



UPPER WILLAMETTE SOIL & WATER CONSERVATION DISTRICT

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Finance Committee Meeting Minutes – Draft

Monday November 11, 2023

This meeting was held virtually via zoom.

Members Present: Karl Morgenstern, Al Hrynyshyn, Clarissa Berndt (3/5; quorum reached)

Staff Present: Dave Downing

1. Call meeting to order: Meeting was called to order at 10:00am by Karl Morgenstern.
 - a. Review agenda: Mr. Morgenstern asked if there were any amendments to the draft agenda. Clarissa Berndt asked to add a discussion on the District Credit Cards and Dave Downing asked to add a discussion on the District Vehicles. Karl added both items into the agenda under discussions.
2. Review last meeting minutes: Mr. Morgenstern asked if there were any amendments to the last meetings minutes (**August 2023**) hearing one edit which was to change the person who called the meeting to order from Al Hrynyshyn to Karl Morgenstern, the minutes were reviewed and amended.
3. Discussions:
 - a. Financial Reports: Mr. Morgenstern shared the financials on his screen and the committee reviewed where the District was at. Mrs. Berndt pointed out that page two of the financials shows the approved budget, specifically the amounts that the District must NOT go over to stay within their legal responsibilities. Mr. Morgenstern noted that the District was in the green in every category. They briefly spoke about the next Budget Cycle that was coming up and noted that it may look like a lot of funds will carry over, but Mrs. Berndt reminded the committee that there are multi-year contracts, so some of the funds are spoken for. Al Hrynyshyn moved to accept the financials as presented with Mr. Morgenstern giving the second, the motion passed unanimously with a vote of 3-0. (Karl Morgenstern, Clarissa Berndt, and Al Hrynyshyn all voted in favor of the motion.)
 - b. Vehicle Discussion: Mr. Morgenstern asked what funds the vehicle purchases would be coming out of. Dave Downing let the committee know that the vehicle purchases come out of District Operations with an allocation of \$120,000.00. Mr. Downing went on to give an update as to where the District is with it's purchase of one vehicle, the inquiry on fuel cards, insurance, decals, etc. and that an internal workgroup called the VROOM committee was meeting on November 15th to work on process, policy, and procedures for the vehicles.
 - c. Credit Card: Mrs. Berndt started a discussion on switching the Credit Card from Umpqua to a different provider due to fees. She suggested the Costco Credit Card because of the rebates. Although there is a fee for the Costco Card, and the discussion turned to doing more research for an alternative credit card.
 - d. A brief discussion on financial policies that are being drafted occurred with a list of templates that Mrs. Berndt was editing to be used for our district. More information to come in the following meetings.
4. No public present for comments.
5. Next meeting decision: The committee decided to keep the meetings quarterly until further notice.

6. Meeting Adjourned: Meeting was adjourned at 10:27 am.

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.

Finance Committee voting members:

Karl Morgenstern - Chair

Al Hrynshyn

Clarissa Berndt

Gary Jensen

Leslie Owens