



Board of Directors Meeting Minutes
 East Multnomah Soil and Water Conservation District
 Monday June 1, 2020, 6:00 – 8:30 PM
 Held via teleconference.

(June 29, 2020)

MINUTES

Attendees	
Board Directors	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair Rick Till, At-Large 1 Director, Secretary Gabrielle Rossi, Zone 1 Director, Treasurer (arrived at 6:24pm and left at 8:00pm)
Board Members Not attending	Dianna Pope, Director Emeritus Mike Guebert, Zone 3 Director
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 Jeremy Baker, Senior Rural Conservationist Chelsea White-Brainard, Senior Rural Outreach and Education Specialist
Guests	Agnes Zach, Non-Profit Professionals Now

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:10	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	Sanneman	a) 5/4/2020 Board Meeting Minutes ~ b) 5/18/2020 Special Board Meeting Minutes ~ c) 5/4/2020 Budget Committee Meeting #3 Minutes ~
Called to order at 6:10pm <ul style="list-style-type: none"> • Brown reviewed previous action items. MOTION: Till moved to approve the May 4th Board meeting minutes, May 18th Special Board meeting minutes, and the May 4th Budget Committee meeting minutes Masterson 2nd Motion passed unanimously (3-0, Rossi was not present for the vote)					
2	6:18	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> • There were no comments made by the public at this time. 					

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



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DISTRICT BUSINESS					
3	6:18	Executive Director Search Update	Discussion	Sanneman/ Zach	a) Management team Search Committee representation request *
<ul style="list-style-type: none"> • Zach provided an update on the Executive Director search. <ul style="list-style-type: none"> ○ Zach talked about the progress to date, the Search Committee management team representation, and Search Committee meetings dates and scheduling. • A brief discussion was held on the type of environment the District would be able to provide for candidates interviewing for the position and the implications of having a large interview panel vs. small panel. • Mitten presented a proposal that detailed the entire Management Team participating on the Executive Director Search Committee. • The Board agreed to keep the composition of the Search Committee as had previously been decided, with one representative of the management team participating on the committee. 					
4	7:01	Equity Update	Information	White-Brainard	N/A
<ul style="list-style-type: none"> • White-Brainard provided a brief update on the Equity Team’s progress on the Equity Plan, the Community Engagement Liaison (CELS) process, and the internal small discussion groups. 					
5	7:04	Organizational Values	Information/ Discussion	Sanneman/ Brown	a) Draft versions of ESWCD Organizational Values *
<ul style="list-style-type: none"> • A discussion was held on the draft EMSWCD organizational values, and the process going forward. • Staff will consider the draft organization values statements and bring feedback to the Board at a future meeting. 					
6	7:20	Work from Home Expenses	Discussion/ Decision	Brown/ Mitten	a) Remote work-from-home expenses proposal *
<ul style="list-style-type: none"> • Brown presented a proposal for compensating staff for work related expenses incurred because of working from home during the COVID-19 pandemic. • The Board requested more information on the legal implications of the District offering a stipend to employees. 					
FINANCE & OPERATIONS					
7	7:35	FY20-21 Budget Adoption	Information/ Decision	Mitten	a) Resolution No. 2020-06-01, FY20-021 Budget Adoption ~ b) TSCC tax certification letter ~ c) FY20-21 Budget ~
<ul style="list-style-type: none"> • Mitten presented the final FY20-21 Budget, including feedback from the TSCC hearing held on May 19, and Resolution 2020-06-01 to adopt the budget, set the appropriations, and levy the taxes for FY20-21. <p>MOTION: Masterson moved to approve Resolution No. 2020-06-01 Till 2nd Motion passed unanimously (4-0, Rossi was present for the vote)</p>					
8	7:41	Monthly Financial report	Information	Mitten	a) April 2020 Financial Report ~
<ul style="list-style-type: none"> • Mitten presented the financials for April 2020. 					



