



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

Monday, December 5th, 2022

2022 Annual Meeting

6:03pm- Meeting Called to Order and Welcome

Guebert called to order the Annual Meeting of the EMSWCD Board of Directors at 6:03pm on Monday, December 5th, 2022, at the EMSWCD Office in Portland, OR.

6:03pm- Introductions, Review/revise agenda

Guebert conducted introductions of the Board of Directors for the record. A sign in sheet was passed around for staff and members of the public. The following persons were present:

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

EMSWCD Staff: Nancy Hamilton (Executive Director), Dan Mitten (CFO), Julie DiLeone (Rural Lands Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor)(virtual), Alex Woolery (IT and Analytic Specialist), Asianna Fernandez (Executive Assistant), Chelsea White-Brainard (Senior Rural Outreach & Education Specialist), Chris Aldassy (Senior Rural Conservationist), Heather Nelson Kent (Grants Program Manager), Jeremy Baker (Senior Rural Conservationist), Jon Wagner (Senior Rural Conservationist), Katie Meckes (Urban Lands Planner), Lucas Nipp (Senior Rural Conservationist), Matt Shipkey (Land Legacy Program Manager), Monica McAllister (Community Connection Liaison), Rowan Steele (Headwaters Farm Program Manager), Sasha Schwenk (Operations Administrative Assistant), Tiffany Mancillas (Urban Lands Education & Outreach Coordinator), Whitney Bailey (Senior Urban Conservationist)

Guests: Angela Zehava, Don Kloft (Oregon Department of Agriculture)

No revisions to the agenda.

6:03pm- Recognition Awards

Hamilton presented the EMSWCD Service Awards:

- Hamilton presented an award to Kathy Shearin - 20-year anniversary!
- Lucas Nipp – 15-year anniversary!
- Rowan Steele – 10-year anniversary!
- Jon Wagner - 10-year anniversary!
- Whitney Bailey – 5-year anniversary!
- Matt Shipkey – 5-year anniversary!

Hamilton also noted Mike Guebert's 10-year anniversary as a Board Member.

Hamilton announced the Employee of the Year: **Chris Aldassy!**

DiLeone presented brief highlights on why Chris Aldassy won employee of the year.

- Hired for a temporary position in 2007, changed to a permanent position in 2008.
- Handles Weed Control in the Rural Areas of our District.
- Master of communicating and keeping relationships with landowners and the community.
- Initiated the Vine Control work in the Columbia Gorge.
- Forest Service and State Parks Service relied heavily on Chris to manage weeds after the Eagle Creek Fire.



- Did an amazing job at adapting during the Pandemic- kept large scale projects running.
- Part of the Strategic Planning Team – tuned in to each meeting even from the field on his phone!

6:11pm- Annual Report Presentation and Approval

Hamilton introduced the EMSWCD Fiscal Year 2021-2022 Annual Report.

White-Brainard and **Fernandez** presented the FY 21-22 Annual Report, using the Prezi platform. The goal of this year’s Annual Report curated on the Prezi platform was to show the Board, partners, and all constituents what kind of work staff does, and where it happens within the District boundaries, in a fun, accessible, and interactive way. It was important for the public, in particular, to understand what the program is about, what the problem was that the project is looking to solve, and the work we did to help solve it in the last fiscal year. Each story is formatted in this narrative.

<https://emswcd.org/about/organizational-resources/budgets-reports-and-plans/annual-report-21-22/>

The Board extended their thanks for the work on this Report, and called it, “the most fun you could have with an Annual Report.”

MOTION: Carlson moved to approve the Fiscal Year 2021-2022 Annual Report as presented in the packet. Masterson 2nd, motion moved unanimously (5-0).

Action Item: Fernandez to provide a printed version of the FY 21-22 Annual Report at the January Board Meeting.

6:24pm- Audit Presentation and Approval

Mitten presented EMSWCD’s Fiscal Year 2021-2022 Financial Audit Report and summarized the findings, pointing out key informational pieces to the Board.

- Field work went smoothly. Some areas were underspent. Reasons included:
 - No Plant Sale in 2022. Will resume in 2023.
 - No website redesign in 2022. Will move forward in 2023 with Strategic Plan as a guide.
 - Didn’t engage some of the contractors that we planned on due to Covid surges and other circumstances beyond our control.
 - Gap between a few staff departures and onboarding new staff.
 - Actualized Cost of Living Index was less than budgeted for.
 - We always budget for full merit increases, not every staff member got max merit percentage.

