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

Monday, March 7th, 2022

6:01pm- Call to Order

Guebert called to order the regular meeting of the EMSWCD Board of Directors meeting at 6:01pm on Monday, March 7th, 2022, via videoconference.

6:02pm- 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), Joe Rossi (Zone 1 Director)

Staff: Nancy Hamilton (Executive Director) Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor) Julie DiLeone (Rural Lands Program Supervisor), Heather Nelson Kent (Grants Program Manager), Monica McAllister (Community Connection Liaison), Whitney Bailey (Senior Urban Conservationist), Katie Meckes (Urban Lands Planner), Asianna Fernandez (Executive Assistant)

Guests: Jamila Dozier (Consultant), Chris Wallace Caldwell (Consultant), Kimberly Galland (Natural Resources Conservation Service), Shannon Drohman (Compensation Connections)

Changes to the agenda: Addition of Galland's announcement (during public comment), Equity Topic removed. Personnel Committee (PC) update and proposals added.

Guebert presented **previous Action Items.**

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

6:03pm- Approval of minutes

MOTION: Zimmer-Stucky moved to approve February 7, 2022 Board Meeting Minutes, Carlson 2nd. Motion passed unanimously (5-0).

6:05pm- Time reserved for public comment

Galland introduced the Annual Civil Rights Responsibility for Partners checklist. This confirms that the board is aware of the Civil Rights Act, the District's programs are running fairly without bias, the District engages in public outreach, and the District sends public notification for all public meetings. The full presentation will be given at the April Board Meeting.

6:07pm- Executive Director Update

- Aaron Guffey moving on from EMSWCD to Lower Columbia Estuary Partnership. Andrew Brown's 6-month Leave began today, Hamilton will be working as interim Conservation Legacy supervisor until he returns. Lucas Nipp has returned from Paternity Leave. Jon Wagner going on Paternity Leave later this year.
- Oregon Health Authority and CDC recommended mask mandate be lifted after Friday, March 11th. Staff to discuss this on Friday, nothing confirmed yet.
- Mt. Hood Community College (MHCC) Planting event went well. Shearin to speak more on the project.
- Hamilton and Guebert met in person for the first time on his farm last Friday, March 4th.
- Strategic Planning March/April and July Workshop dates need to get locked down:



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- All board members agree that Wednesdays are best.

Action Item: Asianna to email the Board of Directors with Wednesday availabilities for Strategic Planning Workshops for April and July 2022.

6:16pm- Personnel Committee Update

Guebert introduced the discussion around salary range adjustments, Cost of Living Increases (COLI), and where Hamilton fits in the Executive Director salary range. Board agreed that because Hamilton reports to them, they want to ensure they have provided due diligence for this position specifically.

Drohman explained the process of how the salary adjustments recommendations were created for all staff, including Hamilton. **Hamilton** believes that the decisions of where staff land in their respective salary ranges are complete and fair and that she is comfortable with the board discussing her position in the Executive Director Range.

Guebert and Hamilton all staff recommendations must be considered within the framework of the Pay Equity Act, and the recommendations need to be accepted across the board or not at all. Neither Hamilton or the Board can pick and choose who receives adjustments based on the recommendations.

Carlson asked for more explanation about how the ranges were decided and where data was pulled from.

Drohman data was pulled from organizations of comparable size, from the general Portland area, public sector and nonprofit, and organizations that work in Environmental Conservation. The job description data was then confirmed by Hamilton and Mitten. The recommendations include:

- Consolidating the District's current two salary structures (Admin & Conservation) into one family of ranges and determining where each position falls
- Adjusting the pay ranges to be competitive in this market.
- Determining where the current employees fall within those ranges based on their relevant professional experience, and second language ability, where appropriate.

Zimmer-Stucky the Personnel committee (PC) made a motion at their last meeting to recommend the full wage analysis recommendation to the full board.

MOTION: Masterson moved to adopt the wage analysis recommendations, as proposed, to begin in the next fiscal year, Zimmer-Stucky 2nd. Motion Passed unanimously (5-0).

Guebert introduced the topic of the PC recommending an increase to the COLI cap for the District from a 2.95% to 5%. There is a minimum of 1.25% as well but that there was no consideration of changing the floor. **Carlson and Rossi** agreed to the increase.

MOTION: Zimmer-Stucky moved to raise the COLI max from 2.95% to 5.0% to begin on 7/1/2022. Carlson 2nd. Motion Passed unanimously (5-0).

