

LUCKIAMUTE WATERSHED COUNCIL MINUTES

Feb. 9, 2012

6 p.m. – Education/Outreach meeting at Crush

7 p.m. – General Council Meeting, Monmouth Volunteer Hall

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Gail Oberst, John Westall, Hollis Fishelson-Holstine, Kelly Gordon, Mari Anne Gest, Kirk Shimmel from CPRCD, Karin Nembach, OSU student.

ACTION: Minutes approved. Attendance and volunteer sheet is circulated.

REPORTS

Steering Committee Report

Coordinator: Mari Anne reports. See written report. Included is LSNA notice of additional funding from OWEB, meeting with Wendy at OWEB, BEF database

Meyer Memorial Trust Report and Work Plan: Peter's proposal is included in the proposed work plan, approved by the Steering Committee. Discussion about work with Forest Capital as part of the work plan. What is realistic? Discussion of changes to the work plan. What kind of outreach projects specifically can we identify, for example. Potential to recruit new members. MMT budget for the work plan extension. See proposal, \$60-70,000. Budget based on reality, does not include additional funding. Discussion about 8 percent for fiscal administration. Agreed with MMT cap at 8 percent. Between two categories project and design, increased to 14,000, nearly double last year. Requesting \$15,000 for outreach. Discussion about partnering with Mary's River. Lives in the watershed, knows the landowners, etc. Discussion of the budget changes. Motion: Gail moves, John seconds adopting the proposed budget associated with the MMT work plan.

MMT/MOU: -- Draft set out, MOU draft of the agreement due by Feb. 21. Steering committee will need to get it done by Wednesday

Strategic Planning – See possible facilitator list. Need feedback by e-mail. Looking for a facilitator. Funding -- \$20,000 in MMT funding available to do this. Discussion about who to hire and what we really want to do in the next three to five years. No real actions in the plan, or priority. How to build the capacity and the organization.

Employee vs. contractor in a non-profit setting – The LWC discusses 501c3 organization. We don't have to be a non-profit to have employees. We need to set a date to discuss this in-depth. Consensus: to dedicate half of February meeting for this discussion, and then set more time if needed. The council suggests that the format include concrete proposals and options, for example: three options, including pros and cons.

Decision-making authority, clarification of powers – John drafted proposed changes. The board would have to delegate authority to the steering committee to make decisions. This is the current practice, made clear. Develop minutes from the committees. Kelly moves, Ron seconds approval of the operating procedures changes.

Contractor performance review – Board members can comment on the form sent out by Suzanne. The current contract will be posted in the drop box.

Appendix D Revisions – John discusses current and proposed language. The LWC Board can delegate final decisions on timely matters to the Steering Committee, but otherwise, the S.C. is an advisory committee. Recommendations could be reported in Steering Committee minutes.

ACTION: John moves, Gail seconds a motion to delegate to the Steering Committee modifications to the council coordinator and project manager contracts through Dec. 31, 2012, or until the board withdraws authority. **APPROVED**

Treasurer and Budget Committee

See report. OWEB meeting Tuesday, Jan. 18, could impact our funding. Mari Anne requests permission to go.

CPRCD – Jan. 31 fiscal sponsorship task force is gathering feedback from watershed councils. Hollis and Gail and Mari Anne are going.

Projects Update

PRC – See report. Kelly reports that projects will begin with planting later this month. On the table are Phase II LSNA bridge piers Phase II, knotweed project, and conifer enrichment on Forest Capital land. ODOT is proposing a project at Plunkett Creek, to replace, or repair a culvert on KV Highway. Cost could be up to \$400,000 for a 70-foot culvert, and this culvert would help fish passage. ODOT is looking for partners on this project. The culvert would need to be mitigated if not repaired. The next meeting on that is Tuesday, Jan. 17.

RBA -- Steve Trask wants to make presentation on the data gathered during the past three years of the fish count. We need to set a date to hear him and give him some direction for the order of the presentation.

