



**Board of Directors Meeting Minutes**  
 East Multnomah Soil and Water Conservation District  
 Tuesday, January 12, 2021, 6:00 – 9:00 PM  
 Held via teleconference

(January 19, 2021)

**MINUTES**

<b>Attendees</b>	
<b>Board Directors</b>	Jasmine Zimmer-Stucky, At-Large 2 Director Laura Masterson, Zone 2 Director, Secretary, Treasure Jim Carlson, At-Large 1 Director Mike Guebert, Zone 3 Director Joe Rossi, Zone 1 Director
<b>Board Members Not attending</b>	Dianna Pope, Director Emeritus
<b>Staff</b>	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 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 Rhesa Ramdeen, Urban Outreach & Education Intern Nick Pfeil, Headwaters Farm Operations Assistant
<b>Guests</b>	Jacklyn Zimmer-Jones and family members, members of the public Kathleen, member of the public Dan, member of the public Gabrielle Rossi, member of the public Ted Labbe, Executive Director, Urban Greenspaces Institute Kim Galland, NRCS Rick Stucky, member of the public Rachel Stucky, member of the public



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Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:02	<b>Welcome and meeting called to order:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Oath of Office</li> </ul>	Information	Guebert	N/A
<p><b>Called to order at 6:02pm</b></p> <ul style="list-style-type: none"> <li>• Guebert announced Board attendees for the record.</li> <li>• Hamilton announced EMSWCD Staff attendees for the record.</li> <li>• Members of the public introduced themselves for the record.</li> <li>• Guebert presented a brief overview of the Oath of Office and the swearing in process.</li> <li>• The newly elected Board members (Zimmer-Stucky, Carlson, Masterson, and Rossi) were sworn in individually under the direction of Guebert, the Acting Board Chair.</li> </ul>					
2	6:13	<b>Board and Executive Director Introductions</b>	Information	Guebert	N/A
<ul style="list-style-type: none"> <li>• Guebert and Masterson introduced themselves and briefly shared their involvement throughout the years as EMSWCD Board members.               <ul style="list-style-type: none"> <li>○ Rossi, Carlson, Zimmer-Stucky, and Hamilton followed with a brief introduction.</li> </ul> </li> </ul>					
3	6:26	<b>Overview of Board of Director Meetings</b>	Information	Guebert	a) Robert's Rules of Order Overview
<ul style="list-style-type: none"> <li>• Guebert provided an overview of the EMSWCD Board meeting process. He reviewed the following:               <ul style="list-style-type: none"> <li>○ Introduction to Robert's Rules of Order, attendance, times and dates of meetings, and personal bios for the Board page on the EMSWCD website.</li> </ul> </li> </ul>					
4	6:33	<ul style="list-style-type: none"> <li>• <b>Review/revise agenda</b></li> <li>• <b>Review previous action items</b></li> <li>• <b>Approve Board meeting minutes</b></li> </ul>	Information/ <b>Decision</b>	Guebert	a) 12/7/2020 Board Meeting Minutes ~ b) 12/18/2020 Special Board Meeting Minutes ~ c) 12/29/2020 Special Board Meeting Minutes ~
<ul style="list-style-type: none"> <li>• Guebert reviewed previous action items.               <ul style="list-style-type: none"> <li>○ Zimmer-Stucky requested more information on the action item regarding Board eligibility requirements and Brown provided a brief overview/update.</li> </ul> </li> </ul> <p><b>MOTION: Masterson moved to approve the December 7<sup>th</sup> Board meeting minutes and the December 18<sup>th</sup> and 29<sup>th</sup> Special Board meeting minutes</b>  <b>Carlson 2<sup>nd</sup></b>  <b>Motion passed unanimously</b></p>					
5	6:41	<b>Time reserved for public comment and introductions<sup>1</sup></b>	Information	Public	N/A
<ul style="list-style-type: none"> <li>• Galland introduced herself and provided a brief overview of her role at Natural Resources Conservation Services (NRCS) and their partnership with EMSWCD.</li> </ul>					

