



Board of Directors Meeting Agenda

East Multnomah Soil and Water Conservation District

Monday, May 1, 2023, 6:00 – 8:15 PM

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

Join 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 April Board Meeting Minutes	Information/ Decision	Zimmer-Stucky	a) 4/3/2023 Board Meeting Minutes <ul style="list-style-type: none">• Previous Action Items b) Org Chart
2	6:10 5 min	Time reserved for public comment and introductions ¹	Information	Public	N/A
DISTRICT BUSINESS					
3	6:15 20 min	Executive Director and Leadership Team Updates <ul style="list-style-type: none">• Something to Celebrate	Information	Leadership Team	a) ED & L-Team Updates <ul style="list-style-type: none">• Something to Celebrate
4	6:35 5 min	Legislative Updates	Information	Hamilton/ Guebert	Sent Separately
5	6:40 15 min	PIC Grants Recommendation	Discussion/ Decision	Kent	a) 2023 PIC Funding Recommendations b) 2023 PIC Funding Recommendation List
6	6:55 30 min	Board Handbook Review	Discussion/ Decision	Zimmer-Stucky/ Hamilton	a) Board Handbook-Final
7	7:25 10 min	Strategic Plan Graphic Redesign	Information/ Decision	Hamilton	a) Strategic Plan 2-pager
8	7:35 10 min	FY 23-24 Meetings Scheduling	Information	Fernandez	a) FY23-24 Meetings

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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FINANCE AND OPERATIONS					
9	7:45 10 min	Monthly Financial Reports: March 2023	Information	Mitten	a) March 2023 Financial Reports
BOARD OF DIRECTORS BUSINESS					
10	7:55 15 min	Board of Directors Discussion	Discussion	Board of Directors	N/A
CLOSING ITEMS					
11	8:10 5 min	<ul style="list-style-type: none">• 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
-

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.

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

Monday, April 3, 2023

6:01pm- Call to Order

Zimmer-Stucky, called to order the regular meeting of the EMSWCD Board of Directors at 6:01pm on Monday, April 3, 2023, at EMSWCD's Office.

6:01pm- 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), Laura Masterson (Zone 2 Director, Secretary), Jim Carlson (At-Large 1 Director, Treasurer), Joe Rossi (Zone 1 Director)

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), Rowan Steele (Headwaters Farm Program Manager), Matt Shipkey (Land Legacy Program Manager), Jeremy Baker (Senior Rural Conservationist), Asianna Fernandez (Executive Assistant)

Guests: Eileen Eakins (Attorney, NW Local Gov Advisors)

Changes to the agenda:

- Move Board Handbook Review to Agenda Item 5

Previous action items:

February 17 Special Board Meeting: Work Session:

- **Asianna** to add 15-20 mins to upcoming Board Meetings to discuss Legislative Bills. -Done
- **Asianna** to send out an invite for the June 26, 6-8pm Work Session: Climate Mitigation Objectives. -Done

March 3 Board Meeting:

- **Mitten** to craft an Organizational Structure Chart for April Board Meeting Packet. -Done
- **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. -Done
- **Fernandez** to add the Grants Policy changes topic as an agenda item for the April Board Meeting. -Done
- **Mitten** to add CLIP discussion to the Budget Committee 2 Meeting agenda if appropriate. -Done
- **Staff** to look into restructuring page 6's graphic redesign on Strategic Plan and reframing the Strategic Plan 2-pager. -Done

6:04pm- Approval of minutes

MOTION: Guebert moved to approve the February 17, 2023, Special Board of Directors Meeting Minutes, Carlson 2nd. Motion passed unanimously (5-0).

MOTION: Guebert moved to approve the March 6, 2023, Board of Directors Meeting Minutes, Carlson 2nd. Motion passed unanimously (5-0).

6:05pm- Time reserved for public comment. -N/A

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6:05pm- Executive Director and Leadership Team Updates

Hamilton shared the ED Updates.

External Meetings:

- **Jon Blasher (METRO)**- Preparing him to attend the meeting with the other SWCD District Managers. Discussed how SWCDs may partner more with METRO.
- **Terri Preeg Rigsby (postponed)**- Discussion on amendment language for SB 775
- **Jay Udelhoven (postponed)** – Discuss ideas for working with the Farm Bureau and Farmer outreach, succession planning, and technical assistance opportunities.

Looking Forward:

- Board Handbook- to be presented tonight.
- Complete Office Modification/Updates- Request for more information/proposal for general contractors, hoping to be finished by the end of April.
- Strategic Plan Next steps- Done, incorporating into everyday work now.
- Website redesign- Work will begin in early July unless the Board takes it in a different direction in the Budget Cycle. Working on how to engage all staff. Planning for F&O and CO&E Teams to collaborate on it.
- Investigating possible Federal Grants and strategic partnerships that may be available- Terri sent Hamilton a federal grant idea, but Oregon is not eligible.
- Lunch & Learns- Funding is included in the Budget, to begin quarterly starting July. Topics TBD.
- CRM program- funding recommended, Woolery has been intaking needs/wants from staff.
- Continuing external meetings- done every month, hoping to kick it back into high gear now.
- Attending two Conferences- Will attend the CONNECT Conference again. Will no longer be able to attend tomorrow's UREC Symposium. Will attend the OACD Annual Conference.
- Strategies for changing eligibility requirements: To be discussed with Terri. At Senator Fedrick's request, coming in with recommendations for language, to ensure the needs of those who may oppose it are also met.
- Developing communication strategy for whole District- Operational changes and introduction of CO&E.

Leadership Team Updates

Hamilton shared the Conservation Legacy Team updates:

- Headwaters Farm: Space and facilities allocation: 99% done. The Irrigation Board is new and updated! Working with Marion AG Service to do bulk purchase of materials at a great discount. Graduates are leaving this year, and cleanup is almost complete to prepare for the new farmers. DPNA Bump out project is almost if not completely done. Steele and DiLeone meeting with Hamilton to make for a smooth transition into the Rural Lands program.
- Grants: Final recommendations for PIC Grants to be presented at the May Board Meeting.
- Land Legacy Program: Next steps regarding the Disposition of Gordon Creek land to be discussed at the next Land Legacy Committee Meeting. The Big Creek lots are now merged on county records. Updated GIS inventory outside of UGB is currently being updated by DiLeone, Shipkey, working with Metro. Shipkey and DiLeone meeting with Hamilton to make for a smooth transition into the Rural Lands program.

Shearin shared the Urban Lands updates:

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- Workshop Series: recently removed the longer workshops and changed up some of the topics, both of which resulted in attendance increase to the same level as that of the beginning of the Pandemic. 60-150 attendees per workshop.
- Oregon Land Justice project with Coalition of OR Land Trusts: formed a council to facilitate meaningful relationships with Native Communities, and they asked Monica McAllister to sit on the council.

Mitten shared F&O Updates

- Budget revisions are taking up most of Mitten's time.
- Healthcare Benefits: 16% increase in premiums. Spent some time shopping through other carriers, found increases across the board. Going over the analysis from our broker, will report back to Hamilton and staff in the next couple of weeks.
- CRM: Woolery reaching out to vendors, and interviewing staff on their needs, and looking into Cloud or Server based platforms while retaining ownership of data. Woolery and Mitten will review everything together and report back to the Leadership Team, then the staff. It will take months to completely implement the CRM, which includes scrubbing and importing the data properly.
- Legislative Bill Tracking- sent to Board before today's meeting.
- Step vs Merit analysis ongoing with Shannon Drohman and Kathy Marek from Compensation Connections.

Action Item: Mitten to add all board members to the Legislative Teams Channel for updates.

DiLeone shared RL Updates

- Winter English Ivy Control in Columbia Gorge finished in time for Garlic Mustard season.
- Nipp finished all StreamCare plantings for this year.
- White-Brainard is promoting the Weather and Climate Data workshop, in collaboration with Clackamas SWCD.
- Baker is promoting the Eat n' Greet for Farmers: April 19th: at Columbia Grange. Board members, please RSVP!

Action Item: Fernandez to send Board RSVP for Eat n' Greet Event.

Action Item: DiLeone to add numbers and data for StreamCare plantings to next Board meeting update.

Something to Celebrate- SPACE Grants

Kent SPACE Grants are the smallest of our grants. \$54,268 was granted for the year. Many who didn't get a PIC grant got SPACE grant funds instead. One of the more popular projects applications are sent in for are community gardens for houseless communities. Highlighted 3 Grantees:

- Hogan Cedars Elementary School – Green Bronx Machine School Tower Garden Project
- Green Lents Pollinator Habitat Plantings
- OSU -Culinary Breeding Network's Sagra del Radicchio Event to promote Winter harvest crops.

6:30pm- Board Handbook Review

Zimmer-Stucky introduced the updated Board Handbook and Eileen Eakins. The function for the document to play for the Board: Some parts are legally binding to ensure we're following statute. Some are more specific to the expectations of being an EMSWCD Board member.

Hamilton It's a mix of law, statute, and EMSWCD Board culture. It used to be much longer, with some unclarities and major redundancies. The board can find some intentional redundancies to ensure the information is easy to find.

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Eakins introduced herself: An attorney for EMSWCD and other special districts across the state. Hamilton and Mitten did most of the editing, Eakins reviewed the changes and believes it's much better than before. Chatted with Zimmer-Stucky to ensure its goal is to keep it as a main resource for the Board. Some key aspects reviewed to keep in line with law: statutory authority for SWCDs, proper introduction comes from ORS 568 (principal act), public meetings law (processes, notices, Executive Session, etc.), public records, ethics for public officials (primarily for financial conflicts of interest).

