



Board of Directors Meeting Agenda
East Multnomah Soil and Water Conservation District
Monday February 7th, 2022, 6:00 – 7:45 PM

(February 1, 2022)

To be held via videoconference: (US Toll Free): [1 866 899 4679](tel:18668994679) Access Code 578-282-301 **OR** log in on your computer, tablet, or smartphone at <https://global.gotomeeting.com/join/578282301>

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet <i>* please read; ~ please review</i>
1	6:00 5 min	Welcome and meeting called to order: • Introductions • Review/revise agenda • Review previous action items • Review/approve January Minutes	Information/ Decision	Guebert	a) 1/10/22 Board Meeting Minutes ~ b) 1/10/22 Special Board Meeting Minutes c) 1/19/22 Special Board Meeting Minutes
2	6:05 5 min	Time reserved for public comment and introductions ¹	Information	Public	N/A
DISTRICT BUSINESS					
3	6:10 10 min	Executive Director Update	Information	Hamilton	N/A
4	6:20 30 min	Deepish Dive • Urban Lands programmatic overview • Diversifying Evaluation Efforts	Information	Shearin/Meckes	N/A
5	6:50 10 min	Equity Moment	Information	Banuelos	N/A
6	7:00 20 min	Strategic Planning	Information/ Discussion/	Wallace-Caldwell/ Dozier	N/A
7	7:20 5 min	2022 PIC Review Committee	Information/ Decision	Brown	a) 2022 PIC Review Committee

¹ Each member of the public who wishes to speak shall be given approximately 3 minutes.

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



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FINANCE AND OPERATIONS					
8	7:25 15 min	- Monthly Financial Reports: December - Appointment of Budget Officer - Approval of FY22-23 Budget Calendar	Information/ Decision	Mitten	a) December 2021 Financial Report~ b) FY22-23 Budget Calendar
CLOSING ITEMS					
9	7:40 5 min	Announcements and reminders Action items Adjourn meeting	Information	Guebert	N/A

EMSWCD Board Members, Committees and Meeting Dates

EMSWCD Board			EMSWCD Committees				
Members	Positions	Officers	Budget	Land Legacy	Personnel	Grants	PIC
Joe Rossi	Director - Zone 1		X	X		X	
Laura Masterson	Director - Zone 2	Secretary	X	X	X		
Mike Guebert	Director - Zone 3	Chair	X	X	X		
Jim Carlson	Director - At-Large 1	Treasurer	X	X		X	
Jasmine Zimmer-Stucky	Director - At-Large 2	Vice Chair	X	X	X	X	
Upcoming Schedule							
FY21-22	2021	July	12	26			
		August	2		16		
		September	13	27			
		October	4		18		
		November	1	29			
		December	6		20		
	2022	January	10	31			
		February	7		21		
		March	7	28			
		April	4		18		
		May	2	23			
		June	6		20		

Internal EMSWCD Teams

- Equity Team: Monica McAllister, Matt Shipkey, Alex Woolery, Jon Wagner
- CLIP Team: Jeremy Baker, Whitney Bailey, Julie DiLeone, Kathy Shearin
- Safety Committee: Scot Wood (lead), Jon Wagner, Katie Meckes, Dan Mitten, Jeremy Baker

EMSWCD Representation on External Committees

- 4-County Cooperative Weed Management Area – Chris Aldassy
- Beaver Creek Conservation Partnership – Kathy Shearin; Lucas Nipp; Chelsea White-Brainard

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- City of Portland Community Watershed Stewardship Program Grant Committee – Suzanne Easton
- Columbia Gorge Cooperative Weed Management Area - Jon Wagner
- Columbia Slough Watershed Council - Kathy Shearin (Vice Chair, Executive Committee); Whitney Bailey (CSWC Tech Team)
- Equity Grantmakers Network – Suzanne Easton
- Johnson Creek Watershed Council – Andrew Brown
- Inter-jurisdictional Committee for Johnson Creek Watershed – Whitney Bailey; Jeremy Baker
- Northwest Adult Conservation Education – Kathy Shearin
- Oregon Association of Nurseries, Mt. Hood Chapter – Aaron Guffey (Treasurer)
- Oregon State University Metro Small Farms Advisory Group – Rowan Steele
- Oregon State University Solve Pest Problems Advisory Committee - Kathy Shearin (Steering Committee); Julie DiLeone
- Oregon Watershed Enhancement Board Lower Willamette-East Small Grant Team – Julie DiLeone

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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 *DRAFT* Meeting Minutes**

Monday, January 10th, 2022

6:05pm- Call to Order

Guebert called to order the regular meeting of the EMSWCD Board of Directors at 6:05pm on Monday, January 10th, 2022, via videoconference.

6:06pm- Introductions, Review/revise agenda, Review previous action items

Guebert conducted introductions for the record. The following persons were present:

Board of Directors: Jasmine Zimmer-Stucky (At-Large 2 Director, Vice-Chair), Jim Carlson (At-Large 1 Director, Treasurer), Joe Rossi (Zone 1 Director), Laura Masterson (Zone 2 Director, Secretary), Mike Guebert (Zone 3 Director, Chair)

Staff: Nancy Hamilton (Executive Director), Andrew Brown (Conservation Legacy Program Supervisor), Dan Mitten (Chief of Finance & Operations), Julie DiLeone (Rural Lands Program Supervisor), Kathy Shearin (Urban Lands Program Supervisor), Alex Woolery (Marketing and Media Manager), Asianna Fernandez (Executive Assistant), Chelsea White-Brainard (Senior Rural Outreach & Education Specialist), Chris Aldassy (Senior Rural conservationist), Heather Nelson Kent (Grants Program Manager), Matt Shipkey (Land Legacy Program Manager), Monica McAllister (Community Connection Liaison), Rowan Steele (Headwaters Farm Program Manager), Suzanne Easton (Grants Program Manager), Whitney Bailey (Senior Urban Conservationist),

Guests: Chris Wallace Caldwell (6:33pm), Jamila Dozier (6:33pm), Sasha Schwenk (6:25pm)

No changes to agenda.

Guebert presented previous Action Items.

Action Item: Fernandez: Send invitations for Special Board Meeting on December 27th at 4pm for board to meet to go over E.D. Evaluation. (Fernandez) -Completed

Action Item: Guebert to send Hamilton's Evaluation to the rest of the board members. -Completed

Action Item: Two committee meetings (2/21 and 5/30) and two board meetings (7/4 and 9/5) fall on federal holidays. Revised dates to be determined. (Fernandez) -In Process

Action Item: Personnel Committee to discuss Juneteenth holiday with possible recommendation to full board in January, 2022 -In process

6:07pm- Time reserved for public comment

No public present. No comments made by the public at this time.

