



Board of Directors Meeting Minutes
 East Multnomah Soil and Water Conservation District
 Monday February 3, 2020, 6:00 – 8:30 PM
 Held at: 5211 N Williams Ave, Portland, OR 97217

(February 21, 2020)

MINUTES

Attendees	
Board Directors	Allison Hensey, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Co-Chair Mike Guebert, Zone 3 Director Gabrielle Rossi, Zone 1 Director, Treasurer Dianna Pope, Director Emeritus Carrie Sanneman, Associate Director, Newly Elected Chair Rick Till, At-Large 1 Director, Secretary (arrived @ 6.09pm)
Board Members Not attending	
Staff	Andrew Brown, Interim Executive Director & Conservation Legacy Program Supervisor Dan Mitten, Chief of Finance & Operations Julie DiLeone, Rural Lands Program Supervisor Kathy Shearin, Urban Lands Program Supervisor Lindsay Nelson, Office Manager Alex Woolery, Marketing and Media Manager Suzanne Easton, Grants Manager Monica McAllister, Community Connection Liaison Rowan Steele, Headwaters Farm Program Manager Jeremy Baker, Senior Rural Conservationist
Guests	Kim Galland, NRCS Joe Rossi, Rossi Farms

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:06	Welcome and meeting called to order: <ul style="list-style-type: none"> • Introductions • Review/revise agenda • Review previous action items • Approve board meeting minutes 	Information/ Decision	Hensey	a) 1/6/2020 Board Meeting Minutes ~

Called to order at 6:06pm

- Masterson requested to move agenda item 15 (Board Director At-Large 2 position Vacancy and Appointment) ahead of agenda item 14 (Board Committee Appointments) and the Board agreed.
- Brown reviewed previous action items.
- Hensey proposed a change to the meeting minutes from 1/6/2020.
 - Under agenda item 12, it was recorded that Masterson made a motion to appoint Sanneman as the Board Chair. The motion actually stated that Masterson moved to appoint Sanneman to the Board.
- There was a brief discussion on the caveats of Sanneman joining the Board upon Hensey's resignation and best practices for doing so.



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MOTION: Hensey moved to amend the January minutes under item 12, the second bolded block, to say “Motion: Masterson moved to approve Sanneman to the At-Large seat number 2 effective upon Hensey’s resignation at the February Board meeting.” Masterson 2nd
Motion passed unanimously

MOTION: Masterson moved to approve the January 2020 meeting minutes Guebert 2nd
Motion passed unanimously

2	6:17	Time reserved for public comment and introductions¹	Information	Public	N/A
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- There were no comments made by the public at this time.
- Masterson presented on behalf of the organization, a service award to Hensey for her time and commitment in serving on the Board.

DISTRICT BUSINESS

3	6:20	Equity Update	Information	White-Brainard	N/A
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- White-Brainard provided an update on the progress of the Equity Team and anticipated timeline for the Equity Plan.

4	6:24	Process for refining Organizational Values	Information/ Discussion	Brown	N/A
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- Brown provided a brief follow up from the December 13th Staff Working Session with the organizational consultants and a progress report on the development of internal organizational values that the Management Team has been working on.
- A brief discussion was held on the development process moving forward and the Board’s involvement in that process.
- The Board requested to have a progress update at the March Board meeting with potential opportunity for more feedback from the Board after the meeting and a more robust conversation at the April Board meeting.

5	6:33	FY19-20 Second Quarter Report	Information/ Discussion	Brown/ Shearin/ DiLeone/ Mitten	a) FY19-20 Q2 Quarterly Progress Report ~ b)SPACE Grant Report ~ c) CLIP Grant Report ~
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- Brown introduced the FY19-20 Second Quarterly Report, and then each Program Manager presented their program’s updates.
 - Mitten presented the financial progress, significant accomplishments and upcoming events for the Finance and Operations team.
 - Shearin presented the financial progress, significant accomplishments and upcoming events for the Urban Lands team.
 - DiLeone presented the financial progress, significant accomplishments and upcoming events for the Rural Lands team.
 - Steele presented significant accomplishments and upcoming events at Headwaters Farm.
 - Brown presented the financial progress, significant accomplishments and upcoming events for the Land Legacy program.
 - Easton presented significant accomplishments and upcoming events for the Grants program.

