

UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

3291 W 1st Ave. Eugene, OR 97402 • 541.852.6680 • admin@uwsxcd.org • www.uwsxcd.org

BOARD OF DIRECTORS MEETING MINUTES **Approved 03/08/2022**

Tuesday, February 8, 2022, 3:00 pm

Meeting held via Zoom

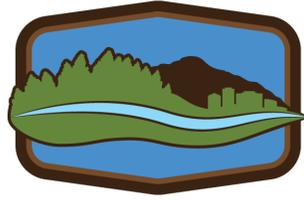
Directors Present: Al Hrynyshyn, Gary Jensen, Abel Kloster, Chuck Arrera, and Malcolm Wilson.

Staff Present: Dave Downing, Clarissa Berndt, Leslie Owens, Lily Leitermann

Partners Present: Tom Snyder, NRCS

Public Present: Tom Mitchell and Karen Wildish

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. Dave Downing added an amendment to the agenda in the motions section, and Chair Hrynyshyn changed the order of the action items to make them flow easily. Director Wilson moved to accept the agenda as amended, and Director Arrera seconded the motion. With no further discussion, the motion was approved with a vote of 5-0.
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.
2. **Action Items:**
 - A. Board Minutes – [January 11, 2022]:** Director Jensen pointed out a discrepancy in his title in the meeting minutes from January and requested they be edited. Director Jensen moved to approve the minutes as amended, and Director Wilson seconded the motion: the motion was approved with a vote of 5-0.
 - 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. Chair Hrynyshyn moved to accept the September financial reports as presented, and Director Wilson seconded the motion. With no further discussion, the motion was approved with a vote of 5-0.
 - C. Amendment 2022-01 to the Inclement Weather Policy:** Dave Downing explained the need to add clarity to employees who telework during inclement weather. The amendment adds in a bullet point stating that the employees must defer to their telework agreement if the office is closed during inclement weather. Director Arrera motioned to accept the amendment to the Inclement Weather Policy and Director Jensen seconded the motion. With no further discussion the motion with approved with a vote of 5-0.
 - D. Amendment 2022-02 to the Financial Controls Policy:** Dave Downing explained the need to clarify the Assets section of the Financial Controls Policy to reflect that the useful life of an assets should be more than one year when tracked. Director Arrera moved to accept the amendment to the Financial Controls Policy as presented and Director Kloster seconded the motion. With no further discussion, the motion was approved with a vote of 5-0.
 - E. Amendment 2022-03 to the Sick Time Policy:** Dave Downing discussed the need to clarify the accrual rate for part time employees versus full time employees in the policy. A few sentences were added for clarity on the accrual of sick time. See amendment for further details. Chair Hrynyshyn motioned to accept the amendment to the Sick Time Policy and Director Arrera seconded the motion. With no further discussion the motion was approved with a vote of 5-0.
 - F. Appoint Budget Committee FY22-23:** Clarissa Berndt explained that the Budget Committee Members are the same members as the FY21-22 Committee, she went on to explain that we posted to the public, had one member re-apply and accepted the application. Director Wilson moved to appoint the members of the budget committee for the FY22-23, and Director Arrera seconded. The motion passed with a vote of 5-0.



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3. Committee Reports:

A. Finance Committee: Nothing new to report.

B. JEDI Committee: Nothing new to report. Clarity given by Dave on when DEI trainings will be held.

C. Personnel Committee: Nothing new to report. Will need to meet soon per Dave Downing's request.

D. Projects Committee: Nothing new to report. Discussion followed on when to schedule next meeting.

4. Staff Report Summary: See attached reports.

A. Staff: Dave Downing gave overview of the staff reports.

B. Projects: Lily Leitermann gave an overview of current projects and capacity for the PWP technicians

5. Partner Reports:

A. NRCS - Thomas Snyder: Tom mentioned the Local workers meeting for next month and his desire to see the UWSWCD there. Brief discussion on partnership.

B. UWSN – Sydney Nilan is out on maternity leave. No report at this time.

6. Other:

A. Other Discussions: no other discussions to report.

B. Public Comment: Tom Mitchell reached out to say that he was getting his feet wet and exploring a career in conservation. He wanted to join the meeting to network and educate himself. Chair Hrynyshyn welcomed him and let him know the district was happy to have him at the meetings.

7. Adjournment: 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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