Handbook Highlights:

- Section 1: Overview: Statutory Authority, SWCDs' relationship to ODA, Board Members elected by Zone.
- Section 2.0: Responsibilities of the Board. Duties of Elected Board (and of the associates and emeritus decided by elected Board)
- Section 2.2: Board Eligibility. ODA plays a role in Board elections, useful resource.
- Section 2.3: Restrictions of the Board: nothing prevents elected official to play a volunteer role or staff role as long as they don't approve something that will put money in their own pocket.
- Section 2.4: Special District elections. SWCDs are the only Special District authorized to give money away. Filling Board vacancies, being removed from the Board, Oaths of office, duties of emeritus falls under policy created by the Board.
- Section 3.0: Associate Directors and Directors Emeritus decided by Board as long as duties are within statutory limitations.
- Section 3.4: Director Emeritus appointment process
- Section 3.5: Oath of Office taken by all elected officials. Not a legal requirement for associates, but it is an option. Associates are still bound by the same service rules and Board Handbook.
- Section 4.0: Most is coming from statute.
 - Section 4.2: coming out of Statue 568.
 - Section 4.3.4: Public Meetings Law; Statute
 - Section 4.3.6: Political Activities; mostly limitation on staff, but also on expending public funds.
- Section 5.6: Board best practices; not law mandated.
 - Only mandated positions: Chair and Secretary. The other positions and what they do are up to the District.
 - How long a Board Member can serve. The policy is that the Board cannot run more than once consecutively.
- Section 8.0: Committees Policy: Only the Budget Committee is required under local budget law; all other committees are discretionary. Committee meetings with recommendations to the Board must follow public meeting law.
- Section 11.1.1: General Meeting Procedures describes the way we do motions, process for decision making. The language contradicts the order in which the Board tends to take motions, but that doesn't matter, legally, as long as a vote is taken.
- Section 10.13: Meeting minutes must be taken, legally, but the how is policy.
- The table in Appendix 1 is from the original Board Handbook. Table not required, can be changed, or removed if desired. The board agreed it is helpful to keep.

7:00pm – Rossi left the meeting to attend another commitment.

Masterson asked for clarification about what's in statute vs. policy.

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Eakins If it has to do with Board authority, elections, and SWCD authority, it's a statute. Then all policies need to comply with statutes, but details are up to the Board. All Handbook's policies are now in compliance with statutes.

Masterson Filling Board vacancies: EMSWCD will solicit applications from interested candidates. Had thought the District staff were not handling interested Board members.

Eakins Prohibition of staff being on Board is due to the statute that paid public employees are prohibited from participating in anything that advocates for a Board member or measure proposed. Staff are limited in that they can give information/ facilitate information to the public about vacancies. Staff can receive applications but cannot advocate or recruit for a Board member. Staff can solicit associate officials as they are not public officials.

Changes/edits to Board Handbook:

- Change "Staff solicit" to "Staff receive applications and publicly post vacancies" for Board Member elections. Clarify that EMSWCD Board members may solicit applications.
- Change 3.2.1: Associate Directors must have lived within service area boundaries and Director Emeritus must live within service area and have served on the Board before.
- Put an asterisk at all Board Statutes within the Board Handbook to differentiate between statutes and policies.
- Look into/confirm Section 2.2.1: Zone Directors requirement to live within the District boundary.
- Add link or cross reference to Public Meetings Law.
- Add redundancy/clarity regarding political activity between the Board as a whole (4.3.6) and individual Board members (5.6).
- Add language around the requirement for SWCDs to have a Board Chair.
- Clarify language around when committees must follow public meeting law.
- Keep Grants Committee in the Handbook.

Zimmer-Stucky Political activities for staff vs. Board. Wants to make it clear that individual Board members can make solo positions.

Eakins This is listed later in the Handbook (Section 5.6) that individual Board Members must make it clear that their position is of their own, and not of the whole Board's unless the full Board approves of such.

Masterson Is this where we want redundancies? Would like the Board to continue announcing where they will be representing only themselves politically instead of speaking as a Board Member.

No decision was made tonight.

Eakins will be doing Board Member Trainings in the Summer, sign up on SDAO website.

7:23pm- Legislative Updates

Guebert gave a brief update:

- HB 3016 (Green Infrastructure): passed unanimously out of committee, headed to ways and means. Amended to add stipulations for state to certify green community infrastructure, and expanded Ash Borer section to add climate change and allow public bodies to address those issues, including SWCDs.
- HB 2998 (Oregon Soil Health Initiative): passed unanimously out of committee. Included resources potentially for SWCDs including equipment, and a way to tap into dollars for some of our new proposed projects.

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- HB 3021 (Water Right Forfeiture): OACD is opposing after all, feels like the District should oppose as well. Most of the water rights are already protected under law and it was found out that the bill was brought up by one person who felt wronged. It's a minor issue, but it could lead to confusion down the road.
- SB 775 (SWCD Board Eligibility): Hasn't moved, still in Rules Committee, can still come up. Senator Frederick is trying to schedule a hearing.
- SB 530 (Natural Climate Solutions): passed 3-2 out of committee, referred to ways and means.

Masterson Asked about funding for Oregon Agricultural Heritage Program (OAHP), HB 3366. It's \$10,000,000 in grants and \$800,000 in program administration. Advocating for such to go into the OWEB budget. Would like to see the District support it as well.

Guebert passed 3-0 out of committee, referred to ways and means.

Action Item: Mitten to add HB 3366 to OACD Bill Tracker.

MOTION: Masterson moved to give any Board Members the ability to testify in support of HB 3066, **Guebert 2nd**. Motion passed unanimously (4-0, Rossi absent).

7:32pm- Personnel Committee Recommendations

Hamilton gave an overview of the Personnel Committee Recommendations: CO&E Supervisor Job Description and the Step/hybrid pay structure (annual 3% increase) for staff and decouple the salary increases from performance evaluations for staff.

MOTION: Masterson moved to approve the CO&E Supervisor Job Description as recommended by the Personnel Committee, **Carlson 2nd**. Motion passed unanimously (4-0, Rossi absent).

MOTION: Guebert moved to approve the recommended pay structure design for staff, **Masterson 2nd**. Motion passed unanimously (4-0, Rossi absent).

7:39pm- Knotweed Control Partnership with CSWCD

DiLeone The proposed Knotweed control work would be outside of the District, but within the Sandy watershed, upstream of the District. Portland Water Bureau would pay for the project, but we would put in some money for staff time, depending on what the rates would be for contractors. The main focus of the project would be on the upstream part of the Sandy River and the upper watershed if there's still time. The Nature Conservancy hasn't done it since 2012. Foraging Knotweed out of riverbanks for consumption actually stimulates growth instead.

MOTION: Masterson moved to approve the District's work on Knotweed Control in the Sandy Watershed, **Carlson 2nd**. Motion passed unanimously (4-0, Rossi absent).

7:43pm- Truck Purchase Authorization

DiLeone explained that Oregon's Department of Administrative Services (DAS) will no longer allow local governments to lease state vehicles. We have money in the capital outlay budget to purchase one or two new trucks, to replace the two we lease from DAS now. We are asking for board approval to increase Hamilton's spending authority on this specific purchase up to \$70,000. Will come back to the Board if the purchase price is over the stated price in the memo.

MOTION: Guebert moved to approve Hamilton's signing authority for up to \$70,000 for two new trucks for the District, **Carlson 2nd**. Motion passed unanimously (4-0, Guebert absent).

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7:46pm- Grants Policy Changes

Kent presented the current Board Policy 3.2.2, the table that's included in the packet. She explained that in the table, where there's an X and/or a strikethrough, indicates a change or addition to the policy. For example, in Issue 3: Transparency, Conflicts, and Disclosure, it previously noted that the committee was responsible for declaring any of the 3, but we clarified that it is specifically for the PIC Committee to do since we don't have anyone outside of the Board or Staff doing grant review.

Hamilton CLIP funding authority was under 10,000, even though Hamilton's authority is \$50,000 for everything else.

Kent then explained the Updates to Policy Section 3.2 Grants, as laid out in the packet.

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 to be made later for the 2024 PIC Grants).

3.2.4 – Strategic Conservation Investment (SCI) Grants – remove this program as it is 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.

Masterson What's the timing on SPACE and CLIP?

Kent Updating CLIP grants would be in the Fall and would want to talk to the Board in the Summer. All Grants but PIC starts with the beginning of the FY.

3.2.6 has a lot of details about the admin process and has been updated. Overall looking for the Board to approve the updated Grants Program Decision Making Policy and allow staff to bring back individual policy updates for CLIP and SPACE, that would then need to be approved by the Board.

MOTION: Masterson moved to approve the Grants Program Decision Making Policy 3.2.2 as presented in the Packet, Guebert 2nd. Motion passed unanimously (4-0, Rossi absent).

7:58pm- Strategic Plan Graphic Redesign

Action Item: Fernandez to add Strategic Plan Graphic Redesign topic to the May Board Meeting Agenda.

7:58pm- EMSWCD Org Chart

Mitten presented the updated EMSWCD Org Chart, and pointed out the changes that will be effective July 2023. These are the roles each person covers and who they report to.

Masterson thanked Mitten. Language seems clearer for each person's job. Would like to see another chart just with titles instead of individual positions.

Action Item: Mitten to create a more generic chart with overall titles for the next Board Meeting Packet.

8:01pm- EMSWCD FY 23-24 Meetings Scheduling

Board agrees to continue with May LLC Meeting. Zimmer-Stucky will not attend.

Action Item: Fernandez to add EMSWCD FY 23-24 Meetings Scheduling topic to the May Board Meeting Agenda.

8:03pm- Monthly Financial Reports- February 2023

Mitten presented the February 2023 Financial Report: Balance sheet is about 1% above where it was last year at this time. No variation in assets. Increases in our cash accounts by 2%. For P&L by Performance:

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Cash revenue that's come in is exceeding expectations as it doesn't include some of March's tax receivables. Everything seems to be within budget balance.

Guebert When we have property tax higher than budget, where does that money go?

Mitten It sits in the General Fund and is untouched. It then rolls into the next fiscal year and is included in the beginning fund for next year's budget. This is incorporated into the FY 23-24 budget estimate.

8:05pm- Board Discussion

Carlson gave an update on the Portland Water Bureau filtration project.

- An ODA land use expert attended the meeting to report. Brought up that contrary to belief, it's actually easier than expected to convert Exclusively Farm Use (EFU) land to non-farm use. Multnomah County has been anti- converting farm-use land into non-farm use though.
- The Multnomah County Farm Bureau is trying to get local farmers to submit statements of farm impact.
- There aren't any plans on how to mitigate run off.
- Jeff Stone would like to speak with the Board (in May?) on OAN's position on the matter.

