



Agenda & Minutes

Luckiamute Watershed Council

September 13, 2018, 7 p.m. - 9 p.m.

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

Introductions:

7:00-7:05 Call to order *Patrick Melendy, President*
Introductions – Guests and Council Members Dan Farnworth, Patrick Melendy, Sharon Safina, David Ehlers, Gail Oberst, Wendy Hudson, Kathy Farnworth, Kristen Larson
Minutes – **Action:** Approved August 9, 2018 Minutes (*Attachment A*)
Time and attendance sheets

7:05 – 7:10 Public comments none *All present*

7:10 – 7:15 Mission Moment & Questions / Comments on Committee Minutes / Activities

Gail – she & Kristen just came from DEI training, Diversity, Equity & Inclusion, part of it is getting to know yourself and your own background and why you feel as you do and how we can use that to make others feel more comfortable in our midst. Gail suggests that the “Mission Moment” is an effort to encourage that. *Board and Committee Members*

Business:

7:15 – 7:50 Executive Committee Report *Patrick, President*

Internal Controls Policy Revisited – *Action Item, Attachment B, 5 minutes.* Kristen - Version adopted in June, further revisions, no major changes, format and consistency and cleanup

Action: *Adopted revised Internal Controls Policy*

Oregon Parks and Rec Department Agreement – *Update (if any), 5 minutes* Kristen – we gave our questions, edits, clarifications on the agreement to OPRD, their staff and DOJ still have it.

Initiating Executive Director’s Annual Review – *Attachments C & D, 10 minutes* Kristen start date Sept 17, sent out info for review – evaluation based on position description items. Please complete and send to Pat Melendy, email or hard copy, by next Friday 9/21/18. Discussion on review.

Preparing for Council-to-Council Discussions on shared services *Attachment E (postponed from June 2018), 15 minutes* Kristen – what would we want out of this? Our goals, objectives? Kristen will be providing orientation to the new Marys River WC ED, who starts next Monday – feels the orientation support she got when we started contributed to her still being here today, and recommended to the MRWC to provide that. Discussion – what do we need to be prepared for in the future? Plan now to take advantage of opportunities and miss pitfalls, Dan recommends a focused effort to make up a plan addressing serious issues or there is no benefit to doing it at all. Dave is concerned we don’t know what we would have to react to. Kristen – Meyer no longer funding Willamette River Initiative, group convened to discuss what to do to replace, perhaps a new network, Willamette-wide, which needs to determine how to fund itself to be stable; one big change that we know is coming. More discussion. Dan reviews list of items an ad hoc committee might consider titled “WC Integration Committee Questions v1”. More discussion. Patrick will develop a statement of purpose for the ad hoc committee. To make additions to the List, send to Kristen. Good to move forward with this – some of the possible

scenarios on the list are already happening (shared project resources, shared fundraising, mutual action with other groups). Dave suggests fundraising is our highest need right now and is concerned we'd lose focus looking at this. More discussion. Kathy, Wendy & Patrick will meet and work on this.

7:50 – 8:25 Treasurer and Finance Committee

Dan, Treasurer

June 2018 Fiscal Year End Reports – Update, 5 minutes Dan – still writing, hope to have ready for October meeting. Kristen - Finance committee looked over year end report in detail at last meeting. Some items to cross check before bring to Board.

July Monthly Reports- Attachments F and G, 10 minutes Assets & Liabilities reported, July income and expenses reported. In summary an unremarkable month, low reimbursements but although work is being done, invoices are not submitted and reimbursements not requested.

Investment into CD – Update, 5 minutes Kristen & Dan meeting with Ben Meyer of Edward Jones, financial advisors and investment brokers who sell CDs, tomorrow 1pm. A 3 month CD may be available as well as a 6 month CD, Board approves getting 3 month CD if available and if they wish to get experience with using these instruments. Dave says there is an internet bank, Ally Bank, giving 1.8% return on saving that has CDs available. Dave has had positive experience with them. Kristen and Dan are also looking at internet banks. Approval by consensus to proceed.

