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

Wednesday, July 6, 2022

6:02pm- Call to Order

Guebert called to order the regular meeting of the EMSWCD Board of Directors meeting at 6:02pm on Wednesday, July 6th, 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), Joe Rossi (Zone 1 Director)

Absent Board of Directors: Jim Carlson (At-Large 1 Director, Treasurer)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (Chief of Finance & Operations), Julie DiLeone (Rural Lands Coordinator), Kathy Shearin (Urban Lands Coordinator), Heather Nelson Kent (Grants Program Manager), Monica McAllister (Community Connections Liaison), Matt Shipkey (Land Legacy Program Manager), Asianna Fernandez (Executive Assistant)

Public: Kimberly Galland (NRCS)

Changes to the agenda: Item 8 postponed to August Board of Directors Meeting.

Guebert presented previous Action Items:

Fernandez to update the June SPT Workshop Location. [DONE]

6:04pm- Approval of minutes

MOTION: Zimmer-Stucky moved to approve June 6, 2022, Board Meeting Minutes, Masterson 2nd. Motion passed unanimously (4-0, Carlson absent).

MOTION: Zimmer-Stucky moved to approve May 18, 2022, Special Board Meeting Minutes, Masterson 2nd. Motion passed unanimously (4-0, Carlson absent).

6:04pm- Time reserved for public comment

Galland met in person at Our People's Garden with Hamilton. NRCS is still two people short but no word on hiring anyone soon.

6:06pm- Executive Director Update

July LLC Meeting & SPT Workshop information

- July 25th LLC Meeting from 5-7pm at Mainstem Farm (outside). Joined by some of the Farm Access Equity Advisory Group who will present their final recommendations for the Gordon Creek property.
- Planning to cancel the July Strategic Planning Workshop, go back to full board workshops in August, and have the board meet on their own in that time off.
 - **Action Item: Fernandez to uninvite the Board Members to the July Strategic Planning**

Headwaters Sign

The Headwaters Sign on Orient Drive is finally up! Took a while with the city's requirements but finished. Looking into landscaping around the base.



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OAT

Oregon Agricultural Trust hosting a fundraiser at Headwaters on August 20th. Board Members to receive an invitation from Nellie McAdams.

Performance Evaluation Update

Evaluations to be sent out to staff soon. The aim is for them to be done in a timelier manner.

Our People's Garden

Met with Kim Galland and Leo Preston to tour Our People's Garden with Kris Soebreto. It's a Community Garden next to low-income housing developments (New Columbia), over 17 languages spoken by the gardeners, deliver food from the garden to neighbors who cannot leave their homes. They also have a grocery store where they sell some of their left-over produce as well as Bob Red Mill's products that are donated to name a few.

Selected as an urban garden to get funding from USDA/FSA, with help from Kent's recommendation! Ribbon cutting on August 20th morning.

FY 22-23 Board & Committee Meetings to be changed

A few Board and Committee meetings that land on holidays and need to be changed.

Jan 2: Jan 4th.

July 3: July 5th.

Feb 20: Feb 27th

June 19: June 26th

May 29: May 22nd

Action Item: Fernandez to send invite updates for Board, PC, and LLC meetings.

6:22pm- District-wide Annual Plan for ODA

Hamilton presented: EMSWCD is required to send our annual plan to ODA for the next fiscal year since they provide funding for EMSWCD. The plan is included in the packet and gives an overview of what the organization does at the moment, with the knowledge that some of this can change after strategic planning is finished.

Zimmer-Stucky Has anything significantly changed since last year?

Hamilton The Mount Hood Community College project and the fiscal sponsor has been restructured. New rounds of work we've always been doing: StreamCare, weed mitigation, workshops, etc. We did take the Climate Team off the plan as it hasn't been done and could be incorporated into post-strategic planning initiatives. Provides the budget for FY 22-23, programs have been updated.

MOTION: Masterson moved to approve the Annual Work Plan for ODA, Rossi 2nd. Motion passed unanimously (4-0, Carlson absent).

6:25pm- Contracts for Vegetation Management Crews for Restoration Work

DiLeone asking the board to sign the two amendments to the current vegetation management contracts for the FY 22-23 fiscal year. This comes from a procurement done by Clean Water Services contract that doesn't have an end date but can be renewed by amendment. Last year's contracts are still in place, these amendments just have updated prices.

Action Item: DiLeone to send the second amendment once she receives it.

Action item: Guebert to sign the resolution as well.



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MOTION: Zimmer-Stucky moved to approve the Master contract for vegetation management services amendment PSC-22-002 and PSC-22-003 , Masterson 2nd. Motion passed unanimously (4-0, Carlson absent).

6:28pm- Conveyance of Utility Easement to PGE

Shipkey presented the Utility Easement that arose from PGE requesting to place equipment on the Gordon Creek Farm property for fire-resistant lands. Elected to enter into formal easement, spoke to corporate council who advised the board to sign off on the official easement.

Action item: Guebert to sign the Utility Easement for PGE resolution.

