

LUCKIAMUTE WATERSHED COUNCIL MINUTES

June 14, 2012

6 p.m. – Education/Outreach meeting at Crush – Discussion of Outreach contractor duties.

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

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Gail Oberst, Hollis Fishelson-Holstine, Karin Nembach, Ron Nestlerode, Rob Burns, Diane Roth, Jana Selig, Rebecca McCoun, Dan Farnworth, Peter Guillozet, Rob Burns.

ACTION: Dan moves and Rob seconds the motion to approve the minutes. Attendance and volunteer sheets are circulated.

REPORTS

Steering Committee Report

Discussion about Gest determination -- Suzanne

Employee vs. Contractor: The council discussed options, pros and cons of each. The LWC has the ability (because we are an Oregon non-profit) to hire an employee.

Action needed: Decide on employee vs. contractor, and then decide for the future whether to be a non-profit.

ACTION: Hollis moves that the coordinator position be an employee position. Karen seconded. APPROVED. Councilors suggested that we review our potential for benefits in the future.

Treasurer and Budget Committee

Hollis has asked to retire from the treasurer position. She will remain on the council. The LWC also needs a vice chair. Dan Farnworth is nominated to be Treasurer, and George Grosch is nominated for vice chair. ACTION: Hollis moves, Karen seconds motion to approve nominations. APPROVED.

Financial summary – See report – Discussion about the reports – changes and reallocations to categories reflect new CPRCD categories. Reports should be easier to follow.

Budget considerations for next month include subcontracts for monitoring and projects for River Design Group. The council considers and approves by consensus a refund of \$2,000 to landowner in project at Fisherman's Camp.

Other budget/grant matters: Discussion about funding from Weed Grant, BPA, council support and others through 2017. Discussion about monitoring funds available in Model Watershed funds before, during and after Model Watershed projects.

Discussion about how much we have to pay an Outreach person – possibly \$20,000 through Aug. 2013. The rest may go to Peter for landowner work.

Council support budget – discussion of funds, restricted and unrestricted.

Insurance – MOTION: Dan moves and Ron seconds a motion to accept the insurance proposal and pay the premium. APPROVED.

Project Committee Chair position needs to be filled – Karen volunteers. Gail moves, Hollis seconds nomination for Karen to be chair of the Project Review Committee.

Education/Outreach –

Discussion of the next meeting in Kings Valley area. Peter will develop a power point presentation of the work to date in the Model Watershed. Pedee Church, Pedee Women's Club, Kings Valley Community Building are all potential sites. Committee to help with publicity and place reservation. Peter will put together a flyer/announcement.

Also FYI an Aug. 6- 7 canoe/ kayak trip for team-building on the Willamette.

Projects Update

See report. Peter reports on knotweed sites in Model Watershed, bridge pier site visit with Army Corps, and pre-application work for a floodplain reconnection project there too, conifer planting on Forest Capital, and potential for Middle Luckiamute knotweed projects. He is kayaking a portion of the watershed Saturday and Sunday. Potential projects coming up include beams for bridge on Bush property, new abutments, riparian and fencing improvements.

Adjournment

The next regular meeting is at 7 p.m. Thursday, July 12. The Education/Outreach Committee meeting will be announced.



Agenda

Luckiamute Watershed Council
June 14, 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:

7:00-7:10 Call to order – *Chair, Suzanne*
Introductions – Guests and Council Members
Minutes – **Proposed Action:** Approve Minutes from May 10, 2012.
Time and attendance sheets

Business:

7:10-8:00 **Steering Committee Report** *Suzanne*
Unemployment filing
Coordinator services and Outreach services search
Employee vs. Contractor for Coordinator tasks

8:00-8:20 **Treasurer and Budget Committee** *Hollis*
Budget report
Fiscal Services Needs and Discussion
Insurance Renewal
Proposed Action: Vote to renew insurance

8:20-8:25 **Board Positions** *Suzanne*
Proposed Officers:
George Grosch: Vice-Chair
Dan Farnworth: Treasurer
Project Review Committee Chair: ? (*open*)
Proposed Action: Vote on new board positions

8:25-8:35 **Projects Update** *Peter*
Current and potential projects

8:35-8:45 **Education/Outreach Committee Update** *Gail*
Board recruitment
RBA mailings

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

LWC Interim Coordinator report

May 15-June 11

Council Collaboration meeting 5/30

Presentation to SIP review team, Steering Committee meeting 5/31

Budget meeting with CPRCD 6/8

LSNA budget discussions with Ken Bierly (OWEB)

