



**Board of Directors Meeting Minutes**  
**East Multnomah Soil and Water Conservation District**  
**Held on Monday, September 10, 2018; 6:00 PM – 9:00 PM**  
**5211 N. Williams Ave., Portland OR 97217**

Attendees	
<b>Board Directors</b>	Rick Till, Chair Laura Masterson, Director Allison Hensey, Secretary Dianna Pope, Director Emeritus (arrived at 6:28pm) Mike Guebert, Treasurer
<b>Associate Board Directors</b>	
<b>Board Members Not attending</b>	Mike Gerel Carrie Sanneman
<b>Staff</b>	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 Program Supervisor Lindsay Nelson, Office Manager Alex Woolery, Marketing and Media Manager Angela Previdelli, Urban Outreach & Education Specialist Suzanne Easton, Grants Program Manager
<b>Guests</b>	Jennifer Starkey, Columbia Slough Watershed Council Jamie Stamberger, Columbia Slough Watershed Council Matt Lee, Columbia Slough Watershed Council Suzanne Raymond, Columbia Slough Watershed Council Daniel Newberry, Johnsons Creek Watershed Council Steve Wise, Sandy River Watershed Council P.K. Runkles-Pearson, Miller Nash

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:02	<b>Welcome and meeting called to order:</b> <ul style="list-style-type: none"> <li>• Review/revise agenda</li> <li>• Review previous action items</li> <li>• Approve board meeting minutes</li> </ul>	Information/ <b>Decision</b>	Till	a) 8/6/18 Board Minutes
<b>Meeting called to order at 6:02pm</b> <ul style="list-style-type: none"> <li>• Udelhoven reviewed previous action items.</li> </ul> <b>MOTION: Masterson moved to approve the August, 2018 Board Meeting minutes</b> <b>Hensey 2nds</b> <b>All in favor- motion passes unanimously</b>					



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2	6:05	<b>Time reserved for public comment and introductions<sup>1</sup></b>	Information	Public	N/A
<ul style="list-style-type: none"> <li>There were no comments from the public at this time.</li> </ul>					
<b>BOARD-SPECIFIC BUSINESS</b>					
3	6:10	<b>Director and CFO Updates</b>	Information	Udelhoven	N/A
<ul style="list-style-type: none"> <li>Udelhoven provided an update in the Zone 1 Director Position.               <ul style="list-style-type: none"> <li>Udelhoven has done outreach to anyone who meets the requirements.</li> <li>Udelhoven encouraged the Board and the Equity Team to continue to outreach.</li> <li>There was a revision made to the original announcement. Udelhoven will send the revised document to the Board.</li> </ul> </li> <li>Guebert asked if ODA would step in and choose a candidate if need be.               <ul style="list-style-type: none"> <li>Udelhoven explained that ODA will only step in if the Board cannot agree on a candidate.</li> </ul> </li> <li>A brief discussion was held on reaching out to legislators to discuss the requirements for the Zone 1 Director Position.</li> <li>Udelhoven introduced EMSWCD's new CFO, Dan Mitten.</li> </ul>					
4	6:17	<b>Equity Moment</b>	Discussion	Previdelli	a) Draft Equity Statement b) Draft Equity Lens
<ul style="list-style-type: none"> <li>Previdelli provided an overview of the draft Equity Statement and the Equity Lens, and requested feedback form the Board.               <ul style="list-style-type: none"> <li>Hensey commented on how well done the documents were and that they were strong, showed commitment, and are easy to understand.</li> <li>Guebert suggested adding a statement that detailed what the organizations' aspirations or targeted outcomes might look like.</li> </ul> </li> <li>Previdelli gave an overview on the process of piecing together the Equity Lens and explained what the next steps were.</li> </ul>					
5	6:33	<b>Watershed Council SPA Presentations</b>	Information	Newberry, Stamberger, Wise	N/A
<ul style="list-style-type: none"> <li>Representatives from the Columbia Slough Watershed Council, Johnson's Creek Watershed Council, and the Sandy River Watershed Council presented on how they spent their SPA (Strategic Partnership Agreement) funding and what they intended to do in the upcoming year.</li> </ul>					
<b>FINANCE &amp; OPERATIONS</b>					
6	7:35	<b>Budget &amp; Financial Management:</b> <ul style="list-style-type: none"> <li>Program Update</li> <li>Monthly Financial Report</li> </ul>	Information	Mitten	a) July '18 Financials
<ul style="list-style-type: none"> <li>Mitten provided an update on the 2018 Audit.</li> <li>Mitten provided an update on the new telecommunication system.</li> <li>Mitten presented the July '18 financials.</li> </ul>					

