



Board of Directors Meeting Agenda
 East Multnomah Soil and Water Conservation District
 Monday, March 3, 2025, 6:00 – 8:00 PM

To be held at EMSWCD Office (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 (571) 317-3116 Access Code: 578-282-301

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet
1	6:00 5 min	Welcome and meeting called to order. <ul style="list-style-type: none"> • Introductions • Review/revise agenda • Review previous action items • Approve February 2025 Board Meeting Minutes • Approve fix to January 2025 Board Meeting Minutes 	Information/ Decision	Zimmer-Stucky	a) 2/3/2025 Board Meeting Minutes b) 1/17/2025 Board Meeting Minutes February Action Items
2	6:05 5 min	Time reserved for public comment and introductions ¹	Information	Public	N/A
FINANCE AND OPERATIONS					
3	6:10 10 min	Monthly Financial Report: January 2025	Information	Mitten	a) January 2025 Financial Report
DISTRICT BUSINESS					
4	6:20 15 min	Leadership Team Monthly Report <ul style="list-style-type: none"> • Something to Celebrate: Shaul Property updates 	Information	Leadership Team	a) L-Team Report
5	6:35 15 min	Board Policy Handbook Update <ul style="list-style-type: none"> • Updates to Public Meeting Laws and Code of Conduct 	Information/ Decision	Beamer/Mitten	a) Board Handbook
6	6:50 10 min	Review of Decision-Making Matrix for submitting public comment	Discussion	Beamer	a) Public Comment Matrix
7	7:00 10 min	Annual ED Performance Review Timeline <ul style="list-style-type: none"> • Appointing Leader of Process 	Discussion/ Decision	Beamer	N/A

Packet materials referenced above available in hardcopy by request or electronically at: <http://emswcd.org/about/board/meetings/>



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8	7:10 25 min	Headwaters Focus: Overview of Water Needs	Discussion	Beamer/Steele	a) HWF Water Needs Memo
9	7:35 10 min	Legislative Bills update	Information	Beamer	N/A
BOARD BUSINESS					
10	7:45 10 min	Board Discussion	Information/ Discussion	Zimmer-Stucky	N/A
CLOSING ITEMS					
11	7:55 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	
Mary Columbo	Director - Zone 1	Treasurer	X	X	X	
Laura Masterson	Director - Zone 2		X	X	X	
Mike Guebert	Director - Zone 3	Secretary	X	X		
Ramona DeNies	Director - At-Large 1	Vice Chair	X	X	X	
Jasmine Zimmer-Stucky	Director - At-Large 2	Chair	X	X	X	
Upcoming Schedule		Board	Budget	Land Legacy Committee	Personnel Committee	
FY24-25	2024	July	1	22	15	
		August	5			
		September	4			
		October	7		21	
		November	4		25	
		December	2			
	2025	January	16		27	20
		February	3			
		March	3	3	24	
		April	7	7		21
		May	5	5	19	
		June	2			

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, February 3, 2025

5:00pm- Call to Order

Zimmer-Stucky called to order the regular meeting of the EMSWCD Board of Directors at 5:00pm on Monday, February 3, 2025, at the EMSWCD Office in North Portland.

5:00pm- Introductions, Review/revise agenda, Review previous action items.

Zimmer-Stucky conducted introductions for the record. The following people were present:

Board of Directors: Jasmine Zimmer-Stucky (At-Large 2 Director, Chair), Ramona DeNies (At Large 1 Director, Vice-Chair), Mike Guebert (Zone 3 Director, Secretary), Mary Columbo (Zone 1 Director, Treasurer), Laura Masterson (Zone 2 Director)

Staff: Kelley Beamer (Executive Director), Kathy Shearin (Urban Land Program Supervisor), Dan Mitten (Chief of Finance & Operation), Matt Shipkey (Land Legacy Committee Program Manager), Asianna Fernandez (Executive Assistant)

Guests: Kim Galland (NRCS), Joe Rossi (public), Andrea Kreiner (ODA)

Changes to the agenda:

- Add motion to Agenda item 10

Previous Action Items:

- **Fernandez** to send the Growing Gardens Impact Report to Columbo and DeNies. – done
- **Fernandez** to send the OGEK training date options and information on how to sign up to the Board members. -In progress
- **Fernandez** to put Plant Sale date on all Board member calendars. -done

5:00pm- Review/Approve January 2025 Board Meeting Minutes:

Motion: DeNies moved to approve the January 17, 2025 Board Meeting Minutes. Columbo 2nd. Motion passed unanimously (5-0).

5:03pm- Executive Session under ORS 192.660(2)(e):

Started at 5:03pm

Ended at 6:02pm

Laura Masterson left at 5:58pm.

Motion: Zimmer-Stucky moved to authorize the acceptance of offer A for the Big Creek property consistent with the recommendation made by the Board in Executive Session on February 3rd, 2025, with a closing date of June 30th, 2025, barring any extenuating circumstances. The Board concludes that the fee ownership of the property is no longer for public use and that the disposition of the property subject to a working farmland easement will further the public interest. The Board authorizes the EMSWCD Executive Director to make the determination that the final working farmland easement terms for the property and any other components of the disposition are or are not satisfactory. The Board also authorizes the Executive Director to exercise all documents necessary to effectuate the sale of the property and the acceptance of the working farmland easement. The Board authorizes EMSWCD staff to provide the required notice for and hold the public hearing required for the acquisition of a

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working farmland easement interest as identified under ORS 271.73S. Columbo 2nd. Motion passed unanimously (4-0, Masterson absent).

Matt Shipkey left at 6:11pm

Meeting paused from 6:05pm to 6:35pm.

Kim Galland, Andrea Kreiner and Joe Rossi arrived at 6:35pm.

6:35pm- Public Comment:

Andrea Kreiner shared updates about the Oregon Association of Conservation District (OACD). She recently included a letter to all District Directors in the OACD newsletter, walking through what the OACD does as the trade association for Conservation Districts, focusing on member services, public relations, communication, and advocacy. She invited the Board to the District Director round table at the Annual Conference in October. There's a Director-oriented webinar once a month. OACD is working on supporting public relations and communications for advocacy and to deepen public understanding. There were even recent news stories about EMSWCD that ran through the Oregon Conservation Partnership. Within advocacy, OACD is pushing for policy and funding that enables the work of Conservation Districts, working with legislature, state, and federal agencies serving on advisory committees. They work on protecting funding and providing annual advocacy training for directors and staff who want to get engaged.

Joe Rossi shared public comment, congratulating the new Board Members. He reintroduced a document from a previous Board meeting regarding the Land Legacy Program. It involves a lot of listening sessions with the agricultural (ag) community. Not everything in the document is what the community wants, but he thinks it's a good compromise. He believes the ideas in the document could lead to adding more capacity for staff to acquire ag land for future generations. This can be done by developing partnerships with the ag community instead of buying properties all the time. Some properties should be bought and saved in the traditional way. He requested that the Board review the documents. It's meant to be a topic introduction, and he got assistance and input from Larry Bailey. He also has a list of questions he didn't get answered while he was a Board member regarding transparency of the Headwaters Farm (HWF). He and former Executive Director, Nancy Hamilton, had a difficult time working together because of their disagreements regarding how the farm was doing. She gave him access to the farm through multiple productive meetings, but he doesn't believe the viewpoint she had wasn't the reality of HWF, which led him to creating his first report of HWF's status. Though there are some successful farm businesses in the Farm Business Incubator program, there isn't agriculture being grown at a scalable level to teach its farmers how to pay mortgages and support a family. He sees farmers being successful at other plots but not at HWF. Last year there were less weeds, but Jen Aron's presentation showed Nitrogen deficiency from what he saw. The lack of deep plowing once in a while in a judicious way is stratifying the soil. Plants are only able to live in the top layers. The farm also isn't turning down invasive weeds, diseases, viruses, insects, etc. in the wintertime to become biomass down below, or providing plants a 9–12-inch sustainable root zone. He explained about the difference between a tilled landbank's ability to soak water vs one that is not tilled. Shallow rooted weeds are succeeding and overpopulating HWF at the expense of a planted crop. He wishes he could have had more debates, as fellow directors, regarding the farm, but refrained in order to give Beamer time to get up to speed upon her hire. Lastly, a lot of his fellow farmers were a little distressed after the meeting they attended, because they believe that a two-year plan is not what the industry does. Even one year is too long. The District does have the luxury of being able to buy expensive equipment and taking long procedures, making it difficult to recognize that the rest of the ag community cannot make use of the farm. He wishes the farm success, and advocates for farmers to be successful. He would like to see Beamer at future Farm Bureau meetings.

Action Item: Fernandez to send Rossi's documents to the Board.

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Action Item: Fernandez to forward OACD newsletter to Board Members.

Joe Rossi left at 6:46pm.

