



## Board of Directors Meeting Agenda

East Multnomah Soil and Water Conservation District

Monday, April 7, 2025, 6:00 – 8:15 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	<b>6:00</b> 5 min	<b>Welcome and meeting called to order.</b> <ul style="list-style-type: none"> <li>Introductions</li> <li>Review/revise agenda</li> <li>Review previous action items</li> <li>Approve March 2025 Board Meeting Minutes</li> </ul>	Information/ <b>Motion</b>	Zimmer-Stucky	a) <a href="#">3/3/2025 Board Meeting Minutes</a>  <a href="#">Previous Action Items</a>
2	<b>6:05</b> 5 min	Time reserved for public comment and introductions <sup>1</sup>	Information	Public	N/A
<b>FINANCE AND OPERATIONS</b>					
3	<b>6:10</b> 10 min	<b>Monthly Financial Report:</b> February 2025	Information	Mitten	a) <a href="#">February 2025 Financial Report</a>
<b>DISTRICT BUSINESS</b>					
4	<b>6:20</b> 15 min	<b>Quarter 3 Report</b>	Information	Leadership Team	a) <a href="#">L-Team &amp; E-Team Report</a>
5	<b>6:35</b> 5 min	<b>Something to Celebrate:</b> <ul style="list-style-type: none"> <li>Tool Library Kits</li> </ul>	Information	Beamer	N/A
6	<b>6:40</b> 10 min	<b>Land Legacy Committee Recommendations</b>	<b>Motion</b>	Guebert/ Shipkey	a) <a href="#">Resolution 2025-04-01</a>
7	<b>6:50</b> 10 min	<b>2025 PIC Grants Approval</b>	Discussion/ <b>Motion</b>	Kent	a) <a href="#">PIC 2025 Recommended Projects</a>

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



## Board of Directors Meeting Agenda

East Multnomah Soil and Water Conservation District

Monday, March 3, 2025, 6:00 – 8:15 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>  
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8	<b>7:00</b> 15 min	<b>Plant Sale Recap</b>	Information	Shearin	N/A
9	<b>7:15</b> 10 min	<b>Portland Water Bureau proposed water filtration plant- review of Board position and upcoming public comment opportunity</b>	Discussion/ <b>Motion</b>	Beamer	a) <a href="#">EMSWCD Letter of Board Position</a>
10	<b>7:25</b> 10 min	<b>Follow up: Code of Conduct in Board Handbook</b>	Discussion/ <b>Motion</b>	Beamer/ Mitten	a) <a href="#">Policy 1.3.1 Board and Committee Handbook</a>
11	<b>7:35</b> 15 min	<b>75<sup>th</sup> Anniversary Contract approval</b>	Discussion/ <b>Motion</b>	Beamer / Kent	a) <a href="#">Memo - EMSWCD 75<sup>th</sup> Anniversary</a>
12	<b>7:50</b> 10 min	<b>Legislative Bills update</b>	Information	Beamer	N/A
<b>BOARD BUSINESS</b>					
13	<b>8:00</b> 10 min	<b>Board Discussion</b>	Information/ Discussion	Zimmer-Stucky	N/A
<b>CLOSING ITEMS</b>					
14	<b>8:10</b> 5 min	<ul style="list-style-type: none"> <li>• Announcements and reminders</li> <li>• Action items</li> <li>• Adjourn meeting</li> </ul>	Information	Zimmer-Stucky	N/A



**Board of Directors Meeting Agenda**  
 East Multnomah Soil and Water Conservation District  
 Monday, March 3, 2025, 6:00 – 8:15 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>  
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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	<b>July</b>	1	22	15	
		<b>August</b>	5			
		<b>September</b>	4			
		<b>October</b>	7		x	
		<b>November</b>	4		x	
		<b>December</b>	2			
	2025	<b>January</b>	16		27	20
		<b>February</b>	3			
		<b>March</b>	3	3	24	
		<b>April</b>	7	7		21
		<b>May</b>	5	5	19	
		<b>June</b>	2			

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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, March 3, 2025

**6:04pm- Call to Order**

**Zimmer-Stucky** called to order the regular meeting of the EMSWCD Board of Directors at 6:04pm on Monday, March 3, 2025, at the EMSWCD Office in North Portland.

**6:04pm- 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), Mary Columbo (Zone 1 Director, Treasurer), Laura Masterson (Zone 2 Director)

**Board of Directors Absent:** Mike Guebert (Zone 3 Director, Secretary)

**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), Heather Nelson Kent (Community Outreach & Engagement Program Supervisor), Rowan Steele (Headwaters Farm Manager)

**Guests:** Al Hrynshyn (SWCC/OACD), Joe Rossi (public), Jason Skipton (Growing Gardens)

**Changes to the agenda: N/A**

**Previous Action Items:**

- Fernandez to send Rossi's documents to the Board. - Done
- Fernandez to forward the OACD newsletter to the Board Members. - Done
- 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. - Done
- Beamer to CC Board on any legislative support letters.

**6:05pm- Review/Approve February 2025 Board Meeting Minutes:**

**Motion: DeNies moved to approve the February 3, 2025, Board Meeting Minutes. Masterson 2<sup>nd</sup>.**

**Motion passed unanimously (4-0, Guebert absent).**

**6:05pm- Review/Approve January 2025 Board Meeting Minutes:**

**Fernandez** noted that there was an error in the January Board Meeting Minutes. The error was a typo stating that Columbo was moved to be appointed Board Chair rather than Treasurer. The actual motion was as Treasurer.

**Motion: Masterson moved to approve the January 17, 2025, Board Meeting Minutes. Columbo 2<sup>nd</sup>.**

**Motion passed unanimously (4-0, Guebert absent).**

**6:08pm- Public Comment:**

**Al Hrynshyn**, Board Director at Upper Willamette SWCD, commissioner of SWCC, gave a rundown of SWCC and ODA's partnership.

**Jason Skipton**, Executive Director of Growing Gardens, speaking now to sound the funding alarm due to the Federal funding freeze on agriculture, conservation, and environmentalism. It's devastating, especially for organizations who are relying on ongoing grants or grants that they've already applied for but are no longer available. Nonprofits always get asked to be creative and adaptable when it comes to funding, but

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now they need funders to do the same, either through policy, other reserves, partnerships, etc. Looking for funders and partners to be adaptable and work with their nonprofit partners on this. It's a positive conversation for him to come to the group with because the District has been creative, but it's more dire now.

**Action Item: Fernandez to share Skipton's contact information with the Board and share the FY 25-26 draft budget information about the rapid response grant idea with Skipton.**

**Rossi**, member of the public, thanked District staff for attending the Multnomah County Farm Bureau (MCFB) meeting last month, they did a great job at summarizing what the District has been working on. The survey he's been working on with OSU Extension has gaps in the types of farmers they need in order to make the report complete. From that, he created two different listening groups and captured five additional viewpoints. It was a positive experience for the farmers. Thanked Masterson for meeting with him to talk about Headwaters Farm and expressed that he's on the same page with everyone about wanting high performing students. He did not introduce his document regarding the Land Legacy Program to MCFB but is open to discussing that later. He would like to have someone from OAN or another member of the MCFB to have an input for the Rural Lands Supervisor position.

#### **6:16 pm – Monthly Financial Report: January 2025**

**Mitten** gave highlights from the January Board Meeting. Nothing significant to note. The Balance Sheet shows a 1.17% increase compared to last year at this time, and this is due to Property Tax Revenue being 2.27% higher than last year. Total assets are \$22.4 Million. Accounts Payable are higher than last year at this time, but it just has to do with when our payable hit during the month. Payroll liabilities show a large percentage variance from last year at this time; however, it is simply a timing issue as to when payroll hits and when the month closes. Profit and Loss budget performance, Property Tax Revenue, through January 31<sup>st</sup>, show \$6.12 Million received. Our property tax revenue for the entire year is \$6.279 Million spend percentages through January 31<sup>st</sup> look normal for the Fiscal Year. All of the District programs are underspent for the Fiscal Year and right on track through January 31<sup>st</sup>. Nothing stands out as unusual.

#### **6:21pm – Leadership Team Monthly Report:**

**Beamer** gave her ED highlights for the month of January:

- Working with leadership in creating the FY 25-26 Budget
- Rural Lands Supervisor Job Description and is out and recruitment has begun. She's starting to review the applicant pool this week to gauge if more outreach is needed.
- Attended the Portland Urban Forest Plan Open House. The last Forest Plan for the City of Portland was in 2004. For the draft 2025 plan, the goal is for every neighborhood to have at least 25% tree canopy. City wide goal of 45% canopy cover in 40 years. They want to increase tree canopy city streets to at least 35% in 20 years. Looking at the graphs and analysis they've done regarding tree canopy in East vs. West Portland is profound. The West has 66% and the East has 27% tree canopy. Total tree canopy cover has decreased since the last analysis, and it's not all development based, some is from Forest Park or Powell Butte, in part due to climate change.

**Masterson** feels like there would be more tree canopy than in the last 20 years, since planting work being done and awareness is so much higher.

**Columbo** There has been a lot of Cedar die off though.

**Beamer** This is based on an analysis of permits granted to cut down trees, especially around neighborhood homes, and for new plantings, they won't result in canopy cover for a number of years after. It also has to do with under-resourced and over-resourced neighborhoods, and zoning.

**Action Item: Beamer to send the Portland Tree Canopy analysis to the Board.**

**Mitten** gave his F&O highlights for February:

- Budget, working collectively with Leadership Team
- Plant Sale, the full Team is also part of the Plant Sale team.

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**Shearin** gave her Urban Lands highlights for February

- The Native Plant Sale resulted in 1200+ native plant orders and the sale of 11,000 native plants in total.
- Printed a lot of educational materials in partnership with CO&E.
- Began a partnership for CLIP with a 75-acre property. More updates to come.

**DeNies** attended the Native Plant Sale pick up day. It was impressive to see all that could be done with the inclement weather.

**Beamer** gave a Rural Lands highlight for February:

- Held the Headwaters Farm (HWF) Annual Meeting. It was great to have all the farmers in the office to get on the same page about the updated Farmer Manual and other HWF programs.
- A couple staff members attended the MCFB meeting. Beamer is prioritizing those meetings on her own calendar to continue that thread of communication with the group.
- Land Access Workshops went well, and they heard great feedback about registration.

**Kent** gave her CO&E highlight for February:

- Finally pinned down some big design elements for the website that will help the bulk of the project to move along
- Working on a lot of Urban Lands announcements and marketing documents.
- Worked on the Rural Lands Supervisor hiring announcement.
- Doing a lot of program evaluation work, conducting surveys with Urban Lands workshop participants.
- Working on surveying some HWF participants as well.

**Kent** gave her Grants highlight for February:

- Have seen more applications this Winter than usual, which is why we're keeping SPACE grants steady. But we will be doing more outreach to remind people about those available funds.
- The PIC Grant Review process is completed, and she's reviewing the recommended draft package with Beamer this week.

**DeNies** joined the PIC Grant Review committee and had a great time and found it to be a great learning opportunity.

**Zimmer-Stucky** would like to explore more about which PIC grantees/applicants had federal matches and what to do about that going forward, and how to be nimble if they have fallen through or lost funding.

#### Something to Celebrate

**Beamer** shared a story about the Shaul property natural area acquisition, that the District partnered with METRO and the City of Gresham to secure and manage it. We bought it for the ability to protect water quality, wetlands restoration, and forest protection. Recently, the Centennial High School AP Science class worked with the City and a consultant team from HHPR engineering firm to design and implement wetlands restoration, map existing forest floor conditions, and prep the site for Spring seeding.

**Beamer** also shared that the 2025 Native Plant Sale was a success! The Staff pulled together and got through the snowstorm. One of our staff members was also able to make a great video about how to plant bare root plants, using the snow as a prop.

#### **6:39pm – Board Policy Handbook Update:**

**Public Meeting Laws**

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**Mitten** Changes made to the Board Policy Handbook include the public meeting law requirements, and explained that in the Handbook, our attorney has added keynotes that identify if a line is statute, changeable, or advised not to change.

Code of Conduct

**Mitten** pointed out that there was already an existing section related to the Code of Conduct included in the Board Handbook, but staff have added a few extra legal details to it.

**Zimmer-Stucky** thanked Columbo for bringing this topic up with the Board and apologized for allowing certain conversations, and disrespect to presenters, at a previous Board meeting to happen. She also suggested keeping a copy of the Board Handbook available on the Board table during Board Meetings.

**Masterson** is not sure that if someone in a Board meeting doesn't follow the Board approved rules of conduct, that it could allow for arrest. It might have to be more explicit. She recommends clarification around allowance for arrest in Board Meetings. She has worries surrounding First Amendment rights.

**Shearin** Some Districts would have restraining orders placed on the individual.

**Mitten** This section in the Handbook was advised as not to be changed by our attorney, since it's derived from Statute.

