



1/10/2022

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

Monday, January 10<sup>th</sup>, 2022

**6:05pm- Call to Order**

Guebert called to order the regular meeting of the EMSWCD Board of Directors at 6:05pm on Monday, January 10th, 2022, via videoconference.

**6:06pm- Introductions, Review/revise agenda, Review previous action items**

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

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

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), Alex Woolery (Marketing and Media Manager), Asianna Fernandez (Executive Assistant), Chelsea White-Brainard (Senior Rural Outreach & Education Specialist), Chris Aldassy (Senior Rural conservationist), Heather Nelson Kent (Grants Program Manager), Matt Shipkey (Land Legacy Program Manager), Monica McAllister (Community Connection Liaison), Rowan Steele (Headwaters Farm Program Manager), Suzanne Easton (Grants Program Manager), Whitney Bailey (Senior Urban Conservationist),

Guests: Chris Wallace Caldwell (6:33pm), Jamila Dozier (6:33pm), Sasha Schwenk (6:25pm)

No changes to agenda.

Guebert presented previous Action Items.

**Action Item: Fernandez: Send invitations for Special Board Meeting on December 27<sup>th</sup> at 4pm for board to meet to go over E.D. Evaluation. (Fernandez) -Completed**

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

**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) -In Process**

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

**6:07pm- Time reserved for public comment**

No public present. No comments made by the public at this time.

**6:07pm- Personnel Committee Update**

Masterson and Hamilton presented the Personnel Committee Wage Analysis presentation from Compensation Connections. (In packet)

Intent: To analyze whether the district is in compliance with Pay Equity Act and if the district is competitively paying staff in the market. Position description and years of experience were considered in the analysis.



1/10/2022

Preliminary Findings considering market and total relevant experience:

People with potential pay increases: 16

Total possible increase amount: \$170,892

Total possible increase as a percent of payroll: 12.5%

This would take effect during next fiscal year, and details can be discussed further in budget meetings and future Personnel Committee Meetings.

The Personnel Committee recommended to the full board to agree in concept on the new classifications and the new pay range and that they are open to the possible fiscal impact of up to \$170,000.

Masterson reinforced that the committee wants to be competitive in the market and retain staff, but details were still being figured out during last Personnel Committee Meeting.

Guebert added that the committee is just looking for agreement on the concept in order to continue going forward with analysis. More updates to come in the future.

No decision made at this meeting.

The Personnel Committee recommended to the board that Juneteenth gets adopted as a paid holiday for the district. District has historically recognized all federal holidays and Juneteenth is now recognized as a federal holiday. To take effect in June 2022, this fiscal year.

McAllister shared resource in chat: What is Juneteenth?

“On June 19, 1865, about two months after the Confederate general Robert E. Lee surrendered at Appomattox, Va., Gordon Granger, a Union general, arrived in Galveston, Texas, to inform enslaved African-Americans of their freedom and that the Civil War had ended. General Granger’s announcement put into effect the Emancipation Proclamation, which had been issued more than two and a half years earlier on Jan. 1, 1863, by President Abraham Lincoln.”

By Derrick Bryson Taylor

June 19, 2021

Masterson noted that when a committee approves a motion, it should be in the packet for the following board meeting where it will be presented as an official recommendation to the board.

Brown noted that the board is supposed to approve the amended Salaries and Wages Policy and Addition of Holidays Policy that was in the packet.

Guebert added that it is Policy 1.1.8 in the packet.

**MOTION: Zimmer-Stucky moved to adopt Amended Policy 1.1.8, Masterson 2<sup>nd</sup>. Motion passed unanimously (5-0).**

#### **6:26pm- Bon Voyage for Suzanne Easton**

Brown presented a Bon Voyage video to Suzanne Easton who is retiring as EMSWCD’s Grants Program Manager. Staff co-created a video in celebration. Full video to be sent to Easton separately.

Easton thanked the staff and board for her time spent at the district.

Guebert added comment and thanks to Easton.

Nelson-Kent shared comment and thanks to Easton.

#### **6:39pm- Annual Report Presentation**

Hamilton presented Annual Brief Presentation. Annual Report presentation at Annual Meeting gave overview of the report, but this Annual Brief is a way to tell the board, through stories, about the work done by EMSWCD staff every day. (Presentation slides in packet)



1/10/2022

Hamilton presented history of Soil and Water Conservation Districts, the history and background of EMSWCD, introduction to the rest of the program's presentation.

Mitten presented Finance and Operations program and story. Summary of F&O functions across all EMSWCD activities, how EMSWCD is funded.

Shearin presented Urban Lands program and story. Mount Hood Community College (MHCC) Demonstration Project removing impervious surfaces in the college's campus and replacing them with rain gardens to prevent warm and polluted storm water runoff into surrounding creeks and improving stream habitat/health.

DiLeone presented Rural Lands program and story. Presented CLIP project and how CLIP grants are an important tool for the work of the Rural Lands program: Farm Road Runoff near Johnson Creek: reducing mud on and around farms to improve water quality. Example of smart irrigation system using AI technology to measure and monitor one nursery's watering levels to avoid water waste and reduce energy costs.

