



Board of Directors Meeting Agenda

East Multnomah Soil and Water Conservation District

Monday, April 3, 2023, 6:00 – 8:45 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	Welcome and meeting called to order: <ul style="list-style-type: none">• Introductions• Review/revise agenda• Review previous action items• Review/approve February Work Session and March Board Meeting Minutes	Information/ Decision	Zimmer-Stucky	a) 2/17/2023 Special Board Meeting Minutes b) 3/6/2023 Board Meeting Minutes c) Previous Action Items
2	6:10 5 min	Time reserved for public comment and introductions ¹	Information	Public	N/A
DISTRICT BUSINESS					
3	6:15 15 min	Executive Director and Leadership Team Updates	Information	Leadership Team	a) ED & L-Team Updates Memo
4	6:30 10 min	Something to Celebrate	Information	Kent	a) SPACE Grants to Celebrate
5	6:40 5 min	Legislative Updates	Information	Hamilton/ Guebert	Sent Separately
6	6:45 10 min	Personnel Committee Recommendations	Discussion/ Decision	Masterson	Sent Separately
7	6:55 15 min	Knotweed Control Partnership with CSWCD	Discussion/ Decision	DiLeone	a) Knotweed Control Memo
8	7:10 5 min	Truck Purchase Authorization	Discussion/ Decision	Hamilton	a) Truck Purchase Memo
9	7:15 30 min	Board Handbook Review	Discussion/ Decision	Zimmer-Stucky/ Eakins	a) Board Handbook Draft

¹ 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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10	7:45 15 min	Grants Policy Changes	Discussion/ Decision	Kent/ DiLeone	a) Grants Program Decision Making Recommendations b) Grants Policies Memo
11	8:00 5 min	Strategic Plan Graphic Redesign	Information/ Decision	Hamilton	a) Strategic Plan 2-pager
12	8:05 5 min	EMSWCD Org Chart	Information	Mitten	a) Org Chart
13	8:10 10 min	FY 23-24 Meetings Scheduling	Information	Fernandez	a) FY23-24 Meetings
FINANCE AND OPERATIONS					
14	8:20 10 min	Monthly Financial Reports: February 2023	Information	Mitten	a) February 2023 Financial Reports
BOARD OF DIRECTORS BUSINESS					
15	8:30 10 min	Board of Directors Discussion • Supporting funding for OAHP	Discussion/ Decision	Masterson/ Board of Directors	N/A
CLOSING ITEMS					
16	8:40 5 min	• Announcements and reminders • Action items • Adjourn meeting	Information	Zimmer-Stucky	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
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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/>

2/17/2023



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

Friday, February 17, 2023

4:00pm- Call to Order

Zimmer-Stucky, called to order the Work Session Special Board Meeting of the EMSWCD Board of Directors at 4:00pm on Friday, February 17, 2023, at EMSWCD's Office.

4:00pm- 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), Laura Masterson (Zone 2 Director, Secretary)

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

Staff: Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor) (virtual), Julie DiLeone (Rural Lands Program Supervisor), Heather Nelson Kent (Grants Program Manager) (virtual), Asianna Fernandez (Executive Assistant)

Staff Absent: Nancy Hamilton (Executive Director)

Guests: N/A

Changes to the agenda: N/A

4:02pm- Review Bills proposed by OACD.

Zimmer Stucky If we choose to take a stance on any of the bills, we need to do so today.

Guebert introduced the process of backing bills and the OR State Legislative Information website (olis.oregonlegislature.gov). When searching bills on the website, searching by number is easiest. You can get email updates on any bill and upcoming meeting dates if you subscribe to the bill. You can also register to testify from this website and rewatch recordings of meetings for each bill. Testimony is only accepted within 48 hours after the most recent hearing.

House Bill (HB) and Senate Bill (SB).

Guebert introduced and lead discussion for each Bill discussed below:

HB 2998: Oregon Soil Health Initiative program. Funds distributed thru SWCD to producers to help them apply for grants. Looks to accomplish a lot of things important to EMSWCD.

- HAS had a hearing yesterday. Another scheduled next week.
- **Guebert** suggested supporting it with written testimony.
- OACD presented about the bill in person yesterday. Only 1 opposition: Oregonians for Food and Shelter. Didn't feel like it was broad enough. Might lead to some amendments since their organization has some strong standing in the state.

HB 3016: Community Green Infrastructure Grant Program and OR Dept of Forestry to develop an Emerald Ash Borer assistance program.

- Community Green Infrastructure project defined as one that provides social, environmental, or economic benefits to a particular community and develops a collaborative process. Creates a fund separate from the general fund.
- State forestry: Acquire and maintain a tree assessment tool (in response to Emerald Ash Borer epidemic).

2/17/2023



- Provides 50% of \$\$ for planning and developing.
- 25% funds projects in rural/ agricultural communities.
- VERDE is pushing for this bill.
- March 1st hearing.

Board (-Rossi) suggested supporting with a letter of testimony.

Zimmer-Stucky Emerald Ash Borer beetle is devastating, opportunity to address issue is relieving.

Carlson Where's the funding coming from?

Zimmer-Stucky It comes from the general fund/capital and goes into a special fund. Interest from this fund stays in this fund.

Guebert Does it get replenished, or does it just come from interest? Has experience with some bills that go through but don't get funded right away.

Masterson suggested going over different steps for testifying as a Board vs. as an individual.

HB 3021: Establishes that a perfected and developed water right is not subject to forfeiture if the owner has ceased to use all or part of water appropriated for 5 years+. If someone doesn't use their full allocation of their water right because they installed some water-saving measures or because they didn't receive their proper allocation for any reason, they don't lose the rest of the right. There isn't any incentive to not use your full water rights at the moment. This would incentivize conservation while also allow additional water to be allocated back to streams.

- No hearing scheduled yet.
- Brought to house from 2 members in Eastern Oregon.

Guebert potential argument: some rights owners have had it for a long time. New users find it hard/don't have easy access to obtain rights. So, this could be framed as equity issue, but prioritizing conservation is important.

Carlson Makes sense. One question, if someone doesn't use their right for conservation for a number of years, is there monitoring of the ground water level during that time? There isn't any current funding for collecting reports of usage or static water level.

Guebert The bill doesn't address that. This seems like a bigger issue for the Irrigation District.

Masterson has water rights for all of her farming locations. Supports this bill.

Board (-Rossi) suggested supporting with a letter of testimony.

SB 530: Main climate bill that talks about sequestration, methods for storing Carbon in soil, and improves soil fertility and water retention. Promotes urban tree canopy expansion, protection of drinking water watersheds, riparian restoration, cover crop planting, rotational grazing, no till farming, coastal protections for sea level rise and storm surge, logging rotation, reforestation, and forest/wetlands protection. Provides grant funding.

- Sponsors are bipartisan. The way it's written should generate bipartisan support.
- Had a hearing 2 days ago, so it's too late to submit testimony. There were over 50 people who testified already. OACD testified in support.
- There will be amendments to this bill. There will be more hearings in March.
- Leveraging federal funding to accomplish goals.

Guebert This bill is in line with our strategic plan and mission. A lot of interested parties with differing opinions. Suggested the Board strongly supporting.

2/17/2023



Zimmer-Stucky There isn't a lot of opposition, but there is general understanding that the bill is a work in progress, and parties want to get to a place of supporting it. Heartened to see testimony of support from other SWCDs.

Board (-Rossi) suggested supporting with a letter of testimony.

SB 775: SWCD zone directors on board in counties with pops of (undecided number) or more need only to reside in district and registered voter.

- No hearings yet, no indication if it will get one.
- There are some compromises to figuring out how to introduce it. Still some blanks in the working and some things to figure out.
- Initial talk was that counties of 100,000+ would be doing away with the 10-acre requirement for SWCD Board of Directors.
- Assumed that the Bill wouldn't go through if it mentioned removing zones for Board requirements. The Zones will most likely stay.
- 106,000 oppose the bill. Smaller districts not in favor, larger districts are more in favor.
- OACD has taken a neutral stance.

Guebert A lot of opposition that didn't have much standing. This bill is a decent start. Bills that don't get a hearing could come up in the short session in the following year: 30 days long, not many new bills get introduced. Sometimes it takes a few sessions for a bill to get some standing. The current legislation is limiting for the District in terms of number of people who can apply to be Board Members, as well as the equity implications that come with it.

Zimmer-Stucky Supports the trajectory of this bill: a lot of SWCD in more urban areas are finding it harder to fill Board positions due to the acreage requirement. More people running for office and participating in democracy is good for our society, especially in places where there's a large population of people and a smaller land mass. Senator Fredrick is receiving a lot of feedback on what the right size for the population requirements would be.

Masterson Happy to support this bill. Doesn't fully support removing the zones requirement.

Board (-Rossi) suggested supporting with a letter of testimony.

Carlson How many counties would this impact?

DiLeone If it goes to population of 200,000, 6 counties are affected. If it stays at population of 150,000, 7 counties are affected.

Carlson Has qualms with getting rid of the acreage requirement entirely, as people with land ownership bring a sort of expertise to the Board. Could see if there was a different makeup of the Board, that the consideration of priorities between agriculture and urban would be different. Would still like to see a little bit of manager/owner representation, from different owners (nursery vs ag vs urban, etc.).

Guebert There was an idea of swapping Zone and At-Large positions. Therefore 3 At-Large and 2 Zone seats. Does the management/ownership of a small acreage mean less qualification? The hope is that those who do already qualify or are close to qualification make a good enough case.

Zimmer-Stucky Hears that concern, but we do have a state mandate to do the work of conservation of soil and water. We have to stay within statute, therefore minimal changes that can be made. Given where we sit as a Board geographically, it makes a case that someone in the urban area doesn't feel represented. Thinks voters will always view farmers as good stewards of the land.

SB 751: Creation of credits for salmon habitats through the Department of State Lands.

- **Hamilton** suggested tracking for StreamCare incentives.
- Introduced by Senator David Brock Smith, Republican, in District 1, Port Orford. No co-sponsors.

2/17/2023



- Not much text on it yet. If a Bill is just a study, it can become a candidate for “gut and stuff,” which means it can be erased of all text and changed to something entirely different.

Guebert wouldn't suggest supporting this one yet but keep it in the Board's minds for review later.

4:53pm- Discuss Possible priorities for EMSWCD to support or oppose.

Guebert proposed authorizing support for HB 2998 and 3016 asap since the window to submit testimony is still open. Would like to pre-authorize support for HB 3021, SB 530, and SB 775 since the meetings and window for testimony can come up at any time. The Board can support legislation and policies, but staff cannot. Our support would be a letter from the Board, signed by Zimmer-Stucky, and submitted, or authorizing one member of our Board to speak on behalf of the full board. Would like to authorize Guebert and Hamilton to craft the testimony since they're both on the Advocacy Committee.

MOTION: Guebert moved to authorize letters of support for testimony for HB 2998, 3016, 3021, and SB 530 and 775. Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Guebert We haven't been involved a lot in the past but thinks it's great to continue to do. These bills have direct impact on what the District does.

Masterson It doesn't have a bill yet but suggests keeping an eye out of Oregon Agricultural Heritage Program funding on easement funding for everyone statewide, which we could also be accessible through matching funds. Would be aligned with our Land Legacy Program goals. The bill hasn't dropped yet but it seems likely that it will.

Guebert It's too late to introduce new bills but will keep an eye out for it. Can ask the Advocacy Committee about it.

MOTION: Guebert moved to authorize Guebert and Hamilton to draft the letters of support, then turning to Zimmer-Stucky to sign and submit them. Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

5:04pm- Plan Next Work Session

Guebert would like to continue to discuss these bills at Board Meetings.

Action Item: Asianna to add 15-20 minutes to upcoming Board Meetings to discuss Legislative Bills.

Guebert Suggested Board Work Session topic: conceptionally talking about the Board's feelings around climate mitigation objectives in the District's Strategic Plan.

Zimmer-Stucky Suggested Board Work Session topic: Urban water/soil quality issues. Become more aware of those topics to see how the District's programs intersect.

Carlson Suggested session topic: Next steps for Gordon Creek property.

Guebert This can be chatted about at the next LLC meeting.

Next Work Session: June 26, 6pm-8pm.

Action Item: Asianna to send out an invitation for the June 26, 6-8pm Work Session: Climate Mitigation Objectives.

5:13pm- Announcements, Action Items, and Adjournment

Guebert Update on the meeting with Blumenauer: 15 people attended. Most were representing local non-profits, most which we've worked with in the past. Almost everyone was representing food security/food access. Mudbone and Guebert might have been the only farmers there. Each rep only had 5

2/17/2023



minutes to share their ideas. Blumenauer seems to be interested in food security and the farm bill. The more we can share the farm bill with federal reps, the better. A lot of great ideas were shared. Talked about some of the work the District does with farmland and BIPOC farmers, but so did a lot of other people. He seems very receptive, and the meeting felt pretty encouraging.

Guebert was selected to go to Washington DC on March 6-8 for a Farmer Rally at the capital. Reminiscent of the one in the 70's at Capital Mall. Farm Aid is funding it, National Sustainable Agriculture Coalition is doing most of the organizing. Food Animal Concerns Trust selected up to 10 people to fund to attend, including Guebert. **Guebert** will miss first Budget meeting to attend.

Guebert to be out of town for the next 10 days, not to respond.

Zimmer-Stucky Reminder that the Next Board Meeting is also right after the first Budget Meeting for FY23-24. Asked staff for a more written presentation instead of verbal. Asks Board to review the next packet beforehand to prepare.

Action Items:

Action Item: Asianna to add 15-20 mins to upcoming Board Meetings to discuss Legislative Bills.

