



UPPER WILLAMETTE

SOIL & WATER CONSERVATION DISTRICT

Program & Grant Development Committee Meeting Minutes

Reviewed 1/23/2023 – Monday December 5th, 2022, at 9:30 AM

Meeting held via Zoom

Attendance - Members: Al Hrynshyn, Lily Leitermann, Mary Durfee, Meridith McClure, Victoria Fischella **Other:** Leslie Owens, Dave Downing, Daniel Dietz, Clarissa Berndt, Cricket DeLoe & Sydney Nilan

Quorum: Yes; 5/5

1. **Call meeting to order:**

- a. Chair Hrynshyn called the meeting to order at 9:31 am.
- b. Last meeting's minutes were reviewed, no edits suggested. Sydney suggested meeting notes and asked for a volunteer, Victoria volunteered, and the committee moved forward.

2. **Discussions:**

- a. Lily Leitermann gave an update on the Farmers Market Grants (Mary Durfee joined at 9:36 am). Dave was wondering if the funds were used to help startup funding for New Farmers' Markets. Lily explained that the funding for now is helping markets who have gotten off the ground but not necessarily thriving just yet. She let the committee know that the final reports are coming in. Open enrollment application window is until January 15th, 2023, which may shift if the need is greater.
- b. Lily Leitermann gave an update on the Holiday Farm Fire funding. She has been working on the Holiday Farm Fire funding project and reached out to the PWP partners on what the roles and responsibilities would be. The funding would be considered based on the workload of project managers.
- c. Short-Term Program Spending Budget. The Committee discussed options for giving feedback, how decisions on funding are made and the overall budget. [see the Short-Term Program Spending Budget spreadsheet] Sydney Nilan and Lily Leitermann answered questions brought up by the committee. The overview was not project specific as the projects funded will be brought up to the committee as the contracts and agreements are made.
- d. Overview of proposal examples; the committee watched a video of the FLT Water Team video that showed the benefits of what some of the District's funding of the RED team is going towards. Discussions followed on the RED proposal with the need for some clarity in spots.
- e. Lily Leitermann explained the process for getting funding for programs approved. The programs/contracts/proposals would go before the BOD for action items.

3. **Meeting Adjourned:**

- a. The next meeting was set for January 16th, 2023, from 9:30-11:00 to further discuss the budget and specific programs.
- b. The meeting was adjourned at 11:00 am.

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.

The Upper Willamette SWCD prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or whether all or part of an individual's income is derived from any public assistance program, in employment or in any program or activity conducted by the Upper Willamette SWCD. The Upper Willamette SWCD is an equal opportunity employer.