Education/Outreach Committee Update

See Flyer. Ron reports on the meeting at Crush earlier this evening, aimed at helping Andrea plan the Feb. 18 “Thank You” event for those participating in the Upper Luckiamute knotweed project. Rebecca, Kelly, Hollis, Suzanne, information table to be set up by Gail. T-shirts and hats to give away. Coffee mugs?

Audit Report Committee Update

Tabled until next month. Waiting for answers from sources.

Adjournment

The next regular meeting is at 7 p.m. Thursday, Feb. 9, at Monmouth Volunteer Hall, 144 Warren St., Monmouth. The Education/Outreach Committee meets at 6 p.m. at Crush, at the corner of Main and Warren streets.



Agenda

Luckiamute Watershed Council
January 12, 2012, 7 p.m.
Volunteer Hall, Monmouth

Education/Outreach Committee meeting – 6 pm at Crush, on the corner of Main St & Warren St. in Monmouth.

Introductions:

7:00-7:05 Call to order – *Chair, Suzanne*
Introductions – Guests and Council Members
Minutes – **Proposed Action:** Approve Minutes from December 8, 2011.
Time and attendance sheets

Business:

7:05-8:05 **Steering Committee Report** *Suzanne*
Coordinator's Report
Calendar of Events
Three Grants submitted: OWEB Work Plan, SIP, and Japanese Knotweed
Proposed Action: Approve the OWEB Work Plan, SIP, and Japanese Knotweed grants
Strategic Planning
Facilitator Suggestions
Proposed Action: Choose potential date(s) to hold a day-long strategic planning meeting.
Employee vs. Contractor & Non-profit Decision Making
Coordinator and Board Member Questions: *Comments/Revisions due at 5pm on Monday, January 16*
Proposed Action: Choose a date to hold a ½ day or evening Employee vs. Contractor & Non-profit decision making meeting.
Decision making authority clarification efforts
Proposed Action: Approve revisions to Appendix D that state that the Board may delegate authority for particular decisions to the Steering Committee.
Contractor Performance Reviews: *Due at 5pm on Monday, January 16*
Peter Guillozet's new contract

8:05-8:15 **Treasurer and Budget Committee** *Hollis*
Budget report
CPRCD Fiscal Sponsorship Task Force

8:15-8:25 **Projects Update** *Kelly*

8:25-8:30 **PRC Committee Update** *Kelly*
RBA

8:30-8:40 **Education/Outreach Committee Update** *Ron*
Thank you event in Kings Valley: Board members invited.

8:40-8:45 **Audit Report Committee Update** *John*

8:45-9:00 **LWC member reports and public comments** *All present*

Watershed Council survey – unscientific! These are some people that I was just chatting with to find out whether they were a non-profit and how they handled payroll and budgets etc. Wendy from OWEB and Kendra from BEF both suggested if we want to follow some councils lead to look within the Model Watershed Council participants. The participants are: Long Tom, S. and N. Santiam WC's; Calapooia, Middle Fork Willamette, Mary's River and us. (7 is that correct?)

Coos County Watershed Council has 10 FTE staff. They have their own bookkeeper on staff that handles the budget and payroll. They have a budget of \$1 million a year. They offer their employees – medical, dental and retirement benefits. They went to hiring permanent full time staff with benefits to avoid high turnover.

Seaside Watershed Council – Created Non-profit in 2005. Coordinator is full time employee. They contract with a CPA to do books and payroll. Fiscal adm. for grants is done in house.

Johnson Creek Watershed Council – 6 staff – 4.5 FTE's. Employees. Non-profit. Spend \$250,000 for operating expenses annually – the rest is for projects. Benefits cost \$4,000 per employee. They offer health and dental – sick leave and 3 weeks vacation. Has helped keep good staff! They do their payroll thru PayChecks which is an efficient service that is not too spendy. Johnson Creek is always highlighted by OWEB and MMT as a successful model that works well.

