



Board of Directors Meeting Agenda

East Multnomah Soil and Water Conservation District

Monday, February 6, 2023, 6:00 – 8:00 PM

To be held at the EMSWCD Office at 5211 N Williams Ave, Portland, OR 97217 or
online via GoToMeetings: <https://meet.goto.com/578282301> or call in: United States (Toll
Free): 1 866 899 4679 United States: +1 (571) 317-3116 Access Code: 578-282-301

AGENDA

Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet
1	6:00 10 min	Welcome and meeting called to order: • Introductions • Review/revise agenda • Review previous action items • Review/approve January Board Meeting Minutes	Information/ Decision	Zimmer- Stucky	a) 1/4/2023 Board Meeting Minutes b) Previous Action Items
2	6:10 5 min	Time reserved for public comment and introductions ¹	Information	Public	N/A
DISTRICT BUSINESS					
3	6:15 20 min	Executive Director and Leadership Team Updates	Information	Hamilton/ Leadership Team	a) ED & L-Team Updates Memo a2) Conservation Legacy PIC Grant update
4	6:35 15 min	Personnel Committee Recommendations: • Three Policies to Protocols • Two temporary positions to permanent status	Information/ Decision	Personnel Committee/ Mitten	Attachments Sent Separately
5	6:50 10 min	Update on Step Increase Vs. Merit Research	Information	Mitten/ Hamilton	N/A
6	7:00 15 min	Review of Draft Equity Focused Strategic Opportunity Grant Framework	Information	Shipkey/ Kent	a) EFSOG Board Memo
FINANCE AND OPERATIONS					
7	7:15 5 min	Budget Committee Planning: • Appointment of Budget Officer • Approval of FY 23-24 Budget Calendar	Information/ Decision	Mitten	a) FY23-24 Budget Calendar

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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8	7:20 10 min	Monthly Financial Reports: December 2022	Information	Mitten	a) December 2022 Financial Reports
BOARD OF DIRECTORS BUSINESS					
9	7:30 25 min	Board of Directors Discussion	Information/ Discussion	Board of Directors	N/A
CLOSING ITEMS					
10	7:55 5 min	• Announcements and reminders • Action items • Adjourn meeting	Information	Zimmer- Stucky	N/A



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East Multnomah Soil and Water Conservation District

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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							
FY22-23	2022	July	6		x		
		August	1			x	
		September	x				
		October	3			17	
		November	7		21		
		December	5				
	2023	January	4		30	18	
		February	6				
		March	6	6	27		
		April	3	3		17	
		May	1	1	22		
		June	5				

Internal EMSWCD Teams

- Equity Team: Heather Nelson Kent, Matt Shipkey, Alex Woolery, Jon Wagner, Tiffany Mancillas, Jeremy Baker
- CLIP Team: Jeremy Baker, Whitney Bailey, Julie DiLeone, Kathy Shearin
- Safety Committee: Scot Wood (lead), Jon Wagner, Katie Meckes, Jeremy Baker, Sasha Schwenk

EMSWCD Representation on External Committees

- 4-County Cooperative Weed Management Area – Chris Aldassy
- Beaver Creek Conservation Partnership – Kathy Shearin; Lucas Nipp; Chelsea White-Brainard
- Columbia Gorge Cooperative Weed Management Area - Jon Wagner
- Columbia Slough Watershed Council - Kathy Shearin (Vice Chair, Executive Committee); Whitney Bailey (CSWC Tech Team)
- Gray Family Foundation Grant Review Committee – Heather Nelson Kent
- Johnson Creek Watershed Council – Julie DiLeone
- Inter-jurisdictional Committee for Johnson Creek Watershed – Whitney Bailey; Jeremy Baker
- Northwest Adult Conservation Education – Kathy Shearin
- 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.

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

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

Wednesday, January 4, 2023

6:02pm- Call to Order

Carlson, as authorized Board Official, called to order the regular meeting of the EMSWCD Board of Directors at 6:02pm on Wednesday, January 4, 2023, at EMSWCD's Office.

6:02pm- Swearing in of Newly Elected Directors

Oath of Office

Michael Guebert and Jasmine Zimmer-Stucky took their oaths of office and were sworn in as elected officers by **Carlson**.

6:21pm- Introductions, Review/revise agenda, Review previous action items

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

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

Board of Directors Absent: Joe Rossi (Zone 1 Director)

Staff: Nancy Hamilton (Executive Director), Dan Mitten (Chief of Finance & Operations), Kathy Shearin (Urban Lands Program Supervisor), Julie DiLeone (Rural Lands Program Supervisor), Matt Shipkey (Land Legacy Program Manager) (left at 6:20pm), Asianna Fernandez (Executive Assistant)

Guests: Kimberly Galland (NRCS)

Board Officer Assignments

Board Chair:

Guebert nominated Zimmer-Stucky.

MOTION: Guebert moved to vote Zimmer-Stucky as Board Chair, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Vice-Chair:

MOTION: Carlson moved to vote Guebert as Vice Chair, Guebert 2nd. Motion passed unanimously (4-0, Rossi absent).

Secretary:

Masterson explained her role as secretary previously.

MOTION: Guebert moved to vote Masterson as Secretary, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Treasurer:

MOTION: Guebert moved to vote Carlson as Treasurer, Masterson 2nd. Motion passed unanimously (4-0, Rossi absent).

Board Committee Assignments

Budget Committee: All Board members are required to be on this committee.

MOTION: Guebert moved to vote all Board Members on to the Budget Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Land Legacy Committee:

MOTION: Guebert moved to vote all Board Members on to the Land Legacy Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

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**Personnel Committee:**

Hamilton explained the role of the Personnel Committee.

MOTION: Guebert moved to vote Guebert, Zimmer-Stucky, Masterson, and Carlson on to the Personnel Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

Grants Committee: suspended for 2023.

PIC Committee: no longer a Board Committee.

6:21pm- Change of Chair

Zimmer-Stucky took over the meeting as Board Chair for EMSWCD.

Changes to the agenda: N/A**Previous action items:**

Fernandez to provide a printed version of the FY 21-22 Annual Report at the January Board Meeting.

-Done

Fernandez to update the committee meeting table under board agendas. -Done

Hamilton to provide the Board with the website link to the new Farmers Manual for the Board. -Done

DiLeone to send the Board information on joining ODA committees. -Done

Hamilton to create a printed version of the Strategic Plan to present to the Board and to keep at the conference table for future meetings. -Done

Hamilton to make CHANGES: Page 1: 2023-2027. Page 14: Farmland Access, Access and Inclusion. -Done

Fernandez to add the topic of work sessions to the January Board meeting agenda. -Done

Fernandez to change the January Personnel Committee meeting to January 18th from 4pm to 6pm. -Done

6:23pm- Approval of minutes

MOTION: Guebert moved to approve December 5, 2022, Annual Meeting and Board of Directors Meeting Minutes, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

6:23pm- Time reserved for public comment.

Galland Local Worker Meeting on February 15th, at Clackamas SWCD Meeting area from 10am -12pm to take local input on how NRCS should be spending money this year. A new NRCS staff member, John Thomas, will be joining Galland in visiting the Districts and meeting people. NRCS still has significant funding allocated for Climate related projects. Working on putting together the Conservation Partnership Program.

Action Item: **Fernandez** to get information on the Local Worker Meeting and the Regional Partnership Group Meeting from Galland and send information to staff and Board.

6:27pm- Executive Director Workplan

Hamilton gave an overview of her Executive Director (ED) Workplan. This does not include anything that the other Leadership Team Members are responsible for, only the items that Hamilton is responsible for initiating or overseeing.

Lynn Barlow has been hired as ED for WMSWCD. Working with her to get in touch with other SWCD E.Ds.