**Motion: Masterson moved to approve the updated Board and Committee Policies and Procedures 2025 draft. Columbo 2<sup>nd</sup>. Motion passed unanimously (4, 0).**

**Action Item: Fernandez to print a copy of the Board Handbook to keep handy during Board Meetings.**

**Action Item: Staff to review the Code of Conduct section, especially regarding grounds for arrest.**

**Hrynshyn** assumes that anything that involves violence or the threat of violence, then it warrants intervention.

**6:51pm – Review of Decision-Making Matrix for submitting public comment:**

**Zimmer-Stucky** reminded the Board that they authorized the District to support several bills, and it was brought up that we already have a pre-approved matrix for the ED to refer to when taking action. If the Board wants to change it, that could be a decision for another day.

**Beamer** found it super helpful to use during the Portland Tree Code timing. There is some confusing language in it that could be clarified, and it will continue to be important to bring topics to the Board first for their awareness and buy-in or opposition. It also doesn't talk about administrative policy, like agency budgets and other things.

**Masterson** is open to hearing clarifications of this document from staff if there are any but feels like this is a great way for staff and ED to know whether they can choose to move forward on something themselves as well. This is for any advocacy role, which staff are only doing when it aligns with the District's mission.

**Hrynshyn** Conservation Districts can't really lobby the legislature, and he'd advise against it, but that's OACD's function, as a 501 with access to those kinds of things.

**Zimmer-Stucky** At her own day job in non-advocacy nonprofit and legislative affairs, they educate the elected officials about the benefits of the decisions they would make. She thinks there's nothing wrong with staff going to legislature or any other decision-making body and explaining how a program would benefit our constituents. It's a responsible thing for us to do.

**7:00pm – Annual ED Performance Review Timeline:**

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**Beamer** Last November, the Board discussed setting in place a Board representative to lead the ED annual evaluation. We targeted the February Board meeting to appoint a Board member to oversee the process. Last year, it was Zimmer-Stucky.

**Motion: Masterson moved to appoint DeNies the point person for the Executive Director Evaluation and Review process. Columbo 2<sup>nd</sup>. Motion passed unanimously (4,0, Guebert absent).**

**Action Item: Fernandez to work with the Board to reschedule the April Personnel Committee Meeting.**

**7:06pm – Headwaters Focus – Overview of Water Needs:**

**Steele** gave an overview of the Headwaters Farm’s current water/irrigation system, why they have additional needs, and what those are. HWF has a mass flow of 224 gpm (gallons per minute). In terms of our water table, March tends to be when it’s expected to be the highest (more water available) each year. The limitation HWF is facing is that regardless of what our water needs are and what our water rights say we can use, we can only produce 110 gallons per minute, because that is the rate at which our well recharges. This has nothing to do with underperforming equipment/technology. 110 gallons per minute covers about 1-1.5 acres depending on the bed size and form of irrigation (drip, wobblers, etc.). When we put in our current system in 2013, at the end of our first season, we already knew that it was going to be a bottleneck. So, we created a standard operating procedure (cumbersome for farmers), that included constantly checking the well, communicating with the other farmers, setting up an irrigation queue, and constantly checking in with each other asking for time stamps. This process isn’t the worst, but it was a little taxing, especially during the heat dome. Staff are also now water consumers on the site due to improving site conditions around management, soil health, and soil quality overall.

**Masterson** If you had a larger diameter, could you pump more water?

**Steele** Yes, but that would be drilling a new well, but that goes into a new aquifer. Expanding the current pipe is not an option as it is a metal pipe in the ground. We have a standard 8-inch casing, which is a standard size.

**DeNies** If you use the water down to the pump, how long would it take the pump to recharge to the usable level?

**Steele** It all depends on where the water table is. It’s always recharging at 110gpm. There is seasonal change, the water table goes down in the summer, but never below the 110gpm.

**Zimmer-Stucky** With the nearby urban/housing development, what water system are they on?

**Steele** Pleasant Home Water District, which is likely sourced from Bull Run.

**Masterson** For context, at her own farm, she has 40 acres and 200 gallons per minute, which she also feels like she’s maxing out. She feels bad that she didn’t know about this issue until last year.

**Zimmer-Stucky** appreciates that staff are at a point where they can do this kind of research and make this topic a priority.

**Steele** Some of the options they’ve been exploring include a deeper well, using a different aquifer, and lowering the pump. In talking with the pump company, there’s no guarantee of improvement with lowering the pump, but it is a relatively lower cost compared to the other options. Another option includes a below ground storage system that we would fill from our current irrigation system, and then pump out of, adding more holding capacity, and a higher rate of usage. This would be 112,000 gallons, but it’s a significant cost. The last option includes above-ground tanks (backfilled by our current irrigation system) and a rainwater catchment component. The below-ground tanks could also have a rainwater catchment component, but it would require a separate system to capture it and pump it into the tank. Logistically, that wouldn’t work as well.



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**Masterson** It seems possible to combine a few things: lowering the pump, expanding the tank, and moving the water right 10-30 feet away from its current spot (re-digging a new well). This feels like another crucial piece of infrastructure for HWF, similar to other infrastructure for the farm that we've purchased

**Steele** In another way, it unlocks more availability of things we can do on the farm. Another option not yet mentioned includes well rehabilitation.

**Steele** If the Board felt like this was an important improvement to make, the overall impact of an underground storage (recommended by staff) would be 112,000 gallons on demand; flow rate of 200gpm for about 21 consecutive hours, costing the District roughly \$300,000. It would be done by using an R-Tank System, similar to a stormwater infiltration system, but using milk crate-like systems as a 97% porous structure to capture and enclose usable water. This has been specked out by an engineer, we have had bids on the R-tank, excavation, backfill, and pumping, but this idea is still only 80% baked. It would be a public works project, we don't know who we'd work with on it, we haven't engaged the neighbors, etc. With the R-tank system, he projects that he could activate the entire property; 13 acres leased to farmers, and 3 acres used for restoration.

**Masterson** How do you pump into and out of the system?

**Steele** Using two different pumping systems. You're never taking more than 24 hours of 110 gpm. We have watering needs at certain moments that exceed our current max of what can be pumped out, so it often gets stockpiled in a storage space until you can use it. We water the restoration sites at night, some of the farmers use timers at night, but it's still not as efficient to be able to do 100% ability for irrigation around the clock. With this proposed system, we expect to be able to pump out 200 gallons per minute.

**Columbo** shared her own experience as a HWF farmer, having to wait for another farmer to finish irrigation. If there was an increase in available water at one time, she wouldn't have to wait, and with it recharging to a larger volume a night, there's more availability during the day.

**DeNies** How long would a project like this take to come together and finish?

**Steele** expects three months for bidding, then excavation, then building the r- tank, and then filling it in the Summertime. So, we'd probably wait until this irrigation season is over, meaning by Spring 2026, the water would be usable.

**Masterson** This is not a groundwater limiting area, and Water Resources has gotten through their backlog, but they won't grant us new water rights?

**Steele** With the new rules, no one's getting new water rights.

**Shearin** Have you looked into putting that much plastic into the ground, especially because black plastic is known to be the most flame retardant and leachable product?

**Steele** That is a good question and worth looking into.

**Beamer** This is not in the current budget for FY 24-25 or FY 25-26, but it's a parallel conversation to the current Budget process.

**Steele** offered to explore present a recommendation for the possibility of drilling a new well with a bigger casing. If the Board wants this project to be finished this FY, we have the funds to do so.

**Zimmer-Stucky** would like to see a number for this in the FY 25-26 draft Budget and see where the funding can come from.

**Mitten** can make the math work in the Budget for if the project goes through using the allocated funds or under. If it does go over, the Board would have to figure out where it would come from.

**DeNies** Is there any value in having a supplement of rainwater catch at Headwaters Farm?

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**Steele** it would be helpful as a demonstration, but the amount we'd get in the Winter would not carry over the summer. You'd also need a really big catchment area, which we don't see as feasible.

**Action Item: Steele to update the Board with more details and numbers regarding the irrigation project at HWF.**

**7:42pm – Legislative Bills Update:**

**Beamer** shared an update about HB 3131, HB 3143, HB 3010, and HB 3173. She also shared information about other bills that staff are tracking, including HB 2979, HB 2984, SB 878. Bills that are moving forward include SB 438, SB 878, SB 77, and SB 78.

**7:46pm – Board Discussion:**

**Action Item: Fernandez to send the Executive Director Evaluation Process document to the Board.**

**7:47pm- Announcements, Action Items, and Adjournment**

**DeNies** is attending the Public Meeting Law training tomorrow at Tualatin SWCD.

**Action Item: Fernandez to add Alignment of ED review document with the Staff's document to the next Personnel Committee Meeting Agenda.**

**Action Items:**

- **Fernandez** to share Skipton's contact information with the Board and share the FY 25-26 draft budget information about the rapid response grant idea with Skipton.
- **Beamer** to send the Portland Tree Canopy analysis to Board.
- **Fernandez** to print a copy of the Board Handbook to keep handy during Board Meetings.
- **Staff** to review the Code of Conduct section, especially regarding grounds for arrest.
- **Fernandez** to work with the Board to reschedule the April Personnel Committee Meeting.
- **Steele** to update the Board with more details and numbers regarding the irrigation project at HWF.
- **Fernandez** to send the ED Evaluation Process document to the Board.
- **Fernandez** to add Alignment of ED review document with the Staff's document to the next Personnel Committee Meeting Agenda.

**Zimmer-Stucky** adjourned the meeting at 7:55pm.

11:57 AM  
03/27/25  
Accrual Basis

## EMSWCD Balance Sheet Prev Year Comparison As of February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1000 · Beneficial checking	164,635.97	91,805.46	72,830.51	79.33%
1010 · LGIP savings acct #1	15,429,555.40	15,196,858.58	232,696.82	1.53%
<b>Total Checking/Savings</b>	<b>15,594,191.37</b>	<b>15,288,664.04</b>	<b>305,527.33</b>	<b>2.0%</b>
<b>Accounts Receivable</b>				
<b>1200 · Accounts Receivable</b>				
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	11,512.53	5,373.45	6,139.08	114.25%
<b>Total 1200 · Accounts Receivable</b>	<b>190,048.23</b>	<b>153,696.91</b>	<b>36,351.32</b>	<b>23.65%</b>
<b>Total Accounts Receivable</b>	<b>190,048.23</b>	<b>153,696.91</b>	<b>36,351.32</b>	<b>23.65%</b>
<b>Other Current Assets</b>				
1300 · Prepaid Expense	8,567.34	497.85	8,069.49	1,620.87%
<b>Total Other Current Assets</b>	<b>8,567.34</b>	<b>497.85</b>	<b>8,069.49</b>	<b>1,620.87%</b>
<b>Total Current Assets</b>	<b>15,792,806.94</b>	<b>15,442,858.80</b>	<b>349,948.14</b>	<b>2.27%</b>
<b>Fixed Assets</b>				
<b>1500 · Fixed Assets</b>				
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%
<b>Total 1500 · Fixed Assets</b>	<b>226,290.01</b>	<b>67,944.38</b>	<b>158,345.63</b>	<b>233.05%</b>
<b>1600 · Building</b>				
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%
<b>Total 1600 · Building</b>	<b>1,273,013.66</b>	<b>1,208,838.71</b>	<b>64,174.95</b>	<b>5.31%</b>
1700 · Land	4,815,951.48	5,176,712.47	-360,760.99	-6.97%
<b>Total Fixed Assets</b>	<b>6,315,255.15</b>	<b>6,453,495.56</b>	<b>-138,240.41</b>	<b>-2.14%</b>
<b>TOTAL ASSETS</b>	<b>22,108,062.09</b>	<b>21,896,354.36</b>	<b>211,707.73</b>	<b>0.97%</b>

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## EMSWCD Balance Sheet Prev Year Comparison As of February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	166,924.61	235,669.67	-68,745.06	-29.17%
<b>Total Accounts Payable</b>	<b>166,924.61</b>	<b>235,669.67</b>	<b>-68,745.06</b>	<b>-29.17%</b>
<b>Credit Cards</b>				
<b>2050 · Beneficial Credit Cards</b>				
2066 · Visa - KB - 9408	3,489.48	0.00	3,489.48	100.0%
2052 · VISA - JD - 0960	2,570.45	1,315.32	1,255.13	95.42%
2053 · VISA - KS - 0994	178.99	3,745.54	-3,566.55	-95.22%
2054 · Visa - RS - 2818	3,435.78	4,362.57	-926.79	-21.24%
2058 · Visa - SW - 1901	1,529.60	2,034.09	-504.49	-24.8%
2062 · Visa - SS - 8195	746.77	2,460.63	-1,713.86	-69.65%
2063 · Visa - CA - 5240	1,427.57	184.01	1,243.56	675.81%
2064 · Visa - JW - 5687	0.00	65.00	-65.00	-100.0%
2065 · Visa - HK - 6313	4,277.42	3,137.20	1,140.22	36.35%
<b>Total 2050 · Beneficial Credit Cards</b>	<b>17,656.06</b>	<b>17,304.36</b>	<b>351.70</b>	<b>2.03%</b>
<b>Total Credit Cards</b>	<b>17,656.06</b>	<b>17,304.36</b>	<b>351.70</b>	<b>2.03%</b>
<b>Other Current Liabilities</b>				
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	-1,899.98	21.67	-1,921.65	-8,867.79%
2150 · Accrued Compensated Absences	156,224.57	148,190.94	8,033.63	5.42%
<b>Total Other Current Liabilities</b>	<b>154,501.79</b>	<b>150,829.28</b>	<b>3,672.51</b>	<b>2.44%</b>
<b>Total Current Liabilities</b>	<b>339,082.46</b>	<b>403,803.31</b>	<b>-64,720.85</b>	<b>-16.03%</b>
<b>Total Liabilities</b>	<b>339,082.46</b>	<b>403,803.31</b>	<b>-64,720.85</b>	<b>-16.03%</b>
<b>Equity</b>				
3900 · Retained Earnings-Unrestricted	12,045,145.12	11,397,263.24	647,881.88	5.69%
<b>3950 · Board Designated Restrictions</b>				
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%
<b>Total 3950 · Board Designated Restrictions</b>	<b>7,200,140.13</b>	<b>6,808,128.13</b>	<b>392,012.00</b>	<b>5.76%</b>
<b>Net Income</b>	<b>2,523,694.38</b>	<b>3,287,159.68</b>	<b>-763,465.30</b>	<b>-23.23%</b>
<b>Total Equity</b>	<b>21,768,979.63</b>	<b>21,492,551.05</b>	<b>276,428.58</b>	<b>1.29%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>22,108,062.09</b>	<b>21,896,354.36</b>	<b>211,707.73</b>	<b>0.97%</b>