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



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6	7:07	EMSWCD Policy Revisions: <ul style="list-style-type: none"> • Policy 1.1.1 EEO, Discrimination and Harassment • Policy 1.1.15 Non-Pay Benefits 	Discussion/ Decision	Brown/ Mitten	a) DRAFT Policy 1.1.1 EEO, Discrimination and Harassment ~ b) DRAFT Policy 1.1.15 Non-Pay Benefits ~
<ul style="list-style-type: none"> • Brown presented revisions to Policy 1.1.1 EEO, Discrimination and Harassment and asked for the Board's approval. • Masterson pointed out a concern with the language used in the 1st sentence in Policy 1.1.1 EEO Discrimination and Harassment. <ul style="list-style-type: none"> ○ Brown pointed out that the word "not" is missing from the 1st sentence in the policy. <p>MOTION: Masterson moved to approve Policy 1.1.1 EEO, Discrimination and Harassment as amended. The policy should read as EMSWCD will not determine wages or screen applicants based on their current or past compensation.</p> <p>Guebert 2nd Motion passed unanimously</p> <ul style="list-style-type: none"> • Brown presented revisions to Policy 1.1.15 Non-Pay Benefits and asked for the Board's approval, including the provision of health insurance benefits for eligible temporary employees. • A brief discussion was held on the Flexible Spending Account benefit. <p>MOTION: Guebert moved to approve Policy 1.1.15 Non-Pay Benefits as presented</p> <p>Till 2nd Motion passed unanimously</p>					
FINANCE & OPERATIONS					
7	7:23	FY20-21 Budget Calendar and Officer	Information/ Decision	Mitten	a) FY20-21 Budget Calendar ~
<ul style="list-style-type: none"> • Mitten presented the FY20-21 Budget Calendar. • Sanneman suggested scheduling a small break in between the Budget meetings and the Board meetings. <p>MOTION: Till moved to approve the FY20-21 Budget Calendar</p> <p>Rossi 2nd Motion passed unanimously</p> <p>MOTION: Guebert moved to appoint Mitten as the Budget Officer</p> <p>Till 2nd Motion passed unanimously</p>					
8	7:28	Financial report	Information	Mitten	a) December 2019 Financial Report ~
<ul style="list-style-type: none"> • Mitten presented the financial reports for December 2019. 					
CONSERVATION LEGACY					
9	7:32	Headwaters Program capacity to support immigrant farms participation in HIP	Information/ Discussion	Steele/ Brown	N/A
<ul style="list-style-type: none"> • Steele presented a proposal to support the participation of two immigrant farms in the Headwaters Incubator Program for the 2020 season and discussed the implications for the direction and outcomes of the HIP program. 					



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RURAL LANDS					
10	7:43	Rural Lands Staff Position Change	Discussion Decision	DiLeone/ Brown	a) Rural Lands Senior Conservationist switch to half time employment. ~
<ul style="list-style-type: none"> • DiLeone provided an update on the Rural Lands staff capacity for providing technical assistance to landowners and land managers in the rural area. • DiLeone requested to change Guffey's Rural Lands Senior Conservationist position from full time the part time. <p>MOTION: Guebert moved to approve Guffey's Rural Lands Senior Conservationist position changing from full time to part time Till 2nd Motion passed unanimously</p>					
BOARD SPECIFIC BUSINESS					
11	7:51	Executive Director Search Update	Information	Brown	N/A
<ul style="list-style-type: none"> • Brown provided a brief update on the Executive Director search. <ul style="list-style-type: none"> ◦ Brown shared that the Board, the Management Team, and a few selected staff have been asked to meet with NPN one on one. 					
12	7:54	Columbia Slough Visioning Project SCI Proposal	Information	Sanneman	a) Slough Vision SCI Request* b) Slough Vision Project Concept~
<ul style="list-style-type: none"> • Sanneman presented a possible Strategic Conservation Investment (SCI) Grant opportunity working with the Columbia Slough. • A discussion was held on the SCI grant request process. • Sanneman announced that there was a conflict of interest with the SCI grant request and her position on the Board and offered to recuse herself from voting and deliberation. 					
13	8:14	OACD Articles of Incorporation	Information/ Decision	Brown	a) OACD Articles of Incorporation - Restatement ~
<ul style="list-style-type: none"> • Brown provided a brief overview of the OACD Articles of Incorporation restatement. Two Board members did not attend the January meeting and were unable to vote. As the previous OACD Articles of Incorporation require a count of SWCD Directors' individual votes, the full Board was given the opportunity to vote on the revised Articles of Incorporation. <p>MOTION: Masterson moved to approve the revised OACD Articles of Incorporation. Guebert 2nd Motion passed unanimously</p>					
14	8:17	Board Director At-Large 2 Position Vacancy and Appointment	Discussion/ Decision	Board	N/A
<ul style="list-style-type: none"> • Hensy announced her formal resignation from the Board effective as of the start of this agenda item. • Brown confirmed that ODA declared the Board Director At-Large 2 position vacant as of the start of this agenda item, and that Sanneman has been declared eligible for the At-Large 2 position. • As Vice Chair, Masterson took over as Chair of the meeting. <p>MOTION: Guebert moved to appoint Sanneman to fill the Board Director At-Large 2 position Till 2nd Motion passed unanimously</p> <ul style="list-style-type: none"> • Sanneman was sworn in as a voting member of the EMSWCD Board of Directors. 					