6:46 pm – Monthly Financial Report: December 2024

Mitten Looking at the Balance Sheet first, our Total Assets are at a 0.44% variance from last year at this time, meaning it's very stable, no highs or lows. Our operational account shows \$584,000 as of December 31st. We don't usually have that balance in our account because it's above FDIC insurable limits, but it reflects the proceeds from the most recent land transaction and was transferred back to our Government account on January 6th. We have received over \$77,000 in Urban Renewal closure deposits from FY 23-24. As part of urban renewal projects, we forego property tax revenue until the project is completed or closed. These since have closed and returned property tax revenue back to us. We received a couple more Urban Renewal project notifications for Rockwood in West Gresham for \$7800 impact to EMSWCD, Fairview for \$1000 impact to EMSWCD property tax revenue, and Troutdale for \$1000 impact to EMSWCD property tax revenues. Balance Sheet looks healthy, no variances. The Profit and Loss Budget performance shows the Sale of Real Property recording the proceeds from the sales of the two most recent properties. With 6 months of the FY passed, the Profit and Loss sheet looks healthy. The Profit and Loss by Class, showing our Programs and Special Funds, shows the percentage of annual appropriation, which are all within their proper spend percentages. Pointed out Interest and Sales proceeds of the properties in the Land Conservation Fund, which shows income just over \$1million. Also, in the income lines on this report, there is almost \$46,000 in interest allocated to the Grants funds. And finally, the \$5 million reflected in the Finance and Operations programs is a combination of Interest and Property Tax Revenue.

Laura Masterson arrived at 6:54pm.

6:55pm – FY 25-26 Budget Officer:

Mitten introduced the duties and responsibilities of the Budget Officer during the FY 25-26 Budget Committee session. The Budget Officer is responsible for creating the budget in accordance with Local Oregon Budget Law and under the direction of the Budget Committee. The Presiding Officer is usually what is considered the Chair of the Budget Committee Meeting. They facilitate the Budget Committee Meetings and with the Budget Officer and Executive Director to formulate the agenda like any other committee chair would do. This person will be appointed to the 1st budget committee meeting.

Motion: DeNies moved to approve Dan Mitten as the Budget Officer for the FY 25-26 Budget process. Columbo 2nd. Motion passed unanimously (5-0).

6:56pm – FY 25-26 Budget Calendar:

The dates for the FY 25-26 Budget Committee meetings are immediately preceding the Board meetings in March, April, and May.

Motion: Columbo moved to adopt the Budget Calendar for FY 25-26. DeNies 2nd. Motion passed unanimously (5-0).

7:00pm – Authorization to add new Board members to, and remove outgoing Board members from, bank accounts:

Mitten EMSWCD's operational bank account has all Board Members, by default, as signers and authorizers on that account. For banking regulations, a Board motion is needed to add new members to the account and remove old members from it. They will vet the Board Members as representatives of a public entity for fiduciary responsibility, and to ensure there are no relations with foreign entities.

Motion: Zimmer-Stucky moved to approve the addition of Mary Columbo and Ramona DeNies as of 1-1-25, and the removal of Joe Rossi and Jim Carlson as of 12-31-24, and maintaining Jasmine Zimmer-

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Stucky, Mike Guebert, Laura Masterson, and Kelley Beamer on EMSWCD's bank account . DeNies 2nd. Motion passed unanimously (5-0).

7:03pm – Leadership Team Monthly Report:

Beamer gave her ED highlights for the month of January:

- Strategic Planning – co-creating plans with L-Team and contractor to put the plan into motion.
- Working on Budget Analysis with staff. What can we learn from the last three years of budget trends?
- Supporting the Rural Lands team until a new supervisor is onboarded.

Shearin shared a couple updates from the Urban Lands meeting.

- Plant Sale – received 200 orders within the first 10 minutes of opening, and at two weeks before the pickup day, 90% of plants are sold out.
- Continuing with the Mount Hood Community College dam removal project
- Workshops – Spring Workshops schedule is live, moving back into in-person workshops.

Zimmer-Stucky Are the rainwater harvesting CLIPs catching on?

Beamer Yes, we've done two so far, one urban farm and one in Corbett. As more people talk about it and see it as a functioning option, we'll likely get more requests.

Shearin Usually in urban areas, we encourage against them, because scaling these projects for smaller plots doesn't make as much sense.

7:13pm – Three-Year Budget vs. Actual Trending Analysis:

Mitten shared his report on the District's Three-year Budget vs. Actuals Trending Analysis. We've identified, over the last three fiscal years, the underspent dollar amounts and added the "where" and the "why" in this analysis. It's been updated since the last audit.

- The General Fund has increased over the last three fiscal years by \$1.4 million, directly due to the consistent underspent funds.
 - The underspends are specifically in Personnel Services, Material & Services (mostly Contracted Services), and Capital Outlay.
- Personnel Services
 - Underspent by \$235,000 (FY 21-22), \$218,000 (FY 22-23), and \$281,000 (FY 23-24)
 - Not concerned about Personnel Services since we budget for full cost of living increases (COLI) and full 3% annual increases for all staff. We don't know what the COLI is going to be until July, which is after the Budget season is over. We also have vacant positions that come and go through the years causing gaps which result in unspent salaries, benefits, etc.

Zimmer-Stucky The Board raised the Cost-of-Living Maximum, moving away from merit-based increases, during the COVID pandemic. We can change that if we feel like we've reached a point of stability.

Mitten It was moved to a 5% max, still not meeting inflation at the time, as we couldn't afford a larger increase. Material & Services

- Contracted Services underspent by \$494,000 (FY 21-22), \$430,000 (FY 22-23), and \$489,000 (FY 23-24)
- Plants and Materials underspent by \$65,000 (FY 21-22), \$36,000 (FY 22-23), and \$26,000 (FY 23-24)
- F&O had the largest underspend in FY 21-22 and FY 22-23 due to:
 - In FY 21-22, budgeted for a temporary employee (Data Analyst and admin temp) for \$95,000, but neither occurred.
 - In FY 22-23, budgeted for a temporary employee, which moved to permanent (Executive Assistant)
 - Contracted Services and Capital Outlay underspent on the office upgrades, that ended up being pushed back a couple fiscal years.

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- Some of the intended repairs did not need to happen after all, causing an underspend.
 - Consultative services underspent for strategic planning consultants, leadership team consultants, HR consultants, wage and compensation analysis/ personnel-related consultants. A lot of their actual costs were lower than expected.
 - Equity Team Budget is its own budget but nested as a sub-class under F&O.
 - Rural Lands underspent by 32% in FY 23-24 due to:
 - Personnel, a temporary employee and contracted services related to the USDA grant we weren't awarded. Since we weren't awarded the grant, we were not able to touch those budgeted funds.
 - Staff transitions: in FY 23-24, absorbing the Land Legacy Program from the previous Conservation Legacy program.
 - Urban Lands underspent by \$75,000 on FY 23-24 due to:
 - Demonstration projects that did not occur in FY 23-24, as partners dropped the project.
 - Some smaller contracted services and contractors also weren't realized.

Key Takeaways:

- Going to streamline budgeting, to be very intentional about the probability of a project/event occurring.
- Contingency is only available for unforeseen circumstances or situations that arise that were unknown at the time of the budget season. These provisions are defined by law, and not available to use as a normal budget resource.
- "Budgeting just in case" has led to these underspends, so moving to budgeting for certainties would help.

Masterson asked how we can improve the numbers being shown. She doesn't want staff to feel like they need to spend in ways that are not efficient to get to that 90-95% spend rate, as stuff happens.

Mitten Understanding these numbers will help the Board make decisions during the Budget season. Staff have not and will not expend funds simply to meet a percent spend benchmark.

Beamer added that having more certainty that expenditures will happen is the goal. This will help us create a budget framework based on what's been spent in the past years instead of what's been budgeted in the past years. Scaling up is possible, as long as there is a high degree of certainty the work will happen.

Zimmer-Stucky This feels like the right time to have this conversation instead of during the pandemic or during the turnover of the Executive Director. Doing so during either of those would have led to a scarcity mindset. Especially at a time where a lot of other financial resources for some of the things that the District does is so uncertain, she's proud that we can step up and be a reliable source.

7:40pm – Rooster Rock Stormwater Management investment opportunity above ED spending limit:

Zimmer-Stucky abstained from the conversation due to a conflict of interest (not legally, but consciously).

Beamer was given permission from Lower Columbia Estuary Partnership (LCEP) to use their slideshow regarding the Mirror Lake Floodplain Reconnection Project. Oregon Parks and Recreation Department (OPRD) and LCEP reached out to EMSWCD in December for help with a stormwater management and green infrastructure project. It's not unlikely that these two agencies came together due to the nonprofit's expertise in restoration of aquatic areas, estuaries, and salmon and other aquatic species' habitat. Working with a large public landowner (OPRD) boosts the opportunity for large-scale restoration. LCEP did a project at Steigerwald Wildlife Refuge in partnership with USFWS that is similar to this one. This is happening in the Rooster Rock State Park Mirror Lake area of the Columbia River HWY, on OPRD land. It would create a historic floodplain, vital for salmon and lamprey's spawning habitat. It includes a culvert replacement, a non-motorized boat access opportunity, and the restoration of wetlands in a non-utilized area.

