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

Monday, February 7<sup>th</sup>, 2022

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

Guebert called to order the regular meeting of the EMSWCD Board of Directors at 6:02pm on Monday, February 7th, 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: Mike Guebert (Zone 3 Director, Chair), Laura Masterson (Zone 2 Director, Secretary), Jasmine Zimmer-Stucky (At-Large 2 Director, Vice-Chair), Jim Carlson (At-Large 1 Director, Treasurer),

Absent: Joe Rossi (Zone 1 Director)

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), Heather Nelson Kent (Grants Program Manager), Monica McAllister (Community Connection Liaison), Katie Meckes (Urban Lands Planner), Whitney Bailey (Senior Urban Conservationist), Asianna Fernandez (Executive Assistant)

Guests: Jamila Dozier (Consultant), Chris Wallace Caldwell (Consultant), Veronica Banuelos (Consultant), Sasha Schwenk

Changes to the agenda: N/A

Guebert presented previous Action Items.

- Board to review Staff Meeting Agreements and Mission, Vision, Organizational Goals Document (packet to be sent to board separately) before 1/19 workshop -Completed
- Wallace-Caldwell and Dozier to send packet to board by 1/12. -Completed
- Instead of Teams Meeting, Wallace-Caldwell and Dozier to send updated invite with ZOOM link to meeting. -Completed
- Kent to follow up with Carlson on joining the PIC Committee. -Completed

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

**MOTION:** Zimmer-Stucky moved to approve January 10, 2022, Board Meeting Minutes, Carlson 2<sup>nd</sup>.  
Motion passed unanimously (4-0)

**MOTION:** Zimmer Stucky moved to approve January 10, 2022, Board Meeting Minutes, Carlson 2<sup>nd</sup>.  
Motion passed unanimously (4-0)

**MOTION:** Zimmer-Stucky moved to approve January 19th, 2022, Board Meeting Minutes, Carlson 2<sup>nd</sup>.  
Motion passed unanimously (4-0)

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

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

**6:07pm- Executive Director Update**

Hamilton announced the following:

- The next Strategic Planning Workshop, originally planned for February 16<sup>th</sup>, will be postponed until May to give the Strategic Planning Team and Management Team extra time to craft ideas



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and draft presentations for the board of directors. The board and consultants are to go over options for March, May, and September Workshops at the end of today's meeting.

- There will be a Deepish Dive on Urban Lands tonight, one on Rural Lands in March, and then Deepish Dives will be on pause for a few months in order to make space for the budget committee meetings, but Equity Moments will continue each month.
- Hamilton acknowledged Kathy Shearin for successfully creating the Planting with Partners program in as a temporary alternative of cancelling this year's annual Plant Sale.
  - Hamilton acknowledged and thanked Rossi for holding the plants at Rossi farms in the meantime.
- Reminder of Brown's 6 months leave beginning March 7<sup>th</sup> until after Labor Day.
- Reminder of Budget meetings beginning in March. The board will be appointing an officer tonight, and the committee will begin discussing the budget during next meeting. Hamilton provided an expectation that bigger changes in the budget will not be recommended until Strategic planning is over.
- At the end of the meeting, the board and staff will discuss rescheduling public board and committee meetings that fall on holidays this year.

### **6:15pm- Urban Lands Deepish Dive**

Shearin, Urban Lands Program Manager shared a presentation on the Urban Lands Program and Meckes, Urban Lands Planner, went over an evaluation of the workshops that the program does.

EMSWCD Urban Area: 140 sq. mi. (District Total: 460 sq. mi.) and most populated space in the state.

Over 98% of the district's population are in the urban areas.

Climate Change Predictions for PNW: Warmer summers, winters, and water. Increased drought and storm unpredictability.

Shearin explained how urban heat islands have been affecting the urban areas and the people who are within them.

Shearin showed a map of the urban area, pointed out where populations are within lower income or speak a different language and how they are connected to or disconnected from us.

Urban Lands Program Relationship to EMSWCD's Broad Strategic Goals:

1. Protect and improve water quality and quantity
2. Protect and improve soil quality and quantity
3. Protect and improve natural habitats

Urban Lands Programmatic Approaches: Outreach, Education, Inspiration, Info Resources, Tech Assistance, Access to Materials, Financial Assistance, Installation Assistance.

Shearin introduced the Urban Lands Evaluation Logic Model and Measurement Framework.