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## EMSWCD Profit & Loss Budget Performance July 2024 through February 2025

	<u>Jul '24 - Feb 25</u>	<u>YTD Budget</u>	<u>Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
<b>Income</b>					
<b>4000 · Income</b>					
4100 · EMSWCD prop'ty tax	6,175,088.35	5,968,972.00	206,116.35	103.45%	6,279,272.00
<b>4400 · Event Income</b>					
4420 · Native Plant Sale	53,799.35	50,000.00	3,799.35	107.6%	50,000.00
<b>Total 4400 · Event Income</b>	<b>53,799.35</b>	<b>50,000.00</b>	<b>3,799.35</b>	<b>107.6%</b>	<b>50,000.00</b>
4500 · Interest	458,924.39	341,600.00	117,324.39	134.35%	510,000.00
<b>4600 · Grants</b>					
4610 · Federal	0.00	120,000.00	-120,000.00	0.0%	120,000.00
4620 · State	72,445.50	72,446.00	-0.50	100.0%	96,594.00
4660 · Other	0.00	25,000.00	-25,000.00	0.0%	25,000.00
<b>Total 4600 · Grants</b>	<b>72,445.50</b>	<b>217,446.00</b>	<b>-145,000.50</b>	<b>33.32%</b>	<b>241,594.00</b>
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
<b>4900 · Misc Income</b>					
4910 · Refunds/Rebates/Reimbsmnts	25,756.31	28,185.00	-2,428.69	91.38%	34,785.00
<b>Total 4900 · Misc Income</b>	<b>25,756.31</b>	<b>28,185.00</b>	<b>-2,428.69</b>	<b>91.38%</b>	<b>34,785.00</b>
<b>Total 4000 · Income</b>	<b>7,610,974.66</b>	<b>6,626,075.00</b>	<b>984,899.66</b>	<b>114.86%</b>	<b>7,142,123.00</b>
<b>Total Income</b>	<b>7,610,974.66</b>	<b>6,626,075.00</b>	<b>984,899.66</b>	<b>114.86%</b>	<b>7,142,123.00</b>
<b>Gross Profit</b>	<b>7,610,974.66</b>	<b>6,626,075.00</b>	<b>984,899.66</b>	<b>114.86%</b>	<b>7,142,123.00</b>
<b>Expense</b>					
<b>5000 · Payroll Expenses</b>					
5100 · Salaries & Wages	1,441,699.76	1,550,928.00	-109,228.24	92.96%	2,322,100.00
5200 · Payroll Taxes	136,629.58	152,264.00	-15,634.42	89.73%	228,000.00
5300 · Wkrs Comp Insurance	13,123.17	27,050.00	-13,926.83	48.51%	27,050.00
5400 · Emp Benefits	343,751.16	398,520.00	-54,768.84	86.26%	596,180.00
<b>Total 5000 · Payroll Expenses</b>	<b>1,935,203.67</b>	<b>2,128,762.00</b>	<b>-193,558.33</b>	<b>90.91%</b>	<b>3,173,330.00</b>
<b>6000 · Professional Services</b>					
6005 · Contracted Bkkpr/Acctant	16,000.00	16,000.00	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	7,486.00	127,500.00	-120,014.00	5.87%	185,000.00
6050 · Contracted Services	513,984.20	1,074,173.00	-560,188.80	47.85%	1,601,245.00
6065 · Contracted IT Support	18,660.56	17,200.00	1,460.56	108.49%	25,800.00
<b>Total 6000 · Professional Services</b>	<b>565,030.76</b>	<b>1,243,373.00</b>	<b>-678,342.24</b>	<b>45.44%</b>	<b>1,844,545.00</b>
<b>6100 · Admin</b>					
6110 · Audit Filing Fee	400.00	300.00	100.00	133.33%	300.00
6120 · Bank Charges	3,022.98	2,825.00	197.98	107.01%	3,075.00
6130 · Bulk Mail Permit Renewal	0.00	350.00	-350.00	0.0%	350.00
6135 · Legal Notice	2,315.19	3,668.00	-1,352.81	63.12%	4,700.00
6140 · Payroll Svcs	755.00	750.00	5.00	100.67%	750.00
6150 · Licenses & Fees	10,029.97	8,962.00	1,067.97	111.92%	13,090.00
6160 · Taxes	2,875.22	8,400.00	-5,524.78	34.23%	8,400.00
<b>Total 6100 · Admin</b>	<b>19,398.36</b>	<b>25,255.00</b>	<b>-5,856.64</b>	<b>76.81%</b>	<b>30,665.00</b>
<b>7100 · Occupancy</b>					
7110 · Utilities	13,036.54	15,832.00	-2,795.46	82.34%	23,700.00
7120 · Telecommunications	21,510.00	20,504.00	1,006.00	104.91%	30,752.00
7130 · Repairs/Maintenance	21,315.83	30,834.00	-9,518.17	69.13%	44,750.00
<b>Total 7100 · Occupancy</b>	<b>55,862.37</b>	<b>67,170.00</b>	<b>-11,307.63</b>	<b>83.17%</b>	<b>99,202.00</b>
<b>7500 · Insurance</b>					
7505 · General Liability Insurance	18,249.00	17,000.00	1,249.00	107.35%	17,000.00

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## EMSWCD Profit & Loss Budget Performance July 2024 through February 2025

	Jul '24 - Feb 25	YTD Budget	Budget	% of Budget	Annual Budget
7510 · Property Insurance	8,419.00	8,000.00	419.00	105.24%	8,000.00
7515 · D & O Anti Crime	295.00	550.00	-255.00	53.64%	550.00
7540 · Vehicle insurance	2,930.00	2,750.00	180.00	106.55%	2,750.00
<b>Total 7500 · Insurance</b>	<b>29,893.00</b>	<b>28,300.00</b>	<b>1,593.00</b>	<b>105.63%</b>	<b>28,300.00</b>
<b>8100 · Office Expenses</b>					
8110 · Office Supplies	4,748.80	8,150.00	-3,401.20	58.27%	11,250.00
8115 · Postage, Delivery	235.80	10,450.00	-10,214.20	2.26%	11,370.00
8120 · Printing, Copying	15,613.57	20,818.00	-5,204.43	75.0%	23,300.00
8130 · Furnishings & Equipment	17,362.28	16,450.00	912.28	105.55%	19,050.00
<b>Total 8100 · Office Expenses</b>	<b>37,960.45</b>	<b>55,868.00</b>	<b>-17,907.55</b>	<b>67.95%</b>	<b>64,970.00</b>
<b>8200 · Production</b>					
8210 · Advertising	10,249.48	10,525.00	-275.52	97.38%	12,990.00
8230 · Signage, Banners, Displays	235.98	11,668.00	-11,432.02	2.02%	14,100.00
8250 · Public Relations Promo & Events	13,243.47	38,336.00	-25,092.53	34.55%	51,000.00
<b>Total 8200 · Production</b>	<b>23,728.93</b>	<b>60,529.00</b>	<b>-36,800.07</b>	<b>39.2%</b>	<b>78,090.00</b>
<b>8500 · Programs &amp; Projects</b>					
8505 · Dues	19,540.00	15,285.00	4,255.00	127.84%	21,125.00
8506 · Subscriptions	30,680.53	48,246.00	-17,565.47	63.59%	72,082.00
8510 · Contracts w/ Partners/Lndownrs	146,166.56	200,000.00	-53,833.44	73.08%	300,000.00
8520 · Grants to Others	796,742.91	1,647,000.00	-850,257.09	48.38%	2,287,000.00
8530 · Program Supplies	33,507.56	59,988.00	-26,480.44	55.86%	81,180.00
8540 · Plants & Materials	15,071.12	75,000.00	-59,928.88	20.1%	75,000.00
8560 · Space Rental	614.15	4,900.00	-4,285.85	12.53%	5,150.00
8570 · Equip Rental	3,772.68	16,112.00	-12,339.32	23.42%	17,920.00
8580 · Vehicles Rent/Lease	0.00	1,000.00	-1,000.00	0.0%	1,000.00
<b>Total 8500 · Programs &amp; Projects</b>	<b>1,046,095.51</b>	<b>2,067,531.00</b>	<b>-1,021,435.49</b>	<b>50.6%</b>	<b>2,860,457.00</b>
<b>8600 · Training</b>					
8610 · Training/Development Staff	16,450.57	20,000.00	-3,549.43	82.25%	28,800.00
8620 · Training/Development Board	0.00	3,336.00	-3,336.00	0.0%	5,000.00
<b>Total 8600 · Training</b>	<b>16,450.57</b>	<b>23,336.00</b>	<b>-6,885.43</b>	<b>70.49%</b>	<b>33,800.00</b>
<b>8700 · Travel</b>					
8730 · Out of Town Travel- Staff	3,695.25	8,654.00	-4,958.75	42.7%	16,230.00
8740 · Out of Town Travel - Board	0.00	2,668.00	-2,668.00	0.0%	4,000.00
8750 · Local Mlg, Pkg, Bus - Staff	2,611.59	6,520.00	-3,908.41	40.06%	10,550.00
8760 · Local Mlg, Pkg, Bus - Board	0.00	1,000.00	-1,000.00	0.0%	1,000.00
<b>Total 8700 · Travel</b>	<b>6,306.84</b>	<b>18,842.00</b>	<b>-12,535.16</b>	<b>33.47%</b>	<b>31,780.00</b>
<b>8800 · Volunteers &amp; Staff</b>					
8810 · Volunteer & Staff Recog	9,492.30	17,918.00	-8,425.70	52.98%	27,400.00
8820 · Vol & Staff Refreshments	6,867.28	12,440.00	-5,572.72	55.2%	17,860.00
<b>Total 8800 · Volunteers &amp; Staff</b>	<b>16,359.58</b>	<b>30,358.00</b>	<b>-13,998.42</b>	<b>53.89%</b>	<b>45,260.00</b>
8900 · Misc Expenses	0.00	500.00	-500.00	0.0%	500.00
<b>9000 · Capital Outlay</b>					
9010 · Office/Field Equipment	8,678.71	20,000.00	-11,321.29	43.39%	20,000.00
9030 · Improvements On Real Property	46,947.32	401,000.00	-354,052.68	11.71%	411,000.00
9040 · Purchase of Real Property	1,279,364.21	5,467,807.00	-4,188,442.79	23.4%	8,201,707.00
<b>Total 9000 · Capital Outlay</b>	<b>1,334,990.24</b>	<b>5,888,807.00</b>	<b>-4,553,816.76</b>	<b>22.67%</b>	<b>8,632,707.00</b>
<b>Total Expense</b>	<b>5,087,280.28</b>	<b>11,638,631.00</b>	<b>-6,551,350.72</b>	<b>43.71%</b>	<b>16,923,606.00</b>
<b>Net Ordinary Income</b>	<b>2,523,694.38</b>	<b>-5,012,556.00</b>	<b>7,536,250.38</b>	<b>-50.35%</b>	<b>-9,781,483.00</b>
<b>Net Income</b>	<b>2,523,694.38</b>	<b>-5,012,556.00</b>	<b>7,536,250.38</b>	<b>-50.35%</b>	<b>-9,781,483.00</b>

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**EMSWCD**  
**Profit & Loss by Class**  
 July 2024 through February 2025