Action Item: Asianna to send out an invite for the June 26, 6-8pm Work Session: Climate Mitigation Objectives.

Zimmer-Stucky adjourned the meeting at 5:19pm

3/6/2023



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

Monday, March 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, March 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), Laura Masterson (Zone 2 Director, Secretary), Jim Carlson (At-Large 1 Director, Treasurer), Joe Rossi (Zone 1 Director)

Board of Directors Absent: Mike Guebert (Zone 3 Director, Vice-Chair)

Staff: Nancy Hamilton (Executive Director) (virtual), Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Heather Nelson Kent (Grants Program Manager), Katie Meckes (Urban Lands Planner), Alex Woolery (IT and Analytic Specialist), Asianna Fernandez (Executive Assistant)

Guests: N/A

Changes to the agenda: N/A

Previous action items:

- **Fernandez** to add Board tour of the office to the June Board Meeting Agenda. -In Progress
- **Board** to send Guebert any ideas/points to bring up at the Farm Bill Meeting with Earl Blumenauer. -Done
- **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. -Done
- **Staff** to determine if there's time to look into page 6 graphic redesign on Strategic Plan. -In Progress
- **Fernandez** to update LLC and PC Meetings invites. -Done

6:01pm- Approval of minutes

MOTION: Masterson moved to approve February 6, 2023, Board of Directors Meeting Minutes, Carlson 2nd. Motion passed unanimously (4-0, Guebert absent).

6:02pm- Time reserved for public comment. - N/A

6:03pm- Executive Director and Leadership Team Updates

Hamilton shared the ED Updates.

External Meetings:

- Rob Cato (Zenger Farms)- discussed follow up with the FAEAG recommendations. He has good understanding about how public entities operate, with healthy cynicism about moving forward. Relayed to him that any decision would not include a house, due to the value of a home on a property and our responsibility to our taxpayers, as well as the general challenges of being a landlord. Talked about Zenger Farmers generally and how we could partner with them.
- Andy Bleckinger (new ED at Yamhill SWCD) & Matt Shipkey- Shipkey was helpful in providing Andy information on easements and property ownership.

3/6/2023



- Robbie MacNichol (Colliers Real Estate) & Dan Mitten- referred by Harka Architects to discuss the building analysis.
- Jon Blasher (METRO Parks and Nature)- Follow up meeting. He will join meeting with some of SWCD EDs in May to gain understanding about SWCD priorities and Metro priorities, to gain common language.
- Paul Lumley (ED at NAYA)- we were founding contributors to their capital campaign. How we can partner with them for publicity as contributors. They're looking at two final grant prospects through Oregon Community Foundation (OCF). If successful, that would wrap up their capital campaign, and they want to collaborate with us in a celebration of such. If unsuccessful, we can work with them to do a press event with how much they need to raise to get over the finish line. Hamilton told Lumley about the new equity focused Grant opportunities we have and Urban Farm money in the current PIC cycle, but they did just get a big Portland Clean Energy Community Benefits Fund (PCEF) grant. Lumley told Hamilton about some of the other cool stuff they've done lately:
 - Conversion of the Little League fields near the Columbia slough, in which the little league players participated in a planting ceremony.
 - They were awarded some American Rescue Plan Act of 2021 (ARPA) money during COVID to upgrade their young learning program and also added 30 staff.
 - Suggested another Board/Staff field trip during an upcoming Board Meeting to their office to see some of the things they are doing.

Looking Forward:

- Board Handbook- We now have everything we can get from ODA. Incorporated pieces from other SWCD's versions. Handed it over to Eileen Aikin (attorney who works with Special Districts) to review and finalize. Since it's not a personnel issue, it will be Aikin and Zimmer-Stucky presenting at the April Board meeting.
- Complete Office Modernization/Updates- to be talked about later in this meeting.
- Strategic Plan Next steps- developing FY 23-24 budget and FY 23-24 workplans.
- No website redesign yet.
- Investigating possible Federal Grants and strategic partnerships that may be available- HB 3016 to fund more green infrastructure, primarily in Urban areas (tree canopies, pervious parking lots, grey water movement, etc.). Opportunities through the Inflation Reduction Act (IRA) funds for carbon sequestration efforts via NRCS and OACD. LLP to look at valuation methodology to determine the ease at which partners can easily work with us on easements and acquiring property.
- No Lunch & Learns yet. First one to come up soon, may be focused on the new COE.
- CRM program- F&O working with COE. Alex Woolery taking lead on software program options; Katie Meckes to take lead in implementing it with staff and getting it populated with data. Will ask for a small amount of money to hire an admin person to dump all our data into the CRM.
- Continuing external meetings- see above. Meeting more with Jan Lee (OACD) and Stan Dean (JCSWCD and chair of Advocacy committee). Will be attending the Farm Open House.
- Attending two Conferences- Attending Urban Ecosystem Research Consortium (EURC) at PSU on April 4th. Goal of the conference: Focused on science-based data around urban ecosystems. Will help guide Hamilton's decision-making for the Urban Lands program mostly. Many staff attend as well.

3/6/2023



- Strategies for changing eligibility requirements: Board of Directors approved support for SB 775 which has been introduced by Senator Fredrick. It's being referred to the Rules Committee in which deadlines don't stand, meaning it will stay alive through the last day of session (most bills die on 3/17 if they haven't had a hearing). First session in Rules is in mid-April. Continuing to work with Chair of WMSWCD and other individuals/entities working on moving the bill forward.
- Developing communication strategy for whole District- operational changes and introduction of CO&E.

Masterson Excited that Hamilton is out talking to the external community.

Leadership Team Updates

Hamilton shared the Conservation Legacy Team updates:

- Headwaters Farm (HWF): focused on budget and planning for next fiscal year. Discussing possible strategies for digitizing equipment check-out, payments, etc. instead of continuing with a time-consuming paper trail.
- Grants: Guebert and Carlson on the PIC review committee- meetings happening through March. Won't be able to fund all requests, but by putting the review process into 3 groups should help to more deliberately determine the organizations to recommend for funding.
- Land Legacy Program (LLP): Shipkey has been working on the outline for future work on acquisition and easements, to be discussed more at April LLC meeting. Transitioning DiLeone in as Shipkey's supervisor. Preparing the Gordon Creek property for sale, more information at the April LLC meeting. Finalized contract with Luis Octavio Prado to continue to harvest blueberries and manage the site through the cleanup process.

Shearin shared the Urban Lands updates:

- Plant Sale: the main focus for the past couple of months. Gave an overview of how the event went during the Something to Celebrate segment (below).
- Collaboration: Marion SWCD in process of initiating their own UL Program and reached out for insights/advice.
- Collaboration: Clean Rivers Coalition- Coalition of 60 different entities, working together to educate the community on keeping rivers/waterways clean. Launching pilot project in Eugene/Salem, want to talk to Urban SWCDs about setting up some similar programming.

Mitten shared F&O Updates

- Preparing FY 23-24 Budget & programmatic changes information & logistics for the District's re-organization.
- Building analysis- to be discussed later in this meeting.
- Coordinated CPR/AED/ First Aid Training for all staff with LifeLine Training Centers.
- F&O involvement in Plant Sale: Managed the Shopify website, sales and refunds, background logistics, food and beverage, and branded gear.

DiLeone shared RL Updates

- Workshops with Clackamas SWCD- workshops for farmers, based on survey results implying interest in soil health and weather monitoring tools.
- Eat 'n Greet for Farmers (Open House) at Columbia Grange in Corbett on APRIL 19th (incorrect date in packet). Focus on commercial farmers. Lunch time event- time TBD.
- StreamCare plantings this year have been smaller due to necessary shift in Nipp's outreach and site prep schedule swap. Last year was the first time we had a significant loss in plants due to the freeze and the heat dome.

3/6/2023



Something to Celebrate- Plant Sale 2023

Shearin presented the Plant Sale 2023 update.

- Got 925 orders and sold 10,325 plants.
- Since 2007, Plant Sale has cost EMSWCD \$55,000(+/- including staff time)
- Started with Native Plant workshop to teach community about the Native plants they're going to choose for their spaces.
- Big thanks to Monica McAllister for coordinating the whole process this year.
- Showed an example of a community planting: Powell Butte Neighborhood Association has adopted the East Gresham Park and bought native plants from us for a community planting event.
- This year:
 - changed the sale time from 6am to 6pm for accessibility reasons-worked really well, will continue to do this.
 - Changed our purchase limits to max 10 of each species.
 - Contracted with Wisdom of the Elders instead of working with volunteers. Smooth-lined the processes.
 - Refined our niche to bare-root trees and shrubs only.
 - Took climate change into consideration and offered only a few species that occur South of Willamette Valley that we expect to "move" North due to climate change.
 - Refined our postcard mailing list to commercial and residential addresses in the 97233- zip code only (susceptible to heat crisis/heat related deaths)– generated a 600% increase in sales from those neighborhoods, will continue to do this next year.

6:46pm- EMSWCD Re-organization

Hamilton We're looking for the policy change and program changes to match the Budget decisions made in the previous Budget Committee meeting #1.

Masterson requested an Organizational Structure Chart.

Action Item: Mitten to craft an Organizational Structure Chart for April Board Meeting Packet.

MOTION: Masterson moved to approve the organizational restructuring recommendations for FY 23-24, Carlson 2nd. Motion passed unanimously (4-0, Guebert absent).

6:48pm- Legislative Updates

Hamilton gave a brief update:

- Board agreed to support 5 bills (listed below)
 - Mitten put together a Bill Tracker.
 - HB 2998: Had its first hearing in February. Another meeting today. Moving to Ways & Means committee. 50+ testimonies, 5 of those were oppositions, all SWCD who testified were in favor.
 - HB 3021: OACD is in support. There has yet to be testimony. Referred to Agricultural Land and Natural Resources and Water Committee. Keeping an eye out for its hearing.
 - SB 775: First hearing likely to be in mid-April.
 - SB 530: Connected to fed/state money. OACD is in support. No hearing yet. Referred to Natural Resources Committee and will go to Ways & Means as there will be a fiscal impact. Keeping an eye out for a hearing.
 - HB 3016: Planning to send a letter of support by tomorrow night after its hearing today.
- Zimmer-Stucky** really likes this bill because of its Emerald Ash Borer program.

3/6/2023



6:53pm- Cost Analysis of Keeping the Office Building

Hamilton Staff was asked at the February Board meeting to do cursory analysis of marketplace availability, costs for current office, what funds selling the office would generate, and other options.

- Talked with Robbie McNichol with Colliers Real Estate on the list of things that are important to us for an office space: storage, washer and dryer, shower, designated space for field staff to clean up after being around herbicides and other chemicals, in District/a close neighborhood, opportunity for a demonstration area, off-street parking for District vehicles.
- This building is not on the list of historically registered properties, but it has a very important connection to the community (historically a black neighborhood); first black-owned mortuary and then a black-run maternity ward. Selling it would probably mean tearing the house down for apartments, but it's a little smaller than what is wanted for such developments. Would likely get about \$1 million.
 - If an entity was interested in the house, perhaps a landscape/creative firm, we might get as much as \$2-2.5million. The market is very depressed right now, we will get a better price if we wait.
- MacNichol showed us 4 potential properties to use as comps; 736 MLK, Buck Building, Factor Building, and Siker; and compared them each with the current office and each other.
- Current expenses are also included in the packet.
- Hamilton apologized for delays in getting this information to the Board.

Masterson Doesn't see this analysis needing to be done each year, but it is good to look at the numbers and do some comparisons.

Rossi Thanked Hamilton for the research done. Thought it was important to see what the information showed. Confident that we're making a good decision.

Hamilton The one that came the closest to what we have now is 736 MLK, and is near great public transportation, but higher crime rate and being near the convention center would make it a challenging location.

MOTION: Carlson moved to keep the office at the current location 5211 N Williams Ave. Portland, OR 97217, Rossi 2nd. Motion passed unanimously (4-0, Guebert absent).

7:06pm- Grants Policy Changes Recommendation

Kent and DiLeone worked on this together due to potential updates to CLIP program. Noticed other Grants programs could use some updates as well to be in line with our practices.

Policy Section 3.2 Grants:

- Changes to policies over all the Grants programs
- Addition of the equity Focused Grant program to the policy
- Would like to update the policy to be clear on what part of the programs need Board approval and which parts are staff or staff and board responsibility. The table in the packet is what is being proposed- includes original decisions and proposed decisions.

Kent Would also like to be able to properly update the Grants sections of the website.

DiLeone Changes came from CLIP team wanting to change the application process, eligibility criteria, etc. When it comes to big changes, budget implications, or how we are serving the public, staff would still come to the Board for approval through Policy. Everything else would be considered a procedure.

3/6/2023



Action Item: Kent to add a column on the Grants Roles and Responsibilities page for significant program goals/purpose changes to be Board Decision, and clarify the Project Evaluation Process for SPACE process, come back with recommendations at the April Board Meeting.

Kent Would there continue to be a role for the Board in the project evaluations process after they've set the overarching guidelines and principals for the program? Ex. Grants Committee needs?

DiLeone CLIP grants policy proposed change: For Hamilton to approve up to \$50k across all Grants programs, including CLIP. Other changes to be made are more process based, to be discussed at a later date.

Zimmer-Stucky What is staff thinking about adding to CLIP? Don't want to release all of the money on a small number of grantees.

Hamilton Staff have internally considered adding another 50% on top of what is already set. Assumes that most of the grantees wouldn't be requesting or approved for \$50k.