Mary's River – Xan - Mary's River formed nonprofit in 2002 but Xan was not there for this. They have 3 staff working total of 1.95 FTE's. Xan is 3/4ths time. Their fiscal adm. person was hired as staff and works 70% of full time. They hired a CPA. Extremely happy with service. Originally they had a contracted CPA which was great but she got too busy so they decide to hire on staff which is working better because there is someone on board who understands their needs and is involved in the day to day work. Xan does not know if they saved money by bringing fiscal in-house but she said paying a fiscal sponsor 10% is way too much. "Yes, the Marys provides health insurance. All you need to form a pool is two people. We use the Swanson Group as our agents – they get a commission from the insurance companies, and do all of the research for small businesses like ours. Our carrier is Regence Blue Cross-Blue Shield. It is NOT cheap. I cannot locate the rate sheet at the moment, but I think the cost for me is at least \$500/month. We chose to make people eligible if they worked at or more than 0.70 FTE. I hope to add one more qualifying employee some time in the next year, if I can find the right person to carry out our project management and monitoring work. But that will really depend on the economics of grant funding moving forward, and I am glad I have at least a year's grace to think about the options, based on projects in the pipeline." Xan.

N. Santiam Watershed Council – Not a non-profit! Liz Redon, Council Coordinator. Partners with Calapooia and S. Santiam Watershed Council to share staff and services since 2005. They all share an amazing outreach person – Erica Lang. This has worked well for everyone involved.

Luckiamute W

State

| Funder | Grant Number | Grant Name | Approved Budget | Dec |
|--------|---------------|--|----------------------|-----------|
| MMT | 11030689 | Model WS YR 2 | \$ 100,000.00 | \$ |
| MMT | 10080217 | LSNA | \$ 124,600.00 | \$ |
| | | Subtotal MMT | \$ 224,600.00 | \$ |
| OWEB | 212-058 | Council Support | \$ 108,775.00 | \$ |
| OWEB | 208-3090-8415 | Model WS SIP/Up LR Enhance | \$ 156,400.00 | \$ |
| OWEB | 208-3090-8417 | LSNA SIP | \$ 136,287.00 | \$ |
| OWEB | 209-3081 | RBA 2 | \$ 109,914.00 | \$ |
| OWEB | 211-3012 | Bridge Piling Removal | \$ 36,658.00 | \$ |
| | | Subtotal OWEB | \$ 548,034.00 | \$ |
| BLM | L10AC 20207 | RBA 2 | \$ 5,540.00 | \$ |
| NFWF | 2006-0123-038 | Luckiamute Fish Passage Restoratio | \$ 20,000.00 | \$ |
| LWC | Local Match | Council Operations | \$ 3,789.90 | \$ |
| | | Combined LWC Grants & Funds | \$ 801,963.90 | \$ |

Open Grant Invoices (Accounts Receivable)

| Funder | Grant Number | CPRCD Invoice Date | Amount | Da |
|--------|--------------|--------------------|-------------|----|
| | | Total | \$ - | |

Open Vendor Invoices (Accounts Payable)

| Funder | Grant Number | Vendor | Amount | |
|----------|---|-------------------------------|---------------------|------|
| OWEB | 209-3081 | Bio Surveys | \$ 5,499.50 | 12/3 |
| OWEB | 212-058 | Kings Valley Area Association | \$ 12.50 | 12/1 |
| OWEB | 212-058 | Gold Rush Marketing | \$ 165.70 | 12/3 |
| MMT | 11030689 | Jill Ory Consulting | \$ 1,750.00 | 12/2 |
| Multiple | 10080217, 11030689, 208- 3090-8415, 208- 3090-8417 | Peter Guillozet | \$ 3,900.40 | 12/2 |
| | | Total | \$ 11,328.10 | |

LWC Current Grants/Reporting Dates/Additional Requests

(Update January 9, 2012)

OWEB

#208-3090-8415 [Model WS SIP Restoration grant for the Upper Luckiamute](#). End date is 12/31/2012. \$156,400 awarded and we've spent \$37,196 as of Nov. 30, 2011. **Final Report due March 1, 2013.** (Applied for new grant for SIP Model Watershed and will receive \$168,912 for 2011/13.)

