



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday December 8, 2020 3 pm

APPROVED 1/12/2021

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Ralph Perkins, Abel Kloster, Malcolm Wilson, Chuck Arrera; Directors Absent (excused): Mary Durfee; Associate Director Present: Eric Nusbaum; Staff: Dave Downing, Lily Leitermann, Clarissa Berndt; Partners Present: Tom Snyder, Sydney Nilan; Public Present: Stephen Caruana, David Evarts.

The meeting was called to order at 3:01 pm by Chair Hrynyshyn. He welcomed the guests present.

1. **A. Approval of Agenda:** Chair Hrynyshyn amended the agenda to add Committee Assignments after Item 6. Director Wilson moved to accept the agenda as amended, Director Kloster seconded. The motion was approved with a vote of 6-0.
B. Public Comment: No public comment related to agenda items.
2. **A. Board Minutes – Nov 10, 2020:** Chair Hrynyshyn made a motion to accept the minutes as presented, and Director Wilson seconded the motion. The motion was approved with a vote of 5-0 with Director Perkins abstaining.
B. November Financial Reports & Presentation: [Reports reviewed and discussed: Balance Sheet, Check Register, Fund Balance Spreadsheet, Profit & Loss Budget v. Actual, Profit & Loss by Class, Profit & Loss Previous Year Comparison.] Director Jensen noted that we are running a deficit so far for the year which is to be expected due to large marketing costs. He mentioned that the QB tracking is working well; curious how it will transition with a new financial officer. Director Kloster suggested making the fund balance spreadsheet chronological by end date of each grant. Director Arrera asked for a cleared column on the check register. Chair Hrynyshyn directed the meeting to Eric Nusbaum for the Financial Reports presentation. Eric discussed possible options for how the board could discuss the reports. He went through each report, pointing out the important items to look for and pay attention to each month. He suggested that the Treasurer should meet with the Manager and the Admin Specialist to discuss the current financial standing and reports, ask any questions, and bring the report to the board at the regular monthly meeting. Director Arrera asked when a CFO would be hired. Director Jensen answered that it would possibly be as soon as February 2021 in order to be ready for July 2021. Director Wilson made a motion to accept the November financial reports as presented, and Director Kloster seconded the motion. Motion was passed with a vote of 6-0.
3. **A. Associate Director Policy:** Eric provided the draft policy. He pointed to a few points, such as making the terms of office to be opposite year of when zone directors are appointed. An editing error was pointed out and corrected. Director Arrera asked if there should be a limit on how many associate directors serve at one time. Eric said no. Director Arrera made a motion to accept the policy as edited, and Director Perkins seconded the motion. The motion was approved with a vote of 6-0.
B. Public Record Request Policy and Form: Clarissa provided the draft policy and form. Policy was reviewed. An editing error was pointed out and corrected. Director Kloster made a motion to accept the policy as edited, and Chair Hrynyshyn seconded the motion. The motion was approved 6-0. The public record request form was then reviewed. Director Wilson made a motion to accept the form as presented, and Director Arrera seconded the motion. The motion was approved with a vote of 6-0.
C. Draft Financial Policy: Tabled until next meeting.
4. **Correspondence:** No correspondence to review.
5. **A. Resolution 02-2020 to Establish the Date of the Annual Meeting:** Chair Hrynyshyn led the board in a discussion of when to hold the annual meeting, and whether an in person meeting could be a thought at this

time. Director Arrera made a motion to hold the Annual Meeting on February 9, 2021 virtually on Zoom at 2:30 pm, and Director Kloster seconded the motion. The motion was approved with a vote of 6-0. Chair Hrynyshyn made a resolution to hold the Annual Meeting on February 9, 2021 at 2:30 pm.

