



**Board of Directors Meeting Minutes**  
 East Multnomah Soil and Water Conservation District  
 Monday May 4, 2020, 6:00 – 8:30 PM  
 Held via teleconference

(May 22, 2020)

**MINUTES**

| <b>Attendees</b>                   |   |
|------------------------------------|---|
| <b>Board Directors</b>             | Carrie Sanneman, At-Large 2 Director, Chair<br>Laura Masterson, Zone 2 Director, Vice-Chair<br>Mike Guebert, Zone 3 Director (arrived at 8:15pm)<br>Rick Till, At-Large 1 Director, Secretary   |
| <b>Board Members Not attending</b> | Gabrielle Rossi, Zone 1 Director, Treasurer<br>Dianna Pope, Director Emeritus   |
| <b>Staff</b>                       | Andrew Brown, Interim Executive Director & Conservation Legacy Program Supervisor<br>Dan Mitten, Chief of Finance & Operations<br>Julie DiLeone, Rural Lands Program Supervisor<br>Kathy Shearin, Urban Lands Program Supervisor<br>Lindsay Nelson, Office Manager<br>Suzanne Easton, Grants Manager<br>Matt Shipkey, Land Legacy Program Manager (arrived @6:09pm)<br>Jeremy Baker, Senior Rural Conservationist<br>Chelsea White-Brainard, Senior Rural Outreach and Education Specialist |
| <b>Guests</b>                      | Agnes Zach, Non-Profit Professionals Now (arrived at 8:02pm)<br>Marganne Allen, Oregon Department of Agriculture (ODA)  |

| Item #  | Time | Board Meeting Agenda Item  | Purpose                         | Presenter | Packet<br><i>* please read; ~ please review</i>                                   |
|---|------|--|---------------------------------|-----------|---|
| 1   | 6:04 | <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/<br><b>Decision</b> | Sanneman  | a)4/6/2020 Board Meeting Minutes ~<br>b)4/20/2020 Special Board Meeting Minutes ~ |
| <b>Called to order at 6:04pm</b> <ul style="list-style-type: none"> <li>• Brown reviewed previous action items.</li> </ul> <b>MOTION: Till moved to approve the April 6, 2020 Board meeting minutes and the April 20, 2020 Special Board meeting minutes Guebert 2<sup>nd</sup></b><br><b>Motion passed unanimously</b> |      |  |                                 |           |   |
| 2   | 6:11 | <b>Time reserved for public comment and introductions<sup>1</sup></b>  | Information                     | Public    | N/A   |
| <ul style="list-style-type: none"> <li>• Allen, new Water Quality Program Manager at ODA, provided a brief introduction.</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 | 6:20 | <b>Equity Update</b> | Information | White-Brainard | N/A |
|---|------|----------------------|-------------|----------------|-----|

- White-Brainard provided an update on the progress of the Equity Plan and the Equity Team.
  - White-Brainard is in the process of finalizing a consultant contract with Ruby Shirazi from Resolution Lab.
  - White-Brainard also shared a brief update on a letter sent to legal counsel and the response regarding equity discussion topics.
  - Lastly, White-Brainard shared that the small internal discussion groups were continuing to meet; due to the current circumstances all meetings are being held virtually.

|   |      |                                  |                            |  |                                 |
|---|------|----------------------------------|----------------------------|--|---------------------------------|
| 4 | 6:24 | <b>Quarterly Progress report</b> | Information/<br>Discussion | Brown/<br>DiLeone/<br>Shearin/<br>Mitten | a) FY19-20 Q3 Quarterly Report~ |
|---|------|----------------------------------|----------------------------|--|---------------------------------|

