

Upper Willamette Soil and Water Conservation District

BOARD OF DIRECTORS MEETING

Tuesday February 11, 2020 3 pm

Public Meeting Notice was sent to the Register Guard, as required

ATTENDANCE:

DIRECTORS:

Al Hrynshyn, Chair
Ralph Perkins, Co-Chair
Gary Jensen, Secretary/Treasurer
Abel Kloster, Director
Chuck Arrera, Director
Malcolm Wilson, Director
Mary Durfee, Associate Director
Eric Nusbaum, Associate Director

UWSWCD STAFF:

Dave Downing, Manager/Tech Specialist
Lily Leitermann, Conservation Specialist
Clarissa Berndt, Admin Specialist

NRCS Staff:

None attended

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1. The meeting was called to order at 3:01 pm by Al Hrynshyn
 2. The Pledge of Allegiance: was recited by all in attendance, except Clarissa
 3. Call for Public Comment: none
 4. Action Items:
 - A. **Review & Adoption of February 2020 Agenda:** Ralph moved to approve the agenda with the following amendments: Add 5F. Oregon Country Fair/Farmers Market outreach; 7C. DHM Research will be a phone conference at 3:45 / Malcolm seconded the motion / motion unanimously carried.
 - B. **Review BOD Minutes – January 2020:** Malcolm moved to approve the minutes as presented / Gary seconded the motion / motion unanimously carried.
 - C. **Financial Reports Approval – January 2020:** Ralph moved to approve the financial reports as prepared / Chuck seconded the motion / motion carried unanimously.
 - D. **Approval of Final Annual Report:** Chuck moved to approved the Annual Report as presented / motion seconded by Al / motion unanimously carried.
 - E. **Appointment of Alliance Directors:** Discussion regarding roles and responsibilities of Alliance directors. Gary moved to appoint the following as Alliance board of directors: Mary Durfee, Sydney Nilan, Ralph Perkins, Al Hrynshyn, Abel Kloster / Chuck seconded the motion / motion unanimously carried.

- F. **SDAO Harassment Policy:** Chuck moved to adopt the Workplace Harassment policy as written by SDAO / Abel seconded the motion / motion unanimously carried.
 - G. **Zone 2 Director Position:** Al made a motion to request ODA to mark the Zone 2 Director position as vacant, due to Don Mogstad missing the last 8 consecutive board meetings and all attempts to contact him have failed / Chuck seconded the motion / motion unanimously carried.
 - H. **Increase Credit Card limit:** Ralph moved to increase the credit card limit / Malcolm seconded the motion / motion unanimously carried.
5. Announcements/Correspondence
- A. **CONNECT Update:** Staff has been successfully registered for the CONNECT conference in April. Encouraged any board members interested to attend.
 - B. **Annual Review from CPA:** Discussed the annual review received back from Richard Maxwell, CPA. Electronic version will be sent to ODA.
 - C. **Flood Sign on Letter:** Dave discussed an email received regarding the flood sign on letter. Dave will be emailing back no to their request.
 - D. **IRS Correspondence:** Clarissa shared a letter from the IRS regarding a late payment in Dec 2019.
 - E. **OACD Board Vacancy:** Dave shared information with the board regarding the opportunity to serve on the OACD board if any are interested.
 - F. **Oregon Country Fair / Farmers Market Outreach:** Abel is pursuing avenues for outreach within the OR Country Fair. The possibility for Farmers Market and the Lane County Fair were also discussed; including the idea of sharing a booth with partner agencies.
6. Guests: Jim Bruvold; Sydney Nylan.
7. Unfinished Business
- A. **Revenue Enhancement Committee Update:** There will be a special REC meeting on Feb 18th from 12-3 pm to pinpoint priorities for the strategic plan. Board also decided to hold a work session on March 19th at 1 pm to work on the strategic planning.
 - B. **Upper Willamette Upper Siuslaw update:** Discussed latest meeting that was held (LAC meeting).
 - C. **DHM Research survey:** Held a phone conference with Tony from DHM at 3:45 discussing any questions the board had regarding the survey questions and research that will be conducted. DHM will have preliminary results by Feb 26th and will attempt to have the full results by the March board meeting.
8. New Business
- A. N/A
9. Staff Reports
- A. **Tom Snyder-** Absent.
 - B. **Dave Downing-** See attached report.
 - C. **Lily Leitermann-** See attached report. Handed out Annual Meeting flyers for the board members to promote.

- D. **Clarissa Berndt**- See attached report. Discussed the board members taking turns in providing an article for a monthly newsletter.

10. Director Reports

- A. **Al Hrynyshyn**: Al will be updating the District's table banner for the Annual Meeting. Clarissa will assist.
- B. **Gary Jensen**: Gary discussed latest updates on McKenzie Stewardship Group and the Small Woodlots Association.
- C. **Ralph Perkins**: Ralph reported on the latest meeting of the McKenzie Watershed Council. Announced the next meeting is on Thursday at 5 pm.
- D. **Chuck Arrera**: Chuck discussed his efforts to promote the Annual Meeting.

11. Items for Next Month's Agenda- March 10, 2020

- A. Revenue Enhancement Committee update
- B. Annual Meeting Review
- C. NRCS Civil Rights Responsibilities for Partners

- 12. Adjournment**: With no further business the meeting was adjourned at 5:06 pm.

APPROVED