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

Monday, May 1, 2023

6:03pm- Call to Order

Zimmer-Stucky, called to order the regular meeting of the EMSWCD Board of Directors at 6:03pm on Monday, May 1, 2023, at EMSWCD's Office.

6:03pm- 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) (virtual), Joe Rossi (Zone 1 Director) (virtual)

Board of Directors Absent: Jim Carlson (At-Large 1 Director, Treasurer)

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

Guests: Karin Stutzman (Dept of Agriculture-SWCD Program Lead), Ally Oredi (Headwaters Farmer), Michelle Week (Headwaters Farmer) (virtual), Michelle Charbonneau (Thimbleberry Farm) (virtual), Meaghan Stetzk (Headwaters Farmer(virtual))

Changes to the agenda: Move Item 8 to after Item 3.

Previous action items:

- Mitten to add Masterson to the Legislative Teams Channel for updates. -Done
- Fernandez to send the Board the RSVP email for Eat n' Greet Event. -Done
- DiLeone to add numbers and data for StreamCare plantings to the next Board meeting update. -Done
- Mitten to add HB 3366 to the OACD Bill Tracker. -Done
- Fernandez to add Strategic Plan Graphic Redesign topic to the May Board Meeting Agenda. -Done
- Fernandez to add Board Handbook Review topic to the May Board Meeting Agenda. -Done
- Mitten to create a more generic chart with overall titles for the next Board Meeting Packet. -Done
- Fernandez to add EMSWCD FY 23-24 Meetings Scheduling topic to the May Board Meeting Agenda. -Done
- Fernandez to add Equipment Library to the list of topics for Work Sessions. -Done
- Board to review the past plan for the Guerrero property's office building. -In progress

Action Item: Fernandez to send Past Plan for Guerrero property's office building to Board Members.

6:06pm- Approval of minutes

MOTION: Guebert moved to approve the April 3, 2023, Board of Directors Meeting Minutes, Rossi 2nd. Motion passed unanimously (4-0, Carlson absent).

6:07pm- Time reserved for public comment. -N/A



6:08pm- Executive Director and Leadership Team Updates

Hamilton shared the ED Updates.

External Meetings April:

- Daniel Newberry – Johnson Creek Watershed Council: EMSWCD has a partnership agreement with them and handles some of their funding. Discussed how to work better in partnership and projects that they do, depaving impervious materials near water habitats.
- Ted Sester – with Shipkey, re: the well on the Oxbow site.
- Terry Preeg Rigsby – re: Senate Bill (SB) 775
- Senator Lew Fredrick’s Office – re: SB 775 next steps
- Paul Lumley – re: Native American Youth and Family Center (NAYA) Capital Campaign celebration
 - Waiting for one more funder.
 - Hoping to hold an EMSWCD Board Meeting at NAYA to help celebrate later this summer.
- Jay Udelhoven – Multnomah County Farm Bureau: EMSWCD will be helping to sponsor the BBQ at the end of June again, discussed how to motivate farmers, succession planning, and easement programs.

External Meetings planned for May:

- Ted Sester – re: the Oxbow Well
- Ted Labbe – re: Urban Green Spaces
- SWCD District Manager colleagues, partially with Jon Blasher of Metro (re: possible farm property opportunities), meeting at Tualatin SWCD office on May 4th.
 - Mitten and other SWCD CFOs are beginning to meet and connect as well.
- Larry Bailey – Verna Jean Nursery & Multnomah County Farm Bureau (succession planning and continuing with relationship). CLIP Grant recipient, working on AI for farm irrigation.
- Heather King – Columbia Slough Watershed Council
- Lynn Barlow – WMSWCD District Manager: re: possible collaboration on Harbor projects. Picking up where Jim Cathcart left off.

Looking Back at April:

- Worked on SB 775
- Meetings with Ted Sester
- Worked with Compensation Connections for Step vs. Merit
- Worked with Eileen Eakins on Board Handbook
- Discussed updating the performance evaluation process. Minor tweaks to the form, based on staff survey. To be completed and internal meetings scheduled before the end of July.
- Worked on more Budget Committee Meeting wrap ups.
- Sent final RFP on Office upgrades. Making an effort to work with BIPOC owned general contractors and others who are interested in a project of this size. Too big for small companies, too small for commercial.
- Kent has begun meeting with the Leadership Team and has been meeting with her Community Outreach & Engagement (CO&E) team.

Looking Forward:

Hamilton did not go through her workplan list (listed in the Packet) but did mention that most of the things listed are already finished, or close to being finished. She’s asked the Leadership Team what they think she should be working on through the end of the Fiscal Year.