Hamilton had conversation with David Peters of PWB: While it is a Multiple Use Agricultural area (MUA), it is able to be held for community use which the county decided this project will fall under. Their application was submitted to the county in October and recognized in February, in which there are 150 days from then to offer public comment. The county is required to hold a hearing within 30 days (expected before the end of May). The county is accepting comments now. Hasn't heard about the Neighborhood Community Association concern. He is aware of the hay farmer and is in communication with them about possible compensation for the years of use. Without successful appeal, they plan to begin construction by September 2023 and have it up and running by September 2027 as it's out of federal compliance if not.

Guebert Terri Preeg Rigsby, on the Board for National Association of Conservation Districts (NACD), asked if she could nominate Guebert for committee on Urban Agriculture. Unsure if it's approved yet. It would be a way to advocate for the District. To continue to update when he knows more.

Masterson At the OAHF meeting, they approved the first round of Grant proposals for organizations of all different sizes. More demand than there were funds for. Matching federal dollars is finally used to protect working lands, in the form of easements. Can forward the report/more info to the Board.

8:15pm- Announcements, Action Items, and Adjournment

Hamilton Morgan Allen, worked for ODA, passed away a week ago. A tragic loss to the community.

Action Items:

- Mitten to add Masterson to the Legislative Teams Channel for updates.
- Fernandez to send the Board the RSVP email for Eat n' Greet Event.
- DiLeone to add numbers and data for StreamCare plantings to the next Board meeting update.
- Mitten to add HB 3366 to the OACD Bill Tracker.
- Fernandez to add Strategic Plan Graphic Redesign topic to the May Board Meeting Agenda.
- Fernandez to add Board Handbook Review topic to the May Board Meeting Agenda.
- Mitten to create a more generic chart with overall titles for the next Board Meeting Packet.

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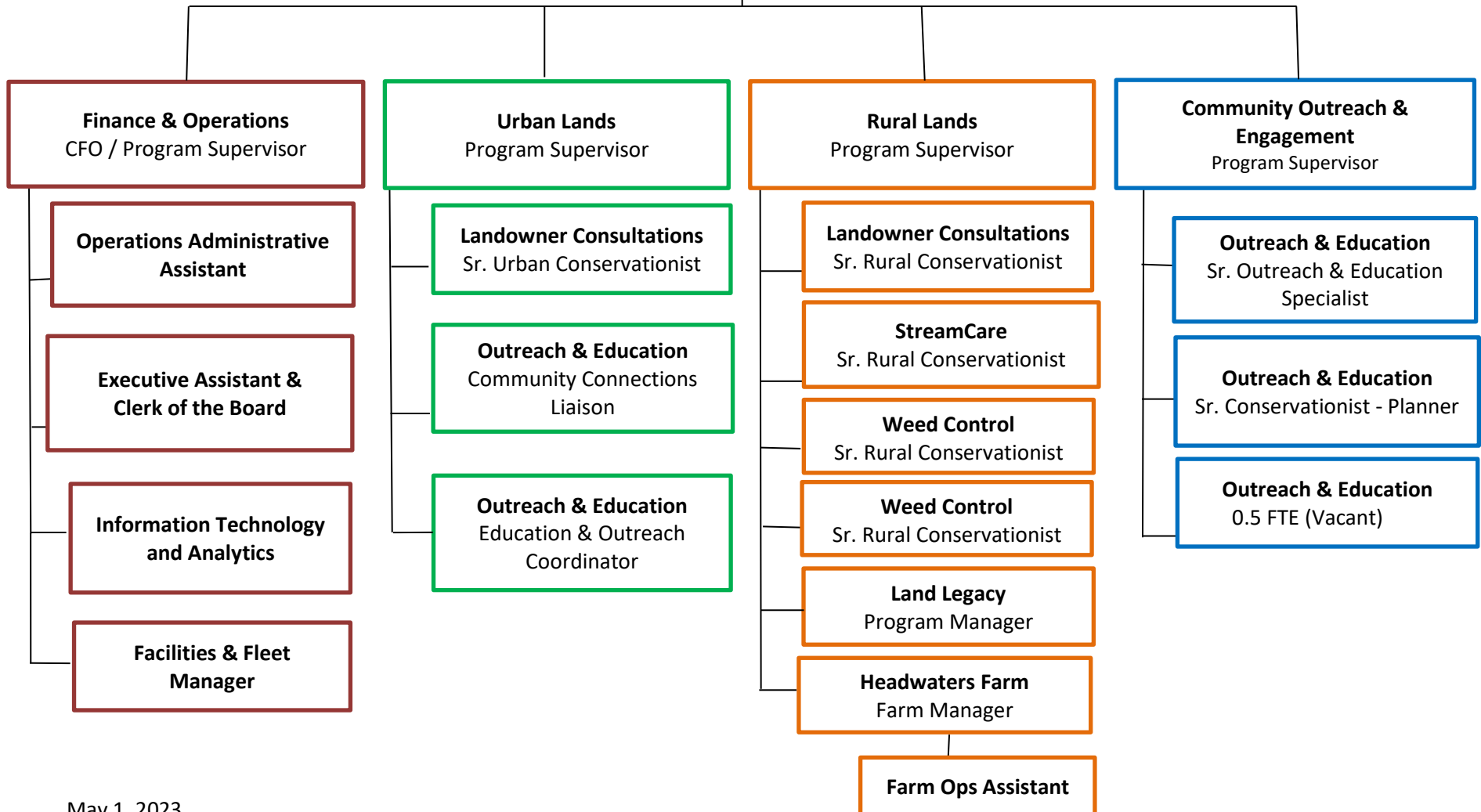
- Fernandez to add EMSWCD FY 23-24 Meetings Scheduling topic to the May Board Meeting Agenda.
- Fernandez to add Equipment Library to the list of topics for Work Sessions.
- Board to review the past plan for the Guerrero property's office building.

Zimmer-Stucky adjourned the meeting at 8:17pm



EMSWCD Board

Executive Director



May 1, 2023

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



Executive Director Update – May 1, 2023

External Meetings in April:

- **Daniel Newberry, Johnson Creek Watershed Council** - Check-in re: what they are working on, how we can continue to improve how we work together and learn more about how their SPA partnership dollars from EMSWCD are being invested.
- **Ted Sester**, ongoing discussion re well on Oxbow site
- **Terry Preeg Rigsby**, next steps re SB 775
- **Sen. Lew Frederick's office**, next steps re SB 775
- **Paul Lumley**, continued discussions re NAYA Capital Campaign

External Meetings in May:

- **Ted Sester, Oxbow Well**
- **Ted Labbe, Urban Green Spaces**
- **SWCD colleagues, partly with Jon Blasher with Metro**
- **Larry Bailey, Verna Jean Nursery & Multnomah County Farm Bureau**
- **Heather King, Columbia Slough Watershed Council**
- **Lynn Barlow, WMSWCD** re: possible collaboration on Harbor project
- **Jay Udelhoven, Multnomah County Farm Bureau**

Looking Back at April:

- Working on SB 775, trying to find a reasonable compromise with SWCD's who have issues with the proposed changes.
- Spent time with Ted Sester to find a solution that may be beneficial to both EMSWCD and to Mr. Sester.
- Worked with Compensation Connections on Step v Merit next steps.
- Worked with Eileen Eakins on further changes to the Board Handbook per April Board meeting.
- Discussions re: further changes to performance evaluations per staff and board feedback.
- Worked with Dan to prep for Budget Committee meeting #3.
- Walk-thru and final changes to RFP for building upgrades.
- Transitioning Heather to Leadership Team.

Looking Forward – per Hamilton work plan:

- **Board Handbook** – Reviewing final (?) changes at May board meeting.
- **Complete Office Modernization/Updates** – the RFP with bid documents are out. The deadline for response from GC's is early June.
- **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 approved for FY 23-24; list of possible subjects has been sent to staff to ID most popular. The goal is 4 over the next fiscal year.
- **CRM program for all teams to effectively track outreach, across programs** – Dan's team continues to home in on final selection.
- **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**
- **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.**

Leadership Team Updates – May 1, 2023

Nancy Hamilton, Interim Conservation Legacy Supervisor - ongoing transition meetings with Julie DiLeone as Headwaters and Land Legacy prepare to move into Rural Lands.

- **Headwaters** – new farmer cohort has arrived; all but two leases signed by returning farmers; working on next steps for weed management, and improved irrigation; technology solution has been developed for invoicing, equipment check-out, etc. 2.0 will be digital access to weather station and well flow meter.
- **Grants** – reviewing PIC recommendations at May Board meeting; SPACE grants continue to roll out; EFSOG application review underway – decisions expected in May.
- **Land Legacy** – Outreach Plan approved at LLC mtg; ongoing discussions with Ted Sester re: Oxbow well; Gordon Creek property being prepped for sale based on Board direction.

Kathy Shearin, Urban Lands Supervisor:

- **New workshop and re-work of existing workshops:** Staff have done a re-work of existing 3-hr workshops to create 1-1.5hr workshops. They are now out to contracted workshop presenters for their review.
- **Planting with Partners endeavor** – We are working with four indigenous people's organizations (Wisdom of the Elders (WOTE), Native American Youth and Family Center (NAYA), Native Gathering Garden (NGG) and Native American Rehabilitation Association (NARA)) to plant, educate about native plants, and bring native plants to those communities.
 - WOTE - Our first of three events with WOTE was a learning event for their new interns at Zenger farms – this included some plant ID, information about placement and environmental requirements and concluded with a planting demonstration.
 - NAYA – we purchased and helped to plant native plants for their hedgerow.
 - NGG – April 29 we will be partnering with NGG and PPR to do a native plant planting, native plant education and giveaway to the indigenous community at the Native Gathering Garden at Cully Park.

