



1/25/2023

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

Wednesday, January 4, 2023

6:02pm- Call to Order

Carlson, as authorized Board Official, called to order the regular meeting of the EMSWCD Board of Directors at 6:02pm on Wednesday, January 4, 2023, at EMSWCD's Office.

6:02pm- Swearing in of Newly Elected Directors

Oath of Office

Michael Guebert and Jasmine Zimmer-Stucky took their oaths of office and were sworn in as elected officers by **Carlson**.

6:21pm- 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), Laura Masterson (Zone 2 Director, Secretary) (virtual)

Board of Directors Absent: Joe Rossi (Zone 1 Director)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Matt Shipkey (Land Legacy Program Manager) (left at 6:20pm), Asianna Fernandez (Executive Assistant)

Guests: Kimberly Galland (NRCS)

Board Officer Assignments

Board Chair:

Guebert nominated Zimmer-Stucky.

MOTION: Guebert moved to vote Zimmer-Stucky as Board Chair, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Vice-Chair:

MOTION: Carlson moved to vote Guebert as Vice Chair, Guebert 2nd. Motion passed unanimously (4-0, Rossi absent).

Secretary:

Masterson explained her role as secretary previously.

MOTION: Guebert moved to vote Masterson as Secretary, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Treasurer:

MOTION: Guebert moved to vote Carlson as Treasurer, Masterson 2nd. Motion passed unanimously (4-0, Rossi absent).

Board Committee Assignments

Budget Committee: All Board members are required to be on this committee.

MOTION: Guebert moved to vote all Board Members on to the Budget Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Land Legacy Committee:

MOTION: Guebert moved to vote all Board Members on to the Land Legacy Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).



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Personnel Committee:

Hamilton explained the role of the Personnel Committee.

MOTION: Guebert moved to vote Guebert, Zimmer-Stucky, Masterson, and Carlson on to the Personnel Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Grants Committee: suspended for 2023.

PIC Committee: no longer a Board Committee.

6:21pm- Change of Chair

Zimmer-Stucky took over the meeting as Board Chair for EMSWCD.

Changes to the agenda: N/A

Previous action items:

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

-Done

Fernandez to update the committee meeting table under board agendas. -Done

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

DiLeone to send the Board information on joining ODA committees. -Done

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. -Done

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

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

Fernandez to change the January Personnel Committee meeting to January 18th from 4pm to 6pm. -Done

6:23pm- Approval of minutes

MOTION: Guebert moved to approve December 5, 2022, Annual Meeting and Board of Directors Meeting Minutes, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

6:23pm- Time reserved for public comment.

Galland Local Worker Meeting on February 15th, at Clackamas SWCD Meeting area from 10am -12pm to take local input on how NRCS should be spending money this year. A new NRCS staff member, John Thomas, will be joining Galland in visiting the Districts and meeting people. NRCS still has significant funding allocated for Climate related projects. Working on putting together the Conservation Partnership Program.

Action Item: Fernandez to get information on the Local Worker Meeting and the Regional Partnership Group Meeting from Galland and send information to staff and Board.

6:27pm- Executive Director Workplan

Hamilton gave an overview of her Executive Director (ED) Workplan. This does not include anything that the other Leadership Team Members are responsible for, only the items that Hamilton is responsible for initiating or overseeing.

Lynn Barlow has been hired as ED for WMSWCD. Working with her to get in touch with other SWCD E.Ds.

The Executive Director Workplan is available in the January 2023 Board of Directors Meeting Packet as Item 4, available to view here: https://emswcd.org/wp-content/uploads/2022/12/Board-Meeting-Packet_1-4-23.pdf.



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Guebert The 10 highlighted major priorities are a great way to keep the Board updated within the monthly ED Updates at Board Meetings as each one is achieved.

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

Zimmer-Stucky Where does the Board Handbook stand in terms of priority?

Hamilton That is on the Personnel Committee level. Have been in touch with Jill Critchfield and Eric Nusbaum, to gain a preliminary understanding of what it should look like.

6:41pm- Additional PIC Grant Review Committee Members Approval

Hamilton There are a lot more applications this year, so Kent is hoping to break the application review committee into 3 groups instead of the usual 2 groups to accommodate more applications. There are now about 42 applications, compared to 29 last year. Looking for Board to give Hamilton the authority to approve the 12th addition to the Committee.

MOTION: Guebert moved to give Hamilton authority to approve the 12th addition to the Grants Review Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

6:44pm- Executive Director and Leadership Team Updates

Hamilton shared the ED Updates.