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Where it hits EMSWCD workplan goals:

- Habitat restoration
- Public engagement
- Stormwater and pollution runoff mitigation

Asking for funds for 90% of the design of the stormwater retrofit part of the project. This would address 16 acres of what are now impervious parking spots. They're also expecting funding from EPA, ODOT, OWEB, and other organizations for implementation. It would be \$120,000 over a 2-year period, through December 2026.

Masterson Why didn't this come in for PIC or CLIP? Is there a reason OWEB or EPA also isn't interested in funding the design phase?

Beamer In our PIC grants criteria, there's a great nexus for equity and public engagement, but paying for the design process of a low impact development, like a stormwater retrofit of this scale, didn't seem to be a match in their perspective. They did apply for a PIC grant in regard to the non-motorized boat access piece of the project though. CLIP is for private landowner projects, so it wouldn't be eligible. OWEB has already granted them funds for the wetland restoration and habitat monitoring piece and the EPA has other commitments for other parts of the project. The funding ask is also higher than the PIC program will fund.

Masterson Are we concerned that this will create a public opportunity to bypass the PIC grant process?

Beamer It's not something she wants to do with this opportunity. When is there another chance to be a part of a 16-acre stormwater retrofit project like this? She hopes that when there's more opportunity to be a part of high scale projects like this, that we will be seen as a community resource. Our PIC grants program has specifically developed criteria, but this project is so unique in size and scale.

Columbo If we're evaluating our budget and learning there is unspent funds for other projects, this project seems to be aligned with the District's values.

Motion: Guebert moved to approve the Executive Director's spending authority to authorize funding for the Rooster Rock Stormwater Management project. Columbo 2nd. Motion passed unanimously (4-0, Zimmer-Stucky abstaining).

7:58pm – Legislative Platform:

Beamer The Board has given her the authority to act on two bills that are moving forward:

- HB 3131 (Oregon Ag Heritage Program): had a public hearing and is moving forward.
- HB 3010 (bilingual pesticide education): had a hearing last week in Natural Resources and is moving forward.

Beamer introduced HB 3143:

- Scheduled for a hearing on 2/5/25
- Sponsored by Representative Pam Marsh in Ashland, creating a new Living with Beavers subaccount under Oregon Conservation and Recreation Fund within Oregon Department of Fish and Wildlife (ODFW).
- It would fund grants at no more than \$50,000 to eligible applicants (SWCDs, Watershed Councils, nonprofits) to fund activities that support private landowners who have beaver activity on their lands.
- Beavers are a keystone species to water quality and quantity as well as risk of wildfire.
- At this point, orgs are submitting letters of support, including OACD, Water Watch, Bird Alliance, Oregon Hunters Association, and more.

Motion: DeNies moved to approve the Executive Director to support HB 3143, Columbo 2nd. Motion passed unanimously (5-0).

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Shearin mentioned a new bill to track: HB 3173 for the Oregon Flora Project Grow Natives Tool, which we helped build. OSU asked the Board for support. The public hearing is on Wednesday, and written testimony is requested.

Kreiner OACD just crafted their letter of support on this Bill. It is an important tool to use to identify which plants are appropriate in various environments around the state. It would create the tool in statute and provide \$400,000 in state funding for it.

DeNies feels uncomfortable having the Board endorse a bill that hadn't been brought to them. As far as this bill goes, it sounds like a great fit.

Masterson and Zimmer-Stucky would like to see staff streamline the process of determining when it's necessary to bring a bill to the Board before supporting it.

Motion: Columbo moved to approve the Executive Director to support HB 3173, DeNies 2nd. Motion passed unanimously (5-0).

8:09pm – Board Discussion:

Columbo Can the Board adopt a code of conduct? This had been brought up during the ODA ethics training they attended, and Nusbaum has worked on a number of these with other districts.

Zimmer-Stucky is in support of this. There is little legal enforcement we can do, but we can always hold ourselves to a higher standard.

Action Item: Mary Columbo to reach out to Eric Nusbaum regarding a Board Code of Conduct, and **Fernandez** to tentatively add this to the March Board Meeting Agenda.

Action Item: Beamer to CC Board on any legislative support letters.

8:35pm- Announcements, Action Items, and Adjournment

Action Items:

- **Fernandez** to send Rossi's documents to the Board.
- **Fernandez** to forward the OACD newsletter to the Board Members.
- **Columbo** to reach out to Eric Nusbaum regarding a Board Code of Conduct, and **Fernandez** to tentatively add this to the March Board Meeting Agenda.
- **Beamer** to CC Board on any legislative support letters.

Zimmer-Stucky adjourned the meeting at 8:39pm.

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

Thursday, January 16, 2025

6:03pm- Call to Order

Zimmer-Stucky called to order the regular meeting of the EMSWCD Board of Directors at 6:03pm on Thursday, January 16, 2025, at the EMSWCD Office in North Portland.

Oath of Office for Newly Elected Directors:

Laura Masterson was sworn in by Zimmer-Stucky and signed her Oath of Office.

Mary Columbo was sworn in by Zimmer-Stucky and signed her Oath of Office.

Ramona DeNies was sworn in by Zimmer-Stucky and signed her Oath of Office.

The Oaths of Office for each Director was witnessed and signed by EMSWCD Board Chair, Jasmine Zimmer-Stucky.

Board Officer & Committee Assignments

Chair: Jasmine Zimmer-Stucky

Guebert reminded everyone that the Chair traditionally holds the Chair for two years.

Motion: Guebert moved to nominate Jasmine Zimmer-Stucky as Board Chair. Masterson 2nd. Motion passed unanimously (5-0).

Vice-Chair: Ramona DeNies

Masterson is happy to take the role but also offers it to anyone else.

Motion: Masterson moved to nominate Ramona as Board Vice-Chair. Guebert 2nd. Motion passed unanimously (5-0).

Secretary: Mike Guebert

Masterson shared the details of the role.

Guebert is open to the position.

Motion: Masterson moved to nominate Guebert as Board Secretary. DeNies 2nd. Motion passed unanimously (5-0).

Treasurer: Mary Columbo

Mitten shared the details of the role.

Motion: Guebert moved to nominate Columbo as Board Treasurer. DeNies 2nd. Motion passed unanimously (5-0).

Land Legacy Committee: All five Board Members will join.

Personnel Committee: Zimmer-Stucky, Masterson, Columbo, and DeNies will join.

Masterson, previous chair of the Committee, commented that we don't necessarily always hold four meetings per year unless necessary, but it did get more active when hiring the Executive Director, and is sometimes used as a sounding Board for hiring or for new staff hires or positions. Personnel policies are often reviewed in committee meetings and personnel-related conflicts may be discussed in the committee meetings as applicable or with an outside third-party HR consultant.

6:02pm- Introductions, Review/revise agenda, Review previous action items.

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Zimmer-Stucky conducted introductions for the record. The following people were present:

Board of Directors: Jasmine Zimmer-Stucky (At-Large 2 Director, Chair), Ramona DeNies (At Large 1 Director, Vice-Chair), Mike Guebert (Zone 3 Director, Secretary), Mary Columbo (Zone 1 Director, Treasurer), Laura Masterson (Zone 2 Director) (virtual)

Staff: Kelley Beamer (Executive Director), Kathy Shearin (Urban Land Program Supervisor), Dan Mitten (Chief of Finance & Operation), Heather Nelson Kent (Community Outreach & Engagement Program Supervisor), Rowan Steele (Headwaters Farm Program Manager), Julia Pacheco-Cole (Community Outreach & Engagement Communications Assistant), Asianna Fernandez (Executive Assistant)

Guests: Margaret (public), Kimberely Galland (NRCS), Kelly Adams (public)

Changes to the agenda: Remove the motion from Item 11.

Previous Action Items: N/A

Fernandez to send the Board a copy of the Growing Gardens Impact Report. – Done.

Action Item: Fernandez to send the Growing Gardens Impact Report to Columbo and DenNies.

6:21pm- Review/Approve December 2024 Annual Meeting and Board Meeting Minutes

Motion: Guebert moved to approve the December 2, 2024, Annual and Board Meeting Minutes. Columbo 2nd. Motion passed unanimously (5-0).

6:21pm- Public Comment: N/A

6:22pm – Monthly Financial Report:

Mitten shared a quick overview of what the monthly financial reports entail and then gave the financial report for November 2024.

On the Balance Sheet, the District's total Checking and Savings is 11.87% less than the prior November, due to the timing of receiving our property tax revenue from the county. We were slightly under in receipts, but on December 2nd, we received a larger deposit of \$4.1 million, putting us back on track. The District's Current Total Assets are at \$19.2million, and the difference from the previous year is merely a reflection of the property taxes that we are not realizing in this report but did receive just a few days later which will appear in the December report. We don't have a lot of liabilities, the office building is owned, all of our properties are owned, and we have some district credit cards, but it's nominal and they get paid out each month. Total Liability and Equity matches the Assets at \$9.258 million. This is a very healthy balance sheet.

Masterson Does the sale of property show up in Assets?

Mitten No, it shows up in Profit and Loss Statements only. It doesn't show on the Balance Sheet until the audit hits and the assets are reassigned. And Assets are updated annually.

DeNies Is there not a lot of fluctuations in the Land Conservation Fund?

