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**East Multnomah Soil and Water Conservation District
Board of Directors **APPROVED** Meeting Minutes**

Monday, November 1st, 2021

6:04pm- Call to Order

Guebert called to order the regular meeting of the EMSWCD Board of Directors at 6:04pm on Monday, November 1st, 2021, via teleconference.

6:03pm- Introductions, Review/revise agenda, Review previous action items

Guebert conducted introductions for the record. The following persons were present:

Board of Directors: Mike Guebert (Zone 3 Director, Chair), Jasmine Zimmer-Stucky (At-Large 2 Director, Vice-Chair), Laura Masterson (Zone 2 Director, Secretary), Jim Carlson (At-Large 1 Director, Treasurer)

Board of Directors NOT in Attendance: Joe Rossi (Zone 1 Director)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (Chief Finance and Operations), Andrew Brown (Conservation Legacy Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Monica McAllister (Community Connection Liaison), Jeremy Baker (Senior Rural Conservationist), Asianna Fernandez (Executive Assistant)

Guests: Portland Water Bureau: David Peters (Program Director), Michelle Cheek (Deputy Program Manager), Bonita Oswald (Public Communications Officer), Bruce Pregeluber (Agricultural consultant), Christopher Bowker (engineer)

Members of the Public: Andrea Culver John Edmondson, , Lauren Courter, Mike Dawson, Robin Denberg, "PFL"(Paul no last name), "Microsoft Account", Dee White, Diana Hellwegge, Jeff (no last name), Tim Brooks, Bill McAllister, 3 other unnamed.

Hamilton presented previous action items.

- Send information to the Board on the 2nd all-staff training with the YWCA (McAllister) - **(Completed)**.
- Send Tour memo to board members (Hamilton) **(Completed)**.
- Send Performance Evaluation form to board members with agreed upon revisions (Guebert) – **(in process/done tonight)**.
- Double check EMSWCD retention and public records policies to confirm they are in compliance with information noted by Nusbaum (Hamilton/Mitten) - **(in process)**.
- Begin list of future Deepish Dives for future board meetings (Hamilton) **(in process. On hold based on strategic planning)**.

One change to Agenda - quick update from Guebert on his attendance at Columbia Gorge Commission meeting. Will review at end of meeting.

6:09pm- Approval of minutes

MOTION: Zimmer-Stucky moved to approve minutes with date amendment (August to October 2021). Carlson 2nd. Motion passed unanimously 4-0 (No Joe Rossi)

6:12pm- Time reserved for public comment

Limited to 2 minutes per person, only time for public comment.



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1. Lauren Courter, Multnomah County resident and Secretary of Cottrell Planning Organization spoke to the issue of the Portland Water Bureau's plans to build a new water filtration facility along Carpenter Lane at the edge of the Multnomah County border. Courter expressed concern about construction and operation having negative impact on local businesses' daily work (noise), removal of Multnomah Community's farmland, impacts to watershed, removal of soil, bypassing NEPA. Opposition supported by Clackamas Soil and Water Conservation District, 1000 Friends of Oregon, Oregon Farm Bureau, Oregon Association of Nurseries.
2. Jack Edmondson, Chair of Pleasant Home Community Association, spoke to the issue of the Portland Water Bureau's plans to build a new water filtration facility along Carpenter Lane. Stated that the filtration plant plan is inconsistent with Multnomah County Comprehensive Plan, negatively impacts farmlands, zoned multiple use agricultural land, and EFU land. Concerned about heavy machinery usage, spills of toxic fuels and lubricants, and other construction necessities having negative impacts on local watersheds, groundwater, runoff patterns, vegetation, wildlife for the first time in this rural reserve area.

6:16pm- Portland Water Bureau Presentation

Brown provided some background/context for EMSWCD's dialog with Portland Water Bureau. District first learned of project in 2019, worked with PWB to mitigate negative impacts on rural land, water quality, etc.

Brown introduced Peters to share power point on screen.

Peters shared PowerPoint Presentation: Bull Run Treatment Program

Project's main purpose is to enhance treatment to Bull Run water supply in the Portland Metropolitan Area. Working with Pleasant Home Water District and other wholesale customers.

