



## Board of Directors Meeting Agenda

East Multnomah Soil and Water Conservation District

Monday, March 6, 2023, 6:00 – 8:00 PM

To be held at the EMSWCD Office at 5211 N Williams Ave, Portland, OR 97217 or

online via GoToMeetings: <https://meet.goto.com/EastMultSWCD/boardmeeting>

or call in: United States (Toll Free):1 866 899 4679 Access Code:578-282-301

### AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet
1	6:00 10 min	<b>Welcome and meeting called to order:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review/revise agenda</li> <li>• Review previous action items</li> <li>• Review/approve February Board Meeting Minutes</li> </ul>	Information/ <b>Decision</b>	Zimmer-Stucky	a) 2/6/2023 Board Meeting Minutes b) Previous Action Items
2	6:10 5 min	Time reserved for public comment and introductions <sup>1</sup>	Information	Public	N/A
<b>DISTRICT BUSINESS</b>					
3	6:15 20 min	<b>Executive Director and Leadership Team Updates &amp; Something to Celebrate</b>	Information	Leadership Team	a) ED & L-Team Updates Memo
4	6:35 15 min	<b>EMSWCD Re-organization</b>	Discussion/ <b>Decision</b>	Hamilton	a) Org Restructuring Recommendations Memo
5	6:50 10 min	<b>Legislative Updates</b>	Information	Hamilton/ Zimmer-Stucky	N/A
6	7:00 15 min	<b>Cost Analysis of Keeping the Office Building</b>	Information/ <b>Decision</b>	Mitten/ Hamilton	a) Cursory Analysis of N Williams vs Market Comps
7	7:15 15 min	<b>Grants Policy Changes Recommendations</b>	Information/ <b>Decision</b>	Kent	a) Grant Program Policies b) Grant Program Roles & Responsibilities

<sup>1</sup> Each member of the public who wishes to speak shall be given approximately 3 minutes.

Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>



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FINANCE AND OPERATIONS					
8	<b>7:30</b> 10 min	<b>Monthly Financial Reports:</b> January 2023	Information	Mitten	a) <a href="#">January 2023 Financial Reports</a>
BOARD OF DIRECTORS BUSINESS					
9	<b>7:40</b> 15 min	<b>Board of Directors Discussion</b>	Information/ Discussion	Board of Directors	N/A
CLOSING ITEMS					
10	<b>7:55</b> 5 min	<ul style="list-style-type: none"><li>• Announcements and reminders</li><li>• Action items</li><li>• Adjourn meeting</li></ul>	Information	Guebert	N/A



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### EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Joe Rossi	Director - Zone 1		X	X			
Laura Masterson	Director - Zone 2	Secretary	X	X	X		
Mike Guebert	Director - Zone 3	Vice Chair	X	X	X		X
Jim Carlson	Director - At-Large 1	Treasurer	X	X	X		X
Jasmine Zimmer-Stucky	Director - At-Large 2	Chair	X	X	X		
Upcoming Schedule							
FY22-23	2022	July	6	x			
		August	1		x		
		September	x	x			
		October	3		17		
		November	7	21			
		December	5				
	2023	January	4	30	18		
		February	6 & 17				
		March	6	6	27		7, 9, & 17
		April	3	3	17		
		May	1	1	22		
		June	5				

#### Internal EMSWCD Teams

- Equity Team: Heather Nelson Kent, Matt Shipkey, Alex Woolery, Jon Wagner, Tiffany Mancillas, Jeremy Baker
- CLIP Team: Jeremy Baker, Whitney Bailey, Julie DiLeone, Kathy Shearin
- Safety Committee: Scot Wood (lead), Jon Wagner, Katie Meckes, Jeremy Baker, Sasha Schwenk

#### EMSWCD Representation on External Committees

- 4-County Cooperative Weed Management Area – Chris Aldassy
- Beaver Creek Conservation Partnership – Kathy Shearin; Lucas Nipp; Chelsea White-Brainard
- Columbia Gorge Cooperative Weed Management Area - Jon Wagner
- Columbia Slough Watershed Council - Kathy Shearin (Vice Chair, Executive Committee); Whitney Bailey (CSWC Tech Team)
- Gray Family Foundation Grant Review Committee – Heather Nelson Kent
- Johnson Creek Watershed Council – Julie DiLeone
- Inter-jurisdictional Committee for Johnson Creek Watershed – Whitney Bailey; Jeremy Baker
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon State University Solve Pest Problems Advisory Committee - Kathy Shearin (Steering Committee); Julie DiLeone
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone
- 

**EMSWCD prohibits discrimination in all of its programs and activities** on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisals, because all or part of an individual's income is derived from any public assistance program, or based on any other group or affiliation. EMSWCD will not condone or tolerate prejudicial remarks, actions, slurs, or jokes expressed and directed at or to any person. Any employee who behaves in such a manner while conducting EMSWCD's business will be subject to disciplinary action including possible termination. EMSWCD is an equal opportunity provider and employer.

Meeting attendees requiring Americans with Disabilities Act accommodations should call (503) 222-7645 x 100 as soon as possible. To better serve you, five (5) business days prior to the event, is preferred.

*Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>*

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

Monday, February 6, 2023

**6:00pm- Call to Order**

**Zimmer-Stucky**, called to order the regular meeting of the EMSWCD Board of Directors at 6:00pm on Monday, February 6, 2023, at EMSWCD's Office.

**6:00pm- Introductions, Review/revise agenda, Review previous action items**

**Zimmer-Stucky** conducted introductions for the record. The following persons were present:

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

**Board of Directors Absent:** Laura Masterson (Zone 2 Director, Secretary)

**Staff:** Nancy Hamilton (Executive Director) (virtual), Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Lucas Nipp (Senior Rural Conservationist), Heather Nelson Kent (Grants Program Manager), Jeremy Baker (Senior Rural Conservationist), Katie Meckes (Urban Lands Planner), Asianna Fernandez (Executive Assistant)

**Guests:** Al Hrynshyn (SWCC) (virtual), Kimberly Galland (NRCS)

**Changes to the agenda:**

- Item 6: should be a Decision Item.
- Add between Item 8 & 9: Decision Item: Guebert to represent the Board at a Farm Bill meeting held by Earl Blumenauer.
- Item 4: Not reviewing CLIP policy. Only proposing two policies to become procedures.

**Previous action items:**

**Fernandez** to get information on the Local Worker Group Meeting and Regional Partnership Group Meeting from Galland and send information to Staff and Board.

**Hamilton** to structure future Executive Director Updates using the 10 highlighted priorities from her Workplan.

**Fernandez** to schedule the February 17<sup>th</sup> Work Session and send invite to all Board Members.

**Fernandez** to add Carlson to the Personnel Committee Meeting invites.

**Fernandez** to check with Rossi and Shipkey about moving the LLC Meeting on January 30th to January 23rd.

**6:03pm- Approval of minutes**

**MOTION:** Carlson moved to approve January 4, 2023, Board of Directors Meeting Minutes, Guebert 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).

**6:04pm- Time reserved for public comment.**

**Hrynshyn** is the representative for the Soil and Water Conservation Commission (SWCC). There are a lot of water funding opportunities right now. OACD Newsletter highlights those opportunities. Talk to NRCS rep for more information as well. Funding seems favorable for ODA right now; we're currently in the political climate that favors conservation efforts.

The next SWCC Meeting is this week and there is another Bill in the works on director eligibility; will report back on this after the meeting.



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### **6:06pm- Executive Director and Leadership Team Updates**

**Hamilton** shared the ED Updates.

#### **External Meetings:**

- Tara Wilkinson- Intertwine
- Jon Blasher- Metro: They purchase land with Bond money, and are sometimes required to purchase whole properties, which means they cannot sell back to the public sector. They have good ones in Clackamas and Washington counties. Blasher's open to looking into short/long term leases for HIP Grads. Preet Gujral is also updating Metro's full list of properties.
- SWCD District Manager half day retreat- Upper Willamette, Marion, Yamhill, Tualatin, Clackamas, West, East Multnomah SWCD. Adding Polk next. Working on a lot of the same documents and policy updates. Working together with Andy at Yamhill to do a presentation on Easements for other SWCDs- don't have a consecutive or common easement template across all districts.
- Terri Preeg Riggsby- WMSWCD Board Chair: discussed SB 775. Only impacts 10 out of 45 of the districts right now. Looking to create common language on topic.
- Jim Middaugh- MCDD: working on consolidating small districts into a big district. Will likely be purchasing property that could be used for farms but needs to create floodplains. More opportunity to place HIP Grads on farmable land.

**Zimmer Stucky** Will Metro be providing only data on their properties within Multnomah County?

**Hamilton** Gujral is working on collecting data throughout Metro's boundaries, we can consider all of it for HIP Grads as we don't mind if they farm outside of our District.

#### **Looking Forward:**

- Board Handbook- We were waiting for word from Eric Nusbaum but decided not to wait for him to finish anymore. Nusbaum informed us (SWCD District Managers) that there aren't any changes being made on Board details. Should have a finished draft in March.
- Complete Office Modernization/Updates- Splitting conference room to add an ADA accessible kitchen and lounge area. Turning the upstairs kitchen into a conference room. Cheaper option than elevator. Taking out skinny stairs that lead into the copy room, turning it into storage space. We have renderings from Harka Architecture now. We should have placeholder numbers and renderings to share at the March Budget meeting.
- Strategic Plan Next steps- finished inventorying current programs against priorities, creating ideas on how to evolve current programs and new program ideas. The Board will have narratives on each program by the March Budget Committee Meeting. Will show how all the programs meet our strategic priorities. Some work will begin this next fiscal year but could take multiple years to complete or reach goals.
- No website redesign yet.
- Investigating possible Federal Grants and strategic partnerships that may be available, starting with the USDA Local Working Group meeting. Focusing on Federal IRA funds instead of state funds since the District does have a tax base and other SWCDs in the state don't.
- No Lunch & Learns yet.
- CRM program update from Mitten in F&O update.
- Continuing external meetings- mentioned earlier.
- Attending two Conferences- TBD, assuming CONNECT as one of them.
- Senate Bill 775 introduced by Sen Fredrick.
- Developing communication strategy for whole District- preliminary discussion underway, will likely have budget implications, to be discussed at the March Budget meeting.

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**Rossi** In working with METRO on locating usable parks and farmland, outside our boundary, is there a Board decision on that?

**Hamilton** We'd only refer HIP grads and other farmers to METRO. We wouldn't have any management or financial stake.

**Rossi** Would like to see a cost benefit analysis on spending money on the current office building vs. renting office space elsewhere. Did the Board make a decision?

**Hamilton** We haven't come back to the Board with a report yet, but we did do research into the market and made an internal decision for the moment. This house is much cheaper, we have necessary storage space, and we own it, making it a better option than renting elsewhere. We looked at other purchasable properties as well, but prices are too high.

**Rossi** We are still assuming the opportunity cost of carrying an asset worth money. Would feel better if he had more information. Suggested engaging a broker in the market, find a comparison. Run two parallel budget tracks to come to a decision point.

**Guebert** Doesn't think we'll find a better option elsewhere, doesn't suggest that.

**Zimmer-Stucky** Open to hearing from a broker on needs of this building, including parking, storage, central location, etc.

**Hamilton** This house is also a live demonstration project. With Budget Committee process underway, getting that report might take a little while. We can have a placeholder in the budget for staying in the building at the March Budget meeting.

**Action Item: Hamilton and Mitten to bring broker recommendations and budget information on the current office building to the Board. Proceed with current budget including placeholder for current office with redesign for the March Budget meeting.**

### Something to Celebrate

**Nipp** presented the StreamCare Success story: He recently graduated the first StreamCare site, located on Klock's Blueberry Farm, a 27-acre U-pick blueberry farm owned by Clair Klock, in Corbett. It is now called Columbia View Blueberry Farm, owned by Klock's family friend. The program came in at the right time to save the property's forest, as it was on its way to becoming overtaken by invasive blackberry. This farm was enrolled in the Big Creek Watershed which now has seen over 60% of the eligible stream miles restored through the StreamCare Program. Klock greatly helped propel the program in the Corbett area through guidance towards interested landowners and through word of mouth, making direct outreach unnecessary for many years since the community ended up coming to us for help instead. The farm has also worked with EMSWCD on multiple CLIP grants prior to StreamCare and has undertaken many conservation practices and projects on their own.

**Rossi** Clair is an amazing man; he loves sharing knowledge. He used to volunteer with EMSWCD a long time ago. He pioneered a new blueberry farming technique, the "Klock Chop," which he enjoys teaching other growers and the public about. He's a hub for information and outreach.

**Guebert** Are we still bringing farms into the program?

**Nipp** Yes. The word of mouth has been a huge help in getting farmers throughout the District to trust us.

### Leadership Team Updates

**Hamilton** shared the Conservation Legacy Team updates:

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- Steele is back from Paternity Leave. He will be working a 4-day workweek through the end of this Fiscal Year. Thanks to Pfiel and Wood for filling in any gaps at Headwaters Farm during that time.
- Three Partners in Conservation (PIC) review teams confirmed and received their applications to review. The 3 dates in March confirmed. 3 Board members sitting on those committees.
- The Land Legacy Program is about to launch a press announcement about Emily's purchase of Full Cellar Farms and local farmer events going on this Spring.

**Shearin** shared the Urban Lands updates:

- Partnerships with Portland Nursery: UL will be giving several presentations for the Portland Nursery's Conservation for Gardeners series and educating folks through them.
- Partnerships with Portland Garden Club: They're considering clubs and nonprofits to partner with. We offered several ideas for organizations that they could potentially work with as part of a "Partnerships for Plants" grant opportunity through Garden Club of America.
- Clean Rivers Coalition: 60+ organizations across the state, working to encourage folks to have clean water behaviors. Meckes (staff) is on the committee, and recently announced the Eco-film festival at Hollywood Theater on April 15<sup>th</sup>.
- Plant Sale 2023: Sorting starts next week. Sold over 90% of the plants we purchased. Just under \$50k in sales. Invited the Board to attend on February 18<sup>th</sup> from 8am to 3pm.