Outcome: The underspend results in a larger ending fund balance for the General Fund which translates into a larger beginning fund balance for 2023-2024 budget cycle. This underspend shows up in the budget in several ways but mostly identifiable in F&O, Rural Lands, and Urban Lands for contracted services, capital projects, and procurements.

- There was an adjusting journal entry for accrued payroll liabilities from a previous audit year that needed reversing out in the FY21-22 year. The result of this adjusted journal entry reduced our liabilities and expenses for the fiscal year. This also made the underspend look larger
- Highlights:
 - Property tax revenue were \$5,699,123, which is an increase of \$151,423 over the previous fiscal year.
 - Overall Net position increased by \$614,341 from prior fiscal year.
 - Expenditures were \$5,084,782 which is an increase of \$663,882 over 20-21.
- Pages 7 & 8 are government wide reports, which capitalizes fixed assets and depreciates them. And on pages 9 & 10 are fund basis reports which expense fixed assets as capital outlay. The fund basis is closer to a cash basis method of accounting. These won’t match due to different ways of accounting.

MOTION: Masterson moved to approve the FY21-22 Financial Audit Report as presented in the packet. Carlson 2nd, motion passed unanimously (5-0).



The Board thanked Mitten for his work and expressed their appreciation for keeping the District on track.

Closing Items and Action Items:

Fernandez to provide a printed version of the FY 21-22 Annual Report at the January Board Meeting.

6:32pm- Adjourn Meeting

Guebert adjourned the FY 21-22 Annual Meeting at 6:32 pm.



December 2022 Board of Directors Meeting

7:01pm- Meeting Called to Order and Welcome

Guebert called to order the regular meeting of the EMSWCD Board of Directors at 7:01pm on Monday, December 5th, 2022, at the EMSWCD Office in Portland, OR.

7:01pm- Introductions, Review/revise agenda

Guebert conducted introductions of the Board of Directors for the record. A sign in sheet was passed around for staff and members of the public. The following persons were present:

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

Staff: Nancy Hamilton (Executive Director), Dan Mitten (CFO), Kathy Shearin (Urban Lands Program Supervisor) (virtual), Julie DiLeone (Rural Lands Program Supervisor), Heather Nelson Kent (Grants Program Manager), Matt Shipkey (Land Legacy Program Manager), Whitney Bailey (Senior Urban Conservationist), Lucas Nipp (Senior Rural Conservationist), Asianna Fernandez (Executive Assistant)

Guests: Chris Wallace Caldwell (Catalysis), Jamila Dozier (Catalysis), Don Kloft (ODA)

7:03pm - Public Comment

Don Kloft (ODA) introduced himself and noted that they have just recently completed a biennial review of the Lower Willamette Agricultural Water Quality Plan recently. The meeting went well, notes are still being put together and he will get back to us when they are completed.

7:04pm - Previous Action Items:

- **Fernandez** to add to Climate Committee discussion to December Board Meeting Items. -**Done**
- **Fernandez** to add topic of Board Membership qualifications around land ownership as an agenda item in the Spring Board Meetings. -**In Process**
- **Hamilton** to present an Executive Director Work Plan at the January 2023 Board of Directors Meeting. -**In Process**
- **Hamilton** to develop a brief monthly memo that supports specific details of the Executive Director Updates at future Board Meetings. -**Done**

7:04pm - Approval of Minutes:

MOTION: Zimmer-Stucky moved to approve November 7 and 9, 2022 Board Meeting Minutes, Masterson 2nd, motion passed unanimously (5-0).

7:05pm - Executive Director Update

Hamilton presented the Executive Director (ED) highlights:

- Strategic Plan finished.
- Annual Report finished.
- LLC meeting (Dec 6, 2022) at Nadaka Nature Park planned.
 - Shearin, McAllister, DiLeone, and Mitten working with Shipkey and Kent as a group effort which cross various perspectives for tomorrow's meeting.
- Working on the ED annual workplan, which will be provided for January Board meeting. Working on reframing the District's workplans, this will be a test to see what works and what isn't useful in providing accountability.
- Reinstating Leadership Team Updates tonight. Looking for feedback from Board members.
- Recent External Meeting: Mitra Anoushiravani from Senator Merkley's office visited Headwaters Farm to see if Senator Merkley would like to tour the farm. The Senator is focused on climate and



interested in rethinking working lands ideas.