Why filtration facility is needed: EPA regulations and subsequent compliance with Oregon Health Authority):

1. Improved Corrosion Control Treatment (2022): Adjusting chemistry of water reduces lead levels at the tap.
2. Bull Run Filtration facility must be completed by 2027: Removes microorganisms, cryptosporidium and other potential contaminants. Removes disinfection byproducts (DBPs), and better protects water from toxins, bacteria, viruses. Fire/emergency preparation, seismic resilience, future water quality regulations. Creating 4700-7500 construction jobs, 22% hard construction cost committed to minority & women owned firms.
 - a. Filtration Facility
 - b. Pipelines to bring water to and from facility

Why this location: Multnomah County/Clackamas County 95-acre property purchased by Portland for future filtration facility, maximizes gravity flow, close to existing and future pipelines to limit pumping into further locations. Site slopes and geological conditions a plus.

Not using full 95 acres now. Allows for space/buffer between facility and residents, allows for extra space for future use post-construction.

Achieved 3 major compliance milestones, to date:

1. Pilot study approved by OHA
2. Design for facility completed



3. Pipeline design is expected to be finalized in November.

Next milestone: Construction design to be sent to OHA for review by October 2022

Construction to begin mid 2023 after land use application approved after Spring 2022.

Project decisions guided by community-defined values (water quality, reliable/consistent water, best value for customers, minimizing community impacts to rural site neighbors, etc.)

Good Neighbor Agreement (advisory group of neighbors and organizations), briefings and feedback, updates sent out to keep community involved/informed, worked with cultural organizations, local tribes, watershed councils, local utilities, etc.

(6:35 pm) Questions?

Guebert asked Peters about community concerns around topsoil removal, noise impacts, and farmland impacts.

Peters responded - regarding farmland, PWB noted that while the footprint of facility itself will take up a portion of the acreage, there are also plans for landscaping and the possibility for some portion to be put back into agricultural use going forward, open to ideas from EMSWCD. Regarding topsoil, PWB intends to save topsoil and put it back in a usable condition, hire soil scientists to minimize short term impacts, deeper soils may need to be disposed of. Regarding noise impacts, operations should be easy with noise mitigation measures (soundproof buildings), working with county for reasonable work hours to minimize noise during construction but acknowledged some noise during construction is unavoidable

Zimmer-Stucky asked approximately how many farm properties will be impacted by the facility and pipeline?

Peters responded that the facility will be located on two properties they already own. There are also 20-30 properties along pipeline route that will be impacted. A fair portion of pipeline will be under public roads and accessible in the right-of-way.

Guebert asked whether the portion of property available for continued farm use (after construction, 2028 and beyond) will be kept for the those who operate it now, or will other farmers be able to find opportunities on that site?

Peters responded that they have been talking to multiple groups who may be interested (organizations, tribes, farmers, nurseries)

Guebert noted that there may be interest in collaboration with Headwaters graduates or others within EMSWCD district.

Carlson, EMSWCD Director and President of Pleasant Home Water District, and landowner affected by pipeline, asked what other sites were considered?

Peters responded that 6 sites were considered, all near watersheds and lakes, all with different properties to consider. More info on PWB website.

Guebert asked what the total acreage of the site is.

Peters responded, 95 acres owned; 10 acres of slopes/vegetation, facility is about 60 acres alone, borders (landscaping) & area for future use 10-15 acre.

Masterson (through text message, verbalized by Hamilton) asked will this facility primarily benefit urban communities? By law, urban services and infrastructure should be built within urban boundaries.

Peters responded that they are serving people in and out of urban/city areas, from Sandy to Portland, Pleasant home Water District, and residents along facility, so some are also outside city boundaries.



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Oswald provided Site evaluation report: <https://www.portland.gov/sites/default/files/2020-07/brt-final-with-supporting-docs-compressed-8-31-18.pdf>

Informational, no decision to be made.

6:50pm- Executive Director Update

Hamilton introduced Asianna Fernandez, new Executive Assistant to the ED, and Tiffany Mancillas, new Urban Lands Coordinator.

Grants Program Manager position candidate is in final interviews. A decision should be made very soon.

Recommended Operations Administrative Assistant position be created, and Office Manager position be eliminated. Not a senior position, no fiscal impact, speaks more to F&O and others' needs, requires board approval.

Motion: Replace Office Manager position with Operations Administrative Assistant position – Zimmer-Stucky moved; Carlson 2nd - passed unanimously. 3 ayes audio, one in writing (Masterson via text to Hamilton's work phone)

Recommendation to remove Clerk of the Board requirements from Operations Administrative Assistant title and instead add them to Fernandez's Executive Assistant title, thus extending from half time to three quarter time.