Meckes shared a presentation on the Urban Lands Workshop Program Evaluation Overview:

Over 25 years of community engagement within water conservation, water quality, and healthy habitat.

~50 workshops per year, therefore ~1000 participants per year.

Participants surveyed a year after their participation in the workshops to gauge effectiveness of the workshops.

Guebert asked who the respondents of these surveys are? Katie confirmed they are people who have already participated in the workshops for about a year. This data is a compilation of 5 years of workshops. For the rain garden data, collected 9 years of data.

Meckes then compared data from 2015 to 2019 on participants' race, age, and gender compared to Multnomah County's Population Census.



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Meckes explained about the program evaluation procedure, in which the Shearin and Meckes participated in Portland State's Program Evaluation Certification course to bring skills in multicultural evaluation to the District. The Evaluation identifies gaps, barriers, strengths/weaknesses, and opportunities. Meckes has created a few new surveys to launch within the next few months before and after workshops, and an alumni (1+ year post-workshop) survey. It is expected to see evidence of change within organization awareness, understanding of concepts, change in behaviors, increased sustainable practices, meaningful changes in environmental state.

Meckes ended her presentation by explaining that this data collection is expected to be used to help inform discussion of potential program changes to make it more accessible and better serve communities we have not engaged with previously, and to reduce barriers and help people discover ways to reduce their negative impacts on environmental spaces.

Shearing invited Questions or Comments:

Guebert asked, depending on the data findings, do you think changes will be proposed during this year's strategic planning process, or is this a multi-year process?

Meckes responded that the data will probably not be completed in time to be able to fully use it in strategic planning, but it can be looked into in conjunction with other program views to help make decisions for the program going forward.

Guebert asked if people are aware of and taking advantage of the remote technical assistance?

Shearin replied that the remote tech assistance has been helpful and used by people who may not be able to engage with us in person for any reason, especially during remote work requirements due to COVID-19 mandates.

Zimmer-Stucky asked if other programs within the District are using the same kind of data analysis? Or is this specifically for the Urban Lands program?

Meckes explained that Shearin looked at the entire program, Meckes dialed in to evaluating just the Workshops. Once these data are completed and collected, they do plan to share their knowledge so that other program areas can use the same analysis within their own scope of work.

Masterson shared her appreciation for the presentation and asked how the program is thinking about serving renters who do not have as much access to land in the same way as land owners?

Meckes replied that part of her plan is to pull out who hasn't been able to participate fully and why and use that input in strategic planning as well as adding living situation census questions in the upcoming surveys.

### **7:03pm- Equity Moment**

Banuelos and Quince (contractors for capacity building in the area of Diversity, Equity, and Inclusion (DEI)) shared an Equity Moment to intersect with the work the District does. Banuelos explained how she will present content rounded in equity in relation to program work during each board meeting and then how both Banuelos and Quince will be available to the board for one on one DEI training.

Banuelos introduced a poll on what types of DEI topics the board would like to discuss during further Equity Moments and provided a quick explanation about each poll topic. Fernandez shared the poll in the chat for the board members to fill out.

Guebert mentioned that he thinks this is a nice opportunity being offered, especially the availability for the board to privately speak to the consultants outside of board meetings. Banuelos added that the processing time and the ability to access answers is important and what the main focus of this option is. Discussions to begin in March.

**Action Item: Board members to have the poll filled out by end of day Wednesday 2/9.**



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### 7:15pm- Strategic Planning Update

Dozier shared updates on the Strategic Planning Team's (SPT) work:

- Diving into mission statement language
- Part of the team working on gathering historical data surrounding legal precedent, historical priorities
- Split in subgroups to collect data

Wallace Caldwell shared the 3 big questions that the SPT and the District currently holds:

1. What is the extent that the District is focused on, serving, and addressing protecting soil and water on agricultural lands and natural areas?
2. How does the District have meaningful efforts to address climate change and improve climate resiliency?
3. How do you serve all people, including those who may have historically not benefited from the work that the District does or conservation work in general?

Wallace Caldwell explained the 3 parts of the strategic planning process that the team is currently going through:

1. Gather groundwork and collect historical documentation for the District
2. Developing clarity on the mission statement
3. SWOT Analysis

Wallace Caldwell explained that the workshops will be spread out a little bit more in order for the SPT and M-Team to work together in doing more background work before bringing information to workshops.

Wallace Caldwell opened the floor for questions or concerns.