The Executive Director Workplan is available in the January 2023 Board of Directors Meeting Packet as Item 4, available to view here: https://emswcd.org/wp-content/uploads/2022/12/Board-Meeting-Packet_1-4-23.pdf.

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Guebert The 10 highlighted major priorities are a great way to keep the Board updated within the monthly ED Updates at Board Meetings as each one is achieved.

Action Item: Hamilton to structure future Executive Director Updates using the 10 highlighted priorities from her Workplan.

Zimmer-Stucky Where does the Board Handbook stand in terms of priority?

Hamilton That is on the Personnel Committee level. Have been in touch with Jill Critchfield and Eric Nusbaum, to gain a preliminary understanding of what it should look like.

6:41pm- Additional PIC Grant Review Committee Members Approval

Hamilton There are a lot more applications this year, so Kent is hoping to break the application review committee into 3 groups instead of the usual 2 groups to accommodate more applications. There are now about 42 applications, compared to 29 last year. Looking for Board to give Hamilton the authority to approve the 12th addition to the Committee.

MOTION: Guebert moved to give Hamilton authority to approve the 12th addition to the Grants Review Committee, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

6:44pm- Executive Director and Leadership Team Updates

Hamilton shared the ED Updates.

Looking Back:

- Completed ED Work Plan
- Had a productive tour @ Nadaka and mtg nearby 12/6 with the Land Legacy Committee.
- Ongoing strategic planning time with Leadership Team to craft '23/'24 Annual Work Plan and Budget, using newly approved Strategic Plan as a framework

Looking Forward:

- Ongoing strategic planning time with Leadership Team to craft the '23/'24 Annual Work Plan and Budget, using newly approved Strategic Plan as a framework
- Preparing for Personnel Committee Meeting on January 18th
- Preparing for Land Legacy Committee Meeting on January 30th
- 2x1 meetings with Board members. Directors Joe Rossi & Jasmine Zimmer-Stucky on January 6th
- Staff and Team meetings will all be taking place in-person at the office beginning this month.

Upcoming external meetings:

- Nellie McAdams with Oregon Agricultural Trust on January 6th
- Roy Iwai with Multnomah County on January 9th
- Jon Blasher with Metro on January 19th
- Half-day retreat with colleagues from regional SWCD's in Eugene
- Tara Wilkinson with Intertwine on January 23rd
- Jim Middaugh with Multnomah County Drainage District on January 31st

Something to Celebrate

Shearin shared a presentation of the new Solve Pest Problems Web Tool, supported by EMSWCD, financially and with technical guidance. <https://solvepestproblems.oregonstate.edu/> Every page on the website is a peer-reviewed academic document, created with information from various partners and survey results from community members. Main partners include METRO, OSU Extension, The City of Portland and other cities, landscape companies, community groups, Multnomah County, and more.

Hamilton This is a good example of the kinds of things we'll want to do more communication to constituents about. Also, a great example of how we partner with others to help get things done.

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7:04pm- Leadership Team Updates

All updates included in the Executive Director and Leadership Team Updates memo, Item 6 in the January Board of Directors Meeting Packet, are available to view here: https://emswcd.org/wp-content/uploads/2022/12/Board-Meeting-Packet_1-4-23.pdf.

Hamilton shared the Conservation Legacy Updates.

- Selected 3 new farm businesses to join our Headwaters Incubator Farm Program: As You Are Farm, Kasama Farm, and Sun Moon Fields Farm
- The updated 2023 Farmer's Manual is now available on the District website.
<https://emswcd.org/wp-content/uploads/2023/01/2023-Farmers-Manual.pdf>
- The Dianna Pope Natural Area Sign and Memorial at Headwaters Farm is completed and ready for viewing!
 - Thanks to Nick Pfiel, Scot Wood, Alex Woolery, Chelsea White-Brainard, Lucas Nipp, and others on Staff who helped.
- The PIC Review Committee will now be divided into 3 groups, instead of 2, since the number of applications we've received this year has nearly doubled compared to last year. As mentioned in previous Agenda Item, there will be 12 members of the review committee.
- EMSWCD recently closed on the Mainstem and Nestwood Properties. Nestwood brings us over 1000 acres of preserved land by the District, which is a huge milestone.

Shearin shared the Urban Lands Team Updates.

- Considering two new large-scale demonstration/partnership projects.
 - Retrofit of a Church Parking Lot in Gresham
 - Group of contiguous industrial property owners along the Columbia Slough
- Exploring new partnerships and opportunities to help get native plants into the ground, similar to our Planting with Partners project that replaced the 2022 Plant Sale last year.

DiLeone shared the Rural Lands Team Updates.

- Partnering with Clackamas SWCD to develop online workshops, with topic requests from farmers via a survey sent from EMSWCD and CSWCD.
- The Small Farm School extension asked EMSWCD to be on the planning committee. EMSWCD will also be doing the rotation for locations to hold lessons.
- EMSWCD is partnering with West Multnomah SWCD, Multnomah county, and the Sanitarian to conduct outreach about septic, to share low interest loan resources, and to explore other potential financial assistance.

Mitten shared the Finance and Operations Team Updates.

- EMSWCD is working with Jill Critchfield in evaluating the performance evaluation process; forms and full process.
- Will recommend changes to the Fiscal Policy at an upcoming Board meeting.
- Updating the Emergency Action Plan policy for the office, the Workplace Safety policy plan, and the CLIP policies. Looking to have all three become protocols that don't require Board approval, only for small items. This will be presented at the upcoming Personnel Committee meeting.

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- EMSWCD is beginning to implement QR codes onto outreach material, business cards, and elsewhere that is applicable, directing constituents straight to certain parts of our websites, or to certain staff member's contact information.
- All staff have been updated on the new Paid Leave Oregon, effective January 1st. Required payroll deductions begin January 1st. Applications for leave will be accepted by the state starting in September 2023.

7:19pm- FY22-23 Budget Amendment & Resolution

Mitten presented the FY22-23 Budget Amendment & Resolution (2023-01-01). The need for a budget amendment is due to several newly available funding resources as well as associated expenditures with those additional resources. The Oregon Department of Agriculture (ODA) increased funds to EMSWCD by \$21,555 for District operations; \$4,500 additional funds are available for the USFS Gorge Grant, and the City of Portland Water Bureau has awarded EMSWCD \$49,500 to serve as a fiscal agent in the Sandy River Weed Control initiative. All these additional resources need appropriating and were unknown at the time of the budget process.

Mitten then gave a more detailed explanation of the line items in the budget document that are impacted by the additional resources and expenditure appropriation in the budget amendment.

MOTION: Guebert moved to approve this Budget Amendment Resolution 2023-01-01, Carlson 2nd. Motion passed unanimously (4-0, Rossi absent).

7:26pm- Monthly Financial Reports- November 2022

Mitten shared the financial report for November 2022. On the Balance Sheet, the LGIP account is lower compared to this point in time last year and it's simply related to timing of the County turning over the property tax to EMSWCD. A line on the Balance Sheet shows a 6,000% change from last year at this time and is related to the need to use a District credit card for the freight on the No Till Drill purchase. That card has been paid in full current and there is nothing abnormal on the Balance Sheet. The P&L Budget Performance looks good and interest income is over the budgeted amount by \$53,000 which is a good sign. A line item in the P&L, "Grants to Others" includes the \$1.2M Nestwood transaction which was included in the Land Conservation Fund.

Mitten confirmed that the first Budget Committee Meeting will be held in March but will bring the Budget Calendar to the Board at the February meeting to appoint a Budget Officer and approve the Budget Calendar.

7:31pm- Board Discussion

Topic: Board Work Sessions

Guebert It sounds like the board came to the decision at the last meeting that this is the way the Board wants to go. Allows Board to go in-depth on topics and save time at Board Meetings.

