



**Board of Directors Meeting Agenda**  
 East Multnomah Soil and Water Conservation District  
 Monday February 1, 2021, 6:00 – 8:30 PM  
 Held via teleconference

(February 16, 2021)

**MINUTES**

Attendees	
<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
<b>Board Members Not attending</b>	Dianna Pope, Director Emeritus Joe Rossi, Zone 1 Director
<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 Jeremy Baker, Senior Rural Conservationist Aaron Guffey, Senior Rural Conservationist
<b>Guests</b>	Ted Labbe, Executive Director, Urban Greenspaces Institute John Bildsoe, member of the public Al Hrynyshyn, Upper Willamette SWCD Jim Labbe, member of the public

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:05	<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>	Guebert	a) 1/12/2021 Board Meeting Minutes ~

**Called to order at 6:05pm**

- Guebert requested to move agenda item #9 to after agenda item #2 and to add a discussion on the Shaull property. The Board agreed.
- Brown reviewed previous action items.

**MOTION: Zimmer-Stucky moved to approve the January 12<sup>th</sup> Board meeting minutes Masterson 2<sup>nd</sup>**  
**Motion passed unanimously**



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2	6:15	Time reserved for public comment and introductions <sup>1</sup>	Information	Public	N/A
<ul style="list-style-type: none"> <li>• Labbe introduced himself and briefly spoke about the Shaull property and his interest in having EMSWCD help acquire.</li> <li>• Bildsoe introduced himself and requested to meet with Brown and Shipkey at a later time to discuss a property.</li> <li>• Hrynyshyn introduced himself as the new Region Director for SWCD's. He mentioned that he would be checking in from time to time and offered his support if needed.</li> </ul>					
<b>Board BUSINESS</b>					
3	6:27	Board Discussion re: District Programs & Priorities	Discussion	Guebert	a) N/A
<ul style="list-style-type: none"> <li>• Guebert asked the Board a series of questions to gauge the new member's interests in EMSWCD programs.</li> <li>• Zimmer-Stucky expressed interest in learning more about partnerships within the different programs and how she can contribute to the current DEI (Diversity, Equity and Inclusion) efforts.</li> <li>• Shearin offered a brief overview of Urban Lands' partnerships, relationship building, and outreach strategies.</li> <li>• Masterson shared her experience and involvement as the Board Liaison on the Equity Team.</li> <li>• Carlson expressed an interest in learning more about the Urban Lands and Rural Lands programs.</li> <li>• A brief discussion was held regarding protocols when the Board responds to emails from the public. No individual board member can represent that the board will take any action unless formally approved by whole board.             <ul style="list-style-type: none"> <li>○ Zimmer-Stucky suggested creating a generic acknowledgement to send in response to the communication received regarding the Shaull property that did not commit the board to anything but ensured a responsiveness to constituent outreach. Staff agreed to draft something to provide to the Board for their consideration.</li> </ul> </li> </ul>					
4	6:54	Board Officer Elections & Board Committee Appointments	<b>Decision</b>	Guebert	b) Board Officer and Committee Summary
<ul style="list-style-type: none"> <li>• Guebert provided a brief overview of Officer roles, responsibilities, and time commitments.</li> <li>• Guebert also provided a brief overview of the roles, responsibilities and time commitments for the Land Legacy Committee, Personnel Committee, and the Grants Committee.</li> <li>• Easton explained the difference between the Partners In Conservation (PIC) Committee and the proposed PIC Advisory Team.</li> </ul> <p><b>MOTION: Masterson moved to appoint Guebert as the Board Chair</b>          Carlson 2<sup>nd</sup>  <b>Motion passed unanimously</b></p> <p><b>MOTION: Masterson moved to appoint Zimmer-Stucky as the Board Vice Chair</b>          Carlson 2<sup>nd</sup>  <b>Motion passed unanimously</b></p> <p><b>MOTION: Carlson moved to appoint Masterson as the Board Secretary</b>          Zimmer-Stucky 2<sup>nd</sup>  <b>Motion passed unanimously</b></p> <p><b>MOTION: Masterson moved to appoint Carlson as the Board Treasurer</b>          Zimmer-Stucky 2<sup>nd</sup>  <b>Motion passed unanimously</b></p> <ul style="list-style-type: none"> <li>• A discussion was held on Board Committee assignments and interests (a motion was made under agenda item # 6).</li> </ul>					