Next few months:

- Rethinking what, how, why we do our work, using the strategic plan, to present recommendations to the Board in sync with the budget process.
- Budget Planning: What would we do if we had “X” amount of money?
- Leadership Team meeting with Jill Critchfield to go over survey results on the Performance Evaluation process to present ideas to the Personnel Committee. No decision required.
- Moving forward with planning 2x1 meetings with Board Members. If Board would like to have a 1x1 meeting, feel free to make a request to Fernandez.

Upcoming External Meetings:

- Tara Wilkinson - Intertwine Alliance
- Nellie McAdams - Oregon Agricultural Trust on land acquisition and managing properties.
- Jim Middaugh – Multnomah County Drainage District. About to launch a big infrastructure project.

Celebration:

The USDA Grant application has been sent in. We should hear the results in the next few months. The Land & Capital Access Pilot Project will test four innovative, cost-effective approaches to land and capital access for underserved farmers. The project will provide onramps for farmers at varying levels of readiness with a focus on regenerative farming. We will intensively track each participant throughout the grant period to learn what program supports helped them succeed; what impact the programs had on their farm income; whether we met our three goals of land access, capital access, and land loss prevention; and what changes need to be made.

- Where is other money coming into the state and how do we use that funding with our own funds and skill sets to try new projects?

*Disregard the end notes in the memo for the January Board meeting. They are ideas to talk about at the next Board Meeting but aren't fully formed yet.

Action Item: Fernandez to update the committee meeting table under board agendas.

7:15pm- Leadership Team Updates

Hamilton presented Conservation Legacy Team updates:

- Headwaters Farm (HWF) Hall Meeting taking place this week. clarification and accountability on the expectations from farmers and other updates to the Farmers Manual will be reviewed.
- **Action Item:** Hamilton to provide the website link to the new Farmers Manual for the Board.
- Closed on the Mainstem/ Full Cellar Farm. Shipkey created a photo book of the farm for Emily Cooper.
- Closed on the Nestwood Property last Friday. We don't have any ownership or management responsibilities. Will work with the Columbia Land Trust on access opportunities.
 - **Shipkey** worked with Kent and McAllister on ideas on how to work with Columbia Land Trust on public access. Put together a list of principles that will inform the process for the year. Looking to make the focus on access for urban residents.
 - **Masterson** In conversations that we've had with Farm Access Equity Advisory Group on Native American access, Nestwood seems like the best place for that work.
- The Dianna Pope Natural Area (DPNA) sign is now up on site at HWF. HWF team is working on landscaping around it.

Mitten presented Finance & Operations Team updates:



- Website is now translated into 12 different languages via a plug-in on the website itself. If you find errors, please let F&O know. It uses neural translations rather than simple machine translations.
- F&O has been assisting Urban Lands on the logistical aspects of planning for the Plant Sale 2023 event.
- Working on getting our brand out more; branded gear, tents, business cards, etc. with our logo.
- Landscaping and updates to the Office: Front steps are new, the sign on the front of the office is being refurbished.
- Safety Committee updated the Workplace Safety & Security Protocols and Practices and will be presented at the January Personnel Committee Meeting.

Shearin presented Urban Lands updates:

- Plant Sale 2023 will be up and running again. A District-wide event, spearheaded by Urban Lands with help from the entire District. We will be doing a different kind of outreach process this year by strategically sending outreach postcards to focused areas with less tree cover and more heat island impacts/deaths.
 - **Guebert:** Do you plan on it selling out quickly again? **Shearin** Yes.
- Will be opening the online plant sale store in the evening instead of the morning in hopes that it will help more people get the plants they want.
- Pick-up Day: Saturday, February 18th, 2023, at the office.
- Working on the Workshops: Added 3 new topics which we're getting great attendance on so far: climate, water conservation, and landscaping for wildlife. All online, working on getting back to in person/hybrid as well.
- Shaul Property: Gresham reached out for feedback on their Forest Management framework plan on forest thinning for root rot and density. Recommended they keep as many trees as possible/safe. Wanted to purchase the site as it represented a good piece of urban forestry.

DiLeone presented Rural Lands updates:

- Portland Water Bureau to provide funding (almost \$50k) for weed control for the first time in the Sandy watershed as part of their mitigation plan for drinking water.
- Updates on internal collaboration: transitioning some of the work Shipkey has done in the past on Agricultural Management Plan development and monitoring to Baker.
- Referring to Ag Water Quality Plans and Rules from ODA: both Lower Willamette and Sandy Advisory Committees will be creating new rules on Mercury and temperature changes in the watersheds. We need to recruit some new people to the local advisory committee- suggested that Board members join! The next Lower Willamette biennial review will be in 2024. The Sandy's will be in 2023, but new rules will not be considered until 2025.
 - **Kloft** There's a commitment of 12-15 hours of time in a 2-year period. Important to the management area to see what is needed on compliance. Max 12 members, 8 preferred to be farmers.
 - **Action Item: DiLeone to send information on joining the watershed advisory committees.**

Guebert These updates hit all the high points and give a good high-level overview of the District.

