



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

Monday, December 6th, 2021

Annual Meeting

6:06pm- Meeting Called to Order and Welcome

Guebert called to order the annual meeting of the EMSWCD Board of Directors at 6:06pm on Monday, December 6th, 2021, via videoconference.

6:06pm- Introductions, Review/revise agenda

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

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

Board of Directors NOT in Attendance: Jim Carlson (At-Large 1 Director, Treasurer)

EMSWCD Staff: Nancy Hamilton (Executive Director), Dan Mitten (CFO), Andrew Brown (Conservation Legacy Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Jeremy Baker (Senior Rural Conservationist), Monica McAllister (Community Connection Liaison), Matt Shipkey (Land Legacy Program Manager), Aaron Guffey (Senior Rural Conservationist), Katie Meckes (Urban Lands Planner), Alex Woolery (Marketing and Media Manager), Suzanne Easton (Grants Program Manager), Chelsea White-Brainard (Senior Rural Outreach & Education Specialist), Whitney Bailey (Senior Urban Conservationist), Tiffany Mancillas (Urban Lands Education & Outreach Coordinator), Rowan Steele (Headwaters Farm Program Manager), Asianna Fernandez (Clerk of the Board)

Guests: Chris Wallace-Caldwell (Catalysis), Kim Galland (NRCS)

No revisions to agenda.

6:07pm- Recognition Awards

Hamilton announced employee of the year: Monica McAllister (Urban Lands Community Connection Liaison and Coordinator for Equity Team). Hamilton and Shearin noted the outstanding work that McAllister had done in the last year. McAllister then thanked everyone for the honor. Mitten showed the plaque that will be sent to McAllister.

Service awards:

- Hamilton presented award to Julie DiLeone- 1st person to reach 20-year anniversary!
- DiLeone presented following awards:
- Aaron Guffey- 15-year anniversary!
- Jeremy Baker- 5-year anniversary!
- Guebert offered a few words on behalf of the board for all those who were recognized.

6:23pm- Annual Report Presentation and Approval

There was no full presentation of the entire Annual Report at this meeting. A smaller, condensed annual report geared more towards the general public will be presented at the January Board meeting along with a presentation by the Program Supervisors.



Hamilton provided a summary of highlights from the report.

- Between both Urban and Rural Lands, we responded to over almost 220 technical assistance responses
- We planted 39,825 trees and shrubs along 1.4 miles of stream through Streamcare program
- Acquired Corbett Springdale 49 acre working farm.
- Worked with Mount Hood Community college to remove over 4000 square feet of impervious surfaces to treat over 3.9 million gallons of stormwater annually and reduce runoff by 2.8 million gallons per year.
- Granted \$990,000 in grant dollars to a broad range of recipients, most of them being partners in our conservation program.
- Granted over \$300,000 in our smaller programs with our Watershed Council partners, SPACE Grants, Black Oregon Land Trust, CLIP Grants, Schools, etc.

MOTION: Zimmer-Stucky moved to approve 2020-2021 Annual Report as presented in the packet, Masterson 2nd, motion moved unanimously (4-0, Carlson not present)

6:33pm- Audit Presentation and Approval

Mitten presented FY20-21 Financial Audit Report and summarized the findings, pointing out key informational pieces to the Board.

- Revenues totaled \$5,639,104, the majority from increased property tax revenue.
- Total Expenditures \$4,481,859, a decrease from previous year primarily related to the decrease in overall spending
- EMSWCD's net position increased by \$1.1 million. There was an increase in the General Fund and Grants Fund and a decrease in the Land Conservation Fund (due to the Corbett-Springdale property purchase).

Mitten noted a coding mistake had been made at the end of the Fiscal Year, which caused one program (Rural Lands) to overspend it's appropriations by \$3,425. All other programs and the entire General Fund were underspent by >\$428k or by \$830,000 if contingency is included.

MOTION: Zimmer-Stucky moved to approve the FY20-21 Financial Audit Report, Masterson 2nd, motion passed unanimously (4-0, Carlson not present)

6:44pm- Adjourn Meeting

Guebert adjourned the Annual Meeting at 6:44 pm.



