

Monday, June 13, 2022; 6:00-7:00 PM  
Phone: 1-669-900-6833  
Meeting ID: 844 6825 0202  
Passcode: 640956



## BOARD OF DIRECTORS MEETING/BUDGET HEARING MINUTES

### In Attendance

Board Members Present: Nate Johnson, Bob Morris, Jerry Paul, Henry Storch, Kerry Hastings, Eliza Mason, Faye Yoshihara (Emeritus)

Board Members Absent: Graham Trask

Associate Directors Present: Marcella Henkels

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

Others Present: Amy Kaiser (NRCS), Heather Medina Saucedo (NRCS), Aubrey Cloud (community member)

### Call to Order

[Johnson] 6:00 pm

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

Heather Medina Saucedo introduced herself as the NRCS Team Leader for the Central Coast/Upper Willamette and Southwest Basins. Nate invited Aubrey Cloud (Marys River Watershed Council) to attend as a potential Associate Director.

Additions to agenda: Nate added possible potluck in August instead of recess; rationale for having two Citizens Bank accounts; Holly's discussion with Alan Ayres about The Confluence.

### Convene Budget Hearing

The Budget Committee approved the FY23 budget on May 31<sup>st</sup> (no quorum on May 23<sup>rd</sup>). No further discussion.

### Adopt Budget Committee-approved FY2022-2023 Budget; Make Appropriations; Impose/Categorize Tax; Adopt Resolution No. FY2021-2022-14

MOTION: Adopt Budget Committee-approved FY2022-2023 Budget; Make Appropriations; Impose/Categorize Tax; Adopt Resolution No. FY2021-2022-14: Nate/Kerry (vote 6/6)

### Close Budget Hearing

### CONSENT AGENDA

- **Approve draft minutes from May 9, 2022:** Discussion: none
- **Approve Financials for 4/30/22:** Discussion: none
- **Adopt Budget Resolution No. FY2021-2022-15 to add \$15,000 from ODA grant # 2022-36-002 for Willamette River invasive weed work:** Discussion: none

MOTION: Approve Consent Agenda: Jerry/Kerry (vote 6/6)

### REGULAR AGENDA

#### NRCS review of MOU and Cooperative Agreement; need board approval and signature

Amy explained that the MOU between BSWCD, NRCS, and ODA is a standard agreement that all SWCDs sign with their NRCS office, continuing partnerships that have been in place for years. It basically says that the agencies will support each other with outreach, conservation activities, technical and financial assistance. BSWCD can get more involved by leading the annual local work group meeting, which is scheduled for November.

Heather added that in the past each conservation district had its own agreement, but the MOU is now the same for everyone nationally. They all go through the NRCS grants and agreements process. About two years ago, OACD reviewed the agreement and had no comments. It is open for discussion but is non-binding and mainly to say that we will partner.

Holly and Michael agreed that BSWCD could organize and run the local work group meeting. Staff will work with Amy to set it up and will keep the board updated.

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

MOTION: Approve MOU and Cooperative Agreement with NRCS: Nate/Bob (vote 6/6)

**Approve 2022-2027 Strategic Plan**

Holly suggested the board review the plan quarterly, at least for FY23, and directors approved. Jerry commented that the statements listed as goals are not worded as goals, which generally start with an action verb. He had drafted revisions for all but #1. For example, #5 says "Benton SWCD operations support highly effective programs and services." Jerry suggested "Continue Benton SWCD operations that support..." Any strategic plan changes would need to be made in the work plan.

Nate asked if directors wanted to hear Jerry's rewording and revise the strategic plan during the meeting so that it could be approved. The board agreed and discussed the first goal but was reminded that consultant Amy Stork had emphasized that the strategic plan is a living document to change over time as needed. Nate asked if delaying rewording of the goals would cause trouble for staff and Holly said it would not. The district must submit work plans to ODA by June 30, but the strategic plan can be refined later. Nate proposed approving the document as is and tweaking the goals for the July meeting.

MOTION: Approve 2022-2027 Strategic Plan: Nate/Kerry (vote 5/6)

**Approve FY23 Work Plan**

Holly described the process for revising annual work plans. An X designates staff who have the lead on a task and the numbers are hours that some staff track for grants. Eliza found the mix of X and numbers confusing since there is no key or legend. She suggested estimating all hours instead of using an X because it would be good to know the time staff spend on tasks. Nate noted that it is like a budget, but for time allocation. For consistency, directors agreed that all staff should put in hours. Michael suggested using percentages since not everyone works the same number of hours per week. It was agreed that staff would revise the district work plan with percentages and submit to the board again in July.

MOTION: Approve FY23 Work Plan with changes discussed before submitted to ODA: Nate/Kerry (vote 6/6)

**Adopt Resolution No. FY2021-2022-16 – GASB 87; related to new lease standards**

Linda explained the Government Accounting Standards Board's (GASB) new standard for leases, effective for periods ending June 30, 2022. Going forward the cost of leases (office, printer, storage unit) will be budgeted under Debt Service instead of Materials and Services in the district budget and financial statements. Auditor Peter Gelser did the lease calculations for the resolution and reviewed the draft. The FY23 budget will need to be adjusted similarly.

MOTION: Approve Resolution No. FY2021-2022-16 – GASB 87: Nate/Bob (vote 6/6)

**Update on Communications and Community Engagement Coordinator search**

There were five applicants for the CCEC job. Two people were interviewed, and an offer extended to one, but she decided it did not align with her career goals. Holly reduced minimum qualifications to attract more candidates and will reopen the search. In the meantime, Deb Merchant of Banner Nonprofits is filling in. Her contract was extended through December.

**Other business - July potluck and/or tour?; August recess?**

Directors agreed to have a regular meeting in July and an informal meeting in August. Nate will discuss with Faye, who has offered to host a meeting or tour on her property. Kerry cannot attend in July, so Nate will sign documents in her place.

**Additions to agenda**

Two Citizens Bank checking accounts: Holly said the original logic was to separate the accounts because they are for different purposes (LGIP funds transfers and plant sale) and for security reasons. She will ask Jenny whether it would be more efficient to combine the accounts since she must reconcile both each month.

The Confluence: Holly ran into Alan Ayres, who had questions such as the square footage of our office and what we paid for office and storage unit rent. Holly updated him on our hopes for The Confluence: at a minimum having a program office there, or if we can afford it moving the entire office there.

Eliza asked Jerry if it is time to take down mason bee boxes. Jerry said to take the tray out and put it in a paper bag, then put tubes in the box to help summer bees.

**Meeting Adjourned**

**[Johnson]** 7:35 pm

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