



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### BOARD OF DIRECTORS MEETING MINUTES

Tuesday February 9, 2021 3:15 pm

**APPROVED 3/9/2021**

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Malcolm Wilson, Chuck Arrera, Mary Durfee.  
Staff Present: Dave Downing, Lily Leitermann, Clarissa Berndt. Partners Present: Sydney Nilan, UWSN;  
Tom Snyder, NRCS. Public Present: None.

The meeting was called to order at 3:18 pm by Chair Hrynyshyn.

1. **A. Approval of Agenda:** Chair Hrynyshyn asked if there were any amendments to the agenda. Dave requested two additions to correspondence: soil sample cost increase and budget committee announcements. Director Durfee moved to accept the agenda as amended, and Chair Hrynyshyn seconded the motion. The motion was approved with a vote of 5-0.  
**B. Public Comment:** No public present.
2. **A. Board Minutes – Jan 12, 2021:** Director Jensen moved to approve the minutes as presented, and Director Kloster seconded the motion. The motion was approved with a vote of 5-0.  
**B. January 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 we were paid our outstanding balance owed to us by Cascade Pacific, bringing our fund balance up. However, because there is still no extra money coming in yet, we need to be prudent with our spending. Chair Hrynyshyn asked about the amount listed on the Fund Balance Spreadsheet under the McKenzie Recovery Grant. Clarissa replied that we are unsure at this point how much the total funding will be, but the minimum will be \$19,000. Dave mentioned that he has also received word that ODF will be providing an additional \$67,000 for wildfire recovery work, but there are no signed agreements at this point. *[Director Wilson joined the meeting at 3:28 pm.]* Dave also pointed out that most of the NWQI funds we are expecting are passed through to LTWC. Discussion turned to purchasing promotional products, and Lily mentioned that it would be ideal for her to have some so landowners know who she is with when she is out doing wildfire recovery work. It was agreed to have anyone who desires a product to take it to Director Arrera who has everything lined up to go with Eugene Silkscreen. Director Durfee made a motion to accept the January financial reports as presented, and Director Kloster seconded the motion. Motion was passed with a vote of 6-0.
3. **A. Financial Policy:** The board reviewed the draft Financial Controls Policy.
  - Director Jensen made a motion to amend the policy to add Dave as a signer for checks in excess of \$10,000, and Chair Hrynyshyn seconded the motion. There was some discussion as to how the signing process would take place and who is already authorized with the bank. The motion was approved with a vote of 6-0.
  - Director Arrera made a motion to make the timesheets due on the 25<sup>th</sup> of the month and the paychecks available for employees on the last day of the month, and Director Durfee seconded the motion. There was discussion regarding current pay period dates and how changing this policy would affect the employees in the beginning. The motion was approved with a vote of 6-0.
  - Director Kloster made a motion to authorize the District Manager to approve and sign contracts in amounts up to \$35,000, and Director Wilson seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
  - Chair Hrynyshyn made a motion to authorize employees to expend funds up to \$1,000, under the discretion of the District Manager, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

- Director Wilson made a motion to increase the amount of petty cash on hand to \$100, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
- Director Wilson made a motion to allow staff to charge up to \$1,000, and to allow the District Manager to charge up to \$4,000, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

Director Jensen suggested getting credit card capabilities so customers can pay by credit card for services such as soil samples. The board agreed to come back to that discussion in the future. Director Jensen made a motion to approve the Financial Controls Policy as amended, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

**B. SIA Contracted Services:** Dave asked the board for authorization to enter into a contract with Coast Fork WWC for assistance in getting SIA deliverables completed. With all the wildfire recovery work that Lily's time is committed to, we don't have the capacity right now to complete the SIA work, so Taylor Larson, through Coast Fork WWC has agreed to assist us. Chair Hrynyshyn made a motion to authorize the District Manager to contract with the Coast Fork Watershed Council for the services of a technician to complete the deliverables listed in the memo for the SIA monitoring project, and Director Wilson seconded the motion. Dave mentioned that the funds for this work are budgeted in the existing SIA grant and are in the District's account. The motion was approved with a vote of 6-0.

**C. WVCWA & REC Update:** Chair Hrynyshyn wanted to make the board aware that the WVCWA board has voted to disband and will be donating the leftover funds to a local conservation 501(c)3 for education purposes. Chair Hrynyshyn also wanted to discuss whether the board wanted to continue REC meetings with partners. Sydney mentioned that all REC committee members would like to see a continuation of the partnership with regular updates, perhaps meeting quarterly. Chair Hrynyshyn encouraged the board to think about how we would like to organize this as we move forward.

#### 4. **Committee Reports:**

**A. Transition Committee Report:** No meeting since last report.

**B. Personnel Committee Report:** Director Arrera mentioned that the hiring practices discussion has been tabled to the next meeting due to lack of time. The committee made a correction to Clarissa's starting wage step, and recommends that the board approve the change. Chair Hrynyshyn made a motion to amend motion #4 of the Wage and Benefits Package Recommendation to show that Clarissa, Administrative Specialist, begins at Step 7, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

**C. Finance Committee Report:** Director Jensen shared that there have been no big meetings for the Finance Committee. Dave is working on putting together a budget for the bridge loan with Eric and Clarissa. Director Jensen mentioned that we will need to hire on a CFO soon, but that we need to have the loan come through before hiring. Dave mentioned that we should have final cash flow statement this week to send to David (SDAOAS); it has been a lot more work than expected.

**D. Project Committee Report:** Chair Hrynyshyn shared that the committee is looking to continue what we are doing now with current grants, with the goal of adding more on as we get more capacity. The most urgent item at this point is locating a new facility. Eric is working on a workload analysis. There has been some discussion within the committee of starting with a small grant program that may lead to another hire.

**E. DEI Committee Report:** Director Kloster shared that the committee has approved a 1.5 sheet with goals/purpose/activity of committee. This sheet discusses 5 main goals of the committee. Director Kloster will share the documents of the committee with the board. The committee is working on a review of the hiring process recommendations. They are also working on the recruitment policy for Budget Committee members. The JEDI Committee is asking for \$1,000 for decolonization training. This is a substantial savings since the cost will be shared with other area agencies. Director Hrynyshyn made a motion to approve \$1,000, and Director Durfee seconded the motion. Director Wilson mentioned that he doesn't feel that this connects enough to the central mission of the district. The motion was approved with a vote of 5-1, with Director Wilson voting no.

5. **Correspondence:** Dave mentioned that Pratum has increased their price for soil testing from \$25 to \$40. Due to this increase, he is suggesting that we increase the cost of each soil sample from \$65 to \$80. The board agreed.

Dave also shared that due to time constraints, the Budget Committee announcement and application have been put up on the website. It has also been advertised through Eugene Weekly as well as KLCC. He chose not to advertise through Register Guard due to the cost (almost \$800 for 7 days as a legal notice). He asked the board to spread the word. Clarissa will be posting it on our social media as well.

6. **Staff Report Summary:** Each staff member summarized their work for the last month, and referred to their staff report for more information. Lily reminded all that her presentation at MWC is on Thursday, February 11<sup>th</sup>.
7. **Partner Reports:**
  - A. **NRCS Report:** Tom shared that the LWG is on Feb 24<sup>th</sup> at 10 am, and all are invited.
8. **Other Reports/Discussion:** Chair Hrynyshyn mentioned that there are ODA trainings coming up, so be checking your emails.  
**Public Comment:** None.  
Chair Hrynyshyn mentioned the next meeting is set for March 9<sup>th</sup> at 3 pm via Zoom. Chair Hrynyshyn adjourned the meeting at 5:28 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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