

Monday, June 14, 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, Kerry Hastings, Graham Trask, Eliza Mason

Associate Directors Present: Nate Johnson, Rana Foster, Marcella Henkels, Sierra Linnan Smith

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

Staff Absent: Heath Keirstead

Others Present: Amy Kaiser/NRCS, Eric Nusbaum/ODA

### Call to Order

[Yoshihara] 6:00 pm

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

Faye added staff stipend discussion to the regular agenda. Eric introduced himself since not all had met him.

### BUDGET HEARING

#### Adopt Budget Committee-approved FY2021-2022 Budget

No discussion.

MOTION to adopt FY2021-2022 Budget: MOTION/2<sup>nd</sup>: Jerry/Bob; (Unanimous 7/7)

Holly noted that it needed to be clear that the motion included all three parts of the Resolution (appropriating, imposing, and categorizing the tax). There were no questions on the parts or the categories of appropriations.

Jerry amended motion to include all three actions.

MOTION: Adopt FY2021-2022 Budget: MOTION/2<sup>nd</sup>: Jerry/Bob; (Unanimous 7/7)

**Budget Hearing Closed 6:07pm**

### CONSENT AGENDA

- **Approve draft Minutes – May 10, 2021;** Discussion: none
- **Approve Financials (4/30/21);** Discussion: none
- **Approve Authorized Signature Matrix and Board Roles document;** Jerry asked to pull the Authorized Signature Matrix from the Consent Agenda.

MOTION to approve Consent Agenda: Graham/Henry (Unanimous 7/7)

Discussion of Authorized Signature Matrix: Jerry asked for clarification of board action in the financial section. The District has four authorized signers (Jerry, Faye, Henry, Bob) at the bank. He questioned why line 38 for "BSWCD check signature" said "bank designated signer" instead of just "designated" as it said for "bank account signers." Decision: For consistency, revise Matrix so "BSWCD check signature" says "designated."

MOTION to approve Authorized Signature Matrix as amended: Jerry/Bob (Unanimous 7/7)

### REGULAR AGENDA

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

Amy: Obligating contracts, will have dollar amounts at next meeting. Updated strategy layers; forest, oak, and hazelnut boundaries have expanded. Reaching out to anyone interested in applying to SIA program.

Holly: All staff have been vaccinated, so we will have a more set in-office schedule starting July 1. Each staff person will be in the office a couple days a week. We do not have much space for public meetings, so it would be best for people to call for in-person appointments. Getting ready for new fiscal year, setting schedule for audit, talking to HR Answers about compensation study, working on team-building plan.

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

Michael: Working on invasive species program; writing an Oregon State Weed Board grant for oblong spurge. Toured the Willamette with Scott Youngblood of Oregon State Parks and viewed restoration sites.

Donna: Contacting partners and coordinating closeout on grants; visited site in King's Valley across from Beazell County Park, connecting with ODFW to see if we can do a larger project there.

Teresa: Site visit with Donna to James Court neighborhood, where landowners have property on Jackson creek; attended Sierra's Beavers Seeking Beavers presentation about her work studying beavers on Mt St Helens.

Linda: Preparing for move of items to Crystal Lake storage unit; still waiting for date of Comcast installation.

### **Director Reports**

Kerry: Has taken two vacations since being vaccinated; hiking in hills and concerned about all the Scotch Broom.

Bob: Helping Jerry and native plants.

Jerry: Picked up 43 Bee Buddy boxes, it looks like a successful year; helped with office move; tabled Bees and Trees event with Teresa; spent five hours at Grange cutting down hedge row.

Eliza: Planting done in May and things now look good with the rain; working with Jerry on Monroe Bee Buddy chapter, had initial training and scheduling another for October.

Grahm: Heading into busy season, working schedules and trying to fit everything in.

Henry: Starting to move bees out of valley to coast range to get away from bee-killing substances.

Marcella: Working in forest, finding tiny ferns growing at base of blackberry canes. Trying to save ferns.

Nate: Busy planting, setting up irrigation system for future dry spells.

Rana: Putting in gardens, helping at Willamette Gardens.

Faye: Move on to work plan.

### **Approve FY22 Work Plan**

Holly: This plan is similar to past years but adds Michael's position. We are using this format because it aligns with strategic plan and satisfies the ODA requirement, but it is not very useful to staff for their programs. We may make changes to the format when we work on the strategic plan. There was no discussion.

MOTION to approve FY22 Work Plan: Kerry/Grahm (Unanimous 7/7)

### **Telework policy and stipend**

Holly: in July staff will transition to a hybrid model of working both remotely and in the office a couple days a week. Unless something changes with the pandemic, June will be the last stipend.

MOTION to approve telework stipend (\$75) for June 2021: Bob/Gram (Unanimous 7/7)

### **Staff attendance and input at Board meetings; best way for staff to interact with Directors**

Faye asked for board input on whether staff should be required to attend all board meetings. The meetings are for board business, and staff could attend on a rotating basis to present deep dives on their programs. As managers, Holly and Michael would still attend, and Linda would attend to take minutes. Faye does not think staff should be required to attend but is interested in other perspectives.

Discussion: Directors enjoy having staff at the meetings; with COVID, it was helpful for new directors and associate directors to get to know staff, and it is also nice to have staff there to answer questions. However, directors agreed that staff attendance should be optional. Instead, they would like each staff person to make a deeper dive presentation once or twice a year. There is too much administrative work at meetings to do it every meeting, but meetings where staff is presenting could go an extra 15-20 minutes.

Faye also would like to have a hybrid model for board meetings—some in person, some via Zoom—because virtual meetings are more convenient for some directors and help with getting a quorum. Eric noted that the Oregon legislature passed a law requiring boards to have electronic means for public attendance.

### **Discuss July and August Board meetings**

Normally we would have a summer picnic, but in lieu of that Faye suggested the July meeting be held at the new office, then take August recess. All agreed July meeting would be in person at new office but no food. Whether to wear masks will depend on state policy at the time.

### **Meeting Adjourned**

[Yoshihara] 7:00 pm