**Mitten** shared F&O Updates

- TSCC's new Executive Director, Allegra Willhite, Tunie Betschart, TSSC Budget Analyst, Mitten, and Hamilton had the annual meeting with TSCC staff at the office to go over FY23-24 budget themes, overview of the strategic plan and how that may inform our budget, overall revenue and expenditure forecasts, as well as a general outline for the Budget hearing in May with potential hearing topics and questions from the Commissioners. Commission Hearing by TSCC on May 16<sup>th</sup> at the office from 4-5pm. Gave them a tour of the office and landscape with emphasis on demonstrating the conservation efforts on the property, which they were impressed by and put a small story about it in their weekly newsletter. Two new TSCC commissioners (4-year term) are being recruited now.
- Budget: preparing budget templates, worksheets, and documents, informed by the Strategic Plan, to send out to the Leadership Team and key staff members to begin the budget development process, including key items for the content of the budget message. Customer Relations Management (CRM) software: The acquisition and use of a CRM for EMSWCD that'll work within all our programs consistently and in one system will help us enhance our district-wide collaboration as well as manage data and contacts in a more efficient and effective manner. Benefits of these platforms include keeping all our contacts, partners, constituents, and targeted demographics in one place, that can be easily resourced by any staff for tailored outreach or initiatives. At this point we are researching options, developing needs analysis by program and initiative as well as potential vendors and cost once the framework is determined. As we collaborate internally at the program level and with the Equity team, we will provide updates and estimations to be considered in the budget process.
- **Guebert** suggested planning Board's tour of the office in Spring.
- **Action Item: Asianna to add Board tour of the Office to the June Board Meeting Agenda.**

**DiLeone** shared RL Updates

- Baker (staff) had an idea for an event at the Columbia Grange in Spring: District Open House for farmers. Q&A, food and beverages, information sharing and reminding folks about the District's services we provide and allowing farmers to interact with each other. Board is invited. Will bring

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details to Board once we know more. Maybe will have NRCS, was thinking about it being District wide.

- The Local Working Group will be funding other things than equipment, FSA as well.

#### **6:53pm- Personnel Committee Recommendations**

**Zimmer-Stucky** introduced the Personnel Committee Recommendations: Two Policies to be changed to Protocols and Two Temporary Staff to be changed to Permanent Staff.

**Mitten** explained the staff recommendation of changing the two policies to protocols, (Emergency Action Plan Policy 1.1.12 and Employee and Public Safety Policy 1.1.11). The recommendation is based on eliminating the need to bring any minute changes to the policies to the board for approval. Will still share information and changes with Board members for transparency as they come up, though.

**MOTION: Guebert moved to move policies 1.1.11 and 1.1.12 to protocols, Carlson 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).**

**Hamilton** explained the two temporary positions (Asianna Fernandez and Tiffany Mancillas) being recommended to change to permanent positions. Both positions are fully funded in the Budget, the only minor changes include adding life insurance, short term & long term disability, and participation in the District's 457 retirement plan which has a 6% match by the District.

**MOTION: Guebert moved to approve Asianna Fernandez and Tiffany Mancillas be moved from temporary to permanent positions, Carlson 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).**

#### **7:00pm- Update on Step Increase vs. Merit Research**

**Mitten** introduced the discussion on their Step Increase vs. Merit pay research. The District signed a \$4k contract through June 2023 with Compensation Connections who recently gave the Leadership Team (L-Team) four step-increase scenarios, discussed what kind of step-increase evaluations are available to choose from, and walked through the District's current salaries/staff/etc. Ruled out one scenario. Mitten provided Compensation Connections with our current classifications and salary ranges as though all staff receive a 3% merit increase and if the COLI reaches the 5% max. They will present further findings to the L-Team at a subsequent meeting and will keep the Board updated. Will have all necessary information, including if the changes will bring major budget implications, during the Budget process.

#### **7:03pm- Strategic Opportunity Grant Framework**

**Zimmer-Stucky** thanked Kent for the memo on this Framework. Is asking staff for more in-advance memos like this for Board and Committee packets instead of lengthy presentations.

**Hamilton** introduced the Strategic Opportunity Grant Framework. Reminder that the Board approved funding for this equity focused grant idea during the last fiscal year. Didn't use any of it at that time. Board approved it again this year and is looking to staff for framework on how we see the work done in the field. Jollee Patterson of Miller Nash reviewed it to let us know if we're taking unreasonable risks in comparison to other Districts and City/County. Risk is low in her opinion.

**Kent** and Shipkey had legal consultation beforehand to ensure the language and approach used is legal for Government grant processes. Our language is a little broader than that used at the City/County level.

**Zimmer-Stucky** What's the turnaround time for this grant?

**Kent** Since we're still approaching partners and looking for people to submit project ideas to us, we're not sure yet. Some projects seem eligible already. Once criteria and process are established, then we can circulate internally to find candidates. Having flexibility around timeline makes it more responsive

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than PIC, which is a great benefit in equity work. It operates on a rolling basis. Anticipating a proposal form and rules for administering funds in addition to policy and selection process, using a staff-driven approach to developing project proposals with our partners.

**Guebert** One challenge seems to be if a proposal comes in early, how do you fund it partially?

**Kent** We could fund some this year already and then have the fund replenish next fiscal year to fund more.

**MOTION: Guebert moved to approve the proposed Strategic Opportunity Grant Framework, Carlson 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).**

#### **7:11pm- FY22-23 Budget Committee Planning**

**First Budget Committee Meeting:** March 6<sup>th</sup> at 4pm at the EMSWCD office.

**Appoint Budget Officer:** Dan Mitten CFO

**MOTION: Guebert moved to appoint Dan Mitten as Budget Officer, Carlson 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).**

**Approve Budget Calendar:** Presented in the packet. Requirement for budget law. Outlines full process through proposed to adoption. Green lettering is the regular Board meetings held at office. Red lettering is Budget Committee meetings and TSCC hearing held at office. Board Members are encouraged to attend the TSCC hearing on May 16<sup>th</sup> from 4-5pm.

**Zimmer-Stucky and Guebert** are unable to attend the TSCC Hearing.

**Carlson and Rossi** may be able to attend.

**MOTION: Guebert moved to approve the Budget Calendar as presented, Carlson 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).**

#### **7:16pm- Monthly Financial Reports- December 2022**

**Mitten** presented the December 2022 Financial Report: Balance Sheet, P&L Budget performance, and P&L by Class. Balance sheet shows to be very healthy, almost to the exact percent as last year, just a little higher in revenue. Total Assets over \$20M. Liabilities: Doesn't show anything concerning. Right after receiving large amounts of property tax revenue, you'll see a boost in the Balance Sheet. P&L budget performance: Property tax received through the first six months of the fiscal year is \$5.2M with our annual budget being \$5.4M. Interest rates have gone up from 3.35 to 3.75% in our LGIP account. Overall, nothing's changed significantly. P&L by class: halfway through the year, percentage of appropriations spent is averaging 37-44% per program with 50% of the fiscal completed. Budget numbers do not include most recent budget amendments. Those will be shown on the next month's report.

**Guebert** The increase of interest is much more that we budgeted for, so that goes into the beginning fund for next fiscal year?

**Mitten** Yes, any revenue received that is not budgeted for remains untouched until the next budget cycle where it becomes part of the beginning fund balance to be able to be appropriated.

#### **7:20pm- Board Discussion**

**Guebert** was invited to attend the Farm Bill meeting held by Earl Blumenauer again, next Friday. Went to this meeting 5 years ago to present ideas on the Farm Bill. Asking for approval to represent the Board at this meeting and if the Board has any ideas they would like to be presented.

**Action Item: Board to send Guebert any ideas/points to bring up to the Farm Bill Meeting with Earl Blumenauer.**

**Hamilton** Blumenauer is more interested in urban farming and community gardens, etc. as opposed to large industrial farms in the Midwest which is what the USDA is generally thinking about. We're getting

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some funding for these kinds of urban farm plans in the East Multnomah District. The hope is to give him some ideas on smaller scale/urban farms for Blumenauer to bring back to the committee.

**Zimmer-Stucky** suggested bringing the District's synopsis of the PIC grants as an idea of where the constituents in this District are headed in terms of agriculture.

**MOTION: Carlson moved to allow Mike Guebert to represent the Board at the Farm Bill Meeting with Earl Blumenauer, Zimmer-Stucky 2<sup>nd</sup>. Motion passed unanimously (4-0, Masterson absent).**

#### **7:25pm- Board Discussion**

**Zimmer-Stucky** If Board Discussion time and Work Sessions feel redundant, the Board can reevaluate if either are necessary.

**Rossi** started a conversation about the Mission in context. On page 6 of the Strategic Plan on the Mission in Context. Remembers approving a visual of Soil and Water as a box as the first priority and climate action and equity and inclusion linked below it as priority lenses. In the final plan, it's shown instead as three circles overlapping, which implies parity y (like three legs of a stool) of the three topics, or that the bottom two lenses can outvote the top core mission topic. Believes the core mission needs to be above the priority lenses.

**Guebert** Board agreed to keep mission statement as is, focusing on soil and water, which is still above everything else.

**Zimmer-Stucky** From a graphic design aspect, understands Rossi's point. The order is clearly soil and water health up front. Suggesting a redesign of the graphic?

**Rossi** Yes, that's one idea. Would like Soil & Water Health to be above by themselves and priority lenses with the other three priorities.

**Guebert** wonders about changing the strategic plan after it's been adopted since it's something we must submit to the ODA.

**Zimmer-Stucky** is open to pursuing it. In next Board Discussion, suggested having more of an arrow graphic with Soil and Water pointing down to the two priority lenses (climate action and equity and inclusion). If it doesn't cause a whole ripple effect throughout legal world, could see it being changed. If it does cause an issue to change the graphic, suggested the District continues holding ourselves accountable to what we know is true. Would like to hold off on this topic until April Board Meeting for staff time consideration.

**Guebert** started a conversation on the upcoming Work Session agenda. (February 17<sup>th</sup> from 4-6pm).

**Zimmer-Stucky** General topic of the work session is Legislative Session. OACD plans to attend to present overlapping things between District is legislature. Hoping to decide on which topics to support/take position on at the March meeting and allowing someone to testify on behalf of the Board.

**Mitten** Since they're special Board Meetings, the Board can make decisions and motions at the Work Sessions.

**Hamilton** and Guebert attended the OACD Advocacy Committee meeting, and they presented the Bills that they're tracking, some of which don't apply to the District. Hamilton has been sorting through them to find the ones that do apply to us. Also received info on other bills from ORCAN and other partners, which will be sent to the Board in the meeting Packet to go over at Work Session. For some bills, OACD are declining or neutral and are just watching, instead of supporting.

**Rossi** asked for time at the March Board Meeting for a generic cost benefit analysis for the Office.

**Action Item: Mitten to put together a high-level cost analysis for the Office at the March Board Meeting.**

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**Zimmer-Stucky** March Board Meeting will be a big meeting, including staff workplan, which is decided by Executive Director. Asked for brief summaries instead of PowerPoints in advance for staff workplans. Planning to spend a few hours looking through that and the Budget in the March Board Meeting and Budget Committee Meeting Packets.

**7:44pm- Announcements, Action Items, and Adjournment**

**Hamilton** Looking to swap upcoming LLC and PC Meeting dates. There are PC items in the budget that need to be sorted sooner.

**Guebert** will be away for the rest of the month.

**Action Item: Asianna to update LLC and PC Meetings invites.**

**Action Items:**

- **Asianna** to add Board tour of the office to the June Board Meeting Agenda.
- **Board** to send Guebert any ideas/points to bring up at the Farm Bill Meeting with Earl Blumenauer.
- **Hamilton and Mitten** to bring broker recommendations and high-level cost analysis budget information on the current office building to the Board. Proceed with current budget including placeholder for current office with redesign for the March Budget meeting.
- **Staff** to determine if there's time to look into page 6 graphic redesign on Strategic Plan.
- **Asianna** to update LLC and PC Meetings invites.

**Zimmer-Stucky** adjourned the meeting at 7:48pm





## Executive Director Update – March 6, 2023

### External Meetings in last month -

**Rob Cato, Co-Director Zenger Farms** – discussed feedback from the Farm Access Advisory Council following the Board decision to pass on the Gordon Creek property, discuss how EMSWCD is moving forward, per Board decision to consider future properties without a residence. Also discussed ongoing discussions I am having with Jon Blasher @ Metro regarding properties they may have that make sense – not necessarily in the EMSWCD boundaries but in the Metro region generally. Rob and I will stay in conversation.

**Andy Bleckinger, Yamhill SWCD** – Met with me and Matt Shipkey to share the properties they own either outright or have an easement on them. Andy, as new District Manager there, was seeking counsel from us about how we have navigated various agreements, and shared ideas of what they are doing. Matt was very helpful to Andy as he learns what we are doing @ EMSWCD specifically and what is happening in Oregon generally.

**Robbie MacNichol, Colliers** – Dan and I met with Mr. MacNichol, who offered to help with preliminary audit of what's available in the marketplace against what we have/need in our current location. See Dan's notes below. This will be covered as a separate agenda item.

### Looking Forward – per Hamilton work plan:

- **Board Handbook** – We now have updates from other SWCD's and have cross-walked our outdated handbook with relevant information from those as well as the ODA's updates. My plan is to walk through a cleaned-up version of this with Jasmine between now and the April board meeting, where we hope to be able to walk through it, review critical highlights, and determine if the board would like to adopt it or make further changes.
- **Complete Office Modernization/Updates** - 3/6 presentation of cost analysis re current building vs selling and leasing in marketplace.
- **Strategic Plan next steps** – ongoing as we develop the budget and subsequent workplans for the next fiscal year.
- **Investigate Possible Federal Grants & Strategic Partnerships relative to our Core Priorities** – Tracking federal grant possibilities via Merkley's office; IRA \$\$ for climate resilience efforts via NRCS and OACD.
- **Launch Lunch 'n Learns** – not started yet.
- **Acquire a CRM program for all teams to effectively track outreach, across programs** – F&O working with emerging outreach and engagement team.
- **Continue to build momentum with external meetings that result in strategic partnerships and collaborations** – see external meetings summary above
- **Attend at least 2 conferences that will help us continue to improve how/what we do to meet our mission** – Attending Urban Ecosystem Research Consortium (EURC) at PSU on April 4<sup>th</sup> with goal of this information helping to guide my decision-making for our Urban Lands program specifically and EMSWCD generally. Several staff are attending. **From their website:** UERC is a consortium of people from educational institutions, state and federal agencies, local governments, non-profit organizations and businesses, as well as independent professionals and students, interested in supporting urban ecosystem research and creating an information sharing network to collect, share, and use ecological data in the Portland/Vancouver area. UERC does not provide a political or advocacy platform, but rather offers a forum for professionals to exchange and discuss information regarding urban ecology and its application to relevant issues.





- **Continue to pursue strategies for changing eligibility requirements for serving on the Board of Directors** – District Board has agreed to support changes introduced by Sen Lew Frederick - SB 775 – waiting to see when/if the bill gets a hearing in Rules committee with goal of crafting written testimony; In discussion with Senator’s office and a group of districts around the state who have been working together to pursue amendments that work across the state.
- **Develop a coordinated communications strategy that serves the whole organization** – have recommended a series of organizational changes that result in a new team whose focus is to provide ongoing, integrated outreach and engagement for all our work. Am recommending that we bring a consultant onboard for a limited contract to develop our Communications Strategy that will inform that team’s work moving forward.

