



BOARD OF DIRECTORS MEETING MINUTES

Tuesday, December 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 Arrear and Ralph Perkins. **Associate Directors:** Andy Burke, Craig Marcus **Staff:** Leslie Owens, Dave Downing, Clarissa Berndt, Lily Leitermann, Jared Pruch, Cricket DeLoe, Meridith McClure, and Alec Spencer. **Partners and Public:** Chris Fuller, Maryanne Reiter, 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. He introduced himself to Maryanne Reiter and welcomed her to the meeting, then the meeting attendees took time to introduce themselves as well, explaining what they do at the District.
- 2) Action Items:
 - a. Approval of Agenda: Chair Hrynyshyn asked if there were any amendments to the agenda, hearing none, he then called for a motion. Director Perkins motioned to accept the agenda as presented and Director 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 Arrear and Ralph Perkins all voted in favor of the motion.)
 - b. Last Month's Minutes – [November 2023 Board Meeting Minutes]: Chair Hrynyshyn asked if there were any amendments to the minutes. Dave Downing mentioned adding the Long Tom Watershed Council to section 5A of the minutes after the word "From". Director Arrear noticed that his name was listed in small print and needed to be removed from sections 2a and 2c. Leslie Owens let the Board know that she would amend the minutes as requested. Director Morgenstern moved to approve the minutes as amended and Director Arrear 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 all voted for the motion to pass.]
 - c. Financial Reports for October: *[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 left off last meeting, requesting an amendment to a copy and paste error on the UWSWCD Fund Cash Balances Sheet, which was amended and

presented to the Board. Director Perkins motioned to accept the agenda as presented and Director Arrera 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.)

- d. **Financial Reports for November:** *[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. Dave Downing answered a few questions on Financials. Director Arrera moved to accept the financials 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.]
 - e. **District Vehicles and Driving Policy:** Dave Downing gave an update on the district's new vehicles and the process taken to update the driving policy to be current with owning District Vehicles. Director Durfee motioned to adopt the updated policy and Director Perkins gave the second, with no further discussion the motion passed with a vote of 6-0. [Al Hrynyshyn, Gary Jensen Karl Morgenstern, Ralph Perkins, Chuck Arrera, and Mary Durfee all voted for the motion to pass.]
 - f. **Annual Meeting Date Resolution:** Chair Hrynyshyn read the Resolution to the Board and answered any questions. Director Perkins motioned to accept the Resolution and Director Morgenstern seconded the motion and without further discussion the motion passed unanimously with a vote of 6-0. [Al Hrynyshyn, Gary Jensen, Karl Morgenstern, Ralph Perkins, Chuck Arrera and Mary Durfee 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 committee's plans with Avarna and let the board know that the next meeting will be scheduled for January. Leslie Owens said she would resend the meeting's doodle poll out and get it scheduled.
 - b. **Finance:** Director Morgenstern let the board know that the committee had not met since the last meeting and will meet again at the end of the quarter.
 - c. **Personnel:** Chair Hrynyshyn informed the board that the committee will meet again in February.
 - d. **P&G Development:** Chair Hrynyshyn let the board know that there were no updates and that another meeting would be scheduled for Thursday 12/14/2023 at 9:00am.
- 4) **Partner Reports:**
- a. **NRCS:** Tom Snyder gave an overview of what NRCS has been doing in the last month. *[see NRCS monthly report]*
- 5) **Other Reports/Discussion:**



UPPER WILLAMETTE
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- a. Lily Leitermann shared her presentation on the Fire summit she attended and answered any questions. Discussions followed.
 - b. Leslie Owens let the Board know that the Holiday Dinner was scheduled for January 31st at 6:30pm and to keep an eye out for updates via email.
 - c. Chair Hrynyshyn let the Board know that Director Jensen, after 17 years of service was resigning from the Board of Directors, which left his seat vacant as of 12/31/2023. Director Jensen was then presented with a plaque and thanked sincerely for his insights and dedication to the Upper Willamette SWCD.
- 6) Adjourned Meeting:
- a. Public Comment: No public comment.
 - b. Chair Hrynyshyn adjourned the meeting at 1:41 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.