Internal ideas being considered by staff:

- Having the District pay more (percentagewise) of a cost-share in order to bring in more landowners to work with us on property improvements.
- Increase the limit on how much a CLIP grant could be.
- (Not fully fleshed out) Possibility of keeping the CLIP program for only Rural landowners, and creating something else that's more urban-focused, to better address the needs and opportunities of each.

Masterson Would like to continue to have conversation about making changes to urban CLIP. For urban grants, what are the resource concerns?

Hamilton Resource concerns are similar to the HB 3016 for green infrastructure: Churches, commercial properties, etc. with large impervious parking lots, stormwater issues, and a lot of auto pollution, as mentioned earlier. If the bill passes, there may be money there that we could tap into, and then we may look to the urban CLIP program as a partnership with other stakeholders – more like MHCC.

Rossi Is the pool of people who could take advantage of these programs too small?

DiLeone There are always some people we may not have been able to reach out to yet. In the Rural area, we've been reaching out to everyone, but now we're focusing on mailing out invitations to those who are eligible for cost-share. Periodic reminders are something the RL team has considered. In the urban area, the applications that tend to come through are for more areas that CLIP doesn't make the most sense for (riparian areas, streams, etc.), which is why we want to focus on more projects that are like MHCC where progress is more substantive.

Masterson Can we discuss this in the Budget committee meeting?

Action Item: Fernandez to add the Grants Policy changes topic as an agenda item for the April Board Meeting.

Action Item: Mitten to add CLIP discussion to the Budget Committee 2 Meeting agenda if appropriate

Shearin Still trying to figure out the best course of action for the urban CLIP idea. Doesn't expect to have an answer about a possible UL CLIP program by the April Board meeting. It will be a bigger discussion with the Board.

No decision to be made tonight.

7:36pm- Monthly Financial Reports- January 2023

3/6/2023



Mitten presented the January 2023 Financial Report: Balance Sheet shows EMSWCD's account balances as being slightly over \$13.5million. Overall balance sheet shows a 1.47% increase over last year at this time. Liabilities: nothing to note. P&L Budget: property tax revenue is \$5.29 million, and our annual budget is \$5.41 million. We've earned \$162,000 in interest to-date, whereas we only projected \$85,000 for the entire year. As of the end of January, we are exceeding revenue expectations. Any unappropriated money received sits until we appropriate it in a budget amendment or the next budget cycle. Mitten noted in the line, "Purchase of Real Property" the \$1,500 was for a search and exam of records related to a previous property transaction. P&L by class: all programs are under fiscal year spend to date, as well as for the entire year.

7:40pm- Board Discussion

Carlson proposed information on the Portland Water Bureau's water treatment plant. The recent meeting is to be rescheduled. Fire District 10 has voted to recommend that Multnomah County reject the construction. The construction would remove 1.8 million cubic yards of soil off the property. PWB wants to divert a road 40 ft. through a farmer's property. The Gresham-Barlow School Board voted to oppose the project for student safety concerns around the construction traffic. There have been over 50 comments from residents opposing it as well. There's also the issue of spraying trees next to a water treatment plant that doesn't make sense. The Pleasant Home Community Association and Cottrell Community Planning Organization both have the necessary funds and attorneys behind them to oppose it.

Masterson is glad Carlson is tracking it. Concerned that its urban infrastructure pushed onto farmland, not sure what exemption allowed them to do that. We want to separate neighbor concern from farmer community concern.

Zimmer-Stucky It has to pass the farm impact tests. Farmers need to document their concerns in a way that will hold up in a court of law.

Hamilton Is the Board still choosing to stay neutral on this issue?

Rossi As one Board member, noted that on things like this, it's worth holding the developer accountable for better results instead of right out saying "no" to the overall project. Now's the time to ask for things that farmers need.

Masterson would like to see the Board weigh in if there are impacts to soil and water health.

Hamilton Before Board took a neutral decision on this topic, we did have a seat at the table from David Kendall from the PWB, who is leading this project, to see where we are and if there's information to bring back to the Board.

Masterson Oregon Agricultural Heritage Commission is meeting for the first time next week. This will be the first time to consider statewide farmland easement proposals- a historic moment. Doing so can generate understanding around why this kind of program is needed. There are great proposals from all over the state.

Zimmer-Stucky attended a training on wildfire home ignition zones last week with Corbett Fire department with Lucas Nipp on staff also attended. Key takeaway: no big focus on fires in rural areas. The big wildfires are becoming urban fires, what to do when you have multiple homes on fire. Nothing for the Board to put on their radar.

Rossi continues to be bothered by the equilibrium of the Venn diagram of soil and water, climate mitigation, and equity having equal weight on the Strategic Plan and internal Strategic Plan 2-pager.

3/6/2023



Hamilton plans to have the graphic redone to show that soil and water is higher in priority, but also reframe this page based on Rossi's feedback.

7:59pm- Announcements, Action Items, and Adjournment

Action Items:

- **Mitten** to craft an Organizational Structure Chart for April Board Meeting Packet.
- **Kent** to add a column on the Grants Roles and Responsibilities page for significant program goals/purpose changes to be Board Decision, and clarify the Project Evaluation Process for SPACE process, come back with recommendations at the April Board Meeting.
- **Fernandez** to add the Grants Policy changes topic as an agenda item for the April Board Meeting.
- **Mitten** to add CLIP discussion to the Budget Committee 2 Meeting agenda if appropriate.
- **Staff** to look into restructuring page 6's graphic redesign on Strategic Plan and reframing the Strategic Plan 2-pager.

Zimmer-Stucky adjourned the meeting at 8:00pm



Executive Director Update – April 3, 2023

Much of the last month has been spent with next steps in launching the new Community Outreach and Engagement Team, beginning the transition process of Land Legacy and Headwaters to Rural Lands, and putting significant time into preparing for this month's budget committee and board meeting. As well, I had a 2x1 with Jim Carlson and Joe Rossi and discussed ideas for rural landowner outreach.

External Meetings in last month

- **Jon Blasher, Metro** – prep for May meeting with SWCD District Managers
- **Terri Preeg Brigsby, WMSWCD Board Chair** – Meeting to discuss amendment language for SB 775 on 3/31
- **Email into Jay Udelhoven for a check-in conversation** – hasn't been scheduled at the time the packet went out

Looking Forward – per Hamilton work plan:

- **Board Handbook** – To be presented at April 2023 board meeting.
- **Complete Office Modernization/Updates** – Developing RF language for possible GC's– goal is to have it on the street in next 30 days
- **Strategic Plan next steps** – DONE
- **Redesign our website** – Funding recommended for '23-24 FY; plan for F&O and newly created CO&E Team to collaborate.
- **Investigate Possible Federal Grants & Strategic Partnerships relative to our Core Priorities** – nothing new this month
- **Launch Lunch 'n Learns** – Funding recommended for '23-'24 FY – plan for quarterly gatherings, topics TBD
- **CRM program for all teams to effectively track outreach, across programs** – Funding recommended for '23-'24 FY; See Dan Mitten notes above
- **Continue to build momentum with external meetings that result in strategic partnerships and collaborations** – See notes above
- **Attend at least 2 conferences that will help us continue to improve how/what we do to meet our mission** – ID'd – CONNECT, UERC, OACD Annual
- **Continue to pursue strategies for changing eligibility requirements for serving on the Board of Directors:** In regular communication with Terry Preeg Rigsby with WMSWCD and Senator Frederick's office – they expect SB 775 to be heard mid-April
- **Coordinated communications strategy that serves the whole organization** – underway regularly.



Leadership Team Updates – April 3, 2023

Nancy Hamilton, Interim Conservation Legacy Supervisor

- **Headwaters** - Space and facility allocations (barn, prop house, coolers, container, curing shed, hoopouses...) – 99% done; Irrigation board – putting clean new whiteboard on along with permanent signage; Marion Ag bulk purchase made. All HIP farmers were able to get volume discount; Graduate transitions and farm clean-up; DPNA bump-out project – almost done; Rowan's meetings underway for transition to Rural Lands
- **Grants** - PIC grant review process is complete. Staff will have final recommendations for the board at the May Board meeting. Heather and Julie presenting recommendations for policy updates. Revised grants policy prepared for April Board meeting.
- **Land Legacy** – Final preparations for sale of Gordon Creek property underway; Land lot merger for Big Creek completed; Updated GIS inventory underway; Matt's meetings underway for transition to Rural Lands begun; Prep for April LLC meeting.

Kathy Shearin, Urban Lands Supervisor:

- **Workshop series** - Attendance has increased from 15-40 people to 60-150 people per workshop!
- **Oregon Land Justice Project has formed a new council** to facilitate meaningful partnerships with the indigenous community. Monica McAllister will be our representative.

Dan Mitten, Chief of Finance & Operations:

- **Budget revisions** – After the first budget committee meeting, I made some significant changes to the budget based on the Budget Committee's decisions. These include dissolving the Conservation Legacy Program, creating the new Community Outreach & Engagement Program, moving several staff from CL to RL and COE, and from UL and RL to COE. Other changes to the budget include the reformulation of the entire workbook to include the new program, exclude the old, and ensure salary, benefits, resources and expenditures balance and placed in the appropriate program. Additional budget work includes calculating the unallocated amount and working with Leadership Team and key staff members on narratives for potential initiatives and projects for the Committee to review at the 2nd Budget Committee meeting.
- **Healthcare Benefits Comparison** – Since we were notified that our healthcare premiums were increasing by 16%, I had our broker obtain benefit packages and quotes from other carrier networks to compare against our current carrier. Several key factors for consideration are breadth and depth of network, network access, deep and rich benefit package, and cost to staff and to the District.
- **CRM (Customer Relationship Management) software** – F&O's Alex Woolery, IT and Analytics Specialist, has been interviewing the Leadership Team and key staff to develop the framework for the type of CRM system that will be best for EMSWCD's use. Alex and I have met to go over his findings and the evaluation of cloud-based versus server-based options. There are pros and cons to each. We need to balance the convenient access and security of a cloud-based option with a remotely less accessible yet more secure server-based option. We also will need to review the End User License Agreements (EULAs) with all cloud-based options to ensure we continue to own the rights to our own data. We anticipate circling back to the Leadership Team and key staff shortly with these outcomes, vendor options, establishment of a timeline for procuring the system at the beginning of 23-24, use training,



April 2023 Board of Directors Meeting: Executive Director and Leadership Team Updates

East Multnomah Soil and Water Conservation District

3/27/2023

data exportation/importation, scrubbing, and management, as well as mirror-system implementation.

- **Legislative Tracking** – have been tracking daily and reporting out activity and updates on the five bills that EMSWCD is supporting (HB3016: Green Infrastructure, HB2998: OR Soil Health Initiative, HB3021: Forfeiture of Water Rights, SB775: SWCD Board Eligibility, and SB530: Natural Climate Solutions Bill).
- **Board Handbook & Step v Merit Analysis** – have been working with Nancy and others on these tasks as well.

Julie DiLeone, Rural Lands Supervisor:

- Winter English **ivy** control is wrapping up just in time for the start of **garlic mustard** work.
- **StreamCare** planting is almost finished for this year.
- **Promoting** the Weather and Climate Data for Farm Planning and Management workshop on 4/8 in partnership with Clackamas SWCD and the **Eat and Greet for Growers** on 4/19 at the Columbia Grange. Hoping Board members can attend this event.



SPACE Grants Celebrating Small Wins

Board Presentation
April 4, 2023



SPACE 22-23 – to date (30 grants) - \$54,268

Burlingame Creek School
City of Troutdale Earth Day
Connecting Canopies Intern Wellness (Friends of Leach)
Corbett Fire District 14
Friends of Portland Community Garden
Gilbert Park PTA
Grow Portland - Menlo Park Garden Rehab
Growing Gardens' Chef In Your Garden Dinner Series
June Key Delta - Street Planting (Voz)
Laurelwood Shelter Tub Gardens - Friends of Portland Community Garden
Llewellyn School Garden
Montavilla Farmers Market
Mt. Hood Community College Head Start
Mult. Co. Master Gardeners
Oregon State University Extension
OSU - Sagra del Radicchio

Outgrowing Hunger, Central City Community Garden Pollinator Garden
Pacific NW CSA Coalition
Pilgrim Lutheran Church Hedgerow Planting
Portland Fruit Tree Project
Portland Fruit Tree Project
Rhythm Seed Farm
ROSE Community Gardens Project 2023
Sabin CDC
SOLVE - Naturescaping Columbia Slough
Spring for Zenger
St. Johns Farmers Market
Urban Greenspaces Institute
Urban Nature Partners PDX
VetRest

SPACE 21-22

Hogan Cedars Elementary School

Green Bronx Machine - School
Tower Garden Project



SPACE 21-22

Green Lents

**Pollinator Habitat
Plantings**



SPACE 22-23

**OSU - Sagra
del Radicchio**





Proposed Knotweed Control in the Sandy River Watershed

Background

Knotweed (*Fallopia* species) is an invasive weed that the World Conservation Union lists it as one of the world's 100 worst invasive species. It can spread and establish rapidly along waterways. With its fast growth and expansive root mass, it outcompetes and replaces native vegetation. Plants can grow from very small pieces of stem or root that break off and float downstream, spreading in a watershed from top to bottom. It does not produce much, if any, viable seed in the northwest. Due to its large, deep root system, Knotweed cannot be controlled by hand using either cutting or digging in remote natural areas. Research in Oregon showed that herbicide application is the only effective control option.