Dan Mitten, Chief of Finance & Operations:

- **Budget revisions** – After the second budget committee meeting, I made changes to the budget document to reflect the allocation of \$464,000 through a variety of initiatives and projects and the USDA grant opportunity based on the Budget Committee's decisions. Additionally, I've worked on creating the 3rd and final draft of the budget for approval, TSCC approved budget checklist items, and preparing for the upcoming TSCC Hearing.
- **Building modifications solicitation document** – Working with Nancy and Harka Architecture on creating the RFP solicitation document going out to market for the upcoming 23-24 project. Contracted with Harka to assist in the document creation, creation of additional bid sets, walk through with interested contractors, assist in the evaluation of RFI responses and bids.

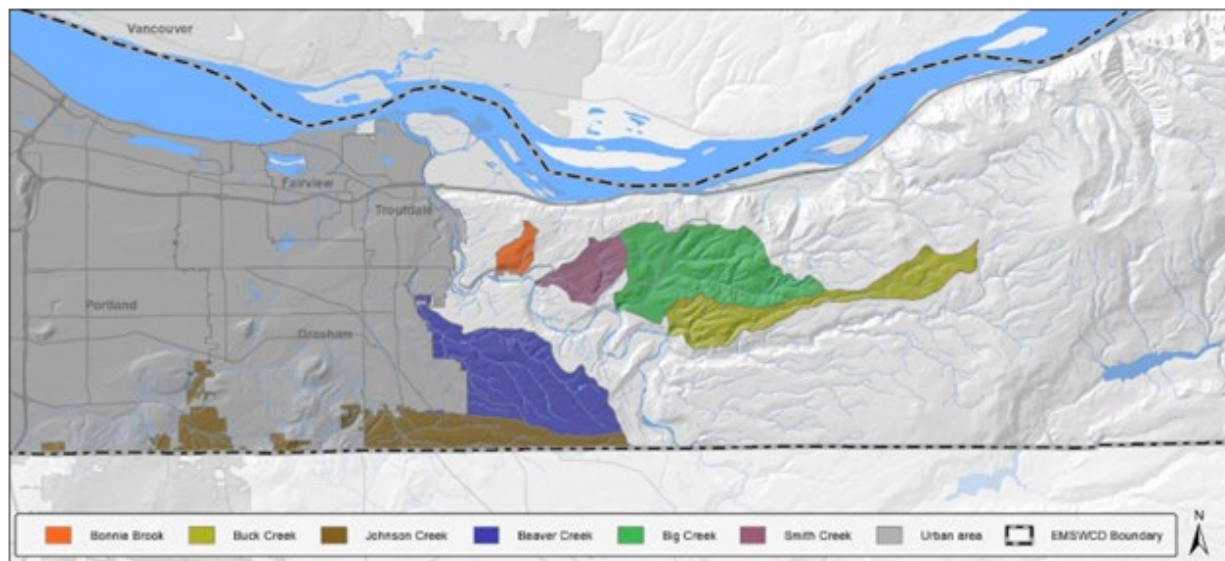


- **EMSWCD Trucks** – With DAS ending leased vehicle services to local government, F&O staff have been looking to purchase replacement trucks on the statewide price agreement. Research has found none to be in Oregon or Washington. Upon reaching out to DAS, since our trucks are depreciated, they agreed to sell us our current trucks at the remaining salvage value currently on their accounting books. Hat tip to Scot Wood for pursuing this option.
- **CRM update & Legislative Tracking** – Continue to monitor legislative activity on the bills EMSWCD is following and/or supporting. Also continue to meet with Alex Woolery on CRM system and potential vendor research. Created an internal CRM Team to assist with the evaluation and implementation process for the new fiscal year.
- **Headwaters: Interactive Technological Solutions** – met with Rowan at Headwaters to walk the property and get a visual sense of needs and wants. Equipment (shed and container), Allocations (space, work, services, incentives as part of the program), and invoicing & formulations for e-remittance were top priorities discussed.

Julie DiLeone, Rural Lands Supervisor:

April Board Meeting Action Item: DiLeone to add numbers and data for StreamCare plantings to next Board meeting update.

- StreamCare map of areas and table of all time and current numbers



Watershed	Acres Enrolled All Time	Stream Miles Enrolled All Time	Sites All Time	Total Plants Installed	Currently Enrolled Acreage	Stream Miles Currently Enrolled	Currently Enrolled Sites
Beaver Creek	196	8	87	163,007	34	2	10
Big Creek	373	12	62	196,513	129	4	16
Johnson Creek	111	5	46	118,417	35	1	7
Smith Creek	58	2	16	57,274	27	1	5
Bonnie Brook	21	1	6	8,469	21	1	6
Buck Creek	34	1	6	16,345	34	1	6
Totals	797	29	225	560,813	281	9	



Something to celebrate: Eat & Greet at the Columbia Grange

Twenty-three people registered. Eleven people attended and it was a nice mix of new and established farmers, including both commercial and hobby farmers. Many thanks to the two Board members who attended. All four staff that attended re-connected or made new connections, and conversations about conservation led us to have some ideas for future farmer engagement. While attendance was lower than we hoped, five site visits were requested.



2023 Partners in Conservation Grant Funding Recommendations

East Multnomah Soil and Water Conservation District

draft/2023

Executive Summary

This memo provides staff recommendations for 2023 Partners in Conservation grant awards, describes the grant review process, and notes highlights from this funding cycle. At their meeting in April, the EMSWCD Budget Committee recommended \$950,000 in funding for the 2023 Partners in Conservation Program grants. EMSWCD funding will combine with \$100,000 (pending a final signed agreement) from NRCS for the People's Garden initiative for a total 2023 PIC budget of \$1,050,000. **At its May 1, 2023 meeting, the EMSWCD Board will be asked to approve the funding recommendations as presented by staff in Exhibit A – 2023 PIC Funding Recommendations.**

Program Purpose and Application Timeline

The Partners in Conservation (PIC) Grants Program supports community projects that focus on soil health and water quality, sustainable agriculture and community gardens, outdoor and garden education programs, reducing and addressing climate impacts, and fish and wildlife habitat restoration. These grants also advance the district's goal of building the capacity and structures necessary for equitable access to land and water and conservation outcomes for low-income communities and people of color. For the 2023 PIC grant cycle, the maximum grant award is \$70,000. Grants may take up to two years to complete.

Application Process Timeline

October 21, 2022	Application opened
December 15	Applications due
February/March 2023	Grant Review Committee meetings
May 2023	Awards approved/announced
June 2023	Funding available, once Grant Agreements are final.

Who can apply?

- Community-based organizations with non-profit status; 501(c)(3) tax-exempt organizations.
- Community groups without non-profit status may apply for an EMSWCD grant with a fiscal sponsor. A fiscal sponsor is an eligible non-profit organization that provides organizational infrastructure, insurance coverage and administrative support for managing a grant. If a group has neither federal tax exemption nor a fiscal sponsor, please contact us before applying.
- Government agencies or educational institutions
- Native American tribes.



2023 Partners in Conservation Grant Funding Recommendations

East Multnomah Soil and Water Conservation District

draft/2023

Eligibility Requirements

- Grants must advance the mission of the EMSWCD and address one or more of the Grant Program Goals.
- Applicants must be located within EMSWCD's service area (Multnomah County lying east of the Willamette River centerline) or demonstrate direct benefit to EMSWCD residents.
- Grantees (and/or their fiscal sponsors) are required to carry insurance coverage and are responsible for the proper use, accounting, and reporting of grant funds. EMSWCD reports grant distributions to the IRS.

2023 PIC Highlights

The overall number of applications increased to 42 this year – from 29 applications submitted last year. The Board approved reducing the maximum award amount from \$100,000 in 2022 to \$70,000. The recommendation to reduce the maximum amount was based on feedback from last year's review committee who wanted to see limited funding spread across a greater number of organizations.

Review Process

An advisory group of community members reviews all Partners in Conservation (PIC) grant applications and makes funding recommendations to EMSWCD staff and the Board of Directors. The Board appoints the review committee and has final approval of all grant awards. The committee has diverse professional backgrounds, lived experience and relevant expertise in urban conservation, community organizing, farming, social justice, formal and informal learning, environmental and cultural programming.

The 2023 Grant Review Committee included Mike Guebert, Board Co-Chair, and Jim Carlson, Board Member, At-Large. External community members included Mary Columbo, Shireen Duke, Jeremy Hart, Roy Iwai, Rhessa Ramdeen, Jina Sagar, Jen Shih, Eric Rosewall, Nell Tessman, Nicholas Townsend and Stacey Triplett. More information about the Grant Review Committee members, [here](#).

The Grant Review Committee this year was divided into three groups with 3-5 members each reading and reviewing 12-15 applications. Review groups met in person or virtually, based on the committee's preference. Grant Review Committee meetings are public meetings. Any conflicts of interest are declared by committee members during those meetings.



2023 Partners in Conservation Grant Funding Recommendations

East Multnomah Soil and Water Conservation District

draft/2023

Takeaways from the 2023 PIC Grant Cycle

In addition to a significant increase in the overall number of applications, many organizations submitted requests for PIC funding this year that had never before applied for a grant or for this level of support from EMSWCD. The increase in new applicants may be an indication of the word spreading due to outreach in communities that have had limited access to or knowledge about the program.

Of the 24 applications recommended this year for PIC funding, seven (7) are new PIC Grantees. At least 11 self-identify as culturally specific community-based organizations and/or organizations led by Black, Indigenous and people of color. These outcomes may be a result of changes in the PIC grant program designed to reduce barriers to access as recommended by the program assessment in 2021.

The People's Garden Initiative - Funding from NRCS

Through a cooperative funding agreement with USDA/NRCS, EMSWCD will be receiving \$200,000 in funding designated for their People's Garden Initiative. These funds are intended to improve existing gardens or establish one or more new gardens in the Portland metropolitan area as a model People's Garden. The funding requires these designated People's Garden(s) include four components: 1) benefit the community, 2) be collaborative, 3) educate the community, and 4) incorporate sustainable practices. The agreement between EMSWCD and NRCS allows for subawards to partners that meet the program's requirements. EMSWCD is using the 2023 PIC grant application process to identify eligible projects. By using our existing grant application, review and selection process, we reduce administrative costs for the district and provide greater accountability to our community.