6:07pm- Personnel Committee Update

Masterson and Hamilton presented the Personnel Committee Wage Analysis presentation from Compensation Connections. (In packet)

Intent: To analyze whether the district is in compliance with Pay Equity Act and if the district is competitively paying staff in the market. Position description and years of experience were considered in the analysis.

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Preliminary Findings considering market and total relevant experience:

People with potential pay increases: 16

Total possible increase amount: \$170,892

Total possible increase as a percent of payroll: 12.5%

This would take effect during next fiscal year, and details can be discussed further in budget meetings and future Personnel Committee Meetings.

The Personnel Committee recommended to the full board to agree in concept on the new classifications and the new pay range and that they are open to the possible fiscal impact of up to \$170,000.

Masterson reinforced that the committee wants to be competitive in the market and retain staff, but details were still being figured out during last Personnel Committee Meeting.

Guebert added that the committee is just looking for agreement on the concept in order to continue going forward with analysis. More updates to come in the future.

No decision made at this meeting.

The Personnel Committee recommended to the board that Juneteenth gets adopted as a paid holiday for the district. District has historically recognized all federal holidays and Juneteenth is now recognized as a federal holiday. To take effect in June 2022, this fiscal year.

McAllister shared resource in chat: What is Juneteenth?

"On June 19, 1865, about two months after the Confederate general Robert E. Lee surrendered at Appomattox, Va., Gordon Granger, a Union general, arrived in Galveston, Texas, to inform enslaved African-Americans of their freedom and that the Civil War had ended. General Granger's announcement put into effect the Emancipation Proclamation, which had been issued more than two and a half years earlier on Jan. 1, 1863, by President Abraham Lincoln."

By Derrick Bryson Taylor

June 19, 2021

Masterson noted that when a committee approves a motion, it should be in the packet for the following board meeting where it will be presented as an official recommendation to the board.

Brown noted that the board is supposed to approve the amended Salaries and Wages Policy and Addition of Holidays Policy that was in the packet.

Guebert added that it is Policy 1.1.8 in the packet.

MOTION: Zimmer-Stucky moved to adopt Amended Policy 1.1.8, Masterson 2nd. Motion passed unanimously (5-0).

6:26pm- Bon Voyage for Suzanne Easton

Brown presented a Bon Voyage video to Suzanne Easton who is retiring as EMSWCD's Grants Program Manager. Staff co-created a video in celebration. Full video to be sent to Easton separately.

Easton thanked the staff and board for her time spent at the district.

Guebert added comment and thanks to Easton.

Nelson-Kent shared comment and thanks to Easton.

6:39pm- Annual Report Presentation

Hamilton presented Annual Brief Presentation. Annual Report presentation at Annual Meeting gave overview of the report, but this Annual Brief is a way to tell the board, through stories, about the work done by EMSWCD staff every day. (Presentation slides in packet)

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Hamilton presented history of Soil and Water Conservation Districts, the history and background of EMSWCD, introduction to the rest of the program's presentation.

Mitten presented Finance and Operations program and story. Summary of F&O functions across all EMSWCD activities, how EMSWCD is funded.

Shearin presented Urban Lands program and story. Mount Hood Community College (MHCC) Demonstration Project removing impervious surfaces in the college's campus and replacing them with rain gardens to prevent warm and polluted storm water runoff into surrounding creeks and improving stream habitat/health.

DiLeone presented Rural Lands program and story. Presented CLIP project and how CLIP grants are an important tool for the work of the Rural Lands program: Farm Road Runoff near Johnson Creek: reducing mud on and around farms to improve water quality. Example of smart irrigation system using AI technology to measure and monitor one nursery's watering levels to avoid water waste and reduce energy costs.

Brown presented Conservation Legacy program and story. Headwaters Incubator Farm, Land Legacy, and Grants programs all fall under Conservation Legacy. Leach Botanical Garden Community Habitat Restoration project, 2020 Partners in Conservation (PIC) Grant to restore native habitat along Johnson Creek and increase environmental literacy and build conservation skills in STEM careers within the community.

White-Brainard, a member of district's Equity Team during Fiscal Year 20-21, presented how equity intersects with all the work that EMSWCD does by showing relationship to EMSWCD's 6 Strategic Goals. Introduced the staff led Equity Team and the Equity Plan created by the team.

Hamilton closed out presentation with thanks to staff and board for their work last fiscal year.

Guebert thanked management for creation of the presentation and staff for their hard work. Questions can be emailed or followed up in next board meeting in interest of time.

7:42pm- Strategic Planning

Dozier introduced the Strategic Planning Team and what they've done so far. Members have been identified (6), the team has had 3 meetings so far, and they are currently doing foundational work around what strategic planning is, team building, and reviewing strategic planning examples from EMSWCD and other similar organizations. The team assisted the consultants in creating the scope of the plans for the district workshops for the board.

Noted that first workshop will be held on January 19, 2022, with the Management Team, the Strategic Planning Team and the Board of Directors. The focus of this workshop will be on identifying EMSWCD's major goals and overall vision.

Wallace-Caldwell introduced information about the upcoming strategic planning workshops. The board and the Strategic Planning Team are going to begin building an understanding of EMSWCD's current context (using annual report and past stakeholder engagement) and organizational goals, in order to create a broad future vision.

Second workshop: February 16, 2022, to begin to identify major goals for EMSWCD.

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Action Item: Board to review Recommended Staff Meeting Agreements and Mission, Vision, Organizational Goals Document (packet to be sent to board separately) before 1/19 workshop.

Question to consider: What's the difference between mission, vision, goals?

Action Item: Wallace-Caldwell and Dozier to send packet to board by 1/12.

Action Item: Instead of Teams Meeting, Wallace-Caldwell and Dozier to send updated invite with ZOOM link to meeting.

7:54pm- Partners in Conservation (PIC) Grant Program Update

Brown shared that all PIC Grant Applications have been submitted, submissions now closed. With change in Grants Manager, PIC committee is still making decisions to be presented to board.

There aren't any Board members on the PIC Committee at the moment. Brown asked for this to be reconsidered by board members.

Kent announced that 30 applications were received.

50% Sustainable Agriculture and Community Gardens projects.

Other applications:

Food Justice

New Partners

Partners of previous applicants

There is currently \$600,000 in grants to award.

Kent shared that there are 8 current members on the committee, but it could use 1 or 2 more people.

Requirements for grant reviewers include 20 hours total and there is an up to \$250 stipend for members.

The committee is currently comprised of members with land management and conservation backgrounds, small farmers, naturescaping experts, and avid community members.

Packet to be sent out at the end of January, Grant Review Committee meetings are in February and March. Kent working with members to plan meetings around their schedules.

Zimmer-Stucky declared that she is part of one of the organizations who applied for a grant and in order to ensure there is no perceived conflict of interest, she is unable to serve on the committee.