B. Cooperator of the Year 2019-20: Dave presented his nominees for Co-Cooperators of the Year award as: Sydney Nilan & the Upper Willamette Stewardship Network (UWSN). Due to the change in focus for the district over the past year toward building stronger partner relationships, Dave feels that it would be appropriate to thank Sydney Nilan and the UWSN separately for the work that both have done in behalf of the conservation partners in the area. Sydney Nilan has been instrumental in facilitating stronger partnerships between the organizations, and the Upper Willamette Stewardship Network has also been invaluable in this area. Director Arrera asked whether Sydney and the UWSN would get separate plaques; Dave clarified that they would. Director Perkins agrees with the nomination and feels they should both be recognized for all the work they have done with the district. Director Wilson asked if there were any other more typical landowners that may be up for nomination at this time that we may be overlooking. Dave answered that there are a couple but feels strongly that we should publicly recognize the work these two have done over this past year. Director Perkins made a motion to accept Dave's nomination for Sydney Nilan and the UWSN to be co-cooperators of the year, and Director Wilson seconded. The motion was approved with a vote of 6-0.

6. **A. Transition Committee Report:** Eric reported that the committee met and came up with top level tasks. Committees were assigned to each task, as well priority levels for each top level task. Eric created a master tracking sheet for all the committees and all the top level tasks for the transition. Each committee will need to come up with who will lead each task as well as sub level tasks for each. Eric mentioned that a chair needs to be chosen for each committee, and they will need to work with Clarissa to make sure each committee meeting is noticed.

B. Committee Assignments: Chair Hrynyshyn formed the committees: Personnel, Project, DEI, and Financial. Chair Hrynyshyn would like Eric and Dave to be a part of all committees. Directors volunteered for the committees they would like to be a part of. Chair Hrynyshyn will put the lists together and pass on to everyone. Eric offered to organize all the committee's first meetings.

7. Staff Reports

A. D. Downing: See staff report. Dave has been working with Eric on transition work, getting information for the initial urgent tasks. He is currently transitioning from tech and field work to a solely executive role. He finished up Gettings Creek and is working on finishing up the Small Grants projects. He has a volunteer interested in working on the SIA work in the near future.

B. L. Leitermann: See staff report. Left meeting early for another meeting. Chair Hrynyshyn mentioned the article in the Resource (NACD quarterly) and is proud of the national attention that we got for the fire recovery work.

C. C. Berndt: See staff report. Nothing to add.

8. Partner Reports

A. Tom Snyder (NRCS): Another EQIP sign up deadline is April 16th. He has had a lot of McKenzie fire applications. There will be another OWEB signup coming up.

B. Eric Nusbaum (ODA): ODA received the governor's recommended budget, and it was as expected. Gettings Creek monitoring funding has been cut. There are five permanently cut positions in the SWCD and WQ programs. The SWCDs won't see much of that change.

9. Director Reports

A. Chair Hrynyshyn: Discussed first SWCC meeting.

B. Director Perkins: Mentioned that he would not be able to be as actively involved with the district over the next few months due to personal circumstances.

C. Director Jensen: Nothing new to report. He wants to set up a meeting of the Finance Committee to discuss the financial transition.

D. Director Kloster: Attended the Coast Fork Watershed Council meeting. Nothing new to report at this time.

E. Director Durfee: Excused Absence.

F. Director Arrera: The Middle Fork Watershed Council is now at full staff which is great news. Recommended a few positive conservation documentaries for the board.

G. Director Wilson: MWSC and the recovery task force meet every 2 weeks; will be rolling back to monthly soon. There is an immediate danger of toxics entering the water; projects to address this are winding up.

10. Public Comment

Stephen Caruana: Thanked the board for the opportunity to speak. He sits on the Churchill Neighborhood board. The neighborhood councils have put together a wildfire council that is working to adapt the FIREWISE program to local urban areas. They are working with the city, extension, etc. and looking at different issues such as fuel reduction and evacuation notifications. Their guiding principle is “Where do we want to be going into next fire season?”

Chair Hrynyshyn mentioned the next board meeting is set for January 12th at 3 pm via Zoom. Chair Hrynyshyn adjourned the meeting at 5:12 pm.

All supporting documents mentioned in the minutes are a part of the official record, and are available upon request. Please contact the office at admin@uwsxcd.org to request copies.

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