



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

### COMMITTEE LEADS MEETING MINUTES

Thursday March 4, 2021 10 am – DRAFT

Meeting held via Zoom

Committee members present: Dave Downing, Chuck Arrera, Gary Jensen, Abel Kloster, Al Hrynshyn, Eric Nusbaum. None absent. No public present.

1. Chair Hrynshyn called committee to order at 10:06am.

Agenda was reviewed. Director Hrynshyn made motion to accept agenda as presented, Director Arrera seconded; motion was approved unanimously.

2. Committee leads and staff provided updates of individual committee standing and progress and any concerns that have arisen in Transition Committees:

a. Executive Director Downing discussed Safety Committee concerns. Also added there is much confusion about Holiday Farm fire recovery efforts stemming from the large number of diverse responders and individuals affected. Concern was also expressed about Staff Leitermann having to use personal cell phone to conduct district operations. While district-provided cell phones have been proposed with post-bridge loan funds, there is a concern about members of the general public having easy access to Staff Leitermann's personal contact information 24/7. Member Nusbaum suggested this is a situation that should be addressed immediately.

b. Projects Lead Hrynshyn updated group on the need to maintain status quo on future projects until end of current fiscal year and until more secure funding is obtained. Updates on search for new office space, Fire Coalition, and Potters Field activities were also given. Member Nusbaum suggested that the full UWSWCD board may have to approve E.D. Downing to have the authority to obligate districts funds to obtaining new office facilities.

c. Finance Lead Jensen expressed that while we are in good financial standing for now, he is concerned about what progress is being made on obtaining bridge loan. E.D. Downing stated he has tried to contact SDAO representative David Ulbricht about this, but has not heard anything. Member Nusbaum suggested that Director Hrynshyn, acting as SWCD Board Chair attempt contact as well.

We are also in the process of recruiting public members for the Budgeting Committee.

d. Personnel Lead Arrera provided updates on the new Hiring Policy, as well as the creation of job descriptions and announcements for the Financial Officer and Conservation Tech positions. Arrera expressed concerns about the energy of urgency to our efforts and the need for continuing regular monthly meetings to continue updating job descriptions for current staff.

e. JEDI Lead Kloster updated group on one-sheet, and expressed concerns about the speed necessary to complete the Financial Officer advertising and hiring process. It was suggested that the district bring in consultants to help with incorporating JEDI concepts into future district policies, and the question of what the workflow around any recommendations would look like, especially in the drafting and wording of documents, and the process of implementing any ideas was brought up.

3. Member Nusbaum then offered perspectives and ideas concerning the refining of Transition Committee roles and responsibilities could look like. It was stated that the role of the Board of Directors should transition from dealing with operational concerns to policy concerns. Committees don't enact the policies they create. They just draft policies and make recommendations to the full board, who then votes to enact them. Lead Kloster offered the analogy that policies are like train tracks, and operations are the train, and that it feels like we are laying track as the train is speeding down the tracks. This was liked by all.

Member Nusbaum then concluded that we are all still learning what our roles and responsibilities are, and suggested that the committees spend some time refining the outlines of the scope of work for each committee. We don't have to

have everything done at once, and we have many experienced partners we can look to for help. Things will smooth out over time as we make progress and gain experience, and having patience and grace will will serve us well.

Chair Hrynshyn adjourned the meeting at 11:04am.

*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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