



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES – Draft

Tuesday, February 14, 2023, 12:00 pm

Meetings held in hybrid fashion with an option to attend in person or virtually.

Directors Present: Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins,

Associate Directors Present: Andy Burke

Staff Present: Clarissa Berndt, Leslie Owens, Lily Leitermann, Victoria Fischella,

Partners Present: Sydney Nilan, Tom Snyder

Public Present: Nancy C, Craig Marcus, Art Ayre, Jessi Preston, Brent Ross, Jared Weybright

Quorum reached: 6/7 voting board members present (one vacant spot on the BOD, 6/6 members present)

1. Call to Order:

- a. The meeting was called to order at 12:01 pm by Director Hrynshyn.
- b. Approval of Agenda: Director Jensen moved to accept the agenda as amended, and Director Durfee seconded the motion, with no further discussion, the motion was approved with a vote of 6-0. [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.]
- c. Public Comment: Chair Hrynshyn welcomed the public to the meeting. Chair Hrynshyn asked if there were any comments from the public related to items on this agenda. Hearing none, Chair Hrynshyn moved on.

2. Action Items:

- a. Board Minutes – [January 10, 2023]: Director Arrera mentioned that there were no changes needed, Director Hrynshyn mentioned that the minutes looked great. Director Perkins moved to approve the minutes and Chair Hrynshyn seconded the motion. With no further discussion, the motion was approved with a vote of 6-0. [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.]
- b. 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 an overview of where the District was at with their budget. Director Jensen moved to accept the January financial reports as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 6-0. [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.]
- c. Appoint Budget Committee: The board of directors received all applications a few weeks prior to the BOD meeting and came prepared to decide. Out of the 10 applicants, 4 positions needed to be filled. Each Director voted on their choices on paper, reading them aloud. Leslie Owens took a tally of all names voted for and it was decided to go with the applicants with the most tally's. The applicants with the most votes got elected as follows:
Rochelle Dresser, 6 votes – 2 yr term
Janelle McCoy, 6 votes – 3 yr term
Craig Gibbons, 4 votes – 3 yr term
Nancy Cameron, 4 votes – 3 yr term
James Bruvold, 1 vote
Lise Colgan, 3 votes
Director Arrera motioned to elect the applicants with the most votes; Rochelle Dresser serving a 2 year term, with the rest serving 3 years, Janelle McCoy, Craig Gibbons, and Nancy Cameron, Chair Hrynshyn gave the second and the motion passed unanimously, [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.]
- d. Public Contracting Rules and Procedures policy Resolution 01-2023: Dave Downing and Leslie Owens explained the need for this policy and that other tax based districts have similar policies. This policy should have already been in place, and the need for it was brought to Dave's attention by the District's

Clarissa Berndt explained that all the applications would be saved with the intent of calling on other applicants if for some reason the applicants chosen, or those already on the committee, could not serve.

- attorney. Leslie Owens combined two policies to make one that works well for the district. Director Morgenstern motioned to approve the contract as presented, with Director Arrera giving the second. The motion was passed with a vote of 6-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
- e. Lily Leitermann, Programs Manager, gave a PowerPoint presentation [see presentation] on the overall progress of District Programs and expectations moving forward. She presented the two proposals mentioned in the agenda and gave an opportunity for the BOD to ask questions or voice concerns. The consensus was that the benefits for the District to be able to support the two proposals and the community at large were exciting.
 - f. Proposal: McKenzie Watershed Council Program Support (MWA)Chair Hrynshyn motioned to approve the proposal as presented, with Director Arrera giving the second. The motion was passed with a vote of 6-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
 - g. Proposal: Willamette Valley/Rivers to Ridges Prescribed Fire Capacity Proposal (MRT), including the Confederated Tribes of the Grand Ronde proposal. Director Durfee motioned to approve the proposal as presented, with Director Morgenstern giving the second. The motion was passed with a vote of 6-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
 - h. Reviewed Contracts: Brief discussion on protocol for contracts vs proposals happened; Director Morgenstern thought that sending proposals, then contracts was redundant, Chair Hrynshyn thought that the redundancy was needed to make sure the BOD is being careful and is knowledgeable about the process.
 - i. 070.001.2023 Regional Environmental Education Program MFWWC Contract: Director Perkins motioned to approve the contract as presented, with Director Arrera giving the second. The motion was passed with a vote of 6-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
 - j. 060.001.2023 Upper Willamette Working Lands Program CFWWC Contract; Director Arrera motioned to approve the contract as presented, with Director Perkins giving the second. The motion was passed with a vote of 6-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
 - k. Board Policy Manual: The board discussed the need for stipends and ultimately decided to take stipends out of the policy until further notice. Director Perkins motioned to approve the policy as amended, with Director Durfee giving the second. The motion was passed with a vote of 5-1 [Al Hrynshyn abstained and , Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
3. **Committee Reports & Recommendations:** Each Committee gave a brief recap of their last meetings [See Committee Meeting Minutes].
 - a. Finance: Chair Hrynshyn added Director Morgenstern to the committee. Discussed the Clean Water State Revolving Funds Loan and whether to send a letter of interest. Chair Hrynshyn motioned to approve the sending of a letter of interest, with no promise to apply, as requested, with Director Arrera giving the second. The motion was passed with a vote of 6-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera, Ralph Perkins all voted for the motion to pass.
 - b. DEI: New proposal from Aparna was discussed, Dave Downing moved forward with the first two action items on the proposal from Aparna will be the committee's scope of work moving forward.
 - c. Personnel: Director Arrera gave an overview of the personnel committee's last meeting.
 - d. P&G Development: Lily Leitermann gave an overview of the Programs in the last meeting. Chair Hrynshyn added Director Morgenstern to the committee. Nothing new to report.
 4. **Partner Reports:**
 - a. NRCS: Tom Snyder gave a recap of the previous month. *[see NRCS monthly report]*
 - b. UWSN: Sydney Nilan gave a recap of her monthly report. *[see UWSN monthly report]*
 5. **Other Reports/Discussion:**
 - a. Report: Cricket DeLoe gave an overview of the Districts outreach plans for the future and the impact her position has had for the district on the social media, and other platforms. Chair Hrynshyn mentioned how impressive the numbers were and how much work was put into the behind-the-scenes workings of the district. He mentioned the outstanding turnout of applications for the Budget Committee.
 - b. Discuss: No open discussions.
 - c. Adjourned Meeting: Chair Hrynshyn adjourned the meeting at 2:17 pm.



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