

BOARD OF DIRECTORS MEETING MINUTES

Tuesday November 9th, 2021, 3:00 pm

Approved 12/14/2021

Meeting held via Zoom

Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Chuck Arrera, and Mary Durfee.

Staff Present: Dave Downing, Clarissa Berndt, Leslie Owens, Lily Leitermann, Daniel Dietz, and Sasha White.

Partners Present: Sydney Nilan and Taylor Larson, UWSN; Tom Snyder, NRCS.

Public Present: Fran James

1. **A. Call to Order & Approval of Agenda:** The meeting was called to order at 3:00 pm by Chair Hrynyshyn. Chair Hrynyshyn asked if there were any amendments to the agenda.
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 – [October 12, 2021]:** Director Durfee moved to approve the minutes as presented, and Director Jensen seconded the motion. With no further discussion, the motion was approved unanimously.
B. Review/Approve October 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 financials. Chair Hrynyshyn moved to accept the October financial reports as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved unanimously.
C. Resolution 07-2021: [Director Kloster joined the meeting at 3:19 PM] Dave Downing recapped the need to close out the District's savings account and move funds into the District's checking account. Director Arrera moved to accept the resolution as presented and Director Durfee seconded the motion. With no further discussion, the motion was approved unanimously.
D. Approve Employee Handbook: Dave Downing explained the updates to our employee handbook. Director Durfee wanted to add in that our leave policies are equivalent to FMLA/OFLA. Director Arrera motioned to accept the employee handbook as amended and Director Kloster seconded the motion. With no further discussion the motion was approved unanimously.
E. Approve Policy Updates: The Board decided to table the **Social Media policy** until next month's meeting. Director Jensen motioned to accept the updated **Financial Controls policy** and Director Arrera seconded the motion. With no further discussion the motion was approved unanimously. Director Durfee motioned to accept the updated **Public Records policy** and Director Jensen seconded the motion. With no further discussion the motion was approved unanimously.
3. **Committee Reports:** Brief discussion on the need for the Transition Committee. Director Durfee motioned to dissolve the transition committee, Director Arrera seconded and with no further discussion the motion was passes unanimously.
4. **Staff Report Summary:** See attached reports. Dave Downing gave overview of current projects.
5. **Partner Reports:**
 - A. **NRCS** - Thomas Snyder gave overview of programs and activity from the last month.
 - B. **UWSN**- Sydney Nilan gave overview of programs and activity from the last month.
6. **A. Other Reports/Discussion:** none to report.
B. Public Comment: Chair Hrynyshyn called for the public to make public comment if they desired. No public comments made.

Chair Hrynyshyn adjourned the meeting at 4:15 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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