

BOARD OF DIRECTORS MEETING MINUTES

Tuesday January 11, 2021 3:00 pm

Approved February 8, 2022

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. No public Present.

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 Durfee logged into the meeting at 3:02 pm] Chair Hrynshyn moved to accept the agenda as presented, and Director Wilson seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
B. Public Comment: No public present.
2. **Action Items:**
 - A. Board Minutes – [December 14, 2021]:** Director Wilson requested a small change to the wording on one of his quotes in the JEDI section of the minutes. Chair Hrynshyn moved to approve the minutes as amended, and Director Kloster seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
 - B. December 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 suggested a report of the Monthly LGIP account be added to the Financial Reports, no decisions were made. Discussion on expenses followed. Director Perkins moved to accept the December financial reports as presented, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
 - C. Approve Annual Report.** Director Wilson suggested we amplify the future in the annual report. Brief discussion followed; no changes were made. Director Arrera moved to approve the Annual Report as presented and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.
 - D. Appointing Budget Officer:** Dave Downing nominated Clarissa Berndt, our Fiscal Manager to be the 2022-2023 Budget Officer. Director Jensen wanted to make sure that Clarissa would have capacity to take on the role and gave praise on her capabilities. Clarissa Berndt agreed to the offer graciously. Director Durfee motioned to appoint Clarissa Berndt as the 2022-2023 Budget Officer and Chair Hrynshyn seconded the motion. The motion with approved with a vote of 7-0.
 - E. Approve FY23 Budget Calendar:** Dave discussed the budget calendar and how the district is ahead of the game with this year's budget planning. He let the board know to expect the Budget Calendar every January and gave an overview of the budget committee planning moving forward. Dave mentioned that the district is looking for members of the community to join the budget committee, and all but one person from last year is still eligible to stay on the committee if they choose to do so. Director Arrera motioned to accept the FY23 Budget Calendar as presented, and Director Perkins seconded. The motion was approved with a vote of 7-0.
 - F. Assigning Board Member Roles:** Chair Hrynshyn, Director Perkins, and Director Jensen all offered to step down in their roles if another board member would like to take their place. They all stressed the importance of being able to continue on in their current roles if nobody wanted to take over. Chair Hrynshyn mentioned that the other board members should think about stepping up in these roles so the board doesn't get stagnant in their ways and allows diversity in these roles.
 - a. **Board Chairman:** Director Arrera nominated Chair Hrynshyn to continue on in his role as Board Chairman. He praised Director Hrynshyn for an outstanding job in the role. Director Arrera motioned to appoint Al Hrynshyn as the Board Chair and Director Perkins seconded the motion. With no further discussion the motion was approved with a vote of 6-0; with Chair Hrynshyn abstaining from the vote.
 - b. **Vice Chairman:** Director Arrera mentioned that Director Perkins had a ton of experience, had been on the board the longest, and was very capable. Chair Hrynshyn motioned to appoint Ralph Perkins as the Board Vice Chairman and Director Arrera seconded the motion. With no further discussion the motion was approved with a vote of 6-0; with Director Perkins abstaining from the vote.
 - c. **Secretary/Treasurer:** Director Jensen recommended Director Wilson for the role. Noting what a great job he would do with his attention to detail. Director Wilson graciously declined noting the gratitude for being nominated but a worry about the amount of time he would have to do well in the position at this time. Chair Hrynshyn motioned to appoint Gary Jensen as the

secretary/treasurer and Director Arrera seconded the motion. With no further discussion the motion was approved with a vote of 6-0; with Director Jensen abstaining from the vote.

G. Approve authorized signers: Director Wilson moved to approve the authorized signers from FY21-22 and the authorized signers for FY22-23 and Director Jensen seconded the motion. With no further discussion, the motion was approved with a vote of 7-0.

3. Committee Reports:

A. Finance committee – Nothing to report. Director Arrera asked for more graphic representation on the financial reports. Discussion continued with no outcome on changes to be made. Discussion on the interest the District makes in their LGIP account and how to appropriate the earnings was had, with no outcome on actions to be made.

B. JEDI committee - Director Kloster gave overview on last JEDI meeting and where JEDI would fit into the creation of Projects. Brief discussion was had, no outcome on actions to be made.

C. Projects Committee- Chair Hrynyshyn mentioned that no meeting had happened prior to this meeting and that they are still figuring out the role of the Projects committee.

D. Personnel Committee- Nothing to report.

4. Staff Report Summary: See attached reports. Dave Downing gave an overview of the staff reports then let Lily Leitermann give an overview of the current projects and when the technicians have been working on with PWP.

5. Partner Reports:

A. NRCS - Thomas Snyder: No report given, as Thomas Snyder was not able to make the meeting.

B. UWSN – Sydney Nilan: Briefly discussed the month in review, noted comments on JEDI committee.

6. A. Other Reports/Discussion: Briefly discussed the need to record the District's meetings. Board unanimously agreed to not record meetings unless there is a reasonable need to do so.

B. Public Comment: No public present.

C. Chair Hrynyshyn adjourned the meeting at 4:46 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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