Masterson requested further information on Fernandez's experience clerking for a board of directors.

Hamilton responded with Fernandez's experience as secretary and taking minutes for various university student led clubs and organizations.

Hamilton noted that because the Data Analyst position is still unfilled, there is no fiscal impact in making this change.

Motion: Extend Fernandez from half to ¾ time position. Carlson moved. 2nd by Zimmer-Stucky - passed unanimously. 3 ayes audio, one in writing

Guebert recognized and thanked Mitten for all the extra work he has done while being down one staff person. Rest of board concurred.

Hamilton presented information on the Preliminary wage analysis which was presented at the personnel committee meeting a week ago by Compensation Connections, who have been contracted to do this work. Hamilton reminded the Board that MFR suggested EMSWCD do a compensation analysis: staff matching against others doing similar work in this marketplace, gender, etc. to determine if we are competitive.

Hamilton noted that we are generally doing well from a salary perspective. Compensation Connections recommended EMSWCD move away from "administrative" and "conservation" categories to simple, numbered ranges.

Mitten added that the plan is to come back to the Personnel Committee at their 12/20 meeting with formal recommendations that can be considered in the next fiscal year prior to the start of the next budget process.

7:05pm- Update & Review of E.D. Performance Evaluation

Guebert introduced the Executive Director performance evaluation. Guebert noted that the document with the survey questions was sent in the board packet for this meeting. Board members also received the



document by email in the previous week. Guebert clarified that the version with an open-ended question at the end will only go to the board and Hamilton's direct reports. Staff will get ranking questions. Critchfield to send surveys to everyone soon with a deadline before the next board meeting. Final review to be finished by board with help of Critchfield by the end of January.

Motion: Approve form and survey questions – Carlson moved we approve form and survey for E.D. evaluation; Zucker-Stucky 2nd; motion passed unanimously

7:10pm- Strategic Planning Process

Guebert introduced strategic planning process and Wallace-Caldwell and Dozier.

Wallace-Caldwell shared her screen for presentation. Small changes were made to the slides (revised deck to be sent after meeting).

Dozier reviewed what the two have been doing since last board meeting (management team coaching and support, equity team guidance and expert review, equity plan review with ET/MT subcommittees).

Dozier opened the floor to hear hopes from the Board for the process (2-3 minutes to collect thoughts/ideas):

- Guebert hopes for innovative, bold new ideas around climate change and new programs/directions pointing towards that, cohesion between board and staff (there is new staff that the board doesn't know), and a unified vision that we can all agree on.
- Zimmer-Stucky hopes the plan is created in simple and concise enough way to understand and easily articulate, that we find certainty and confidence in the work that we do, that individuals allow ourselves to have thoughtfully critical analysis of our work, shed pieces that don't service future of our organization, while keeping pieces we love.
- Carlson, with this being his first time being involved in a strategic planning process, hopes the district can continue learning through the process, hone his skills at planning, still maintaining vision and roles at district, find new innovative ways to extend reach to more groups and thinking about where the district's funds are invested.
- Masterson hopes that as a result of the process, to have a vibrant organization, content focused on agriculture and helping farmers within resiliency, farm security, resource protection, and intersecting equity.

Wallace-Caldwell asked where staff heard commonalities in what the board commented compared to what staff suggested in their own meeting the week before.

- Shearin hopes for openness to have conversation and bring up ideas without being rushed and overwhelming. Take things a bit slower. More discussion instead of simply presenting information.
- Brown hopes for an emphasis on climate change and being bolder around resilience and mitigation, and upholding cohesiveness throughout the organization with a shared vision.
- McAllister found commonality between better relationships within staff and board and wanting to find intersectionality between climate change and equity.
- Mitten noticed commonality in how equity is interwoven in all work we do and not a separate function.



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Other statements staff brought up at staff meeting: Understanding WHY we do the work we do is important, how to build cohesion and collaboration, where money goes and who benefits?

Wallace-Caldwell asks what kinds of plan we might want. Notes: What do you want in table of contents? What should it look like? Is it accessible? Is it online? Offered a few example plans (previously sent to board and staff).

Hamilton wanted to ensure that our plan includes explicitly noting what we will lose/changes to be made as a result of the planning work, be transparent, indicate tradeoffs. What do the tradeoffs really mean? To the operations and to constituents?