In the Sandy watershed, The Nature Conservancy led control efforts for years, and thanks to that effort, the infestation is much less extensive in the Sandy than it is in other watersheds such as the Clackamas River, Molalla River, and the Nehalem River. EMSWCD began knotweed control work in Beaver Creek, a tributary to the Sandy River, in 2007. In the rest of the Multnomah County portion of the Sandy watershed, EMSWCD took over knotweed control in 2012, when The Nature Conservancy could no longer continue the work. Clackamas SWCD did the same in their portion of the watershed, but over the last several years they have not had capacity to cover the entire upper watershed.

Members of the Sandy River Basin Partners have observed an increase in knotweed near restoration projects, where levees were removed, and the floodplain is now reconnected to the waterway. These areas, and all riparian areas downstream of these infested locations are at risk of becoming infested with knotweed. In addition, the mainstem of the Sandy River between river miles 31 and 18 has not been treated in the last ten years due to the technical nature of accessing these sites in the Sandy Gorge. This segment ends just upstream of the Multnomah County line. Knotweed from this stretch of the Sandy River can easily move into areas where EMSWCD has already invested time and money to keep knotweed under control. Controlling knotweed in these areas will both protect EMSWCD's investment along the lower Sandy River and save us money in the long run.

Funding

The Portland Water Bureau has \$50,000 in funding available to pay for knotweed control in the Sandy Watershed next fiscal year. The Clackamas SWCD does not have staff capacity next fiscal year to take on the work.

Proposal

Since invasive weeds ignore county lines, and because our staff have extensive experience with knotweed control along the mainstem of the Sandy River, we are proposing that EMSWCD take on this work next fiscal year using Portland Water Bureau funding to pay for our staff time and



Knotweed Control Memo

East Multnomah Soil and Water Conservation District

3/27/2023

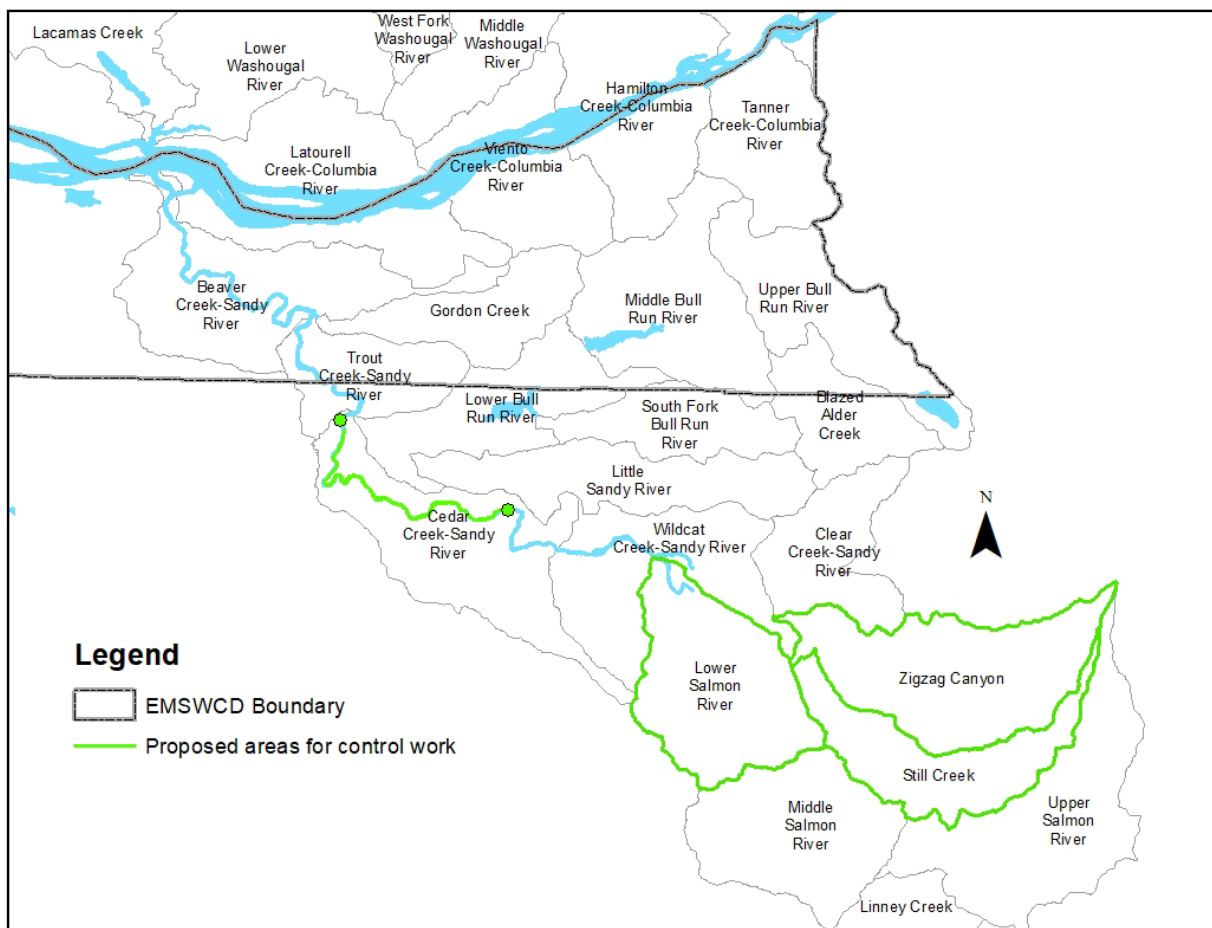
contracted crews. The priority would be control on the mainstem Sandy in the area described above. If this does not use all the funding, and our staff have capacity, we would also do work in the upper Sandy watershed in the Salmon River and other tributaries.

Details

Since the knotweed infestations on the mainstem Sandy River are below the ordinary high-water mark, we do not need to get permission to treat from individual landowners. Clackamas SWCD will need to renew permission from the Department of State Lands; the previous iteration of that expired at the end of 2022. EMSWCD would enter into an Intergovernmental Agreement with Clackamas SWCD that will spell out this and other terms. If this funding is available in future years, Clackamas SWCD believes they will have capacity to take over the work in their portion of the watershed.

Map

The area highlighted green on the mainstem of the Sandy River is the Sandy Gorge, where the majority of the proposed work will take place. If funds remain, the green highlighted sub-watersheds would be the next areas of work.





Request to Purchase Two Trucks

East Multnomah Soil and Water Conservation District

3/27/2023

Background

Elimination of fleet services provided by the Oregon Department of Administrative Services (DAS) to local governments is in the Governor's Recommended Budget for the 2023-25 budget cycle. If approved by the Legislative Assembly, DAS Fleet Services will no longer be able to provide vehicles and vehicle related services to EMSWCD after July 1, 2023. Currently, EMSWCD uses two Fleet Services trucks.

In evaluating options to replace these vehicles, it was determined that there is money in the current capital outlay portion of the Finance & Operations budget that could cover the cost. This is due to postponing remodeling work at the EMSWCD office until next fiscal year.

EMSWCD would purchase two trucks using the State of Oregon's price agreements. Cost would be between \$25,000 and \$30,000 each depending on model, options, dealer, and availability. Including taxes, licensing, and title costs, the total cost for two trucks would exceed Nancy's signing authority of \$50,000.

Request

Board approval for the expenditure of up to \$70,000 for two trucks and delegation of authority to the Executive Director to make the purchase.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

<u>APPROVED ON AND BY:</u>	TBD EMSWCD Board of Directors
<u>POLICY STATEMENT:</u>	The policies and procedures below are intended to ensure that East Multnomah Soil & Water Conservation District (EMSCD) complies with all applicable laws and holds productive and efficient meetings.
<u>APPLICABILITY:</u>	All members of the Board of Directors, Associate Directors, Directors Emeritus, and staff of EMSWCD.
<u>DEFINITIONS:</u>	<u>Associate Director</u> : A non-voting board member appointed by the Board of Directors to expand the capacity and/or expertise of the board.
	<u>Board Members</u> : May include members of the Board of Directors, Associate Directors, and Directors Emeritus.
	<u>Board of Directors (“the Board”)</u> . The five-member governing board of EMSWCD. Members of the Board of Directors are publicly elected for four-year terms, or may be appointed by the Board to fill a vacant position until the next election.
	<u>Director Emeritus</u> : A non-voting board member appointed by the Board of Directors to expand the capacity and/or expertise of the board; the position is reserved for a person who previously served as an EMSWCD board member.

Contents

1.0	OVERVIEW	2
2.0	BOARD OF DIRECTORS.....	2
3.0	ASSOCIATE DIRECTORS AND DIRECTORS EMERITUS	4
4.0	AUTHORITIES, REQUIREMENTS, AND RESPONSIBILITIES.....	6
5.0	GENERAL EXPECTATIONS	7
6.0	OFFICER POSITIONS AND DUTIES	8
7.0	OFFICER TERMS AND ELECTIONS	9
8.0	COMMITTEES	9
9.0	MEETING PREPARATION	10
10.0	GENERAL MEETING PROCEDURES.....	10
11.0	PROCEDURES FOR FORMAL DECISION-MAKING	12
	Appendix 1: Motion Summary	13



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

1.0 OVERVIEW

1.1 Background

The East Multnomah Soil & Water Conservation District (EMSWCD) is a non-regulatory, local government entity operating east of the Willamette River centerline in Multnomah County. EMSWCD's mission is to help people care for land and water. EMSWCD is governed by an elected Board of Directors, which makes legislative and policy decisions on behalf of the district. The Board of Directors supervises an Executive Director who is responsible for day-to-day operations, including staffing, and for carrying out the direction of the Board.

The Oregon Department of Agriculture (ODA) provides technical support and administrative oversight to Oregon's 45 soil and water conservation districts, including oversight of and assistance with board elections and vacancies. Specific areas where EMSWCD may interface with ODA are addressed in these policies.

1.2 Board Make-up

EMSWCD board is made up of five publicly elected directors who each serve a four-year term. Associate directors and directors emeritus may be appointed to the board by the board of directors. Directors, associate directors, and directors emeritus are all considered "board members."

1.3 Director Zones

EMSWCD's five-member Board consists of two at-large positions and three positions representing, respectively, the following zones:

- 1.3.1 The boundaries of Zone 1 include: the Multnomah County line to the north, the Willamette Base Line/Willamette Meridian (T.1N – T.1S township line) to the south, the Willamette River centerline to the west, and the Sandy River centerline to the east.
- 1.3.2 The boundaries of Zone 2 include: the Willamette Base Line/Willamette Meridian (T.1N – T.1S township line) to the north, the Multnomah County line to the south, the Willamette River centerline to the west (including Ross Island), and the Sandy River centerline to the east.
- 1.3.3 The boundaries of Zone 3 include: the Multnomah County line to the north, the Multnomah County line to the south, the Sandy River centerline to the west, and the Multnomah County line to the east.

All five Board members are elected by all voters in the District.

2.0 BOARD OF DIRECTORS

Responsibilities

The Board of Directors is responsible for:

- 2.1.1 Ensuring EMSWCD is in compliance with all federal, state, and local laws and the policies of ODA.
- 2.1.2 Reviewing and adopting policies needed to govern the operations of EMSWCD; including policies to ensure fiscal accountability and integrity.
- 2.1.3 When appropriate, delegating authority to individual Directors or staff to approve contracts, sign written instruments, and take other actions on behalf of EMSWCD.
- 2.1.4 Electing Board officers and defining their authorities and responsibilities.
- 2.1.5 Appointing committee members and defining their authorities and responsibilities.
- 2.1.6 Recruiting, supervising, and evaluating the Executive Director; clearly defining the responsibilities, authorities, and actions of the Executive Director through a job description and work plan.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 2.1.7 Ensuring that personnel matters are directed to the executive director, the personnel committee, or the full Board as appropriate.
- 2.1.8 Periodically assessing progress toward accomplishing EMSWCD's vision, mission, strategic plan, and annual work plans.
- 2.1.9 Reviewing and approving the annual budget, appropriating funds, certifying the tax, and adjusting the budget as needed and ensuring compliance with Oregon's Local Budget Law.
- 2.1.10 Regularly reviewing the financial status of EMSWCD.

2.2 Qualifications

Oregon Revised Statutes (ORS) 568.560(2) and (3) describe the eligibility requirements for the Board of Directors for a soil and water conservation district:

- 2.2.1 All directors (at-large and zone) must:
 - 2.2.1.1 Reside within EMSWCD boundaries; and
 - 2.2.1.2 Be a registered voter.
- 2.2.2 Zone directors must also:
 - 2.2.2.1 Reside within the zone that is being represented and manage 10 or more acres within EMSWCD boundaries **OR** reside within EMSWCD boundaries and manage 10 or more acres within the zone that is being represented.
 - OR**
 - 2.2.2.2 Reside within the zone that is being represented **AND** have served at least one year as an EMSWCD director or associate director **AND** have a conservation plan approved by EMSWCD board.

2.3 Restrictions

- 2.3.1 Board members may serve as EMSWCD volunteers, but must defer to staff in such situations as would any other volunteer.

2.4 Director Election and Appointment Processes

- 2.4.1 Director elections occur during the November general election in even-numbered years. ORS chapters 568 and 255 outline the process for Board elections. Where ORS 568 is incomplete, ORS chapter 255 applies.
- 2.4.2 The Oregon Department of Agriculture (ODA) is responsible for providing information and guidance on conservation district elections. ODA notifies each district of positions that are up for re-election, procedures to follow, applicable laws and rules, and timelines. Districts and candidates are responsible for submitting the required forms and information to ODA and county clerks before the filing deadline. Candidates are responsible for publishing their information in the local voters' pamphlet.
- 2.4.3 EMSWCD Zone 1 Director, Zone 2 Director and At-Large 1 Director are elected during the same election year; Zone 3 Director and At-Large 2 Director are elected during the same election year.
- 2.4.4 Directors are elected for a four-year term.
- 2.4.5 An oath of office will be taken by each director at or immediately following the meeting at which they are appointed or when their elected term begins. A signed oath will be kept on file and a copy sent to ODA.