Brown acknowledged that grant recipients have been on the committee before and that there are regulations in place around how decisions and conversations are made with this instance.

Guebert announced that he does not have the availability at the moment to be on the committee.

Carlson noted that he would have time available February-March.

Masterson announced that she does not have the availability at the moment to be on the committee this time.

Rossi announced that he does not have the availability at the moment to be on the committee.

Action Item: Kent to follow up with Carlson on joining the PIC Committee.

Final review of the committee members will be conducted at the February Board Meeting. Grant Recipient Awards to be announced at April PIC Committee Meeting.

8:06pm- Monthly Financial Reports: November

Mitten presented the November 2021 Financial Report:

He explained that there was not much change in November, but there was a 2% increase in the balance sheet from November 2020. There weren't any new changes to the Profit and Loss budget performance that are of concern. Mitten continued to note that property tax revenue received through November and December 2021 brought us close to the entire annual property tax receivables budgeted. The remaining

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property tax receivables are expected to be received between January and June 2022. There were no concerns around expenditures. Overall, a healthy set of reports for November 2021.

8:08pm- Approval of minutes

MOTION: Carlson moved to approve December 6, 2021, Board and Annual Meeting Minutes, Masterson 2nd. Motion passed unanimously (5-0)

8:09pm- Closing items: announcements, reminders, and action items

Fernandez read new **Action Items**:

Action Item: Board to review Staff Meeting Agreements and Mission, Vision, Organizational Goals Document (packet to be sent to board separately) before 1/19 workshop.

Action Item: Wallace-Caldwell and Dozier to send packet to board by 1/12.

Action Item: Instead of Teams Meeting, Wallace-Caldwell and Dozier to send updated invite with ZOOM link to meeting.

Action Item: Kent to follow up with Carlson on joining the PIC Committee.

8:10pm- Adjournment

Guebert adjourned the meeting at 8:10 pm.

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

Monday, January 10th, 2022

5:06 pm- Call to Order

Guebert called the Special meeting of the EMSWCD Board of Directors at 5:06pm on Monday, January 10th, 2022, via videoconference.

5:06pm- Introductions, Review/revise agenda, Review previous action items

Guebert conducted introductions for the record. The following persons were present:

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

Not Present: Joe Rossi (Zone 1 Director)

Staff: Nancy Hamilton (Executive Director)

Guebert noted that the Special Meeting of the Board of Directors was convened for the purpose of providing a performance evaluation for Nancy Hamilton, Executive Director of EMSWCD. Guebert asked Hamilton if she would like the meeting to be open to the public. Hamilton said she did not.

Guebert noted that the Board members would like to convene without Hamilton present to discuss some details privately and asked if Hamilton approved. Hamilton said yes.

5:10 pm, the Board entered Executive Session under ORS 192.660(2)(i) held to review and evaluate the employment-related performance of a public officer.

6:00 pm, the Board exited Executive Session and rejoined regular session.

Guebert noted that Board member Joe Rossi joined the meeting during Executive Session.

Guebert asked if there was a motion to approve the wage increase for Hamilton that was discussed during Executive Session.

MOTION: Zimmer-Stucky moved to approve the wage increase for Hamilton discussed during Executive Session. Carlson 2nd. Motion passed unanimously (5-0)

Guebert asked if there was a motion to delegate authority to him to discuss timing of increase and timing of retroactive increase with Dan Mitten, EMSWCD CFO.

MOTION: Zimmer-Stucky moved to delegate authority to Board Chair Guebert to implement wage increase for Hamilton, including timing for retroactive pay, with Dan Mitten, EMSWCD CFO. Carlson 2nd. Motion passed unanimously (5-0)

6:02pm- Adjournment

Guebert adjourned the meeting at 6:02 pm.

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

Wednesday, January 19th, 2022

Strategic Planning Workshop 1/19/2022

4:00pm-7:00pm

Participants:

Strategic Planning Team (SPT) Members

Chris Aldassy

Whitney Bailey

Julie DiLeone

Katie Meckes

Rowan Steele

Absent: Chelsea White-Brainard

Strategic Planning Team Support

Nancy Hamilton

Asianna Fernandez

Chris Wallace Caldwell, Catalysis LLC

Jamila Dozier, New Theory Consulting LLC

EMSWCD Managers

Dan Mitten

Andrew Brown

Kathy Shearin

EMSWCD Board Members

Mike Guebert

Laura Masterson

Jasmine Zimmer-Stucky

Joe Rossi

Absent: Jim Carlson

Meeting Began: 4:05pm

1. Welcome/ Introduction/ Meeting Agreements (4:05pm)

Wallace Caldwell started recording and shared agenda for the workshop

Dozier shared and read through the EMSWCD Meeting Agreements and spoke about power dynamics within the current group.

Check-In Question: Which one of the agreements calls to you today? Round Robin responses by each member of the group

Wallace Caldwell went over Brainstorming Guidelines for today's meeting:

- Defer Judgement
- Listen to Understand
- Encourage Wild Ideas
- Use "Yes, and" rather than "No, but" statements
- Hold One Conversation at a Time
- Go for Quantity
- Community Wisdom

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2. Current EMSWCD Context (4:20pm)

We Are Here: Collaborating and Planning Process of the Estimated Strategic Planning Timeframe

Reflections from January 10 Board Meeting presentation:

Guebert and Masterson shared that they thought it was fantastic to see all the work done during FY 20-21 even through a pandemic and that the presentation was thoughtful and important to hear.

Shearin and Mitten shared that they enjoyed the use of storytelling that people can relate to, as numbers have been used traditionally but stories feel more impactful.

Hamilton noted that the goal was to connect the dots between what we do on the ground to the mission, vision, and goals as well as the 'why' of the work.

Wallace Caldwell and Dozier announced that there will be feedback shared from 2 stakeholders during this meeting to use for consideration as the team begins to talk about a future vision:

1. Coalition of Communities of Color Analysis of Community Engagement Liaison survey (CEL)
 - a. 69% of respondents were unaware of EMSWCD and what we do, what programs are offered, and how to access them.
 - b. Most important EMSWCD programs: protecting natural areas and creating new parks, and free education on conservation topics.
2. EMSWCD Partners in Conservation (PIC)
 - a. Key Finding and Recommendations revolved around impacts on BIPOC and low-income communities -EMSWCD has influence on power dynamics and increased equity in conservation grants making
 - b. EMSWCD can make innovative changes to improve equitable access to PIC grants by addressing barriers in the application/reporting process and funding requirements.

Brown and Hamilton explained this survey was sent out to communities and stakeholders that the District has traditionally not been engaged with.

Guebert noted it sounds like further outreach is necessary and considering many of the respondents were unaware of the District's work, it will be hard to address some of their requests.