## Leadership Team Updates – March 6, 2023

### Nancy Hamilton, Interim Conservation Legacy Supervisor

- **Headwaters** - focused on budget and planning for next fiscal year; discussing possible strategies for digitizing equipment check-out, payments, etc.
- **Grants** – preparing for PIC review committees – all three happening in March; continuing to cycle rolling SPACE grants through for projects we fund; crafting updated grant policy, for board action.
- **Land Legacy** - Developing outline of future work re: new ag acquisitions and easements in preparation for April LLC mtg – updated inventory of working lands, survey of landowners, development of outreach materials, etc.; preparing Gordon Creek for sale – we have contracted to maintain the blueberries and do clean-up with Octavio Prado, who is already familiar with the property.

### Kathy Shearin, Urban Lands Supervisor:

- **Plant Sale** – Plant Sale experienced some obstacles this year, but the pick-up day went very smoothly and the event was an overall success. More info will be shared at Board Meeting.
- **Collaboration** – Marion SWCD is in the process of initiating an Urban Lands Program and has reached out for helpful insights. We will meet with them and offer the use of any of our materials and/or insights.

### Dan Mitten, Chief of Finance & Operations:

- **Budget & Programmatic Changes Preparations & Logistics:** I have been heads down with all things budget, all the time over the last several weeks. While the tasks are too extensive to list here, some of the work includes calculating our forecasted property tax receivables, beginning and ending fund balances projected for both the General Fund and the Special Funds, unappropriated ending fund balance and remaining unallocated funds for the entire District, updating salary and benefit numbers, forecasting expenditure and interest rate increases, creating the F&O program budget, as well as moving programmatic drafts into a combined draft budget. Along with Nancy, the Leadership Team and key staff members, we have been working on budget narratives, preparing for the potential organizational restructure logistically, operationally, and the budgetary impacts as a result. Have also worked with Nancy on the Budget Message and discussed the potential changes with Allegra Willhite, Executive Director of TSCC, to ensure we not only act in compliance



## ED & L-Team Updates – Document 1

East Multnomah Soil and Water Conservation District

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with policy and local budget law, but to be as open and transparent with the public about potential changes.

- **Building Analysis:** Nancy and I have been working on an analysis of building costs over the last 5 years as well as exploring options for comparable space if we were to lease. The costs associated with building ownership alone are identified as well as those costs that would transfer regardless of ownership status. Included in this analysis is determining EMSWCD needs for space. We have enlisted a commercial broker to determine value of current property, salability and breadth of potential buyers in this market with or without an easement, comparable opportunities and price per SF in our District for a lease that fit our needs in square footage, storage, and parking. This information will allow the Board to make an informed decision on the matter.
- **CPR/AED/1<sup>st</sup> Aid Training:** We enlisted LifeLine Training Centers to provide Adult, Child, and Infant CPR/AED/1<sup>st</sup> Aid training to all staff. All but three staff were able to review all 58 modules and attend the training at the Williams office location on February 10<sup>th</sup>. This is a continued practice of ensuring all staff are certified and able to render aid if needed. Prior to this training session we joined Tualatin SWCD at their offices and received certification in 2019. That certification lapsed during COVID.
- **F&O involvement in Plant Sale:** Along with many staff members throughout all programs, F&O assisted with the Urban Lands Plant Sale. The F&O efforts had high focus and on the Shopify website, order refunds and payment logistics, downloading and generating pick lists, as well as food & beverage purchasing, branded giveaways research, sorting week assistance, and day of pickup participation.

### Julie DiLeone, Rural Lands Supervisor:

- **Workshops** with Clackamas SWCD: as a result of the farmer survey, beginning planning for soil health and weather monitoring workshops.
- **Open house:** will be held at the Columbia Grange in Corbett on April 14
- **StreamCare:** planting this year focused on replacing plants lost, likely from the combined effects of the freeze after dormancy had ended and the heat dome that summer.



## Organizational Restructuring Recommendations for Fiscal Year 23-24

I have spent the last two-plus years learning what the many programs are at EMSWCD, as well as what the skills and talents are of our staff. Most recently, I have been steeped in our strategic planning work. This valuable time has allowed me to gain a clear sense of where we can do better in addition to what we do well. I present the recommendations below to EMSWCD's structure to better serve our mission of helping people care for land and water. I have sought counsel from my colleagues on the Leadership Team and impacted staff and believe this plan responds well to their insights and suggestions as well.

- Most significantly, I am recommending the dissolution of the Conservation Legacy program and the creation of the Community Outreach & Engagement (CO&E) program. I have included a memo that outlines in detail what this new program will be charged with doing. Briefly, the newly formed CO&E team will provide a districtwide resource for all of our outreach efforts allowing us to more equitably and thoughtfully serve all of our constituents across our district. This team will also be charged with leveraging what is done at the program level to design smarter, more efficient cross-team outreach and engagement efforts. Importantly, our strategic plan also identified that we need to ensure more of our constituents know what we do and can access information about the extensive projects and programs we run. Redesigning our website will be at the top of this list and will comprise a joint effort across several of our teams. The attached memo has been co-created with Heather Nelson Kent, who I am proposing be promoted to oversee the new CO&E program as well as continue to administer the Grants Program. I am also recommending that Heather join the Leadership Team.
- I am recommending that we move Chelsea White-Brainard, who is currently the Senior Rural Outreach & Education Specialist and Katie Meckes, Senior Urban Lands Outreach Specialist to the Community Outreach & Engagement team. These FTE's have already been steeped in outreach and engagement efforts at EMSWCD at the program level. By having them all work together on one team, they can leverage what each is doing well, share information across teams more effectively, and have colleagues to brainstorm, co-create with and share workloads.
- Finally for this team, I am recommending that we move the currently vacant .5 FTE from Rural Lands to the newly formed CO&E. This position would serve to ensure that we have ongoing and dynamic relationships with the local media and other key communications outlets.
- Because I am recommending that we dissolve the current Conservation Legacy team, I am recommending that we move:
  - Matt Shipkey, our Land Legacy Program Manager and
  - Rowan Steele the Headwaters Manager to the Rural Lands team.
    - Nick Pfiel, Headwaters Assistant, will continue to report to Rowan Steele but will also participate on the Rural Lands team.

**Organizational Restructuring Recommendations Memo; COE Team; COE 3 year workplan**

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Importantly, by merging our land legacy efforts with our rural lands initiatives, we will be able to more efficiently consider the diversity of goals we have for agricultural land in our district, including working land protection, access to more land for starting farmers, and technical assistance for established farmers, as well as natural habitat protection through StreamCare and weed mitigation efforts.

I recognize that Headwaters and Land Legacy are comprehensive programs in and of themselves, and both Matt and Rowan are more senior members of our team. As such, in addition to getting support from the Rural Lands Supervisor, I also see these two FTE's bringing valuable thought partnership to the Rural Lands team.

- Eliminate one vacant FTE (former CL Supervisor), allowing those dollars to be better allocated for the priorities we plan to move forward in the next fiscal year.

Thank you in advance for your consideration of the recommendations I have proposed above. I am happy to answer any questions you may have.

**Nancy J. Hamilton, Executive Director**



## Community Outreach and Engagement Team

### Purpose

**Community Outreach and Engagement** is integral to EMSWCD's ability to build relationships and deepen trust with our partners and constituencies. This new team will develop and implement communication and outreach strategies that increase public awareness of the District and ensure that people in our district connect with our mission, find our programs and resources accessible and relevant, and benefit from our investments. The team will work across all of the District's programs supporting partnerships and engagement with residents, nonprofit organizations, landowners, and land managers to improve soil health and water quality, preserve farmland, reduce climate impacts, support more sustainable agriculture, provide outdoor and garden education programs, and restore fish and wildlife habitat.

### Need

During the District's Strategic Planning process, staff and board members identified a need for greater visibility, transparency and accountability with public audiences and partners. Together, the Board and our staff-led Strategic Planning Team identified key priorities, providing a framework to use to prioritize our efforts and direct our public resources in service of our mission. In that Strategic Plan, several recurring themes emerged which this **Community Outreach and Engagement** Team is positioned to help the district deliver including:

### Communications and Outreach

Despite strong team efforts, our communications and outreach is currently too siloed, not readily accessible, and not reaching many we need to reach. We are fortunate to have staff with the background, skills and experience to advance our **Community Outreach and Engagement** efforts. We are placing them together on a single team and giving them the responsibility and resources to develop a district-wide strategic approach to our communications activities that will benefit all of our program areas. Deep knowledge of our urban and rural communities on this team will inform their strategies and approach.

### Leveraging our Funding

While we are fortunate to enjoy financial security because of the tax base provided to us by voters, we may be falling behind on emerging strategies that are being pursued by our colleagues and others around the state. This is particularly evident as we consider the significant funding that will be generated by the federal Inflation Reduction Act, much of which is targeted toward climate change mitigation efforts as well as state and national interest in local food production and the protection of land for farming.



## Organizational Restructuring Recommendations Memo; COE Team; COE 3 year workplan

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### Accountability

As a local government with a voter-approved tax base, accountability is essential. This team will work with the Leadership Team and Board to communicate to public audiences our key activities and measures of success. Accountability and transparency helps build public trust and will position the District to be a stronger partner and voice for our mission of helping people care for land and water.

### Impact

It will take some time for the impact of the new **Community Outreach and Engagement** Team to be fully realized as the team works to implement the following high-level work program:

#### Year 1 – Inventory and Planning

In Year 1 the team will be taking stock of and compile the community engagement and outreach plans from each individual team and program area; inventory resources and activities already planned and/or underway and assess the district's relevant strengths and weaknesses. With the help of an outside contractor, the team will develop a communications plan and editorial strategy.

In partnership with Finance and Operations, the **Community Outreach and Engagement** Team will also be integral members of the project team responsible for developing and implementing a new website for the district.

#### Year 2 – Implementation

With a new plan and website completed, the team can move into full implementation mode, assured that outreach and communications activities are aligned with an overall strategy for engagement.

Implementation will also take into consideration the District's Equity Action Plan and our goals of developing trust with and working in partnership with and emphasis on people with low incomes, communities of color, and other historically marginalized communities.

#### Year 3 – Refining our engagement plans and measuring impact

In the third full year of having a new, dedicated **Community Outreach and Engagement** Team, the district will begin to be able to measure the impact of our efforts to raise awareness of the district's investments, programs and resources and to build trust within our community. In our initial plan, we will develop performance measures for tracking outputs and outcomes of our activities and collaboration.



## Outreach and Engagement Team – Work Plan 2023-2025

### Year 1 – Inventory Program Needs, Create Strategic Communications Plan and Update Engagement and Outreach Infrastructure

In our first year, the Community Engagement and Outreach Team will inventory efforts across the organization, learning about the resources and activities already planned and/or underway, in an effort to better understand the district's relevant strengths and weaknesses. With the help of an outside contractor, the team will develop a Strategic Communications Plan that can inform our engagement efforts with key performance indicators for tracking outputs and outcomes of our activities and collaboration. We will work in collaboration with key staff and stakeholders to update our engagement and outreach tools across the organization.

Implementation of these activities will take into consideration the District's Equity Action Plan and our goals of developing trust with and working in partnership with our community. We will continue efforts to reduce barriers and invest resources to support people with low incomes, communities of color, and other historically marginalized communities.

#### Key Activities and Initiatives (see details, below)

<b>FY 23-24</b>	<b>Q1 - Summer</b>	<b>Q2 - Fall</b>	<b>Q3 - Winter</b>	<b>Q4 -Spring</b>
Strategic Communications Plan	X	X		
Team Roles, Responsibilities and Systems	X	X		
CRM System	X	X		
Website Update/Redo		X	X	X
Outreach Initiative – Land Legacy Program	X	X	X	
Outreach Initiative – Urban CLIP			X	X

#### EMSWCD Strategic Communications Plan

The new Community Engagement and Outreach Team will develop and implement a Strategic Communications Plan for EMSWCD. This plan will be created in partnership with the Leadership Team and program staff who are responsible for meaningful community engagement and have outreach expertise. The overall purpose of this new Strategic Communications Plan will be to increase public awareness of the District and ensure that residents and stakeholders connect with our mission, find our programs and resources accessible and relevant, and benefit from our investments. This plan will inform other programs and initiatives at the district including the development of a new website and program-specific outreach and engagement plans and activities.

#### Refine Community Engagement and Outreach Team Roles, Responsibilities and Systems

The new Community Engagement and Outreach Team will take some time during the first half of the year to re/define roles and responsibilities, build systems for collaboration and managing workflows, and create a cohesive team environment.

#### CRM (Customer Relationship Management) Software Implementation

Budgeted in the F&O Program, the Community Engagement and Outreach Team will be key partners designing, implementing, and rolling out this new district-wide outreach and engagement tracking tool. A CRM system will enhance district-wide collaboration and engagement with partners and community members. It will also provide



## Organizational Restructuring Recommendations Memo; COE Team; COE 3 year workplan

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consistent support to all programs and can be easily used by any staff for tailored, targeted outreach or initiatives more efficiently and effectively, with a focus on cross program collaboration and information sharing.

### Website Update/Redesign

Budgeted in the F&O Program, the EMSWCD website will be updated to utilize the latest technologies and be more accessible, engaging, and relevant. The Community Engagement and Outreach Team will work in partnership with the F&O Team and all staff to align our new, user-friendly website with our Strategic Communications Plan and ensure that the website is a useful tool and resource for our programs and the public.

### Outreach Initiative – Land Legacy Program

Together with the Land Legacy Program Manager, the Community Engagement and Outreach Team will work to identify the needs of landowners and barriers to accessing EMSWCD conservation programs and services. With additional information in-hand, we will work together to strategically design and implement a robust outreach program to meet the District's goals for protecting and conserving agricultural lands in East Multnomah County.

### Outreach Initiative – Urban CLIP

The Community Engagement and Outreach Team will work together with the Urban Lands Team to design and implement an outreach campaign in support of a new conservation program focused on larger landowners including industrial, commercial and multi-family lands.

## Year 2 – Implementation

In Year Two, our Community Engagement and Outreach Team will build on lessons learned from beginning to implement our Strategic Communications Plan, user feedback and analytics from our updated website, and experience planning and implementing new outreach initiatives. The team will continue to guide and support activities across all program areas, assuring that outreach and communications activities are aligned with an overall strategy for communications and engagement.

