



**Board of Directors Meeting Minutes**  
 East Multnomah Soil and Water Conservation District  
 Wednesday September 16, 2020, 6:00 – 8:30 PM  
 Held via teleconference

(September 21, 2020)

**MINUTES**

<b>Attendees</b>	
<b>Board Directors</b>	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair (Arrived at 6:47pm) Rick Till, At-Large 1 Director, Secretary Mike Guebert, Zone 3 Director
<b>Board Members Not attending</b>	Dianna Pope, Director Emeritus Gabrielle Rossi, Zone 1 Director, Treasurer
<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 Chelsea White-Brainard, Senior Rural Outreach and Education Specialist Matt Shipkey, Land Legacy Program Manager Aaron Guffey, Senior Rural Conservationist Rhesa Ramdeen, Urban Outreach & Education Intern
<b>Guests</b>	Agnes Zach, Non-Profit Professional Now Inc. John Sieling

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:06	<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) 8/3/2020 Board Meeting Minutes ~
<b>Called to order at 6:06pm</b> <ul style="list-style-type: none"> <li>• Brown requested to add a brief discussion on the Grants Committee meeting date and delegation prior to going into Executive Session and the Board agreed.</li> <li>• Brown reviewed previous action items.</li> </ul> <b>MOTION: Till moved to approve the August 3<sup>rd</sup>, Board meeting minutes Guebert 2<sup>nd</sup></b> <b>Motion passed unanimously (3-0, Masterson was not present for the vote)</b>					
2	6:10	<b>Time reserved for public comment and introductions<sup>1</sup></b>	Information	Public	N/A
<ul style="list-style-type: none"> <li>• Sieling provided a brief introduction and expressed his interest exploring the possibility of becoming an Associate Director.</li> </ul>					

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

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**DISTRICT BUSINESS**

3	6:11	<b>Equity update</b>	Discussion	Sanneman/ White-Brainard	N/A
<ul style="list-style-type: none"> <li>• Sanneman provided an update on the progress with the District’s equity initiative, including the work underway, and the recent joint letter from EMSWCD and WMSWCD about the survey of SWCD director eligibility criteria.</li> <li>• White-Brainard provided an update on the Equity Team’s progress and work to date, including the following:             <ul style="list-style-type: none"> <li>○ White-Brainard’s recent registration for an OACD Advocacy training to gain a more comprehensive understanding of what and how staff can advocate for certain initiatives</li> <li>○ The most recent update to the survey responses from the community</li> <li>○ The Equity Team’s goal of presenting parts of the Equity Plan to the Board by the end of the calendar year for approval</li> </ul> </li> <li>• Brown provided a brief update on the scope of work with Shirazi and informed the Board that although Shirazi was on leave for the month of September, including an intake assessment survey to be completed by the Board and the Management Team.</li> <li>• Nelson suggested that the Board reach out to Shirazi to invite her to attend a Board or Personnel Committee meeting for clarity on task orders and the opportunity to ask further questions on her scope of work.             <ul style="list-style-type: none"> <li>○ Sanneman volunteered to reach out to Shirazi.</li> </ul> </li> <li>• White-Brainard shared that she had met with the Equity Team from the Clackamas Soil and Water Conservation (SWCD) and is scheduled to meet with Marion SWCD to share best practices and evaluate where they are in their equity journeys.             <ul style="list-style-type: none"> <li>○ A larger collaboration between other SWCDs is in the planning process</li> </ul> </li> </ul>					
4	6:30	<b>COVID Update</b>	Information	Brown	N/A
<ul style="list-style-type: none"> <li>• Brown provided a brief update on the District’s response to the COVID-19 pandemic, including:             <ul style="list-style-type: none"> <li>○ The use of leave related to COVID and the impact the current stipulations to the leave may have on those who have children attending remote schooling in the fall.</li> <li>○ Proposed programming changes including the possibility of canceling the Annual Plant Sale next year due to COVID (presented briefly by Shearin), changes that may need to occur to support current PIC Grants, and extending Ramdeen’s internship contact to the end of June 2021                 <ul style="list-style-type: none"> <li>▪ The Board agreed to the program proposed changes.</li> </ul> </li> </ul> </li> <li>• Brown announced that any specific proposals for changes to policy will be presented to the Board at a subsequent meeting.</li> </ul>					
5	6:43	<b>Date for FY19-20 Annual Meeting</b>	Information/ <b>Decision</b>	Brown	a) Resolution #2020-09-01 establishing the FY19-20 Annual Meeting Date ~
<ul style="list-style-type: none"> <li>• Brown presented a resolution establishing the date for the FY19-20 Annual Meeting, for December 7<sup>th</sup> at 6pm.</li> </ul> <p><b>MOTION: Guebert moved to approve Resolution #2020-09-01 Till 2<sup>nd</sup> Motion passed unanimously (4-0, Masterson was present for the vote)</b></p>					
<b>FINANCE AND OPERATIONS</b>					
6	6:46	<b>Monthly Financial report</b>	Information	Mitten	a) July 2020 Financial Report ~
Mitten presented the financials for July 2020.					

