



**Board of Directors Meeting Minutes**  
 East Multnomah Soil and Water Conservation District  
 Monday November 2, 2020, 6:00 – 8:30 PM  
 Held via teleconference

(November 30, 2020)

**MINUTES**

<b>Attendees</b>	
<b>Board Directors</b>	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair 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 Suzanne Easton, Grants Manager
<b>Guests</b>	Jasmine Zimmer-Stucky, candidate for At-large 2 Director position Agnes Zach, Non-Profit Professional Now Inc. (arrived at 7:41pm) Kim Galland, NRCS

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:03	<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) 10/05/2020 Board Meeting Minutes ~ b) 9/30/2020 Special Board Meeting Minutes ~
<b>Called to order at 6:03pm</b> <ul style="list-style-type: none"> <li>• Brown requested to add a brief discussion on check signing procedures with the transition to the new Executive Director.</li> <li>• Brown reviewed previous action items.</li> </ul> <b>MOTION: Till moved to approve the October 5<sup>th</sup> Board meeting minutes and the September 30<sup>th</sup> Special Board meeting minutes Guebert 2<sup>nd</sup></b> <b>Motion passed unanimously</b>					
2	6:07	<b>Time reserved for public comment and introductions<sup>1</sup></b>	Information	Public	N/A
<ul style="list-style-type: none"> <li>• Zimmer-Stucky provided a brief introduction to herself and her interest in EMSWCD.</li> </ul>					

<sup>1</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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<b>DISTRICT BUSINESS</b>					
3	<b>6:10</b> 10 min	<b>Equity update</b>	Discussion	Sanneman/ White-Brainard	N/A
<ul style="list-style-type: none"> <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>○ An update on working with Ruby Shirazi.</li> <li>○ An update on the Community Engagement Liaison process and the community surveys</li> <li>○ An update on the internal small discussion groups</li> </ul> </li> <li>• A brief discussion was held on the Equity Team’s role in the onboarding process for the new Executive Director, as well as the equity related onboarding for new Board Directors.</li> </ul>					
4	<b>6:19</b>	<b>Equity Statement</b>	Discussion	White-Brainard	a) Draft EMSWCD Equity Statement*
<ul style="list-style-type: none"> <li>• White-Brainard presented the draft Equity Statement and provided an opportunity for feedback and input.</li> </ul>					
5	<b>6:34</b>	<b>Quarterly Progress Report</b>	Information/ Discussion	Brown/ Shearin/ DiLeone/ Mitten	a) FY20-21 Q1 Quarterly Report~ b) SPACE Grants applications FY20-21 1 <sup>st</sup> quarter~
<ul style="list-style-type: none"> <li>• Brown provided a brief introduction to the FY20-21 First Quarter Report, and then each Program Manager presented their program’s progress, expenditures, and the impact of the ongoing COVID pandemic.</li> <li>• Shearin presented the Urban Lands program progress, expenditures, and COVID impact, including the following:               <ul style="list-style-type: none"> <li>○ Master Gardeners requested a presentation but instead, Urban Lands created an entire workshop series that resulted in 700 people attending online.</li> <li>○ COVID has impacted how Urban Lands is able to safely continue community outreach so the team has utilized the first quarter strategizing and trying new effective ways to do so.</li> <li>○ Workshops were still offered to the public via recorded webinars. This allowed community members to attend as their schedules allowed.</li> <li>○ An update on technical support and the Mt. Hood Community College stormwater retrofit project.</li> </ul> </li> <li>• DiLeone presented the Rural Lands program progress, expenditures, and the impact COVID has made to the program, including the following:               <ul style="list-style-type: none"> <li>○ The Rural Lands team has been focusing on fieldwork during the first quarter.</li> <li>○ Despite the team’s reduced staff hours due to COVID, they have been able to continue to send crews out to continue fieldwork.</li> <li>○ Wagner and White-Brainard were able to complete the Great Gorge Adventure Activity Book that is now on EMSWCD’s website and has been translated into Vietnamese, Spanish, and Russian.</li> <li>○ StreamCare outreach shifted to sending out a mailer and staff have gotten good responses from it.</li> </ul> </li> <li>• Brown presented the Headwaters Farm, Land Legacy and the Grants programs progress, expenditures, and impact of COVID, including the following:               <ul style="list-style-type: none"> <li>○ The two immigrant farms in their first year participating in HIP were impacted by the COVID restrictions. The African collective has not had as much time farming as many are frontline workers and are needed for their other work off farm.</li> <li>○ Headwaters added some additional capacity to support dry farming techniques for one of the farmers that will be available going into the 2021 season.</li> <li>○ Grant funding has been received from the Energy Trust of Oregon and PGE Renewable Development Fund for the grants for the Headwaters solar project.</li> </ul> </li> </ul>					



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- The biggest accomplishment of Land Legacy during the first quarter was closing on the easement on the 322nd Avenue farm property, that included some provisions in the agricultural management plan to restrict some nursery practices associated with growing conifers to maintain the soil on site and improve the soil health on that property.
  - A brief update on PIC grants and the SPACE grants awarded in FY20-21 to date.
  - Mitten presented the Finance and Operations progress, expenditures, and the impact COVID has made to the program. He shared the following:
    - An explanation of under expenditure of the F&O budget, which was mostly directly related to the Executive Director's vacancy and associated salary savings, the delay of the Data Analyst position that was planned, and for capital projects at the office.
    - The FY19-20 financial audit process has been Initiated and is in process.
    - The F&O team has worked to create safety protocols when in the office, offer ongoing technical support with everyone working remotely, and finding creative ways to stay connected to staff and boost morale.
- Mitten brought up the proposed Interstate Corridor Urban Renewal Plan Amendment, that if passed would reduce EMSWCD's tax revenue.