2.5 Board Vacancies

As per ORS 568.560(7), a director position becomes vacant before the term expires under the following circumstances:



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 2.5.1 A director has missed at least three consecutive Board meetings. A majority of the board provides a written recommendation that the position be declared vacant by ODA. The position then becomes vacant when ODA issues a declaration.
- 2.5.2 No individual qualifies for election to have their name placed on the ballot or to have the write-in votes cast in their name counted. The position becomes vacant on January 1 following the November election.
- 2.5.3 ODA determines a candidate that received the most votes does not qualify to hold the position. The position becomes vacant on January 1 following the November election unless another qualified individual has been appointed to the position.
- 2.5.4 ODA determines that a serving director no longer qualifies to hold the position. The position becomes vacant upon the declaration by ODA.
- 2.5.5 A director resigns from the position. The position becomes vacant upon ODA receiving notice of the resignation.
- 2.5.6 A director, elected or appointed, refuses to take the oath of office. ODA may declare the position vacant if the signed oath of office is not provided.

2.6 Filling Board Vacancies

- 2.6.1.1 According to ORS 568.560(8), the remaining members of the board may, by majority vote, appoint someone to fill a vacancy that occurs between elections. If the remaining board directors cannot agree on an appointee, ODA may fill the vacant position by appointment. An appointed director must meet the director eligibility requirements. An appointed director will serve until the next general election, regardless of the time remaining in the term. The appointment will end on January 1 following the next general election.
- 2.6.1.2 EMSWCD will solicit applications from interested candidates, including by publicly posting the vacancy

3.0 ASSOCIATE DIRECTORS AND DIRECTORS EMERITUS General Role. Associate Directors and Directors Emeritus:

- 3.1.1 Are volunteers who serve as non-voting members of the board. They may be appointed to serve and vote on committees and may contribute to board discussions.
- 3.1.2 Fill current needs and/or bring necessary skills and abilities as identified by the Board of Directors to enhance its effectiveness.
- 3.1.3 Work to implement the mission of EMSWCD and represent its constituents.
- 3.1.4 Represent EMSWCD, its Board of Directors, and its mission.

3.2 Qualifications

Associate Directors and Directors Emeritus must:

- 3.2.1 Live within EMSWCD's service area and must have served as a member of EMSWCD Board of Directors.
- 3.2.2 Attend at least three board or committee meetings prior to application.
- 3.2.3 Advance the current recruitment goals identified by the Board by possessing identified needed expertise in a relevant area, such as community involvement and outreach, conservation practice implementation, project management, accounting and finance, law, personnel management, land and water management (farming, forestry, ecological restoration, etc.) and/or public policy. Evidence of identified needed expertise may be obtained through 10 or more years of relevant education, employment, and personal experiences.
- 3.2.4 Demonstrate interest and experience in natural resource conservation.
- 3.2.5 Be willing and able to attend a majority of board meetings.
- 3.2.6 Be willing and able to serve on at least one board committee and attend a majority of the committee meetings.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 3.2.7 Be willing and able to represent EMSWCD with other organizations and external committees.
- 3.2.8 Be committed and able to work as a team member with the Board and staff.
- 3.2.9 Be committed to a voluntary, non-regulatory, and collaborative approach to conservation.

3.3 Associate Director Appointment Process

- 3.3.1 The Board of Directors will identify needed expertise on the board and instruct staff to post a recruitment announcement for an Associate Director on EMSWCD website, among other places. The Board will consider and recruit on the basis of such assets as constituent representation; desirable personal qualities; and skill sets.
- 3.3.2 Board members and staff are encouraged to actively recruit for Associate Director(s) within their professional networks.
- 3.3.3 Interested candidates will submit a cover letter and resume to EMSWCD, indicating interest in serving as an Associate Director, setting out relevant skills/qualifications and indicating a particular area of interest in working with EMSWCD and its board. Application materials should include the names, addresses, and telephone numbers of at least three professional references. Staff will acknowledge receipt of all applications and keep candidates informed of the status/outcome of their request throughout the process.
- 3.3.4 Qualifications and eligibility will be verified by staff and references will be checked. An interview by the executive director may be requested.
- 3.3.5 Applications from viable candidates will be referred to the Board and considered during a regularly scheduled board meeting. Although not a requirement, it is customary for the candidate not to be present when their appointment is discussed and voted on. Board Members may, however, ask applicants to attend the board meeting to introduce themselves.
- 3.3.6 The Board will consider the applications and, at its sole discretion, appoint by majority vote one or more Associate Directors. If questions or concerns arise, appointments may be deferred to a subsequent board meeting. In any case, Associate Directors will not be appointed during the six-month period preceding an election (June – November in even-numbered years).

3.4 Director Emeritus Appointment Process

When a member of the Board of Directors voluntarily steps down from their position during a term or declines to run again at the conclusion of their term, they may ask (or be asked by one or more of the remaining board directors) to become a Director Emeritus. The Board may take up the issue at a subsequent Board meeting or at the next January board meeting. The appointment of a Director Emeritus will be approved by a majority vote of the Board of Directors.

- 3.5 **Oath of Office:** An oath of office will be taken by each Associate Director and Director Emeritus at or immediately following the meeting at which they are appointed. Oaths will be witnessed by a notary public. A signed oath will be kept on file and a copy sent to ODA.
- 3.6 **Terms, Dismissals, and Re-appointments:** Associate Directors and Directors Emeritus normally serve up to a two-year term, which expires at the end of December in even-numbered years. At the Board's discretion, the need and relevance of existing positions and appointments will be reviewed in even-numbered years and may be renewed/re-appointed in January of odd-numbered years. Associate Directors and Directors Emeritus may be removed at any time by a majority vote of the Board of Directors.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

4.0 AUTHORITIES, REQUIREMENTS, AND RESPONSIBILITIES

4.1 General Authorities

Oregon Revised Statute 568.550 outlines the general statutory powers granted to Oregon soil and water conservation district boards. Individual Board Members have no individual power or authority unless a majority of the Board votes to delegate it for specific limited tasks. This grant of authority should be recorded in the meeting minutes for the Board.

4.2 Basic Legal Requirements

The EMSWCD Board is responsible for ensuring that the basic requirements below are met.

- 4.2.1 Develop and submit an annual work plan to ODA for review and comment.
- 4.2.2 Develop and submit an annual report to ODA.
- 4.2.3 Provide for an annual audit of the accounts of receipts and disbursements in accordance with ORS 297.210, 297.230 and 297.405 to 297.555.
- 4.2.4 By board Resolution, fix a date and time for an annual meeting, give due notice to landowners and other residents, and present the annual report and audit during an annual meeting.
- 4.2.5 Develop and submit a long-range plan to ODA for review and comment.

4.3 Additional Legal Conditions

- 4.3.1 Compensation: Board members may request up to \$50 in compensation for each day or portion of a day spent on EMSWCD business. Requests are made in writing using the prescribed form, submitted to and approved by the Executive Director.
- 4.3.2 Conflicts of Interest: In accordance with Oregon law, if a board/committee member has a potential conflict of interest (could result in a pecuniary benefit) in a matter before the board/committee, they must disclose that potential conflict prior to discussing the matter at the meeting. They may still discuss the matter and may still vote. If a board/committee member has an actual conflict of interest (will result in a pecuniary benefit) in a matter before the board/committee, they must declare the conflict before the discussion begins and recuse themselves from further discussion and voting in the matter. Declarations of potential or actual conflicts of interest must be recorded in the meeting minutes. The responsibility to declare a conflict of interest applies if the “pecuniary benefit” could be to the board/committee member, a relative of the board/committee member, or a business with which the board/committee member or relative is associated.
- 4.3.3 Expense Reimbursement: Board members may be reimbursed for reasonable expenses incurred in the course of representing EMSWCD at meetings or attending relevant trainings. These expenses must be within the amount budgeted for such items. EMSWCD will not reimburse the cost of guests accompanying a director to an event or for the cost of alcoholic beverages.
- 4.3.4 Legal Compliance: All board and committee members must comply with the Oregon Public Meetings Law and follow approved EMSWCD rules for conducting meetings.
- 4.3.5 Legal Coverage: Board members acting within the “course and scope” of their legal responsibilities as board members are protected by both EMSWCD’s liability and crime protection policies and by the Oregon Tort Claims Act. Board members are not protected from personal liability for actions taken that are outside their authority, including any willful misconduct or criminal act. A personal liability “umbrella” policy is recommended but not required for board members.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 4.3.6 Political Activities: EMSWCD staff, resources, webpage etc. may not be used for political activities. EMSWCD staff can provide information and answer questions regarding election procedures but must do so equally for all requestors and may not perform any other tasks related to the election process. EMSWCD staff must remain neutral in political matters. The board may take a position on political issues through a board-approved motion but will not authorize or require staff or EMSWCD resources to be used for political activities. Please also see SDAO's elected officials guide.
- 4.3.7 Record Keeping: All boards and committees must keep full and accurate records of all proceedings, resolutions, regulations, and orders. All EMSWCD-related records, including emails on personal e-mail accounts, are public records subject to disclosure unless an exemption applies, and retention requirements apply. To assist with public records retention, board members may copy all EMSWCD-related emails to pubrec@emswcd.org or other address identified by the Executive Director for this purpose. EMSWCD will provide a separate email account for EMSWCD-related communications upon request.

5.0 GENERAL EXPECTATIONS

- 5.1 Board Effectiveness: Board members should periodically assess the effectiveness of the Board's operations.
- 5.2 Board Recruitment: Board members should recruit and orient new prospective Directors, Associate Directors, and Directors Emeritus.
- 5.3 Complaints: Complaints regarding staff or volunteers should be directed to the Executive Director. Complaints regarding the Executive Director or Directors should be directed to the Board chair or the personnel committee as appropriate. The chair may call an executive session if warranted.
- 5.4 Conduct: Respectful, constructive and courteous conduct is expected in meetings and when representing EMSWCD. Frank discussion and critical questions are encouraged, but disruptive or destructive behavior will not be tolerated.
- 5.5 Confidential Information: Board members are expected to protect the confidentiality of communications from EMSWCD's attorney, executive session discussions and other sensitive information.
- 5.6 EMSWCD Representation: Board members are expected to be clear about when they are speaking for EMSWCD and when they are not. If speaking for EMSWCD, board members are expected to represent accepted policy or the position of the Board as a whole.
- 5.6.1 Public Outreach: Board members should keep the public, landowners, other constituencies, county commissioners, legislators, agencies, organizations, funders, and the media informed of EMSWCD programs, services, achievements, and needs.
- 5.6.2 Public Participation: Board members should invite constituents, volunteers, partner agencies, and groups to board and committee meetings to explore issues and seek solutions.
- 5.6.3 When communicating with the press, board members are expected to ensure that the entire Board and the Executive Director are aware of what is being communicated. It may be desirable in the case of controversial issues to follow a set of "talking points" agreed to by the entire Board. Staff can assist in this area.
- 5.7 Identification of Needs: Board members should identify conservation needs and bring them to the Board for discussion.
- 5.8 Knowledge of EMSWCD: Board members should have a good understanding of EMSWCD's history, existing programs, ongoing work, legal authorities, and institutional relationships. Board members should read the regular activity reports and other communications from the executive director to stay abreast of events between meetings.
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Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 5.9 Meeting Attendance: Board members are expected to attend 12 regularly scheduled board meetings per year as well as committee meetings, several meetings related to budget development, the annual meeting and other special meetings. Altogether there is an average of 20 meetings per year. Most meetings are three hours or less, although some special meetings may require a full day or more. An average of one out-of-town event per year should also be expected.
- 5.10 Meeting Preparation: Board and committee materials should be read before meetings.
- 5.11 Public Service: Board members are expected to serve the public and the resources of EMSWCD to the best of their ability. Board members should keep the public interest and EMSWCD's mission foremost.
- 5.12 Timeliness: Board and committee meetings should commence on time, which requires that board members arrive five to ten minutes prior to the meeting time or notify the board or committee chair of absences or late arrivals.
- 5.13 Training: All new board members are expected to thoroughly review and obtain a working knowledge of all on-boarding materials provided by the executive director and to attend at least one board training during the first year of service. Thereafter, all board members are expected to participate in at least one board training event per year.

6.0 OFFICER QUALIFICATIONS, POSITIONS AND DUTIES

Officer positions and duties are described below. Only Board Directors may serve as Board officers. All appointed committee members may serve as committee officers.

6.1 Chair

- 6.1.1 The chair of the Board will preside at meetings of the Board of Directors. The chair of committees will preside at committee meetings.
- 6.1.2 The chair will maintain order in meetings and ensure that meetings are effective and conducted in accordance with Oregon Public Meetings Law and consistent with these policies and procedures.
- 6.1.3 The chair is responsible for maintaining order at meetings. The chair may request or require that disruptive attendees stop engaging in disruptive behavior and leave the meeting if necessary.
- 6.1.4 The chair will consult with the Executive Director (or assigned staff for committees) regarding the preparation of each board meeting agenda and provide an opportunity for board/committee members to recommend agenda items.
- 6.1.5 The chair will have the same right as other members of the board/committee to discuss and to vote on questions before the board/committee.
- 6.1.6 The chair may call special meetings and executive sessions of the board/committee as authorized by the Oregon Public Meeting Law.
- 6.1.7 If feasible, the board chair should conduct exit interviews for all outgoing board members.

