



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

(July 24, 2020)

MINUTES

Attendees	
Board Directors	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair (Arrived at 6:15pm) Rick Till, At-Large 1 Director, Secretary Mike Guebert, Zone 3 Director
Board Members Not attending	Dianna Pope, Director Emeritus Gabrielle Rossi, Zone 1 Director, Treasurer
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 Chelsea White-Brainard, Senior Rural Outreach and Education Specialist Suzanne Easton, Grants Manager
Guests	(none)

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:03	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) 6/1/2020 Board Meeting Minutes ~
Called to order at 6:03pm <ul style="list-style-type: none"> • Sanneman requested to add 15 minutes to the Equity Update agenda item and the Board agreed. • Brown requested to add the approval of a contract with the Sandy River Watershed Council to the agenda and suggested adding it in between agenda items 5 & 6 and the Board agreed. • Brown reviewed previous action items. MOTION: Till moved to approve the June 1, Board meeting minutes Guebert 2nd Motion passed unanimously (3-0, Masterson was not present for the vote)					
2	6:11	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	6:11	Executive Director Search Update	Information	Zach/ Brown	N/A
<ul style="list-style-type: none"> Brown provided a brief update on the Executive Director search progress to date. 					
4	6:17	Equity Update	Discussion	White-Brainard	N/A
<ul style="list-style-type: none"> White-Brainard provided an update on the Equity Team’s progress and work to date. She mentioned the following: <ul style="list-style-type: none"> Shipkey will be joining the Equity Team. The contract with Ping Khaw Services International has been finalized and the Equity Team is working on the first task order. An orientation with the Community Engagement Liaisons (CELS) is scheduled for July 16th and that the liaisons will begin conducting our surveys online soon. A brief discussion was held on how questions in the survey were going to be framed and how conservation work was going to be prioritized. White-Brainard mentioned that the contract with Shirazi was completed and the Equity Team is in the process of creating task orders. A discussion was held on how the Board can be more active in equity work and if more training was needed. Till briefly talked about the historical racism in Oregon, specifically in the district. He also proposed allocating more funding on equitable programming and suggested that the new Executive Director take lead on creating such programs. White-Brainard mentioned that WMSWCD created a report detailing some of the history of racism and that she would try to get a copy of it to share with the Board. Sanneman proposed working with staff to create DEI options to present and discuss at the next Board meeting. 					
5	6:50	EMSWCD FY20-21 Annual Work Plan	Discussion/ Decision	Brown/ Shearin/ DiLeone/ Mitten	a) FY20-21 District Annual Work Plan ~
<ul style="list-style-type: none"> Brown introduced the EMSWCD FY20-21 Annual Work Plan. Each Program Supervisor briefly presented on their program’s content within the Annual Pan. <p>MOTION: Guebert moved to approve FY20-21 Annual work Plan Till 2nd Motion passed unanimously</p> <ul style="list-style-type: none"> Brown proposed an amendment to the previous contract that EMSWCD had with the Sandy River Watershed Council. The amendment is for \$75,000 for the FY20-21 work at the Mount Hood Community College demonstration project, that Shearin previously described. <p>MOTION: Guebert moved to approve the amended contract with the Sandy River Watershed Council for the Mt. Hood Community College project Till 2nd Motion passed unanimously</p>					
-	7:28	- Short Break -			
<p>MOTION: Guebert moved to approve authorizing Brown to sign the amended contract with the Sandy River Watershed Council as described Till 2nd Motion passed unanimously</p>					



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6	7:34	Work from Home Expenses	Discussion/ Decision	Brown/ Mitten	a) Summary of stipend and reimbursement information* b) Remote work-from-home expenses proposal*
<ul style="list-style-type: none"> • Mitten presented feedback on the Board’s request for further information on work from home expense reimbursement policies and practices, including what other special districts are offering this this regard. • Mitten defined the difference between a stipend and a reimbursement. • Brown and Mitten presented a revised proposal, including three different options, for compensating staff for work-related expenses incurred because of working from home during the COVID-19 pandemic. <p>MOTION: Guebert moved to approve the proposal of a \$50 per month stipend for work related expenses back dating to the beginning of the stay-at-home orders but with a proration for the first month and continuing through the end of the work at home requirements and prorating in the last month. Guebert amended his motion to include the exceedance of the salary cap for those that are at the top of their pay range Masterson 2nd Motion passed unanimously</p>					
FINANCE & OPERATIONS					
7	7:45	Monthly Financial report	Information	Mitten	a) May 2020 Financial Report ~
<ul style="list-style-type: none"> • Mitten presented the financials for May 2020. 					
CONSERVATION LEGACY					
8	7:46	Strategic Partnership Agreement with Watershed Councils: <ul style="list-style-type: none"> • Approval of Year 5 projects • Preliminary options for after SPA 	Discussion/ Decision	Brown	a) CSWC Year-5 SPA Amendment ~ b) JCWC Year-5 SPA Amendment ~ c) SRWC Year-5 SPA Amendment ~
<ul style="list-style-type: none"> • Brown provided a brief history on the strategic partnerships with the Watershed Councils. • Brown presented the proposed Watershed Council projects for year-5 of the strategic partnership agreement (SPA). <p>MOTION: Guebert moved to approve the 5-year SPA amendments as proposed Masterson 2nd Motion passed unanimously</p>					
BOARD SPECIFIC BUSINESS					
9	7:52	SWCD Board eligibility criteria survey	Discussion/ Decision	Brown	a) Board eligibility white paper* b) Director eligibility survey*
<ul style="list-style-type: none"> • Brown introduced the SWCC/OACD survey on SWCD board director eligibility criteria, resulting from the SWCC work group to review the eligibility criteria for SWCD directors. • Brown informed the Board that responses to the survey are due on August 20. • There was a brief discussion on the proposed changes, however, the Board requested more time to read through the survey. • The Board requested that responses to the survey be discussed at the August meeting. 					



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10	8:13	FY19-20 Performance Review Process <ul style="list-style-type: none"> • Management team • Interim Executive Director 	Discussion	Brown	N/A
<ul style="list-style-type: none"> • Brown provided a brief update on the status of the performance review process for the Management Team and Interim Executive Director. • Brown requested to table the discussion at a Personnel Committee meeting and the Board agreed. 					
CLOSING ITEMS					
11	8:15	<ul style="list-style-type: none"> • Announcements and reminders • Action items • Adjourn meeting 	Information	Sanneman	N/A
<ul style="list-style-type: none"> • Brown announced that the Board meeting scheduled for September 7th falls on a holiday and asked the Board if they would like to move the meeting to the following Monday or to a different date. <ul style="list-style-type: none"> ○ The Board decided to move the September 7th Board meeting to Monday, September 14th. • Brown also announced that he will be out of town and will need assistance from a Board member to sign checks in his absence. 					
Meeting adjourned at 8:38pm					

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	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	6/1/2020	Create a detailed proposal outlining a process on conducting the Management Team's performance reviews.	Management Team	ASAP	Work in Progress
7	7/6/2020	Retrieve a copy of the report from WSWCD on the historical racism in Oregon and send it to the Board	White-Brainard	ASAP	Complete
8	7/6/2020	Fill out OACD/SWCC director eligibility survey and send to Brown by July 24 th .	Board	7/24/2020	Work in Progress
9	7/6/2020	Send an email to Board to secure a check signer for the weeks that Brown will be out of town.	Mitten	ASAP	Completed
10	7/6/2020	Work with Masterson and the staff to create DEI options to discuss at the next Board meeting.	Sanneman	ASAP	Completed



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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	14		28		24	
		October	5			TBD		
		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), 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.