Zimmer-Stucky has seen this idea play out with Clark County Council. Work sessions are used to present information, entertain questions, and hold conversation on the topic, while the Board Meetings are used primarily for motions on the topic.

Guebert This would allow for staff and Board to come together to discuss ideas in a way that Board Meetings don't necessarily allow for. Quarterly meetings to start sound doable, and if there isn't a topic to discuss when the meeting is approaching, it can be cancelled. Metro used to have at least one work session in between each Board Meeting.

Hamilton This would still fall under the same status as a public meeting and would be publicly noticed but the Board can decide to not hold time for public comment.

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**Meeting Dates:**

February 17th: 4pm-6pm at the EMSWCD Office

Topic: Legislative Update

Hamilton to invite OWED, ODA, OACD, etc.

Action Item: Fernandez to schedule the February 17th Work Session and send invite to all Board Members.

7:48pm- Announcements, Action Items, and Adjournment

- January 17: Plant Sale store opening
- January 18: Personnel Committee Meeting
- January 30: Land Legacy Committee Meeting
- February 17: Board Work Session
- February 18: Plant Sale Pick up
- There are new Board Member trainings by Special Districts Association of Oregon (SDAO).

Carlson There are two committee organizations actively opposing the Portland Water Bureau's (PWB) new water filtration plant. The Fire District Board has recommended to Multnomah County to deny the application for building this plant as it would limit their ability to provide necessary emergency services. The PWB didn't have a solid answer on whether they've looked at other locations. Carlson was introduced to the Director of the PWB, but he hasn't discussed the topic anymore.

Masterson It shouldn't be allowed on Exclusive Farm Use (EFU) sites. If they are providing services for Portland, shouldn't they be within the Urban Growth Boundary (UGB)?

Zimmer-Stucky agrees, if urban infrastructure needs to be on agricultural land, it should have the smallest footprint possible. This is a very large facility.

Guebert We have talked about this before and decided not to take action. Would advise to see how it plays out internally within the PWB first.

Carlson The facility would be built right next to two of the community's reservoirs.

Action Item: Fernandez to add Carlson to the Personnel Committee Meeting invites.

Action Item: Fernandez to check with Rossi and Shipkey about moving the LLC Meeting on January 30th to January 23rd.

Action Items:

Fernandez to get information on the Local Worker Group Meeting and Regional Partnership Group

Meeting from Galland and send information to Staff and Board.

Hamilton to structure future Executive Director Updates using the 10 highlighted priorities from her Workplan.

Fernandez to schedule the February 17th Work Session and send invite to all Board Members.

Fernandez to add Carlson to the Personnel Committee Meeting invites.

Fernandez to check with Rossi and Shipkey about moving the LLC Meeting on January 30th to January 23rd.

8:00pm- Meeting Adjourned

Zimmer-Stucky adjourned the meeting at 8:00 pm

Executive Director Update – February 6, 2023

External Meetings in last month:

- **Tara Wilkinson, Intertwine Alliance** - general check-in / catch-up. Their work continues to overlap and complement our work regularly. They are long-standing valuable partners.
- **Jon Blasher, Director of Parks & Nature, Metro** – discussed using Metro for contracted GIS services; brainstormed what farmland they may have to help with our efforts to provide more leases to beginning farmers. Their new Farm Stewardship Program Manager, Preet Gujral, is updating their inventory of property around the Metro borders.
- **SWCD retreat with Upper Willamette, Marion, Yamhill, Tualatin, Clackamas, West and East Multnomah** - Great information sharing and brainstorming about what we can do together – discussed internal processes (board handbook, strategic plans), shared drone subscription, biochar, carbon sequestration, board eligibility issues.
- **Terri Preeg Riggsby** – WMSWCD Board Chair – discussed next steps re: SB 775 that proposes to change eligibility requirements for board elections. There has been a group of districts – both board members and staff – from across the state – meeting on this issue after the OACD meeting in November. Riggsby believes that there is a path forward with some districts who have been historically opposed given the structure of SB 775.
- **Jim Middaugh** – MCDD – Meeting takes place on 1/31, after packet is sent out. Will provide verbal update at board meeting.

Looking Forward – per Hamilton’s Work Plan:

- **Board Handbook** – We have been waiting for ODA to upload updates but in talking with my colleagues, we are going to move forward without that since they will be coming out slowly and apparently aren’t substantive in nature (no changes in laws related to our work). Many of my colleagues have just updated their Board Handbooks and we will be reviewing those to see if there’s common language that we want to incorporate into ours. This should be ready for review in March.
- **Complete Office Modernization/Updates** - RFP being crafted now – goal is to have preliminary cost estimates in-hand when budget process gets underway in March.
- **Strategic Plan next steps** – The Leadership Team has now inventoried our current programs and checked them against our identified priorities of soil & water health, equity and climate, as well as some additional more discreet priorities that nest under those, such as land access. We have also engaged in weekly brainstorming sessions about how current programs might evolve to better meet these priorities, as well as new ideas that we may want to consider pursuing, if required resources are available. These recommended programs will be provided in preliminary form in time for the March Budget meeting, with brief descriptions of each program, how each one meets one or more of our priorities, and what the expected budget would be for each program.
- **Redesign our website** – not started yet.
- **Investigate Possible Federal Grants & Strategic Partnerships relative to our Core Priorities** – Local Working Group presentation this month to provide more details, with focus on federal IRA \$\$.
- **Launch Lunch ‘n Learns** – not started yet.
- **Acquire a CRM program for all teams to effectively track outreach, across programs** – See Dan’s update.
- **Continue to build momentum with external meetings that result in strategic partnerships and collaborations** – see notes above.

- **Attend at least 2 conferences that will help us continue to improve how/what we do to meet our mission** – TBD
- **Continue to pursue strategies for changing eligibility requirements for serving on the Board of Directors:** Senate Bill 775 has been introduced by Senator Lew Frederick.
- **Develop a coordinated communications strategy that serves the whole organization** – Preliminary internal discussions underway for how to develop this strategically.

Something to Celebrate: 2022 StreamCare graduate and local blueberry grower, Clair Clock, who helped propel the StreamCare program in its beginning stage, proves the importance of riparian reforestation. More information and full story to be presented at the Board Meeting!

Leadership Team Updates – February 6, 2023

Nancy Hamilton, Interim Conservation Legacy Supervisor

- **Headwaters** - Rowan is back from a one-month leave to be with his new baby, Lupine. The growing family is doing well. Rowan will be working a 4-day work week through June. Many thanks to both Nick and Scot, who are helping to keep the wheels on the tractor there.
- **Grants** - PIC - Three review teams have been confirmed and have received applications to review. Three dates in March have also been confirmed for each team to meet. Application summaries and review team members with bios are included in the Board packet, [here](#).
- **Land Legacy** - Press outreach launched to announce that Emily Cooper has purchased Mainstem/Full Cellar Farms. Tying information to other local farmer events going on.

Kathy Shearin, Urban Lands Supervisor:

- **Partnerships!**
 - **Portland Nursery** - UL will be providing several presentations at Portland Nursery as part of their *Conservation for Gardeners* series.
 - **Portland Garden Club** - UL staff was consulted about partnership opportunities with the Portland Garden Club – we offer several ideas for organizations that they could potentially work with as part of a “Partnerships for Plants” grant opportunity through Garden Club of America.