#208-3090-8417 - [LSNA SIP](#) - end date 12/31/2014. \$136,287 awarded. We've spent \$66,747 as of Nov. 30, 2011. **Final report due March 1, 2015.** (Submitted new budget for next biennium to Ken Bierly in Dec. 2011. Expanded request per Ken's suggestion to "scale up". Peter asked for \$1 million. (Awaiting reply.) Original ask from MMT and OWEB was \$441,912. Peter says we need \$428,000 to do the job right. MMT on board with original request.)

#209-3081 - Monitoring. [RBA 2](#) End date – 9/30/2012 - Awarded \$109,914. \$85,083 spent as of Nov. 30, 2011. **Final report due Nov. 29, 2012**

#211-3012 - [Bridge Piling Removal](#). End date: 9/30/2012 - Awarded \$36,658 from OWEB. Final report submitted to NFWF Jan. 3, 2012 who gave us \$20,000. **Final report due to OWEB Nov. 29, 2012.**

#212-058 - [OWEB Council Support](#) – End date: 6/30/2012. Awarded \$108,775 for 2 years and have spent \$12,361 as of Nov. 30, 2011. (Submitted OWEB Work Plan for Council Support for 2011/2013 on Jan. 3, 2012 for continued support.) **Final Report due August 29, 2012.**

OWEB Small grants:

[11-08-001 - Creekside Farm Restoration](#) (money spent) Monitoring. **Status Report submitted Jan. 2012.** No more reports due.

[208-3074 – Ritner Creek Restoration](#) (money spent) Monitoring. **Status Report submitted Jan. 2012**
Next monitoring report due: 1/19/14.

[207-089 Upper Maxfield Creek](#) (money spent) **Monitoring report due 8/26/12 & 8/26/1**

[209-3083 Luckiamute](#) ? (money spent) **Monitoring report due 2/14/12 & 2/14/14 & 2/14/16**

[11-08-020 Falls City](#) (money spent) **Monitoring report due 4/19/13.**

MMT

#10080217 - [LSNA](#) – Interim **Report due March 1, 2012/ Final Report due Oct. 15, 2012.** \$124,600 awarded from Sept. 1, 2010 to August 2012. \$33,142 spent as of Nov. 2011. (Request made In Nov. 2011 to reallocate funding toward revegetation. OK'd by Eric MMT.)

LWC Coordinators Report for Dec 2011 through Jan. 12, 2012 - Mari Anne Gest

January 12, 2012,

Grant Development (60% of my time)

1. OWEB SIP grant completed and submitted Dec. 5 2011. Asked for \$185,665. Awarded in Jan. 2012 – \$168,912.
2. Oregon State Weed Board Grant submitted Dec. 30, 2011. Asked for \$19,800 with match of \$4,955 coming from Polk SWCD, LWC contractors and Board members.
3. OWEB Work Plan submitted for Council Support Jan. 3, 2012.
4. Met with Ken Bierly and Peter Guillozet re: LSNA budget for future funding.
5. Compiled thorough report of current grants, reporting deadlines, future grant opportunities and application deadlines.

Council Support & Administration (25% of my time)

1. Developed a 2012 Calendar of events.
2. Web page monitoring.
3. Attended Steering Com. and Outreach/Education com. meeting.
4. Responded to requests from Board.
5. Maintained cloud filing system.
6. Processed check requests and invoices.
7. Updated email data base.
8. Worked with Chair to develop questions for WSC coordinators survey for Board use.
9. Attended and prepared reports for January Board meeting.
10. Gathering information for the board regarding registering for non-profit status.
11. Updated Board Roster for 2012.