Revised LSNA Federal Fiscal Year budget for OWEB

Council insurance policy inquiries

Council Board meeting packet

Council admin email and communications

Grant/Expense Category	Project Task	Contract Deliverable	Hours Billed	May Notes
LSNA MMT 10080217 (PM)			1.0	
	Provide recommendations to engage OPRD staff in site management activities	Recommendations provided	1.0	mowing request to Steve
LSNA OWEB 208-3090-8417			16.0	
Project Management	Maintain communications with funders and represent Council at requested meetings	Adequate communications maintained, meetings attended	2.0	Prepared presentation for May 31 SIP review team meeting
Project Management	Develop prescriptions and budget for site work and revise as necessary	Site prescriptions and budget resulting in signed contract(s)	2.0	Adjustments to project plan
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	2.0	Revisions to D. Franco tasks based on site conditions
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	1.0	D. Franco invoice
Project Management	Evaluate site conditions	Site conditions evaluated	4.0	May 30 site visit
Project Management	Guide and check contractor work	Contractor work checked	5.0	May 21 site visit
Model Watershed MMT 11030689 (PM)			17.0	
Collaboration Meetings	Participate in up to 6 collaborative meetings of the model watershed partners for peer learning and coordination of group endeavors	Attend collaborative meetings as appropriate for topic	2.0	Communications with other MW Councils
Regional Monitoring	Coordinate work of technical contractor to collect monitoring data	Map and location data for monitoring sites	2.0	RDG communications and invoice
Project Management	Assess opportunities for geomorphic / fish habitat element locations for current & future projects per grant requirements	Project GIS maps and documentation of potential sites in year end report	3.0	Communications on bridge beams, Pedee site visit with Gerald Bush
Project Management	Track riparian revegetation per grant requirements	Project GIS maps and documentation of planting in year end report	1.0	Revisions to project maps
Other activities	As requested by Council and accepted by Contractor		9.0	Meeting with Forest Capital, planning and coordination with Nick Domes, LWC Board meeting
Model Watershed MMT 11030689 (Outreach)			12.0	
Education and Outreach	Build relationships with landowners in SIP project area and keep them adequately informed about project activities	Provide documentation of contact attempts and interactions in database, keep landowners informed via telephone, email and/or mail contact (activities coordinated and/or shared with Council Coordinator or other contractor)	10.0	Meetings with Bush, Holm, Schwartz, Wirth and emails with others
	Obtain written agreements from remaining landowners within the project area	Signed agreements	2.0	Communications with new landowners
Model Watershed MMT 11030689 (Database)			3.0	Review and editing of temperature data spreadsheet
Model Watershed OWEB 208-3090-8415 (PM)			10.0	
Project Management	Canoe entire reach for reconnaissance level survey	Data collected and summarized	2.0	Trip planning and mapping
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	1.0	D. Franco invoice
Project Management	Evaluate site conditions	Site conditions evaluated	4.0	Site visits 5/29-30
Project Management	Guide and check contractor work	Contractor work checked	2.0	Site visits 5/29-30
Other activities	As requested by Council and accepted by Contractor		1.0	culvert photos
			Totals	59.0

Request for Proposal

Fiscal Sponsorship for Luckiamute Watershed Council

I. Overview and Scope of Work

The Luckiamute Watershed Council (LWC) is seeking an organization to supply ongoing Fiscal Sponsorship services that allow us to fulfill obligations to our grantors and manage our day-to-day financial needs in a timely and accurate manner. The contract is for a one-year term, with automatic renewal based on annual evaluation.

Luckiamute Watershed Council

The (LWC) is a diverse group of volunteers who work together to improve water quality, to enhance habitat conditions, and to increase natural resources education in the Luckiamute watershed. The LWC is representative of the stakeholders in the watershed, and includes people with experience in fisheries, agriculture, forestry, education, and natural resource management. It promotes projects that protect and enhance natural resources through the cooperation and support of local agencies, schools, landowners, industries and businesses. The LWC manages a substantial budget that includes funding for implementation of two large, long-term watershed restoration efforts.

Council Mission: The LWC was formed to share information, to help address watershed management issues, and to provide a framework for coordination and cooperation among watershed interests. The LWC strives for a sustainable and healthy ecosystem that provides a strong socio-economic base for communities in the watershed. It supports better stewardship of natural resources and an improved understanding of the local biodiversity.

The LWC is a non-regulatory, non-governmental group consisting of a balance of watershed interests. (We are a State of Oregon non-profit, but not a 501c3). As such, it seeks information, makes recommendations, and provides advice concerning the natural resources of the watershed and its restoration.