	General Fund					Special Funds		TOTAL
	Finance & Operations	Rural Lands	Urban Lands	Community Outreach & Engagement	HIP	Grants Fund	Land Conservation Fund	
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
<b>4000 · Income</b>	6,330,121.91	54,776.75	53,809.35	0.00	11,268.70	57,938.63	1,103,059.32	7,610,974.66
<b>Total Income</b>	6,330,121.91	54,776.75	53,809.35	0.00	11,268.70	57,938.63	1,103,059.32	7,610,974.66
<b>Gross Profit</b>	6,330,121.91	54,776.75	53,809.35	0.00	11,268.70	57,938.63	1,103,059.32	7,610,974.66
<b>Expense</b>								
<b>5000 · Payroll Expenses</b>	557,189.89	538,597.77	308,153.72	332,577.75	198,684.54	0.00	0.00	1,935,203.67
<b>6000 · Professional Services</b>	134,358.33	323,038.15	38,145.25	0.00	69,489.03	0.00	0.00	565,030.76
<b>6100 · Admin</b>	7,255.91	6,952.45	3,970.38	58.06	1,161.56	0.00	0.00	19,398.36
<b>7100 · Occupancy</b>	25,839.45	4,777.98	2,560.57	2,323.23	20,361.14	0.00	0.00	55,862.37
<b>7500 · Insurance</b>	29,893.00	0.00	0.00	0.00	0.00	0.00	0.00	29,893.00
<b>8100 · Office Expenses</b>	11,089.22	5,274.40	19,746.22	1,063.02	787.59	0.00	0.00	37,960.45
<b>8200 · Production</b>	5,959.28	3,367.87	5,785.00	699.95	7,916.83	0.00	0.00	23,728.93
<b>8500 · Programs &amp; Projects</b>	29,196.02	12,936.57	21,123.67	12,548.30	29,881.48	940,409.47	0.00	1,046,095.51
<b>8600 · Training</b>	6,899.80	3,474.26	2,448.05	2,918.46	710.00	0.00	0.00	16,450.57
<b>8700 · Travel</b>	1,916.21	2,432.86	172.88	165.55	1,619.34	0.00	0.00	6,306.84
<b>8800 · Volunteers &amp; Staff</b>	11,195.98	1,032.53	797.10	1,288.05	2,045.92	0.00	0.00	16,359.58
<b>9000 · Capital Outlay</b>	46,947.32	350.00	0.00	0.00	8,678.71	0.00	1,279,014.21	1,334,990.24
<b>Total Expense</b>	867,740.41	902,234.84	402,902.84	353,642.37	341,336.14	940,409.47	1,279,014.21	5,087,280.28
<b>Net Ordinary Income</b>	5,462,381.50	-847,458.09	-349,093.49	-353,642.37	-330,067.44	-882,470.84	-175,954.89	2,523,694.38
<b>Net Income</b>	<b>5,462,381.50</b>	<b>-847,458.09</b>	<b>-349,093.49</b>	<b>-353,642.37</b>	<b>-330,067.44</b>	<b>-882,470.84</b>	<b>-175,954.89</b>	<b>2,523,694.38</b>
<b>Annual Appropriation by Program</b>	<b>\$1,524,760</b>	<b>\$1,983,747</b>	<b>\$949,300</b>	<b>\$674,595</b>	<b>\$912,497</b>	<b>\$2,202,000</b>	<b>\$8,651,707</b>	
<b>Percent of Fiscal Year Passed</b>	<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>67%</b>	<b>67%</b>	
<b>Percentage of Appropriation Spent</b>	<b>57%</b>	<b>45%</b>	<b>42%</b>	<b>52%</b>	<b>37%</b>	<b>43%</b>	<b>15%</b>	
<b>Year-To-Date Appropriation by Program (as of 2/28)</b>	<b>\$1,068,022</b>	<b>\$1,384,883</b>	<b>\$674,296</b>	<b>\$451,801</b>	<b>\$644,822</b>			
<b>Year-To-Date Percentage of Appropriation Spent (as of 2/28)</b>	<b>81%</b>	<b>65%</b>	<b>60%</b>	<b>78%</b>	<b>53%</b>			



# ***East Multnomah Soil & Water Conservation District Quarter 3 Work Plan Report July 2024 – March 2025***

## **Executive Director Summary:**

With the adoption of our FY24-25 Annual Work plan in July 2024, we established a framework to track and share progress, key benchmarks of success and potential challenges in reaching District goals. This Quarter 3 report is a high-level snapshot that shares our progress thus far and sets the stage for what is ahead.

The format of our Quarterly report includes our annual program goals and associated outcomes, all led by EMSWCD's overarching strategic priorities: **soil and water health, climate action and equity**. In addition to the detailed program updates below, I would like to celebrate and lift up the following successes from the past quarter:

1. Completed Annual Plant Sale: This year our District distributed 11,000 native plants to our community, increasing native pollinator habitat and climate resilient vegetation.
2. Created of two new Forever Farms with a legacy landowner in our District.
3. Organized and sponsored a regional BIPOC affinity group retreat for conservation professionals in the Portland Metro Area. Group of 20 will continue to meet monthly.

## **EMSWCD Equity Action Plan**

EMSWCD is working to advance the four overarching equity goals listed below.

- **Goal 1: Meaningfully and authentically engage Black, Indigenous, and People of Color (BIPOC), and other marginalized groups.**
- **Goal 2: Recruit, train, retain, and support a diverse staff and Board.**
- **Goal 3: Provide equitable programs and services.**
- **Goal 4: Allocate resources in a way that advances racial equity.**

### **Equity Team**

2024-2025 Activities and Deliverables (Diversity, Equity, and Inclusion)	Metrics	Q3 Progress to Date
Train new staff members about the history of EMSWCD's Equity journey; share current documents and information for background and context.	3 new staff will be trained	<ul style="list-style-type: none"> <li>• Trained 3 new staff members on the history of EMSWCD's equity journey and five-year Equity Plan</li> </ul>
Develop a plan to support incoming and current board members in establishing a shared language and a baseline understanding of equity to align with the organizational strategic goal of centering	2 new BOD members trained, and a board protocol established	<ul style="list-style-type: none"> <li>• "Reframing Racism" offered to 2 new Board members. 1 is registered</li> <li>• Plans are in place to create an equity training module for new and existing Board members</li> </ul>



equity. This includes a shared understanding of equity, white supremacy culture, and structural inequality.		
Reintroduce Equity Moments in staff and Board meetings; Engage staff to gather ideas for equity topics and possible methods of engagement; Create a schedule for consistent engagement.	24 topics per year	<ul style="list-style-type: none"> <li>Equity Moments include:</li> <li>The History of Dispossession and Discrimination related to land access and ownership within EMSWCD's service area</li> <li>land acknowledgement/call to action</li> <li>Multicultural Greek Life</li> <li>Engaging with Community to Build Meaningful &amp; Mutually Beneficial Partnerships</li> <li>Oregon Land Justice Project recap visit to the Klamath Tribes.</li> <li>A guided walking tour through Portland's Historically Black Albina neighborhood</li> </ul>
Continue Equity Small Discussion Groups; Reshuffle groups; Update guidelines; Prepare a list of options/topics for groups to discuss.	Groups established	<ul style="list-style-type: none"> <li>Q1: Updated discussion groups</li> <li>Q2: Deep dive into the history of the Albina neighborhood, gentrification, and the civil rights movement in Portland.</li> <li>Q3: Intersectionality via Audry Lourde's book, "Sister Outsider"</li> </ul>

## Urban Lands

### High-Level Goals for Urban Lands Program:

**Goal 1: Promote conservation practices that protect and improve soil and water quality, water conservation, and wildlife habitat.**

**Goal 2: Address climate impacts and reduce the heat island effect.**

**Goal 3: Provide education and assistance to partners, local residents, and landowners.**

**Goal 4: Expand impact through partnerships by leveraging financial support and resources.**

**This year, NEW 2024-2025 areas of focus from Strategic Plan include:**

- Improve fish passage:** as part of the MHCC Campus Clean Water Retrofit, will begin the design phase of the Kelly Creek dam removal project on the MHCC campus.
- Support new technologies:** support water quality monitoring of Harmful Algal Blooms (HABs) in the Willamette River.
- Reduce tire pollution runoff into our waterways:** participate in a new working group (6PPD-q Working Group) dedicated to finding solutions to tire pollution run-off into our local waterways.

### Technical and Financial Assistance

24-25 Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Provide technical consultations and site visits to residential,	100/year, 25/quarter	<ul style="list-style-type: none"> <li>Q1: 53 Tech Assist (TA) requests responded to</li> <li>Q2: 25</li> </ul>

commercial, and industrial landowners.		<ul style="list-style-type: none"> <li>• Q3: 26 (thus far)</li> </ul>
Provide technical consultations and site visits to Grants Program applicants and Land Legacy partners and/or projects.	8-10 consults/year	<ul style="list-style-type: none"> <li>• Q1: 3</li> <li>• Q2: 1</li> <li>• Q3: 3</li> </ul>
Incorporate new climate change considerations into our offerings and adjust content and delivery as necessary.	“Climate Change 2.0” workshop- “what can you do in your yard” workshop	<ul style="list-style-type: none"> <li>• Plant Sale species selection and TA recommendations adjusted as per future climate change considerations</li> <li>• Now offering a second Climate Change Workshop - “Climate Resilience”.</li> </ul>
Work with (at least) 3 large land managers to build relationships, encourage sustainable land management practices, and promote EMSWCD services.	CDC’s, Multi-family Housing complexes, Churches, schools, etc.	<ul style="list-style-type: none"> <li>• Site visits and/or TA to 8 large land managers: Indigenous People’s Power Project, Augustana Lutheran Church, Edgefield McMenemy’s, and Bybee Lakes Hope Center</li> </ul>
Provide cost-share (CLIP) financial assistance for eligible urban practices.	2-4 projects/year	<ul style="list-style-type: none"> <li>• Q3: 1 active CLIP project</li> <li>• Q3: exploring 3 potential CLIP projects.</li> </ul>

### Regional Coalitions and Partnerships

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Work within and promote regional coalitions that increase green infrastructure and improve natural resources (Clean Rivers Coalition, Solve Pest Problems, etc.).	Help promote campaigns and use web analytics to demonstrate outreach success. <b>Build deeper partnerships with key communities &amp; organizations.</b>	<ul style="list-style-type: none"> <li>• Partnerships are ongoing.</li> <li>• Q 2&amp;3: The BIPOC (Black Indigenous, and People of Color) Affinity Group for SWCDs, Watershed Councils, &amp; Land Trusts held a two-day retreat &amp; 1st monthly meeting facilitated by Jessica at The Consultancy Center. Funded by EMSWCD.</li> <li>• Q 1,2,3: Attended monthly Oregon Land Justice Project (OLJP) Council meetings &amp; working group for the Indigenous Land Relationship Fund</li> <li>• Q1: Part of OLJP delegation that visited The Klamath Tribes for relationship building and shared learnings with Staff.</li> <li>• Q 1,2,3: Continuing co-creation of EMSWCD Learning Journey with Oregon Land Justice Project and Land Care Collective.</li> </ul>
Plant trees and native shrubs in underserved communities together with community partners and volunteers	3-5 partner planting events/year	<ul style="list-style-type: none"> <li>• Provided 3 lessons with Play Grow Learn at Nadaka Nature Park and Garden.</li> <li>• Planning the Annual Planting with Partners at the Native Gathering Gardens for May 10<sup>th</sup>.</li> </ul>

through “Planting with Partners” events		<ul style="list-style-type: none"> <li>Meeting with potential partnerships and projects, such as Rosewood Initiative.</li> </ul>
<b>NEW:</b> Support information gathering/sharing, research, and projects that aim to reduce water quality contaminants (HABs, 6PPD-q, PFAS/PFOA)	Actively participate in emerging coalitions, support monitoring and help identify actions and next steps	<ul style="list-style-type: none"> <li>Supported research about Willamette River Harmful Algal blooms.</li> <li>Urban Lands participates and utilizes research and information shared in both the 6PPD-Q working group and the PFAS Restoration Advisory Board.</li> </ul>

### Large-Scale Partnership Projects and Demonstration projects

Annual Activities & Deliverables	Metrics	Q3 Progress to Date
Implement the Conservation Corner outreach plan to enhance the visibility and educational value of the site and oversee maintenance.	3-5 tours	<ul style="list-style-type: none"> <li>Q1: Held 1 tour with Vegan Scouts</li> </ul>
Work with partners to guide and implement top priority projects identified in the MHCC campus clean water retrofit assessment.	Obtain funding for and solicit RFP for treatment of stormwater in N. slope of parking lots R, S, T, U	<ul style="list-style-type: none"> <li>Q3: The steering team solicited and received funding for the pervious pavement projects in parking lots R, S, T, U.</li> <li>Q4: An invitation to bid for construction goes out April 9<sup>th</sup>.</li> </ul>
<b>NEW:</b> Begin the design phase of MHCC dam removal	Obtain funding for and complete design phase for the removal of the MHCC Dam.	<ul style="list-style-type: none"> <li>The team received partial funding for the design and technical studies phase of the project. (ODFW funding not awarded)</li> <li>The team selected a contractor and began design work, pending funding for the full scope.</li> </ul>

### Outreach and Education

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Coordinate with presenters and partners to develop workshops and outreach materials that engage diverse audiences.	New multi-cultural offerings	<ul style="list-style-type: none"> <li>Scheduled 2 Spring workshops to engage diverse audiences for Q4</li> <li>1 Spanish/English Urban Weeds workshop with Growing Gardens for Q4</li> <li>Hands-on weed management workshops with Columbia Slough Watershed Council for Q4</li> <li>Q3: Two Voz bilingual workshops at Native Gathering Gardens with NGG Council members and Portland Parks and Recreation (PPR) Indigenous Staff.</li> </ul>
Engage with new and existing community leaders/groups/organizations	Table 5 community events/year.	<ul style="list-style-type: none"> <li>Tabled &amp; participated in 5 culturally relevant community events.</li> </ul>

in priority areas by attending and/or tabling at meetings. promoting EMSWCD workshops and introducing people to the benefits of sustainable landscaping and/or green infrastructure practices.	Attend 6 community meetings/year	<ul style="list-style-type: none"> <li>• Continue to represent District as a member of the Native Gathering Gardens Committee meetings.</li> <li>• Q3: Re-started partnership with Rosewood Initiative—food forest</li> <li>• Q3: Attended Verde Bilingual Tree Planting Event</li> </ul>
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## Rural Lands

### High-Level Goals for Rural Lands Program:

**Goal 1: Work with farmers to plan and implement practices that protect soil health, water quality, and water quantity.**

**Goal 2: Increase stream shading to protect water temperature and improve riparian habitat in priority watersheds.**

**Goal 3: Understand water quality and trends over time in priority watersheds.**

**Goal 4: Reduce the impacts of ecosystem altering weeds species on natural habitats in the rural part of the district, focusing on protecting high value native forest and riparian areas.**

**Goal 5: Provide a farm business incubator to support viable new farm businesses.**

**Goal 6: Use working farmland easements to protect agricultural land from conversion and improve affordability.**

### This year, NEW 2024-2025 areas of focus:

- Community meetings with farmers: we will expand on the Eat and Greet by adding an annual fall gathering to hear needs, share resources, and create relationships.
- Plant trees on the upland restoration pilot site. Determine feasibility of taking on additional sites, including priority areas, budget and capacity needs.
- Identify ways to protect trees planted on upland sites from future logging.
- Implement the weed management plan for un-leased areas at Headwaters Farm.
- Use the farm worker assessment to determine the feasibility of recruiting applications to the Headwaters Farm Business Incubator program from this community.

