

Monday, April 6, 2020
6:30 - 7:30 PM
Zoom Video Conference: <https://zoom.us/join>
Phone: 1-669-900-6833.
Meeting ID: 826 472 465; Password: 217858



BOARD OF DIRECTORS MEETING MINUTES

In Attendance

Board Members Present: Faye Yoshihara, Jerry Paul, Bob Morris, Henry Storch, Eliza Mason, Graham Trask

Board Members Absent: Larry Lee

Associate Directors Present:

Associate Directors Absent: Rana Foster, Mark Taratoot

Staff Present: Holly Crosson, Laura Brown, Heath Keirstead, Linda Lovett, Teresa Matteson, Donna Schmitz

Staff Absent:

Others Present: Amy Kaiser/NRCS

Call to Order

[Yoshihara] 6:33 pm

Introductions, Public Comments, Announcements

- Faye: Main business is to check in on how everyone is doing during the COVID-19 crisis.

Additions/Changes to Agenda

- Addition: Board action needed to approve \$75/month per employee for reimbursement of employee personal phone and internet while office is closed during March, April, May.
- Request to change Budget Committee meeting from May 4 to May 18.

CONSENT AGENDA

- **Approve Draft Minutes from March 2, 2020 Board Meeting;** Discussion: none
- **Approve Financials (2/29/20);** Discussion: none
- **Adopt Budget Resolution FY2019-2020-13 - ODA-OSWB Phase 7 Willamette River Aquatic Weed Management - \$27,719;** Discussion: none

Approve Consent Agenda; MOTION/2nd: Jerry/Henry; (Unanimous 6/6)

REGULAR AGENDA

NRCS/Staff Reports

Amy: Only one in office, getting paperwork done. Seeking participants for Upper Muddy Creek water quality strategy. Deadline is April 17. Henry may know candidates in the Alpine area. Teresa will send Henry a map.

Holly: Connecting with other districts about new legislation and implications for HR; tracking Oregon Treasury and interest rate, Governor's office; OWEB expects big decrease in revenue because video lottery is shut down. Feeling healthy, and grateful for being able to continue to work and accomplish work tasks from home.

Donna: Thanks to Board for making it possible to work from home and access files. Keeping busy with six CREP plans. Daughter's wedding was in mid-March before everything shut down.

Teresa: Family is healthy. Working on Upper Muddy Creek monitoring proposal and other projects, sending emails and announcements, learning to make videos. Heath is helping with newsletters.

Heath: Thinking about equity and who we communicate with. There are people we can't or don't know how to reach and they have different needs right now. Equity committee still meeting, working on SWCD interim plan.

Laura: Likes the message, "You're not working from home. You're at home during a crisis and trying to work." Conducting outreach for spurge—1000 postcards—about treatments for Benton County landowners. Facebook live was fun and a lot of people commented that it got them out in their yards.

Linda: Working on paperless processes to reduce trips to the office. Setting up daughter for remote learning.

Director Reports

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

Jerry: Installed 40 mason bee boxes. Noticed a lot of development in sub-divisions, so maybe this means good County tax income in coming years. Would like notices of BSWCD events to avoid being blind-sided.

Bob: Making PPE masks for the hospital. Learning about bees. Also wants to receive public communications.

Eliza: Doing well, but sister has COVID symptoms. Getting ready to plant in May.

Henry: Bee work is essential so operating as usual. Pushing out projects that require interaction. Helping Newport's Guatemalan community with produce. Landscapers are working but postponing large installations.

Graham: Caging trees, but planting crew had to take off because of COVID. Doing usual work, but figuring out how to do it remotely, such as virtual bid walk-throughs.

Faye: Working on property. Zoom meeting with neighbors was successful but highlighted who can participate and stay informed. Regular work is busy; need to keep eco-system healthy for when things return to normal.

Benton SWCD as Designated Weed Entity for Benton County

Laura: Designation does not change what we are already doing, but it makes additional money available.

MOTION/2nd: Bob/Henry; (Unanimous 6/6)

Going digital (Board packet, bill.com, e-signatures, etc.)

Linda reviewed steps to reduce paperwork including electronic Board packets; e-signatures on resolutions, check requests, credit card receipts; reducing paper checks via credit card payments, direct deposit.

New Telework Policy

Discussion: Holly added sentences about secure Zoom use to policy. Jerry: Should policy also authorize Board to give internet/phone stipend? Holly: Will staff—exempt and/or non-exempt—continue telework when office re-opens?

Decision: Add line to policy saying Board "may" give stipends. Defer decision on longer term telework.

Accept as amended with Zoom, MOTION/2nd: Jerry/Bob; (Unanimous 6/6)

Request changing Budget Committee meeting date from May 4 to May 18

Discussion: Jerry wondered how we can have meetings without the public. Holly explained that we are complying with public meeting law via Zoom attendance and public noticing enabling them to call in as well as connect via computer. Donna may have grant funds to add to budget, so there probably should be a regular Board meeting in May. Decisions:

- Budget Committee meeting will move from May 4 to 6:00-7:00 pm on May 18. Holly will email the committee a new budget calendar and a letter from Faye and Holly describing changes and why they are needed. The budget packet will not have staff reports, but each staff person will speak for a few minutes about what they do. Holly will hand out the FY19 annual report.
- There will be a regular Board meeting on May 4 from 6:00-7:00 pm. Staff reports will be verbal only.

MOTION/2nd: Eliza/Graham; (Unanimous 6/6)

\$75/month stipend for employee home internet and phone for March, April, May

Discussion: Bob asked if \$75 is enough; staff agreed that it is. Board will reevaluate remote work in late May.

MOTION/2nd: Bob/Henry; (Unanimous 6/6)

Emergency Declaration Guidelines

Holly: No action needed now but with COVID-19 need to think about succession planning.

Service Projects and connecting with community during COVID outbreak

Decision: Item deferred until May meeting to give Board time to discuss.

Confluence Update

Jerry: Architecture committee agreed to pass financial plan on to Steering Committee; potential rent per organization and other issues require more discussion. Concern about how COVID crisis will affect capital campaign. Waiting for Alan to respond to questions such as decibel level of HVAC.

Meeting Adjourned

[Yoshihara] 7:39 pm

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