



UPPER WILLAMETTE
SOIL & WATER CONSERVATION DISTRICT

3291 W 1st Ave. Eugene, OR 97402 • 541.852.6680 • admin@uwsxcd.org • www.uwsxcd.org

BOARD OF DIRECTORS MEETING MINUTES – Approved 10/10/23

Tuesday, September 12th, 2023 at 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:** Abel Kloster, Craig Marcus, Andy Burke
Staff: Leslie Owens, Lily Leitermann, Dave Downing, Daniel Dietz, 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 12:01 pm by Chair Hrynyshyn.
- b. Public Comment: Chair Hrynyshyn asked for public comment, hearing none, he proceeded to the action items on the agenda.

2) Action Items:

- a. Approval of Agenda: Chair Hrynyshyn asked if there were any amendments to the agenda, hearing none, he called for a motion. Director Perkins motioned to accept the agenda as presented and Karl Morgenstern gave the second. With no further discussion, the motion passed unanimously with a vote of 6-0. (Al Hrynyshyn, Gary Jensen, Karl Morgenstern, Mary Durfee, Chuck Arrera and Ralph Perkins all voted in favor of the motion.)
- b. Last Month's Minutes – [August 8th, 2023, Board Meeting Minutes]: Chair Hrynyshyn moved to approve the minutes as presented 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. 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. Questions were raised about a few items paid for with the district credit card which Dave Downing answered. One being the Pax8 charge of \$2,200.00, which was unknown, at the time of the meeting. Dave Downing said he would check in with the fiscal manager and email out an answer. 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.]
- d. Memo – Employee Inflation Reduction Bonus: Dave Downing explained how there was some feedback from employees in regard to the COLA

increase of 3% this year. He went on to explain that the staff was dealing with was the fact that the inflation of the housing market and the cost of rent in our area and the fact that it was eating up a good portion of their income to cover their rent cost. After the meeting, the managers brainstormed some ideas on how to keep employee retention and help improve the quality of the employees' lives. Lily Leitermann came up with a formula that seemed reasonable when presented to the Personnel Committee who supported the bonus. Further discussion was had on the cost of living, the impression this would give to the public, and how to move forward. One suggestion was to revisit the Step Pay Scale of all employees and it was decided that the Personnel Committee will look into it. Director Durfee motioned to table the issue until the District Manager, Dave Downing, can present a policy that can be used every year to determine COLA raises and possible bonuses, Director Morgenstern gave the second, with no further discussion the motion passed 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.]

- e. Paid leave Oregon policy: Dave Downing gave an overview of the policy and Leslie Owens explained that the policy was sparse due to the fact that this program is run by the State of Oregon, and we didn't want to give misinformation. The procedures for how to process this program will be made internally as an internal district procedure (IDP) so everyone knows what their roles are when an employee requests paid leave Oregon. More questions arose about the Paid Leave Oregon program that were answered by Dave Downing. Director Arrera moved to accept the Paid Leave Oregon Policy as presented, and Chair Hrynyshyn 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.]
- f. DEIJ Visioning Commitment Statement: Lily Leitermann gave an overview of the statement and reminded the board that both the board and staff have done extensive work to get to a clean, clear statement. She mentioned that the clean version is up for approval or edits based on what the Board decides. Director Morgenstern moved to accept the statement 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.]

g.

- 3) Committee Reports & Recommendations: Each Committee gave a brief recap of their last meetings [See Committee Meeting Minutes].
 - a. DEI: Lily Leitermann let the committee know that the culture assessment from Avarna would be going out soon. No other updates at this time.
 - b. Finance: Director Morgenstern let the board know that there were no updates at this time.
 - c. Personnel: Director Arrera mentioned that there were no updates to give, but that he would like to get another meeting set up to discuss the COLA



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policy draft and how to move forward with the Board's recommendations. Leslie Owens confirmed that she would reach out to the committee to get a meeting scheduled.

- d. P&G Development: Chair Hrynyshyn let the board know that there were no updates, however, the next meeting is Thursday September 14th at 10:30am.
- 4) Partner Reports:
 - a. NRCS: Tom Snyder gave an overview of what NRCS has been doing in the last month. *[see NRCS monthly report]*
 - b. UWSN: Sydney Nilan gave a recap of her monthly report. *[see UWSN monthly report]*
- 5) Other Reports/Discussion: No further discussions were had.
- 6) Adjourned Meeting:
 - a. Public Comment: No public comment.
 - b. Chair Hrynyshyn adjourned the meeting at 1:51 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.