



2/5/2024

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

Monday, February 5, 2024

6:00pm- Call to Order

Zimmer-Stucky called to order the regular meeting of the EMSWCD Board of Directors at 6:00pm on Monday, February 5, 2024, at the EMSWCD Office in North Portland.

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) (virtual), Joe Rossi (Zone 1 Director)

Staff: Kelley Beamer (Executive Director), Nancy Hamilton (Outgoing Executive Director), Dan Mitten (Chief of Finance & Operations), Heather Nelson Kent (Community Outreach & Engagement Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Kathy Shearin (Urban Lands Supervisor), Asianna Fernandez (Executive Assistant)

Guests: Micah Mezcal (Portland Audubon), Kim Galland (NRCS)

Changes to the agenda:

- Remove Agenda Item 8
- Swap Agenda Items 3 and 4
- Add to Item 10: August Board Meeting Rescheduling
- Add Agenda Item regarding Rural Land's Mosaic Contract
- Add Agenda Item regarding OSU Extension Contract

Previous action items:

- **Hamilton and Mitten** to look at the SDAO Newsletter for Board Member Training requirements.
-Done.

Hamilton and Mitten checked and found that the training is about public meeting law, for new Board Members, to be done once per term.

6:03pm- Approval of minutes

MOTION: Guebert moved to approve the January 3, 2024, Board Meeting Minutes, Masterson 2nd.
Motion passed unanimously (5-0).

6:04pm- ED and L-Team Updates

Beamer shared her Executive Director update:

- Day 3 as Executive Director! Honored to be here, the staff has been so welcoming and prepared to bring her up to speed.
- Working on creating 30-60-90-day goals
- Plans on scheduling 1x1 and 2x1 Meetings with the Board.
- She would like to continue with the same format for the Executive Director updates as we have been doing with Hamilton and is open to board feedback.

Shearin shared her Urban Lands Program updates:

- Plant Sale is on February 17th from 10am-3pm.



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- Water Quality Monitoring Project on the Willamette River: Assessment of Ross Island Lagoon with stagnant water and Harmful Algae Blooms that are now moving into different spots of the Willamette, and what it would take to reduce those stagnant spots. We'll be assisting and contributing to the project, run by United States Geological Survey (USGS) and Multnomah County, this year and maybe next year. Some of our partners are contributing as well.

Mitten shared the F&O updates:

- Budget Amendment and FY 24-25 Budget work, upcoming TSCC Staff Meeting. The three Budget Committee Meetings will be in March, April, and May.
- The TSCC held a retreat of their own at the District's office recently, they didn't tour the space yet, but they will in May prior to the TSCC Hearing on EMSWCD's budget.
- Building Construction: Final walk through with the contractors and architects this morning- everything went well, and the paperwork has been finalized. We're now looking into furnishing the conference room, meeting room, and the kitchen.
 - **Zimmer-Stucky** thanked everyone for the work everyone did on the office and interim meeting locations.
- Assisting Rural Lands and CO&E with their individual hiring processes. Working on paperwork for onboarding Beamer and offboarding Hamilton.
- Our external IT firm did an annual review and security check. We passed. There were a few listening ports discovered, but none were outside our network and those have been handled.
- Assisting Urban Lands with Plant Sale.
- We installed a "geofence" around our CRM system so that no one outside out of the country (except some of Canada) can contact us with spam or phishing attempts.

Action Item: Masterson to work with Woolery (IT specialist) on email issues.

DiLeone shared her Rural Lands Program updates:

- Awarded a CLIP cost share for a project on a vegetable farm, converting to drip irrigation.
 - Also working with Johnson Creek Watershed Council on removing a culvert on this site that is blocking a fish passage.
- StreamCare planting time: thousands of plants should all be in the ground by the end of the month.
 - This is Wagner's first year coordinating and managing this, and everything seems to be working smoothly with the contracted crew.
- Aldassy and DiLeone are reviewing the applications for the Weeds Specialist position. We received about 40 applicants that met the minimum requirements.