Dan Mitten, Chief of Finance & Operations:

- **TSCC (Tax Supervising & Conservation Commission):** Nancy and I had our annual meeting with TSCC staff at the office to go over FY23-24 budget themes, overview of the strategic plan and how that may inform our budget, overall revenue and expenditure forecasts, as well as a general outline for the Budget hearing in May with potential hearing topics and questions from the Commissioners.
 - TSCC Hearing is held at EMSWCD offices at 4:00 pm on Tuesday, May 16th and they request board member attendance.
 - Gave them a tour of the grounds and office noting key features in our building, such as the Bucket Brigade downspout planter, eco-roof, pervious pavement, etc. They were impressed with our property and the unique history of the building, and we were highlighted in their weekly update.
 - Governor Kotek is recruiting two new Commissioners for the TSCC. Term begins on January 1, 2024 and is a four-year term. I will share the position details. For information on applying to serve on TSCC, please visit the Governor's [Boards and Commissions](#)

[Website](#). For more information about TSCC, contact the Executive Director Allegra Willhite (allegra.willhite@multco.us) and visit the [TSCC website](#).

- **Budget:** I have been preparing budget templates, worksheets, and documents to send out to the Leadership Team and key staff members to begin the budget development process, including key items for the content of the budget message.
- **CRMs (Customer Relationship Management) software:** The acquisition and use of a CRM for EMSWCD that'll work within all our programs consistently and in one system will help us enhance our district-wide collaboration as well as manage data and contacts in a more efficient and effective manner. Benefits of these platforms include keeping all our contacts, partners, constituents, and targeted demographics in one place, that can be easily resourced by any staff for tailored outreach or initiatives. At this point we are researching options, developing needs analysis by program and initiative as well as potential vendors and cost once the framework is determined. As we collaborate internally at the program level and with the Equity team, we will provide updates and estimations to be considered in the budget process.

Julie DiLeone, Rural Lands Supervisor: To be presented verbally at the February Board Meeting.



Pilot Equity Focused Strategic Opportunity Grants Implementation Proposal

East Multnomah Soil and Water Conservation District

1/19/2023

Executive Summary

This document outlines a recommended Staff framework for implementation of a new pilot grant program (Equity Focused Strategic Opportunity Grants) which has already been funded by the EMSWCD Board. It additionally provides explanation of the history of the initiative and the need for it, and how Staff will keep the Board updated and evaluate this pilot program. **At its February 6, 2023 meeting, The EMSWCD Board will be asked to decide on whether to advance with the Staff framework as identified in this document.**

History and Basis for Need

In FY 21-22 and FY 22-23 the Board of Directors dedicated \$50,000 for a new grant program Equity Focused Strategic Opportunity Grants in the District's adopted budget. Staff requested this program in part due to compelling, mission-aligned requests it was unable to fund via other existing EMSWCD grant programs. The EMSWCD Board allocated funds but asked Staff to defer spending until a framework for implementation was developed, reviewed and approved by the Board.

The Equity Focused Strategic Opportunity Grants will be positioned to support organizations that are helping to advance EMSWCD's strategic goals by addressing economic and environmental disparities in areas such as access to land, access to nature, environmental education, or environmental health, and where barriers to current funding programs exist. These grants will help advance this work and are distinct from other EMSWCD grant programs in the following ways:

- Timeline – more regularly available than PIC grants which are only awarded once per year
- Enhanced dedicated staff support in developing/preparing proposals
- Can be used for staff-identified projects and partnerships within various program areas
- Allows us to support – in a limited way – innovative projects and/or projects from emerging organizations that our existing grant funding programs would likely not prioritize due to the startup nature of these projects and potentially higher levels of risk.

Proposed Eligibility Criteria

Staff recommends that proposals must satisfy all of the following eligibility criteria:

- Project is located within the EMSWCD service area or serves its residents
- Project shows a clear public benefit and advances District's Strategic Plan (2023-2027)
- Project doesn't readily conform to other funding opportunities available through EMSWCD grant or cost-share programs
- Applicant has demonstrated competency to support the needs of the community they propose to serve. This includes but is not limited to cultural competency, which may be demonstrated by one's professional or volunteer experience and/or via one's lived



Pilot Equity Focused Strategic Opportunity Grants Implementation Proposal

East Multnomah Soil and Water Conservation District

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experience as a person who self-identifies as Black or African American, American Indian or Alaska Native, Hispanic or Latino, and Asian or Pacific Islander, LGBTQ+, recent immigrant/refugee, a person whose first language is other than English, a person with a disability and/or members of other historically marginalized groups

- Project scope can be completed in 2–3-year timeframe (project may be broken into segments to meet this criterion)
- Applicant is a 501(c)(3), educational institution, Tribal entity, LLC, and/or has a fiscal sponsor that meets this criterion
- No direct conflict of interest for EMSWCD staff and board members
- Grant request: \$5,000 - \$50,000.

Application, Review and Decision-Making Process

During the initial pilot phase of this program, **applications** will be developed by EMSWCD staff members, with Staff identifying organizations / initiatives that would be good fit for this grant opportunity. This approach is reflective of the modest amount of funds available, and the desirability of a soft launch for a new program.

Proposal review will incorporate feedback from Staff with relevant skills, insight and decision-making authority. The EMSWCD Grants Manager will convene an ad-hoc group comprised of the following:

- Equity Team member
- Leadership Team member
- Staff member with relevant background and experience (may be the Leadership Team or Equity Team member)
- Executive Director (or designee)

The ad-hoc group would be responsible for assessing the proposal against the eligibility criteria, available staff capacity and any other developing proposals. The EMSWCD Grants Manager would support the project lead in conducting due diligence, including but not limited to 501(c)(3) status, organizational financial health of organization, insurance and any other relevant considerations and risks.

If the ad-hoc group makes a recommendation for funding, the Executive Director would have the authority to enter into individual partnership agreements.

Program Administration

If a grant is approved, a Staff person would be assigned to serve as a Project Manager; this decision would be based on interest, capability and capacity. The EMSWCD Grants Manager would be available to support the Project Manager as needed.



Pilot Equity Focused Strategic Opportunity Grants Implementation Proposal

East Multnomah Soil and Water Conservation District

1/19/2023

A funding agreement would identify Grantor and Grantee responsibilities and outcomes, and remedies in the event agreed upon outcomes were not achieved. A schedule for progress reports will be established; EMSWCD Staff will provide assistance to the grantee if requested. Up to 50% of the grant may be awarded upfront (not to exceed \$25,000), with subsequent payment(s) made upon the receipt of a project progress report demonstrating acceptable progress. Such project milestones or deliverables would be included in the grant agreement.

Board Updates and Accountability

EMSWCD's Executive Director would be responsible for informing the Board of any funding awards, and then, upon award, significant milestones that are achieved (in conjunction with the Project Manager).

This new funding opportunity is designed as a pilot program and Staff will annually review the opportunity for process improvements. A full analysis of the program – with a presentation and recommendation to the Board – will occur after 2-3 years implementation or after a meaningful number of projects have been funded and completed. It is expected that program design will change over time based on experience, learning and feedback from partners, Staff and the Board. A full evaluation of the pilot will likely consider the following:

- Are grant awards advancing EMSWCD's strategic priorities?
- Is the program catalyzing innovative approaches and/or new initiatives?
- How well is the new program breaking down barriers to EMSWCD funding?
- Is the program leveraging other funds / support from other partners?

Example Potential Projects

Black Oregon Land Trust This organization – which has received funding for organizational development from EMSWCD – is embarking upon a capital campaign for land acquisition that will provide access to farmland for constituents who have historically been denied access. A challenge grant from EMSWCD could significantly leverage our investment. Capital campaigns are not eligible for PIC funding.

Thimbleberry Farm EMSWCD hosted this new non-profit food and garden access organization at Headwaters for the 2022 growing season. Thimbleberry is interested in diversifying the pool of potential Board members via stipends and/or funding staff positions for folks from communities that have historically faced barriers to working for environmental organizations. Historically, capacity building grants of this type have not been competitive in PIC funding cycles.

