



## **BOARD OF DIRECTORS MEETING MINUTES – Approved 2022.11.08**

Tuesday, October 11, 2022, 3:00 pm

Meeting held in hybrid fashion with in person and zoom options.

**Directors Present:** Al Hrynyshyn, Gary Jensen, Malcolm Wilson, Abel Kloster, Mary Durfee, and Ralph Perkins  
**Staff Present:** Dave Downing, Clarissa Berndt, Leslie Owens, Lily Leitermann, Cricket DeLoe, Meredith McClure, Victoria Fischella, and Daniel Dietz.

**Partners Present:** None

**Public Present:** Andy Burke

**Quorum reached:** 6/7 voting board members present

### **1. Call to Order:**

- a. Approval of Agenda: The meeting was called to order at 3:01 pm by Chair Hrynyshyn. Chair Hrynyshyn asked if there were any amendments to the Director Jensen 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 6-0.
- 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 – [September 13, 2022]: Director Wilson moved to approve the minutes as presented, and Director Jensen seconded the motion. With no further discussion, the motion was approved with a vote of 4-0; with Director Wilson and Director Durfee abstaining.
- b. September Financial Reports: *[Fund Balance Spreadsheet (for previous month); Checking Register (for previous month); LGIP Register (for year to date) - include the BvA graph and breakdown of taxes; Visa 1 Register (5041) (for previous month); Visa 2 Register (6531) (for previous month); Balance Sheet - as of Previous Month; Rev & Exp - General Fund (previous month) (this is a P&L); Budget v Actual - Gen Fund (current fiscal year through previous month); Rev & Exp - Special Rev Fund; Budget v Actual - Spec Rev Fund; Rev & Exp - Reserve Fund; Budget v Actual - Reserve Fund; Fund BvA Graphs - BvA for Current FY through end of last month; Program BvA Graphs - Current fiscal year to last month]* Director Jensen gave the discussion over to Clarissa Berndt who gave an overview of where the District was at with their budget. The Grant payments that came in September were noted. 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 6-0.
- c. Review Employee Professional Development Policy. Dave Downing discussed the need for the policy and gave an overview of the policy to the Board. Questions were brought by the board regarding the need to make sure employees are happy with the Chair Hrynyshyn motioned to approve the policy, with Director Wilson giving the second. The motion passed with a vote of 6-0.
- d. Review the 02-2022 Resolution: Records Retention Policy: Dave Downing let the Board know that the District realized the need for a formal Records Retention Policy, one that has been followed as long as the District has existed but hadn't been officially adopted into policy. Chair Hrynyshyn read the Resolution aloud, asked if there was need for further discussion, hearing none, he asked to have a motion. Chair Hrynyshyn motioned to approve the policy, with Director Perkins giving the second. The motion passed with a vote of 6-0.
- e. Review the 03-2022 Resolution: OSGP Retirement Plan Switch: Dave Downing reminded the Board of the discussion from September and the need for a formal resolution to make the official switch from Nationwide for the District's 457b retirement plan to OSGP – Oregon Savings Growth Plan, which offers more green options for employees and the district to invest in. Chair Hrynyshyn read the Resolution aloud, asked if there was need for further discussion, hearing none, he asked to have a motion. Director Jensen motioned to accept the 03-2022 Resolution, with Chair Hrynyshyn giving the second. The motion passed with a vote of 6-0.

### **3. Committee Reports & Recommendations:**

- a. Each Committee gave a brief recap their last meetings [See Committee Meeting Minutes].

### **4. Partner Reports:** No partners present

**5. Other Reports/Discussion:**

- a. Discussion:
  - i. Victoria Fischella gave a riveting PowerPoint presentation on an overview of her job for the District. [see PowerPoint presentation]. It gave an overview of some of the grant projects she's been working on and the events coming up.
  - ii. Clarissa Berndt mentioned the need for a motion to decide how to proceed with the State's PLO plan.
    - 1. Director Perkins motioned that the District accept the plan as presented and use the State of Oregon's PLO plan in lieu of their own comparable plan. Chair Hrynyshyn gave the second and the motion passed with a vote of 6-0.
    - 2. Chair Hrynyshyn motioned that the District does not contribute to the Employees taxable portion of the PLO plan at this time. Director Durfee gave the second and the motion passed with a vote of 6-0.
- b. Public Comment: Andy Burke thanked the District for being so accommodating to his requests for information and meeting invites, specifically Leslie Owens and Dave Downing.
- c. Adjourn Meeting: 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](mailto:admin@uwsxcd.org) to request copies.*

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