Mitten Not unless there's a large amount of money spent on property (land acquisitions, easements, etc.) over a large dollar amount. We do an inter-fund transfer annually to the fund to maintain or build the balance. We generally transfer \$500,000 annually from the General Fund.

Masterson Usually that would be to buy a property meaning assets increases at the same time. The reason we have so much money in the fund at one time is to be prepared for high priority transactions or to do multiple transactions.

Masterson recommended both new Board members join a budget overview.

Mitten continued the financial report for November 2024. Budget Performance:

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On the Income Statement, or, Profit and Loss Budget performance, our property tax showed \$1.7 million received through November 30th but reminded everyone about the remainder coming in the beginning of December. We're back to our normal trajectory. Our interest rates are \$260,000 vs. \$212,000 budgeted. We were at 5% in November, but the Treasury told us that it decreased to 4.85%. Sale of Real Property shows \$346,000 for the Kehrli property. The most recent transaction will show up in the December report. Profit and Loss look great. In Profit and Loss by Class, percent of FY passed is 42%, and all programs are within 20-30% spend rate. Year to date, it's ~70% spending rate.

Columbo Are the property taxes coming from the City of Portland funds?

Mitten It is property throughout our entire district. We receive \$0.10 per \$1000 for every property throughout East Multnomah County.

Masterson Are there any projections for the assessed value to increase?

Mitten We haven't heard anything from the Tax Supervising Control Commission (TSCC) yet. They work with us on budget and give us great projections for property tax, uncollectable, etc.

Beamer The income levels are tied to urban renewal initiatives that the City creates. When there are big areas of our district that use a lower tax model to incentivize development, that will have an impact on us because we have such an overall robust base. This is usually a \$20,000 to \$30,000 collective decrease per year. For example, when the Interstate Renewal District came off the surplus tax, it resulted in an increase for us.

Masterson Velocity of spend is not the same across all programs. Some of them can be predicted for a certain time of year, some cannot, correct?

Mitten Not necessarily. We're trying to use predictive modeling, to see trends for incoming revenues and expenditures coming in and tie them to specific months so we can see the ebb and flow of revenues and expenses throughout the year.

6:42pm – Something to Celebrate:

Beamer shared that there is a neighborhood photographer, Tommy Houston, who has been taking photos and videos of the birds and other wildlife at the naturescaped space around the District's office. He's mentioned that there's nowhere else in the city where you can see the diversity of birds like he finds on our grounds. Photos and videos of the birds were projected on the big screen.

6:45pm – Board Member Onboarding Module 1: What We Do and Why We Do It:

Beamer shared a slideshow about the Foundations of SWCDs in general, EMSWCD's history and mission, what we as staff do, and why we do it, as an onboarding presentation for the District's New Board Members.

Staff present gave a quick introduction of themselves.

Guebert added a book recommendation for the new Board Members regarding the Dust Bowl: The Worst Hard Times by Timothy Egan.

Masterson added a reminder that the Board does have to be thoughtful and careful about convening or emailing about decisions with three or more members at a time without properly noticing it as a public meeting.

7:15pm – Quarter 2 Reports:

Beamer shared an overview of the District's achievements for the last three months. Steele, the HWF manager, was a star in the news for a month, sharing about the Headwaters Farm Business Incubator, resulting in a new farmer applying for the program. We secured two Forever Farms with our Land Legacy Program (LLP). We recruited almost 90 attendees for our Urban Lands Spring Workshops.

Shearin shared an update about the Urban Lands goals and reported about the program's Quarter 2.

- New goal: Addressing fish passages, specifically through a dam removal at the Mount Hood Community College Campus.

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- New goal: Partnering with USGS to do studies on how to mitigate the source of Harmful Algae Blooms (HABs).
- New goal: Learning about the harm of 6PPD-Q and working with community groups to mitigate its presence in our soil and water.
- Completed 24 technical assistance projects, and staff are currently in the middle of one Conservation Landowner Incentive Program (CLIP) project, with two more to begin soon.
- Our Community Liaison is working on the Oregon Land Justice Project partnership and the BIPOC Affinity Cohort's launch.
- Currently working with MHCC on improving their parking lots to reduce harmful pollution to the surrounding waterways and remove a dam on campus. Also working with NAYA to help them improve their campus to uplift the environmental projects.
- Recently hired a new Outreach and Education Coordinator who set up the Fall 2024 and Spring 2025 workshop schedule and we're planning to bring some Spring 2025 workshops back to in person as well.

Shearin offered to give DeNies and Columbo a tour of the MHCC campus and show them the work we've done with them.

Beamer shared an update about the Rural Lands goals and reported about the program's Quarter 2.

- Working with landowners on tech and financial assistance
- Recently planted 26 miles of riparian habitat in the district. 41 of those sites are actively enrolled in the StreamCare program.
 - **Guebert** There used to be a temperature monitor on his property through StreamCare, and they eventually stopped having to monitor it because it was consistently passing.
- The Headwaters Farm Business Incubator had eight applicants for the 2025 year, and we approved two mixed vegetable farmers who will be able to utilize all the resources of our program and hit the ground running in our community when they come onboard.
 - One of the farmers chose HWF over his recent lease because he liked the community aspect of it. The other farmer heard about the program from one of the OPB news castings that Steele was in.
 - **Masterson** The CO&E team has been working hard on doing outreach for the program for the last two years, and this outreach we're doing now could still even work for us in a few years for farmers who may not be ready now but will be in a few years.
- Dancing Roots signed and acquired their new forever farm through the Land Legacy Program.
 - At the signing, one of the purchasers was so surprised and appreciative of being able to use the public funds to make his farm affordable.

Mitten shared an update about the Finance and Operations team goals and reported about the program's Quarter 2.

- New goal: resource analysis and development
- New goal: policy development and leveraging technology
- Finished the FY 23-24 Financial Audit
- Completed a three-year budget analysis by program (why we're at a certain percentage of under spend instead of just what the spends are). We will be presenting this to the Board soon.
- Finished Board member offboarding and onboarding.
- Scheduling OGE training and ethics training for all of the Board members.
- Onboarded new Urban Lands staff member, offboarded Rural Lands supervisor, and staff will be assisting in recruiting the new supervisor.
- Conducted about 17 IT assistance tickets, decreasing the need from our average 25-17.
- Performed a District-wide Microsoft software training course at a Staff Meeting.
- Currently working on our new website design and implementing our new CRM system.
- Small uptick in public emails and voicemails, mostly due to Native Plant Sale questions.

Guebert Will the evaluation of the Budget be reflected in the upcoming Budget?

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Mitten You will see the evaluation before the Budget process, and then see the improvement reflected in the actual budget.

Kent shared an update about the Community Outreach & Education and Grants goals and reported about the program's Quarter 2.

- All four Goals are new goals, as the team was newly established in FY 23-24.
- Developing a new website, set to launch this Spring.
 - Finalized the design, currently working on content.
 - Set to finish by the end of FY 24-25.
- Developing accessibility standards for all events, communications, and presentations.
- Completing the office renovation project with some artwork, including a mural, in partnership with the Regional Arts and Culture Council.
- More proactive social media strategies. Will be creating posts introducing each Board Member.
- Created and currently implementing a District-wide AP style Editorial Style Guide.
- Creating communication plans for specific programs. Currently working on HWF's and LLP's communication plans in partnership with their program managers.
- All Grant agreements for the previous year have been completed before the current year applications were finalized.
- Launched the PIC Grant cycle in October. Received 47 applications for \$2.4 million.
- Received mid-year reports for two SPA Partners.
- Granted 1 SPACE grant.

7:49pm - PIC Grants Applicants Update

Kent shared the list of applicants for the 2025 PIC Grants funding with the Board. The final approved list of applicants will be shared in the next few months. The Board did approve a direct funding process, so six grantees who met the criteria are now part of the process without having to submit materials to reapply. The six include Columbia Land Trust for Backyard Habitat program, Friends of Zenger Farm, Play Grow Learn, Portland Opportunity Industrialization Center, Wisdom of the Elders, and Our Village Garden. The rationale is that these organizations apply every year and rank highly every year, so we wanted to reduce the administrative responsibilities for them. We wanted to keep them in the PIC cycle, as opposed to moving them to a different grant cycle, and reevaluate their standing each year, considering their projects or programs could change every year.

7:55pm - Equity-Focused Strategic Opportunity Grant Pilot Program Review:

Beamer A year before she arrived at the District, staff found that certain community needs were not able to be addressed through our current grant programs, including the need for capital funds. This opened the conversation regarding where we can meet equity needs that align with our mission. The Board approved the EFSOG pilot program for staff to choose programs and organizations that fit these needs to receive funding.

Kent The program came out of our Board-approved Equity Policy. We ran the program for three years, and several of the projects we funded were done right at the end of the year, and we're not seeing the number of opportunities and requests we assumed we'd see, especially ones that can't be funded by our other grants programs. Staff recommends ending the pilot program. We don't want to gatekeep underutilized funds that could be going into the community.

Zimmer-Stucky thanked Staff for the approach, and reminded everyone that this decision doesn't reflect any kind of lack of commitment to serving the community at all. This was something the past Executive Director brought up as an opportunity to try to feel a need, with the cushion to be okay with failing instead of just not trying.