May 1, 2023 Board Meeting

Exhibit A – 2023 Partners in Conservation Grant Funding Recommendations

Number	Applicant	Application Title	Requested	Recommended	Project Description	Project type
PIC-23-001	7 Waters Canoe Family	7 Waters Canoe Family Restoration	\$28,800	\$28,800	The Partners in Conservation project with 7 Waters Canoe Family will help fund ongoing efforts to simultaneously uplift and revitalize the traditional canoeing practices of Indigenous people while also the aligning with work in the 7 Waters Food Sovereignty Project. The 7 Waters Food Sovereignty Project encompasses much of our work in the field, from growing food on a farm on Sauvie Island, to food preservation workshops, and delivering food boxes, creating opportunities to access traditional food and medicines, always with ongoing restoration of the land and water we visit or harvest from.	Education/habitat improvements
PIC-23-002	Black Food Sovereignty Coalition	Collective Roots	\$29,999	\$29,999	Collective Roots is a multifaceted project, managed and maintained by a dedicated Community Health Worker (CHW). This Project will consist of classes, training, and events - all open to the public - that take place on our farms and gardens within EMSWCD's district. In the classes and training, the participants will be educated on sustainable farming practices; healthy, culturally-relevant meals; and how to implement and maintain gardens in their homes and communities. The community events will reflect this training curriculum and meals made from the organic, culturally-relevant crops will be distributed. All of these educational sessions and events will be carried out under the framework of Equitable Food-Oriented Development, a site specific, food-based, equitable and community-led development model.	Sustainable ag/workforce development
PIC-23-006	Confluence	Collaborative Conservation and Stewardship at the Sandy River Delta	\$49,436	\$49,436	To support habitat enhancement across 34+ acres of riparian forest, community engagement, and collaborative partnership building at the Sandy River Delta. On the ground stewardship and conservation work will focus on the Confluence Bird Blind and Toby's Woods, an adjacent forest area. Habitat enhancement and stewardship will take place in a way consistent with thousands of years of Traditional Ecological Knowledge. We are requesting support for 9 community events that focus on planting native trees and shrubs, weed control to help with plant establishment, and erosion control through trail work. We are also requesting support for 2 educational field trips. Our partners include Lower Columbia Estuary Partnership, Wisdom of the Elders, Trailkeepers of Oregon, and the US Forest Service.	Habitat improvements/education
PIC-23-008	Ecotrust	Restoration Through Storytelling: A Land Stewardship Storytelling Series of East Multnomah County	\$36,069	\$36,069	The Cultural Land Stewardship Storytelling Series is designed to elevate Black, Indigenous, and people of color (BIPOC) ancestral agricultural wisdom, restore and preserve cultural traditions, and address the lack of culturally-specific educational opportunities for aspiring BIPOC land stewards through on-land gatherings at the five sites in East Multnomah County. This collaborative effort aims to uplift storytelling as a meaningful knowledge system for conservation efforts in East Multnomah County and builds on the previously funded Viviane Barnett Fellowship.	Sustainable ag/workforce development
PIC-23-009	ELSO Inc.	Youth Climate Justice Education Pilot	\$69,415	\$69,415	The Youth Climate Justice Education project will engage the Prescott Elementary community and ELSO's Black and Brown youth leaders and Interns to build culturally responsive educational solutions that promote climate justice education, environmental health, and community resilience. Intentional project development will begin with deep community relationship building and gathering feedback to drive each phase of the project. The creation of mobile learning carts will assist teachers in bringing their student's learning outdoors, design and installation of new infrastructure for outdoor learning at Prescott, and grade specific lesson plans that are linked to new infrastructure and promote climate justice education as well as mindfulness, wellness and culturally responsive teaching practices.	Education/habitat improvements
PIC-23-011	Friends of Trees	Greening Gresham with Youth Leaders	\$67,134	\$67,134	Friends of Trees will deliver 3 community tree planting events in Gresham, creating impactful volunteer experiences that combat climate change while building community. We recruit & train volunteers, prioritizing volunteers from the community served; conduct outreach to place street & yard trees; provide all the tools & on-site tree planting training; engage opportunity youth as Crew Leaders (a key volunteer position) through our partnership with POIC+RAHS. 100 street & yard trees will be planted through 1 volunteer event in Gresham neighborhoods. Tree care will consist of trained volunteers inspecting the trees planted + tree care information for tree recipients. 700 native trees & shrubs will be planted at Nadaka Nature Park. Tree care will take place at a summer event.	Habitat improvements/education

May 1, 2023 Board Meeting

Exhibit A – 2023 Partners in Conservation Grant Funding Recommendations

PIC-23-012	Friends of Zenger Farm	Zenger Farm	\$56,783	\$56,783	We seek to increase the number and diversity of farmers by training the next generation and providing programs for youth and family to build pathways for future Portland Metropolitan area BIPOC and/or, women and nonbinary and low-income farmers. Across programs, our curriculum will provide a comprehensive, culturally responsive, climate action focused learning environment for 8 beginning farmers, 700 David Douglas 5th graders, more than 100 2-3rd graders in after-school programming, and 1,400 Open Farm Day participants.	Sustainable ag/workforce development
PIC-23-013	Grow Portland	Deepening Environmental Educational partnership with David Douglas Schools	\$70,000	\$41,000	We will sustain and deepen programming at our 5 partner David Douglas elementary schools. Garden Educators teach standard-aligned STEAM concepts to all students through experiential lessons and outdoor exploration as students grow food right outside school doors. We will uphold our current flagship program, as part of the fabric of daily school life, while we expand to include additional pre-K and afterschool classes, as requested by schools. Because of our daily programs and deep family involvement, these gardens are thriving hubs within school communities, providing opportunities for growth, nourishment and collaboration. We nurture the gardens to be models of sustainable agriculture, complex ecosystems of local flora and fauna and green gathering spaces for school communities.	Sustainable ag/education
PIC-23-014	Growing Gardens	Equitable Sustainable Agriculture Project	\$48,981	\$48,981	This project will support the Home Gardens program to provide 350 families with 3 years of gardening education in backyards, at affordable housing sites, and in partnership with health clinics. Our goal is to build family health and food security through regenerative urban agriculture in low-income communities. Regenerative gardening has positive impacts on both environmental and human health, protecting ecosystems, improving soil health, and managing water conservation while offering profound opportunities for communities to steward urban land and center community self-reliance.	Sustainable ag/education
PIC-23-015	Human Access Project	Ross Island Lagoon Harmful Algae Bloom	\$33,428	\$33,428	A Harmful Algal Bloom in Ross Island Lagoon on the Willamette River near Portland threatens environmental and human health. Since 2018, HAP has partnered with Oregon State Univ. to identify potential solutions. Efforts to be funded under a PIC grant would involve analysis of a gated channel for flushing the lagoon, a solution viewed as the long-term, low-energy approach but one that involves more complex modeling and design. Specific tasks would include simulations of different channel dimensions and location and their effects on algae biomass, designs for embankment stability, rough cost estimates, and development of a monitoring and evaluation plan. Finally, this project would support public outreach, including meetings with stakeholders, and development of a Lagoon StoryMap.	Water quality
PIC-23-017	Ikoi no Kai	Koen: Heritage and Harvest	\$7,500	\$7,500	Koen is an educational project on Japanese heritage foods and foodways for a multi-generational and multicultural audience. The purpose of Koen is to create opportunities for community connection as well as education on the culturally rich history of Japanese and Japanese American agriculture in the region. It is giving the elders of the Ikoi no Kai community the opportunity to share their knowledge as well as encouraging younger generations to learn about food cultivation and preparation. The display garden will serve as an educational tool as well as kitchen garden for the Ikoi no Kai Community Lunch program.	Sustainable ag/food access
PIC-23-021	NW Center for Alternatives to Pesticides	Expanding the Environmental Stewards Network for Latinx Landscapers	\$29,989	\$29,989	NCAP aims to reduce pesticide pollution to enhance human health and aquatic ecosystem health in the Columbia River Basin. NCAP will accomplish this by growing our existing Latinx Landscape Network into the East Multnomah region addressing the needs and barriers that Spanish-speaking landscape professionals have in reducing pesticide use in their businesses. This network provides vital resources in the Spanish language, including educational workshops, toolkits and other information. We will provide a safe space for learning using nontraditional popular education techniques and benefits for this target community who experience disparities in health due to their work with pesticides; increase the landscapers' environmental literacy; and reduce barriers to implementing organic landcare.	Water quality/education