December Board Meeting

7:00pm- Meeting Called to Order and Welcome

Guebert called to order the regular meeting of the EMSWCD Board of Directors at 7:00pm on Monday, December 6th, 2021, via videoconference.

7:00pm- Introductions, Review/revise agenda

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

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

Board of Directors NOT in Attendance: Jim Carlson (At-Large 1 Director, Treasurer)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (CFO), Andrew Brown (Conservation Legacy Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Jeremy Baker (Senior Rural Conservationist), Monica McAllister (Community Connection Liaison), Matt Shipkey (Land Legacy Program Manager), Whitney Bailey (Senior Urban Conservationist), Tiffany Mancillas (Urban Lands Education & Outreach Coordinator), Asianna Fernandez (Clerk of the Board)

Guests: Kim Galland (NRCS), Chris Wallace Caldwell (Catalysis), Jamila Dozier (Catalysis)

Hamilton added an item in E.D Report on Plant Sale

Previous Action Items:

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

Updates from Guebert on Columbia Gorge Commission meeting: Shared that climate change is impacting agriculture and economy throughout the Columbia Gorge.

MOTION: Zimmer-Stucky moved to approve November Board Minutes, Masterson 2nd, motion passed unanimously (4-0, Carlson not present)

7:05pm- Public Comment

No public in attendance to comment, Galland was invited to give comment here, but she declined.



7:06pm- Executive Director Update

Hamilton gave building updates to expect in March:

EMSWCD has contracted with Harka Architecture to give ideas and cost estimates for potential North Williams building projects, including: additional conference or meeting rooms, possible kitchen remodel or relocation, an accessibility audit, a possible elevator. Once those recommendations and preliminary cost estimates are in-hand, EMSWCD staff evaluate the cost and recommendations as well as reach out to a commercial real estate broker to consider possible alternative to the N Williams location and will come back to the Board with information and recommendations.

Hamilton gave a hiring and recruitment update: Tiffany Mancillas (Urban Lands Education & Outreach Coordinator) is onboard, Heather Nelson Kent (Grants Program Manager) has accepted and starting this week; F&O currently in interview process of hiring the Operations Administrative Assistant.

January board meeting will include farewell to Easton, who will be retiring.

Hamilton spoke briefly on the OACD Annual two-day conference. She reported there were a lot of ideas and information on climate initiatives and there were two major take-aways: EMSWCD has a great tax base compared to many other SWCDs; however, given our fiscal health, we tend not to reach out to other partners as creatively with our colleagues (other SWCDs) who must be more entrepreneurial to accomplish their goals. Hamilton hopes to partner more robustly with others in new year.

Shearin gave update on 2021 Plant Sale and noted that it was cancelled for COVID-19 safety reasons. The Plant Sale Team is currently looking for new ideas to work with partners to get native plants out into community and continue to grow relationships.

7:33pm- Strategic Planning Process

Hamilton introduced the EMSWCD Strategic Planning Team (SPT): Rowan, Chelsea, Julie, Chris, Whitney, and Katie. Hamilton will be an ex officio member and will participate in meetings and decision making.

Wallace Caldwell presented a PowerPoint presentation that outlined what the team will review at this meeting, including an update on Strategic Planning Team next steps.

Dozier offered a summary of the “Hopes” dialogue for strategic planning process from surveys with board and, management team and staff.

[\(Document to be circulated separately after meeting\)](#)

Wallace Caldwell asked if the board members had any thoughts on these hopes for the EMSWCD and Strategic Planning Team?

Zimmer-Stucky: One of hardest parts of doing this work successfully is that nothing is sacred, and we will have to let some things go to make room for new opportunities.

Guebert: We must keep in mind those who are going to be impacted by any changes we make to the programs and EMSWCD overall. Must keep in mind the possibility and opportunity of change.

Rossi: No comments now if the board will be part of this conversation outside of board meetings as well.

First SPT meeting: December 16, then will meet on a weekly basis, to plan board, staff, management team workshops.

First board workshops to be in January and February for broad organizational direction: looking at vision, mission, goals and talk about what the district’s mission is? What do we need to do to be successful in achieving key strategic goals? (3 hours each)



Guebert asked about the process of strategic planning. Wallace-Caldwell shared that the workshops will be the first step into the process, and availability for deeper work will be dependent on schedules, but the first two workshops will provide that initial high-level input and thinking. As well, hope is to have Strategic Planning Team report progress at future board meetings instead of just Wallace-Caldwell and Dozier.