Zimmer-Stucky liked to hear about the overlap of all the programs on different projects.

All Board approved of the content and the amount of content presented from each program area.

7:40pm- PIC Grants Review Committee

Kent presented the PIC Grant Review Committee list of members.



- Grant applications due on December 15th at 4pm.
- 22 applications have been started so far.
- Since submitting the document, one member declined (Bruce Barbarasch)
- Five returning committee members out of the 9 candidates.
- Has one more person in mind to contact in hopes they'd like to replace the member who declined.
- The Committee meets from February to March. Review committee members receive applications in early/mid-January. Estimate about 20-25 hours total time commitment from review committee members including reading, scoring and attending the meeting.

Carlson and Guebert will participate on the PIC Grants Review Committee.

MOTION: Zimmer-Stucky moved to approve the 2023 PIC Grants Review Committee as presented minus Barbarasch and adding Carlson and Guebert. Masterson 2nd, motion passed unanimously (5-0).

7:51pm- Strategic Plan Presentation

Hamilton presented EMSWCD's 5-year Strategic Plan.

- Caldwell and Dozier have been guiding the District through this process, with the staff Strategic Planning Team.
- This plan will be used as a framework to guide the District's decision-making processes. Instead of structured goals, it will be used to consider how we do our work through 2027 more flexibly.
- The plan shows that the District's mission is soil and water health with overarching priority lenses of equity/inclusion and climate action.
- The District will be launching more significant stakeholder engagement early in 2023: landowners, farmers, partners, grantees, etc. to reach those who don't know enough about us yet.
- EMSWCD's work exists in 3 core categories: Agriculture and Working Lands (lands utilized for farming and grazing), Natural Spaces (land and water managed for healthy fish and wildlife habitat), Urban and Built Environment (human-dominated spaces).
- Priorities for our work (stemming from workshops, surveys, feedback from staff and Board):
 - Water quality, soil quality, impacts from climate change, access and inclusion, farmland access, water conservation, fish and wildlife habitat, local food production.
 - Agriculture and Working Lands:
 - Striving for economic resiliency for farmers, helping with access to land, sharing resources for urban gardening, promoting sustainable practices that support soil and water health, mitigating climate impacts, creating strong networks for sharing information and best practices.
 - Natural Spaces:
 - Promoting soil and water health, access to people who have been historically excluded from natural spaces, partnering with organizations that focus on building healthy and accessible spaces
 - Urban and Built Environment:
 - Strategically thinking about commercial, industrial, community spaces, developing innovative ways we can work in built environments.
- Recurring emerging themes: communication and outreach, leveraging our funding, accountability (measuring qualitatively and quantitatively)
- Eligibility issues for people who can run for the Board of Directors and Census results within and outside of the Urban Growth Boundary.



Hamilton Staff will come back to the Board with recommendations on an overall plan for the upcoming year, programs and goals related to what the plan identifies, and more information on stakeholder engagement.

Guebert This was a monumental effort, creating this plan from scratch. Appreciates all the work that went into it from the Board and staff. Sees this plan as a framework to use frequently per project and for all future plans.

Masterson In awe that the whole year's work went into these few pages. It is constructively pointing forward and represents all the conversations and questions that were addressed throughout the year. Would like for it to be printed.

Hamilton Next year's recommendations on the budget will be based off of this plan. It can be a hardcopy that is kept at the table for each Board Meeting.

Action Item: Hamilton to create a printed version of the Strategic Plan to present to the Board and to keep at the conference table for future meetings.

Hamilton gave thanks to everyone on the Strategic Planning Team: Julie DiLeone, Kathy Shearin, Dan Mitten, Chelsea White-Brainard, Whitney Bailey, Katie Meckes, Asianna Fernandez, Chris Aldassy, Rowan Steele, Jamila Dozier, and Chris Caldwell. Also, thanks to Caldwell's team at Catalysis for putting together the final full report.

Carlson It was an interesting process to go through all the meetings and seeing the final result.