### Key Activities and Initiatives (see details, below)

<b>FY 24-25</b>	<b>Q1 - Summer</b>	<b>Q2 - Fall</b>	<b>Q3 - Winter</b>	<b>Q4 -Spring</b>
Review Strategic Communications Plan			X	X
Team Roles, Responsibilities and Systems (annual review)			X	X
Support Onboarding New Board Members		X	X	
Outreach Initiative – HIP Recruitment	X	X		
Outreach Initiative – Urban CLIP	X	X		
Outreach Initiative – Farm Succession Planning and Land Access			X	X

### Review and Refine Our Strategic Communications Plan

We anticipate reengaging our outside consultants to do a spot check on how well we are implementing our Strategic Communications Plan. With one full year of implementation under way (Calendar Year 2024) we will take time to assess what's working well, what needs more attention and refine our strategy.





## Organizational Restructuring Recommendations Memo; COE Team; COE 3 year workplan

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### Team Roles, Responsibilities and Systems Annual Review

We anticipate conducting an assessment each year to gather feedback about how well our Community Engagement and Outreach Team is doing meeting the needs of internal and external stakeholders. Are we meeting expectations and delivering on time? How happy are folks with the quality and quantity of work products? How well are our systems working for tracking projects and workflow? What changes can we make to do a better job? Do we need additional investments or resources related to our work? This review will be completed as part of developing our annual work plan and budget requests for the upcoming fiscal year.

### Support Onboarding New Board Members

In November 2024 new board members may be elected to represent the district. The Community Engagement and Outreach Team will work with the current Board and Executive Director to update and create onboarding materials and information for new board members sworn in January 2025.

### Outreach Initiatives

As part of developing our work plan, the Community Engagement and Outreach Team will work with Leadership, Staff and the Board to identify priority outreach initiatives for the coming year. These initiatives will support different program areas and Strategic Plan priorities.

### Year 3 – Refining our Strategy and Measuring Impact

In the third full year of having a new, dedicated Community Engagement and Outreach Team, the district will begin to be able to measure the impact of our efforts to raise awareness of the district's investments, programs and resources and to build trust within our community. The Team will report to Board, staff and community partners on key performance indicators and outcomes.

### Key Activities and Initiatives (see details, below)

FY 25-26	Q1 - Summer	Q2 - Fall	Q3 - Winter	Q4 -Spring
Strategic Communications Plan (Assessment)			X	X
Team Roles, Responsibilities and Systems (annual review)			X	X
New Outreach Initiatives - TBD	X	X	X	X

### Strategic Communications Plan Assessment and Update

Working with outside consultants, we'll complete a full assessment of how well we are implementing our Strategic Communications Plan. With two full years of implementation under way (Calendar Year 2024 & 25) we will use the KPI's developed in the initial plan to assess what's working well, what needs more attention and update our strategy. This timeline will give new Board members time to get to know more about the district and meaningfully engage in this assessment and plan update.

**Organizational Restructuring Recommendations Memo; COE Team; COE 3 year workplan**

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**Team Roles, Responsibilities and Systems Annual Review**

Each year we will gather feedback about how well our Community Engagement and Outreach Team is doing meeting the needs of internal and external stakeholders. Are we meeting expectations and delivering on time? How happy are folks with the quality and quantity of work products? How well are our systems working for tracking projects and workflow? What changes can we make to do a better job? Do we need additional investments or resources related to our work? This review will be completed as part of developing our annual work plan and budget requests for the upcoming fiscal year.

**Outreach Initiatives**

As part of developing our work plan, the Community Engagement and Outreach Team will work with Leadership, Staff and the Board to identify priority outreach initiatives for the coming year. These initiatives will support different program areas and Strategic Plan priorities.



## Cursory Analysis of N Williams vs Market Comps

The table below seeks to provide a preliminary snapshot of a handful properties that are available in our district that meet some or all our needs based on those amenities we have on our current site at N Williams. We have not contracted with a commercial real estate firm at this time but did reach out to Robbie MacNichol with Colliers at the recommendation of the architect who we have been in conversation with about the N Williams upgrades. These data are not exhaustive but rather intended to help the EMSWCD Board of Directors get a rough snapshot of pros and cons of owning vs leasing in order to determine if they would like to further pursue other options.

### ***Information of note when reading the table below.***

- The property we currently have at N Williams includes a working demonstration of urban native landscaping, from the eco-roof to all the native plantings to the rain gardens and downspout bucket brigade to the pervious materials on the parking area and walkways. Before COVID our staff provided tours for schools and adult groups alike and showcased all of this and more. Those tours are just now starting to kick back into gear. We didn't even ask about the possibility of finding something comparable on this front. While it is hard to place a dollar figure on this amenity, it has been a historically very valuable asset at our current location that the Board may want to consider.
- While not on the Historic Registry, the N Williams location has an important history in this historically black neighborhood of N Portland. It was originally a home, then a maternity center and hospital, but then became the first black-owned mortuary in the area. Given the extraordinary gentrification in the neighborhood, keeping the actual "house" standing given this background is something the board may want to consider when reviewing next steps.
- None of the four properties we are using as comps can provide us with all the amenities we have at N Williams. That said, some of them offer some very cool amenities we don't have. I encourage you to take a look at the flyers from each property and familiarize yourselves with each of them. Aside from cost differences, the two biggest challenges I believe we would have with otherwise comparable (or generally workable) properties are:
  1. Dedicated parking for our work trucks and dedicated Plug-ins for the two Chevy Bolts
  2. A logical co-located storage space that meets our needs, especially when we consider a washer/dryer and showers for the field staff, especially after exposure to herbicides in their work. We would most likely have to consider a second location for those needs. Please note that the prices per square foot at the bottom of the table do not include additional costs we would likely incur to meet that need.

***Mr. MacNichol noted that given how depressed the commercial market is currently, we may be able to negotiate some pretty significant tenant improvements, especially if we were to consider opting into a longer-term lease, which I assume we would.***

Of the four comps shown below, on paper, Mr. MacNichol believes the 736 MLK building would be most likely to consider significant tenant improvements (TI's), including possibly fencing the parking lot to make it is more secure. He believes the Buck Building would likely offer the best opportunity to possibly co-locate storage at our offices because they have a dock-like door and ramp that go with the industrial vibe there. That said, the price per square foot wouldn't be reduced just because we aren't using it for office purposes.



**Cursory Analysis of N Williams vs Market Comps**  
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Finally, Mr. MacNichol gave us a very cursory sense of what he thought we could get for the N Williams property were we to list it. If a buyer were looking to raze the building and build new, they would likely be looking at about \$110 per square foot for the land which would accrue to just over \$1.5 million (the footprint is .33 acre) – he noted this is down from approximately \$150 per square foot for land before COVID. If a buyer was interested in the uniqueness of the building itself, his estimate goes up to about \$2.5 million but said there would likely be a very limited pool of those buyers so it would take time. He was thinking maybe a landscape design firm or something like that who would appreciate all the exterior landscaping.

Requirements	736 MLK	Buck Bldg	Factor Bldg	Siker	N Williams
	736 NE MLK	415 NE 9 <sup>th</sup> Ave.	226 SE Madison St.	1800 NE 2 <sup>nd</sup> Ave	5211 N Williams
<b>Divided/Total Rentable sf</b>	6,402	Space 4: 7,400 Space 5: 5,800 Combined: 13,200	<b>West Wing:</b> Lower Lvl: 2,026-3,815 Street Lvl: 1,930 <b>East Wing:</b> Lower Lvl: 2,656 – 7,116 Street Lvl: 2,047 – 5,456	4,915 Suite B 4,395 Suite C 9,310 Total	6,400 (includes 1,850 sf basement storage)
<b>Office square footage</b>	Not included or unknown	Not included or unknown	Not included or unknown	Not included or unknown	1805 sf, inc. Private Offices
<b>5 private offices</b>	YES	Space 4: 2	TI?	TI?	YES
<b>Copy room/storage needs</b>	YES	TI?	TI?	No	150 sf
<b>Small meeting rooms</b>	YES	TI?	TI?	Not included or unknown	200 sf
<b>Off street parking</b>	8 on-site parking stalls, access to 22 additional stalls	Available	+/- 0.40/1,000 sf	Off street, Yes. Maybe obtain 4-5 spaces in 15 space lot	5,015 sf
<b>Dedicated charging stations for Bolts</b>	TI?	TI?	TI?	TI?	YES
<b>Bathrooms (preference for composting toilet)</b>	2 bathrooms. No composting	2 bathrooms. No composting	Yes. No composting	Yes. No composting	YES
<b>On-site storage</b>	No	Space 4: 2 dock high doors	No	No	1,850 sf
<b>On-site showers and sinks co-located with the storage for post herbicide exposure</b>	No	Space 4: 2 showers	No	No	YES
<b>Locked Bike storage</b>	No	No	YES	No	YES



# Cursory Analysis of N Williams vs Market Comps

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Requirements	736 MLK	Buck Bldg	Factor Bldg	Siker	N Williams
Large Conference room	YES	TI?	YES – available to entire building/tenants	TI?	1,062 sf
Kitchen/break room	YES	TI?	TI?	TI?	145 sf
Cost					
Price per square foot	\$25 (w/ NNN)	\$18-\$22 + NNN (~\$5 psf)	\$24-\$30	\$24 +NNN (~\$3.50 psf)	N/A
Utilities	Not included or unknown	Not included or unknown	Not included or unknown	Not included or unknown	\$5,700
Estimated annual cost	\$160,050	\$133,400 - \$356,400	\$46,320 - \$213,480	Suite B: \$135,163 Suite C: \$120,863 Total: \$256,026	\$57,811
Estimated annual cost @ approx. 4,600 sf (office space only, no storage)	\$115,000	\$105,800 - \$124,200	\$110,400 - \$138,000	\$126,500	\$57,811 (see expenses in table below for breakdown)

**NNN = a commercial lease where the lessee pays rent and utilities as well as three other types of property expenses: insurance, maintenance, and taxes.**

EXPENSES Related to Williams Location over 5 years, including 1850 sq ft of storage		
	July 2017 – June 2022	Avg/Year
7110 · Utilities	\$28,590	\$5,718
7120 · Telecommunications	\$55,759	\$11,152
7130 · Repairs/Maintenance	\$33,802	\$6,760
7510 · Property Insurance	\$23,280	\$4,656
8130 · Furnishings & Equipment	\$18,263	\$3,652
9030 · Improvements On Real Property	\$70,164	\$14,033
Building Related Vendors: AlSCO, Janitorial, Landscaper, Alarm Monitoring	\$59,200	\$11,840
<b>Total</b>	<b>\$289,058</b>	<b>\$57,811</b>



# 736 MLK

6,402 SF free standing building in the heart of the Lloyd District neighborhood with parking

736 NE MARTIN LUTHER KING JR BLVD, PORTLAND, OR



# 736 MLK

## AVAILABLE FOR LEASE OR GROUND LEASE

**6,402 SF** free standing building

**MAIN FLOOR** 5,024 SF

**SECOND FLOOR** 1,378 SF

**8 ON-SITE PARKING** with access to 22 additional parking spaces

**\$25 PSF**, NNN

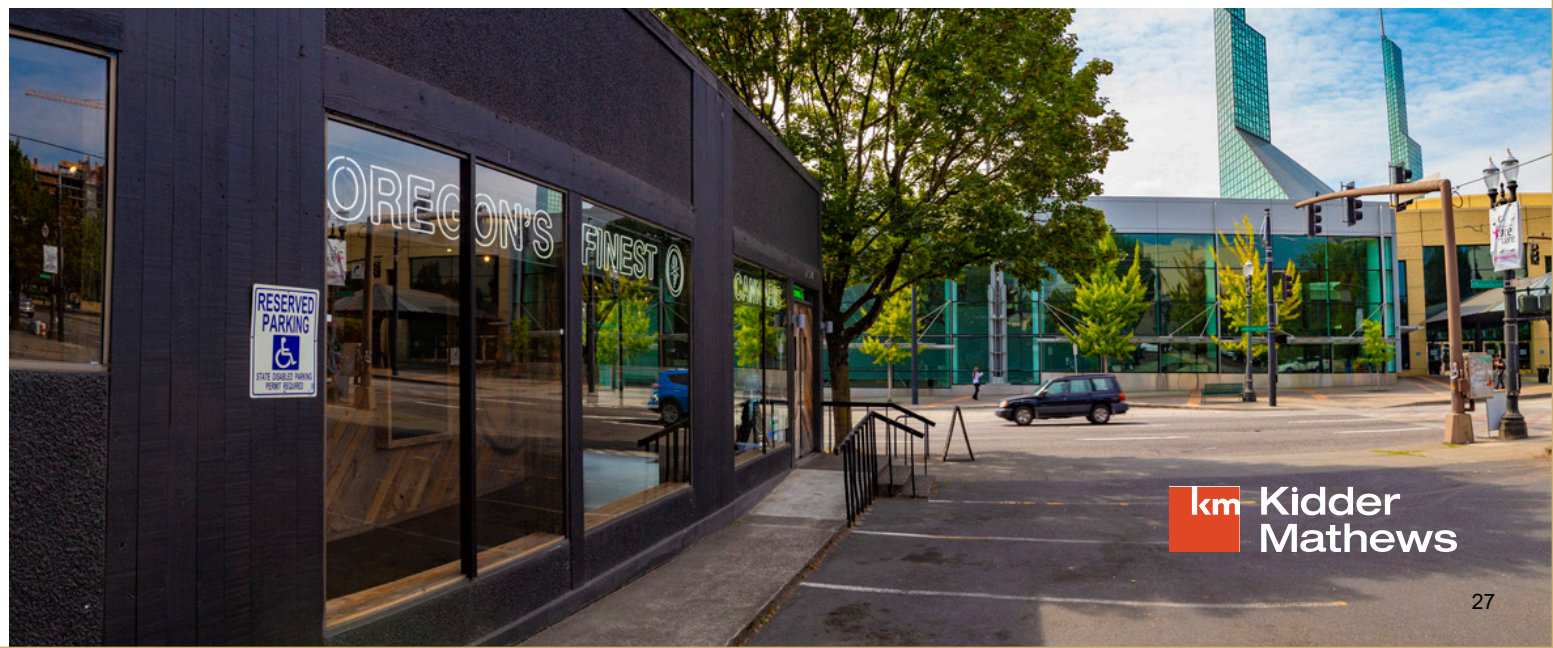
**CALL** for pricing on BTS

**LOCATED** in the heart of the Lloyd District neighborhood. Built in 1946, it is a single tenant building of approximately 6,402 SF with 8 dedicated parking spaces. Main floor entrance to 1,000 SF can be used for retail/showroom/service and the adjacent 3,000 SF flex space is suitable for warehouse uses. Second floor suitable for office/BOH uses

