

Monday, February 14, 2022; 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: Nate Johnson, Bob Morris, Kerry Hastings, Jerry Paul, Henry Storch, Eliza Mason, Faye Yoshihara (Emeritus)

Board Members Absent: Graham Trask

Associate Directors Present: Marcella Henkels, Rana Foster, David Barron

Staff Present: Michael Ahr, Donna Schmitz, Teresa Matteson, Linda Lovett (minutes)

Staff Absent: Holly Crosson

Others Present: Amy Kaiser (NRCS)

Call to Order

[Johnson] 6:00 pm

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

MOTION to add to the Agenda discussion about board involvement in strategic planning: Nate/Bob (vote 6/6)

CONSENT AGENDA

- **Approve draft annual meeting and board meeting minutes – January 10, 2022:** Discussion: none
- **Approve Financials for 12/32/21:** Discussion: none
- **Adopt Resolution FY2021-2022-09: Updated Registered Agent form:** Discussion: none
- **Approve FY23 Budget Calendar:** Discussion: none

MOTION to approve Consent Agenda: Jerry/Henry (vote 6/6)

REGULAR AGENDA

Annual Civil Rights review for NRCS partners

Amy highlighted key items in the document, e.g., when giving a presentation and showing a map, do not show landowner's name, do not share how much assistance people are getting. Directors need to review and sign because SWCDs help with USDA programs and outreach. Linda will email the signature form to e-sign and will forward them to Amy by the end of February.

NRCS has upcoming local workgroup meetings for Linn and Benton Counties. Benton's is March 1 from 1:00-3:00pm, and Teresa will be the guest speaker talking about Conservation Implementation Strategy.

6-mo Financial Review (July 1 - Dec 31, 2021) General and Project Fund Graphs

Michael reviewed Project Fund graphs. They show the Project Fund at \$102,629 for the year, but new invoices have come in so the total now may be twice as much. The grants listed fund a variety of programs for water quality monitoring, invasive species management, habitat restoration, and soil health.

The bulk of the Project Fund is materials and services, and a large percentage of that is contractual work with partners such as US Geological Survey, Willamette Riverkeeper, and the watershed councils. It is like pass-through money, where it comes to us and we pay partners to do the work.

Nate asked how it is decided what percentage the district gets to administer a project that we contract out. Michael said that federal grants allow us to negotiate an indirect rate, which usually works out to be 10-15%, but a lot of grantors just say 10%, so there's no need to negotiate.

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

2022 Native Plant Sale discussion

Teresa shared a slide presentation (see attached). Since we are currently doing strategic planning and need to fill the Communications position, it is a good time to think about what the NPS means to the district and whether it fulfills our mission and goals. Components of NPS include plants, customers, financials, supplies, volunteers, and logistics. Must think about the sale all year long because plants need to be ordered in June.

Teresa's recommendations:

- NPS committee(s) to select plants, create policies about cancelations, refunds, orders not picked up.
- Streamline paperwork: is there software that could remind customers about orders, when to pick up?

Gross sales = \$28,931

Teresa thanked Russell and Betsy of Davis Family Farm for use of their facility; contractors Nick Cavagnaro and Heath Keirstead; Jerry Paul, Marcella Henkels, Nate Johnson, and many other volunteers.

Nate commented that the NPS marks an important time of year for many people—mid-winter, cheerful, community gathering. The volunteers really enjoyed it. Would like to have Teresa's slides and notes so the board can use them for strategic and annual planning.

Adopt Resolution No. FY2021-2022-08: updated Contracting Rules and Procedures

The update emphasizes using Oregon providers/contractors. Nate suggested sourcing within Benton County if possible since we are taxpayer funded. Jerry asked if we could add language to that effect, but Linda thought it might need to go through the attorney first. Directors agreed that they would like to investigate the possibility.

MOTION to adopt Resolution No. FY2021-2022-08 as is with recommendation to explore whether we can purchase at county level first, when possible: Bob/Kerry (vote 6/6)

Discuss which documents are used by Directors on Board webpages

Linda explained that the website is being updated and it would be helpful to know what content directors want in the Board Documents section. Jerry and Nate said they have recently used it to find the budget. Jerry encouraged directors to use it because it has a lot of information, but he would still like a calendar of events. Nate suggested directors look at the website and that we revisit the question of content in March.

Agenda Addition: Board involvement in strategic planning

Nate's conversation with Amy Stork underscored to him the importance of board involvement as a group in strategic planning before the draft document is finalized. Except for the planning meeting in September, most engagement has been person to person. In addition to a meeting at which the living document/work in progress is the sole agenda item, Nate would like to have a special meeting to discuss anything on one's mind and to get to know each other better. Nate suggested having an all staff and board informal meeting in the next month and to schedule a separate strategic planning meeting later.

All agreed to hold an evening Zoom meeting. Nate will reach out to Linda and Holly about how to schedule.

Meeting Adjourned

[Johnson] 7:12 pm