The LWC geographic area includes the Luckiamute River and Ash Creek watersheds, plus the drainage areas of American Bottom and Duk Slough. The council spans two counties, Polk and Benton, in the Willamette Valley. The watershed is largely rural and land use in the watershed is primarily agriculture and forestry. More information about the LWC can be found at its website: <http://luckiamutelwc.org/>

Project Scope

The LWC is seeking an organization to provide the following Fiscal Sponsorship Services:

- Grants
 - Review application budgets
 - Facilitate communication between council and funding sources

- Manage movement of funds as needed from funding sources
- Provide monthly financial statements within **5 days** of beginning of the month
- Provide funding sources with documentation of expenditure in format prescribed by funding source
- Serve as applicant and recipient on grants where 501c3 status is required
- Accounting
 - Maintain books and financial records in accordance with generally accepted accounting principles
 - Keep all financial records for five years from closure of grants.
 - Implement audits and financial reviews as needed to meet funding requirements and tax-exempt status
 - Use CPA for annual financial statements
 - Undergo annual audit
 - Make timely payments as authorized by council (payments made within one week of receipt of authorized invoices if grant funds available; checks issued weekly)
 - Provide tracking and records for all invoices paid in manner easily accessible in electronic format by Council in a timely manner
 - Periodically pay items on behalf of council with Business credit card or on-line payments within 24 hours
 - Direct Deposit for regular payments to (internal) contractors
 - Ability to manage ongoing petty cash fund at Council office
- Other
 - Manage Donations on Council's behalf
 - Provide training and orientation for new contractors or Board members with fiscal responsibilities
 - Be 'employer of record' for employees of council (ie manage payroll, taxes, etc)

II. Proposal Procedures and Instructions

Timeframe

The finalist needs to be approved by the LWC Board at its monthly meeting on 14 June 2012. As a result, timeframes for submission and interviews have been compressed.

Final Proposals	Due via email by 5:00 pm 15 June 2012
Finalist Selection:	22 June 2012
Board confirmation:	30 June 2012

Submissions

Contractors shall submit one electronic and two hard copies of the following:

1. A cover letter describing qualification, and experiences relevant to the required functions
2. A description of how the organization would provide the required services (including identification of services that could not be required)
3. A description of the price point and structure of fees that would be charged, including the ability how these scale with increasing grant size and flexibility for dealing with case-by-case exceptions
4. Three professional references, including name, affiliation, and contact information (email and phone number)

Proposals and questions should be addressed to:

LWC Treasurer – Hollis Fishelson-Holstine

hollyhome@peak.org

541-929-7565

III. Proposal Evaluation

Proposals will be evaluated based on the organization's knowledge, skills and ability to meet the conditions of the RFP as demonstrated through their proposal, particularly in the following areas:

1. Timeliness of payments and contract revisions
2. Management practices and authorization protocols to ensure smooth, timely flow of funds and accurate financial tracking
3. Transparency and flexibility)of fee structure and price point
4. Documented procedures to ensure accuracy, compliance, efficiency
5. Proven history of responsiveness and commitment to continuous service improvement