**ACROSS** the street is the Oregon Convention Center offering a million square feet of active convention space. The Moda Center is nearby as are hotels, restaurants and other business services. There is extensive public art in the surrounding public spaces. The neighborhood is served by many modes of transportation including the Portland Streetcar,

### PARKING GARAGES

	Distance Walking
Pacific Contiental Bank	1 min
Star Park Lot #1343	3 min
900 NE Grand Ave	4 min
City Center Parking Lot #180	5 min
Oregon Convention Center	7 min
Diamond Parking Location #EP81	7 min
Convention Place Garage	8 min
City Center Parking Lot #239	10 min





# 736 MLK

## AVAILABLE FOR LEASE OR GROUND LEASE

### POPULATION

	1 MILE	3 MILES	5 MILES
2022 (Estimate)	28,660	229,013	435,306
2027 (Projected)	29,990	234,528	442,392
Annual Growth (2022-2027)	0.9%	0.5%	0.3%

### HOUSEHOLDS

	1 MILE	3 MILES	5 MILES
2022 (Estimate)	16,853	116,117	201,897
2027 (Projected)	17,621	119,378	206,262
Annual Growth (2022-2027)	0.9%	0.6%	0.4%

### AVERAGE HOUSEHOLD INCOME

	1 MILE	3 MILES	5 MILES
2022	\$71,609	\$110,119	\$111,972

### MEDIAN HOUSEHOLD INCOME

	1 MILE	3 MILES	5 MILES
2022	\$55,166	\$85,811	\$86,949





# 736 MLK

## AVAILABLE FOR LEASE OR GROUND LEASE





# 736 MLK

AVAILABLE FOR LEASE OR GROUND LEASE



6,402  
SQUARE FEET AVAILABLE

\$25/SF  
LEASE RATE (NNN)

8  
ON-SITE PARKING STALLS

22  
ACCESS TO ADDITIONAL  
PARKING STALLS



## For leasing information contact

**CARYL BROWN**  
503.221.2268  
[caryl.brown@kidder.com](mailto:caryl.brown@kidder.com)

**KIDDER.COM**

This information supplied herein is from sources we deem reliable. It is provided without any representation, warranty, or guarantee, expressed or implied as to its accuracy. Prospective Buyer or Tenant should conduct an independent investigation and verification of all matters deemed to be material, including, but not limited to, statements of income and expenses. Consult your attorney, accountant, or other professional advisor.





415 NE 9th Avenue  
Portland, OR 97232

---

**SPACE 4**  
**7,400 SF**

\$18.00/SF Annual NNN  
\$1.50/SF Monthly NNN

---

**SPACE 5**  
**5,800 SF**

\$22.00/SF NNN

**SCOTT MACLEAN**  
503 542 8591  
scott.macleam@colliers.com

**J.T. SAND**  
503 542 5896  
jt.sand@colliers.com



Accelerating success



**NNNs ESTIMATED AT \$5/SF**

**Parking available!**

**Space 4 (7,400 SF)\***

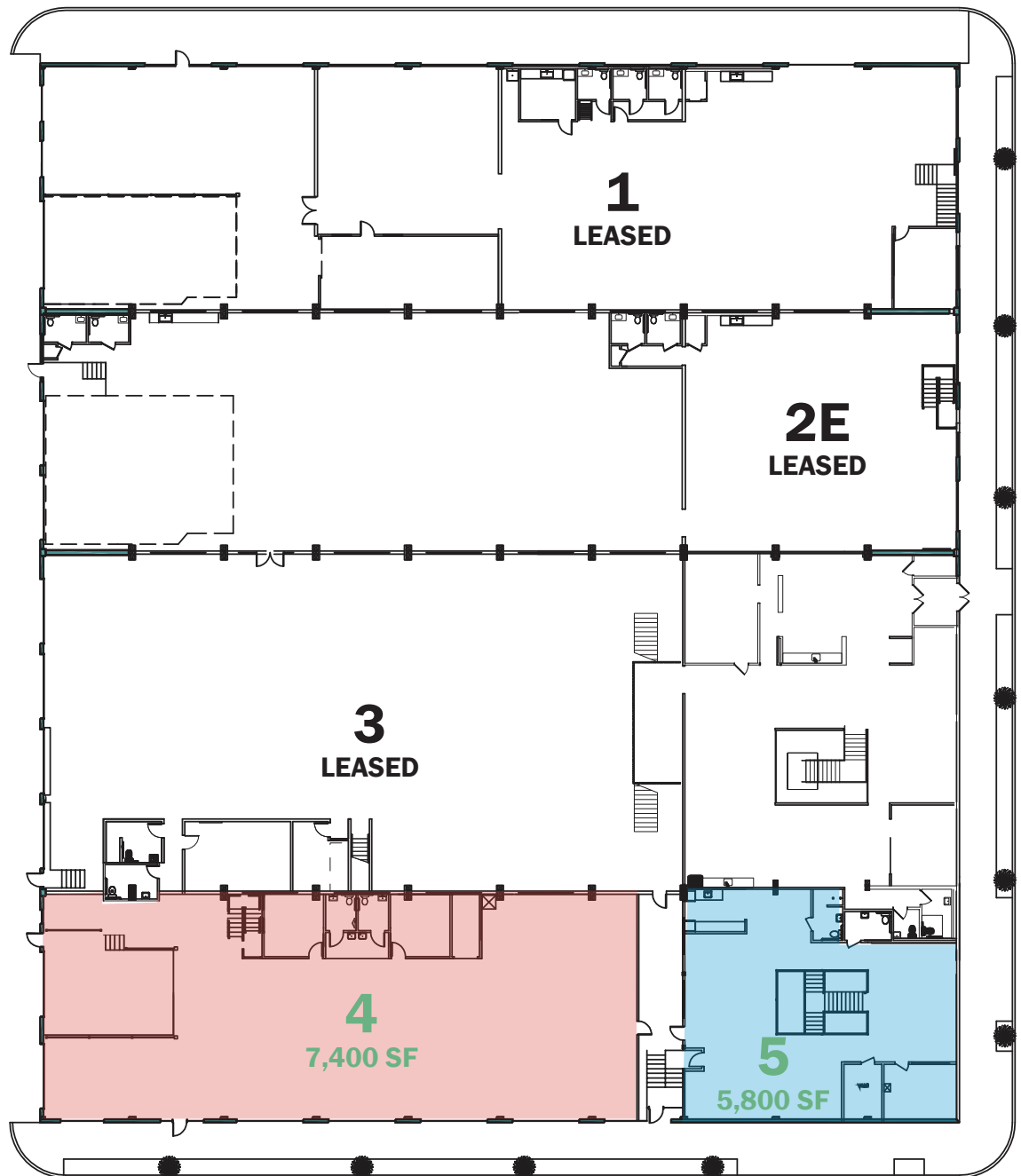
- 2 Bathrooms
- 2 Showers
- 2 private offices
- 20' ceiling
- 2 dock high doors

**Space 5 (5,800 SF)\***

- 3 Bathrooms
- 1 shower
- 2 vaults
- 12' ceiling
- Skylights

\*These two spaces can be combined for a total of 13,200 SF.

NE 8TH AVENUE



NE GLISAN STREET

NORTH

NE 9TH AVENUE

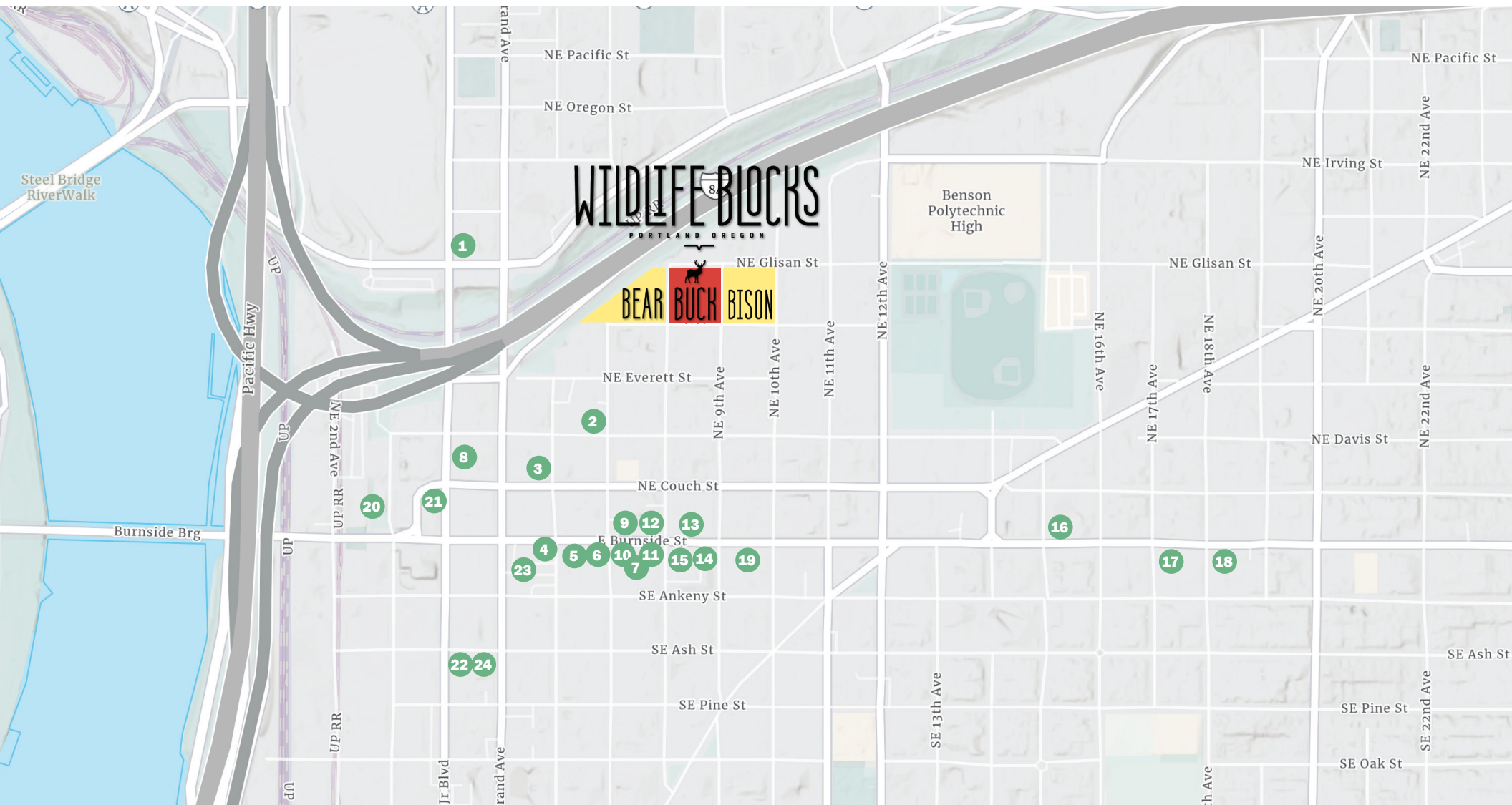
NE FLANDERS STREET







# Neighborhood amenities you can walk to.



- |                       |                            |                          |                      |
|-----------------------|----------------------------|--------------------------|----------------------|
| 1. Spirit of 77       | 7. Canard                  | 13. Seven Sisters        | 19. Hey Love         |
| 2. Woodworkers Supply | 8. Cup and Bar             | 14. Doug Fir Lounge      | 20. Knot Springs     |
| 3. Happy Cup          | 9. Hattie's Vintage        | 15. Jupiter Hotel        | 21. 11:11 Supply     |
| 4. Machus             | 10. Bossanova Ballroom     | 16. Columbia Art Supply  | 22. Revelry          |
| 5. Rontoms            | 11. Le Pigeon              | 17. Fire on the Mountain | 23. Delicious Donuts |
| 6. Sizzle Pie         | 12. Grendel's Coffee House | 18. The Whole 9 Yards    | 24. Elvis Room       |





For more information,  
check us out online at  
**wildlifeblocks.com**

## TENANTS IN THE WILDLIFE BLOCKS INCLUDE:

**splash**

**STICKY CO.**

**TWENTY  
FOUR  
7**



**COLLIERS INTERNATIONAL**  
851 SW Sixth Avenue, Suite 1200  
Portland, Oregon 97204  
[www.colliers.com](http://www.colliers.com)

**For leasing inquiries, please contact:**

**SCOTT MACLEAN**  
503 542 8591  
[scott.macleam@colliers.com](mailto:scott.macleam@colliers.com)

**J.T. SAND**  
503 542 5896  
[jt.sand@colliers.com](mailto:jt.sand@colliers.com)



# THE FACTOR BUILDING

226 SE MADISON STREET, PORTLAND, OR 97214

WWW.THEFACTORBUILDING.COM

THE FACTOR



Apex Real Estate Partners  
415 NW 11th Avenue, Portland, OR 97209  
503.595.2840 / [www.apexcre.com](http://www.apexcre.com)

Max Schlesinger  
971.703.4702  
[Max@apexcre.com](mailto:Max@apexcre.com)

Brendan Smith  
503.595.2848  
[Brendan@apexcre.com](mailto:Brendan@apexcre.com)



APEX  
REAL ESTATE PARTNERS





## OPPORTUNITY

The Factor Building has undergone extensive renovation, including the transformation of 2 industrial warehouses into 1 new building with modern workspaces throughout. This is an incredible opportunity for a creative user looking to establish a presence in one of Portland's fastest changing neighborhoods - the Central Eastside Industrial District.

Spaces range from innovative office to artist and industrial makerspace. The Factor Building creates a community for companies to collaborate and thrive.



