecting the historic oak tree at Overlook Bluff.
 - Till provided more history of the historic oak tree and the purpose of the letter.
- Udelhoven reminded the Board that he still sitting on the OAHP (Oregon Agricultural Heritage Program) work group on behalf of OACD.
- Udelhoven was asked to participate in the Natural and Working Lands work group on behalf of the Carbon Policy Office.
- Udelhoven and DiLeone mentioned their engagement with Multnomah County to facilitate conservation project permitting.

11	8:13	Executive Session to Evaluate Job Performance of Executive Director [ORS 192.660(2)(i)]	Discussion	Till	N/A
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Executive Session entered at 8:13pm

Executive Session ended at 9:16pm

CLOSING ITEMS

12	9:16	<ul style="list-style-type: none"> Announcements and reminders Action Items Adjourn Meeting 	Information	Till	N/A
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MOTION: Hensey moved for the Board to approve the action described in Executive Session executed by Till

Masterson 2nds

All in favor- motion passes unanimously

- A brief discussion was held on the process of calling an emergency Board meeting.

Meeting adjourned at 9:23pm

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
8/6/18	Email the new CFO's resume to the Board.	Udelhoven	ASAP	Completed
8/6/18	Send the Board the follow up information on what was discussed in Executive Session.	Hensey	ASAP	Pending
8/6/18	Look into the noticing process for holding an emergency Board meeting.	Udelhoven	ASAP	Completed

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



(July 30, 2018)

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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



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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	X							
Laura Masterson	Director - Zone 2	X	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	X						
Carrie Sanneman	Director - Associate	X	X	X					X
Mike Gerel	Director - Associate	X	X	X		X	X		
Upcoming Schedule									
FY18-19	July			30	27				
	August	6							
	September	10		24	17	12			
	October	1							
	November	5		26					
	December	3			10				
	January	7		28		22			
	February	4					TBD		
	March	4	~4	25	TBD				
	April	1	~1						
	May	6	~6	20					
	June	3				TBD			

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
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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.