6:36pm- Deepish Dive: ORS Language

Wallace Caldwell introduced the discussion of the historical and legal language used in the ORS Policies and 2004 Ballot for the District. Questions for the board to consider two questions:

- 1) What do you hear that gives you greater understanding of the scope of the District?
- 2) What do you hear that you would like to explore further?

Meckes shared her presentation of EMSWCD's Foundational Language from ORS 568.225, ORS 568.550, and the 2004 Ballot Measure.



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ORS 568 Sections 225: What SWCD's are allowed to do

ORS 568 Section 550: What a Board has the power to charge staff with doing

DiLeone shared her presentation of the Abbreviated History of EMSWCD from 1950, and how we got to where we are now.

7:14pm- Strategic Planning

Wallace Caldwell continued the discussion from DiLeone and Meckes presentations.

Dozier referred to the questions Wallace Caldwell introduced before the presentations.

1) What do you hear that gives you greater understanding of the scope of the district?

Guebert the revisions of the statutes, and how broad the District's authority is to continue to explore other avenues of conservation.

Zimmer-Stucky the way the staff were added over the years very interesting. Knowing how programs have changed over the years shows a continued growth.

Carlson interesting to learn about the growth of the organization over the year and how young the programs still are and how much ability there is to start new projects in the future.

Rossi a great summary of the District and came up with some ideas of things the District can continue to do directly to promote indirect conservation and health in other areas like wildlife and clean air.

Masterson remembers other conversations that explained that the District wasn't allowed to do some of the things that were mentioned in the presentation and found this exciting to know that the District can do so much more.

Meckes many of the initiatives mentioned in the presentation are not necessarily new and could be applicable to the District which can be decided on during Strategic Planning.

Guebert many previous board members made some big, bold decisions and feels confident that the District's board members now can do the same instead of sticking to the status quo during the strategic planning process.

2) What do you hear that you would like to explore further?

Guebert how does the District approach agricultural roles in climate change?

Masterson exploring renewable energy with farmers. She liked that this presentation shed some light on the history and what the District is allowed to do.

Zimmer-Stucky if the programs the District has now are what the District originally expected them to be and how they're working towards climate objectives.

Guebert how will the Board take these ideas into the next Strategic Planning meeting.

Wallace Caldwell suggested the board think about pushing program boundaries and what are the program objectives and what they should be. She also recommended the board continuously check in with and have conversation about how the foundational language should be used throughout the process.



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7:33pm- Executive Announcement

Hamilton the District Board Meetings will take a break from Equity Topics for the duration of the Budget Committee process so that the Board is not overwhelmed with information. Waiting until after the Budget process is over to begin discussion Equity Topics will allow for the board to hear the stories and presentations more effectively.

7:35pm- MHCC Project Update

Shearin shared about the changes to the partnership surrounding the Mt. Hood Community College (MHCC) retrofit projects that will impact the way the projects are administered. EMSWCD has previously contracted with Sandy River Watershed Council (SRWC) to administer the projects. Now that the SRWC has dissolved, funding would now be administered through the college. MHCC offered to create a special fund that would be spent out according to the IGA that the District will have with the college and the City of Gresham. To create the fund, MHCC will need the money deposited into the account before taking on any of the project initiatives with the partnership.

Guebert one of the facilities managers at MHCC were not fully supportive of this project.

Shearin the individual that was less enthusiastic about these projects has since left and been replaced with the original facilities director who is in full support of the project.

Guebert since the board had already agreed to putting money into the project, if the board agrees that this change is okay, then the District can go ahead with the change.

Shearin moving into an agreement with the new IGA needs to happen quickly, and a signature from a board member or executive director would be preferred. From **Hamilton's** understanding, she can go ahead and serve as signatory for this kind of change.

MOTION: Carlson motioned to designate Nancy Hamilton as the Signatory for the MHCC project new IGA. Zimmer-Stucky 2nd. Motion passed unanimously (5-0).

7:44pm- Monthly Financial Reports: January 2022

Mitten presented the January 2022 Financial Report: Everything looks in line with where the District is in the current fiscal year. Budget Sheet and P&L statements show nothing of concern.

7:45pm- Closing items: announcements, reminders, and action items

Fernandez read new **Action Items**:

Fernandez to email the Board of Directors with Wednesday availabilities for April and July Strategic Planning Workshops.

7:46pm- Adjournment

Guebert adjourned the meeting at 7:46 pm.