7:45pm - Contract Approvals above ED Authority:

Beamer explained that as the Executive Director, she can only authorize the expenditure of up to \$50,000, and all of these four contracts are above that limit.

- Contract with Jen Aron to continue working with HWF on soil health and restoration.

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- **Steele** Aron signed a contract with the District beginning in 2023, and before then, she spent 8 months doing Pro Bono site assessment work for her Master's program with Integrity Soils.
- Renewing our contracts through cooperative procurement agreements, under METRO and Clean Water Services, for their crews to assist us in our StreamCare and noxious Weeds programs.
 - Mosaic for a do not exceed \$500,000.
 - JLM LLC for a do not exceed \$300,000.
 - Ash Creek Forest Management for a do not exceed \$300,000.

Motion: Guebert moved to approve the Executive Director to sign contracts with Jen Aron, Mosaic, JLM LLC, and Ash Creek Forest Management. Masterson 2nd. Motion passed unanimously (5-0).

8:05pm – Legislative Platform:

Zimmer-Stucky proposed that the Board does not make a motion on this topic tonight so that they have time to review each policy.

Guebert gave an overview of Domestic Well Exclusion Bill. The sponsor of this bill declined to submit official language for it today because of requested opposition. This bill would have allowed commercial farms, with irrigation for up to half an acre, to have 5,000 gallons per day. An opponent of the Bill is requesting that it not happen within a quarter miles of new surface water, seasonal open end. There isn't any official language for it yet.

Masterson gave an overview of the Oregon Agricultural Heritage Program (OAHP) bill. Oregon would match funds for the NRCS ACEP-ALE Program (Natural Resources Conservation Service Agricultural Conservation Easement Program- Agricultural Land Easements), funding agricultural conservation easements. For years, Oregon didn't have matching funds for federal funds, making it hard for those programs to work. It's made sense for the Board to approve of this in the past due to its overlap with the LLP's mission. This is specifically for Conservation Easements.

Beamer gave an overview of the Bilingual Pesticide Safety Education and Training bill. The Board has voted to support this bill to create two new staff positions at Oregon State University to support bilingual or Spanish-speaking pesticide education. It's been shown that English speakers pass the exam at 75-80% and Spanish speakers are passing at 7-8%. Hood River SWCD has taken the lead on this bill.

Zimmer-Stucky We can add more discussions about this at future Board Meetings.

Beamer We now have all the bill numbers and languages, the OACD will be pulling out the bills that have correlation with our work, and we can continue to look at and track these bills at future Board meetings.

8:15pm – Board Scheduling:

Zimmer- Stucky All Board Members are required to go through the OGEC training.

Beamer This is the new training that is required for all Board members. Some of the District Managers in Willamette Valley agreed it may be nice to get all their Board members together to attend one meeting. The date of that is March 4th at 10am in Hillsboro, hosted by Tualatin SWCD. If there are Members who cannot attend that, we can either hold one at our office and invite other districts' Board members or each Board member can do it online on their own.

Mitten If we host it here, they give a date to us, and we need to coordinate such. The training is 2.5 hours long.

Masterson plans to do it on her own online.

Columbo and DeNies plan to attend the OGEC training with Tualatin SWCD.

Action Item: Fernandez to send the OGEC training date options and information on how to sign up to the Board members.

Zimmer-Stucky:

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January 20th PC meeting – cancelled.

April 21st PC Meeting – remain as scheduled.

May 26th LLC Meeting – move to May 19th.

August 4th Board Meeting – to remain on calendar and cancel it at a later date if we don't need it.

September 1st Board Meeting – move to September 3rd.

8:24pm – Board Discussion:

Guebert introduced himself. 12 years on Board. Background of Geologist, focusing on water quality for 25 years. Has been farming livestock in Corbett since 2001. Runs the Oregon Pasture Network through Friends and Family Farmers. There will be a Ranching for Profit workshop in March.

Columbo introduced herself. Has been running a mixed-vegetable farm in Springdale since 2009. Worked in geology before that. She feels passionate about HWF since she was part of the Headwaters Farm Business Incubator Program, graduating in 2019. Very interested in learning more about land legacy. Was inspired by going through the HIP and conversations with Masterson and wanting to use her voice to join the Board.

DeNies introduced herself. Moved to Portland in 2001. Switched to journalism, leading to current job with Wild Salmon Center as a senior writer and producer. She's doing a lot of video work about riparian habitat restoration and salmon policy. She was made aware of the possibility of joining the Board last summer, and she had a few conversations with Zimmer-Stucky and other people in the community. Didn't feel like she had any qualifications to join at first, but it sounded like diving into another investigative feature and going on a four-year adventure.

Masterson introduced herself. Joined the Board in 2004. Organic vegetable farmer for 30 years, in Multnomah, Clackamas, and Yamhill counties. Has 50 acres under production for CSA and restaurant sales. Being on the Board is an amazing intersection between conservation and agriculture. She was also on the State Board of Agriculture for 8 years, serving partially on the Oregon Forestry Enhancement Board as a liaison for ODA. Passion in easements and farmland protection. Mentored a lot of farmers, and passionate about getting more farmers onto the land.

Zimmer-Stucky introduced herself. Serving her second term, been on the Board for four years now. Working in public and administrative affairs for environmental nonprofits. Spent most of her career in community organizing, and that's where her affinity for being part of small nimble organizations who greatly impact their community began. This is also what piqued her interest in joining the Board. Is now captain of Corbett Fire Department. She has a hobby farm, a few acres of blueberry farm, allowing her to understand the impact of people's choices on land.

8:35pm- Announcements, Action Items, and Adjournment

Beamer We're 80% through Plant Sale inventory after only 24 hours of being open. Plant Sale pick up day is February 15th, from 10am to 4pm.

Shearin invited the Board to attend and shake hands.

Beamer offered to have the full Board join Module 2 of Board onboarding. There's also the option for Board to join the Center of Equity and Inclusion's Reframing Racism workshop.

Action Items:

- **Fernandez** to send the Growing Gardens Impact Report to Columbo and DenNies.
- **Fernandez** to send the OGEC training date options and information on how to sign up to the Board members.
- **Fernandez** to put Plant Sale date on all Board member calendars.

Zimmer-Stucky adjourned the meeting at 8:39pm.

2:18 PM
02/19/25
Accrual Basis

EMSWCD Balance Sheet Prev Year Comparison As of January 31, 2025

	Jan 31, 25	Jan 31, 24	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Beneficial checking	151,426.40	149,588.09	1,838.31	1.23%
1010 · LGIP savings acct #1	15,832,396.64	15,480,980.33	351,416.31	2.27%
Total Checking/Savings	15,983,823.04	15,630,568.42	353,254.62	2.26%
Accounts Receivable				
1200 · Accounts Receivable				
1201 · Employees Receivable	923.70	0.00	923.70	100.0%
1205 · Property Taxes Receiveable	177,612.00	148,323.46	29,288.54	19.75%
1200 · Accounts Receivable - Other	11,960.10	5,869.84	6,090.26	103.76%
Total 1200 · Accounts Receivable	190,495.80	154,193.30	36,302.50	23.54%
Total Accounts Receivable	190,495.80	154,193.30	36,302.50	23.54%
Other Current Assets				
1300 · Prepaid Expense	8,567.34	499.09	8,068.25	1,616.59%
Total Other Current Assets	8,567.34	499.09	8,068.25	1,616.59%
Total Current Assets	16,182,886.18	15,785,260.81	397,625.37	2.52%
Fixed Assets				
1500 · Fixed Assets				
1501 · Fixed Assets Cost	569,846.83	377,614.09	192,232.74	50.91%
1502 · Accumulated Depreciation	-343,556.82	-309,669.71	-33,887.11	-10.94%
Total 1500 · Fixed Assets	226,290.01	67,944.38	158,345.63	233.05%
1600 · Building				
1601 · Building Cost	494,516.42	494,516.42	0.00	0.0%
1602 · Accum Depreciation Building	-274,424.83	-257,940.95	-16,483.88	-6.39%
1605 · Building/Capital Improvements	1,475,766.22	1,347,992.66	127,773.56	9.48%
1606 · Accum Depreciation Improvements	-422,844.15	-375,729.42	-47,114.73	-12.54%
Total 1600 · Building	1,273,013.66	1,208,838.71	64,174.95	5.31%
1700 · Land	4,815,951.48	5,176,712.47	-360,760.99	-6.97%
Total Fixed Assets	6,315,255.15	6,453,495.56	-138,240.41	-2.14%
TOTAL ASSETS	22,498,141.33	22,238,756.37	259,384.96	1.17%