May 1, 2023 Board Meeting

Exhibit A – 2023 Partners in Conservation Grant Funding Recommendations

PIC-23-022	NW Youth Corps	NYC Young Women Inclusion Stewardship program	\$69,371	\$69,371	Northwest Youth Corps' Young Women Inclusion Stewardship program participants will water, daylight, mulch, weed and otherwise care for 21 acres of plants installed or stewarded by Friends of Trees (FOT) in East Portland neighborhoods and natural areas. This work will be conducted by 24 (or more) Portland teens and four women leaders, who are members of Girls, Inc. during the summers of 2023 and 2024. After each work day, the crews will return back to their meeting site, where they will engage in education lessons, for which they can earn money and academic credit.	Habitat /Workforce Development
PIC-23-023	Our Village Gardens	Planting Foundations in Community	\$51,741	\$51,741	This project deepens current strategies to increase our organizational capacity to support BIPOC leadership in our growing projects along with the food and economic resilience of low-income residents and BIPOC growers. This year's priorities of expanding our leadership capacity, economic resilience, infrastructure, and networks are efforts that amplify our conservation projects and community organizing initiatives in Oregon's largest affordable housing neighborhood, New Columbia.	Sustainable ag/food access
PIC-23-024	Outgrowing Hunger	East of 205 Community Gardens Support	\$24,971	\$24,971	The East of 205 Community Gardens Support project will provide for the operation, maintenance, organic supplies, and educational programming of 4 independent community gardens serving more than 250 immigrants & refugees in east Multnomah County.	Sustainable ag/food access
PIC-23-025	Partum Gardens	Postpartum Wellness Garden	\$42,260	\$21,000	This grant will support Partum Gardens installation of the "Postpartum Wellness Garden", a community demonstration garden of medicinal herbs, flowers and native plants that supports our programming for wellness and healing in the perinatal and postpartum time. Through weekly community garden workdays and classes, we will cultivate a culture of care and resiliency rooted in earth connection, education and a shared love for the natural world so families can thrive.	Sustainable ag/education
PIC-23-027	Play Grow Learn	Agricultural Mentoring Program 2023	\$70,000	\$50,000	Play Grow Learn is continuing Outgrowing Hunger's previous environmental education and stewardship programming at Nadaka Park including: 1) paid youth landscaping, conservation and restoration internships to support workforce development, 2) organizing partner-led environmental and agricultural internships, 3) Operation of a farmers market and logistics, and, 4) outreach and engagement of low-income and communities of color to develop more self-sufficiency through agricultural skill building. This year, we will strengthen the program by taking 5 field trips to different nature locations and having a nature education day at the People's Market.	Sustainable ag/workforce development
PIC-23-031	POIC	Natural Resource Pathways (NRP) Program: Student Crew Leadership Training & Green Team	\$69,000	\$69,000	POIC's Natural Resource Pathways Program supports and offers guidance to low-income students and students of color to help them play an active role in their community's environmental health. This is accomplished by developing their academic and leadership skills focused on natural resource management and restoration, ultimately leading to living-wage careers in the natural resource field. Funding would support two main program elements over a two-year period: the Student Crew Leadership Training Program where participants restore local habitats and receive career-track natural resource mentorship and education and Green Team, a leadership development initiative that places youth in charge of projects including tree pruning, planned maintenance and plot students for health and mortality surveys.	Habitat /Workforce Development
PIC-23-028	Portland Audubon	Reducing Barriers and Engaging Under-resourced Communities in East Multnomah County	\$70,000	\$41,303	Backyard Habitat Certification Program has a multi-pronged approach to engaging community members in regreening landscapes where they live and gather, such as partnering with culturally-specific orgs on on-going, long-term projects. We will: 1.Partner with Verde to enroll + install free raingardens/naturescapes for low-income households in North/NE/East PDX; 2.Provide site visits, site-based guidance & on-going support for people stewarding the land where they live and gather, prioritizing low-income, BIPOC, immigrant & disabled community members; 3.Provide enhanced support to equity-focused community sites for their on-the-ground restoration efforts; 4.Partner with CELS to analyze 2022 feedback, determine needs and how BHCP can meet those needs, develop ideas for future pilot projects and secure funding.	Water Quality, Habitat improvements/education

Exhibit A – 2023 Partners in Conservation Grant Funding Recommendations

PIC-23-036	Thimbleberry Collaborative Farm	Thimbleberry Collaborative Farm Field Trips	\$35,000	\$35,000	Thimbleberry Collaborative Farm will use the funds to support our field trip programs for the 2023/2024 school year. We are partnering with Gresham Barlow and Reynolds school districts to provide educational, farm-based field trips to students in grades K-12. During these field trips participants will learn about how to grow and cook fresh food, as well as engage in discussions about complex food systems issues like the pollution caused by industrial farming practices. Our programs are tailored to the participants' grade level and are intended to supplement and enhance classroom curriculum using experiential farm-based learning.	Sustainable ag/education
PIC-23-038	Verde	Verde's Urban Habitat Program 2023	\$70,000	\$70,000	This project will support Verde's Urban Habitat Program. With our partners, Backyard Habitat and Reynolds Learning Academy, we work with low-income renters and homeowners to teach participants about watershed health and install naturescapes on their properties. In partnership with Hacienda CDC we will also offer after-school environmental education for low-income elementary- and middle-school youth and improve the existing naturescapes that have been previously installed. We plan to install 24 new naturescapes in North/NE/SE Portland with improved irrigation and stormwater features, and further develop our maintenance follow-up program for 16 existing naturescapes.	Habitat improvements/education
PIC-23-040	Voz Workers Rights Education Project	Voz Worker Center	\$30,000	\$30,000	Voz's Worker Center provides workforce development training on natural landscaping, invasive plants, habitat restorations, bioswales, rain gardens, gardening, and planting in partnership with East Multnomah Soil & Water Conservation District, OSU Master Gardeners, Nadaka Nature Park and Portland Parks & Recreation. Workers have the opportunity to develop their skills through conversation, presentations and onsite experience. Voz will also host various educational sessions for workers to learn about the impacts of climate change in their environment and community. Our programs also include skills certification programs, marketing skilled workers to employers, and increasing earnings through a skilled wage scale that leverages higher wages for day laborers and domestic workers.	Habitat /Workforce Development
PIC-23-041	Wisdom of the Elders Inc.	Wisdom Workforce Development: Traditional Ecological Knowledge Environmental Internship	\$69,080	\$69,080	Wisdom Workforce Development offers paid internship education, job skills, and job search training in the environmental and conservation sector. Our curriculum focuses on Indigenous Traditional Ecological Knowledge (TEK) through hands on and virtual classes. Wisdom provides hands-on experience with Portland Metro partner organizations, cultural practitioners, and environmental scientists. Classes are held at various locations throughout the region and online. Topics include TEK and STEAM (Science, Technology, Engineering, Arts and Math)concepts, Indigenous cultural arts, identification and uses of plants, habitat restoration and conservation, biocultural restoration, environmental career pathways and personal stories.	Habitat /Workforce Development
PIC-23-042	World Salmon Council	Salmon Watch	\$20,000	\$20,000	Salmon Watch provides students the opportunity to experience salmon in local streams. Students participate in science-based field stations and learn about salmon biology, macroinvertebrate identification, water quality testing, and the riparian zone. Salmon Watch works to remove barriers by annually providing classrooms the opportunity to join our field trips at no cost. Participating Salmon Watch classes then complete a field-based service learning project to apply learning from the program and build community connections to the world around them. These experiences address the nature deficit many of our youth face and instill a deeper appreciation of nature, watershed conservation, and environmental stewardship.	Education/habitat improvements
TOTAL			\$1,148,958	\$1,050,000		

Names in bold are new to PIC. The funding amounts in yellow are reduced funding from the requested amounts.


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.

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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

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. The elected board members comprise the district's governing body, which is responsible for overseeing operations and setting policies for the district. Only elected board members may vote on matters before the board. 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. All five Board members are elected by all voters in the District. ORS 568.560 authorizes the creation of zones within the district and sets forth requirements for board members representing zones. EMSWCD's five-member Board consists of two at-large positions and three positions representing, respectively, the following zones:

1.3.1 Zone 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 Zone 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 Zone 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.

2.0 BOARD OF DIRECTORS

2.1 Responsibilities. In carrying out the powers granted by statute (see Section 4 of these Policies) the Board of Directors is responsible for:

- Ensuring EMSWCD is in compliance with all federal, state, and local laws and the policies of ODA.
- Reviewing and adopting policies needed to govern the operations of EMSWCD; including policies to ensure fiscal accountability and integrity.



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- When appropriate, delegating authority to individual Directors or staff to approve contracts, sign written instruments, and take other actions on behalf of EMSWCD.
- Electing Board officers and defining their authorities and responsibilities.
- Appointing committee members and defining their authorities and responsibilities.
- 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.
- Ensuring that personnel matters are directed to the executive director, the personnel committee, or the full Board as appropriate.
- Periodically assessing progress toward accomplishing EMSWCD's vision, mission, strategic plan, and annual work plans.
- 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.
- 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. All directors (at-large and zone) must:

- Reside within EMSWCD boundaries; and
- Be a registered voter.

2.2.2 Zone Directors. Zone directors must also:

- Own or manage 10 or more acres of land in the District and be involved in the active management of the property; AND
- Reside in the zone represented or manage 10 or more acres of land in the zone represented and be involved in the active management of the property; OR
- In lieu of the requirements in subsections 2.2.2.1 and 2.2.2.2, live within the zone represented and indicate an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district.

2.3 Restrictions. 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. 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.

2.4.1 ODA Role. The Oregon Department of Agriculture (ODA) is responsible for providing information



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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.

2.4.2 Elections. 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.

2.4.2 Term. Directors are elected for a four-year term.

2.4.3 Oath of Office. 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. Per ORS 568.560(7), a director position becomes vacant before the term expires under the following circumstances:

- 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.
- 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.
- 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.
- ODA determines that a serving director no longer qualifies to hold the position. The position becomes vacant upon the declaration by ODA.
- A director resigns from the position. The position becomes vacant upon ODA receiving notice of the resignation.
- 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.

2.5.1 Filling Board Vacancies. 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.

EMSWCD board members will solicit applications from interested candidates. Staff will publicly



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post the vacancy and receive applications to pass on to the board.

3.0 ASSOCIATE DIRECTORS AND DIRECTORS EMERITUS

3.1 General Role. Associate Directors and Directors Emeritus:

- 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.
- Fill current needs and/or bring necessary skills and abilities as identified by the Board of Directors to enhance its effectiveness.
- Work to implement the mission of EMSWCD and represent its constituents.
- Represent EMSWCD, its Board of Directors, and its mission.
- Qualifications

3.2 Qualifications.

3.2.1 Associate Directors must live within EMSWCD's service area.

3.2.2 Directors Emeritus must live within EMSWCD's service and must have served as a member of EMSWCD Board of Directors.

3.2.3 Associate Directors and Directors Emeritus must:

- Attend at least three board or committee meetings prior to application.
- 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.
- Demonstrate interest and experience in natural resource conservation.
- Be willing and able to attend a majority of board meetings.
- Be willing and able to serve on at least one board committee and attend a majority of the committee meetings.
- Be willing and able to represent EMSWCD with other organizations and external committees.
- Be committed and able to work as a team member with the Board and staff.



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- Be committed to a voluntary, non-regulatory, and collaborative approach to conservation.

3.3 Associate Director Appointment Process. 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.

Board members and staff are encouraged to actively recruit for Associate Director(s) within their professional networks.

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.

Qualifications and eligibility will be verified by staff and references will be checked. An interview by the executive director may be requested.

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.

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.