3. EMSWCD's Current Mission, Vision, Draft Values (and high-level assessment in small groups) (4:45pm)

Wallace Caldwell introduced the difference between an organization's mission, vision, and values. An organization's mission should be stable, a picture of what you want to see in the future. Vision is how your organization makes that difference. Values are the how you do that work.

Dozier read through the District's current mission, vision, and organizational values.

All attendees were assigned to small groups to conduct a high-level assessment of current mission, vision, values and then share back to the full group. Small group focus: What resonates? What's missing? How do these guide our work?

(broad strategic goals will be the focus of the next workshop)

Each small group presented summaries of their breakout discussions

Certain themes from the small groups about the Mission statement emerged, including:

What resonated with the group: The mission is short, easy, memorable, communicates what we do, positive, timeless, speaks to the District's timeline, specific, involves people, likeable, distinct yet broad.

What the group felt was missing: There were some questions/concern around the word 'cares', how the statement applies to people who don't have ownership or access to land and water, the word 'helping' (maybe switch to 'protect and improve'), climate resilience and equity, a sense of urgency.

Themes about the Vision statement that emerged from the small group discussions:

The vision is understandable, pretty good as is, "fine", distinct, positive in regard to the future,

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Some questions about where people come in, what were the intentions of those who created the vision, missing climate and equity concerns, the order of the statement, broadness of 'healthy' and 'sustain', what will be different because we do our work?, concept of resilience and navigating change. How it guides us: 'health' describes where we want to be in the future and how our work gets us there.

Themes surrounding the Draft Values that emerged from the small group discussions:

The values feel unfinished, needs some attention, is a tool for how we communicate, captures the human element of how we interact with each other and nature, were written at a difficult time, act as our compass in terms of equity, environmental responsibility, and trust.

There was Concern around an emphasis around things that are not soil and water, whether they should be internal or external facing, how lengthy they are, how they'll fall with more rural focused staff, how many there are (if you can't remember them, you can't actually use them), what is missing within the equity work we've done since then.

[Break 5:45pm]

4. Our Vision (individual work and small groups) (5:55pm)

Wallace Caldwell presented that the vision that is created today will help guide the work of the next workshop in coming up with major goals.

First to decide on what the team is aiming for:

1. What does success look like for the District in 5-10 years?
2. What do we want to be different?

(The team was given 5 minutes for individual thought and then put in small group to discuss.)

Each Small group focused on deciding what some common vision elements were and where there might be elements of tension:

Common Vision for the District's success in 5-10 years: we helped stabilize climate, improve health of soil and water, sustainable processes for forests and farms, marginalized community access, more people know about us, more partnerships, leveraging partnerships to save time and money, taking risks, collaborative, innovative, confidence in programming, good stewards, climate resilience in programming, laws that change eligibility for the board, happy and motivated staff and board, people are happy to see us on their tax bill, individual understanding of the work we do and to change their actions, streams are off the 303d list, stormwater on site is reduced, reducing heat islands, access to healthy food, farmland access, tree canopies, carbon sequestration, increased water quality, people understand their individual impact on natural spaces, healthy communities at all levels, conservation and connection leads to resilience, having more people be aware of us because of the positive impact of our work.

Elements of Tension: we can't be everything to everyone, saying no/cancelling when needed, critical resource concerns, change can be hard, shift to equitable distribution of resources, program shifts to address climate resiliency, alignment of programs with resource distribution, issue of diluting intentions, criteria to make decisions quickly and efficiently, rural/ urban allocation of resources and impacts, not being able to do everything we want to, how to address equity in rural and urban areas, who makes environmental impact vs. who feels environmental impact (most privileged and least privileged).

Wallace Caldwell asked: what jumps out at you about the questions and intentions?

Meckes suggested we marinate on this question and use it as homework for next time.

Action Item: SPT to think on the question "what jumps out at you about the questions and intentions?" and come up with response for next SPT meeting.

Bailey suggested that when looking at potential for tension, all she sees is potential for connections and opportunities to bring barriers down.

Zimmer-Stucky was impressed with how many times the idea of the District becoming more well known to constituents was mentioned.

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Hamilton added that something she heard mentioned a few times in different ways was not only how we help people, but how do we help people become stewards themselves and become more aware of their own impacts.

Mitten mentioned that the repetition of how tension may arise in allocation of resources and how rural communities and urban communities will address equity issues that they each face.

Bailey added that she noticed how it was repeated that tension between who makes the impacts vs. who our programming targets: people who make the greatest impacts are often most privileged; people who make least impact are often least privileged.

Hamilton and Shearin responded that some of the people who are making negative impacts are the ones who need the most guidance. What does it mean to serve everyone? Next to addressing marginalized communities, it could mean assisting those who have privilege but contribute the most to negative impacts in learning how to make more sustainable choices.

Wallace Caldwell asked if anyone has any guidance for the SPT on how to take this work and feedback to the next step of refinement:

Mitten: Be fearless!

Masterson expressed that she is feeling uncertain how we get to critical success factors and major goals based on what we spoke about today, doesn't feel like we made big connections today.

Wallace Caldwell responded that the weekly SPT meetings will come up with elements of the vision that we want to achieve, not so much a final vision until we present it to the board before the next workshop. The workshop is where we will make decisions on where we need to hone in on and decide which ones to keep and which ones we will not be able to achieve.

Masterson hopes the SPT is thinking about what the resource concerns are and how we look at that in terms of equity?

Wallace Caldwell reminded everyone that the group may not be able to eliminate the tension, but the goal is to come up with ideas on how to guide our way out of tension as it arises.

5. Next Steps (6:35pm)

Wallace Caldwell closed out by informing the workshop participants that the Strategic Planning Team may begin to work with Online Planning Tools to do some content organization from today's feedback. As the process goes along, the vision should become more refined.

Next Strategic Planning Workshop: 4pm-7pm on February 16th, 2022

6. Final Thoughts, adjourned (6:45pm)

Brown: Glad we're off to a great start and thankful that it's started

Masterson: looking forward to seeing what the team comes up with

DiLeone: glad we're getting started, looking forward to next steps

Meckes: excited to be participating in this process, tonight was a good start

Steele: Engaged and Optimistic

Bailey: Satisfied and Optimistic

Mitten: This 3 hour meeting went by quickly, great first step

Aldassy: Curious

Rossi: Excited to be part of the project, enjoys this kind of work.

Zimmer-Stucky: Thanks to the staff for carrying the weight. Honesty, Vulnerability.

Guebert: Energized, liked the small group conversations, excited to think about things in different ways

Fernandez: Curious and thoughtful

Hamilton: Cautiously optimistic and a little overwhelmed

Shearin: Open, a lot of possibilities here.

ACTION ITEMS: SPT to think on the question "what jumps out at you about the questions and intentions?" surrounding our vision and come up with response for next SPT meeting.

