



(November 26, 2018)

FY17-18 Annual Meeting & December 2018 Board of Directors Meeting Minutes
East Multnomah Soil and Water Conservation District
Monday, December 3rd, 2018; 6:00 PM – 8:30 PM
5211 N. Williams Ave. Portland, OR 97217

Attendees	
Board Directors	Rick Till, Chair Laura Masterson, Director Allison Hensey, Secretary (arrived at 6:15pm) Mike Guebert, Treasurer
Associate Board Directors	Mike Gerel (called in and then joined in person at 6:16pm)
Board Members Not attending	Dianna Pope, Director Emeritus Carrie Sanneman
Staff	Jay Udelhoven, Executive Director Dan Mitten, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Andrew Brown, Conservation Legacy Program Supervisor Lindsay Nelson, Office Manager Katie Meckes, Urban Outreach & Education Specialist Suzanne Easton, Grants Program Manager Whitney Bailey, Senior Urban Conservationist Matt Shipkey, Land Legacy Program Manager Alex Woolery, Marketing and Media Manager Matt Shipkey, Land Legacy Program Manager Jon Wagner, Rural Conservation Specialist Chris Aldassy, Rural Conservation Specialist Jeremy Baker, Senior Rural Conservationist Lucas Nipp, Senior Rural Conservationist Rowan Steele, Headwaters Farm Program Manager
Guests	Tula Maney, Public Gabrielle Rossi, Rossi Farms

Item #	Time	FY17-18 Annual Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:04	Welcome and meeting called to order: • Review/revise agenda	Information	Till	N/A
Called to order at 6:04pm					
2	6:06	Employee of the Year Award	Information	Till	N/A
<ul style="list-style-type: none"> • Udelhoven gave a brief introduction to the Employee of the Year Award. • DiLeone presented Wagner with the 2018 Employee of the Year Award. • Till shared a bio of Wagner that outlined his contributions to EMSWCD throughout the year. • Udelhoven announced the rewards that Wagner will receive as the Employee of the Year recipient. 					

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



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3	6:09	Annual Report & Audit Presentation & Approval	Decision	Udelhoven & Management Team	a) FY17-18 Annual Report~ b) FY17-18 Audit~
<ul style="list-style-type: none"> • Udelhoven provided a brief introduction to the FY17-18 Annual Report. <ul style="list-style-type: none"> ○ Udelhoven went through the highs/lowes for the year illustrating the percentage of tasks completed, still in progress, and incomplete. ○ Udelhoven reviewed EMSWCD's strategic goals. • Shearin presented the FY17-18 Annual Report for the Urban Lands Program. <ul style="list-style-type: none"> ○ Shearin shared 5 ways that the Urban Lands program contributed to the mission. ○ Shearin presented highlights from the year in the following areas: workshops, technical and financial assistance, events, outreach, and partnerships. ○ Shearin briefly went over projects that were still in progress. • Brown presented the FY17-18 Annual Report for the Headwater Farm Program. <ul style="list-style-type: none"> ○ Brown shared the significant projects that were done throughout the year. <ul style="list-style-type: none"> ▪ Demo and clean up at Headwaters Farm ▪ Installation of a new water station ▪ ¼ of hoop houses built ▪ New compost facility ▪ Large EMSWCD banner displayed on outdoor container ○ Brown Also presented a portion of the Annual Report for the Land Legacy Program, highlighting the foundational documents that Shipkey created to strengthen the program's processes and procedures, the Grant Butte project, Mainstem Farm transaction, and the contract to the Gordon Creek acquisition. ○ Lastly, Brown presented highlights of the Grants program throughout the past year. ○ Brown highlighted the PIC grants, SPACE grants, SPA funding and provided and updated the SCI grants. • DiLeone presented the FY17-18 Annual Report for the Rural Lands Program. <ul style="list-style-type: none"> ○ DiLeone highlighted significant achievements in the following areas: outreach, Rural water quality improvement, technical assistance, erosion solutions, water quality monitoring, stream care, and weed control. • Mitten presented the FY17-18 Annual Report for Finance and Operations. <ul style="list-style-type: none"> ○ Mitten shared financial highlights and significant achievements. ○ Mitten also pointed out projects that the Finance and Operations team did not complete and explained why and where the team was at with completing those tasks. • Mitten presented the FY17-18 Financial Audit. <p>MOTION: Guebert moved to approve the FY17-18 Annual Report and Financial Audit Hensey 2nd Motion passed unanimously</p>					
4	7:06	Adjourn Meeting	Information	Till	N/A
Meeting adjourned at 7:06pm					
Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read;</i> <i>~ please review</i>
1	7:06	Welcome and meeting called to order: <ul style="list-style-type: none"> • Review/revise agenda • Review previous action items 	Information/ Decision	Till	a) 11/5/18 board minutes