**Budget Calendar Fiscal Year 2023-2024**

East Multnomah Soil and Water Conservation District

DRAFT

1/9/2023

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

	Actions: Red = Budget Committee Meeting; Green = Regular Board Meeting	2023						Formal Action Required
		Jan	Feb	Mar	Apr	May	Jun	
1	Draft budget calendar is sent to TSCC	13						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 at EMSWCD Office (5211 N Williams Ave.)		6					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.		7->	<-5				
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.		15					
5	First meeting of the Budget Committee at 4:00 PM held at EMSWCD Office (5211 N. Williams Ave.) 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.			6 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.			7->	<-2			
7	Legal notice is published of the Budget Committee's second meeting. Notice is also posted on website to meet notification guidelines.			15				
8	Second meeting of the Budget Committee at 4:00 PM held at EMSWCD Office (5211 N. Williams Ave.) 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.				3 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.				4-> <-30			
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 16th will also be published at this time on the website).				12			

**Budget Calendar Fiscal Year 2023-2024**

East Multnomah Soil and Water Conservation District

DRAFT

1/9/2023

	Actions	2021						Formal Action Required
		Jan	Feb	Mar	Apr	May	Jun	
11	Final meeting of the Budget Committee at 5:00 PM at EMSWCD Office (5211 N. Williams Ave.) 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.					1 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. 48-50.					2		
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.					3		
14	TSCC budget hearing at 4:00 PM held at EMSWCD Office (5211 N. Williams Ave.)					16		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.					17-31		
16	Regular District Board meeting 6:00 PM held at EMSWCD Office (5211 N. Williams Ave.)					5 *		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.						6-30	

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01/25/23
Accrual Basis

EMSWCD

Balance Sheet Prev Year Comparison

As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1000 · Beneficial checking	130,799.43	170,336.11	-39,536.68	-23.21%
1010 · LGIP savings acct #1	13,573,990.60	13,274,237.86	299,752.74	2.26%
Total Checking/Savings	13,704,790.03	13,444,573.97	260,216.06	1.94%
Accounts Receivable				
1200 · Accounts Receivable				
1205 · Property Taxes Receiveable	126,354.45	139,137.47	-12,783.02	-9.19%
1200 · Accounts Receivable - Other	24,248.58	15,800.04	8,448.54	53.47%
Total 1200 · Accounts Receivable	150,603.03	154,937.51	-4,334.48	-2.8%
Total Accounts Receivable	150,603.03	154,937.51	-4,334.48	-2.8%
Other Current Assets				
1300 · Prepaid Expense	442.82	4,872.73	-4,429.91	-90.91%
1499 · Undeposited Funds	0.00	1,385.49	-1,385.49	-100.0%
Total Other Current Assets	442.82	6,258.22	-5,815.40	-92.92%
Total Current Assets	13,855,835.88	13,605,769.70	250,066.18	1.84%
Fixed Assets				
1500 · Fixed Assets				
1501 · Fixed Assets Cost	334,329.61	334,329.61	0.00	0.0%
1502 · Accumulated Depreciation	-278,825.43	-247,506.71	-31,318.72	-12.65%
Total 1500 · Fixed Assets	55,504.18	86,822.90	-31,318.72	-36.07%
1600 · Building				
1601 · Building Cost	494,516.42	494,516.42	0.00	0.0%
1602 · Accum Depreciation Building	-241,457.07	-224,973.19	-16,483.88	-7.33%
1605 · Building/Capital Improvements	1,378,208.66	1,345,133.76	33,074.90	2.46%
1606 · Accum Depreciation Improvements	-333,647.33	-288,405.26	-45,242.07	-15.69%
Total 1600 · Building	1,297,620.68	1,326,271.73	-28,651.05	-2.16%
1700 · Land	5,741,336.47	5,741,336.47	0.00	0.0%
Total Fixed Assets	7,094,461.33	7,154,431.10	-59,969.77	-0.84%
TOTAL ASSETS	20,950,297.21	20,760,200.80	190,096.41	0.92%

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Accrual Basis

EMSWCD

Balance Sheet Prev Year Comparison

As of December 31, 2022

	Dec 31, 22	Dec 31, 21	\$ Change	% Change
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	116,859.87	74,371.15	42,488.72	57.13%
Total Accounts Payable	116,859.87	74,371.15	42,488.72	57.13%
Credit Cards				
2050 · Beneficial Credit Cards				
2052 · VISA - JD - 0960	1,025.51	1,387.88	-362.37	-26.11%
2053 · VISA - KS - 0994	0.00	516.84	-516.84	-100.0%
2054 · Visa - RS - 2818	1,501.08	1,511.38	-10.30	-0.68%
2058 · Visa - SW - 1901	2,685.51	355.94	2,329.57	654.48%
2060 · Visa - LN - 1935	0.00	1,517.14	-1,517.14	-100.0%
2061 · Visa - NH - 4046	192.81	312.50	-119.69	-38.3%
2062 · Visa - SS - 8195	2,195.53	0.00	2,195.53	100.0%
Total 2050 · Beneficial Credit Cards	7,600.44	5,601.68	1,998.76	35.68%
Total Credit Cards	7,600.44	5,601.68	1,998.76	35.68%
Other Current Liabilities				
2105 · FSA Liabilities	367.87	2,286.74	-1,918.87	-83.91%
2400 · Security Deposits Returnable	2,700.00	2,700.00	0.00	0.0%
2100 · Payroll Liabilities	-36.09	108,031.41	-108,067.50	-100.03%
2110 · Direct Deposit Liabilities	49.18	49.18	0.00	0.0%
2150 · Accrued Compensated Absences	137,381.46	147,592.79	-10,211.33	-6.92%
Total Other Current Liabilities	140,462.42	260,660.12	-120,197.70	-46.11%
Total Current Liabilities	264,922.73	340,632.95	-75,710.22	-22.23%
Total Liabilities	264,922.73	340,632.95	-75,710.22	-22.23%
Equity				
3900 · Retained Earnings-Unrestricted	11,408,821.78	10,592,285.20	816,536.58	7.71%
3950 · Board Designated Restrictions				
3951 · Land Conservation Fund	6,709,859.81	6,367,746.81	342,113.00	5.37%
3952 · Projects & Cost Share	327,750.32	811,100.32	-483,350.00	-59.59%
Total 3950 · Board Designated Restrictions	7,037,610.13	7,178,847.13	-141,237.00	-1.97%
Net Income	2,238,942.57	2,648,435.52	-409,492.95	-15.46%
Total Equity	20,685,374.48	20,419,567.85	265,806.63	1.3%
TOTAL LIABILITIES & EQUITY	20,950,297.21	20,760,200.80	190,096.41	0.92%