### Technical and Financial Assistance

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Recruit farmers to work with us.	5 farmers begin working with us	<ul style="list-style-type: none"> <li>• 5 new landowner site visits to date.</li> </ul>
Conduct site visits to provide site specific technical assistance.	25 site visits	<ul style="list-style-type: none"> <li>• 23 total to date.</li> </ul>
Develop technical recommendations and/or conservation plans that include methods to reduce erosion and protect water quality.	5/year	<ul style="list-style-type: none"> <li>• 11 total in cue.</li> </ul>
Assist farmers with applying for and implementing projects funded with financial assistance (aka cost share).	4 applications	<ul style="list-style-type: none"> <li>• 3 projects installed CLIP, 1 new CLIP awarded, 4 in development</li> </ul>

<b>NEW:</b> facilitate meetings with farmers to learn needs and help create community	2/year	<ul style="list-style-type: none"> <li>Fall 'eat and great' in Corbett</li> </ul>
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### StreamCare

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Maintain the existing, planted StreamCare sites to ensure good rates of plant survival.	41 sites, 168 acres	<ul style="list-style-type: none"> <li>Active monitoring on all 41 sites by Mosiac</li> <li>3/4 of sites in good condition.</li> <li>4 landowners graduated this year</li> </ul>
Enroll and plant additional sites	10 acres	<ul style="list-style-type: none"> <li>0 enrollments last year*</li> <li>This spring we have 4-5 landowners interested thus far (5 acres)</li> </ul>
StreamCare sites that reach the five-year mark will be evaluated to determine if the site is ready to graduate or if the landowner agreement should be extended.	Annual summary of graduated sites	<ul style="list-style-type: none"> <li>4 landowners graduated this year.</li> </ul>
For landowners that are graduating from StreamCare, offer an exit site visit.	Summary report on lessons Learned	<ul style="list-style-type: none"> <li>1 participant interested, interview in summer.</li> <li>All graduates are happy with StreamCare.</li> </ul>

\*Staff on medical leave

### Water Quality Monitoring

**Change in plans:** No longer collecting monthly samples due to lack of capacity. Will continue to deploy temperature loggers in streams each spring that will be removed each fall.

### Weed Control

Annual Activities and Deliverables	Goal	Q3 Progress to Date
Control half of known riparian knotweed infestations in the rural area	50% infested area treated	<ul style="list-style-type: none"> <li>Treated last Aug/Sept/Oct and complete.</li> </ul>
Control all accessible false brome infestations to prevent establishment in rural area.	All annually	<ul style="list-style-type: none"> <li>Treated June/July/Aug and complete.</li> </ul>
Control spurge laurel in rural area- every five years sweeping through total infested areas. Does not spread as fast as other aggressive annuals	20% annually of total infested area	<ul style="list-style-type: none"> <li>Treated in Dec/Jan.</li> <li>A different location will be treated in Q4.</li> <li>Complete - ongoing</li> </ul>
Evaluate priority areas and control ivy and clematis in natural areas in the gorge and Sandy basin. Continue control of 20% annually. Widespread and continual treatment.	20% annually	<ul style="list-style-type: none"> <li>In progress.</li> <li>Sweeping from Bridal Veil to Wahkeena Falls area in gorge, and along lower Sandy River.</li> </ul>

Control all known infestations of garlic mustard outside of containment area.	All annually	<ul style="list-style-type: none"> <li>In progress- primarily executing in Q4 due to phenology of plant</li> </ul>
Evaluate alterations of containment zone boundary (10 square miles in Corbett)	Annually	<ul style="list-style-type: none"> <li>We are going to create 2 new localized containment zones for a total of three.</li> </ul>
<b>New:</b> Plant trees on upland pilot site near Warrendale. Determine feasibility of taking on new sites, including priority areas, budget and capacity needs.	Plant 22 acres	<ul style="list-style-type: none"> <li>The pilot site was not planted due to intense weed pressure.</li> <li>Further site prep in 2025 is needed with intention to plant in 02/2026.</li> <li>Staff have identified several new additional project areas with private and public partners.</li> </ul>
<b>New: Identify</b> ways to protect trees planted on upland sites from future logging.	End of FY 2025	<ul style="list-style-type: none"> <li>Ongoing – potential ODF tax deferral program.</li> </ul>
Early Detection Rapid Response (EDRR): Control all known sites of high priority species and respond to all new reports	All annually	<ul style="list-style-type: none"> <li>Complete. Ongoing.</li> </ul>
Project site maintenance – monitor and address all previously planted project site needs until site stabilized	All annually	<ul style="list-style-type: none"> <li>Complete. Ongoing.</li> </ul>

### Headwaters Farm Business Incubator Program

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Soil restoration and weed abatement	Acreage in restoration practices; visual soil assessment measurements	<ul style="list-style-type: none"> <li>Of the 21 acres of cropland that gets leased to incubator farmers, 100% will be receiving inoculated seeds and nutrient balancing applications, and 72% will be in warm season cover crops.</li> <li>38 soil samples were taken and used to inform plot-specific nutrient management plans.</li> <li>Early results from the first year for soil restoration indicate reduced compaction, increased root depth and presence of rhizosheaths, and increased worm counts.</li> </ul>
<b>NEW:</b> Weed management progress and accountability	Plots meeting EMSWCD Weed Management Expectations (for farmer and staff managed areas)	<ul style="list-style-type: none"> <li>4 farms met management expectations, and 4 farms didn't in 2024</li> <li>Pilot year of the Weed Support Team. Moving forward, effective weed management is a requirement of the Headwaters Bridge Award.</li> </ul>

		<ul style="list-style-type: none"> <li>All farms are working with support providers on Weed Management Plans.</li> <li>Weeding crews are lined up to offer each farm two-days for weeding labor at key moments in the season.</li> <li>There is a cover cropping plan in place for areas not leased to farmers.</li> </ul>
Recruit qualified applicants for the 2025 growing season	Target 10 applicants, twice as many viable applicants as spaces available	<ul style="list-style-type: none"> <li>10 applications were received, with half being viable.</li> <li>2 new farms were selected from this pool for the two spaces available.</li> </ul>
Graduate farmers from the Headwaters Farm Business Incubator	80% of program participants successfully graduate	<ul style="list-style-type: none"> <li>3 farmers are graduating after the 2024 season.</li> <li>2 of the Headwaters graduates purchased land and the 3<sup>rd</sup> signed a 5-year lease.</li> <li>All 3 will continue to serve EMSWCD's district and are expected to be the first recipients of the Headwaters Graduate Bridge Award.</li> </ul>
Permit, procure, and set up a new farm office; remove the old office and decommission its septic system	Have a new farm office available and remove the current farm office	<ul style="list-style-type: none"> <li>Permitting ran into a hurdle with Multnomah County Planning Department and has been delayed.</li> <li>There is an identified path forward, which will be pursued in FY 25-26.</li> <li>Design and permitting of the new farm office will be led by contractors, not staff.</li> <li>Procurement of the new office is slated for FY 26-27</li> </ul>
<b>NEW:</b> Phase II of Headwaters farmworker exploration	Build relationship with culturally specific farming partners	<ul style="list-style-type: none"> <li>Staff will engage with farming organizations currently serving the Latinx farmworker community to better understand services being provided and explore partnerships for supporting farmworkers at Headwaters Farm.</li> </ul>

### Land Legacy Program

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Close out buy-protect-sell transactions on working farmland and identify new opportunities.	2 property transactions	<ul style="list-style-type: none"> <li>2 complete, working on 3rd</li> </ul>
Close out working farmland easement transactions and identify new opportunities.	3 easements completed	<ul style="list-style-type: none"> <li>5 completed</li> </ul>

<b>NEW:</b> Develop additional farm access resources such as the framework for a land access capital grant program, workshop on leasing, real estate and financing paired with 1x1 mentoring.	Land capital grant program report and workshop schedule	<ul style="list-style-type: none"> <li>Farm access workshop/mentoring completed, land access capital grant deferred to future due to lack of capacity and funding</li> </ul>
Working farmland easement interests and purchased properties monitored and managed.	Management activities conducted on 7 properties	<ul style="list-style-type: none"> <li>Completed with support of Technical Assistance</li> </ul>

## Community Outreach and Engagement

**Our Communication Plan includes these High-Level Goals:**

**Goal 1: Raise awareness for and drive participation in our programs**

**Goal 2: Reach audiences that would benefit from engaging with but do not currently have a relationship with us**

**Goal 3: Build a consistent narrative about our mission and offerings across programs**

**Goal 4: Advance engagement metrics in support of programmatic goals across the District.**

**This year, NEW 2024-2025 areas of focus:**

- Development and launch of a new website
- New accessibility standards developed for events, online and print publications, presentation materials and other outreach and engagement activities
- New art installations at the Williams Ave. Headquarters
- A proactive social media strategy using tools and analytics to refine our engagement.

### Planning and Coordination; Standards and Practices

Activities and Deliverables	Metrics	Q3 Progress to Date
Lead Outreach and Engagement coordination and collaboration across teams.	Four coordinating meetings per year	<ul style="list-style-type: none"> <li>Coordination is ongoing using online tools.</li> <li>Team meeting (February).</li> </ul>
Establish editorial and social media guidelines and protocols for all district staff creating content for website and outreach information.	Communication products are more standardized. Staff use and can easily access editorial guidelines.	<ul style="list-style-type: none"> <li>Completed and shared with staff editorial and social media guides.</li> </ul>
Refine internal decision-making and communication processes and expectations. Refine QA/QC and workflow processes.	Internal protocol	<ul style="list-style-type: none"> <li>Ongoing.</li> </ul>

### Program Area Outreach and Engagement Support

Activities and Deliverables	Metrics	Q3 Progress to Date
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Coordinate, support, and promote workshops, presentations, and other events for urban and rural residents.	Rural lands – three workshops per year. One HIP open house	<ul style="list-style-type: none"> <li>Q3: Social media and email marketing of UL workshops.</li> </ul>
Work with the Land Legacy Program Manager to finalize a Communications and Outreach Plan. Help design and implement outreach activities for agricultural land conservation.	Plan finalized and used in FY 24-2.	<ul style="list-style-type: none"> <li>Q3: Direct outreach via mail/email; PR, blog postings, earned media and social media.</li> </ul>
Implement the new Headwaters Outreach and Marketing Plan promoting Headwaters and the Headwaters Business Incubator Program and help recruit new qualified participants.	Recruit 10 applicants, at least 6 viable	<ul style="list-style-type: none"> <li>Outreach benchmark met. Earned media secured: OPB, Gresham Outlook, Capital Press</li> </ul>
Continue engaging and building relationships with BIPOC community members and groups, both urban and rural.	Each full-time staff annually attends four cultural or other events hosted by local CBOs or partners	<ul style="list-style-type: none"> <li>Benchmarks met.</li> </ul>
Conduct an annual outreach campaign to recruit eligible landowners for the StreamCare program (if needed).	StreamCare program opportunities filled	<ul style="list-style-type: none"> <li>Outreach underway to secure sites for 5 additional acres enrolled.</li> </ul>
Implement Urban Lands Workshop Program Evaluation.	Collect 3 years of backlog data	<ul style="list-style-type: none"> <li>Post-event attendee surveys were collected and are being analyzed.</li> </ul>
Support marketing and outreach efforts for Native Plant Sale including designing outreach materials and mailing to key audiences.	Increased participation by key audiences	<ul style="list-style-type: none"> <li>Strong engagement from target zip codes.</li> </ul>