2:18 PM
02/19/25
Accrual Basis

EMSWCD Balance Sheet Prev Year Comparison As of January 31, 2025

	Jan 31, 25	Jan 31, 24	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	134,061.76	33,685.87	100,375.89	297.98%
Total Accounts Payable	134,061.76	33,685.87	100,375.89	297.98%
Credit Cards				
2050 · Beneficial Credit Cards				
2066 · Visa - KB - 9408	287.61	0.00	287.61	100.0%
2052 · VISA - JD - 0960	594.45	2,592.31	-1,997.86	-77.07%
2053 · VISA - KS - 0994	580.87	1,459.11	-878.24	-60.19%
2054 · Visa - RS - 2818	1,053.78	4,451.70	-3,397.92	-76.33%
2058 · Visa - SW - 1901	231.15	684.40	-453.25	-66.23%
2061 · Visa - NH - 4046	0.00	1,390.01	-1,390.01	-100.0%
2062 · Visa - SS - 8195	3,043.14	3,334.91	-291.77	-8.75%
2063 · Visa - CA - 5240	159.57	60.59	98.98	163.36%
2064 · Visa - JW - 5687	60.00	40.00	20.00	50.0%
2065 · Visa - HK - 6313	0.00	2,589.34	-2,589.34	-100.0%
Total 2050 · Beneficial Credit Cards	6,010.57	16,602.37	-10,591.80	-63.8%
Total Credit Cards	6,010.57	16,602.37	-10,591.80	-63.8%
Other Current Liabilities				
2105 · FSA Liabilities	177.20	-83.33	260.53	312.65%
2400 · Security Deposits Returnable	0.00	2,700.00	-2,700.00	-100.0%
2100 · Payroll Liabilities	-1,396.28	21.67	-1,417.95	-6,543.38%
2150 · Accrued Compensated Absences	156,224.57	148,190.94	8,033.63	5.42%
Total Other Current Liabilities	155,005.49	150,829.28	4,176.21	2.77%
Total Current Liabilities	295,077.82	201,117.52	93,960.30	46.72%
Total Liabilities	295,077.82	201,117.52	93,960.30	46.72%
Equity				
3900 · Retained Earnings-Unrestricted	12,045,145.12	11,397,263.24	647,881.88	5.69%
3950 · Board Designated Restrictions				
3951 · Land Conservation Fund	6,606,533.81	6,289,316.81	317,217.00	5.04%
3952 · Projects & Cost Share	593,606.32	518,811.32	74,795.00	14.42%
Total 3950 · Board Designated Restrictions	7,200,140.13	6,808,128.13	392,012.00	5.76%
Net Income	2,957,778.26	3,832,247.48	-874,469.22	-22.82%
Total Equity	22,203,063.51	22,037,638.85	165,424.66	0.75%
TOTAL LIABILITIES & EQUITY	22,498,141.33	22,238,756.37	259,384.96	1.17%

2:20 PM
02/19/25
Accrual Basis

EMSWCD Profit & Loss Budget Performance July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Income					
4000 · Income					
4100 · EMSWCD prop'ty tax	6,127,507.11	5,926,972.00	200,535.11	103.38%	6,279,272.00
4400 · Event Income					
4420 · Native Plant Sale	43,810.65	50,000.00	-6,189.35	87.62%	50,000.00
Total 4400 · Event Income	43,810.65	50,000.00	-6,189.35	87.62%	50,000.00
4500 · Interest	401,311.01	298,900.00	102,411.01	134.26%	510,000.00
4600 · Grants					
4610 · Federal	0.00	120,000.00	-120,000.00	0.0%	120,000.00
4620 · State	48,297.00	72,446.00	-24,149.00	66.67%	96,594.00
4660 · Other	0.00	25,000.00	-25,000.00	0.0%	25,000.00
Total 4600 · Grants	48,297.00	217,446.00	-169,149.00	22.21%	241,594.00
4700 · Sale of Real Property	813,692.06				
4800 · Rental Income	11,268.70	19,872.00	-8,603.30	56.71%	26,472.00
4900 · Misc Income					
4910 · Refunds/Rebates/Reimbsmn	24,832.61	26,535.00	-1,702.39	93.58%	34,785.00
Total 4900 · Misc Income	24,832.61	26,535.00	-1,702.39	93.58%	34,785.00
Total 4000 · Income	7,470,719.14	6,539,725.00	930,994.14	114.24%	7,142,123.00
Total Income	7,470,719.14	6,539,725.00	930,994.14	114.24%	7,142,123.00
Gross Profit					
	7,470,719.14	6,539,725.00	930,994.14	114.24%	7,142,123.00
Expense					
5000 · Payroll Expenses					
5100 · Salaries & Wages	1,267,851.19	1,355,885.00	-88,033.81	93.51%	2,322,100.00
5200 · Payroll Taxes	116,956.17	133,080.00	-16,123.83	87.88%	228,000.00
5300 · Wkrs Comp Insurance	11,814.91	27,050.00	-15,235.09	43.68%	27,050.00
5400 · Emp Benefits	301,096.28	348,730.00	-47,633.72	86.34%	596,180.00
Total 5000 · Payroll Expenses	1,697,718.55	1,864,745.00	-167,026.45	91.04%	3,173,330.00
6000 · Professional Services					
6005 · Contracted Bkkpr/Acctant	14,000.00	14,000.00	0.00	100.0%	24,000.00
6010 · Contracted Audit Services	8,900.00	8,500.00	400.00	104.71%	8,500.00
6020 · Contracted Attorney	6,248.50	115,000.00	-108,751.50	5.43%	185,000.00
6050 · Contracted Services	415,958.68	922,405.00	-506,446.32	45.1%	1,601,245.00
6065 · Contracted IT Support	16,885.56	15,050.00	1,835.56	112.2%	25,800.00
Total 6000 · Professional Services	461,992.74	1,074,955.00	-612,962.26	42.98%	1,844,545.00
6100 · Admin					
6110 · Audit Filing Fee	400.00	300.00	100.00	133.33%	300.00
6120 · Bank Charges	2,569.46	825.00	1,744.46	311.45%	3,075.00
6130 · Bulk Mail Permit Renewal	0.00	350.00	-350.00	0.0%	350.00
6135 · Legal Notice	1,017.74	3,410.00	-2,392.26	29.85%	4,700.00
6140 · Payroll Svcs	647.00	750.00	-103.00	86.27%	750.00
6150 · Licenses & Fees	9,827.97	7,830.00	1,997.97	125.52%	13,090.00
6160 · Taxes	2,875.22	8,400.00	-5,524.78	34.23%	8,400.00
Total 6100 · Admin	17,337.39	21,865.00	-4,527.61	79.29%	30,665.00
7100 · Occupancy					
7110 · Utilities	11,270.07	13,764.00	-2,493.93	81.88%	23,700.00
7120 · Telecommunications	17,752.01	17,942.00	-189.99	98.94%	30,752.00
7130 · Repairs/Maintenance	19,618.85	27,355.00	-7,736.15	71.72%	44,750.00
Total 7100 · Occupancy	48,640.93	59,061.00	-10,420.07	82.36%	99,202.00
7500 · Insurance					
7505 · General Liability Insurance	0.00	17,000.00	-17,000.00	0.0%	17,000.00