Luckiamute Watershed Financial Summaries by Grant										
May 31, 2012										
Statement for Current Open Grants										
				May 31, 2012	April 30, 2012					
Grantor	Grant Number	Grant Name	Approved Budget	Actuals to Date	Actuals to Date	Month to Month Difference	Balance Remaining	% Expenditure Complete	% of Grant Period Complete	
MMT	10080217	LSNA	\$ 124,600.00	\$ 98,196.93	\$ 96,027.36	\$ 2,169.57	\$ 26,403.07	78.81%	79.17%	
MMT	11030689	Model WS YR 2	\$ 100,000.00	\$ 60,336.02	\$ 54,453.41	\$ 5,882.61	\$ 39,663.98	60.34%	100.00%	
MMT	12030692	Model Watershed Program	\$ 60,000.00	\$ -	\$ -	\$ -	\$ 60,000.00	0.00%	8.33%	
Subtotal MMT			\$ 284,600.00	\$ 158,532.95	\$ 150,480.77	\$ 8,052.18	\$ 126,067.05			
OSWB	2012-252-27	Luckiamute River Japanese Knotweed Cntrl Project	\$ 19,800.00	\$ -	\$ -	\$ -	\$ 19,800.00	0.00%		
Subtotal OSWB			\$ 19,800.00	\$ -	\$ -	\$ -	\$ 19,800.00			
OWEB Holdbacks										
OWEB	208-3090-8415	Model WS SIP/Up LR Enhance	\$ 156,400.00	\$ 66,273.62	\$ 61,820.02	\$ 4,453.60	\$ 143,120.20	42.37%	70.37%	\$ 15,640.00
OWEB	208-3090-8417	LSNA SIP	\$ 136,287.00	\$ 110,159.51	\$ 98,686.31	\$ 11,473.20	\$ 26,127.49	80.83%	38.46%	\$ 13,628.70
OWEB	209-3081	RBA 2	\$ 109,914.00	\$ 101,090.32	\$ 93,987.32	\$ 7,103.00	\$ 8,823.68	91.97%	87.80%	\$ 10,991.40
OWEB	211-3012	Bridge Piling Removal	\$ 36,658.00	\$ 30,323.38	\$ 30,323.38	\$ -	\$ 6,334.62	82.72%	78.26%	\$ 3,665.80
OWEB	212-058	Council Support	\$ 108,775.00	\$ 41,598.69	\$ 33,735.81	\$ 7,862.88	\$ 67,176.31	38.24%	41.67%	\$ 10,877.50
OWEB	212-3999-9415	Upper Luckiamute River Enhancement - Phase 2	\$ 98,712.00	\$ -	\$ -	\$ -	\$ 98,712.00	0.00%	16.67%	\$ 9,871.20
OWEB	212-3999-9483	Upper Luckiamute River Enhancement - PE	\$ 70,200.00	\$ -	\$ -	\$ -	\$ 70,200.00	0.00%	4.76%	\$ 7,020.00
Subtotal OWEB			\$ 716,946.00	\$ 349,445.52	\$ 318,552.84	\$ 30,892.68	\$ 420,494.30			\$ 71,694.60
LWC	Local Match	Council Operations	\$ 4,814.27	\$ 4,814.27	\$ 3,741.88	\$ 1,072.39	\$ 4,814.27	N/A	N/A	
Combined LWC Grants & Funds			\$ 1,006,360.27	\$ 512,792.74	\$ 472,775.49	\$ 40,017.25	\$ 551,375.62			
Open Grant Invoices (Accounts Receivable)										
Grantor	Grant Number	CPRCD Invoice Date	Amount	Date Requested	Aging	Notes				
OWEB	209-3081	05/25/12	\$ 936.28	05/25/12		Received 06/05/12				
OWEB	212-3999-9415	05/25/12	\$ 3,537.00	05/25/12		Received 06/05/12				
Open Vendor Invoices (Accounts Payable)										
Grantor	Grant Number	Vendor	Amount	Invoice Date	Date Requested	Aging : Invoice/Current Date	Notes			
OWEB	209-3081	Bio Surveys	\$ 5,499.50	12/31/10	04/05/11	554	RBA Snorkel Inventory-10% holdback			
OWEB	209-3081	Bio Surveys	\$ 3,104.00	05/03/12	05/31/12	65	OWEB 10% Holdback			
OWEB	208-3090-8417	D. Franco - Inv#426	\$ 9,923.20	05/14/12	05/22/12	54	To Be Paid 6/15/12			
OWEB	208-3090-8415	D. Franco - Inv#428	\$ 3,603.60	05/08/12	05/22/12	60	To Be Paid 6/15/12			
OWEB	212-058	Mid-Valley Newspapers	\$ 355.86	05/25/12	05/22/12	43	To Be Paid 6/15/12			
Multiple	Multiple	Peter Guillozet - Invoice#18 April & May 2012	\$ 8,610.00	06/05/12	06/06/12	32	To Be Paid 6/15/12			
MMT	11030689	Polk County Itemizer-Observer	\$ 82.85	05/18/12	05/25/12	50	To Be Paid 6/30/12			
MMT	11030689	River Design - Inv#5494	\$ 2,017.95	05/10/12	05/22/12	58	To Be Paid 6/15/12			
OWEB	212-058	WSC Insurance/Entered but pending CR w/approvals	\$ 2,850.00	6/5/12			Please advise on Approval/Payment			
Total			\$ 36,046.96							
Grant Reporting Schedule (Not fully updated)										
Grantor	Grant Number	Report Type	Due Date	Last Funding Receipt Date	Submitted Date					
MMT	10080217	Final Report	10/15/12							
MMT	11030689									
MMT	12030692	Final Report	03/15/13							
OWEB	208-3090-8415									
OWEB	208-3090-8417									
OWEB	209-3081									
OWEB	211-3012									
OWEB	212-058	120 Day	06/07/12	02/08/12						
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