



**UPPER WILLAMETTE**  
SOIL & WATER CONSERVATION DISTRICT

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

**BOARD OF DIRECTORS MEETING MINUTES – Approved 11/14/2023**

Tuesday, October 10<sup>th</sup>, 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 **Staff:** Leslie Owens, Lily Leitermann, Dave Downing, Clarissa Berndt, Victoria Fischella, Jared Pruch, Cricket DeLoe, and Alec Spencer. **Partners and Public:** Shaun Daniel, Chris Fuller, Glen Hardin, Sydney Nilan, and Tom Snyder

**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 introduced the board and staff to the public present at the meeting and then 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, Dave Downing requested to add and item "e." under action items; he added a contract renewal between UWSWCD and Long Tom WC regarding the facilitation and strategic support for UWSWCD Organizational Development. (Director Durfee joined the meeting at 12:07 pm) Chair Hrynyshyn added the item to the agenda and then he called for a motion. Director Perkins motioned to accept the agenda as amended and Director Durfee 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 – [September 8<sup>th</sup>, 2023, Board Meeting Minutes]: Director Arrera moved to approve the minutes 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.]
- 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. 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 handbook update: Dave Downing explained the need for the employee handbook to be updated in the Compensation section under Pay Administration to add in the following categories: Step increases, Cost of Living Adjustments, and Additional Adjustments or Bonuses. He went on to state that these additions were worked on by the Personnel Committee and come recommended. Director Durfee motioned to adopt the memo with changes to the employee handbook and Director Arrera 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. Contract 060-001-2024: Dave Downing gave an overview of the contract renewal and Sydney Nilan answered any questions from the Board. Director Perkins moved to accept the Contract 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.]
- 3) Committee Reports & Recommendations: Each Committee gave a brief recap of their last meetings [See Committee Meeting Minutes].
- a. DEI: Dave Downing read an update from Lily Leitermann, and let the board know that the culture assessment from Avarna went out.
  - b. Finance: Director Morgenstern let the board know that there were no updates at this time.
  - c. Personnel: Director Arrera mentioned that the committee met to discuss the Immediate inflation and housing adjustment memo which was requested by the board at the September meeting. Dave Downing, Director Arrera, Clarissa Berndt, and Lily Leitermann answered questions from the Board and then the staff were given a chance to speak. Leslie Owens spoke up to thank the management team and personnel committee for listening to the concerns of the staff and working so hard to come up with a solution. Other staff spoke up about their personal hardships related to inflation and the cost of housing. Director Durfee motioned to adopt the memo with, and Director Arrera 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.]
  - d. P&G Development: Chair Hrynyshyn let the board know that there were no updates but wanted to give Jared Pruch a chance to share his findings on Grant Making Frameworks. Jared shared his spreadsheet and gave a recap of his findings. Director Jensen had to leave the meeting at 1:41pm.
- 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:



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- a. UWSN invitation to join – Dave Downing let the Board know that the UWSWCD was invited to join the network. The Board of Directors tasked Dave with sending a letter of interest to the UWSN.
  - b. 2023 OACD Board Election Ballot: Chair Hrynyshyn let the Board know that UWSWCD gets to vote on the OACD Board Election Ballot and gave an overview of the candidates.
  - c. Cricket DeLoe shared with the Board the demographics survey findings and let them know it wasn't enough of a pool to be accurate, but that it does help her in deciding what to post to social media and to see how to reach more of an audience.
- 6) Adjourned Meeting:
- a. Public Comment: No public comment.
  - b. Chair Hrynyshyn adjourned the meeting at 2:03 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](mailto: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.*