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RURAL LANDS					
9	7:44	Rural Lands contracts approval	Information/ Decision	DiLeone	a) Rural Lands FY20-21 crew contracts summary ~
<ul style="list-style-type: none"> • DiLeone presented contracts for StreamCare and weed control crew work for FY20-21, that required approval by the Board. The Board will be asked to approve the expenditure and nominate a signatory to review and execute the contracts. <p>MOTION: Till moved to authorize any Board member or Brown to execute the crew contacts as presented in the Board packet Masterson 2nd Motion passed unanimously (4-0, Rossi was present for the vote)</p>					
CONSERVATION LEGACY					
10	7:49	PIC Project change: PIC-16-020	Discussion/ Decision	Easton/ Brown	a) Proposed Amendment to PIC Funding Agreement (PIC-16-020) ~
<ul style="list-style-type: none"> • Brown presented a situation with regards to a 2016 PIC project awarded to Multnomah County for a culvert replacement project on the north fork of Johnson Creek at 267th Ave. As the culvert project was not able to proceed as originally planned due to the much higher cost of the project than originally anticipated before the detailed engineering design work was done. • The County has proposed alternative use of the remaining project funds. Brown presented the County's proposal, with would involve determining the feasibility of, and retrofitting the culvert to improve fish passage. <p>MOTION: Masterson moved to approve the new direction for the 2016 PIC project presented today Till 2nd Motion passed unanimously (4-0, Rossi was present for the vote)</p>					
BOARD SPECIFIC BUSINESS					
11	7:57	Appeal of 2019 salary increase decision	Discussion/ Decision	Masterson	N/A
<ul style="list-style-type: none"> • Masterson presented the recommendations from the Personnel Committee on the appeal of the 2019 decision regarding a one-time salary increase request. <p>MOTION: Masterson moved to approve awarding Nelson the remaining amount in the original salary bump request, \$1692, to be added to her annual salary retroactive to 7/1/2019 Till 2nd Motion passed unanimously (3-0, Rossi was not present for the vote)</p> <p>MOTION: Till moved to approve the Personnel Committee's recommendation regarding policy revisions covering the one-time salary bump policy, dispute and conflict resolution Masterson 2nd Motion passed unanimously (3-0, Rossi was not present for the vote)</p> <p>MOTION: Till moved to strongly encourage those involved in the appeal of the 2019 salary increase to identify dispute resolution resources or outside support as soon as possible and report back to the Board. Masterson 2nd Motion passed unanimously (3-0, Rossi was not present for the vote)</p>					



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12	8:10	FY19-20 Performance Review Process <ul style="list-style-type: none"> • Management team • Interim Executive Director 	Discussion/ Decision	Masterson/ Sanneman	N/A
<ul style="list-style-type: none"> • A discussion was held on the performance review process and timeframe for the Management Team and the Interim Executive Director. 					
13	8:23	Board Vacancies and potential Board member recruitment	Discussion	Sanneman	N/A
<ul style="list-style-type: none"> • Sanneman announced that she will not seek re-election in November. • A brief discussion was held on options for publicizing the open seat. 					
14	8:36	Board and Committee meeting calendar for FY20-21	Discussion	Sanneman	a) Draft FY20-21 meeting calendar
<ul style="list-style-type: none"> • The draft meeting calendar for FY20-21 for the Board and standing committees were presented. • Masterson requested to add quarterly Personnel Committee meetings to the calendar. 					
CLOSING ITEMS					
15	8:38	<ul style="list-style-type: none"> • Announcements and reminders • Action items • Adjourn meeting 	Information	Sanneman	N/A
<ul style="list-style-type: none"> • Brown brought up the idea for EMSWCD writing a statement in response to the recent events and the current state of the country, acknowledging what is happening around us and, and how it affects individuals, and our commitment to doing better and being better. <p>MOTION: Masterson moved to delegate Sanneman to work with staff to make a statement on issues and current events including input from the Equity Team Masterson 2nd Motion passed unanimously (3-0, Rossi was not present for the vote)</p> <p>Meeting adjourned at 8:38pm</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.	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

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



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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	Complete
7	5/4/2020	Send feedback to Brown on the Organizational Values draft document.	Board	ASAP	Pending
8	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
9	6/1/2020	Get clarity on legal ramifications with offering a stipend for working from home expenses.	Brown/Mitten	ASAP	Pending
10	6/1/2020	Create a detailed proposal outlining a process on conducting the Management Team's performance reviews.	Management Team	ASAP	Pending
11	6/1/2020	Work with Sanneman and district's counsel to compile the information given to Sanneman about staff's ability to get involved with the upcoming election notification process and to clarify that they don't contradict ODA's guidelines and requirements.	Brown	ASAP	Complete

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							
FY19-20	2019	July	8				
		August	5	5			
		September	9	30			
		October	7				
		November	4	25			
		December	2				
	2020	January	6		27		
		February	3				26 & 27
		March	2	2	30		
		April	6	6			
		May	4 & 18	4	18	11 & 15	
		June	1			1	



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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

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.