Rooftop Deck (Artist Rendering)

## SPACES FOR MAKERS AND DOERS



EXPOSED TIMBER &  
HARDWOOD FLOORS



BUILDING CONFERENCE  
ROOM



SHOWERS & LOCKERS



ROOF TOP DECK POTENTIAL



ELEVATOR SERVED



BIKE STORAGE



PARKING  $\pm$  0.40/1,000 SF



MULTIPLE LOADING  
DOCKS



# AVAILABLE FOR LEASE

## WEST WING

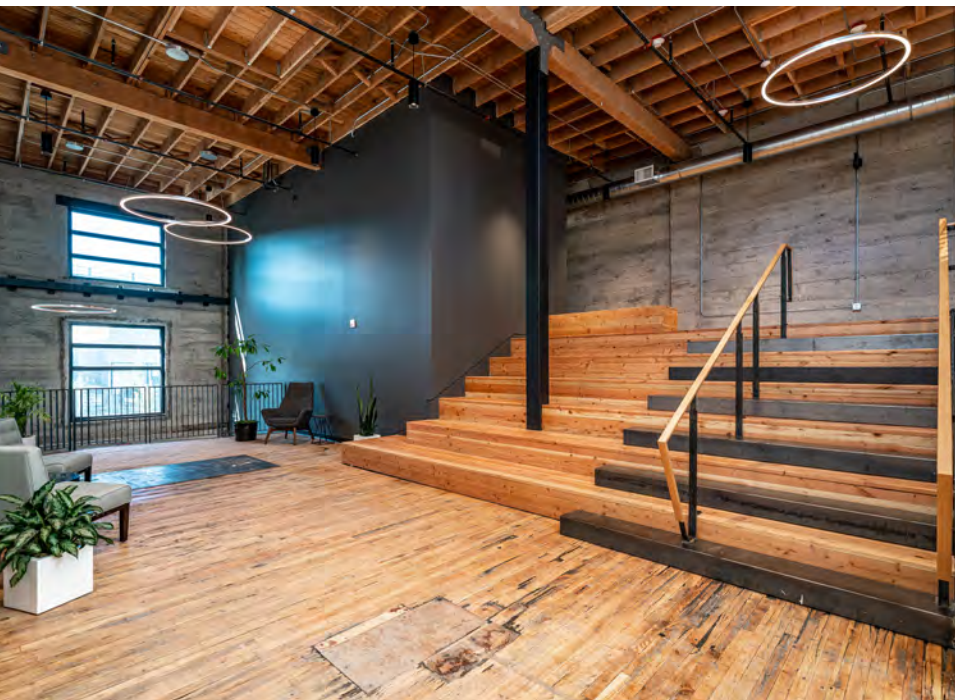
- » **Lower Level:** ± 2,026 - 3,815 RSF
- » **Street Level:** ± 1,930
- » **Second Level:** ± 11,659 RSF
- » **Total:** ± 20,337 RSF

## EAST WING

- » **Lower Level:** ± 2,656 - 7,116 RSF
- » **Street Level:** ± 2,047 - 5,456 RSF, includes Mezzanines
- » **Total:** ± 14,733 RSF with Mezzanines

## WEST & EAST WINGS

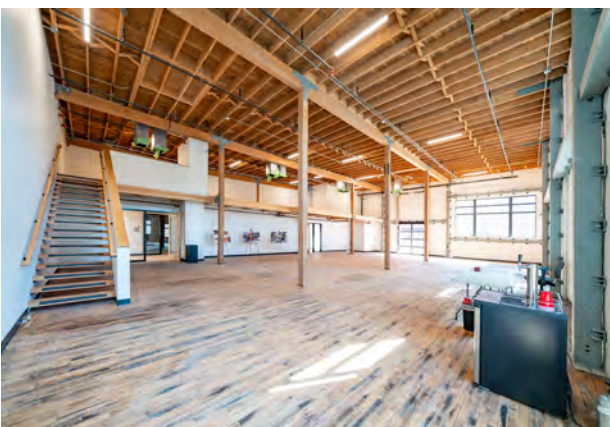
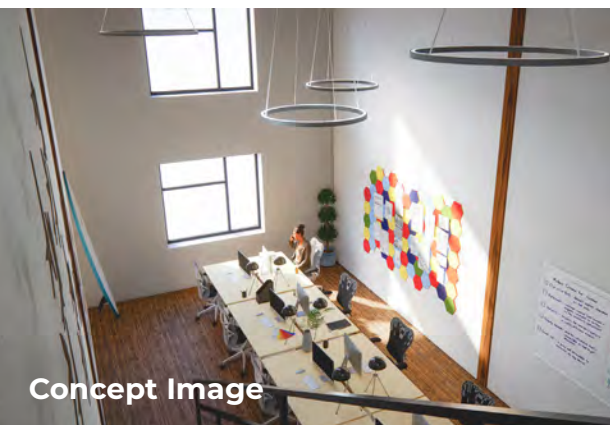
- » **Total:** ± 35,070 RSF





## WEST WING

The West Wing offers 3 levels of creative workspace with multiple size configurations ranging from  $\pm 1,930$  RSF to  $\pm 11,659$  RSF. High ceilings with exposed timber beams, hardwood floors, expansive window lines and skylights create a welcoming environment.

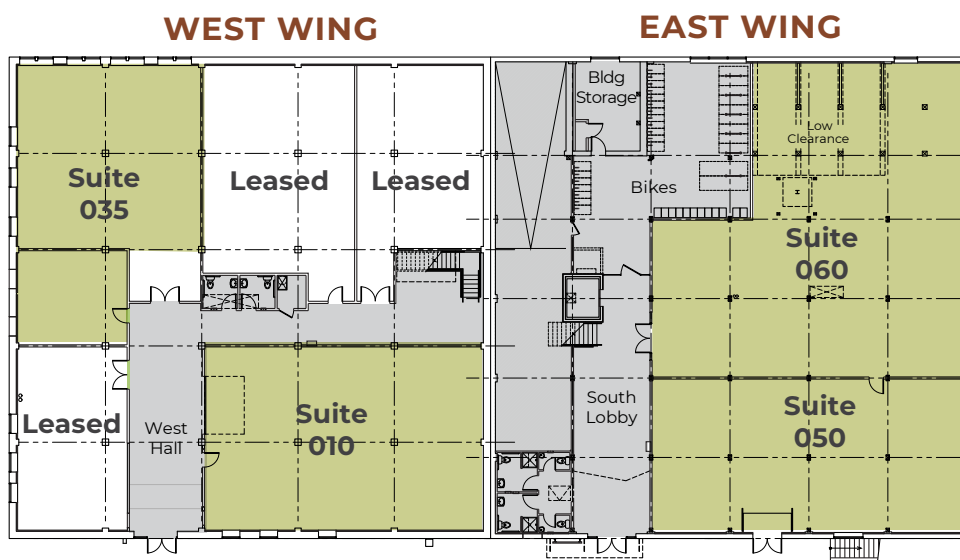


## EAST WING

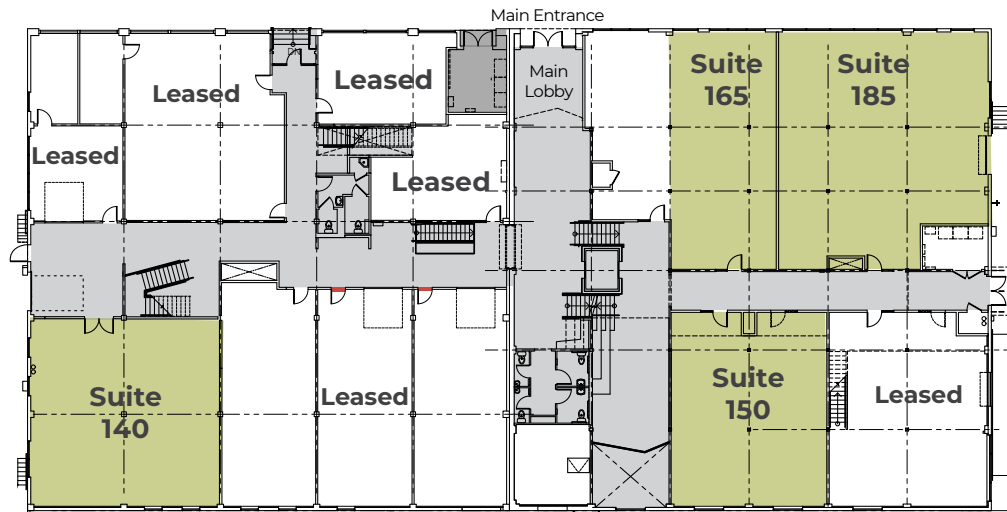
The East Wing offers 2 levels with additional mezzanine space, allowing for a tenant to cater its workspace to meet a variety of needs within a single space to lounge, gather, or work. Spaces range from  $\pm 2,047$  RSF up to  $\pm 14,733$  RSF for almost the entire wing.

The building has a shared conference room, high ceilings, exposed timber beams, hardwood floors, and foca

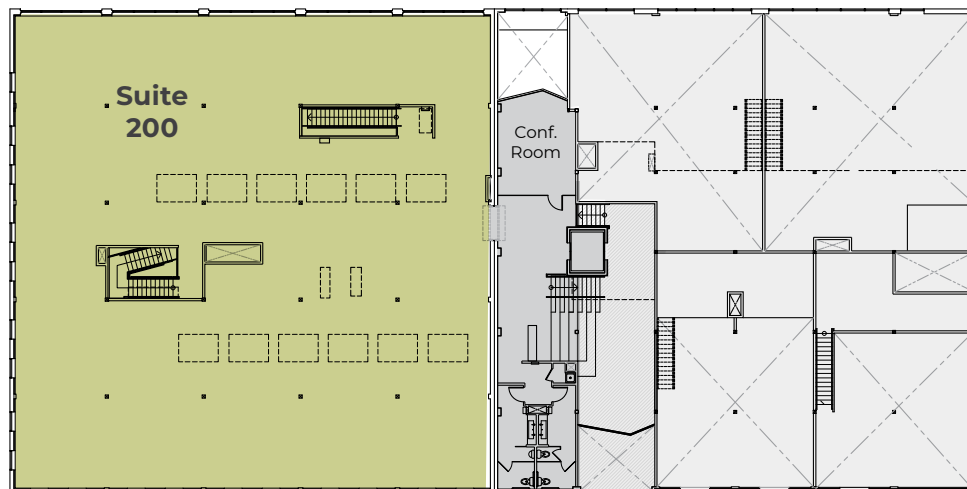
LOWER LEVEL



STREET LEVEL



UPPER LEVEL



## LOWER LEVEL

- **Suite 010:** ± 2,828 - 3,815 RSF
- **Suite 035:** ± 2,026 - 2,933 RSF
- **Suite 050:** ± 2,656 RSF\*
- **Suite 060:** ± 4,460 RSF\*

\* ± 7,116 RSF Contiguous

## STREET LEVEL

- **Suite 140:** ± 1,930 RSF
- **Suite 150:** ± 2,161 RSF, includes mezzanine
- **Suite 165:** ± 2,047 RSF, includes mezzanine\*\*
- **Suite 185:** ± 3,409 RSF, includes mezzanine\*\*

\*\* ± 5,456 RSF Contiguous

## UPPER LEVEL

- **Suite 200:** ± 11,659 RSF
- **The jewel of The Factor Building**



EMSWCD March 2023 Board of Directors Meeting Packet: Item 6a





# CLOSE-IN NORTHEAST CREATIVE OFFICE SPACE



## FOR LEASE | 1800 NE 2ND AVENUE, PORTLAND, OREGON

**9,310 Total Rentable SF, Can Be Divided**

Divided:

**Suite B – 4,915 SF** (West End of Bldg)

**Suite C – 4,395 SF** (East End of Bldg)

**Asking Rate: \$24 PSF + NNN**

NNN estimated to be \$3.50 PSF

TI for long term leases

For more information, contact:

**TODD DENEFFE**

503-705-6380

[todd@cascadecre.com](mailto:todd@cascadecre.com)

2828 SE 14th Avenue  
Portland, Oregon 97202  
[cascadecommercialnw.com](http://cascadecommercialnw.com)





# SITE PLAN



The spaces will be delivered ready-to-go for tenants to put their imprint and specific tenant improvements in place. This includes polished concrete floors, new large bathrooms, new HVAC stubbed in.

New doors and expanded window line in Suite C.

14' Ceilings with lots of natural light that gives the suites an open expansive feel.

Off-street parking available.

**WELL LOCATED CORE SPACE FOR  
A VARIETY OF USES; RETAIL,  
RESTAURANT, HEALTHCARE, CLINIC,  
DESIGN, ENGINEERING, TECHNOLOGY,  
E-COMMERCE AND MORE!!**



THE SPACES ARE VERY ACCESSIBLE AND LOCATED TWO BLOCKS NORTH OF NE BROADWAY AT NE 2ND.

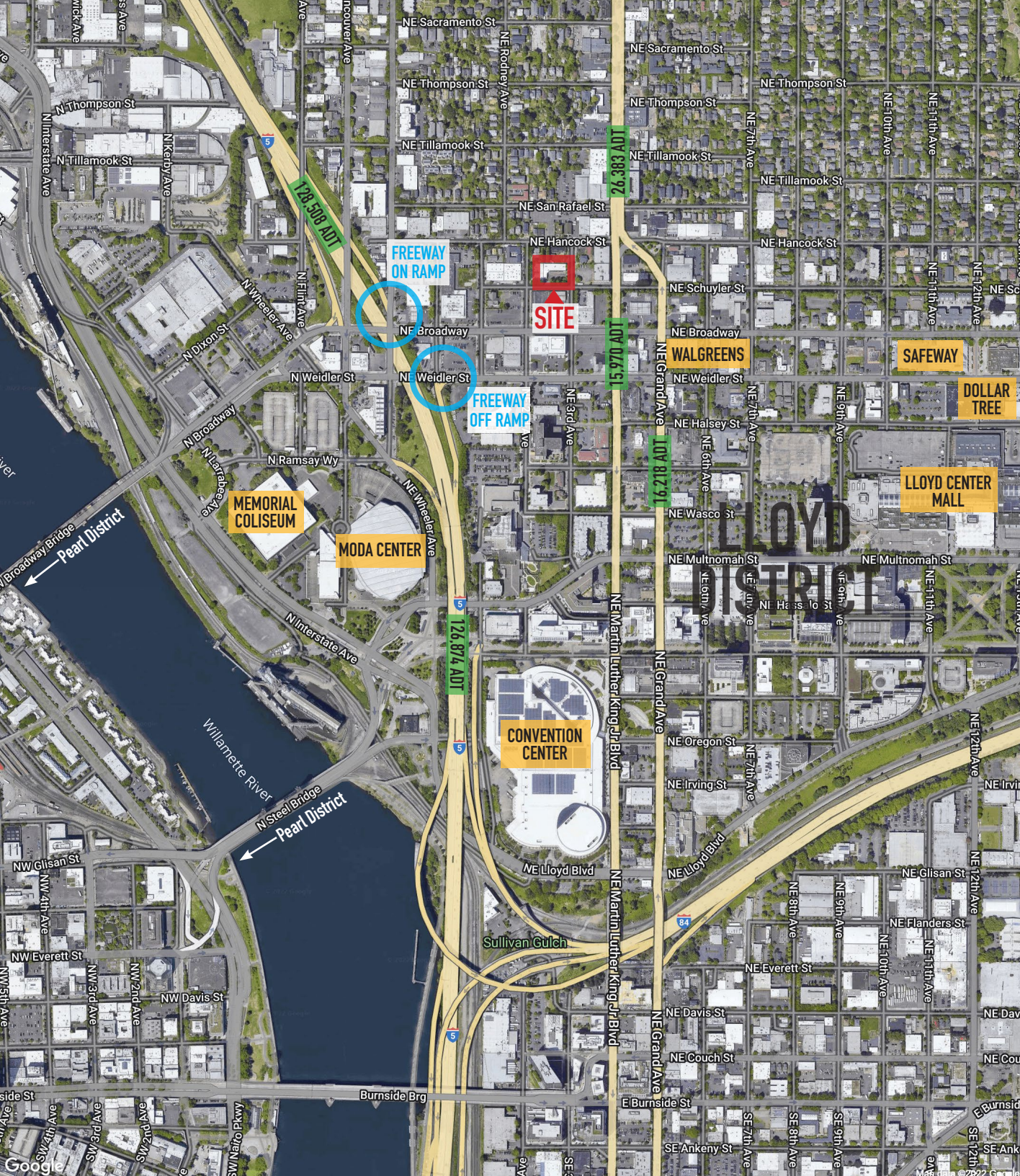
NEAR THE MODA CENTER AND BLOCKS FROM INTERSTATE 5, NORTH AND SOUTH ON-RAMPS

QUICK AND EASY ACCESS TO PEARL DISTRICT AND DOWNTOWN CORE

## LOYD DISTRICT

- This relatively smaller neighborhood forms the epicenter of tourism in Portland
- More hotels than homes, and recognizable seems to be the aesthetic mandate
- Living in Lloyd District offers residents a dense urban feel and most residents rent their homes.
- The area includes restaurants, shops, hotels, movie theatres, condominiums and apartments, and office buildings
- The Oregon Convention Center is in the Lloyd District which is the largest event venue in the Pacific Northwest