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



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6	6:45	<b>Monthly Financial Report</b>	Information	Mitten	a) November'20 financial statements
<ul style="list-style-type: none"> <li>Mitten presented the financial reports for November 2020.</li> </ul>					
<b>BOARD-SPECIFIC BUSINESS</b>					
7	6:50	<b>Primer/Overview of Special Districts/EMSWCD/Board Committees &amp; Officer positions:</b> <ul style="list-style-type: none"> <li>Special Districts: <a href="https://www.sdao.com/what-is-a-special-district">https://www.sdao.com/what-is-a-special-district</a></li> <li>Soil &amp; Water Conservation Districts: <a href="https://www.oregon.gov/oda/programs/naturalresources/swcd/pages/swcd.aspx">https://www.oregon.gov/oda/programs/naturalresources/swcd/pages/swcd.aspx</a></li> <li>Who is EMSWCD: <a href="https://emswcd.org/about/">https://emswcd.org/about/</a></li> <li>Board Committees &amp; Officer Positions</li> </ul>	Information	Guebert/ Masterson/ Hamilton	a) EMSWCD Policy 1.3.1 Board and Committees
<ul style="list-style-type: none"> <li>Guebert provided a summary of the following Board related topics:           <ul style="list-style-type: none"> <li>Background on Special Districts Association of Oregon (SDAO), \$50 board compensation, conflicts of interest, public meeting laws, emails, Oregon Department of Agriculture (ODA) trainings for board members, meeting attendance and Committee participation.</li> </ul> </li> <li>Guebert also summarized the Board Officer roles, responsibilities, and terms and invited Staff to briefly introduce the Board Committees.</li> <li>Mitten introduced the Budget Committee and offered the following information:           <ul style="list-style-type: none"> <li>The Budget Committee reviews and approves the organization's annual budget.</li> <li>All board members serve on the Budget Committee.</li> <li>The Budget Committee meets three times a year (March, April, and May) and usually prior to the Board of Directors meeting for those months.</li> </ul> </li> <li>Easton introduced the Grants Committee and the Partners In Conservation (PIC) Review Committee and offered the following information:           <ul style="list-style-type: none"> <li>The Grants Committee reviews policy and makes recommendations to the full Board concerning grant programs.</li> <li>The Grants Committee is comprised of Board and EMSWCD Staff.</li> <li>The Grants Committee meets approximately two times a year.</li> <li>The PIC Review Committee is comprised of Board, Staff, and Community Members (preferably two Board members).</li> <li>The Pic Review Committee reviews PIC Grant applications and makes recommendations to the full Board for PIC Grant approvals.</li> <li>The PIC Review Committee meets during the PIC cycle (approximately one full day or two ½ days); however, a review of the PIC applications is done individually prior to the Pic Review Committee meeting.</li> </ul> </li> <li>Shipkey introduced the Land Legacy Committee (LLC) and offered the following information:           <ul style="list-style-type: none"> <li>The LLC evaluates the role and activities of the Land Legacy Program and makes any land acquisition or other recommendations to the full Board.</li> <li>Historically all Board members have served on the LLC.</li> <li>The LLC meets every other month (typically the week prior to a Board of Directors meeting).</li> </ul> </li> <li>Hamilton and Masterson provided a brief introduction to the Personnel Committee and offered the following information:           <ul style="list-style-type: none"> <li>The Personnel Committee makes policy recommendations regarding staff and human resources-related policies to the full Board.</li> </ul> </li> </ul>					

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



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DISTRICT BUSINESS					
8	7:51	<b>Overview of District Programs and the Management Team</b>	Information/ Discussion	Hamilton/ Mitten/ Shearin/ DiLeone/ Brown	N/A
<ul style="list-style-type: none"> <li>• Hamilton introduced the four other members of the Management Team (Program Supervisors).</li> <li>• Hamilton also briefly spoke about where the organization currently is and where she sees the organization going. She mentioned the following:               <ul style="list-style-type: none"> <li>○ Collaboration/coordination, improved communication, climate work, and equity work.</li> </ul> </li> <li>• Each Program Supervisor introduced the Staff on their team and provided an overview of what and who they are, what they do, and highlights of their program portfolios.</li> </ul>					
9	9:02	<b>Q&amp;A Session</b>	Information/ Discussion	Guebert	N/A
<ul style="list-style-type: none"> <li>• There were no questions asked at this time.</li> </ul>					
CLOSING ITEMS					
10	9:03	<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	Guebert	N/A
<ul style="list-style-type: none"> <li>• Guebert confirmed that the next Board of Directors meeting scheduled for February 1<sup>st</sup>, 2021 worked with the rest of the Board's schedule. He also confirmed that meeting on the first Monday of each month will work with everyone's schedule.</li> <li>• Nelson announced that she would be sending each new Board member instructions on how to access their EMSWCD emails.</li> </ul>					
<b>Meeting adjourned at 9:07pm</b>					

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	1/12/2021	Send Board Bio information to the Board.	Woolery	ASAP	Pending
4	1/12/2021	Send headshot and completed Bio for the EMSWCD Website to Woolery.	Carlson/Zimmer- Stucky/Rossi	ASAP	Pending
5	1/12/2021	Forward information/invitation to the LLC Farm Transition Planning Workshops to colleagues and peers.	Board	ASAP	Pending



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**EMSWCD Board Members, Committees and Meeting Dates**

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Joe Rossi	Director - Zone 1		X				
Laura Masterson	Director - Zone 2	Secretary/Treasurer	X				
Mike Guebert	Director - Zone 3	Chair	X				
Jim Carlson	Director - At-Large 1		X				
Jasmine Zimmer-Stucky	Director - At-Large 2		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	TBD	
		<b>December</b>	7,18,29				
	2021	<b>January</b>	12				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, 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

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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.