



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday April 13, 2021 3:00 pm

APPROVED 5/11/2021

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Malcolm Wilson, Chuck Arrera, Mary Durfee.
Associate Directors Present: Eric Nusbaum. 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 3:00 pm by Chair Hrynyshyn.

1. **A. Approval of Agenda:** Chair Hrynyshyn asked if there were any amendments to the agenda. Since there were none, Director Durfee moved to accept the agenda as presented, and Director Jensen seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
B. Public Comment: None.
2. **A. Board Minutes – March 9, 2021:** Director Wilson moved to approve the minutes as presented, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
B. March 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 shared that there is a stable flow of cash, but the challenge is being able to balance our spending with what's coming in. The board asked a few questions regarding specific payments made. Director Durfee moved to accept the March financial reports as presented, and Director Kloster seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
C. Budget Officer: Dave explained Oregon Budget Law with regards to appointing a budget committee and a budget officer. Chair Hrynyshyn moved to appoint Dave Downing to be the Budget Officer for FY21-22, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
Budget Calendar: Dave presented the board with a budget calendar, and explained the dates listed. Director Wilson moved to approve the budget calendar as presented, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
D. Budget Committee: Dave mentioned that we had put out a call in the community for members of the public to apply to be on the Budget Committee. This was posted through many different platforms and agencies. We have received five applications total. Dave and Clarissa have gone through the applications and recommend the board select all five of the applicants to be on the 2021-22 Budget Committee. Dave read through the list of names and summarized their experience as listed on their applications. Chair Hrynyshyn moved to accept Dave's recommendation and appoint the five applicants to the Budget Committee, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
E. Letterhead Template: Clarissa explained the need for an updated letterhead, and because the tagline would be removed from the bottom of the letterhead, this calls for board approval. Director Durfee moved to remove the three word tagline from the current letterhead and authorize Clarissa to format the new letterhead. Director Kloster seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
3. **Committee Reports:**
 - A. Transition Committee Report:** No meeting since last report.
 - B. Personnel Committee Report:** Director Arrera mentioned that the committee has approved the extending of the administrative position to full time, and transitioning Clarissa from Admin Specialist to Media

& Outreach Specialist as a part time position. Director Arrera moved to approve an increase to the 2020-21 fiscal year budget of one FTE position consisting of an Administrative Assistant job classification. Hiring of the new employee is contingent upon the deposit of a bridge loan into the district accounts sufficient to cover the expenses of the new employee through Dec 2021. The Personnel budget line item for FY2020-21 is to be increased by \$15,000. Director Durfee seconded the motion. Discussion followed regarding the total new hires needed in the short term, and the reason for the needs. With no further discussion, the motion was approved with a vote of 6-0.

C. Finance Committee Report: Director Jensen shared that the Finance Committee met with David Ulbricht regarding the status of the bridge loan. He said that the loan has been stalled due to a waiting on the county to provide him with the tax information he needed for the RFP, as well as personal family issues he has been out of town for. He told the committee that he would have the RFP out this week and it would be no more than 30 days from then that we would have a bridge loan in place. The committee has discussed a line of credit as a backup plan in case the bridge loan doesn't materialize as expected.

D. Project Committee Report: Chair Hrynyshyn said that there have been no meetings since the last report. Additional and future project possibilities are on hold right now until we can get the funding and staffing in place to support those projects. We are on the lookout for future office space, but Potters Field is not an option. The Greenway Guardians lawyers have told us that the developer is moving forward with building on that land and there is no opportunity there.

Sydney mentioned that two have volunteered to be on the committee to keep communication open with partners, and that she is looking for one additional board member to volunteer to be a backup. Director Kloster volunteered. Sydney also asked the board if there were any specific things the board wanted her to mention at the upcoming meeting on May 4th. As there were no items mentioned, she thanked the board for their efforts in keeping the partnerships strong.

E. JEDI Committee Report: Director Kloster mentioned that the committee undertook some outreach for budget committee recruitment. He also mentioned that there is currently no budget for BIPOC consultants until we can get either the bridge loan in place or the tax revenue funding comes in. The committee is working on a committee charter and will bring that to the board at the next meeting.

4. **Correspondence:** Dave just received an email from ODA saying that for the 2021-23 biennium focus areas will be optional, and if the district opts out there will not be any loss of funding. He feels that we should opt out for the next biennium, since we already have two functioning at this point.

5. **Staff Report Summary:** Staff summarized what they have been working on and referred to staff reports for more information. There were no questions from the board. Chair Hrynyshyn thanked staff for all the hard work they have been doing.

6. **Partner Reports:**

A. NRCS Report: Tom updated the board on the current federal guidelines for the use of the office. Staff is allowed at 50% capacity and guests are now allowed with appointments. He mentioned that the cutoff for EQIP is on Friday, and he discussed the current applications and funding for fire recovery.

7. **Other Reports/Discussion:**

SWCC Update: Chair Hrynyshyn gave an update on what's going on with the SWCC. He mentioned that the CONNECT conference will be held virtually on May 11-13.

Public Comment: None.

Chair Hrynyshyn mentioned the next meeting is set for May 11th at 3 pm via Zoom. Chair Hrynyshyn adjourned the meeting at 5:02 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@uwswcd.org to request copies.

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