2:20 PM
02/19/25
Accrual Basis

EMSWCD Profit & Loss Budget Performance July 2024 through January 2025

	Jul '24 - Jan 25	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
7510 · Property Insurance	0.00	8,000.00	-8,000.00	0.0%	8,000.00
7515 · D & O Anti Crime	0.00	550.00	-550.00	0.0%	550.00
7540 · Vehicle insurance	0.00	2,750.00	-2,750.00	0.0%	2,750.00
Total 7500 · Insurance	0.00	28,300.00	-28,300.00	0.0%	28,300.00
8100 · Office Expenses					
8110 · Office Supplies	4,354.60	6,750.00	-2,395.40	64.51%	11,250.00
8115 · Postage, Delivery	235.80	10,125.00	-9,889.20	2.33%	11,370.00
8120 · Printing, Copying	13,098.21	19,685.00	-6,586.79	66.54%	23,300.00
8130 · Furnishings & Equipment	15,298.00	15,750.00	-452.00	97.13%	19,050.00
Total 8100 · Office Expenses	32,986.61	52,310.00	-19,323.39	63.06%	64,970.00
8200 · Production					
8210 · Advertising	8,516.87	9,925.00	-1,408.13	85.81%	12,990.00
8230 · Signage, Banners, Displays	200.00	11,060.00	-10,860.00	1.81%	14,100.00
8250 · Public Relations Promo & Eve	13,243.47	35,170.00	-21,926.53	37.66%	51,000.00
Total 8200 · Production	21,960.34	56,155.00	-34,194.66	39.11%	78,090.00
8500 · Programs & Projects					
8505 · Dues	19,040.00	13,700.00	5,340.00	138.98%	21,125.00
8506 · Subscriptions	27,709.78	42,287.00	-14,577.22	65.53%	72,082.00
8510 · Contracts w/ Partners/Lndown	134,600.37	175,000.00	-40,399.63	76.91%	300,000.00
8520 · Grants to Others	663,954.82	1,504,500.00	-840,545.18	44.13%	2,287,000.00
8530 · Program Supplies	31,279.44	52,130.00	-20,850.56	60.0%	81,180.00
8540 · Plants & Materials	2,982.10	60,000.00	-57,017.90	4.97%	75,000.00
8560 · Space Rental	518.15	4,900.00	-4,381.85	10.57%	5,150.00
8570 · Equip Rental	1,165.80	7,160.00	-5,994.20	16.28%	17,920.00
8580 · Vehicles Rent/Lease	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 8500 · Programs & Projects	881,250.46	1,860,677.00	-979,426.54	47.36%	2,860,457.00
8600 · Training					
8610 · Training/Development Staff	6,021.86	17,500.00	-11,478.14	34.41%	28,800.00
8620 · Training/Development Board	0.00	2,920.00	-2,920.00	0.0%	5,000.00
Total 8600 · Training	6,021.86	20,420.00	-14,398.14	29.49%	33,800.00
8700 · Travel					
8730 · Out of Town Travel- Staff	3,110.47	7,385.00	-4,274.53	42.12%	16,230.00
8740 · Out of Town Travel - Board	0.00	2,335.00	-2,335.00	0.0%	4,000.00
8750 · Local Mlg, Pkg, Bus - Staff	2,143.57	5,700.00	-3,556.43	37.61%	10,550.00
8760 · Local Mlg, Pkg, Bus - Board	0.00	1,000.00	-1,000.00	0.0%	1,000.00
Total 8700 · Travel	5,254.04	16,420.00	-11,165.96	32.0%	31,780.00
8800 · Volunteers & Staff					
8810 · Volunteer & Staff Recog	8,142.30	15,210.00	-7,067.70	53.53%	27,400.00
8820 · Vol & Staff Refreshments	5,324.13	9,885.00	-4,560.87	53.86%	17,860.00
Total 8800 · Volunteers & Staff	13,466.43	25,095.00	-11,628.57	53.66%	45,260.00
8900 · Misc Expenses	0.00	500.00	-500.00	0.0%	500.00
9000 · Capital Outlay					
9010 · Office/Field Equipment	0.00	10,000.00	-10,000.00	0.0%	20,000.00
9030 · Improvements On Real Proper	46,947.32	236,000.00	-189,052.68	19.89%	411,000.00
9040 · Purchase of Real Property	1,279,364.21	4,784,332.00	-3,504,967.79	26.74%	8,201,707.00
Total 9000 · Capital Outlay	1,326,311.53	5,030,332.00	-3,704,020.47	26.37%	8,632,707.00
Total Expense	4,512,940.88	10,110,835.00	-5,597,894.12	44.64%	16,923,606.00
Net Ordinary Income	2,957,778.26	-3,571,110.00	6,528,888.26	-82.83%	-9,781,483.00
Net Income	2,957,778.26	-3,571,110.00	6,528,888.26	-82.83%	-9,781,483.00

2:21 PM
02/19/25
Accrual Basis

EMSWCD
Profit & Loss by Class
July 2024 through January 2025

	General Fund					Special Funds		TOTAL
	Finance & Operations	Rural Lands	Urban Lands	Community Outreach & Engagement	HIP	Grants Fund	Land Conservation Fund	
Ordinary Income/Expense								
Income								
4000 · Income	6,259,200.97	37,872.75	43,820.65	0.00	11,268.70	52,279.71	1,066,276.36	7,470,719.14
Total Income	6,259,200.97	37,872.75	43,820.65	0.00	11,268.70	52,279.71	1,066,276.36	7,470,719.14
Gross Profit	6,259,200.97	37,872.75	43,820.65	0.00	11,268.70	52,279.71	1,066,276.36	7,470,719.14
Expense								
5000 · Payroll Expenses	486,976.50	482,995.54	265,467.18	290,579.13	171,700.20	0.00	0.00	1,697,718.55
6000 · Professional Services	120,099.76	268,226.10	17,675.25	0.00	55,991.63	0.00	0.00	461,992.74
6100 · Admin	6,127.45	6,359.21	3,631.11	58.06	1,161.56	0.00	0.00	17,337.39
7100 · Occupancy	21,915.32	4,253.84	2,141.69	1,904.35	18,425.73	0.00	0.00	48,640.93
8100 · Office Expenses	9,791.46	5,156.06	16,279.46	972.04	787.59	0.00	0.00	32,986.61
8200 · Production	5,959.28	1,635.26	5,785.00	663.97	7,916.83	0.00	0.00	21,960.34
8500 · Programs & Projects	28,147.03	10,792.84	7,145.83	11,809.44	27,300.13	796,055.19	0.00	881,250.46
8600 · Training	2,464.51	1,628.30	719.05	900.00	310.00	0.00	0.00	6,021.86
8700 · Travel	1,874.91	1,621.98	109.88	165.55	1,481.72	0.00	0.00	5,254.04
8800 · Volunteers & Staff	10,704.40	1,032.53	0.00	38.05	1,691.45	0.00	0.00	13,466.43
9000 · Capital Outlay	46,947.32	350.00	0.00	0.00	0.00	0.00	1,279,014.21	1,326,311.53
Total Expense	741,007.94	784,051.66	318,954.45	307,090.59	286,766.84	796,055.19	1,279,014.21	4,512,940.88
Net Ordinary Income	5,518,193.03	-746,178.91	-275,133.80	-307,090.59	-275,498.14	-743,775.48	-212,737.85	2,957,778.26
Net Income	5,518,193.03	-746,178.91	-275,133.80	-307,090.59	-275,498.14	-743,775.48	-212,737.85	2,957,778.26
Annual Appropriation by Program	\$1,524,760	\$1,983,747	\$949,300	\$674,595	\$912,497	\$2,202,000	\$8,651,707	
Percent of Fiscal Year Passed	58%	58%	58%	58%	58%	58%	58%	
Percentage of Appropriation Spent	49%	40%	34%	46%	31%	36%	15%	
Year-To-Date Appropriation by Program (as of 1/31)	\$954,575	\$1,235,307	\$553,995	\$394,370	\$421,256			
Year-To-Date Percentage of Appropriation Spent (as of 1/31)	78%	63%	58%	78%	68%			



Executive Director Update – March 2025

Looking back:

- Launched recruitment and hiring process for Rural Lands Supervisor. Will begin to review applications in early March.
- Supported development of EMSWCD staff-recommended budget.
- Continue to provide support to Rural Lands Team as acting Interim Supervisor.
- Supported staff in conducting a successful Native Plant Sale (despite the snow!)
- EMSWCD helped fund a retreat to kick off a new BIPOC affinity group for folks in the Metro Area who work for conservation organizations. Our staff Asianna and Monica led the organizing effort, and the Center for Equity and Inclusion will provide ongoing facilitation.

External meetings last month:

- EMSWCD- USGS partnership call about our Intergovernmental Agreement to support temperature monitoring in the Sandy River Basin.
- Lower Columbia Estuary Partnership meeting to kick off design work for stormwater retrofit at Rooster Rock State Park.
- Portland Urban Forest Plan Open House to kick off public comment at June Key Delta House

Looking forward:

- Confederated Tribes of Grand Ronde staff meeting about Mt. Hood dam removal

Leadership Team Updates – March 2025

Dan Mitten – Finance and Operations Program

- **FY25-26 Budget Development:** Prepared Finance & Operations' programmatic budget and assisted with the development of the Rural Lands budget. Worked with Program Leads and key staff to develop entire FY25-26 budget components. Calculated fund balances and unappropriated funds; prepared the combined budget document; coordinated development of the budget narratives, and budget message for presentation at the first Budget Committee Meeting.
- **Plant Sale:** Along with all other programs and contracted crews, assisted with the Urban Lands Annual Native Plant Sale.

Kathy Shearin – Urban Lands Program

- **Plant Sale** – Phew, that was a close one. With all the snow and many people out sick, we were worried for a minute that we may not be able to pull it off! But EMSWCD staff and our intrepid partners (Wisdom of the Elders and Mad Bears LLC) are resilient! Folks pulled together and got it done! We'll bring more details to a future meeting but thought you might be interested to know that we had 1210 orders which resulted in 11,466 native plants going out the door and into the hands of eager naturescapers!
- UL staff, with the help of COE, updated and reprinted our native plant half-sheet brochures.
- In an effort to expand our Urban CLIP focus from single family residential toward multi-family, commercial, and industrial; we have engaged in a budding partnership with a large (74ac), highly visible, commercial entity that we envision will result in a series of contiguous CLIP projects. Vague right now, I know, 😊 but more details to come soon!



Kelley Beamer (interim) – Rural Lands Program

- Headwaters farmers convened here at the District office for a successful annual meeting to introduce the two new program participants and establish shared understandings for program expectations in the coming year.
- Rural Lands staff attended Multnomah County Farm Bureau meeting to foster an open line of communication about our cost share and ‘forever farm’ programs.
- We just completed the inaugural farm access workshop series (in collaboration with Oregon Ag Trust, Friends of Family Farmers, and Rogue Farm Corps). We co-funded 3 workshops for Beginning Farmers on farm leasing, purchasing and financing; attendees will also have access to follow-up 1x1 support. Attendance was robust and participant feedback was very positive.

Heather Nelson Kent – CO&E and Grants Programs

CO&E

- Website project – continuing content editing and creation, building pages with the approved final designs. We have been slowed down searching for original photos for some of the program pages.
- Outreach and comms support for Native Plant Sale, Urban Lands workshops, hiring announcement for RL Supervisor position.
- Conducting program evaluation (via online surveys) related to Urban Resident Workshop attendees; Plant Sale participants; and Headwaters farmers.

