

Monday, February 12, 2024
6:00-7:30 PM Board Meeting
To join Zoom Video Conference:



<https://us02web.zoom.us/j/84468250202?pwd=Rk5sRERSZXI6WVVOUmJIWEFBcDIHUT09>
Phone: 1-669-900-6833
Meeting ID: 844 6825 0202
Passcode: 640956

BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Nate Johnson, Marcella Henkels, Kerry Hastings, Greg Jones, Eliza Mason, Aubrey Cloud, Henry Storch (Emeritus)

Board Members Absent: David Barron

Associate Directors Present: Rana Foster, Indira Kulkarni

Staff Present: Holly Crosson, Michael Ahr, Teresa Matteson, Donna Schmitz, Candace Mackey (minutes) Sara Roberts

Guests: Heather Medina, NRCS Basin Team Leader; Olivia Jasper-Regional Water Quality Specialist ODA Ag Water Quality Department; Tere O'Rourke, potential Budget Committee Member; Rob Hibbs-State Monitoring Specialist ODA Ag Water Quality Department

Call to Order - Johnson (6:01pm)

Introductions, Public Comments, Announcements, Additions/Changes to Agenda

Public Comment: None

Announcement: Please note that in the agenda, Tere's name was spelled wrong due to autocorrect. Jake Mead our Skillsbridge Intern will finish his term at the end of the month and has been an excellent addition to our group. He has completed the Hazard Communication Plan, among many other tasks. THANK YOU to Jake for all his great work since October 2023.

Addition to agenda: Holly Crosson requests time on the agenda to update board on water pipes in the Renaissance building. Chair allows additional agenda item after 6-month financial review agenda item.

CONSENT AGENDA

- **Approve draft Minutes from January 8, 2024, Regular Board Meeting**
- **Approve Financials (12/31/23)**

Discussion: None

MOTION: Move to Approve Consent Agenda: Nate Johnson

Second: Greg Jones

Results: Pass 6/0

REGULAR AGENDA

- **ODA Presentation on Water Quality management Program and Mercury in the Willamette River-Rob Hibbs and Olivia Jasper-ODA Ag Water Quality Department**
Rob Hibbs introduces the area covered in the Program, how it is measured (bioaccumulation in pikeminnow) and total suspended solids (TSS) in the Willamette Basin, mercury management strategies, current situation and strategies for outreach and public messaging

All documents referenced in these minutes are a part of the official record and can be distributed upon request.

with SWCD's as well as measurable objectives for the future and that timeline. Olivia Jasper mentions that this is an introduction to the program to see how the SWCD may implement, measure, or help if they decide with the updated SIA.

- **FY24 6-month Financial Review**

Discussion: Holly Crosson discusses the general fund graphs and Budget to Actuals in the board packet. Highlights-We have received 94% of estimated tax levy revenue which is great. All financials tracking well for the year.

Any questions about general fund side of 6-month financials? None

Michael Ahr discusses the project fund graphs and the various projects that are being funded for the year. Grant income and expenses are on track for the year.

Questions about project fund side 6-month financials? None

- **Office Water Leak**

Holly Crosson describes the water leak at the office and addresses the potential for disruption of work with the board. Checking in to see if the board is open to the idea of giving staff a stipend if the office is closed due to repair of leaking pipe. She believes this is fair to offset the cost of utilities for staff if they are required to work from home. Questions regarding who would pay this stipend raised. Raised by the board, that the cost should be paid for by the HOA or the landlord. Potentially there could be a need to ask for legal help, Holly will be in touch if she feels the need to consult with an attorney. Board straw poll shows a majority of the board in favor of this. Holly will request that rent for the month of March be waived to offset inconvenience and staff time taken up to deal with the leaks.

- **Adopt Budget Resolution FY2023-2024-06 OWEB Small Grant #09-24-001**

Discussion: Resolution moves \$14,968 for Grand Oaks Restoration Project. Donna Schmitz presents photos of the restoration area, maps of the Grand Oaks Summit Landscape. The OWEB grant area is approximately 1 acre in that development.

MOTION: Move to adopt Budget Resolution FY2023-2024-06: Greg Jones

Second: Kerry Hastings

Results: Pass 6/0

- **Appoint Indira Kulkarni and Tere O'Rourke to Budget Committee**

Discussion: Student Associate Indira Kulkarni can't serve on both the budget committee and the board, so Indira Kulkarni is asked how she feels about where she would like to serve. She is interested in staying on the board next year in year two of her studies, but also wants to serve where she is needed most. Indira Kulkarni has asked for the board to accept her resignation as Student Associate Director. The BSWCD Board of Directors accepts her resignation. Indira will send an email with her resignation to Holly Crosson.

MOTION: Move to appoint Tere O'Rourke and Indira Kulkarni to the Budget Committee

Second: Marcella Henkels

Results: Pass 6/0

- **Discuss AUP (Agreed Upon Procedures) letter from auditor and decide on regular audit or AUP for FY24**

Discussion: Holly Crosson explains the impetus for the new rule is that there is a shortage of auditors in the state of Oregon. The state is trying to make it easier to have organizations meet

their financial obligations and reduce demands on auditors. After consulting our CPA, she explains the difference between the proposed AUP and the audit we currently conduct. Holly recommends the full audit over the AUP. The CPA also recommends the audit. It has already been budgeted for this fiscal year as it is a part of a three-year contract. Nate Johnson would feel more comfortable having the regular audits continue, which creates more financial oversight. Marcella Henkels agrees, but also asks about the mention of additional policies and procedures that would need to be put in place with an AUP. She is concerned this would take a lot of time. Holly Crosson points out that if there are any deficiencies in our policies, the auditor would point it out. Kerry Hastings agrees that there is welcome additional fiduciary oversight with the audit process.

MOTION: No motion made. Nate Johnson notes there is no dissent to continue with regular audits versus switching to an AUP. We will continue annual audits conducted by a CPA that is certified by the Secretary of State's office to conduct municipal audits.

- **Approve Employee Handbook Updates (new language about Paid Leave Oregon and Paid Administrative Leave in packet)**

Discussion: PLO policy was already approved by the board in August. Language is pulled directly from that policy to add to the Employee Handbook. For addition about Paid Administrative Leave language, Holly is requesting authority to make the decision to offer paid administrative leave to staff should an emergency situation arise where the server went down and/or the office had to be officially closed and employees were not able to work due to the emergency.

MOTION: To approve employee handbook updates as presented in the board packet: Nate Johnson
Second: Aubrey Cloud
Results: Pass 6/0

- **Annual Meeting Resolution FY2023-2024-07 for March 5th 2024 Reschedule**

Discussion: January 16th Annual Meeting was canceled due to the ice storm.

MOTION: To reschedule the cancelled annual meeting for March 5, 2024 and approve the new annual meeting resolution FY2023-2024-07: Nate Johnson
Second: Kerry Hastings
Results 6/0

- **New Date for DEIJ Board/Staff Retreat**

Discussion: After the first weekend in November is good for the majority of members.

- **Native Plant Sale Update (February 24th Pickup)**

Looks as if everything is running smoothly. Request on that Tuesday morning (9-11M) there be extra help to set up tables and stage the stations for pick up. If board members are interested, please contact Michael and Sara.

- **Questions from Board on BSWCD and NRCS Activities**

Heather Medina Saucedo is back as Basin Team Leader and presents her update for our region. Candace Mackey will distribute to board and staff tomorrow via email.

- **Other Board Business**-Shared condolences for Board Member Director Emeritus Bob Morris who has passed away.
- **Next regular board meeting will be, March 11, 2024**

Meeting Adjourned - Johnson (8:05pm)