Kent shared her Community Outreach and Engagement (CO&E) program and Grants program updates:
CO&E:

- Finalized the consultant contract for the next phase of the communications work: community engagement to craft our messaging and media.
 - Narrowed our audience to: community-based organizations (listening session), farmers and growers (survey), and urban and rural landowners/managers (survey).
 - Conducting surveys in February, building messaging in March, and holding staff training in March or April.



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- CO&E Super Group: group of staff (not on CO&E) who usually assist with or do work on communications projects across the organization. The group meets every couple of months, and they're now working on building some structural tools: events calendars, content calendars, project intake forms, etc.
- Communications Assistant: applications closed today, 56 applications overall. Review process taking place throughout February.

Grants:

- PIC Review Committee: the orientation meeting happened a few weeks ago, the teams are now reviewing applications. Kent gets notifications when the review team reviews an application, so she can tell it started. Each person is reviewing about 16 applications.
- Recent SPACE Grants awarded:
 - Grow Portland, who is an active PIC grantee but with an additional request for a different project, inside Portland.
 - Share Fair, we'll be sponsoring it again this year.
 - Neurotherapeutic Pediatric Therapy, for their naturescaping projects and pollinator gardens.
 - Friends of Zenger Spring Family Event
 - Coyote Palooza Event

6:30pm- Public Comment

Galland from NRCS announced that they're working through applications for the fiscal year, the Conservation Stewardship Program application deadline is coming up next month, and they have two new employees.

6:32pm- Add Beamer as Signatory on Accounts

MOTION: Zimmer-Stucky moved to have Kelley Beamer, Executive Director, be added as primary signer on EMSWCD's bank accounts effective 2/5/2024 and additionally be given the authority to release funds electronically via ACH or Wire, and to complete and approve EMSWCD credit card transactions or accounts with the same rights and privileges granted to outgoing Executive Director, Nancy Hamilton. I also move that Nancy Hamilton be removed from the accounts upon Beamer's successful activation. Masterson 2nd. Motion passed unanimously (5-0).

6:34pm- Communications Plan Overview

Kent shared these updates in her Leadership Team update.

6:34pm – OSU Extension

DiLeone OSU Extension sent their agreement, and the cost increased slightly, due to the different rates each person on the team charges. The total cost was \$83,000, but now it's \$160,000. She reviewed the terms, the full contract, and statement of work. WMSWCD will contribute \$10,000, and OSU has confirmed that one of their experts will focus on Sauvie Island farmers. Multnomah Farm Bureau will contribute \$1000. Mt. Hood Chapter of Oregon Association of Nurseries (OAN) will discuss their contribution at a future meeting, so we will pay it first, then we will send them an invoice for the amount they decide on. The lead person on our account is on Maternity Leave until April, but her team is ready to begin working on the assessment, to be done by the end of June.

Hamilton If there are budget implications for the next fiscal year, the Board would put in a placeholder for now.



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MOTION: Guebert moved to approve the funding of the OSU Extension proposal and have the Board Chair sign the agreement. Masterson 2nd. Motion passed unanimously (5-0).

6:39pm – Mosaic

DiLeone shared that the District is following METRO's list of crews to hire for weeds and planting work, and utilizing their process, including the contract term and time period. These terms expired in January. METRO was also at a point where they could put new pricing into their agreement, which they did, so the contract states that we will continue to work with Mosaic at their new price for another year.

MOTION: Guebert moved to approve the Mosaic contract. Masterson 2nd. Motion passed unanimously (5-0).

6:41 pm- Budget Amendment and Resolution

Mitten explained the several key components of the FY23-24 Budget Amendment:

- Any highlighted values in the Budget Document are what will be changed.
- ODA Grant that changes biannually.
- Appropriating \$85,000 in interest to be allocated as General Fund Resources. Also appropriated \$85,000 for Rural Lands expenditures to be used for the OSU Extension.
- Contingency was not utilized.
- Scope of Work for OWEB's Rural Lands work is \$2600.
- Reimbursements from partners is \$8,000 to be appropriated to be utilized as part of the OSU extension work. Any excess partner contributions will be held in the General Fund until appropriated in the next budget cycle.
- The \$2000 for Headwaters Farm is for contracted services related to the new office at the farm.
- The Resolution document provides context for the budget amendment and outlines the budget changes by program/appropriation. All changes are within Oregon Budget Law provisions to allow a simple budget amendment.