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Accrual Basis

EMSWCD Profit & Loss Budget Performance July through December 2022

	Jul - Dec 22	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Income					
4000 · Income					
4100 · EMSWCD prop'ty tax	5,241,464.53	5,058,440.00	183,024.53	103.62%	5,411,306.00
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	123,262.11	42,498.00	80,764.11	290.04%	85,000.00
4600 · Grants					
4610 · Federal	0.00	15,000.00	-15,000.00	0.0%	19,500.00
4620 · State	41,755.63	57,139.50	-15,383.87	73.08%	109,462.00
4650 · City	0.00	0.00	0.00	0.0%	49,500.00
4660 · Other	0.00	25,000.00	-25,000.00	0.0%	25,000.00
Total 4600 · Grants	41,755.63	97,139.50	-55,383.87	42.99%	203,462.00
4700 · Sale of Real Property	275,294.45				
4800 · Rental Income	25,532.78	28,790.00	-3,257.22	88.69%	46,080.00
4900 · Misc Income					
4910 · Refunds/Rebates/Reimbsmnts	4,518.56	3,900.00	618.56	115.86%	5,000.00
4900 · Misc Income - Other	0.00	4,360.00	-4,360.00	0.0%	5,440.00
Total 4900 · Misc Income	4,518.56	8,260.00	-3,741.44	54.7%	10,440.00
Total 4000 · Income	5,711,828.06	5,235,127.50	476,700.56	109.11%	5,806,288.00
Total Income	5,711,828.06	5,235,127.50	476,700.56	109.11%	5,806,288.00
Gross Profit	5,711,828.06	5,235,127.50	476,700.56	109.11%	5,806,288.00
Expense					
5000 · Payroll Expenses					
5100 · Salaries & Wages	1,088,199.69	1,098,598.00	-10,398.31	99.05%	2,207,573.00
5200 · Payroll Taxes	97,510.68	98,401.00	-890.32	99.1%	197,963.00
5300 · Wkrs Comp Insurance	13,355.46	25,050.00	-11,694.54	53.32%	25,050.00
5400 · Emp Benefits	205,224.74	257,024.02	-51,799.28	79.85%	514,030.00
Total 5000 · Payroll Expenses	1,404,290.57	1,479,073.02	-74,782.45	94.94%	2,944,616.00
6000 · Professional Services					
6005 · Contracted Bkpr/Acctant	12,000.00	12,000.00	0.00	100.0%	27,000.00
6010 · Contracted Audit Services	5,800.00	6,000.00	-200.00	96.67%	6,400.00
6020 · Contracted Attorney	13,098.66	89,698.00	-76,599.34	14.6%	179,000.00
6050 · Contracted Services	245,391.02	567,131.00	-321,739.98	43.27%	1,198,590.00
6065 · Contracted IT Support	9,277.60	13,500.00	-4,222.40	68.72%	33,000.00
Total 6000 · Professional Services	285,567.28	688,329.00	-402,761.72	41.49%	1,443,990.00
6100 · Admin					
6110 · Audit Filing Fee	300.00	250.00	50.00	120.0%	250.00
6120 · Bank Charges	487.17	125.00	362.17	389.74%	2,525.00
6130 · Bulk Mail Permit Renewal	0.00	0.00	0.00	0.0%	300.00
6135 · Legal Notice	1,048.93	1,500.00	-451.07	69.93%	3,000.00
6140 · Payroll Svcs	247.25	375.00	-127.75	65.93%	750.00
6150 · Licenses & Fees	2,906.70	3,677.00	-770.30	79.05%	7,703.00
6160 · Taxes	7,694.43	8,718.00	-1,023.57	88.26%	8,718.00
Total 6100 · Admin	12,684.48	14,645.00	-1,960.52	86.61%	23,246.00
7100 · Occupancy					
7110 · Utilities	11,675.83	8,295.00	3,380.83	140.76%	19,672.00
7120 · Telecommunications	13,354.72	13,480.00	-125.28	99.07%	26,964.00
7130 · Repairs/Maintenance	17,993.94	24,293.00	-6,299.06	74.07%	44,050.00
Total 7100 · Occupancy	43,024.49	46,068.00	-3,043.51	93.39%	90,686.00
7500 · Insurance					

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Accrual Basis

EMSWCD Profit & Loss Budget Performance July through December 2022

	Jul - Dec 22	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%	7,000.00
7515 · D & O Anti Crime	0.00	0.00	0.00	0.0%	550.00
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%	22,050.00
8100 · Office Expenses					
8110 · Office Supplies	4,239.59	3,648.00	591.59	116.22%	7,050.00
8115 · Postage, Delivery	179.90	4,542.00	-4,362.10	3.96%	8,370.00
8120 · Printing, Copying	3,985.15	10,798.00	-6,812.85	36.91%	18,900.00
8130 · Furnishings & Equipment	3,076.26	6,910.00	-3,833.74	44.52%	14,050.00
Total 8100 · Office Expenses	11,480.90	25,898.00	-14,417.10	44.33%	48,370.00
8200 · Production					
8210 · Advertising	2,258.99	4,675.00	-2,416.01	48.32%	8,650.00
8230 · Signage, Banners, Displays	0.00	1,696.00	-1,696.00	0.0%	4,700.00
8250 · Public Relations Promo & Event	4,540.54	9,700.00	-5,159.46	46.81%	18,700.00
Total 8200 · Production	6,799.53	16,071.00	-9,271.47	42.31%	32,050.00
8500 · Programs & Projects					
8505 · Dues	11,704.33	7,027.00	4,677.33	166.56%	14,575.00
8506 · Subscriptions	18,593.06	28,248.00	-9,654.94	65.82%	49,220.00
8510 · Contracts w/ Partners/Lndownrs	6,545.00	79,998.00	-73,453.00	8.18%	160,000.00
8520 · Grants to Others	1,586,202.54	712,500.00	873,702.54	222.63%	1,400,000.00
8530 · Program Supplies	13,421.87	31,645.00	-18,223.13	42.41%	57,070.00
8540 · Plants & Materials	5,327.75	37,502.00	-32,174.25	14.21%	65,000.00
8560 · Space Rental	1,555.35	1,364.00	191.35	114.03%	3,102.00
8570 · Equip Rental	505.00	2,460.00	-1,955.00	20.53%	12,960.00
8580 · Vehicles Rent/Lease	4,250.53	2,500.00	1,750.53	170.02%	5,000.00
Total 8500 · Programs & Projects	1,648,105.43	903,244.00	744,861.43	182.47%	1,766,927.00
8600 · Training					
8610 · Training/Development Staff	8,705.38	9,308.00	-602.62	93.53%	17,050.00
8620 · Training/Development Board	285.00	2,502.00	-2,217.00	11.39%	5,000.00
Total 8600 · Training	8,990.38	11,810.00	-2,819.62	76.13%	22,050.00
8700 · Travel					
8730 · Out of Town Travel- Staff	11,693.61	4,204.00	7,489.61	278.15%	8,030.00
8740 · Out of Town Travel - Board	523.76	502.00	21.76	104.34%	1,000.00
8750 · Local Mlg, Pkg, Bus - Staff	3,023.36	4,608.00	-1,584.64	65.61%	9,170.00
8760 · Local Mlg, Pkg, Bus - Board	0.00	502.00	-502.00	0.0%	1,000.00
Total 8700 · Travel	15,240.73	9,816.00	5,424.73	155.26%	19,200.00
8800 · Volunteers & Staff					
8810 · Volunteer & Staff Recog	4,656.54	9,472.00	-4,815.46	49.16%	21,350.00
8820 · Vol & Staff Refreshments	1,225.06	4,372.00	-3,146.94	28.02%	9,850.00
Total 8800 · Volunteers & Staff	5,881.60	13,844.00	-7,962.40	42.49%	31,200.00
8900 · Misc Expenses	1,000.00				
9000 · Capital Outlay					
9010 · Office/Field Equipment	29,820.10	60,500.00	-30,679.90	49.29%	60,500.00
9030 · Improvements On Real Property	0.00	46,000.00	-46,000.00	0.0%	115,000.00
9040 · Purchase of Real Property	0.00	2,537,747.00	-2,537,747.00	0.0%	7,587,747.00
Total 9000 · Capital Outlay	29,820.10	2,644,247.00	-2,614,426.90	1.13%	7,763,247.00
Total Expense	3,472,885.49	5,853,045.02	-2,380,159.53	59.34%	14,207,632.00
Net Ordinary Income	2,238,942.57	-617,917.52	2,856,860.09	-362.34%	-8,401,344.00
Net Income	2,238,942.57	-617,917.52	2,856,860.09	-362.34%	-8,401,344.00

