



**FY19-20 Annual Meeting &
December 2020 Board of Directors Meeting Minutes**
East Multnomah Soil and Water Conservation District
Monday December 7, 2020, 6:00 – 8:30 PM
Held via teleconference

(December 22, 2020)

MINUTES

Attendees	
Board Directors	Carrie Sanneman, At-Large 2 Director, Chair Laura Masterson, Zone 2 Director, Vice-Chair (arrived at 6:05pm) Rick Till, At-Large 1 Director, Secretary Mike Guebert, Zone 3 Director Gabrielle Rossi, Zone 1 Director, Treasurer
Board Members Not attending	Dianna Pope, Director Emeritus
Staff	Nancy Hamilton, Executive Director Andrew Brown, 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 Monica McAllister, Community Connections Liaison Scot Wood, Facilities Manager Alex Woolery, Marketing and Media Manager Jeremy Baker, Senior Rural Conservationist Aaron Guffey, Senior Rural Conservationist Lucas Nipp, Senior Rural Conservationist Katie Meckes, Urban Lands Outreach and Education Specialist Chris Aldassy, Senior Rural Conservationist Brandi Boersma, Interim Urban Lands Outreach and Education Specialist Rowan Steele, Headwaters Farm Manager Whitney Bailey, Senior Urban Conservationist
Guests	Jasmine Zimmer-Stucky, incoming Director for At-large 2 position Ted Labbe, Executive Director, Urban Greenspaces Institute Dan Roix, Columbia Land Trust

Item #	Time	FY19-20 Annual Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:04	Welcome and meeting called to order: <ul style="list-style-type: none"> • Introductions • Review/revise agenda 	Information	Sanneman	N/A
Called to order at 6:04pm					



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2	6:07	Recognition Awards: <ul style="list-style-type: none"> • Employee of the Year • Service Awards 	Information	Sanneman	N/A
<ul style="list-style-type: none"> • Hamilton provided a brief overview of Employee of the Year Award and explained that this year the District would be recognizing two employees. • Mitten presented Woolery with an Employee of the Year plaque and certificate and spoke to the merits of his receiving it. • DiLeone presented White-Brainard with an Employee of the Year plaque and certificate and spoke to the merits of her receiving it. • DiLeone presented a 5-year Service Award to White-Brainard. • Mitten presented a 5-year Service Award to Wood. • Sanneman presented a 5-year Service Award to Brown. • Sanneman presented a Board Service Award to Rossi. • Masterson presented a Board Service Award to both Till and Sanneman. 					
3	6:45	Annual Report Presentation and Approval	Information/ Decision	Brown/ Shearin/ DiLeone/ Mitten	a) EMSWCD FY19-20 Annual Report ~
<p><i>*there was a brief break due to technical difficulties</i></p> <ul style="list-style-type: none"> • Brown provided a brief summary of the FY19-20 Annual Report. • Brown presented the FY19-20 Annual Report for the Conservation Legacy Program, Headwaters Farm, Land Legacy, and Grants program. He presented the successes and challenges in the FY and highlighted some accomplishments in each area noted above. He also presented an overview of the percentage of tasks completed, still in progress, and incomplete. He also mentioned the impact that COVID-19 has had on the programs. • Shearin presented the FY19-20 Annual Report for the Urban Lands Program, presenting the successes and challenges for the year. She highlighted several key accomplishments within her program and presented an overview of tasks completed, still in progress, and incomplete for her program. She described the impact that COVID-19 had on Urban Lands staff and efforts. • DiLeone presented the FY19-20 Annual Report for the Rural Lands Program. She presented the successes and challenges during the FY and gave an overview of tasks completed, still in progress, and incomplete. She also pointed out some key accomplishments and discussed the impact that COVID-19 had on the Rural Lands staff and efforts. • Mitten presented the FY19-20 Annual Report for the Finance & Operations Program. He presented the successes and challenges in the fiscal year and highlighted certain accomplishments in key areas related to finance and operations, including tasks completed, still in progress, and uncompleted tasks. He gave an overview of the impact of COVID-19 within the program itself and on the operations of the entire district. 					



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4	7:17	Audit Presentation and Approval	Information/ Decision	Mitten	a) FY19-20 Audit Report ~
<ul style="list-style-type: none"> Mitten presented the FY19-20 Financial Audit Report <p>MOTION: Guebert moved to approve the FY19-20 Annual Report and FY19-20 Financial Audit Report Masterson 2nd Motion passed unanimously</p>					
5	7:23	Adjourn Meeting	Information	Sanneman	N/A
Meeting adjourned at 7:23pm					

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	7:23	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) 11/02/2020 Board Meeting Minutes ~
<p>MOTION: Guebert moved to approve the November 2nd Board meeting minutes Till 2nd Motion passed unanimously</p> <ul style="list-style-type: none"> • Brown reviewed previous action items. 					
2	7:27	Time reserved for public comment and introductions¹	Information	Public	N/A
<ul style="list-style-type: none"> Zimmer-Stucky introduced herself to the Board and Staff. 					

