



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES – Approved 4/11/2023

Tuesday, March 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, and Ralph Perkins,

Associate Directors Present: Andy Burke, Eric Nusbaum

Staff Present: Clarissa Berndt, Leslie Owens, Lily Leitermann, Dave Downing, Daniel Dietz, and Alec Spencer

Partners Present: Sydney Nilan, Tom Snyder, Jared Weybright, Emma Garner, Dov Weinman

Public Present:

Quorum reached: 5/7 voting board members present (one vacant spot on the BOD, 5/6 members present)

1. Call to Order:

- a. The meeting was called to order at 12:01 pm by Chair Hrynshyn.
- b. Approval of Agenda: Dave Downing asked to add in two contracts to the end of the Action items on the agenda. Tom Snyder asked to be moved up on the agenda due to time restraints in his schedule. Chair Hrynshyn agreed to the additions and edits. 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 5-0. [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, 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 – [February 14, 2023]: Associate Director Andy Burke notices an error in the name of the person appointed to the PG&D Committee. It was written as Director Morgenstern, when in reality it was Associate Director Burke who was appointed to the Programs and Grant Development Committee. Leslie Owens, who prepares the minutes agreed to confirm and edit the minutes to reflect the correct person. Director Morgenstern moved to approve the minutes as amended and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 5-0. [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, 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 February financial reports as presented, and Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 5-0. [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, and Ralph Perkins all voted for the motion to pass.]
- c. Review Amendment to the Budget Committee Charter: Clarissa Berndt explained that when in one of her local budgeting trainings she learned that the district should add some wording into the charter in case a member of the Budget Committee is unresponsive. Wording was added as an amendment to the Charter that stated “When contacting the budget committee members for the next fiscal year, the District reserves the right to replace any public members of the budget committee if they do not hear back within 30 days of the first point of contact via email and phone” Director Morgenstern motioned to approve the amendment as presented, with Director Durfee the second. The motion was passed with a vote of 5-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, and Ralph Perkins all voted for the motion to pass.]
- d. Lily Leitermann, Programs Manager, and Sydney Nilan 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. Jared Weybright was in attendance to help with the presentation and to answer any of the Boards questions.
- e. Proposal: on Proposal from UWWP including the proposal from NAACP: Director Morgenstern motioned to approve the proposal as presented, with Director Perkins giving the second. The motion was passed with a vote of 5-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, and Ralph Perkins all voted for the motion to pass.]
- f. Proposal: UWSN Director Durfee motioned to approve the proposal as presented, with Director Morgenstern giving the second. The motion was passed with a vote of 5-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, and Ralph Perkins all voted for the motion to pass.]

- g. 060.002.2023 Contract: Director Morgenstern motioned to approve the contract as presented, with Director Perkins giving the second. The motion was passed with a vote of 5-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Ralph Perkins all voted for the motion to pass.]
- h. 060.003.2023 Contract: Director Morgenstern motioned to approve the contract as presented, with Director Perkins giving the second. The motion was passed with a vote of 5-0 [Al Hrynshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, 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: Gary Jensen let the Board know that there was nothing new to report.
 - b. DEI: Lily Leitermann informed the board that the Aparna DEI visioning interviews were coming up in April and then that there was nothing new to report.
 - c. Personnel: Chair Hrynshyn gave an overview of the personnel committee's last meeting; nothing new to report.
 - d. P&G Development: Lily Leitermann gave an overview of the Programs in the last meeting, which included the proposals that were mentioned above. Chair Hrynshyn added that the meeting on 3/20/23 was cancelled. 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: Emma Garner, with support from Dov Weinman, gave an update on the RED program. Both Board and Staff were pleased to see the progress that the funds have made in their programs.
 - b. Discuss: No open discussions.
 - c. Adjourned Meeting: Chair Hrynshyn adjourned the meeting at 2:17 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. 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.