6.2 Vice-Chair

In the chair's absence, or during any disability of the chair, the vice-chair will have the powers and duties of the chair as prescribed by district policy. The vice-chair will have such other powers and duties as a majority of the board may from time to time determine.

6.3 Secretary

The position of secretary is required by state law. The secretary will ensure that EMSWCD staff take accurate minutes of each board meeting and distribute minutes to each board member in a timely manner for review prior to approval; review draft meeting minutes and provide comment and tentative approval; ensure that EMSWCD staff maintain properly authenticated official minutes in chronological order; provide an overview of action items and the draft meeting minutes at each board meeting and presenting them to the Board for their review and approval.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

6.4 **Treasurer**

The treasurer of the board will review and approve monthly financial bank statements and reconciliation reports to ensure that accurate accounting and financial records are being maintained.

7.0 **OFFICER TERMS AND ELECTIONS**

- 7.1 Board officers serve two-year terms. Committee officers serve one-year terms.
- 7.2 Board officers are normally elected at the January board meeting in odd-numbered years. Committee officers are elected at the first committee meeting of each calendar year.
- 7.3 Only Board Members may serve as Board officers. Any committee member may serve as a committee officer.
- 7.4 Board officers are selected by a majority vote of the Board of Directors. Committee officers are selected by a majority vote of committee members.
- 7.5 The terms of all board officers, unless terminated earlier, expire on December 31 of even-numbered years, but are extended automatically until the next regular or special meeting at which officer elections are held. The terms of all committee officers, unless terminated earlier, expire on December 31 of each year, but are extended automatically until the next regular or special meeting at which officer elections are held.
- 7.6 If a new officer is not elected at the first regular or special meeting of the year, the board/committee may hold elections over to the next regular or special meeting or continue balloting as many times as necessary to obtain the majority for a single candidate.
- 7.7 Board officers may serve no more than one full term consecutively in each position. Committee officers may serve no more than two full consecutive terms in each position. The board and committees may, however, suspend these limits if no other candidates are willing or able to serve in an officer position. For the purposes of determining board officer term limits, a full term is considered to be the 24-month period between January of odd-numbered years and December of even-numbered years. For the purposes of determining committee officer term limits, a full term is considered to be the 12-month period between January and December of each calendar year. If an officer serves for less than a full term, then this will not be considered part of the full-term limit period.
- 7.8 Any officer appointed or elected by the board may be removed by a majority vote of the board at any time.

8.0 **COMMITTEES**

Committee: Any group charged by the Board of Directors with developing recommendations for board action.

- 8.1 The standing committees, their purposes, and general nature of meetings will include:
 - 8.1.1 **Budget Committee:** Reviews and approves EMSWCD's budget and related activities on a fiscal year basis.
 - 8.1.2 **Grants Committee:** Reviews policies and makes recommendations to the board concerning all EMSWCD grant programs.
 - 8.1.3 **Land Legacy Committee:** Evaluates the role, opportunities, and activities of the Land Legacy Program and makes recommendations to the board regarding related policies, approaches, and land acquisitions.
 - 8.1.4 **Partner in Conservation (PIC) Review Committee:** Reviews PIC grant applications and makes funding recommendations to the board.
 - 8.1.5 **Personnel and Policy Committee:** Makes recommendations regarding staff and human resources-related policies to the board. The executive director is empowered to conduct staff exit interviews, but staff may request an exit interview with the Personnel committee.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 8.1.6 Small Projects and Community Events (SPACE) Review Committee: Reviews SPACE grant applications and makes funding recommendations to the board.
- 8.2 Additional standing committees and/or ad-hoc/special committees may be established by the board when determined necessary by the board.
- 8.3 Committee membership is determined each year, normally in January, by a majority vote of the board of directors. Committee membership can be augmented or changed during the committee term by a majority vote of the board of directors. Staff support to each committee will be determined by the executive director.
- 8.4 All committee members have the right to vote. Staff assigned to support committees will not vote.
- 8.5 Committee purposes and authorities will be reviewed and approved each year, normally in January, by a majority vote of the board of directors in January of odd numbered years.

9.0 MEETING PREPARATION

- 9.1 EMSWCD board and committee meetings are governed by Oregon's Public Meetings Law. Public notice is required for all meetings for which a quorum is present. Executive sessions, though they are not open to the public, are still "public meetings" for which notice is required.
- 9.2 Two weeks prior to each meeting, staff assigned as leads for each board or committee meeting will work with the board and committee chairs to identify the major topics of each meeting. The major topics will be sent to the clerk for the board of directors. The clerk will draft the public notices.
- 9.3 EMSWCD's intent is to issue a public notice for all board and committee meetings at least seven business days prior to the meetings. Some meetings (i.e., the annual meeting and some budget meetings) require two notices prior to their occurrence. The clerk will be responsible for properly noticing all public meetings, which includes sending the meeting notices to individuals and entities that have specifically requested notification.
- 9.4 Seven days prior to each meeting, draft agendas will be completed by the executive director (or assigned staff for committee meetings) and the board and committee chairs with input from other board and staff members. Agendas will identify any items where a decision is requested.
- 9.5 Immediately upon completion, the clerk will distribute draft agendas and supporting materials (including the previous meeting minutes) to the board/committee members, staff, and the public. All materials will be made available electronically and, upon request, in hard-copy form.
- 9.6 At the meeting itself, the meeting agenda and all supporting meeting materials will be made available electronically to board and committee members and staff unless otherwise requested. Hardcopies of the meeting agenda and all supporting materials will be provided upon request.

10.0 GENERAL MEETING PROCEDURES

- 10.1 Whenever a quorum of the board or a committee meets, proper prior public notification must be made (see Section 9.0 above). If decisions or actions will be contemplated by the board or a committee, a quorum of the board or committee must be present. A quorum of the board constitutes a majority of the board directors only (as associate directors and directors emeritus do not vote). In EMSWCD's case, a quorum of the board is at least three board directors. A quorum of a committee constitutes a majority of the committee members, which varies by each committee.
 - 10.2 Board/committee members and staff are expected to arrive 5-10 minutes prior to the beginning of each meeting. Meetings will start on time.
 - 10.3 The agenda and time limits for each agenda item will be followed as closely as possible. At the time stated for making such requests, members of the public or of the board/committee may request that an item be added to the agenda. At the discretion of the chair or by a vote of the board/committee, the agenda may be revised.
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Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 10.4 The chair has authority to preside over the meeting. The chair may interrupt a board/committee member or other speaker when necessary to move the agenda forward or to enforce established meeting rules.
- 10.5 All business requiring board/committee action will require a motion by a board director or committee member; a second by another director or committee member; and approval by a majority of the directors/committee members unless unanimous approval is required by law or other applicable rule. The chair may second motions, discuss motions, and vote.
- 10.6 Discussion will be limited to the subject matter being discussed. The chair is responsible for keeping the discussion to the issue at hand.
- 10.7 The chair must recognize any director/committee member who is entitled to speak and requests to do so.
- 10.8 A director/committee member may give an explanation of a subject before making a motion for the board's/committee's consideration. Informal discussion may take place in order to properly frame the motion and to ensure all directors/committee members understand the motion before discussion begins. No debate on the matter will be allowed until a motion has been made.
- 10.9 The director/committee member making the motion has the right to speak first during the discussion. No director/committee member will begin speaking while another director/committee member is speaking.
- 10.10 The chair may ask a director/committee member to cease speaking if his or her comments are repetitive of remarks previously stated. The chair may limit the number of times each director/committee member may speak to the same motion at the same meeting. No director/committee member may speak to a motion a second time until every director/committee member who desires to speak on the motion has had an opportunity to do so.
- 10.11 Debate will be limited to the merits of the discussion.
- 10.12 The chair has the responsibility and authority to ask any person who fails to comply with board-approved rules of conduct, violates state or local laws, or who causes a disturbance to leave the meeting. Upon failure to do so, the person becomes a trespasser and may be arrested.

10.13 Meeting Minutes

- 10.13.1 The clerk will keep written minutes for all board and committee meetings including emergency and executive sessions. Every meeting will also be audio recorded.
- 10.13.2 After transcribing the meeting minutes, the clerk will send the minutes to relevant staff and committee members, and (for board meetings only) the secretary for review of accuracy and completeness.
- 10.13.3 Minutes will also be reviewed for accuracy and completeness at the following relevant meeting, amended as needed, approved by the board or committee and then, for board meeting minutes, signed by the secretary.
- 10.13.4 All approved minutes will be maintained in electronic format and be made available to the public. Executive session minutes may be exempt from disclosure as described in Oregon Public Records Law.
- 10.13.5 Any hardcopy handouts or electronic presentations made during any board or committee meeting will become part of the public record. Electronic versions of the documents and presentations will be obtained, kept on file, and made publicly available.
- 10.13.6 All approved board meeting minutes will be emailed to a specific group of recipients as requested by ODA.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

- 10.13.7 The clerk will track decisions, positions, motions, resolutions, and actions of the board and committees.

11.0 PROCEDURES FOR FORMAL DECISION-MAKING

When a formal decision is required by the Board, the Board chair will implement the following general procedure:

- 11.1.1 After the topic has been introduced and discussed, the chair calls for a motion on the matter.
- 11.1.2 Any board member other than the chair may make the motion, being as specific as possible about what the board is to vote on.
- 11.1.3 Once the motion is made, any board member may request to modify, amend, or clarify the motion. If the motion is changed, the board member who made the original motion withdraws the motion and any board member may make a new motion.
- 11.1.4 Once the motion is made (or amended), the chair requests a second. Any board member other than the chair or the member making the motion may second the motion. If no second is made, the motion dies for want of a second.
- 11.1.5 If the motion is made and seconded, the chair calls for any further discussion.
- 11.1.6 At the conclusion of the additional discussion (if any), the chair calls for a vote on the motion. For example, "All those in favor of [state the motion] say 'aye'" And "those opposed, say 'nay.'"
- 11.1.7 Board members, including the chair, may vote collectively by voice vote, or the chair may request an individual voice vote by roll call of the members present and add the chair's vote to the individual votes.
- 11.1.8 If a board member must abstain from voting due to an actual conflict of interest or other reason, instead of saying "aye" or "nay," the board member should announce that he or she abstains.
- 11.1.9 After taking the vote, the chair announces, "the motion is passed" or "the motion fails," whichever applies, and direct any board members or staff to take the appropriate action to implement the decision.
- 11.1.10 The outcome of the vote must be recorded in the meeting minutes. If the vote is unanimous, the minutes may reflect a unanimous vote. If there is a split vote, the minutes should reflect how each member voted, including any abstentions.
- 11.1.11 If circumstances indicate or require an alternative voting procedure, the table in Appendix 1 provides procedures for common types of motions. If the table in Appendix 1 does not adequately address the matter, Roberts Rules of Order will be consulted to determine the appropriate procedure under the circumstances.
- 11.1.12 No decision of the board will be invalid due to failure to strictly adhere to the processes described in this policy, provided the meeting minutes accurately reflect the matter voted on and the outcome of the vote.

**Directive No. 1.3.1 – Board and Committee Policies and Procedures**

Date: 3/23/2023

East Multnomah Soil and Water Conservation District

Appendix 1: Motion Summary

Motion to...	Second Required	Can be Discussed	Can be Amended	Can be Reconsidered	Number Directors for Acceptance	Out of Order When Other Business
Adjourn	No	Yes	No	No	3	No
Amend	Yes	Yes	Yes	Yes	3	Yes
Appeal	Yes	Yes	No	Yes	3	Yes
Call for a Special Meeting	Yes	No	Yes	Yes	3	No
Call for the Orders of the Day	No	No	No	On call or 5 votes	4	Yes
Limit / Extend Time for Debate	Yes	No	Yes	Yes	4	Yes
Main Motion	Yes	Yes	Yes	Yes	3	Yes
Move for a Vote	Yes	No	No	Yes	4	Yes
Point of Order	No	No	No	Chair rules or 4 votes	No	Yes
Postpone to a Certain Time	Yes	Yes	Yes	Yes	3	Yes
Raise a Question of Privilege	No	No	No	No	Chair Rules	Yes
Recess	Yes	No	Yes	No	3	Yes
Reconsider	Yes	Yes	No	No	3	Yes
Rescind	Yes	Yes	Yes	Only no vote	3, if notice 4, if no notice	No
Refer	Yes	Yes	Yes	Yes	3	Yes
Suspend the Rules	Yes	No	No	No	4	No
Table a Motion	Yes	No	No	No	4	No
Take off the Table	Yes	No	No	No	3	No
Withdraw a Motion	By maker	No	No	Only no vote	3	Yes
Make a Nomination	No	Yes	No	No	3	No
Close Nominations	Yes	No	Yes	No	4	No
Reopen Nominations	Yes	No	Yes	Only no vote	3	No



Grant Program Decision-making * Policy 3.2.2
 East Multnomah Soil & Water Conservation District

August 3, 2015

Issue	Staff	Committee	Board
1. Goals			X
2. Outreach / Project Solicitation	X		Board partners with staff on outreach
3. Transparency, Conflicts, and Disclosure	X	PIC ✕	
4. Application Process	X		
5. Application Materials	X		
6. Proposal Development and Presentation	X		
7. Entity Eligibility	Staff screens for eligibility		Board establishes eligibility guidelines
8. Project Eligibility	Staff screens for eligibility		Board establishes eligibility guidelines
9. Funding Levels			X
10. Program Duration			X
11. Project Evaluation Process	X	✕	
12. Funding Recommendations	SPACE, CLIP, EFSOG (up to \$50,000)	PIC Grant Review Committee ✕	
13. Project Approval	SPACE, CLIP, EFSOG (up to \$50,000)		✕ PIC
14. Project Duration	X		
15. Project Tracking, Reporting, and Follow up	X		

* Approved by the EMSWCD Board of Directors on August 3, 2015

Jay Udelhoven, Executive Director

Page 1 of 1



Grant Program Policy Update

East Multnomah Soil and Water Conservation District

3/27/2023

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 April 3, 2023, meeting, The EMSWCD Board will be asked to decide on whether to approve the updated policy framework recommended by staff in this document. Additionally, staff will provide more detailed review of updates to the individual Grant Programs.**

History and Need for Policy Review

The Board of Directors has 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 (*under development*)
- 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 existing policies were adopted, many 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 – **remove – this program not being funded.**

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 some grant programs. These recommended changes are noted in the attached roles and responsibilities chart.