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Leadership Team Updates

Hamilton shared the Conservation Legacy Team updates:

- **Headwaters Farm Program:** New farmer cohort has arrived, all leases signed. Excited that everyone is coming back for another year. Looking into tech solutions to automate how farmers check out farm equipment and digitize how farmers are paying rent and other dues. This will save staff time and makes everything easier for the farmers. Separating Weather station and flow meter data from the app for now. HWF has had ongoing issues with the weather station software, if the company isn't able to help, we will have to move to a different software company.
- **Grants Program:** Board to review PIC recommendations tonight, SPACE continues rolling throughout the year. The application process for EFSOG is completed, staff will present information on the recipients and rewards at the June Board Meeting.
- **Land Legacy Program:** Board approved the outreach plan, continuing to have conversations with Ted Sester about the Oxbow Well, Gordon Creek is now being prepped for sale based on the Land Legacy Committee's (LLC) direction given at the last LLC Meeting.

Shearin shared the Urban Lands updates:

- **New workshop and re-work of existing workshops:** staff have been working on shortening workshops and have finished final drafts of workshop substance and have sent those out to the contractors for review and edit before implementation. Sourcing new images for presentations now as well.
- **Planting with Partners endeavor** – are engaged in several activities with organizations, including:
 - **Wisdom Of The Elders:** Did one walk-through/site assessment with interns and plant ID workshop. Another planting event is coming up, and a career day with the interns planned.
 - **Native American Youth and Family Center**
 - **Native Gathering Garden:** Purchased plants for planting and giving to community members at an event this past weekend.
 - **Native American Rehabilitation Association**

Mitten shared F&O Updates

- Budget revisions are done.
- Building modifications solicitation document: finished and sent out to contractors tomorrow with deadline of May 13th, walk throughs with HARKA and interested contractors around May 15th.
- EMSWCD Trucks: DAS will now be selling our trucks to us instead of leasing them, at salvage cost. Saved us a lot of money, we're spending under \$8,000 on both trucks.
- CRM update & Legislative Tracking: All Board members are on the tracker, updated frequently. Working with Woolery on costs for CRM, created a CRM team for evaluation and implementation.
- **Headwaters: Interactive Technological Solutions:** not likely to be an app, but instead some kind of developed software internally to respond to identified challenges.

DiLeone shared RL Updates

- **StreamCare numbers:** shared the data for all the StreamCare work staff has done so far.
- **Back to door-to-door outreach for StreamCare.** Many landowners are remembering about our mailouts and now know our name.



Something to Celebrate- Eat & Greet with Farmers

DiLeone 23 people registered, 11 people attended. Seems these farmers got a lot out of speaking to us and to each other as well! Many of them expressed how they have been wanting to connect with more people/farmers since the Covid-19 shutdown time. Got to meet many new rural landowners since the Pandemic. Staff have already been able to do a couple new site visits since then.

6:37pm- Executive Director Performance Evaluation Planning

Masterson The process will be similar to last year. The survey will be sent out to staff and the Board with the same questions as last year, at the end of this week. Zimmer-Stucky, Critchfield, and Masterson will pull all the evaluations together.

Need to schedule two Board meetings in June, first for Executive Session, second to meet with Hamilton and discuss the evaluation. This will be for FY 22-23. Reminded the Board that this is a critical Board duty, appreciates the time and thought put into the survey.

Zimmer-Stucky The survey will go out on Friday, and the deadline will be May 15th. The evaluation will be discussed in June, a month shy of the end of the Fiscal Year.

6:40pm- Rossi left the meeting due to technical difficulties.

6:45pm- FY 23-24 Meetings Scheduling

Fernandez and Board Members scheduled/rescheduled Board and Committee Meetings for FY 23-24.
Board Meetings:

June 21, 2023 - 5pm-7pm: Special Board Meeting Executive Session: Board to review Executive Director performance evaluation surveys from staff and come up with their own evaluation.

July 5th Board Meeting

July 10 – 4pm to 6pm: Special Board Meeting: Executive Session: with Hamilton for Executive Director performance evaluation.

September 6: Board Meeting

January 3, 2024: Board Meeting

Committee Meetings:

May 22: LLC Meeting

November 27: LLC Meeting

January 17: PC Meeting

January 22: LLC Meeting

March 25: LLC Meeting

May 29: LLC Meeting

(This list is not comprehensive but notates the specific meetings that needed to be rescheduled or scheduled for the first time.)