Meeting Adjourned (7:03pm)

2022 Partners In Conservation (PIC) Grant Review Committee

[Bruce Barbarasch \(he/him\)](#)

Nature and Trails Manager, Tualatin Hills Parks & Recreation

Bruce Barbarasch is a resident of SE Portland and the Nature & Trails Manager for the Tualatin Hills Park & Recreation District. He has worked in the fields of environmental education, trail management, and natural resources conservation for more than 25 years.

[Jim Carlson \(he/him\)](#)

EMSWCD Board Member, At-Large 1

Elected in 2020, Jim Carlson is co-owner and manager of his family's nursery operation, Carlson Nursery, Inc. Jim lives in the original homestead, which dates to 1890 and which his family has owned since 1905. Jim has held positions with the Oregon Association of Nurseries, Johnson Creek Watershed Committee, USDA Farm Service Agency and the Gresham Farmer's Market. Jim is employed by Horizon Air as a Team Captain in Portland.

[Roy Iwai* \(he/him\)](#)

Water Resources Specialist, Multnomah County Transportation

Roy Iwai is a water quality scientist with a passion for collaboration to improve watershed health. He has managed the Water Quality Program at Multnomah County since 2007. He leads several partnerships at the local and state levels, including the Clean Rivers Coalition, a collaborative partnership dedicated to creating the first statewide clean water outreach campaign in Oregon. Roy has a Masters degree in Oceanography from Louisiana State University.

[Leticia \(Letty\) Martinez \(he/they/she\)](#)

Owner, Flying Dogheart Farm/Raceme Farm Collective

Letty Dogheart Martinez is the owner of Flying Dogheart Farm and a member of the Raceme Farm Collective. Letty is an Herbalist, Dog Worker, Farmer, and Community Health Educator. Letty operates a micro-farm garden in the Portland area and a small farm on Wapato Island and makes farm-fresh herb products for people and their dogs. Letty also raises rabbits for meat and chickens for eggs.

[Naomi Rodriguez \(they/them/theirs\)](#)

Community Watershed Stewardship Program Coordinator, Portland Bureau of Environmental Services

Naomi Rodriguez is a Yoeme and Mexican first-generation student in Portland State University's Environmental Science program minoring in Indigenous Nations Studies. They grew up in Southern Oregon and enjoy roller blading on a sunny day, identifying plants, gardening, and being creative with the viola or drawing in their spare time.

Jessica Rojas* (she/her)

Stewardship Coordinator, Metro Parks and Nature

Jessica Rojas currently works as the Stewardship Coordinator at Metro, Parks and Nature sept. Past experiences include working for the NE Coalition of Neighborhoods and the Community Watershed Stewardship Program at Portland's Bureau of Environmental Services. In her spare time, Jess explores the cultural realms of invasive plant medicine, lay herbalism and the intersections of race, class, gender and the environment.

Eric Rosewall (he/him)

Ecological Landscapes Program Coordinator, Portland Parks & Recreation

Eric Rosewall has a background in landscape architecture and construction and has been involved in the Portland region's open space system through numerous public and nonprofit organizations, including as executive director of Depave. He currently coordinates Portland Parks and Recreation's Ecologically Sustainable Landscapes Initiative - piloting high-impact landscape transformations that fill the urban nature gap.

Nell Tessman (she/her)

Program Officer, Gray Family Foundation

Nell Tessman serves as the Program Officer for Gray Family Foundation, a Think Tank member for Growing Gardens, and on the Advisory Committee for the Oregon Farm to School and School Garden Network. She has committed her career to increase access to opportunities that unify youth and communities in their efforts to be strong stewards of their environments, their health, and each other. Over the past decade, she has worked as an educator, program manager, evaluator, and grant manager in schools, youth-serving organizations, local government, and at a national child health nonprofit. Nell earned her Master's in Educational Leadership and Policy from Portland State University, with a focus on food systems sustainability and place-based education. She lives in Northeast Portland with her partner and her young son and loves to grow fruits and vegetables in her garden, play on her basketball team, and explore Oregon outdoors with her family.

Nicolas Townsend (he/him/his)

Garden Program Supervisor, Serendipity Center, Inc.

Nicolas Townsend is the garden program supervisor at Serendipity Center. He has nearly 15 years' experience in the fields of sustainable urban farming and garden education and holds a Master's degree in Leadership for Sustainability Education from PSU. In 2013 he spearheaded the development of the Growing Minds Garden program at Serendipity and has facilitated its growth over the past 9 years. Nicolas' approach is wholistic and interest-based with the goal of meeting students and volunteers where they are and empowering them to grow their own food.

Stacey Triplett (she/her)

Community Program Manager, Worksystems, Inc.

Stacey Triplett currently serves as the Community Programs Manager at Worksystems, the Workforce Development Board for this region. Worksystems connects federal, state and local support with a network of community-based employment services providers to address community wealth creation and recognizes shared roles in housing and homelessness systems as well as childcare and child welfare systems all in support of job seekers and employers. Her environmental work consists of prior roles with Nature in Neighborhoods at Metro and the Intertwine Alliance. She serves on Groundwork USA and Proud Ground Boards of Directors.

Ella habla español. In her youth, Stacey was an exchange student and maintains that language immersion experiences change lives.

JoAnn Vrilakas (she/her)

Education Manager, Leach Botanical Garden

JoAnn Vrilakas is the Education Manager at Leach Botanical Garden. She has worked as a field biologist, mostly in botany and ornithology, but also did a short stint looking at parthenogenetic lizards. She shifted her focus to humans, became a cultural anthropologist, and spent two years in the Indian Himalayas studying refugee Tibetan Buddhist nuns. After teaching at the college level for many years, she got tired of grading papers, and had the good fortune to be hired as the Education Manager at Leach Botanical Garden.