MOTION: Guebert moved to approve Resolution 2024-02-01, Masterson 2nd. Motion passed unanimously (5-0).

6:48 pm- Budget Calendar

Mitten The calendar for FY 24-25 is for the Board's review and approval. The first two Budget Meetings are two hours long each, and the last one is one hour long. The Budget Committee meetings are as follows: March 4th, April 1st, and May 6th. The TSCC Hearing has been set by TSCC for May 21st. The June 3rd Board Meeting will be for the Board to adopt the FY 24-25 Budget.

Action Item: Fernandez to send Budget Committee Meeting and TSCC Meeting invites to the Board.

Zimmer-Stucky should be able to make it to the TSCC Meeting.

MOTION: Guebert moved to approve the FY 24-25 Budget Calendar Masterson 2nd. Motion passed unanimously (5-0).

MOTION: Guebert moved to appoint Dan Mitten as the Budget Officer. Masterson 2nd. Motion passed unanimously (5-0).



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6:52pm- December Financial Reports

Mitten We're officially six months through Fiscal Year 23-24. The Balance Sheet looks great compared to this time last year. Our total Checking and Savings account holds just over \$16 million as opposed to \$13.7 million last fiscal year at this time. That's almost a 17% increase. We don't have any large liabilities or debt. The Balance Sheet has improved 8% over the last year at this time. In the P&L Budget performance, we've received just over \$5.6 million in Property Taxes. We're just under the fiscal year appropriation of \$5.7 million, so we will exceed it by the end of the fiscal year. The TSCC anticipated that we will receive over \$6 million in Property Taxes next fiscal year. On line 4500 (Interest) of the P&L Budget Performance, we've exceeded our budgeted interest expectations by \$159,000, or 227%. The largest amount of our Cash is in the LGIP Account, so it'll continue to grow. The rest of the P&L budget performance looks great, nothing stands out. In P&L by Class, all of the programs are under 50% spent at 50% of the fiscal year being completed. F&O spent 86% this year to date, due to the building construction and Executive Director search, but for the entire year, we've only spent 44% of our budget allocations. CO&E spent 76% this year to date, due to the Communications Plan, but only 36% for the entire year.

Jim Carlson left at 6:55pm.

7:00pm- Board Discussion

The Board agreed to move the September Board Meeting, due to Labor Day, to September 4th. For the August Board Meeting, Beamer will be out of State, so we will keep the invite as a placeholder, but plan to skip the August Board Meeting unless otherwise stated.

Action Item: Fernandez to edit the August and September Board Meeting Invites.

7:02pm- Announcements, Action Items, and Adjournment

Rossi attended the National Farm Bureau Conference and the Arkansas Farm Bureau Conference. He would like to convince Multnomah County Farm Bureau to fund one of the EMSWCD Staff members to attend the meeting. The Multnomah County Farm Bureau also said the \$1000 donation to the OSU Extension project is just a beginning donation, and they are willing to donate more as they see proof that Extension is working as a tool for Multnomah County farmers.

Masterson saw that Tualatin SWCD was a cosponsor for "An Oregon Story" film, which has shown in Portland. She thought a viewing event might be a project that the District could sponsor, as to bring more info about Oregon agricultural use to urban Portland.

Hamilton We could approach it as the District hosting it or giving a community partner a SPACE grant to host it.

Guebert met with the Oregon Pasture Network. One of the members from Bend mentioned School of Ranch, a nonprofit in Bend who does similar programming as OSU Extension does, but funded by corporations who have missions of getting more people into farming. This could be another avenue to look into if we don't want to follow through with OSU Extension.

Action Items

- **Masterson** to work with Woolery (IT specialist) on email issues.
- **Fernandez** to send Budget Meetings and TSCC Meeting invites to the Board.
- **Fernandez** to edit the August and September Board Meeting Invites.
- **Kent** to follow up with Masterson about ideas around the "An Oregon Story" showing.

Zimmer-Stucky adjourned the meeting at 7:13pm.