Looking Back:

- Completed ED Work Plan
- Had a productive tour @ Nadaka and mtg nearby 12/6 with the Land Legacy Committee.
- Ongoing strategic planning time with Leadership Team to craft '23/'24 Annual Work Plan and Budget, using newly approved Strategic Plan as a framework

Looking Forward:

- Ongoing strategic planning time with Leadership Team to craft the '23/'24 Annual Work Plan and Budget, using newly approved Strategic Plan as a framework
- Preparing for Personnel Committee Meeting on January 18th
- Preparing for Land Legacy Committee Meeting on January 30th
- 2x1 meetings with Board members. Directors Joe Rossi & Jasmine Zimmer-Stucky on January 6th
- Staff and Team meetings will all be taking place in-person at the office beginning this month.

Upcoming external meetings:

- Nellie McAdams with Oregon Agricultural Trust on January 6th
- Roy Iwai with Multnomah County on January 9th
- Jon Blasher with Metro on January 19th
- Half-day retreat with colleagues from regional SWCD's in Eugene
- Tara Wilkinson with Intertwine on January 23rd
- Jim Middaugh with Multnomah County Drainage District on January 31st

Something to Celebrate

Shearin shared a presentation of the new Solve Pest Problems Web Tool, supported by EMSWCD, financially and with technical guidance. <https://solvepestproblems.oregonstate.edu/> Every page on the website is a peer-reviewed academic document, created with information from various partners and survey results from community members. Main partners include METRO, OSU Extension, The City of Portland and other cities, landscape companies, community groups, Multnomah County, and more.

Hamilton This is a good example of the kinds of things we'll want to do more communication to constituents about. Also, a great example of how we partner with others to help get things done.



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7:04pm- Leadership Team Updates

All updates included in the Executive Director and Leadership Team Updates memo, Item 6 in the January Board of Directors Meeting Packet, are available to view here: https://emswcd.org/wp-content/uploads/2022/12/Board-Meeting-Packet_1-4-23.pdf.

Hamilton shared the Conservation Legacy Updates.

- Selected 3 new farm businesses to join our Headwaters Incubator Farm Program: As You Are Farm, Kasama Farm, and Sun Moon Fields Farm
- The updated 2023 Farmer's Manual is now available on the District website. <https://emswcd.org/wp-content/uploads/2023/01/2023-Farmers-Manual.pdf>
- The Dianna Pope Natural Area Sign and Memorial at Headwaters Farm is completed and ready for viewing!
 - Thanks to Nick Pfiel, Scot Wood, Alex Woolery, Chelsea White-Brainard, Lucas Nipp, and others on Staff who helped.
- The PIC Review Committee will now be divided into 3 groups, instead of 2, since the number of applications we've received this year has nearly doubled compared to last year. As mentioned in previous Agenda Item, there will be 12 members of the review committee.
- EMSWCD recently closed on the Mainstem and Nestwood Properties. Nestwood brings us over 1000 acres of preserved land by the District, which is a huge milestone.

Shearin shared the Urban Lands Team Updates.

- Considering two new large-scale demonstration/partnership projects.
 - Retrofit of a Church Parking Lot in Gresham
 - Group of contiguous industrial property owners along the Columbia Slough
- Exploring new partnerships and opportunities to help get native plants into the ground, similar to our Planting with Partners project that replaced the 2022 Plant Sale last year.

DiLeone shared the Rural Lands Team Updates.

- Partnering with Clackamas SWCD to develop online workshops, with topic requests from farmers via a survey sent from EMWCD and CSWCD.
- The Small Farm School extension asked EMSWCD to be on the planning committee. EMSWCD will also be the rotation for locations to hold lessons.
- EMSWCD is partnering with West Multnomah SWCD, Multnomah county, and the Sanitarian to conduct outreach about septic, to share low interest loan resources, and to explore other potential financial assistance.

Mitten shared the Finance and Operations Team Updates.

- EMSWCD is working with Jill Critchfield in evaluating the performance evaluation process; forms and full process.
- Will recommend changes to the Fiscal Policy at an upcoming Board meeting.
- Updating the Emergency Action Plan policy for the office, the Workplace Safety policy plan, and the CLIP policies. Looking to have all three become protocols that don't require Board approval, only for small items. This will be presented at the upcoming Personnel Committee meeting.