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Accrual Basis

EMSWCD
Profit & Loss by Class
July through December 2022

		General Fund					Special Funds		TOTAL
		Finance & Operations	Rural Lands	Urban Lands	Conservation Legacy	HIP	Grants Fund	Land Conservation Fund	
Ordinary Income/Expense									
Income									
	4000 · Income	5,308,153.17	15,383.63	0.00	280,744.45	20,082.78	11,661.87	75,802.16	5,711,828.06
Total Income		5,308,153.17	15,383.63	0.00	280,744.45	20,082.78	11,661.87	75,802.16	5,711,828.06
Gross Profit		5,308,153.17	15,383.63	0.00	280,744.45	20,082.78	11,661.87	75,802.16	5,711,828.06
Expense									
	5000 · Payroll Expenses	369,448.00	384,069.94	287,740.98	230,318.16	132,713.49	0.00	0.00	1,404,290.57
	6000 · Professional Services	82,644.44	127,986.37	10,000.00	48,482.45	16,454.02	0.00	0.00	285,567.28
	6100 · Admin	3,951.72	0.00	13.77	7,559.07	1,159.92	0.00	0.00	12,684.48
	7100 · Occupancy	14,930.40	1,607.00	1,961.67	1,917.17	22,608.25	0.00	0.00	43,024.49
	8100 · Office Expenses	8,140.41	199.99	2,764.62	291.99	83.89	0.00	0.00	11,480.90
	8200 · Production	4,489.04	0.00	51.50	0.00	2,258.99	0.00	0.00	6,799.53
	8500 · Programs & Projects	19,224.21	12,014.65	5,271.19	6,624.34	12,223.50	392,747.54	1,200,000.00	1,648,105.43
	8600 · Training	1,141.01	2,968.35	2,783.35	798.67	1,299.00	0.00	0.00	8,990.38
	8700 · Travel	2,711.88	3,877.02	4,978.55	2,581.64	1,091.64	0.00	0.00	15,240.73
	8800 · Volunteers & Staff	5,327.43	20.00	83.30	450.87	0.00	0.00	0.00	5,881.60
	8900 · Misc Expenses	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00
	9000 · Capital Outlay	0.00	0.00	0.00	0.00	29,820.10	0.00	0.00	29,820.10
Total Expense		512,008.54	532,743.32	315,648.93	300,024.36	219,712.80	392,747.54	1,200,000.00	3,472,885.49
Net Ordinary Income		4,796,144.63	-517,359.69	-315,648.93	-19,279.91	-199,630.02	-381,085.67	-1,124,197.84	2,238,942.57
Net Income		4,796,144.63	-517,359.69	-315,648.93	-19,279.91	-199,630.02	-381,085.67	-1,124,197.84	2,238,942.57
Annual Appropriation by Program		\$1,385,305	\$1,365,150	\$935,249	\$648,352	\$500,274	\$1,535,000	\$7,737,747	
Percent of Fiscal Year Passed		50%	50%	50%	50%	50%	50%	50%	
Percentage of Appropriation Spent		37%	39%	34%	46%	44%	26%	16%	
Year-To-Date Appropriation by Program (as of 12/31)		\$664,736	\$690,032	\$468,687	\$331,368	\$292,977			
Year-To-Date Percentage of Appropriation Spent (as of 12/31)		77%	77%	67%	91%	75%			

2023 Partners in Conservation (PIC) Grant Review Committee

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

EMSWCD Board, At-Large Director

Jim Carlson Jim Carlson received a B.S. in Computer Science from the University of Portland and an M.B.A. in Business Administration from Eastern Oregon University. Jim is co-owner and manages his families'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 at The Home Depot as a Garden Sales Associate.

[Mary Colombo \(she/her\)](#)

Founder and owner, Wild Roots Farm

A full-time farmer since 2009, Mary Columbo has owned Wild Roots Farm since 2015. The farm uses conservation practices including minimal till and organics. Mary loves helping young and beginning farmers learn more about farming and shares her knowledge in formal and informal settings. She has a degree in geology and worked as a field geologist for five years before becoming a farmer. Born and raised in Oregon, Mary grew up in a small rural community outside of Portland. She credits her parents with instilling in her a deep love and appreciation of nature from a young age.

[Shireen Duke \(she/her\)](#) (awaiting Board approval)

Growing Gardens Think Tank Member

Retired from her work at Mt. Hood Community College, Shireen is a fifth generation Oregonian who loves to get outside to grow collard greens and fresh tomatoes. She is also an accomplished dancer (Line Dancing and Chicago Steppin). Shireen has been involved with Growing Gardens since 2013. She started as a Home Gardens Program participant, then a Garden Mentor, and now serves on the Board of Directors

[Mike Guebert, \(he/him\)](#)

EMSWCD Board Vice Chair, Zone 3 Director

Mike Guebert earned his B.A. degree in geology from Humboldt State University. Retired as Metro Program Manager at the former St. Johns Landfill in North Portland, Mike worked with a small staff to monitor and improve environmental quality, operate and maintain a landfill gas extraction and re-use system, and make habitat improvements on the reclaimed grassland covering the landfill. Mike and his wife own and operate a small farm in Corbett, where they raise a variety of pasture-based livestock including dairy cows, goats, chickens, and turkeys. Mike is very active in the small farm community, serving on several committees and panels, often testifying to the state legislature in support of bills to help family farmers, and providing advice and assistance to beginning farmers.

Jeremy Hart (he/him)

Environmental Justice Fellow, Asian Pacific American Network of Oregon (APANO)

With a background in ecology and community development, Jeremy Hart organizes community-oriented programs for APANO around topics of environmental equity, urban greening, sustainable energy production, and youth development. Prior professional roles include habitat restoration for Ash Creek Forest Management LLC, and as a biological surveyor for the National Council for Air and Stream Improvement. While a college student, Jeremy supervised the Methodist Community Garden, organizing volunteer workdays and growing food for community participants and a local food bank. Jeremy is passionate about protecting nature in unison with human environmental rights to clean water, food, and sustainable development.

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 master's degree in Oceanography from Louisiana State University.

Rhesa Ramdeen (she/they)

Botanic Specialist, Community Gardens Program, Portland Parks & Recreation

Rhesa Ramdeen has an academic background in Environmental Studies and Naturopathic Medicine and a personal and professional interest in gardening and food and land justice. She is passionate about equitable access to nature, especially land for urban farming and gardening because of the positive impacts on individual and public health, community resilience, and climate change mitigation. She previously worked within the Urban Lands team at EMSWCD and now works with the Community Gardens Program at Portland Parks and Recreation.

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.

Jina Sagar (she/her)

Associate Natural Resources Scientist, Metro

Jina Sagar recently moved back to Portland in July from Wellington, New Zealand where she worked as an ecologist for seven years. In New Zealand, she focused on protecting endemic wildlife and

restoring native upland and riparian habitats. Prior to New Zealand, Jina lived and worked in Oregon as a Research Scientist managing two monitoring programs for the Estuary Partnership along the lower Columbia River. She has worked across the state as a wildlife biologist and in land conservation for the Oregon Trust for Public Land. Jina earned her B.A. in Environmental Science/Conservation Biology from Middlebury College in Vermont and her M.S. in Wildlife Ecology from Oregon State University. She has a passion for indigenous culture through her time in New Zealand and service in the Peace Corps in Madagascar. Currently, Jina is an Associate Natural Resources Scientist with Metro (since October 2022) where she restores land for wildlife, water quality, biodiversity and human connection to nature. She loves to garden with her two young girls both for food and native habitat.

Jen Shih (she/her)

Grants & Enrollment Specialist, Tualatin Soil and Water Conservation District

Jen Shih grew up in the Portland metro area and, after living in several other places across the country, came back to raise her family. After studying environmental science in college, she gained experience administering and applying for grants while working at a conservation-based non-profit foundation, at a public university, and in local government. Jen has a background in urban planning and has taught nature-play classes for young children.