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15	8:26	Board Committee Appointments	Discussion/ Decision	Hensey	N/A
<ul style="list-style-type: none"> A brief discussion was held on Board and Committee Officer positions and Committee appointments. The Board discussed Till becoming Chair of the Land Legacy Committee, and Masterson as Chair of the Personnel Committee. Committee officers will be formalized at the next meeting of each of the standing committees. <p>MOTION: Guebert moved to nominate Sanneman to fill the Board Chair vacancy Till 2nd Motion passed unanimously</p> <ul style="list-style-type: none"> Sanneman took over as Chair of the meeting. <p>MOTION: Masterson moved to approve the Committee appointments to remain as they currently exist Till 2nd Motion passed unanimously</p>					
CLOSING ITEMS					
16	8:40	<ul style="list-style-type: none"> Announcements and reminders Action items Adjourn meeting 	Information	Hensey	N/A
<ul style="list-style-type: none"> Brown announced that he will be on vacation for several weeks in March. <p>Meeting adjourned at 8:43pm</p>					

No.	Date Generated	Action Items	Responsible Parties	Due Date	Status
1	5/6/19	Add a discussion on the Associate Director appointment process on a future Board of Directors meeting.	Chair	ASAP	Pending
2	2/3/20	Provide a progress update of the process for refining organizational values for EMSWCD.	Brown	March	Pending
3	2/3/20	Follow up with the Grants Manager on the SCI Grant application process.	Brown	ASAP	Complete
4	2/3/20	Schedule a standing Personnel Committee meeting.	Brown	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	
Gabrielle Rossi	Director - Zone 1	Treasurer	X	X				
Laura Masterson	Director - Zone 2	Vice-Chair	X	X	X			
Mike Guebert	Director - Zone 3		X	X	X	X		
Rick Till	Director - At-Large 1	Secretary	X	X	X	X	X	
Carrie Sanneman	Director - At-Large 2	Chair	X	X		X		
Dianna Pope	Director - Emeritus		X					
Upcoming Schedule								
FY19-20	2019	July	8					
		August	5		5			
		September	9		30			
		October	7					
		November	4		25			
		December	2					
	2020	January	6		27		TBD	
		February	3					26 & 27
		March	2	2	30			
		April	6	6				
		May	4	4	18			
		June	1					

Internal EMSWCD Teams

- Equity Team: Chelsea White-Brainard (lead), Suzanne Easton, Rowan Steele, Lindsay Nelson, Monica McAllister, Brandi Boersma, Kathy Shearin, Laura Masterson
- Climate Change Team: Andrew Brown (lead), Julie DiLeone, Kathy Shearin, Rowan Steele, Jeremy Baker
- CLIP Team: Jeremy Baker, Whitney Bailey, Julie DiLeone, Kathy Shearin
- Safety Committee: Scot Wood (lead), Jon Wagner, Brandi Boersma, Dan Mitten

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 (Vice Chair, Executive Committee); Whitney Bailey (CSWC Tech Team)
- Equity Grantmakers Network – Suzanne Easton
- Johnson Creek Watershed Council – Andrew Brown
- Inter-jurisdictional Committee for Johnson Creek Watershed – Whitney Bailey; Jeremy Baker
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon Association of Nurseries, Mt. Hood Chapter – Aaron Guffey (Treasurer)
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon State University Solve Pest Problems Advisory Committee - Kathy Shearin (Steering Committee); Julie DiLeone
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
- Sandy River Ag Water Quality Local Advisory Committee – Dianna Pope when possible
- Sandy River Basin Partners – Julie DiLeone (Chair)
- Sandy River Basin Watershed Council – 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. Meeting attendees requiring Americans with Disabilities Act accommodations should call (503) 222-7645 x 100 as soon as possible. To better serve you, five (5) business days prior to the event, is preferred.