Social media snapshot – Instagram



Grants

New SPACE Grant Awards



March 2025 Leadership Team Updates

East Multnomah Soil and Water Conservation District

2/21/2025

- Portland Parks Foundation - support for their Fall Summit.
- Portland Placemaking Coalition - Bringing together 25+ Portland-area organizations from around for networking and engagement in land tending, regenerative ag, community building, & placemaking.
- East Portland Community Investment Trust - Annual Earth Day Planting Event.

2025 Partners In Conservation (PIC)

The Grant Review Committee was divided into three review groups scheduled to meet Feb. 21, 24, 28 to review and recommend to the Board which applications to fund. Final recommendations planned for Board review at the April meeting.

Equity Team Updates – March 2025

Katie OOO, sick, for most of the month. More updates to come next month!



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/4/2024
2-5-2025 DRAFT

East Multnomah Soil and Water Conservation District

<u>APPROVED ON AND BY:</u>	<u>03/04/2024</u> 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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Symbol legend (symbol immediately precedes sentence or paragraph):

- * indicates that the policy directly implements a statute and generally can't be changed.
- ^ indicates that the policy is not derived from a specific statute but is grounded in the law and shouldn't be changed without legal advice.
- ~ indicates that the procedures are of a policy nature and so are within the discretion of the board.



Directive No. 1.3.1 – Board and Committee Policies and Procedures

Date: 3/4/2024
2-5-2025 DRAFT

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



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East Multnomah Soil and Water Conservation District

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of ODA.

- ^ Reviewing and adopting policies needed to govern the operations of EMSWCD; including policies to ensure fiscal accountability and integrity.
- ^ 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:

- Reside within the zone they represent; and
- Be a registered voter.

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



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information and guidance on conservation district elections. ^ ODA notifies each district of positions that are up for re-election, procedures to follow, applicable laws and rules, and timelines. ^ Districts and candidates are responsible for submitting the required forms and information to ODA and county clerks before the filing deadline. ^ Candidates are responsible for publishing their information in the local voters' pamphlet.

- 2.4.2 * 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.
- 2.6 * **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.



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East Multnomah Soil and Water Conservation District

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

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.



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- 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.
- 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 (ORS 198.190). ^ EMSWCD business is defined as any virtual, telephonic, or physical meetings attended. ~ 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



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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 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.



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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. * All provisions of Oregon Public Meeting Law on Complaints and Grievances must be followed (ORS 192.705).
- 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. * All board members are subject to complying with all provisions of the Oregon Government Ethics law set forth in ORS Chapter 244.
- 5.5 ~ **Confidential Information.** Board members are expected to protect the confidentiality of communications from EMSWCD's attorney, executive session discussions and other sensitive information.
- 5.6 ~ **EMSWCD Representation.** Board members are expected to be clear about when they are speaking for EMSWCD and when they are not. ~ If speaking for EMSWCD, board members are expected to represent accepted policy or the position of the Board as a whole.
- 5.7 ~ **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



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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, 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.



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- ^ 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 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



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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 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.
 - ~ **Personnel and Policy Committee:** Makes recommendations regarding staff and human resources-related policies to the board. ~ The executive director is empowered to conduct



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staff exit interviews, but staff may request an exit interview with the Personnel committee.

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.

^ 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.



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* 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.

10.2.4 ~ 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.

~ 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.

10.2.5 ~ 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



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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 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.



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- 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.


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~ 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

Decision-Matrix_Public Comments

1.0 Decision-making Criteria	Yes	No	2.0 Board Notification Required	Yes	No
1. Related to District Mission?			1. Law-making		
2. Board taken position?			2. Rule-making		
3. District commitment?			3. Regulatory permitting		
4. Controversial?			4. Legal/regulatory action		
5. Hair standing up?			5. Judicial proceeding		
			6. Political, social and/or environmental controversy		
Result:			Result:		

1.0 Application

EMSWCD Directive 1.1.6 applies to all public comments.

2.0 Definitions

Public Comment: Any oral or written, formal or informal, communication made by East Multnomah Soil & Water Conservation District (EMSWCD) staff on behalf of EMSWCD to any person or entity that is not staff or a Board member of EMSWCD.

3.0 Policy

It shall be the policy of the EMSWCD that prior to making any public comment EMSWCD staff must apply the decision-making criteria in section 4.0 below to determine if a public comment is permissible and whether Board input must be sought prior to commenting. If a public comment is permissible, staff must also determine whether the Board must be notified of such public comment by using the checklist in section 5.0 below.

4.0 Decision-making Criteria

EMSWCD Staff shall apply the criteria below to determine if a public comment, made on behalf of EMSWCD, is possible without Board approval.

1. Is the issue directly or indirectly related to the EMSWCD mission?
 - a. If yes, then proceed to Question #2.
 - b. If no, then commenting on EMSWCD’s behalf is not permissible.
2. Has the EMSWCD Board already taken a position on the issue?
 - a. If yes, then commenting is permissible, but the Board position must be maintained.
 - b. If no, then commenting is only permissible if answers to 3, 4, and 5 below are all “No.”
3. Does the project or issue somehow commit or otherwise impact EMSWCD time, staff and/or budget in a manner not previously considered and approved?
4. Is the project or issue politically, socially, and/or environmentally controversial?
5. *Reality check*: Does the hair on the back of your neck stand up when you think about the issue?

5.0 Board Notification Checklist

Regardless of whether the Board must give prior approval of public comments made on behalf of EMSWCD (as determined by the criteria in 4.0 above), staff shall notify the Board of all public comments made on behalf of EMSWCD when the project or issue involves:

1. law-making;
2. rule-making;
3. regulatory permitting;
4. legal/regulatory action;
5. a judicial proceeding; and/or
6. political, social and/or environmental controversy.



Headwaters Farm Irrigation System Overview and Discussion

Background

EMSWCD has a water right for Headwaters Farm through Oregon's Department of Water Resources that allows for irrigation on almost the entire 60-acre property. Irrigation water at Headwaters Farm is sourced from a 315ft-deep well. The water right permits the diversion of 224 gallons per minute (gpm) of groundwater from that well, however **the well only produces half that amount** at-110gpm. The limitation of the well is not due to the pumping equipment, but instead the recharge rate of the groundwater. Static water level—a measurement of the height of the water table—has decreased slightly since EMSWCD purchased the property in 2011, but this doesn't appear to be a significant factor in the well's limitations. Irrigation flow has been an issue at Headwaters Farm since the farm business incubator began.

Irrigation at Headwaters Farm

The 110gpm flow rate translates to an on-the-ground output of roughly 1.5 - 0.5 acres of drip irrigation (depending on how many drip lines per bed) or 1.5 acres of micro-overhead (low-output sprinklers) at any given moment. More specifically, irrigation needs to run for 1.5 hours with drip irrigation or 5 hours with micro-overhead to apply one inch of water, a common weekly irrigation target for many farms. In total, there are about 21-acres of irrigated cropland on the main irrigation system at Headwaters Farm, including District-managed land.

Since the current irrigation system was installed in 2014, incubator farms have been able to navigate irrigation flow limitations through shared Standard Operating Procedures and good communication between farmers to determine when farms can, and can't, irrigate. Over the last couple of years, the irrigation pinch-point has been reduced because there have been fewer farmers and less farmland in production. However, there are two factors to consider as we build back the number of incubator farms in the coming years:

1. EMSWCD's active farmland restoration initiative, which adds demand for water with staff-led irrigation on some non-rented plots
2. Climate extremes and mitigating against excessive heat and prolonged dry periods

The above factors exacerbate irrigation flow limitations and could restrict how much land is in production or in active restoration in the future.

Irrigation Improvement Options

Over the years, staff have explored options to increase irrigation flow rate. Here are the key opportunities and their costs and drawbacks:

- Drill the well deeper – not a legal option because it would tap into a lower aquifer; would require a new water right and new well to accomplish.
- Lower the pump in the well (\$25k) – could produce additional flow but doesn't guarantee more water, especially during peak irrigation season when the water table is lowest.



- Store water in an underground reservoir*(estimated \$300k) – install 15,000g R-Tank water holding system that is filled by the current well; add pumping equipment to irrigate from reservoir; would produce 21-consecutive hours of 200gpm output. *staff recommendation
- Store water in above ground tanks (estimated \$380k) – install 60,000g of above-ground water holding capacity that would be backfilled by stormwater and the current well; add pumping equipment to irrigate from tanks; would produce 10.5-consecutive hours of 200gpm output.

Conclusion

The options to increase flow rates at Headwaters Farm are limited and come at a high expense. Keeping the status quo is workable, but there will eventually be implications on the number of incubator farms and land in production at any given time. The previous projections of roughly 13-acres of the 21-acres of irrigatable cropland being in production remain the capacity with the current irrigation system.

Increasing flow to 200gpm with 15,000g on-demand would result in the irrigation capacity to crop or restore the full 21 acres by:

1. Increasing cropland leased to farmers from 13 to 16-acres at a given time
2. Doubling the annual restoration capacity from three to six-acres