Guebert asked if there will not be any SP work during June-August. Wallace Caldwell confirmed that there will be work being done or items to review individually or within Board meetings during that time, just not workshops.

Masterson asked if there was any info to be given today about the upcoming March meeting? What should the board expect? Wallace Caldwell responded that some info/material should be shared before the meeting (draft mission and vision statements, and some historical documents).

CWC shared that an internal SWOT analysis may be conducted before the next workshop as well to share with board during workshop. Used to identify high level priorities for the org.

CWC asked the board if it would be difficult to add a July workshop? Guebert said it would be ok, no one else objected.

### 7:33pm- PIC Review Committee

Brown shared that the PIC Review committee is comprised of 10 stakeholders, and that the first meeting is scheduled for March 28<sup>th</sup>.

The list of proposed members is in the meeting packet.

**MOTION: Masterson moved to approve PIC Review Committee, Carlson 2<sup>nd</sup>. Motion passed unanimously (5-0)**



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### **7:36pm- Monthly Financial Reports: December**

Mitten presented the December 2021 Financial Report: In line and on target with financials. Any variances have already been pointed out in previous months. Checking and Savings account is almost the same as last year, Total current assets is almost the same as last year, Total fixed assets increased due to land purchase. Not many liabilities- just slightly over last year's, overall stable and healthy balance sheet. Profit and Loss is nothing to be concerned about but worth watching, we are projected to reach our annual budget within the remaining 4 months. Mid to high 30% of spend in Profit and Loss by class for entire budget. Nothing is over budget, all in line with projections.

Masterson asked if the programs are budgeting knowing that sometimes there may be something bigger to spend on in one half of the year rather than the other, or is it budgeted evenly each month throughout the year?

Dan replied that it's a mixture of both. If the District knows there's something big at a certain time to year, more is allocated for that time, but for smaller streamline situations, it is budgeted by month.

Mitten went over the Appointment of the Budget Officer.

The Budget Officer prepares the budget at the direction of the Executive Committee, the Budget Committee, Executive Director, and staff, and is responsible for putting together notices, meetings, etc., and being in line with Oregon public law. It is a legal requirement.

The Presiding Officer, appointed at first budget committee meeting, presides over the meetings.

**MOTION: Zimmer-Stucky moved to appoint Dan Mitten as Budget Officer for the upcoming budget cycle, Masterson 2<sup>nd</sup>. Motion passed unanimously (5-0)**

Mitten shared the 2022-2023 Budget Calendar which governs the entire budget season process.

1st Budget Committee Meeting is at 4pm on March 7th, 2022 before the next Board Meeting.

2<sup>nd</sup> Budget Committee Meeting is at 4pm on April 4<sup>th</sup>, 2022 before the April Board Meeting.

3<sup>rd</sup> Budget Committee Meeting is at 4pm on May 2<sup>nd</sup>, 2022 before the April Board Meeting.

TSCC Hearing is at 4pm on May 17<sup>th</sup>. Board Attendance is recommended, and the meeting day and time is planned by TSCC.

Board adopts the budget: June 6<sup>th</sup> as long as all goes smoothly.

**MOTION: Zimmer-Stucky moved to approve the 2022/2023 Budget Calendar as presented, Carlson 2<sup>nd</sup>. Motion passed unanimously (5-0)**

### **7:50pm- Closing items: announcements, reminders, and action items**

SPT Workshop Dates:

March: 3/2 at 4pm.

**Action Item: Fernandez to send options for a Wednesday in July.**

May: 5/18 at 4pm.

Sept: 9/14 at 4pm.



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Holiday reschedules:

4/18 Personnel Committee (PC) meeting not necessary to change.

5/30 Land Legacy Committee (LLC) meeting moved to 5/23

6/19 PC meeting moved to 4pm on 6/13.

7/4 Board Meeting moved to Wednesday 7/6 6pm.

9/5 Board Meeting to be skipped. Possibility add half hour to SPT workshop if more to discuss.

11/28 LLC mtg moved to 11/21

1/2/23 Board Meeting to be discussed later. Future Action Item.

Hamilton reminded the board on her vacation time this month.

Fernandez read new **Action Items**:

- Board members to have the poll filled out by end of day Wednesday 2/9.
- Fernandez to send options for a Wednesday in June.

**8:10pm- Adjournment**

Guebert adjourned the meeting at 8:10 pm.