



5/2/2022

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

Monday, May 2nd, 2022

6:01pm- Call to Order

Zimmer-Stucky (in place of Guebert) called to order the regular meeting of the EMSWCD Board of Directors meeting at 6:01pm on Monday, May 2nd, 2022, via videoconference.

6:02pm- Introductions, Review/revise agenda, Review previous action items

Zimmer-Stucky 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: Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor), Monica McAllister (Community Connections Liaison), Rowan Steele (Headwaters Farm Program Manager), Whitney Bailey (Senior Urban Conservationist), Katie Meckes (Urban Lands Planner) (6:22pm), Asianna Fernandez (Executive Assistant)

Guests: Chris Wallace Caldwell (Consultant), Peter Fry (Public), Kimberly Galland (NRCS)

Changes to the agenda: Postponing Agenda Item 3 to a future Board of Directors Meeting. Mitten and Fernandez to cover some of Item 4 as Hamilton is not present.

Previous Action Items.

- Board of Directors to sign and send Fernandez the 3rd page of the Civil Rights Responsibilities for Partners checklist.
- Hamilton and Mitten to ensure all Board Members have sent in vaccination cards to Mitten before June.
- Caldwell and Dozier to send the Board a mission statement outline and the April 13th Workshop Agenda by April 6th.

6:03pm- Approval of minutes

Amendment to Minutes: Mitten clarified on page 7 under the Grants Awards Item, "Grantees that have signed up to receive payment by ACH will receive the funding within 2 days once a request is made and it is approved and processed. Payments are not automatically sent upon ACH sign up."

MOTION: Carlson moved to approve the March 7, 2022 Board Meeting Minutes, Masterson 2nd. Motion passed unanimously (5-0).

Action Item: Board of Directors to review 4/13/22 Strategic Planning Workshop minutes and approve of them at the June Board meeting.

6:04pm- Time reserved for public comment

Fry used to be on the EMSWCD Board of Directors. Gave maps to staff to give to board members. Needs to buy 5 acres around his property for a restoration property. Running into county zoning problem with the Equal Area Provision. Other districts have already eliminated these provisions, but Multnomah County still has it, preventing farmers from expanding on land without buying entire plots of land. Requesting EMSWCD's support in appealing to Multnomah County.



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(6:25pm due to connection issues) **Galland** had no formal statement but announced she's open to any questions and will be listening in to tonight's meeting.

6:12pm- Strategic Planning Update

Steele shared an update of the mission statement development process on behalf of the Strategic Planning Team. Following are the 3 options the team has come up with after deliberation with staff and taking in the Board's recommendations and comments from the last time it was discussed:

- 1) Caring for land and water for a more resilient and livable future for all.
- 2) Working together to care for land and water, creating a more resilient and livable future for all.
- 3) Working together to care for land and water toward a more resilient and livable future for all.

Steele invited the Board of Directors to vote on which preliminary mission statement option they liked best.

Guebert liked option 2 best.

Masterson Wants to hear more options for inspirational words to include instead of "resilient and livable."

Rossi suggested a 4th option to keep the current mission statement.

Carlson suggested working through definitions before choosing an option.

Zimmer-Stucky Loves the "working together" portion. Not quite ready for "resilient and livable future," not quite inspiring words.

Caldwell The Strategic Planning Workshop on May 18th will focus on future priorities, using a few working drafts of the mission as guideposts. Suggested the board members send quick reflections to Hamilton or Fernandez to share with the SPT.

6:25pm- Executive Director Update

Mitten filled in for Hamilton in her absence.

- Return to office: beginning on May 15th staff are asked to be in office 2 days a week. There is no set schedule. Staff are to work with their supervisors to determine what days will be best and in consideration of multiple staff located in one office. Schedules may fluctuate from week to week. There are still no public meetings or external people allowed in the building. Virtual meeting spaces being organized in unoccupied rooms. Wi-Fi being upgraded.
- Office improvements: Hamilton, Mitten, along with the Management Team are still working on cost/benefit analysis and pro and cons different scenarios and options for the current office space versus exploring alternate locations. Review to be presented to board when finalized.
- HR Manual and PC updates: Track Changes version sent to Board of Directors last week.
Action Item: Board of Directors to review the HR Handbook and send any questions or comments to Hamilton and Mitten by the end of the week (5/6/22).
- Working on a revised format for performance evaluations with the Management Team and staff.

Fernandez filled in for Hamilton in her absence.

- Hamilton recently met with members of the NRCS on their request to speak with Hamilton.
- Working on getting a meeting with Christopher Lapp of Clackamas SWCD scheduled.
- Working on transitioning from 1x1 meetings between Hamilton and board members to 2 board members at a time meeting with Hamilton instead.
- Hamilton will be getting a tour of Headwaters in mid-May from Steele
- Hamilton will be getting a tour of all other sites within the District from Nipp in Spring/Summer.



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6:32pm- Extension of two Temporary Positions

Mitten presented the option to extend the F&O Executive Assistant position and the Urban Lands Coordinator position. They're fully funded in the budget approved by the board.

Guebert The Personnel Committee did approve to recommend the extension to the Board of Directors.

MOTION: Carlson moved to approve the extension of the two temporary positions through the 2023 fiscal year, Masterson 2nd. Motion passed unanimously (5-0).

6:34pm- Monthly Financial Reports: March 2022

Mitten Overall, they look good with 3/4 of the way through the fiscal year and as we move forward towards the end of fiscal year. Balance sheet shows a 3.5% improvement over last year at this time and looks very healthy with almost \$20M in total assets. Of the liabilities and equity section in the balance sheet, we show very little liabilities comparatively and more in Equity as retained earnings (unrestricted) and in the Land Conservation Fund and Grants Fund (Projects & Cost Share) . Profit & Loss statement looks great and all expenses within budgetary expectations at 3/4 of the year passed. Some variances over/under 100% on some minor line item expenses, but overall averages are less that predicted by a good amount. Revenue for property taxes is exceeding the total annual projections and while other expected revenue has not shown up yet, we are hopeful that the property tax revenue exceedance will cover those areas in the next 3 months.

6:38pm- Closing items: announcements, reminders, and action items

Zimmer-Stucky had a great meeting with EMSWCD staff working on land acknowledgment last week. The team is going to contact other government officials and tribes/sovereign nations to work with them as well.

Fernandez reminded board to send Hamilton or Fernandez any comments to send on to the SPT.

Fernandez read new **Action Items:**

Board of Directors to review the HR Handbook and send comments or questions to Hamilton and Mitten before the end of the week (5/6/22).

Board of Directors to review 4/13/22 Strategic Planning Workshop minutes and approve of them at the June Board meeting.

6:40pm- Adjournment:

Guebert adjourned the meeting at 6:40 pm.