



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Tuesday September, 14 2021 3:00 pm

Approved 10/12/2021

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Chuck Arrera, Ralph Perkins, Malcolm Wilson. Associate Directors Present: Eric Nusbaum. Staff Present: Lily Leitermann, Clarissa Berndt, Dave Downing, Leslie Owens, Victoria Fischella, Daniel Dietz, Sasha White. Partners Present: Sydney Nilan, UWSN; Tom Snyder, NRCS. Public Present: Nellie McAdams, Taylor Larson, Geoffrey Van.

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. 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 5-0.
2. **[Director Wilson joined the meeting at 3:03 PM.]**
 - 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 welcoming the Oregon Ag Trust Team then introductions of the District Staff and Board followed.
 - C. Oregon Ag Trust:** Turned meeting over to OAT member Nellie McAdams; Taylor Larson began OAT presentation with the purpose of sharing info and resources for the District. Watched slideshow; Brief discussion followed.
3. **A. Board Minutes – [August 10, 2021]:** Director Arrera moved to approve the minutes as presented, and Director Wilson seconded the motion with edits to A1 typo Director “PerkinsWilson” be fixed. With no further discussion, the motion was approved with a vote of 6-0.
 - B. August 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 Arrera had question about where we were at for individual grants on the profit/loss. Brief discussion followed; no changes were proposed. Director Wilson moved to approve the August financial report, Chair Hrynyshyn seconded the motion. With no further discussion, the motion was approved with a vote of 6-0.
 - C. Covid-19 Policy:** Director Arrera moved to accept the Covid-19 Policy as submitted, [Director Perkins left meeting due to internet issues at 4:10 pm] Chair Hrynyshyn seconded the motion. [Director Perkins rejoined the meeting at 4:12 pm] With no further discussion, the motion was approved with a vote of 6-0.
 - D. Credit Card Limit Amendment:** Dave Downing explained the amendment. After a brief discussion, Director Wilson moved to approve the amendment; Director Perkins seconded the motion. With no further discussion the motion was approved with a vote of 6-0.
 - E. Revised Inclement Weather Policy:** Director Perkins moved to adopt the Policy; Director Wilson seconded the motion. With no further discussion the motion was approved with a vote of 6-0.
 - F. Reappointment of Associate Director Nusbaum:** Director Arrera moved to reappoint Associate Director Nusbaum, Director Perkins seconded the motion. With no further discussion the motion was approved with a vote of 6-0.
4. **Committee Reports:**
 - A. Personnel Committee Report:** Director Arrera and Dave Downing discussed with the board how supportive the staff has been about the Covid-19 Policy. Director Arrera said it was commendable. Dave Downing to discuss the Fiscal Officer Position information in the Hiring Committee section of the meeting.
 - B. JEDI Committee Report:** No discussion needed at this time.
 - C. Hiring Committee Report:** Fiscal Officer Position discussed, changed position to Fiscal Manager, increased wage scale, changed the job description to accommodate more of a managerial position.
5. **Correspondence:** None.

6. **Staff Report Summary:** See attached reports. Opened for questions; discussed Holiday Farm Fire work.
7. **Partner Reports:**
 - A. **NRCS Report:** Tom mentioned that there was only one EQIP application cutoff date of 11/19/2021 because it is taking longer to meet the national milestones. The NRCS's MOA with the District expired about 3 years ago, so there is a new MOA template going out to each district. Dave Downing will share the new template with the Board of Directors. Dave and Tom can answer any questions the Board has. As they are national templates, NRCS cannot edit these new MOAs. Brief discussion on District staff opting out of driving NRCS vehicles. Dave Downing mentioned that the NRCS has really stepped up for the district throughout the years and mentioned the great relationship with Tom and NRCS.
 - B. **UWSN Repot:** Dave Downing and Sydney Nilan finished an agreed upon Scope of Work. Working on Project Committee Charter. As an update, the old REC committee has changed and is now called UWEST. Currently looking at starting to build relationships and programs that align with the Strategic Plan.
8. **A. Other Reports/Discussion:** Brief discussion on the new embroidered merchandise for Public and Staff.
B. 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 October 12 at 3 pm.

Chair Hrynyshyn adjourned the meeting at 5:01 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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