- Brown provided a brief introduction to the FY19-20 Third Quarter Report, and then each Program Manager presented their program’s highlights and significant accomplishments.
- Shearin presented the Urban Lands program highlights and significant accomplishments.
  - Shearin provided an update on the new virtual workshop setup and process allowing workshops to continue during the stay-at-home orders.
  - Shearin also shared that the Urban Lands team has been working on creating a virtual Yard Tour for the community to access through Facebook.
- DiLeone presented the Rural Lands program highlights and significant accomplishments.
  - DiLeone shared the success of the first ever Biochar Workshop organized by White-Brainard.
  - She also provided a summary of StreamCare progress, including the additional watersheds included this year.
  - The Rural Lands team is working on an outreach strategy utilizing USPS due to the stay-at-home orders.
  - DiLeone mention that three members of the Rural Lands team are currently working part time due to COVID-19.
- Brown presented the Headwaters Farm, Land Legacy, and Grant program highlights and significant accomplishments.
  - Brown provided a brief overview of the land conservation projects and the Farm Succession Workshop series.
  - The Partners in Conservation (PIC) application and review process had taken place smoothly and concluded in the third quarter. Easton is currently in the process of reaching out to those applicants that have been chosen to receive funding and offering support for adjusting contracts and project timelines.
  - Headwaters Farm operations are still running despite some disruptions. Safety protocols and parameters have been put into place for everyone to adhere to.
  - Two most significant accomplishments are construction of the new equipment shed and installation of the solar system.
- Mitten presented the Finance and Operations team’s highlights and significant accomplishments
  - Mitten mentioned a successful transition from office to complete remote environment for staff to work effectively in response to a rapidly changing COVID-19 pandemic, including aiding in establishing virtual meeting platform(s) for programs use.
  - F&O successfully transitioned paper-dependent bookkeeper processes, payables, and payroll to be accomplished remotely.
  - Employee of the Year award was given out in the third quarter. The recipient was Nelson, a F&O staff member.
  - The FY20-21 Budget was developed in collaboration with Program Supervisors.
  - Administratively onboarded the new Headwaters Operations Assistant, Pfeil.
  - Assisted in the policy change to make part-time and temporary staff eligible for certain benefits.
- A brief discussion was held on the possibility of keeping the Urban Lands workshops virtual when the stay-at-home orders are lifted. It was mentioned that the virtual workshops are allowing almost triple the amount of community members to participate.



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|   |      |  |                                |                   |   |
|---|------|--|--------------------------------|-------------------|---|
| 5   | 6:54 | <b>Organizational Values</b>   | Information/<br>Discussion     | Brown             | (Draft Organizational Values document to be distributed prior to the meeting).                            |
| <ul style="list-style-type: none"> <li>• Brown provided an overview of the organizational values process thus far.</li> <li>• Brown also presented the draft of the EMSWCD organizational values.             <ul style="list-style-type: none"> <li>○ Multiple staff read the collective statements out loud.</li> <li>○ The Board was asked to provide feedback on the draft values statements and a process for refining the organizational values further.</li> <li>○ The Board requested more time to digest the draft document.</li> </ul> </li> <li>• A brief discussion was held on the length and quantity of the value statements.</li> </ul> |      |  |                                |                   |   |
| <b>FINANCE &amp; OPERATIONS</b>   |      |  |                                |                   |   |
| 6   | 7:24 | <b>Monthly Financial report</b>  | Information                    | Mitten            | a) March 2020 Financial Report~   |
| <ul style="list-style-type: none"> <li>• Mitten presented the financials for March 2020.</li> </ul>   |      |  |                                |                   |   |
| <b>RURAL LANDS</b>  |      |  |                                |                   |   |
| 7   | 7:28 | <b>CLIP application</b>  | Discussion/<br><b>Decision</b> | DiLeone/<br>Baker | a) CLIP 20-008 Project Proposal~  |
| <ul style="list-style-type: none"> <li>• Baker presented a CLIP application requesting cost share for a project on private farmland to address water quality concerns associated with livestock heavy use, manure, and compost management on a tributary of Smith Creek.</li> </ul>   |      |  |                                |                   |   |
| <p><b>MOTION: Guebert moved to approve the CLIP 20-008 project proposal presented by Baker</b><br/> <b>Till 2<sup>nd</sup></b><br/> <b>Motion passed unanimously</b></p>  |      |  |                                |                   |   |
| <b>CONSERVATION LEGACY</b>  |      |  |                                |                   |   |
| 8   | 7:38 | <b>Land Legacy Program:</b> <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.</li> </ul> | Discussion/<br><b>Decision</b> | Shipkey/<br>Brown | a) Resolution No. 2020-05-02<br><br>(Executive Session property briefing document circulated separately). |
| <p><b>Executive session entered at 7:38pm</b><br/> <b>Executive session ended at 8:01pm</b></p>   |      |  |                                |                   |   |
| <p><b>MOTION: Till moved to approve Resolution No. 2020-05-02 as discussed in Executive Session</b><br/> <b>Guebert 2<sup>nd</sup></b><br/> <b>Motion passed unanimously</b></p>  |      |  |                                |                   |   |
| <p><b>MOTION: Till moved to approve the authorization of modification to the terms for the Gordon Creek sale as discussed in executive session.</b><br/> <b>Guebert 2<sup>nd</sup></b><br/> <b>Motion passed unanimously</b></p>  |      |  |                                |                   |   |



