



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday August 10, 2021 3:00 pm –

Approved 9/12/2021

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Mary Durfee, Ralph Perkins, Malcolm Wilson, Chuck Arrera. Associate Directors Present: Eric Nusbaum. Staff Present: Lily Leitermann, Clarissa Berndt, Dave Downing, Victoria Fischella, Sasha White, Daniel Dietz, Indigo Larson.

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 Jensen 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 7-0.
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 – July 10, 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 7-0.
B. 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 for clarification on lines 6027 and 6087. Clarissa answered those questions. With no further discussion, Director Wilson moved to approve the minutes as presented, and Chair Hrynyshyn seconded the motion. The motion was approved with a vote of 7-0.
C. Extreme Heat Policy: Chair Hrynyshyn moved to approve the policy as presented, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
D. COVID-19 Policy: Indigo explained that we do not have a policy on which guidelines and recommendations to follow in regards to COVID-19 safety protocols. After discussion, the board asked Indigo to write a policy to be voted on next meeting stating that we will follow recommendations and guidelines from the county level going forward. Director Durfee recommended tabling the approval of the final policy until next meeting when a formal policy can be reviewed and presented.
E. Legal counsel Proposal- Director Perkins moved to approve the proposal and engagement letter, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
F. Additional Credit and Financial Controls Amendment: Director Perkins asked how other districts handle this problem; Dave confirmed that this was a solution that other districts have used. Director Wilson moved to adopt the new credit card and amendment to the Financial Controls Policy, and Director Kloster seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
3. **Committee Reports:**
 - A. Transition Committee Report:** No meeting since last report.
 - B. Personnel Committee Report:** No meeting since last report. Proposed meeting on August 26th.
 - C. Finance Committee Report:** No meeting since last report.
 - D. Project Committee Report:** No meeting since last report. Chair Hrynyshyn said that they left off working on a charter for the committee. He also updated the board that they have signed a lease and have new carpet going in at the new office space. The district will move in on August 16th.
 - E. JEDI Committee Report:** Director Kloster said that there have been no new meetings. They have quotes for trainings and plan to have a meeting this next month to discuss them.

F. Hiring Committee Report: No new meetings. New restoration and conservation techs have started as of this week. The fiscal officer position has not been filled but there has been an interview and Dave will extend a job offer to that person.

4. **Correspondence:** None.

5. **Staff Report Summary:** See attached reports.

6. **Partner Reports:**

A. NRCS Report: None.

B. UWSN Report: None.

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

Director Malcolm suggested not having all staff at every meeting now that the district has more staff, suggesting that conservation and restoration techs come to every other meeting.

Sasha suggested adding a rain garden at the new office space.

Chair Hrynyshyn suggested having committee meetings continue via zoom, but have board meetings in person going forward if COVID-19 protocols don't change.

Director Perkins suggested sending OACD some of our project highlights to include in their newsletter.

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 September 14th at 3 pm.

Chair Hrynyshyn adjourned the meeting at 4:42 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 to request copies.

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