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



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URBAN LANDS					
7	7:45	<b>Program Update</b>	Information	Shearin	N/A
<ul style="list-style-type: none"> <li>• Shearin presented program updates, highlighting key accomplishments.               <ul style="list-style-type: none"> <li>○ Shearin announced that work planned for this summer on Mount Hood Community College project was almost complete.</li> <li>○ Shearin provided a quick update on the IPM Webtool and shared that the group is seeking legislative support for additional funding.</li> <li>○ Shearin announced that the new Urban Land’s intern will be starting on September 19<sup>th</sup>.</li> </ul> </li> </ul>					
RURAL LANDS					
8	7:52	<b>Program Update</b>	Information	DiLeone	N/A
<ul style="list-style-type: none"> <li>• DiLeone mentioned that she will present a budget amendment at the next Board of Directors meeting for funding from the US Forest Services given to EMSWCD for post-fire weed control work in the area burnt in of the Eagle Creek fire.</li> <li>• DiLeone presented program updates, highlighting key accomplishments.               <ul style="list-style-type: none"> <li>○ DiLeone provided an update on the burn areas in the Columbia River Gorge and how the Rural Lands team has been involved in the post fire restoration process.</li> <li>○ DiLeone announced that the CLIP project that Guffey has been working on is nearing completion.</li> <li>○ DiLeone informed the group that the Rural Lands team and the Land Legacy team have been collaborating on creating a riparian restoration plan at the new Mainstem property.</li> <li>○ DiLeone announced that Guffey’s baby was born and provided an update on Guffey’s paternity plan.</li> </ul> </li> </ul>					
CONSERVATION LEGACY					
9	8:00	<b>Program Update</b>	Information	Brown	N/A
<ul style="list-style-type: none"> <li>• Brown presented program updates, highlighting key accomplishments.               <ul style="list-style-type: none"> <li>○ Brown shared that compost bins at Headwaters Farm have been constructed.</li> <li>○ Brown announced that Steele has been working on outreach strategies to recruit new farm incubator program participants for the 2019 season.</li> <li>○ Brown stated that Shipkey has been working on Land Legacy foundational documents creating guidelines and templates.</li> <li>○ Brown provided an update on the Grants program. He shared that there are 10 approved SAPCE grants for the first quarter and only one contract remaining to be concluded from the current 2018 PIC cycle.</li> <li>○ Brown announced that Daniel Evans, who is a member of the PIC Committee, has accepted a position with another organization so he will no longer be a part of the committee.</li> </ul> </li> <li>• Udelhoven announced that SCI grant that was approved last year for \$20,00 did not get carried over in the FY18-19 budget.</li> </ul>					
10	8:07	<b>Grants:</b> • Withdrawal of award • Fiscal agent/supplemental budget request	<b>Decisions</b>	Easton/ Udelhoven	a) Supplemental Budget Resolution



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- Easton explained an issue regarding PIC-18-020 grant that was awarded to the Native American Youth & Family Center (NAYA) in the amount of \$10,000. She explained that under the grant, NAYA was to work with youth to establish a native plan garden on their property. Due to issues related to grant administration and staff turnover at NAYA, Easton recommend that the Board withdraw the award.

**MOTION: Guebert moved to approve the recommendation to withdraw NAYA’s grant award.**

**Hensey 2nds**

**All in favor- motion passes unanimously**

- Udelhoven informed the Board that EMSWCD has been requested to serve as a fiscal agent for the Multnomah County Local Emergency Planning Committee (LEPC), an entity that focuses on environmental and safety hazards posed by the storage and handling of toxic chemicals. LEPC has been awarded two project grants, totaling \$20,000; one project will enhance our local emergency plan and the other project will enhance our local HazMat Rail Response Plan.
- Udelhoven asked the Board to approve a supplemental budget of \$10,000 so EMSWCD can receive and administer the grant funds.