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| BOARD SPECIFIC BUSINESS  |      |   |                                |                   |   |
|--|------|---|--------------------------------|-------------------|---|
| 9  | 8:03 | <b>Executive Director Search</b> <ul style="list-style-type: none"> <li>Discussion on Executive Director recruitment process and criteria.</li> <li>Opportunity for public comment<sup>2</sup></li> </ul> | Discussion/<br><b>Decision</b> | Sanneman/<br>Zach | a) ED Job Description*<br>b) ED Search Advertisement*<br>c) ED Search Process and Criteria* |
| <ul style="list-style-type: none"> <li>The Board reviewed the Executive Director job announcement advertisement and job description and offered feedback and modifications to some of the language.</li> <li>Brown announced that members of the public will be given the opportunity to comment on the Executive Director recruitment including but not limited to the qualifications and the process EMSWCD will use for to recruit an Executive Director.</li> <li>A discussion was held on the search process and the criteria.</li> <li>The Committee decided to hold a Special Board meeting on 5/18/2020 at 6:30 pm to discuss and finalize the job description, announcement, and the search process.</li> </ul> |      |   |                                |                   |   |
| CLOSING ITEMS  |      |   |                                |                   |   |
| 10   | 9:29 | <ul style="list-style-type: none"> <li>Announcements and reminders</li> <li>Action items</li> <li>Adjourn meeting</li> </ul>  | Information                    | Sanneman          | N/A   |
| <b>Meeting adjourned at 9:31pm</b>   |      |   |                                |                   |   |

| 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.  | Sanneman            | ASAP     | Pending          |
| 2   | 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 |
| 3   | 4/6/2020       | Follow up on any FFCRA requirements regarding hiring temporary employees in the event that a current employee needs to take extended leave due to COVID-19. | Brown               | ASAP     | Pending          |
| 4   | 4/6/2020       | Incorporate the suggestions as discussed and get a revised SCI guidelines document to Suzanne.  | Sanneman            | ASAP     | Pending          |
| 5   | 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          |
| 6   | 4/6/2020       | Work with Zach to get meetings of the search committee scheduled.   | Brown               | ASAP     | Pending          |
| 7   | 5/4/2020       | Send feedback to Brown on the Organizational Values draft document.   | Board               | ASAP     | Pending          |
| 8   | 5/4/2020       | Email the Word version of the Organizational Values draft document.   | Brown               | ASAP     | Complete         |
| 9   | 5/4/2020       | Set up a Special Board meeting for Monday, May 18 <sup>th</sup> .   | Brown               | ASAP     | Complete         |

<sup>2</sup> Each member of the public who wishes to speak shall be given approximately 3 minutes.

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



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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 |                       |                  |                   |             |           |        |         |
| <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, 18             | 4           | 18        | 11, 15 |         |
|                   |                       | <b>June</b>      | 1                 |             |           | 1      |         |

**Internal EMSWCD Teams**

- **Equity Team**: Chelsea White-Brainard (lead), Suzanne Easton, 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.