*Prior PIC grant review committee member

EMSWCD

Balance Sheet Prev Year Comparison

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Beneficial checking	169,327.72	38,846.84	130,480.88	335.89%
1010 · LGIP savings acct #1	13,274,237.86	13,430,685.46	-156,447.60	-1.17%
Total Checking/Savings	13,443,565.58	13,469,532.30	-25,966.72	-0.19%
Accounts Receivable				
1200 · Accounts Receivable				
1201 · Employees Receivable	0.00	200.00	-200.00	-100.0%
1205 · Property Taxes Receivable	139,137.47	146,131.64	-6,994.17	-4.79%
1200 · Accounts Receivable - Other	17,185.53	8,149.24	9,036.29	110.89%
Total 1200 · Accounts Receivable	156,323.00	154,480.88	1,842.12	1.19%
Total Accounts Receivable	156,323.00	154,480.88	1,842.12	1.19%
Other Current Assets				
1300 · Prepaid Expense	4,872.73	1,234.80	3,637.93	294.62%
Total Other Current Assets	4,872.73	1,234.80	3,637.93	294.62%
Total Current Assets	13,604,761.31	13,625,247.98	-20,486.67	-0.15%
Fixed Assets				
1500 · Fixed Assets				
1501 · Fixed Assets Cost	334,329.61	325,358.64	8,970.97	2.76%
1502 · Accumulated Depreciation	-247,506.71	-215,195.44	-32,311.27	-15.02%
Total 1500 · Fixed Assets	86,822.90	110,163.20	-23,340.30	-21.19%
1600 · Building				
1601 · Building Cost	494,516.42	494,516.42	0.00	0.0%
1602 · Accum Depreciation Building	-224,973.19	-208,489.31	-16,483.88	-7.91%
1605 · Building/Capital Improvements	1,345,133.76	1,334,113.45	11,020.31	0.83%
1606 · Accum Depreciation Improvements	-288,405.26	-243,842.97	-44,562.29	-18.28%
Total 1600 · Building	1,326,271.73	1,376,297.59	-50,025.86	-3.64%
1700 · Land	5,741,336.47	4,891,365.99	849,970.48	17.38%
Total Fixed Assets	7,154,431.10	6,377,826.78	776,604.32	12.18%
TOTAL ASSETS	20,759,192.41	20,003,074.76	756,117.65	3.78%

EMSWCD

Balance Sheet Prev Year Comparison

As of December 31, 2021

	Dec 31, 21	Dec 31, 20	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	46,569.74	54,377.02	-7,807.28	-14.36%
Total Accounts Payable	46,569.74	54,377.02	-7,807.28	-14.36%
Credit Cards				
2050 · Beneficial Credit Cards				
2061 · Visa - NH - 4046	312.50	0.00	312.50	100.0%
2060 · Visa - LN - 1935	1,517.14	0.00	1,517.14	100.0%
2058 · Visa - SW - 1901	355.94	0.00	355.94	100.0%
2052 · VISA - JD - 0960	1,387.88	200.00	1,187.88	593.94%
2053 · VISA - KS - 0994	0.00	366.97	-366.97	-100.0%
2054 · Visa - RS - 2818	0.00	348.40	-348.40	-100.0%
Total 2050 · Beneficial Credit Cards	3,573.46	915.37	2,658.09	290.38%
Total Credit Cards	3,573.46	915.37	2,658.09	290.38%
Other Current Liabilities				
2105 · FSA Liabilities	3,270.04	463.61	2,806.43	605.34%
2400 · Security Deposits Returnable	2,700.00	2,700.00	0.00	0.0%
2100 · Payroll Liabilities	108,031.41	108,044.43	-13.02	-0.01%
2110 · Direct Deposit Liabilities	49.18	49.18	0.00	0.0%
2150 · Accrued Compensated Absences	147,592.79	137,219.04	10,373.75	7.56%
Total Other Current Liabilities	261,643.42	248,476.26	13,167.16	5.3%
Total Current Liabilities	311,786.62	303,768.65	8,017.97	2.64%
Total Liabilities	311,786.62	303,768.65	8,017.97	2.64%
Equity				
3900 · Retained Earnings-Unrestricted	10,592,285.20	9,219,213.77	1,373,071.43	14.89%
3950 · Board Designated Restrictions				
3951 · Land Conservation Fund	6,367,746.81	6,659,976.81	-292,230.00	-4.39%
3952 · Projects & Cost Share	811,100.32	735,596.32	75,504.00	10.26%
Total 3950 · Board Designated Restrictions	7,178,847.13	7,395,573.13	-216,726.00	-2.93%
Net Income	2,676,273.46	3,084,519.21	-408,245.75	-13.24%
Total Equity	20,447,405.79	19,699,306.11	748,099.68	3.8%
TOTAL LIABILITIES & EQUITY	20,759,192.41	20,003,074.76	756,117.65	3.78%

EMSWCD

Profit & Loss Budget Performance

July through December 2021

	Jul - Dec 21	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
4000 · Income					
4100 · EMSWCD prop'ty tax	5,070,384.11	4,834,067.00	236,317.11	104.89%	5,292,567.00
4400 · Event Income					
4420 · Native Plant Sale	0.00	0.00	0.00	0.0%	50,000.00
Total 4400 · Event Income	0.00	0.00	0.00	0.0%	50,000.00
4500 · Interest	27,306.52	58,996.00	-31,689.48	46.29%	118,000.00
4600 · Grants					
4610 · Federal	0.00	15,000.00	-15,000.00	0.0%	15,000.00
4620 · State	57,139.26	57,139.26	0.00	100.0%	87,906.50
4660 · Other	0.00	25,000.00	-25,000.00	0.0%	25,000.00
Total 4600 · Grants	57,139.26	97,139.26	-40,000.00	58.82%	127,906.50
4700 · Sale of Real Property	1.00				
4800 · Rental Income	48,577.38	26,200.00	22,377.38	185.41%	44,010.00
4900 · Misc Income					
4910 · Refunds/Rebates/Reimbsmnts	5,728.59	0.00	5,728.59	100.0%	0.00
4900 · Misc Income - Other	0.00	3,820.00	-3,820.00	0.0%	9,950.00
Total 4900 · Misc Income	5,728.59	3,820.00	1,908.59	149.96%	9,950.00
Total 4000 · Income	5,209,136.86	5,020,222.26	188,914.60	103.76%	5,642,433.50
Total Income	5,209,136.86	5,020,222.26	188,914.60	103.76%	5,642,433.50
Gross Profit	5,209,136.86	5,020,222.26	188,914.60	103.76%	5,642,433.50
Expense					
5000 · Payroll Expenses					
5100 · Salaries & Wages	883,108.55	962,682.48	-79,573.93	91.73%	1,950,883.00
5200 · Payroll Taxes	78,225.80	83,656.92	-5,431.12	93.51%	170,106.00
5300 · Wkrs Comp Insurance	15,135.07	22,407.00	-7,271.93	67.55%	22,407.00
5400 · Emp Benefits	206,200.26	252,283.98	-46,083.72	81.73%	506,891.00
Total 5000 · Payroll Expenses	1,182,669.68	1,321,030.38	-138,360.70	89.53%	2,650,287.00
6000 · Professional Services					
6005 · Contracted Bkkpr/Acctant	12,026.35	12,000.00	26.35	100.22%	24,000.00
6010 · Contracted Audit Services	5,650.00	6,000.00	-350.00	94.17%	6,000.00
6020 · Contracted Attorney	6,438.00	91,000.00	-84,562.00	7.08%	182,000.00
6050 · Contracted Services	304,218.57	632,492.02	-328,273.45	48.1%	1,272,976.00
6065 · Contracted IT Support	9,150.00	12,000.00	-2,850.00	76.25%	24,000.00
Total 6000 · Professional Services	337,482.92	753,492.02	-416,009.10	44.79%	1,508,976.00
6100 · Admin					
6110 · Audit Filing Fee	250.00	250.00	0.00	100.0%	250.00
6120 · Bank Charges	293.01	227.00	66.01	129.08%	2,475.00
6130 · Bulk Mail Permit Renewal	0.00	275.00	-275.00	0.0%	275.00
6135 · Legal Notice	490.75	1,500.00	-1,009.25	32.72%	3,000.00
6140 · Payroll Svcs	248.50	326.00	-77.50	76.23%	650.00
6150 · Licenses & Fees	3,945.45	3,601.02	344.43	109.57%	7,496.00
6160 · Taxes	8,314.64	8,050.00	264.64	103.29%	8,050.00
Total 6100 · Admin	13,542.35	14,229.02	-686.67	95.17%	22,196.00
7100 · Occupancy					
7110 · Utilities	6,914.03	10,014.00	-3,099.97	69.04%	22,566.00
7120 · Telecommunications	11,985.09	13,409.62	-1,424.53	89.38%	26,820.00
7130 · Repairs/Maintenance	12,806.41	22,001.98	-9,195.57	58.21%	44,350.00
Total 7100 · Occupancy	31,705.53	45,425.60	-13,720.07	69.8%	93,736.00
7500 · Insurance					