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



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DISTRICT BUSINESS					
3	7:28	Equity Update: <ul style="list-style-type: none"> • Equity Statement 	Discussion/ Decision	White-Brainard	a) Draft EMSWCD Equity Statement*
<ul style="list-style-type: none"> • White-Brainard provided an update on progress with the District’s equity initiatives. White-Brainard mentioned the following: <ul style="list-style-type: none"> ○ The Equity Team is continuing to work with Shirazi. ○ A regional Equity Meeting is scheduled for December 14th with 10 other SWCDs. • White-Brainard presented the draft EMSWCD Equity Statement with the Board and provided time for feedback, input and possible approval by the Board. <ul style="list-style-type: none"> ○ Sanneman commented on the last paragraph and asked for clarity. ○ A brief discussion was held on the feedback that was given by EMSWCD’s attorney. ○ Brief board discussion asking for clarification regarding whether current board should approve the Equity Statement or have the new board members take formal action. Several board members noted it was appropriate for current board to vote because it was the result of work that the current board was part of promoting and working on. It was then brought up for a motion. <p>MOTION: Till moved to approve the Draft EMSWCD Equity Statement Masterson 2nd Motion passed (4-0, Rossi abstained)</p>					
4	7:45	OACD: <ul style="list-style-type: none"> • OACD Board election • Feedback from November OACD Annual Meeting 	Information/ Decision	Brown	a) OACD 2020 Election Candidate Statements ~ b) OACD Election Ballot ~
<ul style="list-style-type: none"> • Brown provided the following update on OACD’s Board election: <ul style="list-style-type: none"> ○ The Oregon Association of Conservation Districts (OACD) Annual meeting took place virtually this year, and as a result the election of OACD Board members is being done outside of the Annual Meeting. Individual member districts have been asked to vote on the OACD candidates (one vote per district). The Board will be asked to collectively vote for each of the open OACD board positions. <p>MOTION: Guebert moved to approve Brown’s recommendation to vote for each of the five candidates as outlined on the ballots for their board positions on the OECD board Masterson 2nd Motion passed unanimously</p>					
FINANCE AND OPERATIONS					
5	7:50	Monthly Financial report	Information	Mitten	a) October 2020 Financial Reports ~
<ul style="list-style-type: none"> • Mitten presented the financial reports for October 2020. 					



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CONSERVATION LEGACY					
6	7:54	Land Legacy: <ul style="list-style-type: none"> Executive Session under ORS 192.660(2)(e) held for discussion of real estate negotiations Decisions related to matters discussed in Executive Session (if needed). 	Information/ Decision	Shipkey/ Brown	a) Board Resolution #20-12-01, Grant for Natural Area/ Access to Nature Project* b) Board Resolution #20-12-02, Mainstem Farm Lease Purchase Option*
Entered Executive Session at 7:54pm Exited Executive Session at 8:25pm MOTION: Till moved to approve Resolution #20-12-01 as discussed in Executive Session Guebert 2nd Motion passed (4-1, Masterson opposed) MOTION: Till moved to approve Resolution #20-12-02 as discussed in Executive Session Guebert 2nd Motion passed unanimously					
BOARD SPECIFIC BUSINESS					
7	8:28	Executive Director Onboarding	Discussion	Sanneman/ Hamilton	a) Onboarding Outline for Nancy Hamilton*
<ul style="list-style-type: none"> Sanneman provided an update on onboarding process for the new Executive Director, Hamilton, including a plan for 30-60-90 days expectations and outcomes. Hamilton provided a brief overview of what she has accomplished to-date. 					
8	8:37	Management Team FY19-20 Performance Review Process	Discussion/ Decision	Masterson/ Hamilton	N/A
<ul style="list-style-type: none"> Hamilton presented a new plan for the FY19-20 performance review process for the Management Team, highlighting the changes that were made from the previously approved plan, noting that other than the IED, management performance reviews would be done by Hamilton rather than the Board. MOTION: Guebert moved to approve changes to the previous performance review process for the Management Team; And that the review process for the Interim Executive Director will remain as previously approved Masterson 2nd Motion passed unanimously					



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9	8:46	Board Officer Appointments	Discussion/ Decision	Sanneman	N/A
<ul style="list-style-type: none"> Sanneman provided an update on the Board Officer roles and suggested that the Board wait until the February Board meeting to appoint new Officers. A discussion was held on what positions are required on the Board. A brief discussion was held on the Board transitions. <p>MOTION: Masterson moved to elect Guebert as Board Chair starting in January Sanneman 2nd Motion passed (4-1, Till opposed)</p> <p>MOTION: Guebert moved to elect Masterson as the Board Secretary and Treasure starting in January Sanneman 2nd Motion passed (4-1, Till opposed)</p>					
CLOSING ITEMS					
10	8:59	<ul style="list-style-type: none"> Announcements and reminders Action items Adjourn meeting 	Information	Sanneman	N/A
<ul style="list-style-type: none"> Guebert and Masterson thanked Till, Sanneman, and Rossi for their commitment and service to the EMSWCD Board of Directors. <p>Meeting adjourned at 9:03pm</p>					

No.	Date Generated	Action Items	Responsible Parties	Due Date	Status
1	9/16/2020	Include a discussion about taking forward a strategy around the Board eligibility requirements at a subsequent meeting.	Board	ASAP	Pending
2	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
3	12/7/2020	Hamilton will seek guidance on Board transition and swearing in process.	Hamilton	ASAP	Complete



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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			12		
		November	2	30				
		December	7			TBD		
	2021	January	4		25		TBD	
		February	1					TBD
		March	1	1	29	TBD		
		April	5	5				
May		3	3	24	TBD			
	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, Katie Meckes, 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

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



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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.