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 increasing 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 of 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 holistic and interest-based to meet students and volunteers where they are and empower 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.

*Prior PIC grant review committee member

2023 Partners In Conservation Grant Applications

Application Number	Organization Name	Proposal Title	Requested	1-2 Year?	Natural Resource/Focus Area
PIC-23-001	7 Waters Canoe Family	7 Waters Canoe Family Restoration	\$ 28,800	1	Habitat restoration or conservation
PIC-23-002	Black Food Sovereignty Coalition	Collective Roots	\$ 29,999	2	Sustainable agriculture / Urban food gardening
PIC-23-003	Bridgeport UCC	Bridgeport Community Garden: Food for People	\$ 29,999	2	Sustainable agriculture / Urban food gardening
PIC-23-004	Cascade Pacific Resource Conservation & Development Area	East Multnomah Cross-Cultural, Ecological Education	\$ 52,388	1	Habitat restoration or conservation - education
PIC-23-005	City of Gresham	Perfecting Pervious Pavement	\$ 70,000	1	Water quality/toxics reduction
PIC-23-006	Confluence	Collaborative Conservation and Stewardship at the Sandy River Delta	\$ 49,436	1	Habitat restoration or conservation
PIC-23-007	Depave	Depave 2023-24	\$ 70,000	1	Water quality/toxics reduction
PIC-23-008	Ecotrust	Restoration Through Storytelling: A Land Stewardship Storytelling Series of East Multnomah County	\$ 36,069	1	Sustainable agriculture / Urban food gardening - education
PIC-23-009	ELSO Inc.	Youth Climate Justice Education Pilot	\$ 69,415	2	Habitat restoration or conservation - education
PIC-23-010	Friends of Portland Community Garden	Shelter and Village Gardens	\$ 7,500	1	Sustainable agriculture / Urban food gardening
PIC-23-011	Friends of Trees	Greening Gresham with Youth Leaders	\$ 67,134	1	Urban tree canopy or urban forestry - workforce
PIC-23-012	Friends of Zenger Farm	Zenger Farm	\$ 56,783	1	Sustainable agriculture / Urban food gardening - education
PIC-23-013	Grow Portland	Deepening Environmental Educational partnership with David Douglas Schools	\$ 70,000	1	Sustainable agriculture / Urban food gardening - education
PIC-23-014	Growing Gardens	Equitable Sustainable Agriculture Project	\$ 48,981	1	Sustainable agriculture / Urban food gardening - education
PIC-23-015	Human Access Project	Ross Island Lagoon Harmful Algae Bloom	\$ 33,428	1	Water quality/toxics reduction

2023 Partners In Conservation Grant Applications

Application Number	Organization Name	Proposal Title	Requested	1-2 Year?	Natural Resource/Focus Area
PIC-23-016	I'm Hooked Inc	Increased participation of underserved youth in outdoor activities in Multnomah County	\$ 40,000	1	Habitat restoration or conservation - education
PIC-23-017	Ikoi no Kai	Koen: Heritage and Harvest	\$ 7,500	1	Sustainable agriculture / Urban food gardening - education
PIC-23-018	Leaven Community/Salt and Light Lutheran	PDX Compost Collective	\$ 30,000	2	Soil health
PIC-23-019	Montavilla Farmers Market	Shared Foodways & Increased Culturally-Relevant Foods at Montavilla Farmers Market	\$ 29,833	1	Sustainable agriculture / Urban food gardening
PIC-23-020	National Wildlife Federation	Fish Eggs to Fry: Eco-Schools USA Salmon Stewards	\$ 36,321	1	Habitat restoration or conservation - education
PIC-23-021	Northwest Center for Alternatives to Pesticides	Expanding the Environmental Stewards Network for Latinx Landscapers	\$ 29,989	1	Water quality/toxics reduction - education
PIC-23-022	Northwest Youth Corps	NYC Young Women Inclusion Stewardship program	\$ 69,371	1	Habitat restoration or conservation - workforce
PIC-23-023	Our Village Gardens	Planting Foundations in Community	\$ 51,741	1	Sustainable agriculture / Urban food gardening
PIC-23-024	Outgrowing Hunger	East of 205 Community Gardens Support	\$ 24,971	1	Sustainable agriculture / Urban food gardening
PIC-23-025	Partum Gardens	Postpartum Wellness Garden	\$ 42,260	1	Habitat restoration or conservation - education
PIC-23-026	People of Color Outdoors	BIPOC Youth Conservation Crew	\$ 69,664	1	Habitat restoration or conservation - workforce
PIC-23-027	Play Grow Learn	Agricultural Mentoring Program 2023	\$ 70,000	1	Habitat restoration or conservation - workforce
PIC-23-028	Portland Audubon	Reducing Barriers and Engaging Under-resourced Communities in East Multnomah County	\$ 70,000	2	Habitat restoration or conservation - education
PIC-23-029	Portland Fruit Tree Project	Fruit Tree Planting to Build Shade and Food Equity	\$ 44,231	1	Sustainable agriculture / Urban food gardening

2023 Partners In Conservation Grant Applications

Application Number	Organization Name	Proposal Title	Requested	1-2 Year?	Natural Resource/Focus Area
PIC-23-030	Portland Harbor Community Coalition (PHCC) c/o [Social Good Fund is the fiscal sponsor]	Willamette River Education & Conservation Project	\$ 50,000	1	Water quality/toxics reduction
PIC-23-031	Portland Opportunities Industrialization Center Inc.	Natural Resource Pathways (NRP) Program: Student Crew Leadership Training & Green Team	\$ 69,000	2	Habitat restoration or conservation - workforce
PIC-23-032	Reparations and Earth Restoration Initiative	Reparations and Earth Restoration Environmental Education Program	\$ 36,058	2	Habitat restoration or conservation - education
PIC-23-033	Sauvie Island Center	Training the Next Generation of Environmental Stewards through Farm-Based Education	\$ 29,907	1	Sustainable agriculture / Urban food gardening - education
PIC-23-034	St Johns Swapnplay (Swap)	St. John's Swapnplay Community Learning Garden	\$ 5,000	1	Habitat restoration or conservation
PIC-23-035	The Kindness Model DBA Kindness Farm	Kindness Farm: Education that Feeds Community	\$ 20,771	1	Sustainable agriculture / Urban food gardening - education
PIC-23-036	Thimbleberry Collaborative Farm	Thimbleberry Collaborative Farm Field Trips	\$ 35,000	1	Sustainable agriculture / Urban food gardening - education
PIC-23-037	Urban Nature Partners PDX	Advancing Equitable Outdoor Access and Environmental Education for Diverse Youth	\$ 54,000	2	Habitat restoration or conservation - education
PIC-23-038	Verde	Verde's Urban Habitat Program 2023	\$ 70,000	2	Habitat restoration or conservation - education
PIC-23-039	VetREST	Bybee Lakes Victory Garden Growing	\$ 70,000	1	Sustainable agriculture / Urban food gardening
PIC-23-040	Voz Workers Rights Education Project	Voz Worker Center	\$ 30,000	1	Habitat restoration or conservation - workforce
PIC-23-041	Wisdom of the Elders Inc.	Wisdom Workforce Development: Traditional Ecological Knowledge Environmental Internship	\$ 69,080	1	Habitat restoration or conservation - workforce
PIC-23-042	World Salmon Council	Salmon Watch	\$ 20,000	1	Habitat restoration or conservation – education
TOTAL			\$ 1,894,628		

See the applications by single location here: <https://www.google.com/maps/d/edit?mid=1H2oQccNPRI6Y3VdBREn7goiyNSVMEk&usp=sharing>