

BOARD OF DIRECTORS MEETING MINUTES

Tuesday October 12, 2021, 3:00 pm

DRAFT

Meeting held via Zoom

Directors Present: Al Hrynshyn, Gary Jensen, Abel Kloster, Chuck Arrera, Ralph Perkins, Mary Durfee, and Malcolm Wilson. Staff Present: Dave Downing, Clarissa Berndt, Leslie Owens, Lily Leitermann, Daniel Dietz, Sasha White. Partners Present: Sydney Nilan and Taylor Larson, UWSN; Tom Snyder, NRCS.

- 1. A. Call to Order & Approval of Agenda:** The meeting was called to order at 3:00 pm by Chair Hrynshyn. Chair Hrynshyn asked if there were any amendments to the agenda. [Director Kloster logged into the meeting at 3:01pm followed by Director Durfee at 3:02pm] Dave Downing added three items to the agenda, accepted by Chair Hrynshyn. Director Wilson moved to accept the agenda as amended, and Chair Hrynshyn seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.

B. Public Comment: Chair Hrynshyn asked if there were any comments from the public related to items on this agenda. Hearing none, Chair Hrynshyn moved on to reviewing the board minutes.
- 2. A. Board Minutes – [September 14, 2021]:** Chair Hrynshyn 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 7-0.

B. September 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 discussed the check cut to Long Tom WC and the partnership being beneficial. Discussion on expenses followed. Director Wilson moved to accept the September financial reports as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.

C. Memorandum of Agreement with NRCS: Dave Downing recapped the agreement for the board and stressed the partnership UWSWCD has with NRCS and requested moving forward with signing the memorandum. Brief discussion followed. Director Arrera moved to accept the memorandum as presented and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote 7-0.

D. Job Descriptions for Board of Directors: Dave Downing explained that UWSWCD needed to have written job descriptions for the Board Chair, Vice-Chair, and Secretary/Treasurer. Brief discussion was held which discussed fixing typos within the descriptions. Director Perkins motioned to accept the job descriptions with typos corrected and Director Durfee seconded the motion. With no further discussion the motion was approved with a vote of 7-0.

E. 06-2021 OLGIP Resolution: Dave Downing started an in-depth conversation on the Local Government Investment Pool Account in which any funds in UWSWCD's Checking Account over \$250,000 would be transferred into the OLGIP account to keep the district's money safe. Clarissa Berndt mentioned that this account was already approved by the board in the financial policy earlier in the year and that this Resolution was to proceed in opening said account. She then read the resolution out loud for the board. Director Perkins motioned to accept the 06-2021 OLGIP resolution and Director Arrera seconded the motion. With no further discussion the motion was approved with a vote of 7-0.
- 3. Committee Reports:**

A. Finance committee – FY21-22 Budget Correction Resolution: [see attached reports] Clarissa Berndt recapped the need to correct the FY21-22 Budget per the advice of The Department of Revenue. Director Wilson motioned to approve 05-2021 FY21-22 Budget Correction Resolution, and Director Arrera seconded the motion. Clarissa Berndt explained that rather than moving the special revenue fund amount to the reserve for future expenditure line in the general fund, she would advise to move the individual program amounts laterally into the general fund under Materials and Services, as she feels that this would keep the original intention for the use of these appropriations. Director Wilson moved to approve the amendment as suggested by the fiscal manager and Director Arrera seconded the motion. With no further discussion the motion was approved with a vote of 7-0.
- 4. Review Correspondence:**

A. NACD Dues: Dave Downing suggested to the board to move from a Bronze membership to a Gold membership. Clarissa Berndt discussed the budget allotted to memberships and dues. Director Perkins motioned that they go from a Bronze membership to a Gold membership and Director Jensen seconded. With no further discussion, the motion was approved with a vote of 7-0.

- B. OACD Annual Conference:** Dave Downing gave overview of the annual conference coming up and offered to send the board the emailed invitation if needed. No motions needed.
- C. Return In person Meetings:** Discussion on when to bring back in person Board Meetings. Tabled until December.
5. **Staff Report Summary:** See attached reports. Dave Downing announced the Fiscal Manager position was offered to and accepted by Clarissa Berndt, and that Lily Leitermann has accepted the offer to become the new Conservation Program Manager. No motions needed.
6. **Partner Reports:**
- A. NRCS - Thomas Snyder:** Tom thanked the board for agreeing to sign the agreement with NRCS, announced the new application deadline of November 16, 2021. Brief discussion on partnership.
- B. UWSN – Sydney Nilan and Taylor Larson:** Taylor explained the new position he is taking with OWEB, leaving UWSN. Sydney discussed a 2-year partnership with OWEB to start the planning process of their partnership.
7. **A. Other Reports/Discussion:** Director Jensen motioned to authorize Dave Downing as a signer on the District savings account. Discussion followed. Motion seconded by Director Kloster; with no further discussion the motion was approved with a vote of 7-0.
- B. Public Comment:** Chair Hrynyshyn called for the public to make public comment if they desired. No public present.

Chair Hrynyshyn adjourned the meeting at 4:59pm.

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.

The Upper Willamette SWCD prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or whether all or part of an individual's income is derived from any public assistance program, in employment or in any program or activity conducted by the Upper Willamette SWCD. The Upper Willamette SWCD is an equal opportunity employer.