



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday June 8, 2021 3:00 pm

APPROVED – 7/13/21

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Mary Durfee, Ralph Perkins, Malcolm Wilson. Associate Directors Present: None. Staff Present: Lily Leitermann, Clarissa Berndt. Partners Present: Sydney Nilan, UWSN; Tom Snyder, NRCS. Public Present: Dan Howard.

The meeting was called to order at 3:01 pm by Chair Hrynyshyn.

1. **A. Approval of Agenda:** Chair Hrynyshyn asked if there were any amendments to the agenda. As there were none, Director Wilson moved to accept the agenda as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
B. Public Comment: Chair Hrynyshyn asked if there were any comments from the public related to items on this agenda. Hearing none, Chair Hrynyshyn moved on to reviewing the board minutes.
2. **A. Board Minutes – May 11, 2021:** Director Durfee moved to approve the minutes as presented, and Director Wilson seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
B. Public Hearing Minutes – May 11, 2021: Director Wilson moved to approve the minutes as presented, and Director Kloster seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
C. Budget Committee Meeting Minutes – May 12, 2021: Clarissa shared the edits that had been sent via email to her. Director Wilson moved to approve the minutes as edited, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
D. Budget Hearing Minutes – May 27, 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.
E. Special Board Meeting Minutes – May 17, 2021: Director Wilson moved to approve the minutes as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
F. May 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.]* Since Director Jensen was having some technical difficulties, Clarissa shared the answers to the questions that members of the board had sent to her and Paula. To summarize, the loan was \$550K but there were fees taken out for the lawyers and such, so the total deposited into the checking account was \$534K; in the Profit & Loss by Class report, the Gettings Creek Monitoring grant has a negative dollar amount because the grant funds were received in a prior period; the amount under the “Unassigned” account on the Balance Sheet has been corrected and the funds shifted to Retained Earnings; Clarissa will be correcting the Assigned Future Election Costs to be at zero, since the funds were used for the DHM poll last fiscal year. Director Jensen was able to reconnect and shared that he has two main concerns with the financial reports: 1.) the bridge loan needs to be entered accurately to show that the total amount owed to Kitsap bank is \$550K, not \$534K (balance sheet), and 2.) the District will need to tag the funds that are used from the loan somehow to clearly delineate how these funds are spent. Director Perkins moved to table the acceptance of the May financial reports until the next meeting when Clarissa can make the needed adjustments, and Director Wilson seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

G. FY21-22 Annual Workplan: Director Kloster moved to approve the FY21-22 Annual Workplan as presented, and Director Durfee seconded the motion. After some discussion regarding various components of the workplan, the motion was approved with a vote of 6-0.

H. FY21-22 Budget: Discussion of the budget that was approved by the Budget Committee on May 12th. Director Wilson again proposed to the board that the money for the Conservation Reserve Fund be offered instead to EWEB to reduce the impact on rate payers with the proposed rate increase. Lily mentioned that EWEB had already voted as a board for this rate increase several months ago, and this offer would not change that decision or decrease the rate for consumers.

- a. Director Jensen moved to adopt the FY21-22 budget as approved by the Budget Committee for \$3,218,032, and Director Perkins seconded the motion. With no further discussion, the motion was approved 5-0, with Director Wilson voting against.
- b. Director Durfee moved to approve the following appropriations totaling \$2,818,484 be made to the following funds:

General Fund:

Water Quality Program	\$584,360
Farm/Food/Soil Program	\$20,149
Forest Health & Resilience Program	\$6,824
Neighborhood Sustainability Program	\$488
Watershed Restoration & Conservation Program	\$7,229
Natural Resource & Env. Education Program	\$19,742
Collaboration Program	\$9,045
District Operations Program	\$655,647
Not allocated to an organizational unit or program:	
Debt Service	\$565,000
Transfers Out	<u>\$475,000</u>
General Fund Total Appropriation	<u>\$2,343,484</u>

Conservation Grants Fund:

Water Quality Program	\$41,666
Farm/Food/Soil Program	\$41,666
Forest Health & Resilience Program	\$41,670
Neighborhood Sustainability Program	\$41,666
Watershed Restoration & Conservation Program	\$41,666
Natural Resource & Env. Education Program	\$41,666
Conservation Grants Fund Total Appropriation:	<u>\$250,000</u>

Conservation Reserve Fund:

District Operations Program	\$225,000
Conservation Reserve Fund Total Appropriation:	<u>\$225,000</u>

TOTAL APPROPRIATIONS: \$2,818,484

Director Kloster seconded the motion. With no further discussion, the appropriations were approved with a vote of 5-0, with Director Wilson voting against.

- c. Chair Hrynyshyn moved that the following ad valorem property tax be imposed for the tax year 2021-22 upon the assessed value of all taxable property within the District: at the rate of 7.0 cents per \$1,000 of assessed value for permanent rate tax. Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 5-0 with Director Wilson voting against.

3. Committee Reports:

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

B. Personnel Committee Report: Chair Hrynyshyn read the motions that the Personnel Committee recommended for the board's approval.

- a. Director Wilson moved to retroactively add the salary and benefit difference between the previous wages and benefits and the new wage and benefit package that was approved at the January board meeting to current district staff and that became effective the month the bridge loan was deposited in the district's bank account (May 2021) for the months of March and April

2021. Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

- b. Director Wilson moved to award the Administrative Specialist a taxable bonus of \$500 in recognition of her exceptional response to the additional workload created by the transition of the district, payable in the June payroll period. Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.

C. Finance Committee Report: Director Jensen said that there have not been any new meetings, however we have received the bridge loan into our bank account.

D. Project Committee Report: Chair Hrynyshyn said that they were unable to meet yet this month, as they couldn't get a quorum together. He is hoping to be able to meet at the end of the month. He mentioned that he went with Mary and Dave to look at a few properties for office space but nothing stood out to them. Sydney mentioned that the next partner meeting is set for June 17th at 9 am. It will be in-person, outside at Eric's.

E. JEDI Committee Report: Director Kloster said that there has been no new meetings. They are looking to have one before the next board meeting. Some items that the committee are looking into are: 1.) looking at getting estimates for some DEI trainings for board and staff, and 2.) looking deeper at policies such as the Hiring Policy and looking at placing a Procurement Policy within the Financial Policy.

F. Hiring Committee Report: Clarissa updated the board on the current hiring situation: the Fiscal Officer resigned today, the hiring committee will be interviewing 8 applicants and looking to fill the CT and RS positions, the Admin Assist position has been posted and closes end of day on June 17th. She mentioned that she will be discussing options with Dave when he gets back from vacation regarding moving forward with the Fiscal position.

4. **Correspondence:** None.

5. **Staff Report Summary:** See attached reports. Clarissa added to her report that now that she was back filling all three positions, she would need grace from the board as to what is able to get done. She will prioritize tasks and get done what is possible within her twenty hour workweek, but she is unable to devote more time than that due to other obligations.

6. **Partner Reports:**

A. NRCS Report: Tom mentioned that he is continuing to work on the EQIP applications, and that our office will be getting a summer intern that will be utilizing Lily's previous office space since she is working from home.

7. **A. Other Reports/Discussion:**

Chair Hrynyshyn updated the board on the SWCC meeting, mentioning that focus areas are now optional for the next biennium. He also mentioned updates from Marion SWCD regarding hirings and the office moving to Stayton. He also found it interesting that East Multnomah SWCD receives 99% of their tax funding from the urban area but only .2% of people within their boundary qualify to run for a spot on the board because of the current policy of land requirements to be a board member.

Public Comment: Chair Hrynyshyn called for the public to make general public comment if they desired. As there were no public comments, Chair Hrynyshyn mentioned the next meeting is set for July 13th at 3 pm.

Chair Hrynyshyn adjourned the meeting at 4:54 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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