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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:

- Develop and submit an annual work plan to ODA for review and comment.
- Develop and submit an annual report to ODA.
- 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.
- 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.
- 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 or avoidance of a pecuniary cost) 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 or avoidance of the pecuniary cost” 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



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Meetings Law (https://www.oregonlegislature.gov/bills_laws/ors/ors192.html) 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

4.3.6 Political Activities. EMSWCD staff, resources, webpage etc. may not be used to advocate for or promote any ballot measure or candidate. EMSWCD staff can provide information and answer questions regarding election procedures and provide factual information about the District but must do so equally for all requesters and may not perform any other tasks related to the election process. EMSWCD staff must remain neutral in political matters while on duty. The board as a whole may take a position on political issues through a board-approved motion but may not authorize or require staff or EMSWCD resources to promote the position or be used for political activities. Individual board members may take a position on a political matter but should be clear that they are expressing their personal opinion and not that of the entire Board. 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. See https://www.oregonlegislature.gov/bills_laws/ors/ors192.html. 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.



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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.

5.7 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.

5.8 Public Participation. Board members should invite constituents, volunteers, partner agencies, and groups to board and committee meetings to explore issues and seek solutions. 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.

5.9 Identification of Needs. Board members should identify conservation needs and bring them to the Board for discussion.

5.10 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.

5.11 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.

5.12 Meeting Preparation. Board and committee materials should be read before meetings.

5.13 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.

5.14 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.

5.15 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. OFFICER QUALIFICATIONS, POSITIONS AND DUTIES

6.1 Officers. ORS 568.560(4) requires the elected board of directors to designate a chairperson,



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secretary and “other officers as necessary and may, from time to time, change such designation.” EMSWCD’s officer positions and duties are described below. Only Board Directors may serve as Board officers. All appointed committee members may serve as committee officers.

6.1.1 **Chair.** The Chair of the Board will do the following:

- Preside at meetings of the Board of Directors. The chair of committees will preside at committee meetings.
- 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.
- Request or require that disruptive attendees stop engaging in disruptive behavior and leave the meeting if necessary.
- 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.
- Have the same right as other members of the board/committee to discuss and to vote on questions before the board/committee.
- Call special meetings and executive sessions of the board/committee as authorized by the Oregon Public Meeting Law.
- If feasible, conduct exit interviews for all outgoing board members.

6.1.2 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.

6.1.3 **Secretary.** 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.

6.1.4 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



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maintained.

7.0 OFFICER TERMS AND ELECTIONS

7.1 Qualifications. Only Board Members may serve as Board officers. Any committee member may serve as a committee officer.

7.2 Selection; Removal. Board officers are selected by a majority vote of the Board of Directors. Committee officers are selected by a majority vote of committee members. 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.

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.

Any officer appointed or elected by the board may be removed by a majority vote of the board at any time.

7.3 Terms. Board officers serve two-year terms. Committee officers serve one-year terms. 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.

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 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.

8. COMMITTEES

8.1 “Committee Defined.” Any group created by the Board of Directors to explore a particular issue, policy, or procedure of the District. If the committee includes a quorum of the Board of Directors, or is charged by the Board of Directors with developing recommendations for board action, the committee must comply with the requirements of Oregon’s public meetings laws (notice, quorum, minutes) (see https://www.oregonlegislature.gov/bills_laws/ors/ors192.html).

8.2 Membership. 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



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be determined by the executive director.

8.3 Voting. All committee members have the right to vote on matters before the committee. Staff assigned to support committees will not vote.

8.4 Standing Committees. The standing committees, their purposes, and general nature of meetings will include:

- **Budget Committee:** Reviews and approves EMSWCD's budget and related activities on a fiscal year basis.
- **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.
- **Partner in Conservation (PIC) Review Committee:** Reviews PIC grant applications and makes funding recommendations to the board.
- **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.
- **Small Projects and Community Events (SPACE) Review Committee:** Reviews SPACE grant applications and makes funding recommendations to the board.

8.5 Other Committees. Additional standing committees and/or ad-hoc/special committees may be established by the board when determined necessary by the board.

8.6 Review. 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 Public Meetings Law. EMSWCD board and committee meetings are governed by Oregon's Public Meetings Law. https://www.oregonlegislature.gov/bills_laws/ors/ors192.html. 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 Agendas. 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.

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.

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.



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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.

9.3 Notices. The clerk will draft the public notices. 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.

10.0 GENERAL MEETING PROCEDURES

10.1 Quorum; Notice Required. 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.

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.

10.2 Procedures.

10.2.1 Punctuality. Board/committee members and staff are expected to arrive 5-10 minutes prior to the beginning of each meeting. Meetings will start on time.

10.2.2 Order of Business. 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.

10.2.3 Role of Board Chair. The chair has authority to preside over the meeting. The chair must recognize any director/committee member who is entitled to speak and requests to do so. The chair may interrupt a board/committee member or other speaker when necessary to move the agenda forward or to enforce established meeting rules.

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.

10.2.3 Discussion. Discussion will be limited to the subject matter being discussed. The chair is responsible for keeping the discussion to the issue at hand. 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.



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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.

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.

10.2.4 Voting. 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.

10.3 Meeting Minutes. The clerk will keep written minutes for all board and committee meetings including emergency and executive sessions. The clerk will track decisions, positions, motions, resolutions, and actions of the board and committees. Every meeting will also be audio recorded.

10.3.1 Review. 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.

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.

10.3.2 Public Record. 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. 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.

10.3.3 Distribution. All approved board meeting minutes will be emailed to a specific group of recipients as requested by ODA.

11. PROCEDURES FOR FORMAL DECISION-MAKING

11.1 Process. 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



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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



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

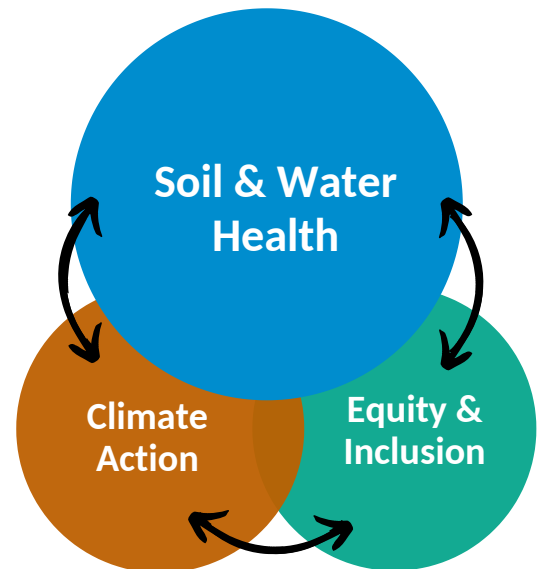
Our Mission:
We help people care for land and water.

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?



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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04/19/23
Accrual Basis

EMSWCD Balance Sheet Prev Year Comparison As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Beneficial checking	57,875.04	91,778.41	-33,903.37	-36.94%
1010 · LGIP savings acct #1	12,909,320.01	12,487,232.13	422,087.88	3.38%
Total Checking/Savings	12,967,195.05	12,579,010.54	388,184.51	3.09%
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	14,801.30	1,256.21	8.49%
Total 1200 · Accounts Receivable	142,411.96	153,938.77	-11,526.81	-7.49%
Total Accounts Receivable	142,411.96	153,938.77	-11,526.81	-7.49%
Other Current Assets				
1300 · Prepaid Expense	847.64	4,271.99	-3,424.35	-80.16%
Total Other Current Assets	847.64	4,271.99	-3,424.35	-80.16%
Total Current Assets	13,110,454.65	12,737,221.30	373,233.35	2.93%
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	20,204,915.98	19,891,652.40	313,263.58	1.58%

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Accrual Basis

EMSWCD

Balance Sheet Prev Year Comparison

As of March 31, 2023

	Mar 31, 23	Mar 31, 22	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	44,481.90	69,779.29	-25,297.39	-36.25%
Total Accounts Payable	44,481.90	69,779.29	-25,297.39	-36.25%
Credit Cards				
2050 · Beneficial Credit Cards				
2052 · VISA - JD - 0960	565.22	147.91	417.31	282.14%
2053 · VISA - KS - 0994	2,962.90	446.96	2,515.94	562.9%
2054 · Visa - RS - 2818	3,312.22	300.50	3,011.72	1,002.24%
2058 · Visa - SW - 1901	1,923.05	776.25	1,146.80	147.74%
2059 · Visa - AB - 2529	0.00	201.98	-201.98	-100.0%
2061 · Visa - NH - 4046	471.14	1,552.13	-1,080.99	-69.65%
2062 · Visa - SS - 8195	1,339.68	24.99	1,314.69	5,260.86%
Total 2050 · Beneficial Credit Cards	10,574.21	3,450.72	7,123.49	206.44%
Total Credit Cards	10,574.21	3,450.72	7,123.49	206.44%
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	521.01	60,110.84	-59,589.83	-99.13%
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	141,019.52	212,835.55	-71,816.03	-33.74%
Total Current Liabilities	196,075.63	286,065.56	-89,989.93	-31.46%
Total Liabilities	196,075.63	286,065.56	-89,989.93	-31.46%
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	1,562,408.44	1,834,454.51	-272,046.07	-14.83%
Total Equity	20,008,840.35	19,605,586.84	403,253.51	2.06%
TOTAL LIABILITIES & EQUITY	20,204,915.98	19,891,652.40	313,263.58	1.58%