Brown presented Conservation Legacy program and story. Headwaters Incubator Farm, Land Legacy, and Grants programs all fall under Conservation Legacy. Leach Botanical Garden Community Habitat Restoration project, 2020 Partners in Conservation (PIC) Grant to restore native habitat along Johnson Creek and increase environmental literacy and build conservation skills in STEM careers within the community.

White-Brainard, a member of district's Equity Team during Fiscal Year 20-21, presented how equity intersects with all the work that EMSWCD does by showing relationship to EMSWCD's 6 Strategic Goals. Introduced the staff led Equity Team and the Equity Plan created by the team.

Hamilton closed out presentation with thanks to staff and board for their work last fiscal year.

Guebert thanked management for creation of the presentation and staff for their hard work. Questions can be emailed or followed up in next board meeting in interest of time.

### **7:42pm- Strategic Planning**

Dozier introduced the Strategic Planning Team and what they've done so far. Members have been identified (6), the team has had 3 meetings so far, and they are currently doing foundational work around what strategic planning is, team building, and reviewing strategic planning examples from EMSWCD and other similar organizations. The team assisted the consultants in creating the scope of the plans for the district workshops for the board.

Noted that first workshop will be held on January 19, 2022, with the Management Team, the Strategic Planning Team and the Board of Directors. The focus of this workshop will be on identifying EMSWCD's major goals and overall vision.

Wallace-Caldwell introduced information about the upcoming strategic planning workshops. The board and the Strategic Planning Team are going to begin building an understanding of EMSWCD's current context (using annual report and past stakeholder engagement) and organizational goals, in order to create a broad future vision.

Second workshop: February 16, 2022, to begin to identify major goals for EMSWCD.



1/10/2022

**Action Item: Board to review Recommended Staff Meeting Agreements and Mission, Vision, Organizational Goals Document (packet to be sent to board separately) before 1/19 workshop.**

Question to consider: What's the difference between mission, vision, goals?

**Action Item: Wallace-Caldwell and Dozier to send packet to board by 1/12.**

**Action Item: Instead of Teams Meeting, Wallace-Caldwell and Dozier to send updated invite with ZOOM link to meeting.**

### **7:54pm- Partners in Conservation (PIC) Grant Program Update**

Brown shared that all PIC Grant Applications have been submitted, submissions now closed. With change in Grants Manager, PIC committee is still making decisions to be presented to board.

There aren't any Board members on the PIC Committee at the moment. Brown asked for this to be reconsidered by board members.

Kent announced that 30 applications were received.  
50% Sustainable Agriculture and Community Gardens projects.

Other applications:

Food Justice

New Partners

Partners of previous applicants

There is currently \$600,000 in grants to award.

Kent shared that there are 8 current members on the committee, but it could use 1 or 2 more people. Requirements for grant reviewers include 20 hours total and there is an up to \$250 stipend for members. The committee is currently comprised of members with land management and conservation backgrounds, small farmers, naturescaping experts, and avid community members.

Packet to be sent out at the end of January, Grant Review Committee meetings are in February and March. Kent working with members to plan meetings around their schedules.

Zimmer-Stucky declared that she is part of one of the organizations who applied for a grant and in order to ensure there is no perceived conflict of interest, she is unable to serve on the committee.

Brown acknowledged that grant recipients have been on the committee before and that there are regulations in place around how decisions and conversations are made with this instance.

Guebert announced that he does not have the availability at the moment to be on the committee.

Carlson noted that he would have time available February-March.

Masterson announced that she does not have the availability at the moment to be on the committee this time.

Rossi announced that he does not have the availability at the moment to be on the committee.

**Action Item: Kent to follow up with Carlson on joining the PIC Committee.**

Final review of the committee members will be conducted at the February Board Meeting. Grant Recipient Awards to be announced at April PIC Committee Meeting.

### **8:06pm- Monthly Financial Reports: November**

Mitten presented the November 2021 Financial Report:

He explained that there was not much change in November, but there was a 2% increase in the balance sheet from November 2020. There weren't any new changes to the Profit and Loss budget performance that are of concern. Mitten continued to note that property tax revenue received through November and December 2021 brought us close to the entire annual property tax receivables budgeted. The remaining



1/10/2022

property tax receivables are expected to be received between January and June 2022. There were no concerns around expenditures. Overall, a healthy set of reports for November 2021.

**8:08pm- Approval of minutes**

**MOTION: Carlson moved to approve December 6, 2021, Board and Annual Meeting Minutes, Masterson 2<sup>nd</sup>. Motion passed unanimously (5-0)**

**8:09pm- Closing items: announcements, reminders, and action items**

Fernandez read new **Action Items**:

**Action Item: Board to review Staff Meeting Agreements and Mission, Vision, Organizational Goals**

**Document (packet to be sent to board separately) before 1/19 workshop.**

**Action Item: Wallace-Caldwell and Dozier to send packet to board by 1/12.**

**Action Item: Instead of Teams Meeting, Wallace-Caldwell and Dozier to send updated invite with ZOOM link to meeting.**

**Action Item: Kent to follow up with Carlson on joining the PIC Committee.**

**8:10pm- Adjournment**

Guebert adjourned the meeting at 8:10 pm.