Source: portlandneighborhood.com, niche.com, travelportland.com







## Grant Program Policy Update

East Multnomah Soil and Water Conservation District

2/27/2023

### Executive Summary

This document outlines updates recommended to the policy framework for implementation of EMSWCD Grant Programs. This is an update to policies previously adopted by the Board (primarily in 2015 and 2016). The purpose of reviewing these policies is to distinguish Board level policy direction and decisions from administrative decisions that can be made at the staff level. It additionally includes some history of some of the EMSWCD grant programs, and how Staff will keep the Board updated about administrative changes over time. **At its March 6, 2023, meeting, The EMSWCD Board will be asked to decide on whether to approve the updated policy framework recommended by staff in this document. With this updated Board direction, staff will return with more detailed review of updates to the individual Grant Programs.**

### History and Need for Policy Review

In 2015 and 2016 the Board of Directors adopted policies for each of the district's grant programs and an overall grant program decision-making policy (Policy Section 3.2 Grants). Many of these policies are out of date, committees of the board may or may not be operational, and administrative tasks are often included in the Board-adopted policies creating inefficiencies in program administration. The Board also recently approved a new grant program which needs to be incorporated into Policy Section 3.2 Grants.

Currently, Policy Section [3.2 Grants](#) includes the following:

- 3.2.1 – Grant Disclosure and Avoidance of Bias
- 3.2.2 – Grant Program Decision-making
- 3.2.3 – Partners in Conservation (PIC) Grant Process and Criteria
- 3.2.4 – Strategic Conservation Investment (SCI) Grants
- 3.2.5 – Cooperative Landowner Incentive Program (CLIP) Grant Guidelines and Process
- 3.2.6 – Small Project and Community Event (SPACE) Grant Process

Since current policies were adopted, administrative and other changes have been made through Board action or budget appropriations, and/or when the Board approves administrative changes to individual grant programs recommended by staff. At the Feb. 6, 2023, meeting, the Board of Directors approved a new grant program, Equity Focused Strategic Opportunity Grants. These grants will help advance EMSWCD's strategic goals by addressing economic and environmental disparities in areas such as access to land, access to nature, environmental education, or environmental health, and where barriers to current funding programs exist.



### **Updates to Policy Section 3.2 Grants**

Policy Section 3.2 Grants is due for review and updating. See below for recommendations for needed updates and additions to the grant-making policies at EMSWCD.

3.2.1 – Grant Disclosure and Avoidance of Bias – no updates.

3.2.2 – Grant Program Decision-making – **update recommended.**

3.2.3 – Partners in Conservation (PIC) Grant Process and Criteria (**update for 2024 PIC Grants**).

3.2.4 – Strategic Conservation Investment (SCI) Grants – no updates.

3.2.5 – Cooperative Landowner Incentive Program (CLIP) Grant Guidelines and Process – **update recommended.**

3.2.6 – Small Project and Community Event (SPACE) Grant Process – **update recommended.**

3.2.7 – Equity Focused Strategic Opportunity Grant Process – **add to Policy Section 3.2.**

### **Grant Program Decision-Making Processes – Policy Section 3.2.2**

The major change recommended to the Policy Section 3.2 is in the grant program decision-making process (Policy 3.2.2). This section describes roles and responsibilities in recommending and approving grant awards. Currently, some grant programs use a staff-only review process; other grant programs have required a committee of the Board. Partners in Conservation grants, the district's largest grant program, uses a [Board-appointed Grant Review Committee](#) made up of community members with diverse professional and personal experience and expertise to review and rank applications recommended to the Board for funding.

Updates to Policy Section 3.2.2 would include some changes to individual grant programs, including updating the review process and decision-making roles of staff and Board for each grant program area.

### **Updates to CLIP and SPACE Grant Programs**

Additionally, staff recommends updates to Policy 3.2.5 – Cooperative Landowner Incentive Program (CLIP) Grant Guidelines and Process and 3.2.6 – Small Project and Community Event (SPACE) Grant Process. Current policies for these two Grant Programs include very detailed administrative tasks and timelines not typically found in Board level policies. Staff needs more flexibility to make administrative changes without being out of compliance or requiring Board action for every change.



## Grant Program Policy Update

East Multnomah Soil and Water Conservation District

2/27/2023

### **Board Updates and Accountability**

EMSWCD's Executive Director is responsible for informing the Board of funding awards not directly approved by the Board of Directors. The Executive Director reports on grant program awards and significant milestones achieved in quarterly or annual updates to the Board.

### **Next Steps**

Once the Board has approved the recommended changes to roles and responsibilities outlined in the Grant Program Decision-Making Policy Section 3.2.2, staff will return with more detailed review of updates to the individual grant programs. Once all the policy changes and review are complete, staff will update materials and information for the public including the EMSWCD website and other resources about each grant program.



# Grant Application Review and Decision-making Roles and Responsibilities – Final

East Multnomah Soil and Water Conservation District

2/27/2023

Policy	Grant Program Area	Program Budget and Annual Budget Allocation	Outreach/Solicitation	Transparency/Conflicts/Disclosure	Application Process/ Materials and/or Proposal Development	Eligibility Review and Due Diligence	Project Evaluation Process	Project Ranking	Project Approval	Project Tracking, Reporting, and Follow up
3.2.3	Partners in Conservation (PIC) Grant Process and Criteria (under development)	Board	Staff/Board	Staff Board	Staff	Staff	Staff/Board	Committee	Board	Staff
3.2.4	Strategic Conservation Investment Grants	Board	Board	Staff Board	Staff	Staff	Staff/Board	Board	Board	Staff
3.2.5	Cooperative Landowner Incentive Program (CLIP) Grant Guidelines and Process	Board	Staff/Board	Staff Board	Staff	Staff	Staff/Board	Staff	Executive Director Up to \$50,000 Board above \$50,000	Staff
3.2.6	Small Project and Community Event (SPACE) Grant Process	Board	Staff/Board	Staff Board	Staff	Staff	Staff/Board	Staff	Executive Director	Staff
3.2.7	Equity Focused Strategic Opportunity Grant Process	Board	Staff/Board	Staff Board	Staff	Staff	Staff/Board	Staff	Executive Director Up to \$50,000	Staff

3:55 PM  
02/23/23  
Accrual Basis

## EMSWCD Balance Sheet Prev Year Comparison As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · Beneficial checking	229,194.63	90,511.56	138,683.07	153.22%
1010 · LGIP savings acct #1	13,318,762.99	13,080,350.16	238,412.83	1.82%
<b>Total Checking/Savings</b>	<b>13,547,957.62</b>	<b>13,170,861.72</b>	<b>377,095.90</b>	<b>2.86%</b>
<b>Accounts Receivable</b>				
<b>1200 · Accounts Receivable</b>				
1205 · Property Taxes Receiveable	126,354.45	139,137.47	-12,783.02	-9.19%
1200 · Accounts Receivable - Other	16,339.01	12,503.22	3,835.79	30.68%
<b>Total 1200 · Accounts Receivable</b>	<b>142,693.46</b>	<b>151,640.69</b>	<b>-8,947.23</b>	<b>-5.9%</b>
<b>Total Accounts Receivable</b>	<b>142,693.46</b>	<b>151,640.69</b>	<b>-8,947.23</b>	<b>-5.9%</b>
<b>Other Current Assets</b>				
1300 · Prepaid Expense	854.88	4,779.58	-3,924.70	-82.11%
1499 · Undeposited Funds	0.00	3,296.82	-3,296.82	-100.0%
<b>Total Other Current Assets</b>	<b>854.88</b>	<b>8,076.40</b>	<b>-7,221.52</b>	<b>-89.42%</b>
<b>Total Current Assets</b>	<b>13,691,505.96</b>	<b>13,330,578.81</b>	<b>360,927.15</b>	<b>2.71%</b>
<b>Fixed Assets</b>				
<b>1500 · Fixed Assets</b>				
1501 · Fixed Assets Cost	334,329.61	334,329.61	0.00	0.0%
1502 · Accumulated Depreciation	-278,825.43	-247,506.71	-31,318.72	-12.65%
<b>Total 1500 · Fixed Assets</b>	<b>55,504.18</b>	<b>86,822.90</b>	<b>-31,318.72</b>	<b>-36.07%</b>
<b>1600 · Building</b>				
1601 · Building Cost	494,516.42	494,516.42	0.00	0.0%
1602 · Accum Depreciation Building	-241,457.07	-224,973.19	-16,483.88	-7.33%
1605 · Building/Capital Improvements	1,378,208.66	1,345,133.76	33,074.90	2.46%
1606 · Accum Depreciation Improvements	-333,647.33	-288,405.26	-45,242.07	-15.69%
<b>Total 1600 · Building</b>	<b>1,297,620.68</b>	<b>1,326,271.73</b>	<b>-28,651.05</b>	<b>-2.16%</b>
<b>1700 · Land</b>	<b>5,741,336.47</b>	<b>5,741,336.47</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Fixed Assets</b>	<b>7,094,461.33</b>	<b>7,154,431.10</b>	<b>-59,969.77</b>	<b>-0.84%</b>
<b>TOTAL ASSETS</b>	<b>20,785,967.29</b>	<b>20,485,009.91</b>	<b>300,957.38</b>	<b>1.47%</b>

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02/23/23  
Accrual Basis

## EMSWCD

# Balance Sheet Prev Year Comparison

### As of January 31, 2023

	Jan 31, 23	Jan 31, 22	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	104,721.32	104,543.97	177.35	0.17%
<b>Total Accounts Payable</b>	104,721.32	104,543.97	177.35	0.17%
<b>Credit Cards</b>				
2050 · Beneficial Credit Cards				
2052 · VISA - JD - 0960	1,198.16	356.71	841.45	235.89%
2053 · VISA - KS - 0994	1,815.81	884.80	931.01	105.22%
2054 · Visa - RS - 2818	3,470.41	3,199.73	270.68	8.46%
2058 · Visa - SW - 1901	445.35	1,116.58	-671.23	-60.12%
2059 · Visa - AB - 2529	0.00	319.83	-319.83	-100.0%
2060 · Visa - LN - 1935	0.00	557.48	-557.48	-100.0%
2061 · Visa - NH - 4046	2,817.52	2,173.61	643.91	29.62%
2062 · Visa - SS - 8195	3,387.13	0.00	3,387.13	100.0%
<b>Total 2050 · Beneficial Credit Cards</b>	13,134.38	8,608.74	4,525.64	52.57%
<b>Total Credit Cards</b>	13,134.38	8,608.74	4,525.64	52.57%
<b>Other Current Liabilities</b>				
2105 · FSA Liabilities	367.87	2,382.74	-2,014.87	-84.56%
2400 · Security Deposits Returnable	2,700.00	2,700.00	0.00	0.0%
2100 · Payroll Liabilities	83,192.61	117,634.70	-34,442.09	-29.28%
2110 · Direct Deposit Liabilities	49.18	49.18	0.00	0.0%
2150 · Accrued Compensated Absences	137,381.46	147,592.79	-10,211.33	-6.92%
<b>Total Other Current Liabilities</b>	223,691.12	270,359.41	-46,668.29	-17.26%
<b>Total Current Liabilities</b>	341,546.82	383,512.12	-41,965.30	-10.94%
<b>Total Liabilities</b>	341,546.82	383,512.12	-41,965.30	-10.94%
<b>Equity</b>				
3900 · Retained Earnings-Unrestricted	11,408,821.78	10,592,285.20	816,536.58	7.71%
3950 · Board Designated Restrictions				
3951 · Land Conservation Fund	6,709,859.81	6,367,746.81	342,113.00	5.37%
3952 · Projects & Cost Share	327,750.32	811,100.32	-483,350.00	-59.59%
<b>Total 3950 · Board Designated Restrictions</b>	7,037,610.13	7,178,847.13	-141,237.00	-1.97%
<b>Net Income</b>	1,997,988.56	2,330,365.46	-332,376.90	-14.26%
<b>Total Equity</b>	20,444,420.47	20,101,497.79	342,922.68	1.71%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,785,967.29</b>	<b>20,485,009.91</b>	<b>300,957.38</b>	<b>1.47%</b>