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**RURAL LANDS**

7	6:47	<b>CLIP project approval</b>	Discussion/ <b>Decision</b>	Guffey/ DiLeone	a) CLIP 21-001 Project Proposal~
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- Guffey presented a cost share funding CLIP project for an irrigation project on Ekstrom Nursery.

**MOTION: Guebert moved to approve the CLIP 21-001 Project Proposal**  
 Till 2<sup>nd</sup>  
**Motion passed unanimously (4-0, Masterson was present for the vote)**

-	6:55	- Short Break -			
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**BOARD SPECIFIC BUSINESS**

8	7:01	<b>Grant Committee Meeting Date</b>	Discussion/ <b>Decision</b>	Brown	N/A
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\*Agenda item added by the Board Chair as requested by Brown

- Brown asked Till for his availability and preference on dates to reschedule the Grants Committee meeting currently scheduled for 9/24/2020. Till indicated 10/12/2020 from 5:00pm-7:00pm.
- Due to delays in the meeting and possible changes to the 2021 PIC cycle due to COVID and other reasons, Brown requested that the Board delegate to the Grants Committee to authority to approve any changes or restructuring to the PIC cycle for this coming year.

**MOTION: Till moved to approve to delegate the decision authority to the Grants Committee on approving any changes or restructuring of the 2021 PIC Cycle**  
 Guebert 2<sup>nd</sup>  
**Motion passed unanimously (4-0, Masterson was present for the vote)**

9	7:13	<b>Executive Director Search:</b> <ul style="list-style-type: none"> <li>Executive Session under ORS 192.660(7)(d) held for the employment of public officers.</li> <li>Decisions related to matters discussed in Executive Session (if needed).</li> </ul>	Discussion/ <b>Decision</b>	Masterson/ Zach	<i>(Executive Session materials to be circulated separately)</i>
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Executive session entered at 7:13pm  
 Executive session ended at 9:06pm

- Zach announced that there will be a Special Board of Directors meeting on Wednesday, September 30<sup>th</sup> for a discussion of the Executive Director candidates.

**MOTION: Till moved to approve the finalists as recommended by the Search Committee and the Board**  
 Guebert 2<sup>nd</sup>  
 Till amended his motion to include "as discussed in Executive Session" as suggested by Brown  
**Motion passed unanimously (4-0, Masterson was present for the vote)**



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**CLOSING ITEMS**

10	9:07	<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
<p>• Brown reminded the Board that the Land Legacy Committee meeting is scheduled for September 28<sup>th</sup> and that he will continue to look for dates for a Personnel Committee meeting to follow up from the previous meeting and address the Management Team's performance reviews.</p> <p><b>Meeting adjourned at 9:12pm</b></p>					

No.	Date Generated	Action Items	Responsible Parties	Due Date	Status
1	4/6/2020	Follow up to ensure EMSWCD's documented responses meet the requirements of the state mandates regarding COVID-19.	Brown	ASAP	Work in Progress
2	4/6/2020	Incorporate the suggestions as discussed and get a revised SCI guidelines document to Suzanne.	Sanneman	ASAP	Pending
3	4/6/2020	Seek counsel review of the SCI guidelines and circulate a final version of the guidelines to the Board.	Brown/Easton	ASAP	Pending
4	5/4/2020	Send feedback to Brown on the Organizational Values draft document.	Board	ASAP	Pending
5	6/1/2020	Share Sanneman's input on the organizational values and bring back to the Board the staff's responses and recommendations.	Brown	ASAP	Pending
6	9/16/2020	Reach out to Shirazi to discuss a future Board or Committee meeting discussion.	Sanneman	ASAP	Pending
7	9/16/2020	Send Sanneman Shirazi's contact information.	Nelson	ASAP	Complete
8	9/16/2020	Include a discussion about taking forward a strategy around the Board eligibility requirements at a subsequent meeting.	Sanneman	ASAP	Pending
9	9/16/2020	Report back to the Board after completion of the OACD Advocacy Training, the appropriate and legal role for staff with legislative matters.	White-Brainard	ASAP	Pending

**Commented [LN1]:** You said this action item at the end of the meeting but didn't indicate who was responsible for completing it. I assumed it was you?



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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	Chair			
Mike Guebert	Director - Zone 3		X	X	X	X		
Rick Till	Director - At-Large 1	Secretary	X	Chair	X	X	X	
Carrie Sanneman	Director - At-Large 2	Chair	X			X		
Dianna Pope	Director - Emeritus		X					
Upcoming Schedule								
FY20-21	2020	July	6	27	15			
		August	3					
		September	16	28				
		October	5			TBD	12	
		November	2	30				
		December	7					
	2021	January	4		25	TBD	TBD	
		February	1					TBD
		March	1	1	29			
		April	5	5		TBD		
		May	3	3	24			
		June	7					

**Internal EMSWCD Teams**

- **Equity Team**: Chelsea White-Brainard (lead), Lindsay Nelson, Monica McAllister, Brandi Boersma, Matt Shipkey, 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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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.