Updates to CLIP and SPACE Grant Programs

Additionally, staff is recommending 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 which will be removed from the policy section. Moving details about how programs are administered out of Policy Section 3.2 provides more flexibility for staff to make changes without being out of compliance or requiring Board action for every process or administrative change.



Grant Program Policy Update

East Multnomah Soil and Water Conservation District

3/27/2023

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. As part of this policy update, the Board would be authorizing the Executive Director to approve staff funding recommendations for SPACE, CLIP and the new Equity-Focused Strategic Opportunities Grants (EFSOG) up to the directors' contracting authority, which is currently set at \$50,000.

Next Steps

1. Board approval (with or without revisions) of the staff-recommended changes to roles and responsibilities described in the Grant Program Decision-Making Policy Section 3.2.2.
2. Board approval of updates to the individual grant programs.
3. 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.



East Multnomah Soil and Water Conservation District Strategic Plan 2023-2027

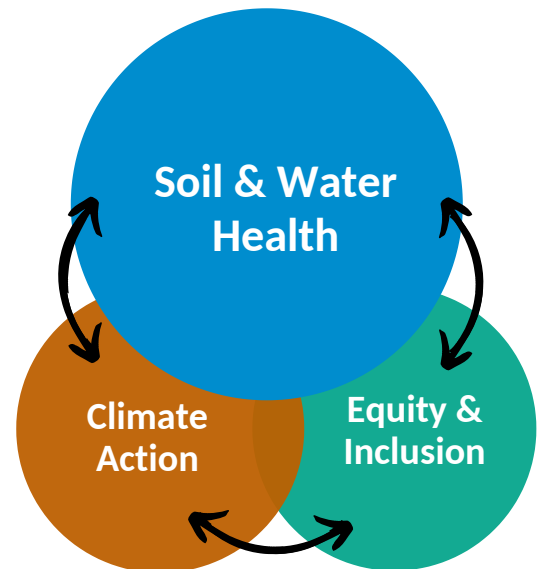
Our Mission:
We help people care for land and water.

Our Mission in Context

Soil and water health are key to maintaining vital living ecosystems that support plants, animals, and humans and are core to everything we do as a soil and water conservation district.

A history of **marginalization and systemic disenfranchisement** of low-income people and people of color has resulted in generational disparities and requires investments that provide greater access to land, nature, and a healthier environment.

Climate change effects are real and far reaching and impact many aspects of natural resources conservation, which is inextricably interwoven with a healthy human habitat.



Framing + Key Priorities for Our Work

Agriculture and Working Lands

People work land in both rural and urban settings.

- We will strive for economic resiliency of farmers, helping with access to land, and sharing resources for urban gardening.
- We promote sustainable practices that support soil and water health, and mitigate climate impacts by creating strong networks for sharing information and best practices.

Natural Spaces

Natural spaces are prevalent in our region in both urban and rural settings.

- We promote soil and water health in these systems, including access to people historically excluded.
- We will partner with organizations that focus on building healthy and accessible spaces throughout our District.

Urban and Built Environment

Our built environment requires a unique approach to addressing soil and water health.

- Our focus needs to span residential, commercial, industrial, community, and open spaces.
- We will develop innovative approaches to addressing the ways in which the built environment can support healthy habitat for all people and wildlife.

Key Takeaways from Stakeholder Input

- Consider the barriers to access some of our programs may present
- Reach out more broadly and conduct deeper stakeholder engagement
- Move away from geographic delineations and instead consider how work is different based on desired outcomes

Critical Questions to Guide Decision Making

Priorities	What is the soil, water, climate, and/or equity concern?
Source	What is the source or who is contributing to the issue or concern?
Niche	Who else is working in this realm and what are the critical/unique gaps that EMSWCD can fill?
Resources	How can we best leverage our strengths, expertise, and resources?
Partnerships	Who else should be “at the table”? How can we partner and solicit input most effectively?
Creativity	How can we think differently given our new lenses of Climate Action and Equity & Inclusion?
Flexibility	What can we do each year to respond to emerging opportunities and challenges?

Themes to Consider

Communications & Outreach	How will we design a new, collaborative approach to this critical work? How will we reach and include those in need?
Leveraging Our Funding	What could we accomplish with additional dollars for our district? How can we update our funding strategies?
Accountability	How do we measure success in a way that is responsive to our core priorities? How can we do things differently?
Teaching & Learning	With the new lenses of Climate Action and Equity & Inclusion, how do we continue to evolve and improve our program offerings?
Regional Demographics	How do we ensure that our work keeps pace with the people who live here?
Agricultural and Land Stewardship, Farmer Pipeline and Economics	What role can we play in supporting farmers at different stages of their careers?

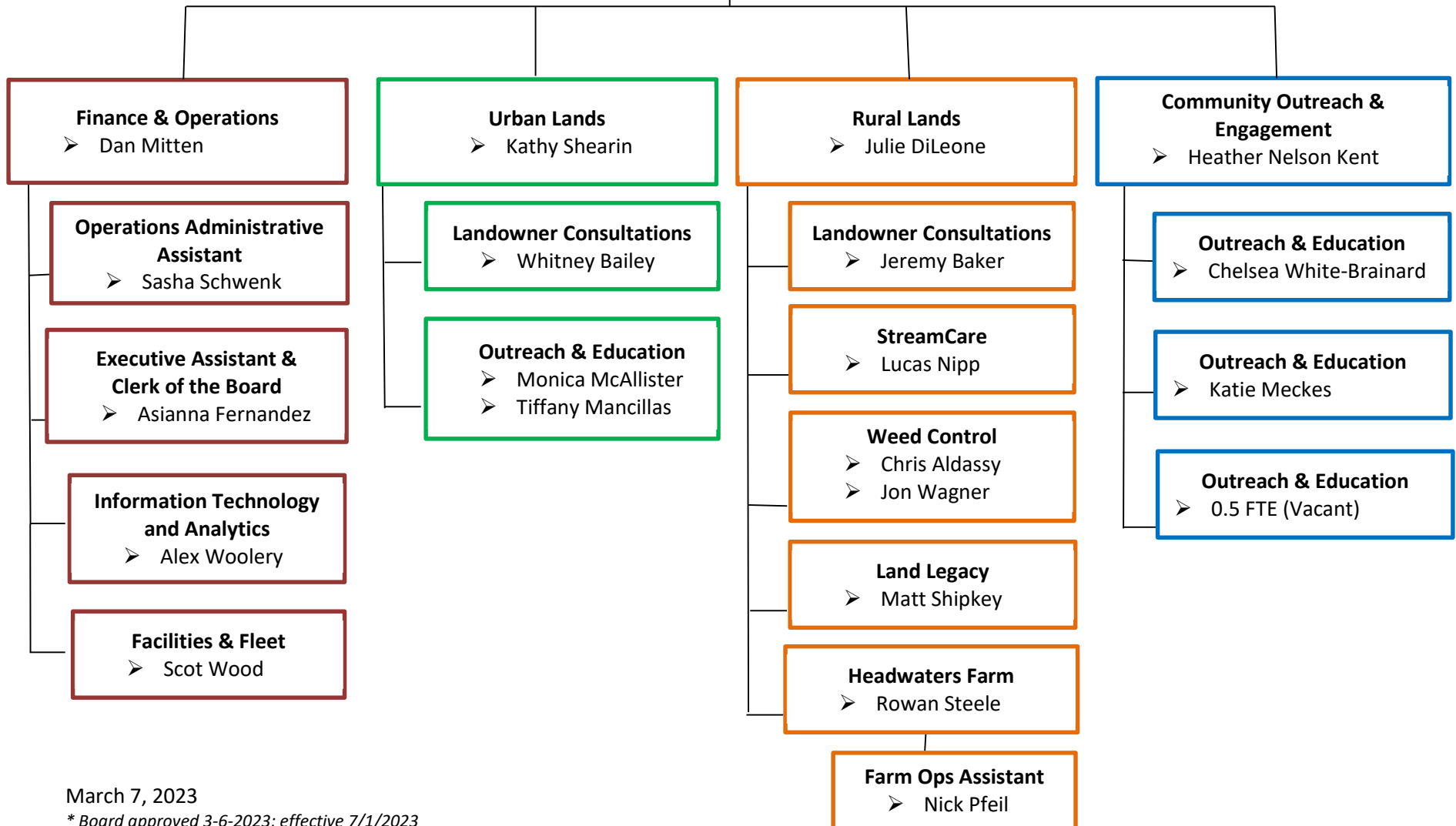


EMSWCD Board

Directors: Jasmine Zimmer-Stucky, Mike Guebert, Laura Masterson, Jim Carlson, Joe Rossi
Associate Directors: none currently

Executive Director

➤ Nancy Hamilton



March 7, 2023

* Board approved 3-6-2023; effective 7/1/2023



FY 23-24 Board and Committee Meetings Schedule
East Multnomah Soil and Water Conservation District

3/27/2023

Highlighted= needs to be rescheduled or not yet scheduled.

Board Meetings:

- July 5, 2023 (Wednesday)
- August 7, 2023
- September 4, 2023 (Labor Day) – reschedule to Wednesday, September 6th?
- October 2, 2023
- November 6, 2023
- December 4, 2023
- January 1, 2024 (New Years Day) – reschedule to Wednesday, Jan 3rd or Monday, Jan 8th?
- February 5, 2024
- March 4, 2024
- April 1, 2024
- May 6, 2024
- June 3, 2024
- July 1, 2024

Committee Meetings:

- May 22, 2023- LLC (Still want this one? Will have one in April too...)
- July 17, 2023 – PC
- July 31, 2023 – LLC
- August, 2023 – None
- September 25, 2023 – LLC
- October 16, 2023 – PC
- November 27, 2023 – LLC (Thanksgiving weekend) – reschedule to Wednesday, November 29?
- December, 2023 – None
- January 15, 2024 – PC (MLK Day) – reschedule to Wednesday, January 17?
- January 22, 2024 – LLC?
- February, 2024 – None
- March 25, 2024 – LLC?
- April 15, 2024 – PC
- May 27, 2024 – LLC? (Memorial Day) – reschedule to Wednesday, May 29?
- June, 2024 – None

Work Sessions?

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03/22/23
Accrual Basis

EMSWCD Balance Sheet Prev Year Comparison As of February 28, 2023

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Beneficial checking	103,760.28	169,656.69	-65,896.41	-38.84%
1010 · LGIP savings acct #1	13,003,236.35	12,669,465.44	333,770.91	2.63%
Total Checking/Savings	13,106,996.63	12,839,122.13	267,874.50	2.09%
Accounts Receivable				
1200 · Accounts Receivable				
1205 · Property Taxes Receiveable	126,354.45	139,137.47	-12,783.02	-9.19%
1200 · Accounts Receivable - Other	16,057.51	17,852.28	-1,794.77	-10.05%
Total 1200 · Accounts Receivable	142,411.96	156,989.75	-14,577.79	-9.29%
Total Accounts Receivable	142,411.96	156,989.75	-14,577.79	-9.29%
Other Current Assets				
1300 · Prepaid Expense	853.70	4,514.90	-3,661.20	-81.09%
1499 · Undeposited Funds	281.50	-3,050.98	3,332.48	109.23%
Total Other Current Assets	1,135.20	1,463.92	-328.72	-22.46%
Total Current Assets	13,250,543.79	12,997,575.80	252,967.99	1.95%
Fixed Assets				
1500 · Fixed Assets				
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%
Total 1500 · Fixed Assets	55,504.18	86,822.90	-31,318.72	-36.07%
1600 · Building				
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%
Total 1600 · Building	1,297,620.68	1,326,271.73	-28,651.05	-2.16%
1700 · Land	5,741,336.47	5,741,336.47	0.00	0.0%
Total Fixed Assets	7,094,461.33	7,154,431.10	-59,969.77	-0.84%
TOTAL ASSETS	20,345,005.12	20,152,006.90	192,998.22	0.96%