Action Item: Fernandez to send all FY 23-24 Board and Committee meeting dates to Carlson and Rossi and schedule meetings and send invites, as stated.

6:55pm- Legislative Updates

Guebert gave a brief update: None of the bills the District is tracking have hearings scheduled yet. If they do get hearings, we will submit testimony, but we're waiting to see for now. The OACD committee has changed their meetings to once a month for the time being.



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6:56pm- PIC Grants Recommendation

Kent presented an update on the Partners In Conservation (PIC) Grant Review. Reviewed the PIC Grant Review Committee, including Guebert and Carlson. Met with each of three groups separately. Each group reviewed 10-15 applications, and a staff member sat in on each meeting as another set of eyes and ears for the final review. Jen Shih (Tualatin SWCD Grants Program Manager) played the staff role for one group.

2023 PIC:

- 42 eligible applications (up from 29 last year)
- Total amount requested: \$1,894,628.
- 24 applications recommended for funding.
- 22 first time applicants (new to PIC, some have been awarded SPACE grants before)
 - Seven recommended for funding.
- Grouped the applications by project type: six different topics.
- Smaller amounts were requested this year, which allowed for more grants.
- Five of the recommended grants are two-year grants.
- A lot of the new applicants are organizations led by and serving black, immigrant/refugee communities, and/or East County.
- One application from the Sandy River Watershed.

Guebert How did you come up with the award amount for grants who were smaller?

Kent Depended on how much money was left, and they were projects that would enhance other projects that align with our mission. Held a discussion with Verde to determine Portland Audubon's grant.

Guebert shared his appreciation for the work the committee members did.

MOTION: Guebert moved to approve the recommended funding for the PIC Grants, Masterson 2nd. Motion passed unanimously (3-0, Carlson and Rossi absent).

7:09pm- Board Handbook Review

Zimmer-Stucky explained the legend on the red-lined draft of the Board Handbook: Yellow= Statute, Grey=district policy derived by statute (advised not to edit without attorney review), Green/Blue= District policy subject to change at the discretion of the Board.

Guebert In Section 8.4 (Standing Committees), there is still a reference to the SPACE Grant committee, which should've been removed. Is the PIC Grant review committee considered a Board committee? Should we remove that? As for stipend compensation for each day spent on EMSWCD Business, should we clarify what qualifies as District business? Suggested adding another sentence or two on that topic.

Hamilton "District business" is not regularly defined but we can add a couple examples as clarification.

Action Item: Staff to make necessary edits noted specifically above to the Board Handbook before finalizing.

MOTION: Guebert moved to approve the Board Handbook with the amendments regarding committees and clarification on District business, Masterson 2nd. Motion passed unanimously (3-0, Carlson and Rossi absent).

7:14pm- Strategic Plan Graphic Redesign

Hamilton Rossi in particular had concerns about clarifying that Soil and Water Health remains the core mission of the District, while Climate Action and Equity & Inclusion be used as core lenses. We made the Soil and Water circle larger than the two lenses circles smaller and remaining below Soil and Water. It



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seems important to continue to show that the three do work together. Also made the text regarding soil and water health a couple fonts larger than the text regarding the core lenses.

MOTION: Guebert moved to approve the graphic redesign for the Strategic Plan, Masterson 2nd. Motion passed unanimously (3-0, Carlson and Rossi absent).

7:17pm- Monthly Financial Reports- March 2023

Mitten presented the March 2023 Financial Report: The balance sheet looks straightforward, with a little more revenue in our cash accounts compared to last year. Assets and Liabilities have increased 1.58% since last year at this time. Profit and Loss budget performance looks clean, line 4910 is slightly higher due to rebate on Property/Casualty insurances. Line 8900 Miscellaneous expense at \$1,000, was for the return of security deposit from Mainstem Farm. Profit and Loss by class shows all program spending are well within the appropriations for the entire fiscal year and fiscal year to-date.

7:19pm- Announcements, Action Items, and Adjournment

Zimmer-Stucky reminded the Board that the survey for the Executive Director performance evaluation will be sent out from Jill Critchfield on Friday, May 5th and needs to be completed by May 15th.

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

Action Items:

- **Fernandez** to send Past Plan for Guerrero property's office building to Board Members.
- **Fernandez** to send all FY 23-24 Board and Committee meeting dates to Carlson and Rossi and schedule meetings as stated.
- **Staff** to make necessary edits to the Board Handbook before finalizing.

Zimmer-Stucky adjourned the meeting at 7:21pm.