



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### PROJECTS COMMITTEE MEETING MINUTES

Monday, February 1, 2021 3:30 pm

**APPROVED 3/2/2021**

Meeting held via Zoom

Present: Al Hrynyshyn, Eric Nusbaum, Malcolm Wilson, Dave Downing, Clarissa Berndt, Lily Leitermann, Sydney Nilan. No public present.

1. Meeting was called to order at 3:30 pm. Agenda was reviewed. Director Wilson made a motion to accept the agenda as presented, and Director Hrynyshyn seconded the motion. With no further discussion, the motion was approved 5-0. The Jan 11, 2021 Project Committee Meeting Minutes were reviewed. Director Hrynyshyn made a motion to accept the minutes as presented, and Director Wilson seconded the motion. With no further discussion, the minutes were approved 5-0.

2. Short-Range Work Plan includes:

- a. Procuring office space by June/July is the priority, along with setting up the IT network. Potter's Field (3.75 acres) discussed as an excellent option for the district's conservation campus.
- b. Develop short term small grant program – build the foundation for small grant projects, and determine what people need from us and the best way to approach this assistance. This will give us a clearer idea of the project categories needed moving forward. Idea of hiring a Partnership Coordinator that would lead the development of the small grant program and reach out to partners about programs.
- c. Increase capacity to enable current grant programs to be completed, as staff is currently stretched to the max. Regular PWP and SIA programs are not being touched due to wildfire recovery efforts taking all of Lily's time. EWEB will be providing funding to hire additional staff in the near future.

The committee feels it is important to have projects and estimates in place for full draft budget that will be provided to Budget Committee in April. We need to focus on adding on to our existing framework and not adding new programs for the next year.

3. Project Categories:

- a. Urban Firewise program – waiting for firm numbers from the neighborhood councils to find out what is really needed from the district before any commitments are made. This also will need to wait until we have more capacity for the work involved.
- b. Expansion of current projects - The suggestion was made to look at our current projects we have going on and slowly expand those, while grouping the rest to be addressed as we are able to with capacity and funding.

Sydney also mentioned that the REC partners would like to keep in touch with occasional meetings to keep each other in the loop with updates.

Deliverables:

- Work load analysis (Eric/Dave) – this will give a layout of who will be doing what within the district as well as what is needed in terms of resources/capacity.
- Look into getting more information on Potter's Field (Eric)

Director Hrynyshyn adjourned the meeting at 4:45 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](mailto:admin@uwsxcd.org) to request copies.*

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