MOTION: Zimmer-Stucky moved to approve the resolution 2022-07-01 for the Utility Easement on the Gordon Creek property, Masterson 2nd. Motion passed unanimously (4-0, Carlson absent).

6:32pm- USDA/FDA One-Time Funding Plan

Hamilton gave brief overview of the FSA/USDA's allocation of \$375000 to EMSWCD for urban ag. Not sure if changes will be made yet, but the deadline has been extended. WMSWCD also accepted some funds.

Kent The information in the packet is the only information we've received yet. Looking for the best ways to use the money to achieve objectives. USDA reached out to us; we didn't apply. We're getting most of Oregon's funds for this as other neighboring SWCDs turned down the money. Seems more efficient to employ us on the ground to use to funds.

Galland This is part of a pilot project for urban agriculture and innovation. FSA's Ag committee moved money out into certain urban cities across the country.

6:38pm- Recommendations from Personnel Committee

Masterson thanked Critchfield, Hamilton, and Mitten for their efforts. It was reviewed by the Personnel Committee who made a few changes and small edits.

Hamilton reiterated that the information for the Handbook used to be in various places with overlapping language. Ensured language is updated and in line with current law. Also turned it into plain language, kept acronyms out, and added links for staff to fully understand the Handbook. PC, Management, Staff, Miller Nash have looked through it and made recommendations.

- Will now begin working on a Board of Directors Handbook to guide the board through processes and laws for employment related questions.

Guebert The Board's Handbook is going to be useful in cases where an employee needs to go to a board member to report something, and the board member hasn't read through this entire Handbook. Suggests this handbook be reviewed once a year.

Zimmer-Stucky thanked everyone who worked on it for their hard work as it is an important document.

MOTION: Zimmer-Stucky moved to approve the Employee Handbook presented, Masterson 2nd. Motion passed unanimously (4-0, Carlson absent).

6:45pm - Hamilton & Mitten gave a brief overview of the IT Analytics position to be held by Alex Woolery.

MOTION: Zimmer-Stucky moved to approve the new Information Technology & Analytic Specialist job description, Masterson 2nd. Motion passed unanimously (4-0, Carlson absent).

6:51pm- Equity Team Update

McAllister presented **Kent** as the new Equity Team Coordinator.

Kent presented a short slideshow on the basics of the Equity Team and who will be leaving or joining the Equity Team. Presented the FY22-23 Equity Team Work Plan. Equity Team is currently going through a



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transition in conjunction with the Equity Charter. Looking to create less of a hierarchy with staff and management.

Guebert What is the process of recruiting Equity Team members? What's the time commitment for a team member and coordinator?

McAllister The Equity Team sends notice to all staff that the Equity Team is recruiting, and any staff member can volunteer instead of staff being chosen for the team. There's a minimum of 4 and max of 6 with representation from all program areas. Full time employee is no more than 40% of their work week: about 8 hours a week, prorated for those who work part time and constraints are considered for those who have busy seasons.

7:05pm- Rural Lands Deepish Dive & Q&A

Hamilton explained why we are having the Deepish Dives: Board voted on which topics they'd like to hear about to understand what the organization does and specifically some of the work staff does. Headwaters Deepish Dive will be the topic for August's Board of Directors Meeting. Suggested the Board and Management Team think of ways they might want to restructure future Board Meetings after August.

DiLeone shared a slideshow on the Rural Lands Program, how the program got to doing the work they do now, and what niche it serves.

Guebert noticed over the past few years how quickly the sediment load goes down after a storm due to StreamCare and how other SWCDs who have modeled their own projects/programs after StreamCare.

Masterson thanked DiLeone for the walk down memory lane and why the program and StreamCare started.

7:26pm- Monthly Financial Reports: May 2022

Mitten Balance sheet shows a 3.98% increase from last year at this time. The P&L statement shows a healthy budget performance to-date. Looking ahead for the month of June, Mitten noted that the county turned over \$115,000 in property tax revenue and we received our fourth quarter funding from ODA. With those, our net revenue exceeds total annual revenue for the fiscal year so far. Mitten also shared that the Oregon Treasury notified him that interest rates have risen once again to 1.15% on our LGIP account. All programs are showing spend levels under the appropriation limits for each program. He reminded the Board that he would like to close the FY21-22 books as soon as possible and all payables should be submitted as soon as possible.

Action Item: Board Members to reply to Mitten or Schwenk's emails for their stipends by July 15th to be included in this last fiscal year budget.

7:30pm- Closing items: announcements, reminders, and action items

No announcements or reminders.

Fernandez read new **Action Items**:

- Fernandez to uninvite the Board Members to the July Strategic Planning
- Fernandez to send invite updates for Board, PC, and LLC meetings.
- DiLeone to send the second amendment once she receives it.
- Guebert to sign the Vegetation Management Crew resolution.
- Guebert to sign the PGE Easement resolution.
- Board Members to reply to Mitten or Schwenk's emails for their stipends by July 15th to be included in this last fiscal year budget.

7:32pm- Adjournment: Guebert adjourned the meeting at 7:32 pm.