Outreach (5% of my time)

1. Secured contract for 1/8th time outreach work with Andrea Davis (resident farmer in Kings Valley).
2. Assisted with Flyer inviting landowners involved with the Model Watershed Project to an “Appreciation/educational event” in Feb. Assisted with mailing to landowners.
3. Met with LWC Outreach/Education com. to plan outreach event in Model Watershed.

Organizational Development (8%)

1. Met with Jackie Hastings, ED of Polk SWCD to secure her cooperation with Knotweed Expansion project.
2. Meeting with ODOT Ken Cannon to plan culvert replacement.
3. Met with BEF administrator Todd Reeve to discuss improvements in coordination of Model Watershed services.

Proposed revision to Steering Committee Article of Operating Procedures
Operating Procedures Mark-Up Copy January 2012 Draft 1.doc
January 12, 2011

Background: This article of the Operating Procedure escaped the revision in September, 2011, and it has been on the back burner since then. The proposed changes address these issues:

1. Contract management is covered in Operating Procedures Section VI.B.1.c, "Contract Officers will act as liaison between the Contractor and the Council for contract related issues ..."
2. " " Appendix D was renumbered to Section IV of the Operating Procedures. Appendix D never did say anything about contract management and operating decisions. Appendix D was just about the authority and duties of the officers, like Section IV now.
3. The content of the rest of the sentence, " ," seems to be covered already in the second sentence about purpose.
4. "The Board may delegate authority for particular decisions to the Steering Committee." has been added to make authority for this practice more explicit.
5. The Charter states that the Board is the decision making body: "**III. Council Structure** The Luckian Watershed Council Board (Board) is the decision-making body of the Council. It will meet on the second Thursday of each month."

V. STANDING COMMITTEES AND RESPONSIBILITIES

The Council recognizes two categories of Committees: the Standing Committees which are permanent and Ad Hoc Committees which are formed and disbanded on an as-needed basis.

Steering Committee consists of the Board officers and Standing Committee Chairs, and only Board members may serve on this committee. The primary purpose of the Steering Committee is to monitor progress toward the Council's mission and goals, and to ensure continuity among Council activities. The Steering Committee may authorize expenditures as described in Fiscal Policies. The Steering Committee reports to the Council on their discussions and recommendations. The Board may delegate authority for particular decisions to the Steering Committee. In case of an emergency requiring a Board vote or decision, Board members will be contacted by e-mail or telephone. Steering Committee meetings are open to other Council members if they wish to attend as observers.

1-6-2012

Steering Committee (SC) Agenda Items (in no particular order)

1. OWEB Work Plan, Board vote
2. Strategic Planning Process
3. Understanding of the powers of the Steering Committee
4. CPRCD memo
5. Audit committee update
6. Extra email costs and web work
7. Outreach event in Kings Valley
8. Employee vs Contractor/Non-profit research and meeting date
9. Contractor Evaluation

SC Notes

OWEB Work Plan, SIP Grant, & Japanese Knotweed Grant

The Chair will develop an agenda for each SC meeting and notes from the meeting that will be available to the Board.

Proposed Action: Board vote to approve the OWEB Work Plan, SIP Grant, & Japanese Knotweed Grant

Strategic Planning Process

By the end of January, find a facilitator and set a date for the 1 day meeting

Proposed Action: Board select possible dates for the 1 day meeting

Gail will look into facilitators at the Salem business center

Process will include discussion of Board recruitment (what skills we need)

Meeting preparation for Board may include readings and questionnaire

Understanding of the powers of the Steering Committee

Clarify when to get Board approval.

Hollis will make up a RACI matrix for Feb meeting.