11:41 AM
03/22/23
Accrual Basis

EMSWCD Balance Sheet Prev Year Comparison As of February 28, 2023

	Feb 28, 23	Feb 28, 22	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	40,388.79	84,439.06	-44,050.27	-52.17%
Total Accounts Payable	40,388.79	84,439.06	-44,050.27	-52.17%
Credit Cards				
2050 · Beneficial Credit Cards				
2052 · VISA - JD - 0960	172.67	702.66	-529.99	-75.43%
2053 · VISA - KS - 0994	4,425.17	788.96	3,636.21	460.89%
2054 · Visa - RS - 2818	459.86	1,164.49	-704.63	-60.51%
2058 · Visa - SW - 1901	918.41	978.57	-60.16	-6.15%
2059 · Visa - AB - 2529	0.00	975.00	-975.00	-100.0%
2061 · Visa - NH - 4046	156.57	962.16	-805.59	-83.73%
2062 · Visa - SS - 8195	2,291.40	25.00	2,266.40	9,065.6%
Total 2050 · Beneficial Credit Cards	8,424.08	5,596.84	2,827.24	50.52%
Total Credit Cards	8,424.08	5,596.84	2,827.24	50.52%
Other Current Liabilities				
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	-122.09	71,939.63	-72,061.72	-100.17%
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%
Total Other Current Liabilities	140,376.42	224,664.34	-84,287.92	-37.52%
Total Current Liabilities	189,189.29	314,700.24	-125,510.95	-39.88%
Total Liabilities	189,189.29	314,700.24	-125,510.95	-39.88%
Equity				
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%
Total 3950 · Board Designated Restrictions	7,037,610.13	7,178,847.13	-141,237.00	-1.97%
Net Income	1,709,383.92	2,066,174.33	-356,790.41	-17.27%
Total Equity	20,155,815.83	19,837,306.66	318,509.17	1.61%
TOTAL LIABILITIES & EQUITY	20,345,005.12	20,152,006.90	192,998.22	0.96%

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03/22/23
Accrual Basis

EMSWCD Profit & Loss Budget Performance July 2022 through February 2023

	Jul '22 - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
4000 · Income					
4100 · EMSWCD prop'ty tax	5,336,393.10	5,195,440.00	140,953.10	102.71%	5,411,306.00
4400 · Event Income					
4420 · Native Plant Sale	49,255.00	50,000.00	-745.00	98.51%	50,000.00
Total 4400 · Event Income	49,255.00	50,000.00	-745.00	98.51%	50,000.00
4500 · Interest	162,593.52	56,664.00	105,929.52	286.94%	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	78,694.50	-14,370.24	81.74%	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	172,694.50	-108,370.24	37.25%	203,462.00
4700 · Sale of Real Property	275,294.45				
4800 · Rental Income	36,117.78	34,575.00	1,542.78	104.46%	46,080.00
4900 · Misc Income					
4910 · Refunds/Rebates/Reimbsmnt	4,518.56	4,950.00	-431.44	91.28%	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	10,390.00	-5,871.44	43.49%	10,440.00
Total 4000 · Income	5,928,496.67	5,519,763.50	408,733.17	107.41%	5,806,288.00
Total Income	5,928,496.67	5,519,763.50	408,733.17	107.41%	5,806,288.00
Gross Profit	5,928,496.67	5,519,763.50	408,733.17	107.41%	5,806,288.00
Expense					
5000 · Payroll Expenses					
5100 · Salaries & Wages	1,421,765.48	1,468,260.00	-46,494.52	96.83%	2,207,573.00
5200 · Payroll Taxes	133,171.04	131,584.66	1,586.38	101.21%	197,963.00
5300 · Wkrs Comp Insurance	13,355.46	25,050.00	-11,694.54	53.32%	25,050.00
5400 · Emp Benefits	269,701.66	342,692.68	-72,991.02	78.7%	514,030.00
Total 5000 · Payroll Expenses	1,837,993.64	1,967,587.34	-129,593.70	93.41%	2,944,616.00
6000 · Professional Services					
6005 · Contracted Bkkpr/Acctant	16,000.00	17,000.00	-1,000.00	94.12%	27,000.00
6010 · Contracted Audit Services	5,800.00	6,400.00	-600.00	90.63%	6,400.00
6020 · Contracted Attorney	15,112.84	119,782.00	-104,669.16	12.62%	179,000.00
6050 · Contracted Services	276,318.85	781,734.00	-505,415.15	35.35%	1,198,590.00
6065 · Contracted IT Support	12,556.20	20,000.00	-7,443.80	62.78%	33,000.00
Total 6000 · Professional Services	325,787.89	944,916.00	-619,128.11	34.48%	1,443,990.00
6100 · Admin					
6110 · Audit Filing Fee	300.00	250.00	50.00	120.0%	250.00
6120 · Bank Charges	2,556.48	2,200.00	356.48	116.2%	2,525.00
6130 · Bulk Mail Permit Renewal	0.00	300.00	-300.00	0.0%	300.00
6135 · Legal Notice	1,765.67	2,000.00	-234.33	88.28%	3,000.00
6140 · Payroll Svcs	326.75	500.00	-173.25	65.35%	750.00
6150 · Licenses & Fees	4,606.85	5,419.00	-812.15	85.01%	7,703.00
6160 · Taxes	7,694.43	8,718.00	-1,023.57	88.26%	8,718.00
Total 6100 · Admin	17,250.18	19,387.00	-2,136.82	88.98%	23,246.00
7100 · Occupancy					
7110 · Utilities	15,729.74	11,629.00	4,100.74	135.26%	19,672.00
7120 · Telecommunications	17,672.67	17,972.00	-299.33	98.33%	26,964.00
7130 · Repairs/Maintenance	24,568.31	32,409.00	-7,840.69	75.81%	44,050.00
Total 7100 · Occupancy	57,970.72	62,010.00	-4,039.28	93.49%	90,686.00
7500 · Insurance					

11:46 AM
03/22/23
Accrual Basis

EMSWCD Profit & Loss Budget Performance July 2022 through February 2023

	Jul '22 - Feb 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
7505 · General Liability Insurance	14,316.00	12,000.00	2,316.00	119.3%	12,000.00
7510 · Property Insurance	8,435.00	7,000.00	1,435.00	120.5%	7,000.00
7515 · D & O Anti Crime	283.00	550.00	-267.00	51.46%	550.00
7540 · Vehicle insurance	2,487.00	2,500.00	-13.00	99.48%	2,500.00
Total 7500 · Insurance	<u>25,521.00</u>	<u>22,050.00</u>	<u>3,471.00</u>	<u>115.74%</u>	<u>22,050.00</u>
8100 · Office Expenses					
8110 · Office Supplies	7,586.86	4,950.00	2,636.86	153.27%	7,050.00
8115 · Postage, Delivery	1,422.46	6,298.00	-4,875.54	22.59%	8,370.00
8120 · Printing, Copying	4,703.33	13,500.00	-8,796.67	34.84%	18,900.00
8130 · Furnishings & Equipment	4,986.74	10,710.00	-5,723.26	46.56%	14,050.00
Total 8100 · Office Expenses	<u>18,699.39</u>	<u>35,458.00</u>	<u>-16,758.61</u>	<u>52.74%</u>	<u>48,370.00</u>
8200 · Production					
8210 · Advertising	2,258.99	5,975.00	-3,716.01	37.81%	8,650.00
8230 · Signage, Banners, Displays	0.00	3,514.00	-3,514.00	0.0%	4,700.00
8250 · Public Relations Promo & Events	15,040.44	12,700.00	2,340.44	118.43%	18,700.00
Total 8200 · Production	<u>17,299.43</u>	<u>22,189.00</u>	<u>-4,889.57</u>	<u>77.96%</u>	<u>32,050.00</u>
8500 · Programs & Projects					
8505 · Dues	13,283.96	10,343.00	2,940.96	128.43%	14,575.00
8506 · Subscriptions	24,068.22	34,972.00	-10,903.78	68.82%	49,220.00
8510 · Contracts w/ Partners/Lndownrs	6,545.00	106,664.00	-100,119.00	6.14%	160,000.00
8520 · Grants to Others	1,761,145.36	941,668.00	819,477.36	187.02%	1,400,000.00
8530 · Program Supplies	19,024.91	37,841.00	-18,816.09	50.28%	57,070.00
8540 · Plants & Materials	15,918.41	50,002.00	-34,083.59	31.84%	65,000.00
8560 · Space Rental	2,001.35	2,030.00	-28.65	98.59%	3,102.00
8570 · Equip Rental	3,638.21	11,960.00	-8,321.79	30.42%	12,960.00
8580 · Vehicles Rent/Lease	4,902.68	3,332.00	1,570.68	147.14%	5,000.00
Total 8500 · Programs & Projects	<u>1,850,528.10</u>	<u>1,198,812.00</u>	<u>651,716.10</u>	<u>154.36%</u>	<u>1,766,927.00</u>
8600 · Training					
8610 · Training/Development Staff	11,268.94	11,922.00	-653.06	94.52%	17,050.00
8620 · Training/Development Board	285.00	3,336.00	-3,051.00	8.54%	5,000.00
Total 8600 · Training	<u>11,553.94</u>	<u>15,258.00</u>	<u>-3,704.06</u>	<u>75.72%</u>	<u>22,050.00</u>
8700 · Travel					
8730 · Out of Town Travel- Staff	11,693.61	5,346.00	6,347.61	218.74%	8,030.00
8740 · Out of Town Travel - Board	523.76	668.00	-144.24	78.41%	1,000.00
8750 · Local Mlg, Pkg, Bus - Staff	3,563.98	6,032.00	-2,468.02	59.09%	9,170.00
8760 · Local Mlg, Pkg, Bus - Board	0.00	668.00	-668.00	0.0%	1,000.00
Total 8700 · Travel	<u>15,781.35</u>	<u>12,714.00</u>	<u>3,067.35</u>	<u>124.13%</u>	<u>19,200.00</u>
8800 · Volunteers & Staff					
8810 · Volunteer & Staff Recog	6,016.34	13,966.00	-7,949.66	43.08%	21,350.00
8820 · Vol & Staff Refreshments	2,390.67	6,850.00	-4,459.33	34.9%	9,850.00
Total 8800 · Volunteers & Staff	<u>8,407.01</u>	<u>20,816.00</u>	<u>-12,408.99</u>	<u>40.39%</u>	<u>31,200.00</u>
8900 · Misc Expenses	1,000.00				
9000 · Capital Outlay					
9010 · Office/Field Equipment	29,820.10	60,500.00	-30,679.90	49.29%	60,500.00
9030 · Improvements On Real Property	0.00	86,000.00	-86,000.00	0.0%	115,000.00
9040 · Purchase of Real Property	1,500.00	5,087,747.00	-5,086,247.00	0.03%	7,587,747.00
Total 9000 · Capital Outlay	<u>31,320.10</u>	<u>5,234,247.00</u>	<u>-5,202,926.90</u>	<u>0.6%</u>	<u>7,763,247.00</u>
Total Expense	<u>4,219,112.75</u>	<u>9,555,444.34</u>	<u>-5,336,331.59</u>	<u>44.15%</u>	<u>14,207,632.00</u>
Net Ordinary Income	<u>1,709,383.92</u>	<u>-4,035,680.84</u>	<u>5,745,064.76</u>	<u>-42.36%</u>	<u>-8,401,344.00</u>
Net Income	<u><u>1,709,383.92</u></u>	<u><u>-4,035,680.84</u></u>	<u><u>5,745,064.76</u></u>	<u><u>-42.36%</u></u>	<u><u>-8,401,344.00</u></u>

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03/22/23
Accrual Basis

EMSWCD
Profit & Loss by Class
July 2022 through February 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	5,420,588.11	30,767.26	49,255.00	15,150.00	20,967.78	15,529.88	376,238.64	5,928,496.67
Total Income		5,420,588.11	30,767.26	49,255.00	15,150.00	20,967.78	15,529.88	376,238.64	5,928,496.67
Gross Profit		5,420,588.11	30,767.26	49,255.00	15,150.00	20,967.78	15,529.88	376,238.64	5,928,496.67
Expense									
	5000 · Payroll Expenses	493,961.11	510,466.01	383,991.46	274,620.30	174,954.76	0.00	0.00	1,837,993.64
	6000 · Professional Services	101,474.86	146,045.06	11,265.00	49,177.45	17,825.52	0.00	0.00	325,787.89
	6100 · Admin	5,851.56	25.00	1,870.63	8,318.07	1,184.92	0.00	0.00	17,250.18
	7100 · Occupancy	19,002.37	2,140.86	2,472.67	2,362.96	31,991.86	0.00	0.00	57,970.72
	7500 · Insurance	25,521.00	0.00	0.00	0.00	0.00	0.00	0.00	25,521.00
	8100 · Office Expenses	13,969.97	263.72	4,089.82	291.99	83.89	0.00	0.00	18,699.39
	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	21,982.77	24,087.49	11,411.09	7,986.93	17,369.46	567,690.36	1,200,000.00	1,850,528.10
	8600 · Training	3,193.01	3,149.91	3,058.35	853.67	1,299.00	0.00	0.00	11,553.94
	8700 · Travel	2,909.28	4,042.80	4,978.55	2,690.96	1,159.76	0.00	0.00	15,781.35
	8800 · Volunteers & Staff	6,580.03	20.00	825.96	450.87	530.15	0.00	0.00	8,407.01
	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
Total Expense		701,295.00	690,240.85	432,154.93	347,753.20	278,478.41	567,690.36	1,201,500.00	4,219,112.75
Net Ordinary Income		4,719,293.11	-659,473.59	-382,899.93	-332,603.20	-257,510.63	-552,160.48	-825,261.36	1,709,383.92
Net Income		4,719,293.11	-659,473.59	-382,899.93	-332,603.20	-257,510.63	-552,160.48	-825,261.36	1,709,383.92
Annual Appropriation by Program		\$1,406,860	\$1,419,150	\$935,249	\$648,352	\$500,274	\$1,535,000	\$7,737,747	
Percent of Fiscal Year Passed		67%	67%	67%	67%	67%	67%	67%	
Percentage of Appropriation Spent		50%	49%	46%	54%	56%	37%	16%	
Year-To-Date Appropriation by Program (as of 2/28)		\$945,537	\$933,066	\$640,843	\$432,268	\$367,652			
Year-To-Date Percentage of Appropriation Spent (as of 2/28)		74%	74%	67%	80%	76%			