EMSWCD

Profit & Loss Budget Performance

July through December 2021

	Jul - Dec 21	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
7505 · General Liability Insurance	0.00	0.00	0.00	0.0%	12,000.00
7510 · Property Insurance	0.00	0.00	0.00	0.0%	5,000.00
7515 · D & O Anti Crime	0.00	0.00	0.00	0.0%	500.00
7540 · Vehicle insurance	0.00	0.00	0.00	0.0%	2,500.00
Total 7500 · Insurance	0.00	0.00	0.00	0.0%	20,000.00
8100 · Office Expenses					
8110 · Office Supplies	1,270.76	3,821.00	-2,550.24	33.26%	7,450.00
8115 · Postage, Delivery	183.80	5,176.98	-4,993.18	3.55%	8,600.00
8120 · Printing, Copying	711.83	11,602.00	-10,890.17	6.14%	20,100.00
8130 · Furnishings & Equipment	5,117.17	11,298.00	-6,180.83	45.29%	19,190.00
Total 8100 · Office Expenses	7,283.56	31,897.98	-24,614.42	22.83%	55,340.00
8200 · Production					
8210 · Advertising	7,953.80	4,604.00	3,349.80	172.76%	8,700.00
8230 · Signage, Banners, Displays	0.00	1,857.98	-1,857.98	0.0%	4,800.00
8250 · Public Relations Promo	43.34	9,354.00	-9,310.66	0.46%	18,700.00
Total 8200 · Production	7,997.14	15,815.98	-7,818.84	50.56%	32,200.00
8500 · Programs & Projects					
8505 · Dues	11,476.94	6,930.20	4,546.74	165.61%	13,925.00
8506 · Subscriptions	18,601.08	23,126.98	-4,525.90	80.43%	38,898.00
8510 · Contracts w/ Partners/Lndownrs	114,198.09	62,502.00	51,696.09	182.71%	125,000.00
8520 · Grants to Others	738,445.58	723,493.00	14,952.58	102.07%	1,422,000.00
8530 · Program Supplies	37,508.86	43,166.00	-5,657.14	86.89%	71,940.00
8540 · Plants & Materials	3,472.25	45,003.98	-41,531.73	7.72%	80,000.00
8560 · Space Rental	310.45	2,318.98	-2,008.53	13.39%	5,002.00
8570 · Equip Rental	115.00	3,072.00	-2,957.00	3.74%	12,260.00
8580 · Vehicles Rent/Lease	2,808.21	4,010.00	-1,201.79	70.03%	8,000.00
Total 8500 · Programs & Projects	926,936.46	913,623.14	13,313.32	101.46%	1,777,025.00
8600 · Training					
8610 · Training/Development Staff	7,819.32	9,628.44	-1,809.12	81.21%	19,550.00
8620 · Training/Development Board	0.00	3,502.00	-3,502.00	0.0%	7,000.00
Total 8600 · Training	7,819.32	13,130.44	-5,311.12	59.55%	26,550.00
8700 · Travel					
8730 · Out of Town Travel- Staff	0.00	4,092.04	-4,092.04	0.0%	9,330.00
8740 · Out of Town Travel - Board	0.00	200.00	-200.00	0.0%	2,000.00
8750 · Local Mlg, Pkg, Bus - Staff	2,385.37	4,798.02	-2,412.65	49.72%	9,800.00
8760 · Local Mlg, Pkg, Bus - Board	0.00	240.00	-240.00	0.0%	500.00
Total 8700 · Travel	2,385.37	9,330.06	-6,944.69	25.57%	21,630.00
8800 · Volunteers					
8810 · Volunteer Recog	2,941.47	7,925.98	-4,984.51	37.11%	17,940.00
8820 · Vol Refreshments	46.35	7,534.00	-7,487.65	0.62%	15,170.00
Total 8800 · Volunteers	2,987.82	15,459.98	-12,472.16	19.33%	33,110.00
9000 · Capital Outlay					
9010 · Office/Field Equipment	0.00	30,000.00	-30,000.00	0.0%	30,000.00
9030 · Improvements On Real Property	12,053.25	77,400.00	-65,346.75	15.57%	104,400.00
9040 · Purchase of Real Property	0.00	3,639,977.00	-3,639,977.00	0.0%	6,839,977.00
Total 9000 · Capital Outlay	12,053.25	3,747,377.00	-3,735,323.75	0.32%	6,974,377.00
Total Expense	2,532,863.40	6,880,811.60	-4,347,948.20	36.81%	13,215,427.00
Net Ordinary Income	2,676,273.46	-1,860,589.34	4,536,862.80	-143.84%	-7,572,993.50
Net Income	2,676,273.46	-1,860,589.34	4,536,862.80	-143.84%	-7,572,993.50

