

Monday, July 12, 2021; 6:00-7:00 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING MINUTES

### In Attendance

Board Members Present: Faye Yoshihara, Bob Morris, Henry Storch, Jerry Paul (6:03 pm), Kerry Hastings, Eliza Mason

Board Members Absent: Grahm Trask

Associate Directors Present: Nate Johnson, Rana Foster, Marcella Henkels

Staff Present: Holly Crosson, Teresa Matteson, Michael Ahr, Linda Lovett (minutes)

### Call to Order

[Yoshihara] 6:01 pm

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

None

### CONSENT AGENDA

- **Approve draft Minutes of FY22 Budget Hearing and June Board meeting – June 14, 2021;** Discussion: corrected typo at end of Marcella's report.
- **Approve Financials (5/31/21);** Discussion: none
- **Adopt Budget Resolution FY2021-2022-01;** Discussion: none
- **Add \$45,967 from OWEB for NRCS TA Grant for Soil Health (#219-9001-19457);** Discussion: none
- **Adopt Budget Resolution FY2021-2022-02;** Discussion: none
- **Add \$2,941.32 to WVRLC Central Park Display project;** Discussion: none
- **Adopt Resolution FY2021-2022-03. Update Registered Agent form;** Discussion: none

**MOTION: Approve Consent Agenda:** Kerry/Bob (Unanimous 5/5)

### REGULAR AGENDA

#### NRCS/Staff Reports (Kaiser, Crosson, Schmitz, Matteson, Keirstead, Lovett)

Teresa: Submitted SAP draft to DEQ; attending meeting in case of questions about resolutions or projects.

Michael: Kudos to Teresa for OWEB technical assistance grant for soil health, which required not only a good proposal but also strong partnership with NRCS. Donna finishing up grant reports for FY21. Thanks to Teresa and Donna for helping with ODA meeting to learn about Agricultural Water Quality Management Plan and Strategic Implementation Areas. Orientation continues with weekly check-ins with Holly to cover various topics.

Linda: Staff report is a litany of office move items. Request grace while we settle in and learn new systems.

Holly: New OSHA rules about wildfire smoke and heat require writing plans and training staff. Working on comp study, waiting to hear back from Susan Howlett about facilitating strategic planning. Faye asked that Eliza, our resident statistician, be able to review the comp study contract and methodology.

#### Director Reports

Bob: Helped Jerry with office move.

Kerry: Pulling weeds, looking forward to replacing blackberries with plants from Native Plant Sale.

Eliza: Pleased and surprised that the dry farm field survived the heat wave. Building an earth bag retaining wall.

Henry: Working with bees.

Jerry: Helped at office; took a cybersecurity seminar on what to watch for in your IT vendor.

Nate: Work at farm turning toward more marketing; tour for the Corvallis Sustainability Coalition included water catchment system and dry farm plots.

Marcella: Plans to sell tiles of native species at Fall Festival booth. Son who works for New Mexico Department of Agriculture is visiting. He is reviewing healthy soil grants, so interesting to compare with what Teresa is doing. Germinated milkweed.

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

Rana: Helped with move; salvaging native plants from Marys River park build site in Philomath.

Faye: Pulling invasive weeds.

#### **Questions for Jerry about Board audit questionnaire for FY21?**

Faye encouraged all directors to fill out the questionnaire; it is an important part of our fiduciary responsibilities. Rana asked if the questionnaire is available to the public. Holly said it comes from the auditor and directors return it to the auditor, who follows up if there are concerns. The final audit is available to the public.

Faye asked about Q11 on cybersecurity. Holly noted that email and phone spam has increased, and spammers are getting more sophisticated. The district has cybersecurity insurance through SDAO, and we have a new information security policy. We have never had data theft that we are aware of. Jerry added that the phone system was hacked last summer, but he is not aware of any other incidents. He cautioned board members to be careful when traveling and using hotel networks because they can access emails. Electronic transfers are vulnerable because if one of our vendors gets hacked, the hacker can also access our information. Make sure emails are from bona fide businesses and never open attachments or click on links in suspicious emails.

#### **Juneteenth Federal Holiday (Monday, June 20, 2022)**

Holly: Juneteenth is now a federal holiday, so will be an additional one for staff. She will update the employee handbook to reflect the change.

#### **Strategic Planning Process for FY22**

Faye agreed to facilitate a board brainstorming session in September. She wants directors and associates to feel comfortable providing input to strategic direction and prioritizing what to include. What would help directors be informed enough to contribute to a September session? Last year Bob and Eliza agreed to be on the planning committee, so other board members need to discuss and let them know.

Holly noted that the staff planning committee includes Holly, Michael, Linda, and Heath. She hopes to have a facilitator contract in place in August. Working with staff to develop questions to help directors. These will focus on strategic direction rather than specific projects because those can go in work plans. Plan to have a draft done in April, board review in May, and adoption at June 12, 2022 board meeting to meet ODA deadline.

Jerry suggested that the goals, such as the four listed on the meeting agenda, list objectives saying what we are going to do. For example, he is excited about working with Kerry and Eliza on pollinators in Monroe. Would like to see that type of thing listed and the year it will be done so that board members can be more involved. Eliminate jargon and write in plain language. It's our job as board members to ask the public what programs the district should be doing. Would like to see more work with the watersheds.

Faye summarized that directors need to talk about their priorities and where they think the district should focus. Directors need to represent their constituents' priorities, then it is up to Holly and team to come up with strategies for executing. Please send Faye ideas about how to make the September meeting useful.

#### **Update on Covid office procedures and Director visits to office**

Linda provided an update on current plans and procedures to meet OSHA requirements. Although the governor lifted the masking requirement on June 30, staff prefers to continue masking and distancing for now. Each staff member will be in the office at least two days a week, but office will remain closed to the public. Board members and associates can call or email Linda to set up an appointment to visit the office.

Directors supported Faye's suggestion for an outdoor, in-person meeting in September. Nate suggested Marys River Grange. Linda will check on availability and price and work with Nate if needed to get a member rate.

#### **Decide date of October Board meeting (10/11 is Indigenous Peoples Day holiday)**

Decision: October board meeting will be on Tuesday the 12<sup>th</sup>.

#### **Reminder about August recess – no meeting 8/9**

Faye encouraged directors to visit the new office so they can answer constituents' questions about it.

#### **Meeting Adjourned**

[Yoshihara] 7:06 pm