



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

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BOARD OF DIRECTORS MEETING MINUTES – Draft

Tuesday, August 8th, 2023, 12:00 pm

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

Roll Call: Directors: Al Hrynyshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera and Ralph Perkins. **Associate Directors:** Craig Marcus, Andy Burke **Staff:** Leslie Owens, Clarissa Berndt, Lily Leitermann, Dave Downing, Daniel Dietz, Meridith McClure, Jared Pruch, Cricket DeLoe, and Alec Spencer. **Partners and Public:** Sydney Nilan, and Andy Peterson.

Quorum reached: 6/7 voting board members present.

(one vacant spot on the BOD, 6/6 members present)

Agenda Items:

- 1) Call to Order:
 - a. The meeting was called to order at 12:03 pm by Chair Hrynyshyn.
 - b. Approval of Agenda: Chair Hrynyshyn asked if there were any additions to the agenda. Notes were made to add time for discussions and correspondence regarding upcoming and past events. The last item added was an executive session added in right after the public comments at the end of the agenda. Chair Hrynyshyn 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 6-0. [Al Hrynyshyn, Gary Jensen, Karl Morgenstern, Ralph Perkins, Mary Durfee and Chuck Arrera all voted for the motion to pass.]
 - c. Public Comment: Chair Hrynyshyn welcomed the public to the meeting and asked if there were any comments from the public related to items on this agenda. He went on to welcome Andy Peterson to the meeting.
- 2) Action Items:
 - a. Last Month's Minutes – [July Board Meeting Minutes]: Director Morgenstern moved to approve the minutes as presented and Director Arrera seconded the motion; the motion was approved with a vote of 6-0. [Al Hrynyshyn, Gary Jensen, Karl Morgenstern, Ralph Perkins, Mary Durfee and Chuck Arrera 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 Morgenstern gave an overview of where the District was with their budget. Director Perkins moved to accept the financial reports as presented, and Director Durfee seconded the motion. With no further discussion, the motion was approved with a vote of 6-0. [Al Hrynyshyn, Gary Jensen, Karl Morgenstern, Ralph Perkins, Mary Durfee and Chuck Arrera 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. DEI: Lily Leitermann gave an update on the Avarna scope of work noting that the DEI committee has been working with Avarna Group in finalizing the visioning statement, noting that it will be up for discussion at the next DEI meeting on September 5th, 2023.
 - b. Finance: Director Morgenstern mentioned that the next meeting will be on 8/14/2023 at 10:30am.
 - c. Personnel: Director Arrera mentioned that the next meeting is on 8/21/2023 at 10:30am.
 - d. P&G Development: Jared presented to the to the committee and talked about some grant programs other districts use. Jared added that they were just talking about some general ways that other soil and water conservation districts with the tax base get money out the door.
- 4) Partner Reports:
- a. NRCS: Tom Snyder was not in attendance.
 - b. UWSN: Sydney Nilan gave a recap of her monthly report. *[see UWSN monthly report]*
- 5) Other Reports/Discussion:
- a. Dave and Cricket gave a report on the Santa Clara meeting that the district was invited to attend.
 - b. Leslie Owens let everybody know the winning date for the Staff/Board Retreat which is October 3rd, 2023.
- 6) Adjourned Meeting:
- a. Chair Hrynyshyn called for public comment. No public comments were made.
 - b. Chair Hrynyshyn announced a short 10-minute recess prior to going into Executive Session to allow time for staff to clear out.
 - c. Executive session: Chair Hrynyshyn called meeting to order at 12:50pm by first announcing the ORS 192.660 disclaimer.
 - i. At 2:07pm, Executive Session meeting adjourned and Board returns to public meeting at 2:12pm.
 - d. After returning to regular session the Board of Directors discussed the Annual Review and pay scale of District Manager, Dave Downing.
 - i. Director Arrera moved to accept the annual review of District Manager Dave Downing as completed. Director Perkins seconded the motion. With no further discussion, the motion was approved with a vote of 5-0. [AI Hrynyshyn abstained, and Gary Jensen Karl Morgenstern, Ralph Perkins, Mary Durfee and Chuck Arrera all voted for the motion to pass.]
 - ii. Director Arrera moves to retain District Manager Downing for 2023-2024 at Pay step 5 with a 3% COLA adjustment, retroactive to May 2023. Director Durfee seconded; With no further discussion, the motion was approved with a vote of 6-0. [AI Hrynyshyn, Gary Jensen Karl Morgenstern, Ralph Perkins, Mary Durfee and Chuck Arrera all voted for the motion to pass.]
 - e. Chair Hrynyshyn adjourned the meeting at 2:16 pm.



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