### Systems and Infrastructure

Activities and Deliverables	Metrics	Q3 Progress to Date
Design and create a new website for the District with the Website Project Team.	New website launched by EOY.	<ul style="list-style-type: none"> <li>Design finalized; 150+ (or 300+) pages built to date. Launch set for June 4.</li> </ul>
Learn to use and provide support to team members using the district's new CRM; assist with creating a user manual so staff can easily adapt to implementing new processes.	All Grant Program data uploaded. CO&E outreach efforts recorded in CRM.	<ul style="list-style-type: none"> <li>Program data uploaded. User manual completed; key staff onboarded. Developing work flows for individual programs.</li> </ul>
<b>NEW:</b> Acquire and begin using a social media management platform. Assess the value and ROI.	Use software analytics to measure the effectiveness of the platform.	<ul style="list-style-type: none"> <li>Subscribed to and began using "Later". Analytics show increased engagement.</li> </ul>

## Equity and Access

Activities and Deliverables	Metrics	Q3 Progress to Date
Support Spanish-and other non-English language and initiatives across Programs	By request and track	<ul style="list-style-type: none"> <li>Headwaters Business Incubator Program Spanish language materials used in Open House and Small Farm School outreach event.</li> </ul>
Engage community members and partners to evaluate outreach methods and materials and identify needed changes to improve access across the district.	By request	<ul style="list-style-type: none"> <li>Urban Lands program evaluation underway. Updated survey for Headwaters Farm Incubator Program outreach and applicant feedback.</li> </ul>
<b>NEW:</b> Begin implementing the new organization-wide demographic data collection guidelines for all external surveys.	Share results annually.	<ul style="list-style-type: none"> <li>Used new demo standards in the Urban Lands workshop program evaluation surveys.</li> </ul>
<b>NEW:</b> Update public spaces at N. Williams Ave. Headquarters with art and interpretation that makes the building more welcoming and inclusive.	Plan and budget developed and approved. Begin implementation.	<ul style="list-style-type: none"> <li>Project Team kick-off with RACC Project Manager (March)</li> </ul>

## Community Grants

Activities and Deliverables	Metrics	Q3 Progress to Date
Administer PIC and SPACE Grants. Complete grant agreements, monitor grantee work programs, review and process payment requests, track project completion requirements.	New PIC grants – 26 New SPACE grants – 30	<ul style="list-style-type: none"> <li>All 2024 PIC Grant Agreements are complete. Monitoring active grant agreements – reporting, payment.</li> </ul>
Review grant program purpose, goals, and administrative requirements with community partners and identify areas of improvement.	Board adopts updated Community Grant program goals	<ul style="list-style-type: none"> <li>Likely not going to happen this FY- no feedback to change.</li> </ul>
Ensure compliance with NRCS funding from Our People’s Garden initiative.	NRCS funding distributed and received.	<ul style="list-style-type: none"> <li>Submitted second reimbursement request in March 2025.</li> </ul>
Support SPA partners; administer individual agreements: reimbursements, reporting and electronic files. Review SPA program and recommend SPA program updates or changes aligned with the district’s new Strategic Plan.	Two Special Partnership Agreements (SPA)	<ul style="list-style-type: none"> <li>Monitoring SPA agreements – reporting, payment.</li> </ul>

Support development of Equity Focused grant project proposals; administer individual agreements: reimbursements, reporting and electronic files.	Evaluate EFSOG grant pilot, suggest changes/updates	<ul style="list-style-type: none"> <li>Completed evaluation and made recommendations to Board and Staff to sunset this pilot program.</li> </ul>
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## Finance and Operations

### This year, NEW 2024-2025 areas of focus:

- Resource Evaluation & Development:** F&O will complete a holistic 360 evaluation of EMSWCD's budget and human resource allocations by analyzing current processes and setup and identify potential opportunities. This can include identifying new (financial or human) resource avenues and programmatic work efforts with existing and potential resource needs.
- Policy Development:** F&O will commit to the development of both an outward-facing Legislative Policy development process and team; as well as an internally focused team to define goal setting and desired outcomes and achievements related to conservation and environmental policy study and engagement.
- Leverage Technologies:** F&O will focus on the utilization of current or emerging technologies to further EMSWCD's analytics, outreach, and outcomes. These can be measured through the quantifiable demonstrated benefit of the CRM and new website through benchmarks and analytics.

### Budget and Financial Management

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Complete FY23-24 financial audit.	Successful audit w/o exceptions	<ul style="list-style-type: none"> <li>Completed in Q2</li> </ul>
Track FY24-25 budget and produce budget to actual reports.	90-95% Programmatic Budget spend	<ul style="list-style-type: none"> <li>48% of average budget spend at 75% of fiscal completed *</li> </ul>
Develop FY25-26 budget.	Successfully adopted budget w/o recommendations or objections.	<ul style="list-style-type: none"> <li>In progress – Proposed Budget submitted. BC1 completed.</li> </ul>
Review fiscal policies and recommend changes as needed.	Annual review by policy. Streamlined and effective checks and balances.	<ul style="list-style-type: none"> <li>Updated Board Handbook to reflect Public Meeting Law changes.</li> </ul>
Review and monitor EMSWCD contractual agreements.	As needed to ensure equitable practices and ORS compliance	<ul style="list-style-type: none"> <li>Reviewed 11 contracts prior to execution in Q3. One contract pending at end of Q3.</li> </ul>
Review bookkeeping & payroll processes, implement improvements as needed.	Continuous review as best practices for fraud prevention. Semi-annual evaluation of processes for continued best practices and efficiency.	<ul style="list-style-type: none"> <li>Continuous – modifying tax payment submission confirmations and payroll review process</li> </ul>

<b>NEW:</b> Resource Evaluation, Development and Budget Forecasting	By fiscal end, the identification of new resource avenues and programmatic work efforts. Identify new resource needs.	<ul style="list-style-type: none"> <li>Completed three-year budget versus actual analysis and reported out findings &amp; trends to Board in Q3. No new resource avenues identified as of yet.</li> </ul>
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*\* as of this report. 3<sup>rd</sup> quarter and payables not completed prior to close of quarter.*

### Board and Committee Management

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Schedule, notice, prepare logistics, create in-person/virtual meeting environments, distribute materials for, take minutes and maintain records for all Board of Directors & Committee meetings.	12+ Board Mtgs/yr. 16+ Committee Mtgs/yr.	<ul style="list-style-type: none"> <li>9 Board Meetings Completed</li> <li>5 Committee Meetings completed</li> </ul>
Review and implement AI Minute taking practices	Incorporation of accurate AI minute taking	<ul style="list-style-type: none"> <li>Evaluation of technology In Progress.</li> <li>Findings showed AI minutes applications wouldn't significantly improve workload.</li> </ul>
Board Meeting – District Tour	2-3 Board Meetings held at varying locations around the District	<ul style="list-style-type: none"> <li>Q2 Board Meeting at MHCC</li> <li>Q4 Scheduled</li> <li>FY 25-26 Q 1&amp;2 scheduled (Rooster Rock and Cully)</li> </ul>
Onboard new Board members (incumbent or newly elected); support Board DEI and Ethics Training; follow EMSWCD's Policy Calendar as developed.	Onboard 3 Board Members (incumbent or newly elected). Completed DEI and Ethics training.	<ul style="list-style-type: none"> <li>Onboarded two new Board Members; reinstated one incumbent Board Member</li> <li>1 scheduled for The Center training in FY 25-26 Q2.</li> <li>In progress: Equity Module</li> <li>1 completed Ethics training in Q3</li> </ul>

### Human Resources/Personnel Coordination & Recordkeeping

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Review health and other insurance benefits. Maintain a supportive benefits package for staff that is also in step with budget.	Annually: Cost-effective health plan & Employee benefits	<ul style="list-style-type: none"> <li>Went out to bid in Q3 for health benefit plan package. Reviewing options for upcoming benefit year.</li> </ul>
Research personnel-related issues such as state and federal employment law	As developed by City, County, State.	<ul style="list-style-type: none"> <li>N/A</li> </ul>

information/changes that might affect EMSWCD.		
Create and maintain confidential personnel files.	Compliant Personnel records. Creation of minimally one new hire's file and maintenance of 21 files.	<ul style="list-style-type: none"> <li>• Updates as needed to staff's personnel files.</li> </ul>
Assist with the recruitment and hiring process for new staff as requested.	Minimally one new hire for 24-25	<ul style="list-style-type: none"> <li>• Assisted in RL Program Supervisor Hiring process.</li> </ul>
Onboard new staff members upon hire and assist with offboarding departing staff.	Minimally one new hire for 24-25	<ul style="list-style-type: none"> <li>• No new staff onboarded in Q3.</li> <li>• Offboarded one staff at end of Q2.</li> </ul>

### Facilities, Fleet, and Equipment Management

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
<i>Facilities</i>		
Assist with coordination and oversight of Williams Office building improvements	New carpet & paint, main stairs repair/replace, re-stain main lobby flooring	<ul style="list-style-type: none"> <li>• New bar top at counter created and installed for staff. Kitchen design completed in Q3.</li> </ul>
Assist with setting up a new office at Headwaters Farm.	Successful setup and usage of new farm office.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Assist with the removal of the current Headwaters farm office and decommission the septic system.	Office removed and septic system decommissioned.	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<i>Fleet and Equipment</i>		
Evaluate feasibility of charging station usage for public use and at minimal cost to public.	Identified charging cost/minute and creation of public use policy/process.	<ul style="list-style-type: none"> <li>• In Progress.</li> <li>• Q3: received plans from Blink Charging for consideration.</li> </ul>

### Information Technology Management

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Conduct IT support to ensure properly functioning equipment and timely troubleshooting of technology problems before utilizing Contracted IT support trouble tickets.	Continuous. Reduction of overall technology issues and fewer VPN connection issues. Reduce tickets from ~110/year to 84/year.	<ul style="list-style-type: none"> <li>• 16 tickets submitted for Q3 to IT support firm.</li> <li>• Q1: 14 tickets</li> <li>• Q2: 13 tickets.</li> <li>• On track to reduce IT ticket submissions by almost half.</li> </ul>
<b>NEW:</b> Leverage technologies by establishing the CRM and website as the primary tools for outreach, engagement,	Framework and infrastructure completed for District's primary technology	<ul style="list-style-type: none"> <li>• Q2: Trained 8 staff on CRM</li> <li>• Q3: Trained 6 staff on CRM</li> </ul>

and education to constituents. F&O will take a supportive and infrastructure framework development role in this goal.	tools (CRM and Website). Measurable outcomes and goals established.	<ul style="list-style-type: none"> <li>• Q4: Training remaining staff on CRM</li> <li>• Reassigned and acquired new licenses; developed iterative user-guide while onboarding;</li> <li>• Q3 focused on integrating events and online webinars with CRM.</li> </ul>
Research and implement a solution to increase file storage space on the company drive.	Three new server hard drives adding 4 TB of storage space.	<ul style="list-style-type: none"> <li>• Completed in Q2.</li> </ul>
Purchase and set up scheduled replacement computers for staff as needed. Work to repurpose and maintain older computers to extend their lifecycle and conserve resources.	Acquire and set up two new laptops. Repurpose three existing laptops. Recycle/donate eight depreciated desktops and laptops.	<ul style="list-style-type: none"> <li>• Q3: Purchased and set up three new laptops</li> <li>• Identified unusable and deprecated devices, wiped of all data, and set up for donation.</li> </ul>

### Information Technology and Analytics

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Collect analytics on website (current and new) traffic: total hits of unique users. Report out in conjunction with programmatic efforts.	Increase unique website users per day and develop website engagement metrics to advance the District's programmatic goals	<ul style="list-style-type: none"> <li>• Monitored traffic on current site, collected and reported specific analytics for events and outreach, and for promotion of specific pages on the site.</li> </ul>
Assist Website Redesign Team with CO&E as product owner in assessing, choosing and working with external contractor on website redesign.	Completed redesigned website	<ul style="list-style-type: none"> <li>• Assisted team on advancing new site</li> </ul>
Further implementation of second year CRM components and add-ons. Migration of all workshop data, implementation of ArcGIS and other data for District use.	Completed second year implementation strategy incorporating historic workshop and ArcGIS data and contacts.	<ul style="list-style-type: none"> <li>• Q3: events/Zoom integration, several User-interface (UI) changes &amp; bug fixes, and addition of new features</li> </ul>
Analyze social media platforms and assist CO&E in outreach to drive traffic to EMSWCD website, encourage event participation and promote conservation practices.	Measurable uptick in social media traffic to website. Demonstrated uptick to correlate with programmatic goals	<ul style="list-style-type: none"> <li>• Limited work on social media analytics this quarter, Assisted with QR code design and analytics</li> </ul>

## Office Administration

Annual Activities and Deliverables	Metrics	Q3 Progress to Date
Answer emails and telephone messages from the public and respond to requests for information.	Current average is 8 calls and 6 emails/month and 12 office visits. With increased outreach & engagement, new website for 'contact us' usage; increase queries to 12 each/month on average.	<ul style="list-style-type: none"> <li>• Q3: 32 calls total, averaged just under 11 phone calls/month.</li> <li>• Received 27 emails from 'contact us' portion of site in Q3.</li> <li>• Answered 22 directly and forward 5 to appropriate staff.</li> </ul>
Ensure the records management are in accordance with Oregon public records law and respond to public records requests accordingly.	Fulfill minimally 2 public records requests per year.	<ul style="list-style-type: none"> <li>• Records maintained for quarters as needed.</li> <li>• Q3: Two public records requests received</li> </ul>
Perform research & cost comparisons for vendors and equipment to maintain cost effectiveness and quality.	Savings and benefits measured by individual need.	<ul style="list-style-type: none"> <li>• Copier/Scanner lease vs. purchase comparison completed</li> <li>• Completed health benefit plan, carrier, and network review.</li> </ul>
Coordinate materials for meetings, training sessions, and other activities of the organization.	All staff meetings (2X/month) and outside partner meetings (ad hoc).	<ul style="list-style-type: none"> <li>• All staff meetings (2x/mo) in Q3</li> <li>• All Staff CPR/AED 1<sup>st</sup> Aid in-office training</li> <li>• Assisted with PIC review committee meetings as needed.</li> </ul>



**BEFORE THE BOARD OF THE EAST MULTNOMAH SOIL AND WATER CONSERVATION DISTRICT FOR  
THE PURPOSE OF ACQUIRING A CONSERVATION EASEMENT INTEREST WITHIN THE DISTRICT  
BOUNDARY**

WHEREAS, the East Multnomah Soil and Water Conservation District (EMSWCD) has the authority to purchase and hold conservation easements pursuant to ORS 568.550(1)(e) and ORS 271.716(3)(a).

