



# UPPER WILLAMETTE

## SOIL & WATER CONSERVATION DISTRICT

**APPROVED**

### BOARD OF DIRECTORS MEETING MINUTES

Tuesday July 13, 2021 3:00 pm - DRAFT

Meeting held via Zoom

Directors Present: Abel Kloster, Mary Durfee, Ralph Perkins, Malcolm Wilson. Associate Directors Present: Eric Nusbaum. Staff Present: Lily Leitermann, Indigo Larson, Dave Downing, Clarissa Berndt. Partners Present: Sydney Nilan, UWSN; Tom Snyder, NRCS. Public Present: None.

The meeting was called to order at 3:02 pm by Director Perkins.

1. **A. Approval of Agenda:** Director Perkins asked if there were any amendments to the agenda. As there were none, Director Kloster moved to accept the agenda as presented, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 4-0.  
**B. Public Comment:** Director Perkins asked if there were any comments from the public related to items on this agenda. Hearing none, Director Perkins moved on to reviewing the board minutes.
2. **A. Board Minutes – June 8, 2021:** Director Kloster moved to approve the minutes as presented. Director Durfee seconded the motion. [Director Jensen joined the meeting at 3:03 PM.] Director Wilson requested the motions on the budget to be amended to read 5-1 instead of 5-0. Director Kloster amended his motion to include the recommended edits and Director Durfee seconded. With no further discussion, the motion was approved with a vote of 5-0.  
**B. Special Board Meeting – June 24, 2021:** Director Durfee moved to approve the minutes as presented, and Director Jensen seconded the motion. With no further discussion, the motion was approved with a vote of 5-0. [Chair Hrynyshyn joined the meeting at 3:07 PM and Director Perkins handed the meeting to the Chair.]  
**C. June 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.]* Chair Hrynyshyn asked a question about lines PWP Task 1 yr 2 and PWP Task 5 on the UWSWCD Fund Cash Balances sheet. The sheet says waiting on documentation on remaining funds. Clarissa said that she has reached out to the CPRCD about this documentation and hasn't heard anything. Dave will reach out to try and get this documentation. Director Wilson moved to accept the financial report and Director Durfee seconded. With no further discussion, the motion was approved 6-0.  
**D. May Financial Report:** Director Wilson moved to accept the revised May Financial Report and Director Perkins seconded. With no further discussion, the motion was approved 6-0.
3. **Telework Policy:** Director Durfee asked a clarifying question about workers compensation coverage for employees working at home. Director Wilson moved to approve the Telework policy as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved 6-0
4. **Committee Reports:**
  - A. Transition Committee Report:** No meeting since last report.
  - B. Personnel Committee Report:** No meeting since last report.
  - C. Finance Committee Report:** No meeting since last report.
  - D. Project Committee Report:** Chair Hrynyshyn said that the committee is working on getting a charter together. There was also an office space update. A letter of intent to lease has been sent and negotiations on rental agreements are happening currently.
  - E. JEDI Committee Report:** Director Kloster said that there has been no meeting. They are working to get quotes on JEDI trainings and plan on meeting before the next board meeting.
  - F. Hiring Committee Report:** Dave told the Board that the District has hired two conservation techs and

one restoration specialist that will start on August 2<sup>nd</sup>. They have also hired Indigo Larson as administrative assistant who started on July 8<sup>th</sup>. The Fiscal Officer position has been reposted and closes on August 13<sup>th</sup>.

5. **Correspondence:** Clarissa informed the board that Umpqua bank raised the District's credit limit to \$11,000 up from \$6,000. Dave proposed to update the Financial Controls Policy to reflect the raised credit limit. Director Perkins moved to update credit limit to \$11,000 and Chair Hrynyshyn seconded. The motion was accepted 6-0. Clarissa told the board that the OACD dues for this year will be \$1,083.13 and next years will be \$7,500. There was discussion about whether or not to pay those dues. Director Durfee suggested a meeting with Jan Lee to discuss the services provided by OACD. Director Wilson moved to hold off on a decision to pay dues until a meeting is held with Jan Lee and Chair Hrynyshyn seconded. With no further discussion, the motion was approved 6-0.
6. **Staff Report Summary:** See attached reports.
7. **Partner Reports:**
  - A. **NRCS Report:** Tom mentioned that he has been working on 16 EQIP contracts totaling just under \$800,000 leaving potential for a partnership opportunity with the UWSWCD in those contracts. He has received 15-16 applications for the CIC, but as of yet has not received any funding for that.
  - B. **UWSN Report:** Sydney said they are working as a continuation of the REC committee which needs to be dissolved. Chair Hrynyshyn moved to dissolve the REC Committee and Director Wilson seconded. With no further discussion, the motion was approved 6-0. Sydney continued saying that UWEST is working on a community engagement plan within the seven pillars of the UWSWCD's Strategic Plan.
8. **A. Other Reports/Discussion:**

Director Wilson updated the Board on the MWSC meeting and Lily added that they have been working on the Firewise group. There was group discussion regarding a tax-base celebration later in the summer.

**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 August 10th at 3 pm.

Chair Hrynyshyn adjourned the meeting at 4:43 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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