Hamilton noted that some time at board meetings and Land Legacy Committee meetings can be used for strategic planning initiatives in an ongoing manner to capture more board input when they are already together as a formal body.

Guebert asked if in-person meetings are an option at all. Wallace Caldwell and Dozier noted that they are open to this, but it is up to staff and board to make that decision with mandates and safety in mind. Wallace Caldwell does not recommend hybrid (online and in-person).

Board members and Strategic Planning Team to meet for initial workshops:

January 19, 2022 4pm-7pm for first meeting.

February 16, 2022 4pm-7pm for second meeting.

Hamilton scheduled said meetings and sent invites.

7:58 pm- Update & Review of E.D. Performance Evaluation

Guebert to schedule meeting to go over E.D.'s evaluation.

Guebert to send document this week to review and present changes to Jill Critchfield at Pacific-HR before sending to Hamilton.

There is a 90-minute slot needed between 12/7 and 12/17 for E.D. evaluation:

Guebert announced **December 27th at 4pm for board to meet to go over E.D. Evaluation with Hamilton.**

Action Item: Fernandez to block out 2 hours and send invitations

8:10 pm- Equity Moment/Update

EMSWCD staff and Board Committee met 11/18 for Indigenous Land Acknowledgement discussion.

- Wagner is part of Hiring Committee for Operations Administrative Assistant.
- Input on Farm Access Equity Initiative strategy and presentation
- Working on follow-up to Survey with Community Engagement Liaisons
- Preparing survey for staff on next topics for future all-staff DEI trainings.
- Creating next year's DEI Small Discussion Groups composition.

8:12 pm- Finance and Operations

Mitten presented the October 2021 Financial Report

He noted that the Balance Sheet Changes are reflective of the audit adjustments. He noted the changes were in the Property Tax Receivables, Fixed Assets Cost, Depreciations (Accumulated Assets and Accumulated Building), Building/Capital Improvements, Accumulated Depreciation on the Improvements, Accrued Compensated Absences. He also pointed out that the Land Conservation Fund and Projects & Cost Share (Grants Fund) both now reflect the new fund balances in accordance with the audit.

Mitten reviewed the P&L Budget Performance and explained that Property Tax Received to-date (Nov & Dec) is \$4.6M (\$3.4M in Nov and \$1.2M on December 6th). Total received including the \$50k from July – Oct is \$4.7M.



He also pointed out that Advertising is higher because of job postings; Dues are higher than month because of OACD dues (\$7500); Contracts w/ Partners/Landowners is higher because of two CLIP payments (\$58k & \$37k); and further noted that on the P&L by Class, the Grants Fund is at 36% spend at 33.3% of year passed because of two CLIP payments noted above.

Mitten gave an update to the Board on the Public Record Policy. He and Nancy discussed with Jollee Patterson from Miller Nash the current policy and decided it is too detailed with too much information that is confusing for the public. Mitten, Hamilton, and Patterson will come up with a process of simplifying within the next couple weeks but will be mindful of the upcoming Holidays.

Mitten presented Resolution 2021-12-01 to adopt a Supplement Budget with the included Budget Amendment. This budget amendment was needed to recognize increase of ODA funds and to correct a budget error that underfunded a program in FY21-22.

MOTION: Masterson moved to approve Resolution 2021-12-01 to adopt the Supplemental Budget as presented, Zimmer-Stucky 2nd, passed unanimously (4-0, Carlson not present).

8:22 pm- Closing Items

Action Item: Fernandez: Send invitations for Special Board Meeting on December 27th at 4pm for board to meet to go over E.D. Evaluation.

Action Item: Guebert to send Hamilton's Evaluation to the rest of the board members.

Action Item: Two committee meetings (2/21 and 5/30) and two board meetings (7/4 and 9/5) fall on federal holidays. Revised dates to be determined. (Fernandez)

Action Item: Personnel Committee to discuss Juneteenth holiday with possible recommendation to full board in January, 2022

8:29 pm- Adjourned

Guebert adjourned the meeting at 8:29 pm.