



**Board of Directors Meeting Minutes**  
 East Multnomah Soil and Water Conservation District  
 Monday March 2, 2020, 6:00 – 8:30 PM  
 To be held at: 5211 N Williams Ave, Portland, OR 97217

(March 23, 2020)

**Minutes**

<b>Attendees</b>	
<b>Board Directors</b>	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Co-Chair (called in) Mike Guebert, Zone 3 Director Gabrielle Rossi, Zone 1 Director, Treasurer (called in) Dianna Pope, Director Emeritus Rick Till, At-Large 1 Director, Secretary (arrived at 6:11pm)
<b>Board Members Not attending</b>	
<b>Staff</b>	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 Matt Shipkey, Land Legacy Program manager
<b>Guests</b>	Agnes Zach, Non-Profit Now (NPN)

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:10	<b>Welcome and meeting called to order:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review/revise agenda</li> <li>• Review previous action items</li> <li>• Approve board meeting minutes</li> </ul>	Information/ <b>Decision</b>	Sanneman	a) 2/3/2020 Board Meeting Minutes ~ b) 1/14/2020 Board Work Session Minutes ~
<p><b>Called to order at 6:10pm</b></p> <ul style="list-style-type: none"> <li>• Brown reviewed previous action items.</li> </ul> <p><b>MOTION: Till moved to approve the January 2020 meeting minutes</b>  <b>Guebert 2<sup>nd</sup></b>  <b>Motion passed unanimously</b></p> <p><b>MOTION: Guebert moved to approve the January 14, 2020 Board Work Session minutes</b>  <b>Till 2<sup>nd</sup></b>  <b>Motion passed unanimously</b></p>					



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2	6:12	<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 made by the public at this time.</li> </ul>					
<b>DISTRICT BUSINESS</b>					
3	6:12	<b>Equity Update</b>	Information	White-Brainard /Brown	N/A
<ul style="list-style-type: none"> <li>In White-Brainard’s absence, Brown provided a brief update on the status of the Equity Plan.</li> <li>Till asked if anyone had an update on the Clean Energy Funds.               <ul style="list-style-type: none"> <li>Brown provided a brief update that led to a small discussion on the current plan for the Clean Energy Funds.</li> </ul> </li> </ul>					
4	6:17	<b>Organizational Values</b>	Information/ Discussion	Brown	N/A
<ul style="list-style-type: none"> <li>Brown presented the progress on the development of a written draft definition of EMSWCD’s organizational values.</li> <li>Brown shared with the Board that the graffiti’s chart exercise that Hall and Heffernan recommended was underway. The deadline was extended due to staff’s availability and scheduled time off.</li> <li>Brown announced that he anticipates sharing a refined draft of the organizational values in the next week in preparation for a discussion during the April board meeting.</li> </ul>					
<b>FINANCE &amp; OPERATIONS</b>					
5	6:22	<b>Financial report</b>	Information	Mitten	a) January 2020 Financial Report~
<ul style="list-style-type: none"> <li>Mitten presented the financial reports for January 2020.</li> </ul>					
<b>CONSERVATION LEGACY</b>					
6	6:24	<b>Comment letter to NRCS</b>	Information	Brown	a) Letter to NRCS on eligibility for ACEP buy-protect-sell ~
<ul style="list-style-type: none"> <li>Consistent with the EMSWCD Policy on Public Commenting, as the issue pertains to federal rule making, Brown informed the Board that EMSWCD submitted a comment letter to NRCS on new rules being developed for the ACEP program, regarding local government eligibility for ACEP funds for buy-protect-sell easement transactions.</li> </ul>					

