



Minutes

Luckiamute Watershed Council

June 14, 2018, 7 p.m. - 9 p.m.

Volunteer Hall – 144 S. Warren St. Monmouth, OR 97361

Introductions:

7:00pm

Call to order

Gail Oberst, Past President

Introductions – Guests and Council Members: Gail Oberst, Dan Farnworth, Kathy Farnworth, Wendy Hudson, Mark Hazelton, Kristen Larson

Minutes –**Action:** Approved May 10, 2018 Minutes (*Attachment A*)

Time and attendance sheets (online record of hours also acceptable; sign in for attendance requested)

Public comments – no public in attendance

Mission Moment & Questions Comment on excellent presentations and interaction for the ethnobotany event at Beazell Memorial Forest, good turnout, and good outreach to support interest in nature and preservation. Suggestions: balloons would help visibility, also don't put out a "Private Event" sign.

Comments on Committee Minutes / Activities Lori is leaving and Wendy Hudson is taking the chair for the Project Review Committee, plan to expand technical membership of the committee. Kristen - Next meeting, Sept 6, starts with presentation by Karen Hans on cutthroat trout study done by the Long Tom Watershed Council, everyone may be interested. Wendy – plan to use this venue (PRC) to vet potential Suds n Science presentations/topics.

Business:

7:15pm Treasurer and Finance Committee

Dan, Treasurer

April 2018 Monthly Report – (*Attachments B and C*) Summary presented and discussed. Now have revised numbers without the under & overbilling (previously used). Numbers are available for review, reviewed in detail by the finance committee.

Fiscal Policies: Internal Controls Policy –

Kristen, ED

Action Item (Attachments D and E - proposed revisions (D) and current policy (E)) Discussion. Updated and added items. Has been returned for review a number of times. Review and discussion. Kristen commented plan to add employee theft and computer fraud to insurance at renewal. Mark had asked if that should be included in this policy. Group agrees. Kristen adds a sentence requiring crime insurance coverage, and suggests approval of the policy subject to our Insurer's approval of the wording. Wendy provided a hard copy markup to Kristen. **Actions:** (1) Adopted amended Internal Controls Policy subject to Insurer's approval of the wording on the added sentence on crime insurance coverage. (2) Revision to address Wendy's suggested changes may possibly bring a revision to a future meeting.

Adding Retirement Benefits for LWC Staff:

Kristen, ED

Action Item (Attachment F) Summary of attachment presented. Discussion. Interest in addressing medical insurance at another time.

Action: Approve policy decisions for administering Retirement benefits (Simple IRA) for LWC staffs as shown in Attachment F. On Policy issue individual questions

1. LWC cover annual provider fee \$15 per employee per year, recommended. With clarification that this is only paid during the period of employment, group approves.
2. Employee cover transaction and account fees, 0.8% to 1.5% per fund depending on fund chosen, recommended, group approves.
3. Eligibility & probationary period for employees, IRS requirement to provide for staff that have earned \$5,000 in prior year and expected to earn \$5,000 in coming year. Recommendation, provide for all staff regardless of hours worked, and establish a 90 day waiting period. Group approves.

Fiscal Year 2018-19 Budget – Action Item (Attachments G & H) *Kristen, ED*
 Handout. Discussion. Gail requested more prior years be shown in future for comparison (not available in this format for more than one prior year, and challenging effort to convert is not requested at this time: request is for future, to see how budget changes with time.). Wendy requests a message be transmitted to Judy Beebe (who has seen this format when developed last year and advising us, and was expected at the meeting tonight) that the important features of the budget are not clear to all. Finance Committee meetings do the detail budget reviews. Mark requests detail updates on project progress and completion (on time? Percent complete?) in order to be informed on budget status as part of board responsibility. Gail asks where to see the multiple fiscal year spending estimates Kristen displayed; can stop by the office, it is also on SugarSync which she should have access to. **Action:** Approved FY 2018-19 budget.

9:05 Executive Committee Report *Gail, Past President*
Project Management Services Contract: Action Item (Attachments I & J) *Kristen, ED*
Action: Approved 2018-2019 Project Management Services contract with Bonneville Environmental Foundation

Preparing for potential Council-to-Council discussions on shared services / structures (Attachment K) **POSTPONE TO NEXT MEETING**

Single Point of Contact Policy – Action Item (Attachment L) **POSTPONE TO NEXT MEETING**
Proposed Action: Adopt Single Point of Contact Policy

8:40 – 8:55 Executive Director Report *Kristen, ED*
ED Updates (Attachment M) **POSTPONE** - Kristen will email

9:10 New Business *All present*
 Kristen – can anyone help move July 1 or 2? Gail will bring truck!

9:11 Meeting adjourned

Projects

<i>Application Pending*</i>	<i>Recruit & Development</i>	<i>Design & Permits</i>	<i>Implementation</i>	<i>Maintenance & Monitoring</i>	<i>Notes</i>
Oregon Wildlife Foundation		Expand the Benefit Site 2	REVEG: LSNA Phase III, Expand	REVEG: LSNA Phases I & II;	1 – For cash match to OWEB

(OWF) & Western Native Trout Initiative (WNTI) ¹		(Little Luckiamute) Riparian Reveg	the Benefit Site 1 (Luckiamute), MMT MW "LP3" Reveg	Model Watershed Upper Luckiamute Phases I & II; Fencing/Reveg; Ash Creek	Maxfield Creek Reveg proposal - OWF secured; WNTI not funded
Reser Family Foundation – for 2018-2019 Love Your Watershed Series ²				OWEB Small Grants: Ritner Creek Park Enhancement & Willow Staking	2 – Submitted February 1, notice in June
		BLM Secure Rural Schools (Title II) – Survey / Design for S. Fork Pedee Enhancement	Love Your Watershed Community Science Series (EnO committee)	OWEB TA - NetMap Modelling and Field Surveys & MW Culvert Assessment	
		OWEB Small Grants: Woods Creek culvert removal	OWEB - Knotweed Control Expansion (with ongoing outreach)	<u>MW – Instream Projects:</u> Maxfield Creek Phase II, Side Channel, Bridge Piers Modification; Upper Price Creek, Wolf Creek	

Next Meetings/Upcoming Events

- June 19 – EnO Committee meeting, PSWCD office, 12:30 – 1:30pm
- **July 1 – Moving Day! Helpers welcome!**
- *July 4 – M-I Grand Parade, volunteers needed!*
- July 10 – EnO Committee – Polk SWCD office, 12:30 – 1:30 pm
- July 10 - Finance Committee meeting, LWC office, 4 – 5:30pm
- **CANCELLED – July 12 – LWC Board meeting**
- July 19 – EC meeting, LWC office, 3-5pm
- **July 30 – Strategic Planning meeting #2, Location TBD, 3-6pm + dinner**
- July 31 - Finance Committee meeting, LWC office, 4 – 5:30pm
- August 1 – Fundraising Committee meeting, LWC Office 3 – 5pm
- **August 9 – LWC Board Meeting, Location TBD (Falls City?), 7-9pm**
- **August 21 - Strategic Planning meeting #3, Location TBD, 3-6pm + dinner**
- August 29 – EC meeting, LWC office, 3-5pm
- Sept. 6 – PRC Meeting, Location TBD (likely Monmouth Library), 5:30 – 7:30pm
 - *Board invited! Karen Hans to provide ~15 minute presentation on Long Tom WC cutthroat trout migration study*

The LWC envisions communities working together to create vital, vibrant watersheds of thriving native fish populations and diverse, healthy habitats shared by people, plants and animals.