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Accrual Basis

EMSWCD Profit & Loss Budget Performance July 2022 through March 2023

	Jul '22 - Mar 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
4000 · Income					
4100 · EMSWCD prop'ty tax	5,477,818.24	5,345,440.00	132,378.24	102.48%	5,411,306.00
4400 · Event Income					
4420 · Native Plant Sale	47,510.00	50,000.00	-2,490.00	95.02%	50,000.00
Total 4400 · Event Income	47,510.00	50,000.00	-2,490.00	95.02%	50,000.00
4500 · Interest	242,279.68	63,748.00	178,531.68	380.06%	85,000.00
4600 · Grants					
4610 · Federal	0.00	19,500.00	-19,500.00	0.0%	19,500.00
4620 · State	86,747.91	94,078.25	-7,330.34	92.21%	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	86,747.91	188,078.25	-101,330.34	46.12%	203,462.00
4700 · Sale of Real Property	275,294.45				
4800 · Rental Income	36,237.78	35,460.00	777.78	102.19%	46,080.00
4900 · Misc Income					
4910 · Refunds/Rebates/Reimbsm	6,161.55	5,000.00	1,161.55	123.23%	5,000.00
4900 · Misc Income - Other	0.00	5,440.00	-5,440.00	0.0%	5,440.00
Total 4900 · Misc Income	6,161.55	10,440.00	-4,278.45	59.02%	10,440.00
Total 4000 · Income	6,172,049.61	5,693,166.25	478,883.36	108.41%	5,806,288.00
Total Income	6,172,049.61	5,693,166.25	478,883.36	108.41%	5,806,288.00
Gross Profit	6,172,049.61	5,693,166.25	478,883.36	108.41%	5,806,288.00
Expense					
5000 · Payroll Expenses					
5100 · Salaries & Wages	1,590,145.07	1,653,090.00	-62,944.93	96.19%	2,207,573.00
5200 · Payroll Taxes	151,210.66	148,178.49	3,032.17	102.05%	197,963.00
5300 · Wkrs Comp Insurance	13,355.46	25,050.00	-11,694.54	53.32%	25,050.00
5400 · Emp Benefits	302,778.55	385,527.01	-82,748.46	78.54%	514,030.00
Total 5000 · Payroll Expenses	2,057,489.74	2,211,845.50	-154,355.76	93.02%	2,944,616.00
6000 · Professional Services					
6005 · Contracted Bkkpr/Acctant	18,000.00	19,500.00	-1,500.00	92.31%	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	134,824.00	-119,711.16	11.21%	179,000.00
6050 · Contracted Services	332,147.10	884,208.00	-552,060.90	37.56%	1,198,590.00
6065 · Contracted IT Support	14,195.50	23,250.00	-9,054.50	61.06%	33,000.00
Total 6000 · Professional Services	385,255.44	1,068,182.00	-682,926.56	36.07%	1,443,990.00
6100 · Admin					
6110 · Audit Filing Fee	300.00	250.00	50.00	120.0%	250.00
6120 · Bank Charges	2,746.78	2,300.00	446.78	119.43%	2,525.00
6130 · Bulk Mail Permit Renewal	290.00	300.00	-10.00	96.67%	300.00
6135 · Legal Notice	2,213.44	2,250.00	-36.56	98.38%	3,000.00
6140 · Payroll Svcs	366.50	562.50	-196.00	65.16%	750.00
6150 · Licenses & Fees	4,766.05	5,990.00	-1,223.95	79.57%	7,703.00
6160 · Taxes	7,694.43	8,718.00	-1,023.57	88.26%	8,718.00
Total 6100 · Admin	18,377.20	20,370.50	-1,993.30	90.22%	23,246.00
7100 · Occupancy					
7110 · Utilities	18,816.02	14,326.00	4,490.02	131.34%	19,672.00
7120 · Telecommunications	19,939.01	20,220.00	-280.99	98.61%	26,964.00
7130 · Repairs/Maintenance	29,164.38	35,602.00	-6,437.62	81.92%	44,050.00
Total 7100 · Occupancy	67,919.41	70,148.00	-2,228.59	96.82%	90,686.00
7500 · Insurance					

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04/19/23
Accrual Basis

EMSACD **Profit & Loss Budget Performance** **July 2022 through March 2023**

	Jul '22 - Mar 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	25,521.00	22,050.00	3,471.00	115.74%	22,050.00
8100 · Office Expenses					
8110 · Office Supplies	8,338.73	5,550.00	2,788.73	150.25%	7,050.00
8115 · Postage, Delivery	1,422.46	6,806.00	-5,383.54	20.9%	8,370.00
8120 · Printing, Copying	5,876.46	14,850.00	-8,973.54	39.57%	18,900.00
8130 · Furnishings & Equipment	5,150.68	11,560.00	-6,409.32	44.56%	14,050.00
Total 8100 · Office Expenses	20,788.33	38,766.00	-17,977.67	53.63%	48,370.00
8200 · Production					
8210 · Advertising	2,258.99	6,725.00	-4,466.01	33.59%	8,650.00
8230 · Signage, Banners, Displays	0.00	3,923.00	-3,923.00	0.0%	4,700.00
8250 · Public Relations Promo & Ev	15,040.44	14,200.00	840.44	105.92%	18,700.00
Total 8200 · Production	17,299.43	24,848.00	-7,548.57	69.62%	32,050.00
8500 · Programs & Projects					
8505 · Dues	13,283.96	11,401.00	1,882.96	116.52%	14,575.00
8506 · Subscriptions	32,002.39	40,614.00	-8,611.61	78.8%	49,220.00
8510 · Contracts w/ Partners/Lndow	9,880.50	119,998.00	-110,117.50	8.23%	160,000.00
8520 · Grants to Others	1,826,399.76	1,056,251.00	770,148.76	172.91%	1,400,000.00
8530 · Program Supplies	25,391.70	42,889.00	-17,497.30	59.2%	57,070.00
8540 · Plants & Materials	24,987.66	53,752.00	-28,764.34	46.49%	65,000.00
8560 · Space Rental	2,156.35	2,238.00	-81.65	96.35%	3,102.00
8570 · Equip Rental	5,838.21	12,210.00	-6,371.79	47.82%	12,960.00
8580 · Vehicles Rent/Lease	4,902.68	3,749.00	1,153.68	130.77%	5,000.00
Total 8500 · Programs & Projects	1,944,843.21	1,343,102.00	601,741.21	144.8%	1,766,927.00
8600 · Training					
8610 · Training/Development Staff	11,973.94	13,004.00	-1,030.06	92.08%	17,050.00
8620 · Training/Development Board	285.00	3,753.00	-3,468.00	7.59%	5,000.00
Total 8600 · Training	12,258.94	16,757.00	-4,498.06	73.16%	22,050.00
8700 · Travel					
8730 · Out of Town Travel- Staff	11,693.61	5,917.00	5,776.61	197.63%	8,030.00
8740 · Out of Town Travel - Board	523.76	751.00	-227.24	69.74%	1,000.00
8750 · Local Mlg, Pkg, Bus - Staff	3,903.30	6,889.00	-2,985.70	56.66%	9,170.00
8760 · Local Mlg, Pkg, Bus - Board	0.00	751.00	-751.00	0.0%	1,000.00
Total 8700 · Travel	16,120.67	14,308.00	1,812.67	112.67%	19,200.00
8800 · Volunteers & Staff					
8810 · Volunteer & Staff Recog	8,396.34	17,312.00	-8,915.66	48.5%	21,350.00
8820 · Vol & Staff Refreshments	3,051.36	7,811.00	-4,759.64	39.07%	9,850.00
Total 8800 · Volunteers & Staff	11,447.70	25,123.00	-13,675.30	45.57%	31,200.00
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 Prope	0.00	106,000.00	-106,000.00	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	31,320.10	5,254,247.00	-5,222,926.90	0.6%	7,763,247.00
Total Expense	4,609,641.17	10,109,747.00	-5,500,105.83	45.6%	14,207,632.00
Net Ordinary Income	1,562,408.44	-4,416,580.75	5,978,989.19	-35.38%	-8,401,344.00
Net Income	1,562,408.44	-4,416,580.75	5,978,989.19	-35.38%	-8,401,344.00

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04/19/23
Accrual Basis

EMSWCD
Profit & Loss by Class
July 2022 through March 2023

		General Fund					Special Funds		
		Finance & Operations	Rural Lands	Urban Lands	Conservation Legacy	HIP	Grants Fund	Land Conservation Fund	TOTAL
Ordinary Income/Expense									
Income									
	4000 · Income	5,590,811.28	46,150.89	47,510.00	15,150.00	21,105.77	23,470.30	427,851.37	6,172,049.61
Total Income		5,590,811.28	46,150.89	47,510.00	15,150.00	21,105.77	23,470.30	427,851.37	6,172,049.61
Gross Profit		5,590,811.28	46,150.89	47,510.00	15,150.00	21,105.77	23,470.30	427,851.37	6,172,049.61
Expense									
	5000 · Payroll Expenses	556,328.35	573,664.33	432,946.88	296,771.86	197,778.32	0.00	0.00	2,057,489.74
	6000 · Professional Services	113,184.82	183,076.90	19,890.00	50,630.20	18,473.52	0.00	0.00	385,255.44
	6100 · Admin	6,958.58	25.00	1,890.63	8,318.07	1,184.92	0.00	0.00	18,377.20
	7100 · Occupancy	21,024.15	2,412.74	2,733.12	5,104.80	36,644.60	0.00	0.00	67,919.41
	7500 · Insurance	25,521.00	0.00	0.00	0.00	0.00	0.00	0.00	25,521.00
	8100 · Office Expenses	16,058.91	263.72	4,089.82	291.99	83.89	0.00	0.00	20,788.33
	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	23,267.55	30,150.90	23,826.06	8,973.65	22,344.79	636,280.26	1,200,000.00	1,944,843.21
	8600 · Training	3,463.01	3,149.91	3,168.35	853.67	1,624.00	0.00	0.00	12,258.94
	8700 · Travel	2,909.28	4,236.68	5,025.08	2,767.60	1,182.03	0.00	0.00	16,120.67
	8800 · Volunteers & Staff	8,158.82	196.67	859.94	1,702.12	530.15	0.00	0.00	11,447.70
	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		783,723.51	797,176.85	502,621.28	376,413.96	311,925.31	636,280.26	1,201,500.00	4,609,641.17
Net Ordinary Income		4,807,087.77	-751,025.96	-455,111.28	-361,263.96	-290,819.54	-612,809.96	-773,648.63	1,562,408.44
Net Income		4,807,087.77	-751,025.96	-455,111.28	-361,263.96	-290,819.54	-612,809.96	-773,648.63	1,562,408.44
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		75%	75%	75%	75%	75%	75%	75%	
Percentage of Appropriation Spent		56%	56%	54%	58%	62%	41%	16%	
Year-To-Date Appropriation by Program (as of 3/31)		\$1,074,625	\$1,054,588	\$714,445	\$489,404	\$400,189			
Year-To-Date Percentage of Appropriation Spent (as of 3/31)		73%	76%	70%	77%	78%			