WHEREAS, the EMSWCD Board of Directors reviewed the terms and conditions of the proposed acquisition of a working farmland easement located within the EMSWCD jurisdictional boundary in executive session pursuant to ORS 192.660(2)(e) at EMSWCD’s Land Legacy Committee March 24, 2025 meeting.

WHEREAS, the Purchase and Sale Agreement to be executed for this transaction will be entered into on a willing-seller willing-buyer basis, not through condemnation and without the threat of condemnation.

WHEREAS, purchasing this working farmland easement on Lusted Road would serve the public interest by ensuring important farmland remains available for and stays in active agricultural use and remains available and affordable to future generations of farmers.

WHEREAS, pursuant to ORS 271.735(1) a public hearing on the acceptance of this working farmland easement will be held prior to the acquisition of this easement.

BE IT RESOLVED that the EMSWCD Board of Directors hereby:

Approves the purchase by the EMSWCD of the working farmland easement interest, pursuant to the terms and conditions discussed in executive session pursuant to ORS 192.660(2)(e) at EMSWCD’s Land Legacy Committee March 24, 2025 meeting.

Authorizes and directs the Executive Director to affect the property transaction and to sign all necessary documents on behalf of the EMSWCD at closing.

Authorizes the acceptance of the working farmland easement, pursuant to ORS 93.808.

ADOPTED by the EMSWCD Board of Director this 7<sup>th</sup> day of April, 2025.

\_\_\_\_\_  
Jasmine Zimmer-Stucky, Board Chair

\_\_\_\_\_  
As Witness:

Kelley Beamer, Executive Director



**2025 Partners in Conservation Recommendation – Grants and Amounts****April 7, 2025**

<b>Organization Name</b>	<b>Project Title</b>	<b>Short Description</b>	<b>Grant Amount</b>
<b>1000 Friends of Oregon</b>	Land Use Leadership Initiative 2025	This grant will support the 2025 Land Use Leadership Initiative (LULI) in the Portland Metro region. LULI broadens and diversifies support for and participation in land use decisions that shape our cities, our natural working lands, and our community resilience. LULI focuses on a specific geographic area and brings together 20-25 community leaders for 9 sessions over 5 months to gain technical knowledge about land use decisions, learn about the most pressing land conservation and development issues in their community, and equip participants with resources and relationships to leverage as they engage in land use issues that matter to them. A major goal of the program is to build power among a diverse, grassroots network of advocates who continue working together after the cohort has ended.	<b>\$20,320</b>
<b>Adventist Health Portland</b>	Adventist Health Portland Community Garden	Adventist Community Garden partners with Outgrowing Hunger to provide a 40,000-square-foot garden located in outer Southeast Portland serving low-income families who are primarily Nepali and African refugees. The project will expand the garden, increase visibility, and make upgrades that support long-term sustainability.	<b>\$30,000</b>
<b>Black Oregon Land Trust</b>	Sacred Waters, Restoring Riparian Habitat	This grant will engage the community through environmental education, and hands-on restoration activities that empower marginalized communities as stewards of land and water.	<b>\$20,000*</b>
<b>City of Wood Village</b>	Wood Village Community Garden	Over the last few years, there has been renewed community interest in creating a community garden. The City Council and Parks Commission both approved creating a new community garden located behind the	<b>\$12,000</b>

		Wood Village City Hall and Civic Center. The new garden will begin with 12 raised beds with opportunities for growth based on community interest. The City is exploring community garden management options through external organizations equipped with the expertise and staff to do so with the hope of building a culturally responsive community garden with opportunities for not only growing food but also for building community connections.	
<b>Columbia Land Trust</b>	Reducing Barriers and Engaging Under-resourced Communities in East Multnomah County	Backyard Habitat Certification Program has a multi-pronged approach to engaging community members in regreening landscapes where they live and gather, such as partnering with culturally specific groups on ongoing, long-term projects. With partner Verde, the program will enroll and install free raingardens or naturescapes for low-income households in North, Northeast, and East Portland neighborhoods. Site visits, site-based guidance, and ongoing support are provided for people stewarding the land where they live and gather, prioritizing low-income, BIPOC, immigrant, and disability community members. The program will also provide enhanced support to equity-focused community sites for their on-the-ground restoration efforts. Engagement with community liaisons will help incorporate feedback and determine needs and future ideas for new projects.	<b>\$50,000**</b>
<b>Columbia Riverkeeper</b>	Columbia River Education and Monitoring Project	The grant will fund projects in two of Columbia Riverkeeper's program areas: Stopping Pollution (environmental justice at the Bradford Island and surrounding waters Superfund site) and Engaging Communities (job training and water quality monitoring). Together, Columbia Riverkeeper will work with Yakama Nation to engage diverse communities fishing near Bradford Island and surrounding waters; monitor harmful algal blooms and E. coli at nine popular beaches (sharing results in English and Spanish) and offer job-skills training to paid interns. The two projects tap into their experience working with Tribal Nations, public engagement,	<b>\$70,000</b>

		toxic pollution, applying DEI practices in recruitment, hiring and training, and water sampling.	
<b>Ecology in Classrooms and Outdoors</b>	Aves Compartidas: Engaging Latinx Students in Habitat Conservation	The Aves Compartidas program engages approximately 270 students from two dual-language schools: Lent and Alder Elementary. Building on our proven success, we will refine lessons using new insights and reintroduce off-site field experiences to local natural areas in partnership with local organizations, providing students with real-world experience in ecology and restoration. In addition, we will integrate engagement opportunities with environmental professionals such as arborists, hydrologists, and biologists, enriching learning and inspiring students to envision future green careers. By refining lessons and forging stronger partnerships, this program enhances student learning and stewardship while strengthening ECO's capacity to implement large-scale restoration projects in the future.	<b>\$34,012</b>
<b>Ecotrust</b>	Green Workforce Academy: Building Environmental Justice in Portland's Green Sector	This funding will support the Green Workforce Academy, a 5-week paid training program designed to increase Native and Black participation in green industry jobs in Portland. Offered two to three times a year, each session engages up to 12 Black, Indigenous, or other participants of color in 120+ hours of learning experiences in the classroom and in the field. Class days focus on culturally specific environmental education developed and taught by educators who are Black and/or Native. The classroom sessions are paired with hands-on experience with green industry partners. This combination of classroom and fieldwork provides a comprehensive view not only of green job pathways but also connects students with potential employers, internships, and continuing education opportunities.	<b>\$50,000*</b>
<b>ELSO Inc.</b>	ELSO Inc: Tappin' Roots	Created in 2019, Tappin' Roots is a collaborative internship program that provides 15 Black and Brown high school youth in Oregon with paid work	<b>\$63,633</b>

	Program Expansion	experience, mentoring from Black and Brown experts, and a 7-part Symposium series and training week to build leadership skills, job connections, and hands-on experience with STEAMED concepts. Tappin' Roots exit interviews in 2023 revealed that more than 85% of participants developed an increased desire to pursue STEM majors and/or career paths because of participating in this program. A grant from EMSWCD will allow ELSO to expand our current program partnerships, improve our Culmination event, and provide additional resources to better engage our interns in outdoor education.	
<b>Friends of Zenger Farm</b>	School and Community programs, Farm internship program	Zenger Farm seeks to increase the number of diverse farmers by training the next generation of local food producers and by providing accessible educational programming for youth and families to build pathways for future BIPOC, women, and non-binary farmers in the Portland Metropolitan area. Across programs, our curriculum will provide a comprehensive, culturally responsive, climate action-focused learning environment for four (4) beginning farmers apprentices, six (6) farm interns, 600 David Douglas School District 5th graders, and 1,200 folks participating in our family programming.	<b>\$70,000**</b>
<b>Kindness Farm</b>	Kindness Farm: Environmental Stewardship and Education for Youth, Immigrants and Refugees, and Underserved Communities	This program works to address health and wellness disparities in youth, adults, and seniors from underrepresented communities by providing: ongoing, experiential environmental education of regenerative, holistic practices (including understanding of the interconnectedness between our actions, the environment's health, and our health); access to a safe, inclusive natural space for communal gathering and for this learning to take place; access to the experience of growing food; and access to the tools needed to build food security and sovereignty. Through partnerships with schools and various immigrant and refugee groups, and experiential community learning days, we work with our community	<b>\$49,500</b>

		to build an equitable and resilient foundation that will serve all of us for years to come.	
<b>Leach Garden Friends/Leach Botanical Garden</b>	The Back 5 Habitat Enhancement Project	The Back 5 Community Habitat Enhancement Project is a collaborative project to restore a 5-acre portion of Leach adjacent to our main 12-acre campus. The Back 5 was acquired in 1999 as an educational/community science site. Planning began in 2017 and 2018, with active restoration and monitoring efforts beginning in 2019, partnering with organizations primarily serving underserved and BIPOC youth. With the first two acres opening to the public in Spring 2025, Leach seeks funding to support the ongoing development of Back 5 programming for participating organizations, youth, and the public.	<b>\$50,050</b>
<b>Learning Gardens Laboratory</b>	Learning Gardens Lab	This grant will support reinvigorating the Learning Gardens Lab (LGL) and its long-standing garden education programs for K5 and middle school students, fostering ecological literacy, food security, and climate resilience. This multifaceted program integrates experiential, holistic gardening and Next Generation Science Standards-based science education through after-school sessions, field trips for PPS students in the EMSWCD area, and student-led projects. By re-establishing this program, we will engage youth in ecological systems while building a sustainable and inclusive food system for the Portland community. The garden not only contributes to the development of sustainable food systems and closed-loop agricultural processes but also serves as an ecologically rich community site.	<b>\$70,000</b>
<b>Native American Youth and Family Center</b>	Wapas Nah Nee Shaku (NAYA food sovereignty garden)	Wapas Nah Nee Shaku provides urban Native people a place to gather on land, deepening relationships to place by growing healthy traditional foods, traditional medicines, and land-based healing through ceremony. This grant will resource a Native Food Sovereignty Internship to equip aspiring Native farmers and land stewards with Indigenous Traditional	<b>\$69,808</b>

		Ecological Cultural literacy and farming skills. Interns will maintain three project areas: the First Foods, Medicine, and Organic Market gardens. Interns will receive training from experienced farmers, culture bearers, and green workforce staff. This experience will build the interns' skills in ecological food production, soil health, Indigenous Traditional Ecological and Cultural Knowledge, medicine tending, seed saving, and career pathways.	
<b>Northwest Youth Corps</b>	NYC Inclusive Youth Stewardship Project	NYC Inclusive Youth Stewardship Project will engage 48 Portland teens and eight leaders, from diverse backgrounds during the summers of 2025 and 2026. Crews will carry out habitat restoration and conservation on nine acres of plants installed by Friends of Trees in East Portland neighborhoods; eradicate invasive species; install deer fencing; sheet mulch; help harvest and plant at the 2.5-acre Kindness Farm; and complete noxious weed removal and other activities on four acres at the Dharma Rain Zen Center. NYC is also exploring how crews can collaborate with Depave on a small project. After each workday, the crews earn academic credit through environmental education to understand that they play a role in protecting wild plant and animal species and their habitats.	<b>\$68,398</b>
<b>Our Village Garden</b>	Building Food Resilience Through Community Garden and Growing Projects	This grant will support the impact and reach of Our Village Garden's Growing Projects, including the Seeds of Harmony Community Garden, Fruits of Diversity Community Orchard, and the Neighbor-to-Neighbor Veggie Share Box initiative. These programs build community resilience and provide access to green spaces and fresh, healthy, and culturally relevant food. This year's priorities of capacity building, enhancing growing spaces, and promoting culturally diverse practices are efforts that amplify growing projects and community organizing initiatives in Oregon's largest affordable housing neighborhood, New Columbia.	<b>\$50,000**</b>