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02/23/23  
Accrual Basis

## EMSWCD Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>Income</b>					
4000 · Income					
4100 · EMSWCD prop'ty tax	5,297,174.50	5,152,440.00	144,734.50	102.81%	5,411,306.00
4400 · Event Income					
4420 · Native Plant Sale	49,255.00	45,000.00	4,255.00	109.46%	50,000.00
Total 4400 · Event Income	49,255.00	45,000.00	4,255.00	109.46%	50,000.00
4500 · Interest	162,338.76	49,581.00	112,757.76	327.42%	85,000.00
4600 · Grants					
4610 · Federal	0.00	19,500.00	-19,500.00	0.0%	19,500.00
4620 · State	64,324.26	57,139.50	7,184.76	112.57%	109,462.00
4650 · City	0.00	49,500.00	-49,500.00	0.0%	49,500.00
4660 · Other	0.00	25,000.00	-25,000.00	0.0%	25,000.00
Total 4600 · Grants	64,324.26	151,139.50	-86,815.24	42.56%	203,462.00
4700 · Sale of Real Property	275,294.45				
4800 · Rental Income	36,117.78	33,690.00	2,427.78	107.21%	46,080.00
4900 · Misc Income					
4910 · Refunds/Rebates/Reimbsmnts	4,518.56	4,550.00	-31.44	99.31%	5,000.00
4900 · Misc Income - Other	0.00	5,440.00	-5,440.00	0.0%	5,440.00
Total 4900 · Misc Income	4,518.56	9,990.00	-5,471.44	45.23%	10,440.00
Total 4000 · Income	5,889,023.31	5,441,840.50	447,182.81	108.22%	5,806,288.00
Total Income	5,889,023.31	5,441,840.50	447,182.81	108.22%	5,806,288.00
Gross Profit	5,889,023.31	5,441,840.50	447,182.81	108.22%	5,806,288.00
<b>Expense</b>					
5000 · Payroll Expenses					
5100 · Salaries & Wages	1,255,654.98	1,283,430.00	-27,775.02	97.84%	2,207,573.00
5200 · Payroll Taxes	115,413.18	114,992.83	420.35	100.37%	197,963.00
5300 · Wkrs Comp Insurance	13,355.46	25,050.00	-11,694.54	53.32%	25,050.00
5400 · Emp Benefits	237,477.43	299,858.35	-62,380.92	79.2%	514,030.00
Total 5000 · Payroll Expenses	1,621,901.05	1,723,331.18	-101,430.13	94.11%	2,944,616.00
6000 · Professional Services					
6005 · Contracted Bkkpr/Acctant	14,000.00	14,500.00	-500.00	96.55%	27,000.00
6010 · Contracted Audit Services	5,800.00	6,400.00	-600.00	90.63%	6,400.00
6020 · Contracted Attorney	14,649.66	104,740.00	-90,090.34	13.99%	179,000.00
6050 · Contracted Services	257,132.38	677,112.00	-419,979.62	37.98%	1,198,590.00
6065 · Contracted IT Support	10,916.90	16,750.00	-5,833.10	65.18%	33,000.00
Total 6000 · Professional Services	302,498.94	819,502.00	-517,003.06	36.91%	1,443,990.00
6100 · Admin					
6110 · Audit Filing Fee	300.00	250.00	50.00	120.0%	250.00
6120 · Bank Charges	2,391.48	2,150.00	241.48	111.23%	2,525.00
6130 · Bulk Mail Permit Renewal	0.00	0.00	0.00	0.0%	300.00
6135 · Legal Notice	1,048.93	1,750.00	-701.07	59.94%	3,000.00
6140 · Payroll Svcs	287.00	437.50	-150.50	65.6%	750.00
6150 · Licenses & Fees	4,481.85	4,848.00	-366.15	92.45%	7,703.00
6160 · Taxes	7,694.43	8,718.00	-1,023.57	88.26%	8,718.00
Total 6100 · Admin	16,203.69	18,153.50	-1,949.81	89.26%	23,246.00
7100 · Occupancy					
7110 · Utilities	13,680.19	9,747.00	3,933.19	140.35%	19,672.00
7120 · Telecommunications	15,514.10	15,726.00	-211.90	98.65%	26,964.00
7130 · Repairs/Maintenance	22,744.44	29,191.00	-6,446.56	77.92%	44,050.00
Total 7100 · Occupancy	51,938.73	54,664.00	-2,725.27	95.02%	90,686.00
7500 · Insurance					

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## EMSWCD Profit & Loss Budget Performance July 2022 through January 2023

	Jul '22 - Jan 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
<b>7505 · General Liability Insurance</b>	14,316.00	12,000.00	2,316.00	119.3%	12,000.00
<b>7510 · Property Insurance</b>	8,435.00	7,000.00	1,435.00	120.5%	7,000.00
<b>7515 · D &amp; O Anti Crime</b>	283.00	550.00	-267.00	51.46%	550.00
<b>7540 · Vehicle insurance</b>	2,487.00	2,500.00	-13.00	99.48%	2,500.00
<b>Total 7500 · Insurance</b>	<b>25,521.00</b>	<b>22,050.00</b>	<b>3,471.00</b>	<b>115.74%</b>	<b>22,050.00</b>
<b>8100 · Office Expenses</b>					
<b>8110 · Office Supplies</b>	4,483.45	4,449.00	34.45	100.77%	7,050.00
<b>8115 · Postage, Delivery</b>	1,231.26	5,570.00	-4,338.74	22.11%	8,370.00
<b>8120 · Printing, Copying</b>	4,289.52	12,150.00	-7,860.48	35.31%	18,900.00
<b>8130 · Furnishings &amp; Equipment</b>	4,535.78	9,810.00	-5,274.22	46.24%	14,050.00
<b>Total 8100 · Office Expenses</b>	<b>14,540.01</b>	<b>31,979.00</b>	<b>-17,438.99</b>	<b>45.47%</b>	<b>48,370.00</b>
<b>8200 · Production</b>					
<b>8210 · Advertising</b>	2,258.99	5,325.00	-3,066.01	42.42%	8,650.00
<b>8230 · Signage, Banners, Displays</b>	0.00	3,205.00	-3,205.00	0.0%	4,700.00
<b>8250 · Public Relations Promo &amp; Events</b>	15,040.44	11,200.00	3,840.44	134.29%	18,700.00
<b>Total 8200 · Production</b>	<b>17,299.43</b>	<b>19,730.00</b>	<b>-2,430.57</b>	<b>87.68%</b>	<b>32,050.00</b>
<b>8500 · Programs &amp; Projects</b>					
<b>8505 · Dues</b>	12,898.96	9,285.00	3,613.96	138.92%	14,575.00
<b>8506 · Subscriptions</b>	21,967.44	31,340.00	-9,372.56	70.09%	49,220.00
<b>8510 · Contracts w/ Partners/Lndownrs</b>	6,545.00	93,331.00	-86,786.00	7.01%	160,000.00
<b>8520 · Grants to Others</b>	1,708,491.35	827,084.00	881,407.35	206.57%	1,400,000.00
<b>8530 · Program Supplies</b>	14,349.78	34,143.00	-19,793.22	42.03%	57,070.00
<b>8540 · Plants &amp; Materials</b>	5,327.75	46,252.00	-40,924.25	11.52%	65,000.00
<b>8560 · Space Rental</b>	1,953.35	1,822.00	131.35	107.21%	3,102.00
<b>8570 · Equip Rental</b>	505.00	5,210.00	-4,705.00	9.69%	12,960.00
<b>8580 · Vehicles Rent/Lease</b>	4,902.68	2,915.00	1,987.68	168.19%	5,000.00
<b>Total 8500 · Programs &amp; Projects</b>	<b>1,776,941.31</b>	<b>1,051,382.00</b>	<b>725,559.31</b>	<b>169.01%</b>	<b>1,766,927.00</b>
<b>8600 · Training</b>					
<b>8610 · Training/Development Staff</b>	8,941.94	10,540.00	-1,598.06	84.84%	17,050.00
<b>8620 · Training/Development Board</b>	285.00	2,919.00	-2,634.00	9.76%	5,000.00
<b>Total 8600 · Training</b>	<b>9,226.94</b>	<b>13,459.00</b>	<b>-4,232.06</b>	<b>68.56%</b>	<b>22,050.00</b>
<b>8700 · Travel</b>					
<b>8730 · Out of Town Travel- Staff</b>	11,693.61	4,775.00	6,918.61	244.89%	8,030.00
<b>8740 · Out of Town Travel - Board</b>	523.76	585.00	-61.24	89.53%	1,000.00
<b>8750 · Local Mlg, Pkg, Bus - Staff</b>	3,419.60	5,320.00	-1,900.40	64.28%	9,170.00
<b>8760 · Local Mlg, Pkg, Bus - Board</b>	0.00	585.00	-585.00	0.0%	1,000.00
<b>Total 8700 · Travel</b>	<b>15,636.97</b>	<b>11,265.00</b>	<b>4,371.97</b>	<b>138.81%</b>	<b>19,200.00</b>
<b>8800 · Volunteers &amp; Staff</b>					
<b>8810 · Volunteer &amp; Staff Recog</b>	5,406.19	12,119.00	-6,712.81	44.61%	21,350.00
<b>8820 · Vol &amp; Staff Refreshments</b>	1,600.39	5,187.00	-3,586.61	30.85%	9,850.00
<b>Total 8800 · Volunteers &amp; Staff</b>	<b>7,006.58</b>	<b>17,306.00</b>	<b>-10,299.42</b>	<b>40.49%</b>	<b>31,200.00</b>
<b>8900 · Misc Expenses</b>	1,000.00				
<b>9000 · Capital Outlay</b>					
<b>9010 · Office/Field Equipment</b>	29,820.10	60,500.00	-30,679.90	49.29%	60,500.00
<b>9030 · Improvements On Real Property</b>	0.00	46,000.00	-46,000.00	0.0%	115,000.00
<b>9040 · Purchase of Real Property</b>	1,500.00	3,087,747.00	-3,086,247.00	0.05%	7,587,747.00
<b>Total 9000 · Capital Outlay</b>	<b>31,320.10</b>	<b>3,194,247.00</b>	<b>-3,162,926.90</b>	<b>0.98%</b>	<b>7,763,247.00</b>
<b>Total Expense</b>	<b>3,891,034.75</b>	<b>6,977,068.68</b>	<b>-3,086,033.93</b>	<b>55.77%</b>	<b>14,207,632.00</b>
<b>Net Ordinary Income</b>	<b>1,997,988.56</b>	<b>-1,535,228.18</b>	<b>3,533,216.74</b>	<b>-130.14%</b>	<b>-8,401,344.00</b>
<b>Net Income</b>	<b>1,997,988.56</b>	<b>-1,535,228.18</b>	<b>3,533,216.74</b>	<b>-130.14%</b>	<b>-8,401,344.00</b>

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**EMSWCD**  
**Profit & Loss by Class**  
**July 2022 through January 2023**

		General Fund					Special Funds		TOTAL
		Finance & Operations	Rural Lands	Urban Lands	Conservation Legacy	HIP	Grants Fund	Land Conservation Fund	
Ordinary Income/Expense									
Income									
	4000 · Income	5,381,114.75	30,767.26	49,255.00	15,150.00	20,967.78	15,529.88	376,238.64	5,889,023.31
	<b>Total Income</b>	<b>5,381,114.75</b>	<b>30,767.26</b>	<b>49,255.00</b>	<b>15,150.00</b>	<b>20,967.78</b>	<b>15,529.88</b>	<b>376,238.64</b>	<b>5,889,023.31</b>
	<b>Gross Profit</b>	<b>5,381,114.75</b>	<b>30,767.26</b>	<b>49,255.00</b>	<b>15,150.00</b>	<b>20,967.78</b>	<b>15,529.88</b>	<b>376,238.64</b>	<b>5,889,023.31</b>
Expense									
	5000 · Payroll Expenses	432,265.12	447,268.42	335,996.87	252,469.52	153,901.12	0.00	0.00	1,621,901.05
	6000 · Professional Services	91,352.31	133,784.16	10,950.00	49,177.45	17,235.02	0.00	0.00	302,498.94
	6100 · Admin	4,895.07	0.00	1,830.63	8,318.07	1,159.92	0.00	0.00	16,203.69
	7100 · Occupancy	17,095.68	1,873.93	2,217.17	2,132.02	28,619.93	0.00	0.00	51,938.73
	7500 · Insurance	25,521.00	0.00	0.00	0.00	0.00	0.00	0.00	25,521.00
	8100 · Office Expenses	10,067.16	199.99	3,896.98	291.99	83.89	0.00	0.00	14,540.01
	8200 · Production	6,849.04	0.00	8,191.40	0.00	2,258.99	0.00	0.00	17,299.43
	8500 · Programs & Projects	21,181.99	13,256.82	6,807.64	7,452.22	13,206.29	515,036.35	1,200,000.00	1,776,941.31
	8600 · Training	1,141.01	3,149.91	2,783.35	853.67	1,299.00	0.00	0.00	9,226.94
	8700 · Travel	2,903.77	3,957.65	4,978.55	2,643.79	1,153.21	0.00	0.00	15,636.97
	8800 · Volunteers & Staff	6,368.46	20.00	167.25	450.87	0.00	0.00	0.00	7,006.58
	8900 · Misc Expenses	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
	9000 · Capital Outlay	0.00	0.00	0.00	0.00	29,820.10	0.00	1,500.00	31,320.10
	<b>Total Expense</b>	<b>619,640.61</b>	<b>603,510.88</b>	<b>377,819.84</b>	<b>324,789.60</b>	<b>248,737.47</b>	<b>515,036.35</b>	<b>1,201,500.00</b>	<b>3,891,034.75</b>
	<b>Net Ordinary Income</b>	<b>4,761,474.14</b>	<b>-572,743.62</b>	<b>-328,564.84</b>	<b>-309,639.60</b>	<b>-227,769.69</b>	<b>-499,506.47</b>	<b>-825,261.36</b>	<b>1,997,988.56</b>
	<b>Net Income</b>	<b>4,761,474.14</b>	<b>-572,743.62</b>	<b>-328,564.84</b>	<b>-309,639.60</b>	<b>-227,769.69</b>	<b>-499,506.47</b>	<b>-825,261.36</b>	<b>1,997,988.56</b>
Annual Appropriation by Program		<b>\$1,406,860</b>	<b>\$1,419,150</b>	<b>\$935,249</b>	<b>\$648,352</b>	<b>\$500,274</b>	<b>\$1,535,000</b>	<b>\$7,737,747</b>	
Percent of Fiscal Year Passed		<b>58%</b>	<b>58%</b>	<b>58%</b>	<b>58%</b>	<b>58%</b>	<b>58%</b>	<b>58%</b>	
Percentage of Appropriation Spent		<b>44%</b>	<b>43%</b>	<b>40%</b>	<b>50%</b>	<b>50%</b>	<b>34%</b>	<b>16%</b>	
Year-To-Date Appropriation by Program (as of 1/31)		<b>\$796,227</b>	<b>\$811,548</b>	<b>\$561,740</b>	<b>\$381,572</b>	<b>\$330,319</b>			
Year-To-Date Percentage of Appropriation Spent (as of 1/31)		<b>78%</b>	<b>74%</b>	<b>67%</b>	<b>85%</b>	<b>75%</b>			