Zimmer-Stucky Looks forward to seeing all the priorities come into plan in the budget. Can see how staff is already bringing the mission and the two priority lenses together in current projects and decisions.

Masterson On page 14, is land access overall or specific to farms?

Hamilton Land access for farming. One other change, this plan is for 2023-2027.

Zimmer-Stucky Does this plan give staff the freedom and guidance they need to be creative and try new things as well as continue doing what is already working?

Hamilton Yes, these are the things we should be thinking about and the programs we have now could be done differently to reflect this.

Action Item: Hamilton to make CHANGES: Page 1: 2022-2027. Page 14: Farmland Access, Access and Inclusion changed to Equity and Inclusion.

MOTION: Masterson moved to approve Strategic Plan 2022-2027 as amended. Carlson 2nd, motion passed unanimously (5-0).

8:32 pm- Finance and Operations

Mitten presented the September 2022 Financial Report.

Nothing major to note on the Balance Sheet, it's consistent with previous months. In the P&L, there's nothing material not already noted. Couple of informational line items include Salaries and Wages are higher to-date but these are minor fluctuations due to staff departures. The bank charges in September are higher due to increased ACH and Wire transactions to-date. Office supplies, vehicle rent lease, and out of town travel in August contributed to being slightly over budget to-date but will even out over the months. Conservation Legacy is over to date, mostly due to timing of the budget. Overall good for the year.

Masterson Is the interest rate for the LGIP account increasing as well? **Mitten** Yes.

Mitten presented the October 2022 Financial Report.

The post audit adjustments show on the Balance Sheet. Assets show new Property Tax Receivables, Accumulated Depreciation and Liabilities show new values for Accrued Compensation Absences, LCF and Grants fund balances. P&L Budget shows similar to September's report. Taxes shows 1200% of budget only due to paying property taxes for multiple properties in October and budgeted in November. Will



reflect on the November reports as in line with budget. Capital outlay shows the purchase of 2022 Great Plains 606 No Till Drill for HWF comprises \$21,500 . Mitten noted that the county has turned over \$1.92M in property tax revenue to EMSWCD in November and on December 5th turned over \$2.85M.

8:38 pm- Board Discussion

Guebert The idea of a Climate Committee came from attending the OACD Conference. If climate mitigation is a priority of ours based on the plan created, this may be a good time to consider adding this to our list of committees at the District.

Masterson What would the goal be for the committee that wouldn't go through staff or regular Board meetings?

Guebert If opportunities are presented, do we want staff to simply present recommendations to the Board directly, or do we want the Board to deliberate on their own to get more in depth on the issues and decisions?

Masterson Would it be more focused on federal opportunities?

Guebert Initially, yes. But it could also be for general climate work throughout the District's projects. The idea of work sessions for the Board outside of Board meetings as well could be a different route to take on this, so that the Board can work on specific topics, once a quarter at least.

Masterson suggested starting with a work session on climate mitigation. We could focus them on our strategic priorities as well. Suggested 3 instead of 4 due to upcoming Budget season.

Carlson agrees, work sessions would be a better way for the Board to discuss specific issues.

Zimmer-Stucky also likes the idea of having Board work sessions, that are flexible on dates and who can or cannot attend.

Rossi is indifferent. If there's federal funding, we should strategize.

Action Item: Fernandez to add the topic of work sessions to the January's Board Meeting Agenda.

Masterson thanked the Leadership Team for being flexible in finding a new way to present high-level program updates to the Board.

Guebert feels more informed tonight than he has in a while with those Leadership Team updates.

8:50 pm- Closing Items

Guebert Term limits for officers are 2 years, and committee membership will be updated at the January PC meeting.

Mitten Newly elected Board members need to be sworn in before choosing committee meetings.

Hamilton Reminder that the LLC Meeting tomorrow, December 6th, will meet at the Nadaka Park Parking Lot.

Action Items

Fernandez to update the committee meeting table under board agendas.

Hamilton to provide the Board with the website link to the new Farmers Manual for the Board.

DiLeone to send the Board information on joining ODA committees.

Hamilton to create a printed version of the Strategic Plan to present to the Board and to keep at the conference table for future meetings.

Hamilton to make CHANGES: Page 1: 2023-2027. Page 14: Farmland Access, Access and Inclusion.

Fernandez to add the topic of work sessions to the January Board meeting agenda.

Fernandez to change the January Personnel Committee meeting to January 8th from 4pm to 6pm.

8:55 pm- Adjourned

Guebert adjourned the meeting at 8:55 pm.