Wallace-Caldwell presented examples of other organizations' plans as options and inspiration for different approaches. (Regional Water Providers Consortium, Portland Water Bureau, Upper Willamette SWCD, WMSWCD)

Zimmer-Stucky asked how much of the previous strategic plan is going to change? Starting from scratch?

Zimmer-Stucky suggested old plan is good data for new plan. Shows what kind of progress was made and offers a starting point as a question of where do you want the organization to be and what kind of work do you want to do to get there? Old plan was written in 2014, updated in 2017, recent draft unapproved, didn't go through. Gap between old plan and new plan. What do we want to keep/change from that plan?

Starting to consider what everyone's role is within the plan. Board=high level visioning, contributing to organizational direction, review on goals and initiatives.

Survey in December to understand organizational direction from board, staff, external partners. Visioning and Goal Setting Workshop to be planned for January. (Board, Management Team, Strategic Planning Team).

Immediate next steps: scheduling workshop dates, sending questions for feedback about the process, launch strategic planning team to have its first meeting in December, hear thoughts on good external partners to bring into this process.

Masterson asked if time will be used in the December board meeting for strategic planning?

Hamilton answered that there are efforts now underway to integrate equity, strategic planning, deepish dives together for board meetings so board members can see their intersectionality. Hamilton also noted that December will also be our Annual Meeting so things may be different that month.

Masterson suggested that there should be strategic planning specific meetings outside of board meetings as well.

8:08pm- Equity update

- McAllister proposed moving away from Equity team updates and instead, having staff explain how their work is integrating with equity and strategic planning, while keeping traditional equity team updates in writing for packets.
- McAllister provided an update on the following:
- Equity Action Plan Subcommittee work with Chris and Jamila: Discussing strategy to present prioritization to staff and how we will do implementation
- Working with Veronica and Katharine on board equity literacy- connecting equity and conversation
- Working to create process for onboarding new staff as it relates to equity training and learning
- Meeting with all consultants to discuss opportunities for collaboration
- Indigenous Community Engagement Liaisons and EMSWCD staff committee met 10/29 for Indigenous Land Acknowledgement creation



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- Part of Hiring Committee for Grants Program Manager
- Working on follow-up to Survey with Community Engagement Liaisons
- Restorative Justice Process – researching workshops and trainings
- Preparation for next YWCA Training – November 9th at 12PM

8:12pm- Finance and Operations

Mitten presented both the August and September financial reports and provided an overview of the Balance Sheets, P&L Budget Performances, and the P&L by Classes. Then informed the Board about an upcoming budget amendment to appropriate an ODA/OWEB grant fund increase as well as to correct a budgeting error discovered after the budget was adopted.

Mitten provided an update on the status of the Public Record Policy and stated that a draft for review and approval will be presented at the December Board meeting.

8:23pm- Columbia Gorge Commission Meeting (topic added)

Guebert shared that he has been invited to the Columbia Gorge Commission meeting, and was going to represent himself as farmer, but thinks it might be a valuable opportunity to talk about the District as well or instead. Wanted board feedback on if they'd like him to do this.

Masterson asked if Guebert plans to talk about some of the programs of the District? Recommended having Hamilton or staff add information if needed.

Motion: Approve Guebert representing district at Columbia Gorge Commission meeting on Nov 16/17. Zimmer-Stucky 1st, Carlson 2nd, 4-0 pass

8:27pm- Closing items: announcements, reminders, and action items

Carlson to be out of the country Nov 26-Dec 6, missing Land Legacy Meeting and Annual Board Meeting.

Hamilton read new action items:

- **Send old strategic plan to Wallace-Caldwell and Dozier by November 12th. (Fernandez)**
- **Send updated slides from Wallace-Caldwell and Dozier to the board. (Fernandez)**
- **Follow up with Jill on E.D. Evaluation Survey to be sent out within the next couple weeks. (Guebert)**
- **Conduct survey in December to understand organizational direction from board, staff, external partners regarding strategic planning. (Wallace-Caldwell/Dozier)**
- **Set up Visioning and Goal Setting Workshop, planned for January. (Wallace-Caldwell/Dozier)**
- **Circle back with Guebert to see if he needs/wants information from staff for Columbia Gorge Commission meeting. (Hamilton)**
- **Send email update once plans are made for representing EMSWCD at Columbia Gorge Commission meeting. (Guebert)**

8:30 pm- Adjournment

Guebert adjourned the meeting at 8:30 pm.