



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday January 12, 2021 3 pm – DRAFT

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Ralph Perkins, Abel Kloster, Malcolm Wilson, Chuck Arrera, Mary Durfee. Associate Director Present: Eric Nusbaum; Staff Present: Dave Downing, Lily Leitermann, Clarissa Berndt; Public Present: Stephen Caruana, Taylor Larson, Sydney Nilan.

The meeting was called to order at 3:00 pm by Chair Hrynyshyn. He welcomed the guests present.

1. **A. Approval of Agenda:** Chair Hrynyshyn asked if there were any amendments to the agenda. Director Jensen moved to accept the agenda as presented, and Director Perkins seconded the motion. The motion was approved with a vote of 7-0.
B. Oaths of Office: Chair Hrynyshyn officiated the Oath of Office ceremony for elected Directors: Mary Durfee, Ralph Perkins, and Chuck Arrera.
C. Review & Assign Board Roles: Director Arrera moved to re-elect Al Hrynyshyn as Chair, Ralph Perkins as Vice Chair, and Gary Jensen as Secretary/Treasurer, and Director Durfee seconded the motion. All three directors said they were willing to remain in their respective positions. The motion was approved with a vote of 7-0.
B. Public Comment: No public comment related to agenda items.
2. **A. Board Minutes – Dec 8, 2020:** Chair Hrynyshyn moved to approve the minutes as presented, and Director Perkins seconded the motion. The motion was approved with a vote of 7-0.
B. Board Minutes – Dec 28, 2020: Director Wilson moved to approve the minutes as presented, and Director Kloster seconded the motion. The motion was approved with a vote of 7-0.
C. December Financial Reports: *[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 mentioned that he was concerned about continuing to balance the budget with the income expected during this transition time before the new funding starts coming in December. The board asked about the outstanding receivable due from CPRCD, and Clarissa noted that we have yet to be paid for any PWP Burn Assessment work from October through December even though she has been in continuous contact with them regarding payment. The board said the lack of efficiency on payments from CPRCD was unacceptable and needed to be addressed with their board. Director Wilson made a motion to accept the December financial reports as presented, and Director Perkins seconded the motion. Motion was passed with a vote of 7-0.
3. **A. Financial Policy:** Eric said that it was not ready yet; he would like to run it by the Finance Committee before bringing it to the full board. Tabled until next meeting.
B. Annual Report: Dave asked the board for approval for the 2019-2020 Annual Report. Director Durfee made a motion to approve the Annual Report with thanks to the staff for putting it together, and Director Arrera seconded the motion. The motion was approved 7-0.
4. **Committee Reports:** Chair Hrynyshyn reminded everyone that the minutes for all meetings are posted online, and updated daily. Reminded the leads to be sure of who is in their committee and to notify all in the committee of the meetings and information related to their committee. He would like each committee to give their report first, and then the committees can share any recommendations to the board.
A. Transition Committee Report: Eric shared that the committee set up committees and major tasks, and all is going great so far. The Transition Committee does not have a next meeting set up yet, but won't need to meet for at least a month.
B. Personnel Committee Report: Director Arrera expressed his thanks to all committee member and to Eric and Dave for doing the bulk of the leg work getting the information ready for the committee. The

committee feels strongly that the staff should be compensated fairly and consistently, and has several recommendations to bring before the full board after the other committees have shared.

C. Finance Committee Report: Director Jensen shared that the committee is working with David Ulbricht from SDAOAS and will be meeting with him on Jan 14th at 10 am to discuss his role in the bridge loan process. The committee is looking at applying for a \$500k loan.

D. Project Committee Report: Chair Hrynyshyn shared that the committee is working on three main items: looking for office space, developing short and long term plans, and deepening our relationship with partners and the community. The committee will be meeting about once a month at this point.

E. DEI Committee Report: Director Kloster shared that the committee has been renamed JEDI committee to include Justice. The committee focused on four areas based on immediate and long term needs:

- a. Recommendations for the hiring process – this needs to be done as soon as possible. Sydney and Director Kloster will create a draft to bring to the next JEDI Committee meeting.
- b. BIPOC participants in committee – their needs to be more training before adding participants. Feels we should have consultants to work with right away to receive outside feedback.
- c. Trainings for all board and staff – The committee is reviewing opportunities of training and evaluating cost. The UWSN is hosting a training soon that would be a great opportunity for the district to get in on. The cost is \$1k, and the committee is recommending to the board that we do this training. Sydney mentioned that it is looking like the training will be March 16th. Director Wilson asked if the cost is cut by combining the training. Sydney answered that the training runs around \$5k, so yes the cost is cut quite a bit. She added that it is a specialized training that will be held for 4 hours in the afternoon. Chair Hrynyshyn asked Sydney for proper documentation regarding the training to bring to the Finance Committee for review, and said the final decision would be tabled until the next board meeting in February. Director Kloster mentioned that he felt this was an important opportunity for the board to take advantage of. Director Wilson expressed shock as to the total cost for this training, and was curious why it was so much. Director Arrera mentioned that this is an average cost for trainings from what he has experienced.
- d. Deliverables to be expected from the committee include: hiring recommendations, a one sheet statement of purpose/goals/activities, short term and long term work plans for the committee (needed to inform the budget committee for 2021-22 budget). Director Durfee asked when the Personnel Committee could expect the hiring recommendations, and Director Kloster replied that they would be available after the committee meeting on Jan 27th.

Chair Hrynyshyn now turned the meeting over to Director Arrera to share the Personnel Committee recommendations. *[Document reviewed and discussed: Wage and Benefits Board Memo 210112 Approved]*

- Director Arrera made a motion to award employees an end of 2020 bonus in recognition of their dedication to the district and exceptional response to the Holiday Fire. Full time employees will receive a taxable \$1000 bonus and part time employees will receive a taxable \$500 bonus payable on the first pay period following the successful deposit of the expected bridge loan. Director Durfee seconded the motion. The motion was approved with a vote of 7-0.
- Director Arrera made a motion to implement the benefits package as presented by the Personnel Committee. All benefits except retirement and the health savings account will be effective January 1, 2021. Retirement benefits will become effective concurrent with the effective date of the board approved wage package. The health savings account will become effective when set up by the district manager. Director Perkins seconded the motion. Director Wilson asked if this supersedes the board decision made on Dec 28th regarding stipends. Director Arrera said yes. After further discussion, Eric clarified that the current medical stipend would stay in place until the full wage package kicks in. The motion was approved with a vote of 7-0.
- Director Arrera made a motion to implement the wage classification and steps as presented by the Personnel Committee. Director Wilson seconded the motion. Director Arrera pointed out that the employee would not receive an automatic step increase every year, but that it would be based on a positive performance review. The Personnel Committee thought it was appropriate to have the wage table be on the low end of the spectrum because of the generous benefit package included. The motion was approved with a vote of 7-0.
- Director Arrera made a motion to approve the following classifications and steps for current employees effective the pay period that the bridge loan is successfully deposited: District Manager, begin at Step 3, Senior Conservation Technician, begin at Step 7, Administrative Specialist, begin at Step 5. Director Kloster

seconded the motion. Director Wilson thanked the Personnel Committee for their work on this, and their detailed explanations to the rest of the board. The motion was approved with a vote of 7-0.

5. **Correspondence:** Dave shared that we have received the final draft of the annual review from the CPA, and that there are eight copies available in the office to be picked up if desired. Eric requested a digital copy. Digital copies will be made and sent to the full board.
6. **Staff Report Summary:** Dave summarized the staff's work performed over the previous month, and mentioned that full staff reports were made available by all staff.
7. **Partner Reports:**
 - A. **NRCS Report:** No NRCS representative present; no report submitted.
8. **Other Reports/Discussion:** None.

Public Comment:

- **Stephen Caruana:** Representing the Eugene Wildfire Preparedness Coalition which came together out of concern for urban fire danger in Eugene/Springfield. They are working with Eugene/Springfield fire on a CWPP geared to Eugene. He mentioned that he has a 20-minute PowerPoint presentation for the district that he would like to present at a future meeting if possible. There will also be a fire forum on Feb 25th, and he will get the information to the district as soon as possible. He also mentioned that the district may want to send out the Annual Report to the neighborhood councils in the area to spread awareness and build those partnerships. Director Kloster said he's interested in attending the forum; Stephen will send the flyer to Dave to distribute to the board.
- **Taylor Larson:** Wanted to check in with the board, and mentioned that he is willing to join a committee if needed.
- **Sydney Nilan:** Thanked the board for having her. Thanked Chair Hrynyshyn and the board for all the work they've done. Expressed her excitement for everything going on moving forward.

Chair Hrynyshyn mentioned the Annual Meeting is set for February 9th at 2:30 via Zoom, with the regular board meeting directly following. Chair Hrynyshyn adjourned the meeting at 4:55 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.

The Upper Willamette SWCD prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or whether all or part of an individual's income is derived from any public assistance program, in employment or in any program or activity conducted by the Upper Willamette SWCD. The Upper Willamette SWCD is an equal opportunity employer.