**FINANCE AND OPERATIONS**

6	7:11	<b>Monthly Financial report</b>	Information	Mitten	a) September 2020 Financial Report~
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- Mitten presented the financials for September 2020.

-	7:15 5 min	<i>Short Break -</i>			
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**CONSERVATION LEGACY**

7	7:22	<b>Grants: PIC Strategic Pause</b>	Information	Easton/ Brown	a) PIC 2021 Strategic Pause~
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- Easton provided an update on the changes for the 2021 PIC cycle for 2021, as discussed and approved in the recent Grants Committee meeting.
- The decision not to go ahead with a competitive PIC cycle this year, in favor of non-competitive targeted support for EMSWCD's regular grantees, has been communicated publicly as well as to EMSWCD grantees and partners.

**BOARD SPECIFIC BUSINESS**

8	7:26	<b>Management Team FY19-20 Performance Review Process</b>	Discussion/ <b>Decision</b>	Brown/ Masterson	a) Management team FY19-20 performance review process~
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- Brown provided a brief recap of discussions held in the recent Personnel Committee meetings regarding the Management Team's annual review process.
- Brown presented a revised proposal for the process of undertaking the performance reviews, and options for changes to the process as discussed previously.
- A discussion was held on the process as presented.
  - Till suggested incorporating some of the findings from the Organizational Assessment from the previous year, and members of the Board and staff expressed their concerns with doing so.

**MOTION: Masterson moved to approve Management Team's performance review process for FY19-20 as presented, deleting the first sentence on the second page starting with "Board of Directors who wish to provide written feedback..."**  
 Guebert 2<sup>nd</sup>

**Motion passed 3-1 (Till was opposed)**



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9	7:45	<b>Executive Director Onboarding</b>	Discussion	Sanneman	N/A
<ul style="list-style-type: none"> <li>• Sanneman provided a brief overview of the items to cover under this agenda item.</li> <li>• Sanneman explained how the draft announcement of the Executive Director appointment was created.</li> <li>• Brown shared how the announcement would be distributed to external stakeholders.</li> <li>• A discussion was held on the onboarding plan and 30-60-90 day performance matrix.</li> <li>• Zach shared Hamilton’s onboarding requests.</li> <li>• Further discussion was held on the onboarding process.</li> </ul>					
<p>Additional agenda item: District check signing authorization</p> <p>A discussion was held on arrangements for check signing during the transition to a new Executive Director.</p> <ul style="list-style-type: none"> <li>• Mitten reviewed the current process and policy on check signing and explained the challenges of switching authority to the new Executive Director. Due to the Beneficial Bank’s process and timeline, Mitten requested that the Board approve continuing Brown’s authority to sign checks until the new Executive Director is added as an authorized signer on the bank account.</li> </ul> <p><b>MOTION: Till moved to approve adding Hamilton as an authorized check signer on the Beneficial account and authorizing Brown to continue as a check signer until that process has been finalized</b>  <b>Guebert 2<sup>nd</sup></b>  <b>Motion passed unanimously</b></p>					
<b>CLOSING ITEMS</b>					
10	8:24	<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 announced that he will be following up with Personnel Committee to figure out dates for the Management Team Performance Reviews.</li> <li>• Brown clarified that the Annual meeting on December 7<sup>th</sup> will take place from 6pm-7pm and the Board of Directors meeting will follow thereafter.</li> </ul> <p><b>Meeting adjourned at 8:30pm</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



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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	Include a discussion about taking forward a strategy around the Board eligibility requirements at a subsequent meeting.	Sanneman	ASAP	Pending
7	11/2/2020	Send the Board a summary of the Interstate Corridor Urban Renewal Plan Amendment.	Mitten	ASAP	Complete
8	11/2/2020	Work on the draft of the 30-60-90 day expectations for the new Executive Director.	Masterson/ Zach	ASAP	Complete
9	11/2/2020	Create a proposal to present to the Board at a later time, outlining DEI onboarding training options for new Board members	Management Team/ Equity Team	ASAP	Pending
10	11/2/2020	Send the draft Equity Statement to attorney for review.	Brown	ASAP	Complete
11	11/2/2020	Email any specific feedback on the draft Equity Statement to White-Brainard within the next two weeks.	Board	ASAP	Pending
12	11/2/2020	Coordinate with Nelson to schedule meetings with the new Executive Director for each of the Board members.	Board/Nelson	ASAP	In progress
13	11/2/2020	Send the ED announcement to the Board when it is ready to distribute so that they too may send it out.	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								
<b>FY20-21</b>	2020	<b>July</b>	6	27	15			
		<b>August</b>	3					
		<b>September</b>	16	28				
		<b>October</b>	5			12		
		<b>November</b>	2	30				
		<b>December</b>	7					
	2021	<b>January</b>	4		25		TBD	
		<b>February</b>	1			TBD		TBD
		<b>March</b>	1	1	29			
		<b>April</b>	5	5				
		<b>May</b>	3	3	24	TBD		
	<b>June</b>	7						



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**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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