Proposed Action: Approve/discuss John's Appendix A revisions related to SC at meeting

CPRCD memo

Hollis and Mari Anne will attend Fiscal Sponsorship Task Force

Audit committee update

John will give update at the LWC meeting

Extra email costs and web work

Mari Anne and Peter don't want new emails, so only have info@luckiamute email

Outreach event in Kings Valley

Stick with Sat Feb 18 1-3 pm

Contractor Performance Review Questionnaire

Position: Coordinator

Name: Mari Anne Gest

Your answers to the following questions are intended to help the LWC assess this contractor's p

| # | Please rate the contractor on each of the following competencies (Mark "Can't Comment" if not applicable or you cannot provide feedback on the competency.) | Ne Imp (Fa exp |
|----|---|-------------------------|
| 1 | Organizational skills related to file management | |
| 2 | Ability to understand, track, and report on the budget | |
| 3 | Grant writing skills | |
| 4 | Ability to knowledgably discuss watershed council activities (i.e. Council structure, restoration projects, goals, etc.) | |
| 5 | Interpersonal skills (i.e. ability to create a good rapport/build trust) | |
| 6 | Understanding of the Model Watershed Database (i.e. an understanding of how to use the database for data analysis and planning) | |
| 7 | Ability to work as a team | |
| 8 | Quality of work (accuracy, thoroughness) | |
| 9 | Communication (effective expression of information, oral and written; listens and responds to issues and ideas) | |
| 10 | Initiative (proactive in pursuing tasks) | |
| 11 | Organization and Planning: Task-related (Aware of objectives and deadlines, and prepares well to meet them) | |
| 12 | Creativity (Able to identify improvemets in processes and procedures and to bring forward new ideas to address problems) | |

Additional Questions

1 What do think have been Mari Anne's greatest contributions to date?

2 What do you think are areas where Mari Anne could use the most improvement?

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LUCKIAMUTE WATERSHED COUNCIL MINUTES

Dec. 8, 2011

5 p.m. – Work party, at the office.

7 p.m. – General Council Meeting, Monmouth Volunteer Hall

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Gail Oberst, Jennifer Bakke, Peter Guillozet, John Westall, Phil Larsen, Hollis Fishelson-Holstine, Kelly Gordon, Shane Latimer of Latimer Environmental, Brian May operations manager of Coffin Butte Landfill, Mari Anne Gest, Ron Nestlerode, Rob Burns.

PRESENTATION

Guest speaker: Shane Latimer discussed his work helping Coffin Butte Landfill create wetlands on C.B.'s land north of Corvallis (in the Soap Creek watershed), a mitigation project impacting nearly 60 acres in this phase. The wetland projects also serve the purpose of providing the Coffin Butte with needed fill material. Shane describes past land-use, soil types and potential for steelhead/salmon habitat. Latimer discusses future plans to remove topsoil for fill and then create more wetlands. Discussion includes questions about biological assessments and the potential for council participation in the riparian area. Among opportunities: council members could take part in a committee to be formed to review plans and designs. Discussion about the possibility of a council-organized tour, possibly in the spring.

BUSINESS

Minutes – John suggests revisions: We approved 4 policies, not noted in the minutes, and Hollis should be added to the people who met with CPRCD. John will send a PDF of the policies. Discussion: Can there be a PDF of the attachments included in the minutes? **MOTION:** Approve minutes with changes. **APPROVED**

Steering Committee -- Suzanne

Officer Elections – Nominees are: Suzanne, Chair; Kelly, Vice Chair; Hollis, Treasurer; Gail, Secretary. Suzanne asks if there are other nominations. **MOTION:** Ron moves and John seconds motion to approve the nominated slate of officers. **APPROVED**

Coordinator's report – Mari Anne

See attached report. Andrea Davis is helping with an event in May, and a landowner appreciation event in February. The web page improvements are underway. A Constant Contact newsletter was designed for us, but we don't have access to it yet. We're working on it. We are planning an open house soon. The grant has been submitted for OWEB SIP, \$185,000, after scope of work changes and other work removed. Some projects that include Forest Capital were added to the Model Watershed proposal.

The Pluckett Creek culvert replacement project, in partnership with ODOT, will go to the Project Review Committee.

Network of Oregon Watershed Councils – see attached report. There's an opportunity to take training on non-profit board organization, beginning in January in