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



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7	6:27	<p><b>Land Legacy Program:</b></p> <ul style="list-style-type: none"> <li>• Executive Session under ORS 192.660(2)(e) held for discussion of real estate negotiations.</li> <li>• Decisions related to matters discussed in Executive Session (if needed).</li> </ul>	Discussion/ <b>Decision</b>	Shipkey/ Brown	(Executive Session property briefing document circulated separately).
<p><b>Executive session entered at 6:27pm.</b>  <b>Executive session ended at 6:43pm</b></p> <p><b>MOTION: Guebert moved to approve staff's recommendations to pursue a fee purchase opportunity discussed in Executive Session</b>  <b>Till 2<sup>nd</sup></b>  <b>Motion passed 4-0 (Rossi Abstained)</b></p> <p><b>MOTION: Guebert moved to authorize a Board member to sign a PSA consistent with Resolution # concerning the disposition of the Gordon Creek property approved by the Board (supplementing the Resolution # which had only authorized execution by the Executive Director or the Interim Executive Director).</b>  <b>Till 2<sup>nd</sup></b>  <b>Motion passed 4-0 (Rossi Abstained)</b></p>					
<b>BOARD SPECIFIC BUSINESS</b>					
8	6:44	<b>Organizational Development Update</b>	Information	Sanneman	a) Report of Organizational Consulting Engagement *
<ul style="list-style-type: none"> <li>• A discussion was held on prioritizing items identified by the organizational consultants for future discussion and/or board action. <ul style="list-style-type: none"> <li>○ The following items were identified by the Board: <ul style="list-style-type: none"> <li>▪ Management Team performance evaluations</li> <li>▪ Board and management Team alignment</li> <li>▪ Executive Director search</li> <li>▪ EMSWCD Staff's thoughts</li> </ul> </li> </ul> </li> <li>• A discussion was held on possible ways to conduct performance evaluations for the Management Team.</li> <li>• There was a discussion about scheduling a Personnel Committee meeting in April and to add the Management team's performance evaluations to the agenda.</li> </ul>					
9	7:13	<b>Strategic Conservation Investment Grant Program discussion</b>	Discussion/ <b>Decision</b>	Sanneman	a)SCI Memo * b)SCI Guidelines *
<ul style="list-style-type: none"> <li>• A discussion was held on the process for the Strategic Conservation Investment (SCI) program, including the program expectations and guidelines.</li> <li>• A brief discussion was held on conflict of interest.</li> <li>• It was requested to send concerns on the process, expectations, and guidelines of the SCI program to Brown and Easton via email.</li> </ul>					



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10	7:36	<b>Executive Director Search</b>	Discussion	Zach	a) Draft Job Description ~ b) ED search Board intake questions * c) ED search timeline ~
<ul style="list-style-type: none"> <li>• Zach reviewed the work completed to-date and the timeline for the search moving forward.</li> <li>• Zach went through all the proposed changes to the current Executive Director Job Description and welcomed any feedback and edits from the Board.</li> <li>• Zach discussed the interview timeline and process and had a brief discussion on the interview committee. She requested that the Board email her their individual interests on serving on the Executive Director hiring committee.</li> </ul>					
<b>CLOSING ITEMS</b>					
11	8:19	<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	Sanneman	N/A
<ul style="list-style-type: none"> <li>• Brown made several announcements starting with him going on vacation starting on 12<sup>th</sup> of March and returning on April 1<sup>st</sup>.             <ul style="list-style-type: none"> <li>○ Brown also announced that ODA has posted the 2020 election schedule on their website.</li> <li>○ OACD has an At-Large seat open if anyone is interested.</li> <li>○ In preparation for Brown’s absence, he requested a Board member to sign checks. Guebert volunteered to do so.</li> </ul> </li> </ul>					
<b>Meeting adjourned at 8:22pm</b>					

### ACTION ITEMS

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	Schedule a standing Personnel Committee meeting.	Brown	ASAP	Pending
3	3/2/2020	Send your individual interest on serving on the ED hiring committee.	Board	ASAP	Pending
4	3/2/2020	Send suggestions on changes to the SCI guidelines to Brown and Easton.	Board	3/17/2020	Pending

### 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				
<b>Upcoming Schedule</b>							

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



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<b>FY19-20</b>	2019	<b>July</b>	8				
		<b>August</b>	5		5		
		<b>September</b>	9		30		
		<b>October</b>	7				
		<b>November</b>	4		25		
		<b>December</b>	2				
	2020	<b>January</b>	6		27		
		<b>February</b>	3				26 & 27
		<b>March</b>	2	2	30		
		<b>April</b>	6	6			
		<b>May</b>	4	4	18	TBD	
		<b>June</b>	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, Matt Shipkey, 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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**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.** 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.