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		<ul style="list-style-type: none"> Approve board meeting minutes 			
<p>Called to order at 7:06pm</p> <ul style="list-style-type: none"> Udelhoven went through previous action items. Udelhoven requested to revise action item #3 changing the status from pending to complete. <p>MOTION: Guebert moved to approve the November 2018 minutes with the correction to action item #3 noted Masterson 2nd Motion passed unanimously</p>					
2	7:08	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> Member of the public briefly introduced themselves. 					
BOARD-SPECIFIC BUSINESS					
3	7:09	Election Update	Information	Udelhoven	N/A
<ul style="list-style-type: none"> Udelhoven invited Rossi to the Board table to be a part of the election updates and introduced her as the new Zone 1 Director for EMSWCD. Udelhoven provided an update on the recent election. There was a brief discussion on movement on changing the Zone requirements to help diversify the Board and on how the zones are distinguished. Rossi reintroduced herself and spoke briefly on her election experience and her personal background. 					
4	7:25	New Associate Director Candidates	Discussion	Udelhoven	a) Dixon b) Wigington c) Yap
<ul style="list-style-type: none"> Udelhoven shared the interest of new Associate Director candidates (3) and notified the Board that he met with all three candidates individually. <ul style="list-style-type: none"> Udelhoven provided the resumes for each candidate in the packet. A brief discussion was held on the need/ want to add Associate Directors to the Board. 					
5	7:38	Equity Moment	Discussion	Masterson	N/A
<ul style="list-style-type: none"> Masterson passed out a handout that had quotes from Robin DeAngelo’s book relating to DEI and a discussion was held on conscious bias. Masterson reported that the Equity team was meeting this week and she or Udelhoven will provide an equity update on the process and the plan at the next Board of Directors meeting. A brief discussion was held on equal justice initiative. 					
6	7:53	Organizational Assessment Update	Information	Till & Hensey	N/A

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



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- Hensey provided an update on the organizational assessment and consultancy.
 - Hensey provided the next steps the process.
 - Kick off meeting with EMSWCD staff to introduce the consultants
 - Electronic survey to be filled out anonymously
 - 1x1 interviews with consultants
 - Assessment overview with the Board and then the staff
- Nelson announced that the survey was emailed to the Board and Staff last week and that Heffernan and Kay have requested that the surveys be completed by 5:00m on Friday, December 7th.
- Nelson reminded the Board that the surveys will remain anonymous and that there are spaces provided after each question to add more details.
- Nelson handed out an interview schedule for the Board to fill in their availability.
- Nelson shared that the Board and the Leadership team will be interviewed individually but with both consultants' present; however, the EMSWCD Staff will be interviewed with just one consultant present.
- Nelson reported that 60% of the staff have already filled out the survey online.

CONSERVATION LEGACY

7	8:01	PIC Review Committee Membership Approval	Decision	Brown & Easton	a) Committee Proposal ~ b) Jessica Rojas Resume ~
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- Easton presented changes to the PIC Committee and requested to add Rojas to the Committee.

MOTION: Hensey moved to approve the Staff's recommendation to reinstate Holzer and add Rojas to the PIC Review Committee
Guebert 2nd
Motion passed unanimously

8	8:04	Monthly Financial Report	Information	Mitten	a) October '18 financial statements
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***Agenda item 9 was switched with agenda item 8**

- Mitten presented the October'18 financial statements.

FINANCE & OPERATIONS

9	8:09	Land Legacy Program Easement Management Guidelines Approval	Decision	Brown & Shipkey	a) Easement Guidelines ~
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***Agenda item 9 was switched with agenda item 8**

- Shipkey briefly reviewed the Management Guidelines and requested that the Board approve the Easement Guidelines as presented at the Land Legacy Committee meeting.

MOTION: Guebert moved to approve to adopt the Easement Guidelines
Masterson 2nd
Motion passed unanimously

EXECUTIVE DIRECTOR



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10	8:12	FY18-19 Workplan for ED	Discussion	Udelhoven	a) FY18-19 Workplan ~
<ul style="list-style-type: none"> • Udelhoven shared highlights from his FY18-19 Workplan. • Udelhoven announced that he has started a DEI collaboration with other local government agencies in hopes to share best practices, provide feedback and engage in conversations about DEI plans and work. • The first meeting was scheduled for Friday, February 1st from 1:00pm-3:00pm. 					
CLOSING ITEMS					
11	8:20	<ul style="list-style-type: none"> • Announcements and reminders • Action Items • Adjourn Meeting 	Information	Till	N/A
<ul style="list-style-type: none"> • Udelhoven reminded the Board of the upcoming Personnel Committee meeting scheduled for December 10th from 4:00pm-6:00pm <i>{the date was changed to December 17th after the meeting was adjourned due to conflict in schedule}</i> • Hensley extended an invitation to the upcoming Willamette Initiative Biannual Conference held on December 13th and 14th in Salem, OR. • Nelson announced the date change and location to the end of the year staff luncheon. • Till announced that he met with the Executive Director of NAYA to discuss potential common ground and possible partnership between NAYA and EMSWCD. He offered to give us a tour of the building and suggested to hold a future Board meeting in their building. <p>Meeting adjourned at 8:29pm</p>					

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
12/3/18	Check on training requirements for all board members.	Udelhoven	ASAP	Pending
12/3/18	Check into board director zone boundary change requirements/process.	Udelhoven	ASAP	Pending
12/3/18	Invite the applicants to the January board meeting for brief introductions.	Udelhoven	ASAP	Pending
12/3/18	Include a copy of his work plan FYI with all future board packets.	Udelhoven	ASAP	Pending
12/3/18	Revisit criteria on adding Associate Directors to the Board	Udelhoven	ASAP	Pending



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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	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		Chair	X		
Upcoming Schedule									
FY18-19	2018	July	--	30	27				
		August	6						
		September	10	24	12				
		October	8						
		November	5	26					
		December	3		10				
	2019	January	7		28		16		
		February	4					TBD	
		March	4	~4	25	TBD			
		April	1	~1					
		May	6	~6	20				
		June	3			TBD			

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, because all or part of an individual’s income is derived from any public assistance program, or based on any other group or affiliation. EMSWCD will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to any person. Any employee who behaves in such a manner while conducting EMSWCD’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.

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).