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



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5	<b>7:23</b>	Executive Director Update	Information	Hamilton	N/A
<ul style="list-style-type: none"> <li>• Hamilton provided a brief update on what she has been working on. She mentioned the following:           <ul style="list-style-type: none"> <li>○ Reconstitution of the Communications Team and the Climate Change Team</li> <li>○ EMSWCD's first outward looking press event is coming up</li> <li>○ Starting communication around redesigning the EMSWCD website</li> <li>○ Contracted services with MFR Law Group who uses equity and diversity as an organizational strategy, to identify where personnel policies need to be updated, revised or redesigned.</li> <li>○ Working closely with the Management Team on development of the '21/22 Budget</li> <li>○ Special District Association of Oregon (SDAO) seminars and trainings</li> <li>○ Strategic planning process – Will plan to have an extensive process with a facilitator during the next fiscal year.</li> </ul> </li> </ul>					
6	<b>7:32</b>	Equity Update	Information	White-Brainard	N/A
<ul style="list-style-type: none"> <li>• White-Brainard provided an update on progress with the District's equity initiatives. White-Brainard mentioned the following:           <ul style="list-style-type: none"> <li>○ History on the Equity Team members</li> <li>○ Group discussion topics (on EMSWCD website)</li> <li>○ Development of the Equity Team Plan, Charter, and Budget.</li> </ul> </li> </ul> <p><b>MOTION: Masterson moved to appoint all Board members in attendance to the Land Legacy Committee and the Budget Committee, Zimmer-Stucky and Carlson to the Grants Committee, and Zimmer-Stucky, Masterson, and Guebert to the Personnel Committee</b>  <b>Carlson 2<sup>nd</sup></b></p> <p><b>A discussion was held on seeking Rossi's interests on Committee assignments at the next Board of Directors meeting</b></p>					
<b>RURAL LANDS</b>					
7	<b>7:40</b>	CLIP Grant Approval	Information/ <b>Decision</b>	DiLeone/Guffey	a) N/A
<ul style="list-style-type: none"> <li>• Guffey briefly introduced himself to the new Board members.</li> <li>• Guffey presented an application for funding through the Cooperative Landowner Incentive Program (CLIP).           <ul style="list-style-type: none"> <li>○ The application was for an intelligent design irrigation project at Verna Jean Nursery.</li> </ul> </li> <li>• A brief discussion was held regarding policy on repeat grant awards. Easton provided clarification.</li> </ul> <p><b>MOTION: Zimmer-Stucky moved to approve the CLIP grant for the Verna Jean Nursery for the amount presented by Guffey</b>  <b>Carlson 2<sup>nd</sup></b></p> <p><b>Motion passed unanimously</b></p>					
8	<b>7:58</b>	Mosaic Contract Amendment	Information/ <b>Decision</b>	DiLeone	a) PSC 21-001 Amendment
<ul style="list-style-type: none"> <li>• DiLeone presented a Contract Amendment for the Mosaic project and requested the Board's approval.</li> </ul> <p><b>MOTION: Masterson moved to approve the PSC 21-001 Amendment</b>  <b>Zimmer-Stucky 2<sup>nd</sup></b></p> <p><b>Motion passed unanimously</b></p>					



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FINANCE AND OPERATIONS					
9	<b>8:03</b>	Shaull Property Discussion	Information	Shipkey	NA
<ul style="list-style-type: none"> <li>• Matt Shipkey reviewed the history of EMSWCD’s involvement in funding 2 conservation projects within the vicinity of Grant Butte. He then discussed the role EMSWCD played in exploring opportunities to protect the Helen Shaull property in collaboration with the City of Gresham and Metro, dating back to the summer of 2019. Shipkey noted that EMSWCD did/does not have the capacity to lead on this project, and that Gresham and Metro were unable to advance the project due to a lack of available funding, which still continues to be the case. We remain interested in Gresham articulating a vision and plan for the protection and management of the site, and if the City of Gresham and Metro are able to revisit this project with a viable plan as the leads, we could then explore with the Board if there is a meaningful role that EMSWCD could play in that effort.</li> </ul>					
10	<b>8:15</b>	<ul style="list-style-type: none"> <li>• Monthly Financial report</li> <li>• Approval of Budget Calendar</li> <li>• Appointment of Budget Officer</li> </ul>	Information/ <b>Decision</b>	Mitten	a) December 2020 Financial Report~ b) FY 21-22 Budget Calendar
<ul style="list-style-type: none"> <li>• Mitten presented the December Financial Report.</li> <li>• Mitten provided an overview of the Budget process.</li> <li>• Mitten presented the FY21-22 Budget Calendar for approval.</li> </ul> <p><b>MOTION: Carlson moved to approve the FY21-22 Budget Calendar Masterson 2<sup>nd</sup></b>  <b>Motion passed unanimously</b></p> <p><b>MOTION: Zimmer-Stucky moved to appoint Mitten as the Budget Officer Masterson 2<sup>nd</sup></b>  <b>Motion passed unanimously</b></p>					
CLOSING ITEMS					
11	<b>8:37</b>	<ul style="list-style-type: none"> <li>• Announcements and reminders</li> <li>• Action items</li> <li>• Adjourn meeting</li> </ul>	Information	Guebert	N/A
<p><b>Meeting adjourned at 8:38pm</b></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	Management Team/	ASAP	Pending

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



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		members	Equity Team		
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
6	2/1/2021	Send Nelson the signed Oath of Office form.	Board	ASAP	Pending
7	2/1/2021	Draft an email regarding Shaull property for use by board members, if needed.	Shipkey/Hamilton	When Needed	Pending

**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	Treasurer	X	X	X		
Mike Guebert	Director - Zone 3	Chair	X	X	X		
Jim Carlson	Director - At-Large 1		X	X		X	
Jasmine Zimmer-Stucky	Director - At-Large 2		X	X	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	TBD	
		December	7,18,29				
	2021	January	12				TBD
		February	1			TBD	
		March	1	1	29		
		April	5	5			
May		3	3	24	TBD		
	June	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, 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.