<b>Outgrowing Hunger</b>	Hand-Scale Farmer Mentoring and Support	This project will continue to increase sustainable agriculture skills and help achieve business viability for a cohort of 35-40 immigrant and refugee farming entrepreneurs. These growers come from Southeast Asia, Africa, Eastern Europe, and Central America bringing widely varying sophistication and practice, but all aspire to make their livelihoods through mixed-veg and small animal farming in the outskirts and forgotten corners of the Portland Metro Area. Grant funding will provide dedicated staff time for in-language mentoring, skill-building workshops, and on-farm demonstrations of techniques that increase soil health, build biodiversity, and reduce irrigation and fertilizer use while supporting an abundant harvest.	<b>\$25,000</b>
<b>Play Grow Learn</b>	Agricultural Mentoring Program 2025	Play Grow Learn is continuing previous environmental education, workforce development, and conservation-oriented agricultural and nature programming throughout east Multnomah County through paid youth stewardship, conservation, and restoration internships at Nadaka Park; organizing and hosting partner-led environmental and ag internships; operation of a farmers market, and outreach and engagement of low-income and communities of color to develop more self-sufficiency through agricultural skill building.	<b>\$70,000**</b>
<b>Portland All Nations Canoe Family</b>	Restoring Rocks and Habitat	This project will support research and community engagement about the historical and environmental connections between Johnson Creek and the Columbia Gorge. Portions of Johnson Creek are still constrained by a wall built in the 1930s by the Works Progress Administration. Per the City of Portland's Bureau of Environmental Services, much of the material used to build this wall was sourced from the Columbia River Gorge during excavations to prepare for building the Dalles Canal and Dam. To create a plan for the restoration of Salmon habitat, project partners will research the WPA archives; learn from BES about their success in removing the wall elsewhere; and engage the community.	<b>\$20,000*</b>

<b>Portland Fruit Tree Project</b>	Continued Commitment to Community Orchards	This support will allow deep investment in several community and school orchards that serve to educate, engage, and provide food for neighborhoods impacted by these spaces. By engaging volunteers, the community, educators, and other interested parties, we will spread knowledge of orchard care as well as awareness about these resources. Our work will increase the health, harvestability, and fruit yield of the trees in our urban orchard through pruning, pest and disease management, harvesting, soil improvements, and - of course - community education and involvement. In addition to being impactful, this project will be a source of community joy and connection.	<b>\$35,275</b>
<b>Portland Opportunities Industrialization Center, Inc.</b>	Natural Resource Pathways: The Green Team Program	The POIC+RAHS Green Team is an environmental leadership program that works with a team of high school students on outdoor environmental projects throughout the summer. The program places youth in charge of projects including tree pruning, maintenance, surveying, and mapping tree health and mortality. It also supports student interest in pursuing living-wage careers in the natural resources sector. The Green Team supports and offers guidance to low-income students and students of color to help them play an active role in their community's environmental health. This grant will support the Green Team over the summers of 2025 and 2026, expanding capacity by hiring a staff position to lead the program in place of the current volunteer position.	<b>\$40,000**</b>
<b>Portland Placemaking Coalition</b>	Hughes Community Food Forest	This project will convert Hughes Memorial Church's 8000 sq ft lawn and neglected garden into a community food forest and native pollinator habitat. Stewarded by community members trained by PFFI, this site will function as an environmental educational site for Head Start students who are in school at the church as well as community members of all ages. Hughes is one of the oldest Black churches in Portland and many of its congregants have been displaced by gentrification. Beyond improving soil health, carbon sequestration, stormwater infiltration, native habitat, and food security, this project will revitalize the church's	<b>\$37,944</b>



		historic community and provide important opportunities for community members to get hands-on experience and technical training in regenerative urban agriculture.	
<b>Rhythm Seed Farm</b>	McDaniel High School Garden Activation	In collaboration with McDaniel HS, Rhythm Seed Farm will help support the activation and development of an underutilized garden space and greenhouse on campus. Working alongside the Sustainable Agriculture CTE program, we will help to identify solutions and implement regenerative land-tending techniques to produce more abundant yields of food, medicine, and flowers. We will also support a summer student leadership program to support the garden through the summer months. These enhancements will improve soil quality, sequester carbon, reduce stormwater runoff, and create pathways for student climate justice on campus.	<b>\$29,997</b>
<b>Thimbleberry Collaborative Farm</b>	Farm Education Programs	Thimbleberry Collaborative Farm prioritizes BIPOC and lower-income communities in East Multnomah County. A grant will help us expand education efforts to reach more people and deepen learning. From June 2025 through May 2026, TCF programs will introduce more East County learners to: small-scale urban gardening with regenerative methods; cooking with seasonal produce; environmental stewardship; and climate mitigation and resilience strategies. TCF will expand its K-12 offerings to reach 550+ local youth with gamified, hands-on, experiential learning during field trips and classroom visits. We will also grow our co-hosted workshop program for adults and families to engage 200+ residents. For both programs, we are focused on encouraging recurring participation to support a progressing curriculum that builds on past lessons.	<b>\$50,000</b>
<b>Verde</b>	Verde's Bilingual Urban Habitat Program	This grant will support Verde's Urban Habitat Program, where we work alongside residents, youth, and young-adult interns to plan, install, and maintain naturescapes and rain gardens for low-income and/or BIPOC households in Portland. By creating green spaces, we enhance environmental sustainability and provide valuable workforce development opportunities for the next generation. Over the next two	<b>\$70,000</b>

		years, we will install 26 new naturescapes and rain gardens in North, Northeast, and outer East Portland. The new installations will create sustainable green spaces that capture rainwater and foster local biodiversity. Youth and young-adult interns will gain valuable skills in landscaping, environmental stewardship, and sustainable practices, helping to build future leaders in green industries.	
<b>Voz Workers' Rights Education Project</b>	Semillas de Justicia: Building Green Skills for the Future	This grant will expand Voz's sustainable agriculture and environmental education efforts to build economic resilience and environmental justice for day laborers and domestic workers. Through culturally grounded training, Voz members gain hands-on skills in sustainable gardening, irrigation systems, soil health, and climate resilience practices. Partnering with local organizations, we will establish community-centered workshops and workforce pathways that connect members to green job opportunities, while restoring cultural practices related to land stewardship. This project addresses the racial wealth gap and environmental disparities experienced by immigrant and BIPOC communities, empowering members to access livable wages and career pathways in natural resources and conservation fields.	<b>\$50,000*</b>
<b>Willamette Riverkeeper</b>	Portland Harbor Superfund Habitat Outreach Program	The Portland Harbor Superfund Habitat Outreach Project will engage communities and landowners to support future habitat restoration in the Superfund area. This project will create a strategic outreach plan and educational materials, and initiate conversations with property owners to build awareness and identify resources for future conservation efforts, such as access to nurseries and contractors. By incorporating community input and expertise, the project will provide valuable feedback to enhance the EPA's digital habitat mapping initiative and guide restoration planning. This collaborative effort aims to empower stakeholders and lay the groundwork for long-term ecological improvements in the Portland Harbor area.	<b>\$26,744</b>
<b>Wisdom of the Elders</b>	Wisdom Workforce	Wisdom Workforce Development's paid internship provides education and job skill training for the environmental and conservation sector. The	<b>\$70,000**</b>

	Development: Traditional Ecological Knowledge Environmental Internship	curriculum focuses on Indigenous Traditional Ecological Knowledge. Field classes are held for 12 weeks. Wisdom provides hands-on experience with Portland Metro-area partner organizations, cultural practitioners, and environmental scientists. Field classes take place at various locations while Wednesday classroom days are held at Wisdom’s office. Topics include Traditional Ecological Knowledge, Science, Technology, Engineering, Arts and Math (STEAM) concepts as well as Indigenous cultural arts, plant identification, uses, habitat restoration and conservation, biocultural restoration, and environmental career pathways.	
<b>World Salmon Council</b>	Salmon Watch	The World Salmon Council offers Salmon Watch programming to underserved youth in greater Portland, providing hands-on science education about local salmon populations and ecosystems. Through the story of salmon, participants gain a deeper appreciation for this culturally significant species and the ecosystems that support them. Salmon Watch includes field trips, service-learning projects, classroom visits, an online curriculum, and outreach events at no cost to students. On field trips, students observe the spawning salmon lifecycle and learn about their critical role in ecosystems. Four interactive learning stations, now featuring invasive species content, provide hands-on activities in salmon biology, macroinvertebrates, water quality, and riparian ecosystems.	<b>\$20,000</b>
<b>TOTAL = 29</b>			<b>\$1,322,681</b>



OR Health Authority Drinking Water Services &  
OR Department of Environmental Quality Water Quality Division

March 25, 2025

Dear Members of the Grant Review Team:

On behalf of East Multnomah County Soil and Water Conservation District (EMSWCD), **I am writing in strong support of the Corbett Water District's "Implementing Strategies for Protecting Corbett's Drinking Water Source"** grant proposal. The mission of EMSWCD is to help people care for land and water and we support efforts to provide safe and reliable water to Corbett residents and small family farms in east Multnomah County. We appreciate the Water District's thoughtful and strategic approach to this project.

EMSWCD has been a participating team member for the district's Watershed Risk Reduction Plan for their source watershed of Gordon Creek. We recognize the importance of the next phase of watershed protection that requires delineating source water sensitive areas, valuation of those areas for potential land acquisition, and engagement of community members in protecting its drinking water source. A grant supporting the protection of its drinking water source will help the Corbett Water District create a sustainable and resilient water source benefiting both the community and the watershed.

I ask that you give this grant application your full and fair consideration.

Sincerely,

Kelley Beamer, Executive Director



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

Date: 3-273-2025

East Multnomah Soil and Water Conservation District

<b><u>APPROVED ON AND BY:</u></b>	3-3-2025 EMSWCD Board of Directors
<b><u>POLICY STATEMENT:</u></b>	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.
<b><u>APPLICABILITY:</u></b>	All members of the Board of Directors, Associate Directors, Directors Emeritus, and staff of EMSWCD.
<b><u>DEFINITIONS:</u></b>	<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.



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### 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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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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^ 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](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](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](mailto: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](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](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.

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*The chair has the responsibility and authority to require all persons attending the meeting to comply with board-approved rules of conduct. Any person who violates such rules, or who violates state or local laws, or who continues to disrupt a meeting after being directed by the chair to cease doing so, may be asked to leave the meeting. The chair may request a law enforcement officer to remove any member of the public who refuses to leave a meeting after being asked to do so, or to remove any person who threatens or causes harm to any other person or property.*

~~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



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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 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



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motion withdraws the motion and any board member may make a new motion.

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


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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



### **Executive Summary**

2025 marks the 75<sup>th</sup> year since the creation of EMSWCD. To honor this history and the growth of our organization, we are contracting with a creative and experienced event and marketing company to design, plan, and produce a 75<sup>th</sup>-anniversary celebration campaign. Celebrating our anniversary with expert marketing and event support will help us meaningfully engage with priority audiences, build trust with constituents, and increase our visibility with district residents and partners. Additionally, we can leverage this marketing support as we launch a new website in May/June and roll out a new quarterly online newsletter.

Staff created an internal committee to oversee this project and launch an RFP for campaign design, marketing and event production. In response, we received four (4) proposals, which were ranked and evaluated by staff. Ultimately staff selected [Nimbl Visual Media and Design](#) to lead this work. The anniversary campaign cost includes soft costs (design, project management and event production) and hard costs like venue, food and rentals that will flow through the contract. In total, this amount exceeds Executive Director spending levels.

**Proposed Board Action: Authorize the Executive Director to execute a contract with Nimbl Visual Media and Design not to exceed \$100,000 to support this effort.**

The Work to be Performed by the contractor will include:

- **Strategize and Imagine:** In collaboration with our internal project team, develop a creative suite of activities and events aligned with EMSWCD's mission and our 75th-anniversary goals to 1) honor our history while focusing on our future, 2) engage our diverse community, and 3) catalyze our next decade of impact.
- **Event Design:** Plan two events including one community-level event focused on local engagement and (potentially) a more regional event fostering partnerships and awareness-building. Dates TBD – maybe two dates, one in late June, one in September or maybe both in September.
- **Execution and Production:** Handle end-to-end event production, including logistics, vendor management and payment, permits, and technical needs. Coordinate hybrid/digital components to ensure accessibility.
- **Marketing and Communications Support:** Collaborate with the Community Outreach and Engagement team on event branding and promotion to reach a broad audience. Integrate elements that highlight EMSWCD's impact, mission, and future vision. Propose options and collateral to extend content via digital channels, including the rollout of the district's new website and storytelling for the quarterly e-newsletter.
- **Evaluation and Reporting:** Provide metrics and analysis post-events to evaluate success and capture learnings for future events.