EMSWCD
Profit & Loss by Class
July through December 2021

	General Fund					Special Funds		
	Finance & Operation	Rural Lands	Urban Lands	Conservation Legacy	HIP	Grants Fund	Land Conservation Fund	TOTAL
Ordinary Income/Expense								
Income								
4000 · Income	5,109,573.40	30,767.26	0.00	26,650.00	21,928.38	2,695.72	17,522.10	5,209,136.86
Total Income	5,109,573.40	30,767.26	0.00	26,650.00	21,928.38	2,695.72	17,522.10	5,209,136.86
Gross Profit	5,109,573.40	30,767.26	0.00	26,650.00	21,928.38	2,695.72	17,522.10	5,209,136.86
Expense								
5000 · Payroll Expenses	277,854.10	371,721.46	232,906.85	178,792.63	121,394.64	0.00	0.00	1,182,669.68
6000 · Professional Services	126,106.93	97,955.91	75,055.50	26,195.75	12,168.83	0.00	0.00	337,482.92
6100 · Admin	4,561.65	115.00	0.00	7,690.69	1,175.01	0.00	0.00	13,542.35
7100 · Occupancy	15,072.90	1,767.25	1,119.15	1,828.74	11,917.49	0.00	0.00	31,705.53
8100 · Office Expenses	3,899.18	2,753.16	50.93	254.30	325.99	0.00	0.00	7,283.56
8200 · Production	5,970.42	0.00	1,500.72	526.00	0.00	0.00	0.00	7,997.14
8500 · Programs & Projects	14,257.78	5,294.05	6,720.16	10,969.02	37,051.78	652,643.67	200,000.00	926,936.46
8600 · Training	6,137.82	822.50	149.00	710.00	0.00	0.00	0.00	7,819.32
8700 · Travel	87.40	1,880.92	8.08	67.20	341.77	0.00	0.00	2,385.37
8800 · Volunteers	1,082.96	0.00	100.00	1,204.86	600.00	0.00	0.00	2,987.82
9000 · Capital Outlay	0.00	0.00	0.00	0.00	12,053.25	0.00	0.00	12,053.25
Total Expense	455,031.14	482,310.25	317,610.39	228,239.19	197,028.76	652,643.67	200,000.00	2,532,863.40
Net Ordinary Income	4,654,542.26	-451,542.99	-317,610.39	-201,589.19	-175,100.38	-649,947.95	-182,477.90	2,676,273.46
Net Income	4,654,542.26	-451,542.99	-317,610.39	-201,589.19	-175,100.38	-649,947.95	-182,477.90	2,676,273.46
Annual Appropriation by Program	\$1,377,686	\$1,269,275	\$932,920	\$635,338	\$463,232	\$1,522,000	\$6,989,977	
Percent of Fiscal Year Passed	50%	50%	50%	50%	50%	50%	50%	
Percentage of Appropriation Spent	33%	38%	34%	36%	43%	43%	3%	
Year-To-Date Appropriation by Program (as of 12/31)	\$684,417	\$626,374	\$469,504	\$325,225	\$274,321			
Year-To-Date Percentage of Appropriation Spent (as of 12/31)	66%	77%	68%	70%	72%			

**Budget Calendar Fiscal Year 2022-2023**

East Multnomah Soil and Water Conservation District

DRAFT

1/27/2022

Contact: Dan Mitten, Chief of Finance & Operations; Phone: 503-935-5353; Email: dan@emswcd.org

	Actions: Red = Budget Committee Meeting; Green = Regular Board Meeting	2022						Formal Action Required
		Jan	Feb	Mar	Apr	May	Jun	
1	Draft budget calendar is sent to TSCC	14						There is no requirement for the governing body to formally approve the budget calendar.... Budget Manual for Local Gov'ts. in Multnomah Co., p. 9.
2	Regular District Board meeting, 6:00 PM held via teleconference/virtually.		7					1. Board appoints budget officer. 2. Budget calendar is adopted.
3	Budget officer with staff prepares draft budget and budget message for Budget Committee review.		8->	<-6				
4	Legal notice is published of Budget Committee's first meeting. Notice is also posted on website to meet notification guidelines. Includes notice that public testimony will be taken at the second meeting but not the first one and other required information listed in Budget Manual for Local Gov'ts in Multnomah Co., p. 42-43.		16					
5	First meeting of the Budget Committee at 4:00 PM held via teleconference/virtually. Immediately prior to Regular District Board Meeting No public comment will be taken at the Budget Committee meeting. Copies of proposed budget will be made available to public online on the District's website, emailed or mailed hard copies by request prior to or at the meeting and thereafter in the District office (if open to the public).			7 4:00-6:00 PM				1. Appoint the presiding officer 2. Receive the budget message and draft budget. 3. Establish procedures for receiving public testimony. 4. Review proposed budget and request changes.
6	Budget officer works with staff to revise the budget.			8->	<-3			
7	Legal notice is published of the Budget Committee's second meeting. Notice is also posted on website to meet notification guidelines.			16				
8	Second meeting of the Budget Committee at 4:00 PM held via teleconference/virtually. Immediately prior to Regular District Board Meeting Copies of proposed budget will be made available to public online on the District's website, emailed or mailed hard copies by request prior to or at the meeting and thereafter in the District office (if open to the public).				4 4:00-6:00 PM			1. Public questions and comments will be taken at this meeting. 2. Review revised budget and request any additional revisions.
9	Budget officer works with staff to prepare final budget for Budget Committee approval.				5->	<-1		
10	Legal notice is published of the Budget Committee's third meeting. Notice is also posted on website to meet notification guidelines (notice of the TSCC hearing on May 17th will also be published at this time on the website).				13			

**Budget Calendar Fiscal Year 2022-2023**

East Multnomah Soil and Water Conservation District

DRAFT

1/27/2022

	Actions	2021						Formal Action Required
		Jan	Feb	Mar	Apr	May	Jun	
11	Final meeting of the Budget Committee at 5:00 PM held via teleconference/virtually. Immediately prior to Regular District Board Meeting Public comment will not be taken at the Budget Committee meeting. Copies of proposed budget will be made available to public online on the District's website, emailed or mailed hard copies by request prior to or at the meeting and thereafter in the District office (if open to the public).					2 5:00-6:00 PM		1. Review final changes to budget. 2. Resolution to approve budget. 3. Resolution setting maximum tax levy.
12	Budget officer will submit approved budget to TSCC. Include all documents outlined in Budget Manual for Local Gov'ts. in Multnomah Co., p. 48.					3		
13	Publish legal notice <u>one time</u> announcing the TSCC public hearing and including the budget summary in <u>The Oregonian</u> . Must include the required information listed in Budget Manual for Local Gov'ts. in Multnomah Co., p. 51.					4		
14	TSCC budget hearing at 4:00 PM held via teleconference/virtually.					17		1. The District presents an overview of the budget and responds to questions from the Commissioners and the public. 2. The Commission receives testimony from any persons present.
15	TSCC will send certification letter and any concerns to District Board.					18-31		
16	Regular District Board meeting 6:00 PM held via teleconference/virtually.						6 *	1. Consider public testimony given at the TSCC hearing. 2. Respond to TSCC certification letter. 3. Adopt the budget. 4. Make appropriations. 5. Declare and categorize taxes. 6. Approve BC#3 meeting minutes. <i>* Deadline for Board to adopt the budget is June 30.</i>
17	Adopted budget is sent to TSCC within 30 days of adoption. Adopted budget is sent to Shelly Shelton &/or Larry Steele at Multnomah County Tax Assessor's office.						7-30	