**MOTION: Masterson moved to approve the supplemental budget resolution number 2018-09-01.**

**Guebert 2nds**

**All in favor- motion passes unanimously**

**EXECUTIVE DIRECTOR**

11	8:23	<b>Executive Session to Evaluate Job Performance of Executive Director [ORS 192.660(2)(i)]</b>	Discussion	Till	N/A
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**Executive Session entered at 8:23pm  
 Executive Session ended at 9:34pm**

- Till announced that the Executive Session was being updated to include ORS 192.660(2)(h) held for discussion of litigation.

**MOTION: Masterson moved to delegate Hensey to draft a Board statement in regards to hiring a consultant consistent with discussion held in Executive Session.**

**Guebert 2nds**

**All in favor- motion passes unanimously**

**CLOSING ITEMS**

12	9:34	<ul style="list-style-type: none"> <li>• <b>Announcements and reminders</b></li> <li>• <b>Action Items</b></li> <li>• <b>Adjourn Meeting</b></li> </ul>	Information	Till	N/A
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- A discussion was held on the dates for the next Board of Directors meeting. October 8<sup>th</sup>, 2018 was decided as the date for the next meeting.
- The Personnel Committee meeting for September, 2018 was canceled.
- Udelhoven announced that a date needs to be decided in the form of a resolution for the Annual Meeting. He suggested as a place holder to hold it in conjunction with the December Board of Directors meeting.
- Udelhoven announced that he will have to go on emergency leave soon. He will keep the Board informed when it happens.

**Meeting adjourned at 9:46pm**



(September 4, 2018)

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<b>Date Generated</b>	<b>Action Items</b>	<b>Responsible Parties</b>	<b>Due Date</b>	<b>Current Status as of Date of Draft Minutes</b>
4/2/18	Present a draft of the strategic plan to the Board.	Brown/Udelhoven	TBD	Pending
9/10/18	Udelhoven to send Board revised Zone 1 Director position announcement	Udelhoven	ASAP	Complete
9/10/18	Send feedback on the Equity Lens and Equity Statement to Angela by Monday, September 17 <sup>th</sup> .	The Board	9/17/18	Pending
9/10/18	Check on why the LCF (and P&CS) funds are exactly the same when comparing last year to this year for the same time period.	Mitten	ASAP	Complete
9/10/18	Bring forward a supplemental budget request at the October Board meeting to enable us to receive Forest Service funding for post-fire work in the Gorge.	DiLeone	October 8 <sup>th</sup> , 2018	Pending
9/10/18	Bring a resolution for the Annual Meeting.	Udelhoven	October 8 <sup>th</sup> , 2018	Pending
9/10/18	Interview consultants for an organizational evaluation as part of the ED evaluation process	Till/Hensey	ASAP	Pending



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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 <sup>2</sup>	CLIP	SPACE
<b>Vacant</b>	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		
<b>Upcoming Schedule</b>									
FY18-19	2018	<b>July</b>	--		30	27			
		<b>August</b>	6						
		<b>September</b>	10		24	17	12		
		<b>October</b>	8						
		<b>November</b>	5		26				
		<b>December</b>	3			10			
	2019	<b>January</b>	7		28		16		
		<b>February</b>	4					TBD	
		<b>March</b>	4	~4	25	TBD			
		<b>April</b>	1	~1					
		<b>May</b>	6	~6	20				
		<b>June</b>	3			TBD			

<sup>2</sup> External Committee members include: Jennifer Devlin (BES); Sheilagh Diez (Metro); 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**: Whitney Bailey, Jeremy Baker, Julie DiLeone, Suzanne Easton, Kathy Shearin
- **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 (Technical Team: Whitney Bailey)
- Gabbert Butte Stakeholder Advisory Committee – Whitney Bailey
- Inter-jurisdictional Johnson Creek Watershed Council – Whitney Bailey, Aaron Guffey
- Johnson Creek Watershed Council – Andrew Brown
- Lower Willamette Ag Water Quality – Vacant
- 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 – 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.

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