

Monday, May 10, 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

Board Members Absent: Eliza Mason

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

Associate Directors Absent: Sierra Linnan Smith

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

Others Present:

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

Call to Order

[Yoshihara] 6:00 pm

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

This was the first board meeting for Michael Ahr, BSWCD's Natural Resource Conservation Program Manager, so all introduced themselves.

CONSENT AGENDA

- **Approve draft Minutes – April 12, 2021;** Discussion: none
- **Approve Financials (3/31/21);** Discussion: none
- **Staff telework stipend (\$75) for May 2021;** Discussion: none
- **Accept PFC meeting minutes - 4/26/21;** Discussion: none

MOTION to approve Consent Agenda: Kerry/Bob (Unanimous 6/6)

REGULAR AGENDA

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

Holly: Working on budget, Michael's onboarding. Willamette River Network is changing logo and name to Nesika Wilamut, which means "Our Willamette." Website resources include a conservation finance webinar.

Michael: Getting to know grant partners; training; meeting with Donna and Teresa to learn about their work.

Donna: Defer to staff report.

Heath: Working on new website; creating a wish list for native plant sale, reaching out to nurseries.

Teresa: Site visits included to Graham's farm and to Willamette grange with Willamette Valley Regenerative Lands; preparing for office move; worked on Upper Muddy Creek SIA.

Linda: Encouraged directors to attend OCEAN's annual CONNECT conference, May 11 – 13.

Director Reports

Jerry: Bee Buddies – working with Eliza and Kerry to train people to use bee boxes on their farms; Eliza invited people to her store for first meeting, planning another for June 1. Hope to expand the idea as it goes.

Measured new office so staff can plan layout; working with Linda on move and with Teresa on "Bees to Trees."

Graham: Excited to see what comes of soil samples; cutting hay; using bamboo from plant sale for mason bees.

Kerry: Attended talk on mason bees; removing invasives, including two large trash bags of stinky bob (thanks to Teresa for advice); planted vegetable garden, breaking out seedlings of various native species.

Bob: Pulling invasives and planting natives; attended PFC and DEI meetings.

Henry: Finished wholesale packaging of bees; had more bees stolen.

Marcella: Working in forest to get rid of blackberry and shiny geranium.

Rana: Weeding in community gardens, working at native plant nursery.

Nate: Planting, transplanting, seeding, moving water since it is so dry; trying to smother invasive lesser celandine, but moles moved in under the tarp, so now dealing with them.

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

Faye: Working with Hunters of Color; offered turkey hunting access, looking for other opportunities to engage.

Approve updated ED job description to clarify roles and responsibilities.

Approve Employee Handbook updates (summary in packet).

Holly described a three-pronged approach—updated job description, Employee Handbook, and Signature Matrix/Board Roles—to clarify responsibilities between Executive Director, Board, and Personnel and Finance Committee (PFC). Main job description change is to clarify ED authority for hiring staff and negotiating salaries. PFC discussed all changes shown in the summary except the one about submitting electronic timesheets which has been added to the Employee Handbook.

Discuss updated Signature Matrix

Changes to authorized signature matrix include clarifying who can sign office lease, giving Natural Resource Conservation Program Manager signing authority for various items, and delegating LGIP annual depositor verification to Operations Manager. Faye added a second page to delineate Board, ED, and PFC roles and responsibilities. The documents will be voted on at June meeting.

MOTION to approve ED job description /2nd: Jerry/Grahm (Unanimous 6/6)

MOTION to approve revisions to Employee Handbook /2nd: Kerry /Bob (Unanimous 6/6)

Discussion of BSWCD involvement in The Confluence

Faye: In January, the board decided BSWCD would no longer be a core partner in The Confluence. The Confluence Steering Committee asked District staff and Board members to step back until it determines how to work with organizations that are tenants and not Confluence core members. Jerry, Faye, and Holly thought that during this interim period until the Confluence Steering Committee makes clear what the role of tenants will be, the District should make a policy statement that we will not be involved in Confluence committees after Heath finishes managing the Meyer DEIJ grant at the end of June. Of immediate concern is a meeting on Friday for DEIJ change agents to discuss and sign up for future Confluence organization work planning committees. The discussion is not about DEIJ: overall it does not seem appropriate to engage in any planning at the Confluence organizational level when we are not a core partner now, and until the Steering Committee decides how to move forward with defining tenant roles.

Discussion:

Directors agreed that the District should not participate until The Confluence tells us what the tenant requirements/roles are. Directors would like to see more focus on our organization's future, with a DEIJ program tailored to our needs as a SWCD; would like to learn more about how other districts implement DEIJ. There were concerns about transferring knowledge from the grant work, but the June 30 completion date should provide ample time for a smooth transfer. Heath noted that DEIJ change agents serve as a support group for all the organizations, so there is value in maintaining this relationship to move our equity work forward. Faye noted that Jerry will continue to be our Confluence liaison, so we will still have a presence. Holly said it is important to explain to the Confluence partners that we would like to continue to participate in DEIJ learning opportunities now and in the future. Once the Meyer grant is complete, we will not attend committee meetings until the Steering Committee decides what the opportunities for involvement will be for tenants of the Confluence.

Update on office move

Linda reviewed the moving bids and tentative date (first week of June); plans for renting a storage unit for NPS supplies and other equipment; donations of excess furniture and office supplies to local non-profits; discussion with landlord about leaving some items (e.g., whiteboard, bulletin boards, refrigerator); move of Internet, server, and computers; and transition to voice-over IP phone system.

Faye reminded directors of the May 24 Budget Committee meeting.

Meeting Adjourned

[Yoshihara] 7:15 pm