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- EMSWCD is beginning to implement QR codes onto outreach material, business cards, and elsewhere that is applicable, directing constituents straight to certain parts of our websites, or to certain staff member's contact information.
- All staff have been updated on the new Paid Leave Oregon, effective January 1st. Required payroll deductions begin January 1st. Applications for leave will be accepted by the state starting in September 2023.

7:19pm- FY22-23 Budget Amendment & Resolution

Mitten presented the FY22-23 Budget Amendment & Resolution (2023-01-01). The need for a budget amendment is due to several newly available funding resources as well as associated expenditures with those additional resources. The Oregon Department of Agriculture (ODA) increased funds to EMSWCD by \$21,555 for District operations; \$4,500 additional funds are available for the USFS Gorge Grant, and the City of Portland Water Bureau has awarded EMSWCD \$49,500 to serve as a fiscal agent in the Sandy River Weed Control initiative. All these additional resources need appropriating and were unknown at the time of the budget process.

Mitten then gave a more detailed explanation of the line items in the budget document that are impacted by the additional resources and expenditure appropriation in the budget amendment.

MOTION: Guebert moved to approve this Budget Amendment Resolution 2023-01-01, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

7:26pm- Monthly Financial Reports- November 2022

Mitten shared the financial report for November 2022. On the Balance Sheet, the LGIP account is lower compared to this point in time last year and it's simply related to timing of the County turning over the property tax to EMSWCD. A line on the Balance Sheet shows a 6,000% change from last year at this time and is related to the need to use a District credit card for the freight on the No Till Drill purchase. That card has been paid in full current and there is nothing abnormal on the Balance Sheet. The P&L Budget Performance looks good and interest income is over the budgeted amount by \$53,000 which is a good sign. A line item in the P&L, "Grants to Others" includes the \$1.2M Nestwood transaction which was included in the Land Conservation Fund.

Mitten confirmed that the first Budget Committee Meeting will be held in March but will bring the Budget Calendar to the Board at the February meeting to appoint a Budget Officer and approve the Budget Calendar.

7:31pm- Board Discussion

Topic: Board Work Sessions

Guebert It sounds like the board came to the decision at the last meeting that this is the way the Board wants to go. Allows Board to go in-depth on topics and save time at Board Meetings.

Zimmer-Stucky has seen this idea play out with Clark County Council. Work sessions are used to present information, entertain questions, and hold conversation on the topic, while the Board Meetings are used primarily for motions on the topic.

Guebert This would allow for staff and Board to come together to discuss ideas in a way that Board Meetings don't necessarily allow for. Quarterly meetings to start sound doable, and if there isn't a topic to discuss when the meeting is approaching, it can be cancelled. Metro used to have at least one work session in between each Board Meeting.

Hamilton This would still fall under the same status as a public meeting and would be publicly noticed but the Board can decide to not hold time for public comment.



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Meeting Dates:

February 17th: 4pm-6pm at the EMSWCD Office

Topic: Legislative Update

Hamilton to invite OWED, ODA, OACD, etc.

Action Item: Fernandez to schedule the February 17th Work Session and send invite to all Board Members.

7:48pm- Announcements, Action Items, and Adjournment

- January 17: Plant Sale store opening
- January 18: Personnel Committee Meeting
- January 30: Land Legacy Committee Meeting
- February 17: Board Work Session
- February 18: Plant Sale Pick up

- There are new Board Member trainings by Special Districts Association of Oregon (SDAO).

Carlson There are two committee organizations actively opposing the Portland Water Bureau's (PWB) new water filtration plant. The Fire District Board has recommended to Multnomah County to deny the application for building this plant as it would limit their ability to provide necessary emergency services. The PWB didn't have a solid answer on whether they've looked at other locations. Carlson was introduced to the Director of the PWB, but he hasn't discussed the topic anymore.

Masterson It shouldn't be allowed on Exclusive Farm Use (EFU) sites. If they are providing services for Portland, shouldn't they be within the Urban Growth Boundary (UGB)?

Zimmer-Stucky agrees, if urban infrastructure needs to be on agricultural land, it should have the smallest footprint possible. This is a very large facility.

Guebert We have talked about this before and decided not to take action. Would advise to see how it plays out internally within the PWB first.

Carlson The facility would be built right next to two of the community's reservoirs.

Action Item: Fernandez to add Carlson to the Personnel Committee Meeting invites.

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

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 17th 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.

8:00pm- Meeting Adjourned

Zimmer-Stucky adjourned the meeting at 8:00 pm