Defining an Operating Reserve – Attachment H, Discussion, request for Board support of Finance Committee to develop proposal, 10 minutes Dan – first notes an error in attachment, should have said “total assets” not “unrestricted net assets”. Discussion - Finance Committee has been advised by many external advisors that we need to have an operating reserve for unexpected expenses and opportunities, and proposes that they develop an Operating Reserve policy. This would be a lot of work, and the committee requests a Board resolution to signal its willingness to support development of policy, before they are willing to undertake it. Discussion. Board agrees and so resolves.

Results of CPA's Review of LWC's internal controls – Attachment I – CPA memo and excerpt from FC minutes, 5 minutes Kristen – Had one full fiscal year on our own and Finance Committee asked Rich Winkel our CPA to do a review of our fiscal policies and procedures. Key for internal controls is segregation of duties, in such a small organization this is difficult and for an organization of our size we are doing very well. His only suggestion would be if the Board wished to remove the ED as a signer, and if not, continue practice of Finance Committee monthly examinations. Finance Committee elected to keep ED as a signer and add bookkeeper review of credit card receipts. Finance committee will continue practice of reviewing selected transaction items in detail.

8:25 – 8:45 Project Review Committee

Wendy, PRC Chair

PRC Purpose and Operations, updated – Attachment J, 5 minutes Wendy – committee approved at 9/6 meeting. Dave credits Wendy with gathering technical expertise for the committee and for the work Kristen and Wendy did on the committee documents. Wendy mentions Karen Haberman, the WOU rep, got excited and was interested in monitoring at the S Fork Pedee – meeting with JP tomorrow at the site and asked to be included in the OWEB grant application.

S, Fork Pedee Project Proposal – Action Item, Attachment K, PRC Recommended for Approval, 15 minutes Wendy presents proposal, points out it is a No. 1 NetMap ranking. 11 structures of large wood and riparian work, the culvert replacement by bridge is being done by the tree companies (Starker & Hancock). Kristen – can't forecast whether this will be funded this cycle but urgency is in favor. BLM and Hancock are also replacing an undersized culvert above the project reach; if there are no instream structures in place at the time of upper culvert replacement, decades of built up gravel and debris will head down the creek during high flows and be distributed throughout the downstream watershed. If instream structures are in place at the time of culvert replacement, most will be captured at the anchor habitat level. **Action:** *Approved S. Fork Pedee Project and submitting proposal to OWEB*

8:45 – 8:55 Executive Director Report, Attachment L (ED Updates) Kristen, ED
 Kristen reviewed calendar. Interpretive signage partnership with Independence, Sept. 5 Open House – Debrief 61 total in attendance, raised \$380, Sharon Safina helped with setup, takedown and staffing raffle table. Thanks to all who contributed food and raffle prizes.

8:55 – 9:00 New Business All present

Projects

<i>Application Pending*</i>	<i>Recruit & Development</i>	<i>Design & Permits</i>	<i>Implementation</i>	<i>Maintenance & Monitoring</i>	<i>Notes</i>
		Expand the Benefit Site 2 (Little Luckiamute) Riparian Reveg	REVEG: LSNA Phase III, Expand the Benefit Site 1 (Luckiamute), MMT MW "LP3" Reveg, Maxfield Creek Reveg	REVEG: LSNA Phases I & II; Model Watershed Upper Luckiamute Phases I & II; Fencing/Reveg; Ash Creek	
Autzen Family Foundation ¹			Upper Ritner Creek Splash Dam Recovery Project	OWEB Small Grants: Ritner Creek Park Enhancement & Willow Staking	1 – Submitted in August for Love Your Watershed Series
LSNA Floodplain Reconnection and Revegetation ²		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	2 – Full proposal submitted August 17 for reconnection and 20 acres reveg
OWEB Small Grant – for "LP3" fencing, expand planting area, and PE funding ³		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	3 – Funded

Next Meetings/Upcoming Events

- **Sept. 17 – Long Tom WC peer-to-peer FR Training, Polk Co. Fire District #1, 1-4pm**

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.

- *Sept. 23 – Luckiamute Confluence Tour, Registration Required, FULL*
- *Sept. 26 - EC meeting, LWC office, 3-5pm*
- *October 2 - Finance Committee meeting, LWC office, 4 – 5:30pm*
- *October 6 – Fall Bird Walk #1, S. Tract LSNA, 8am, registration required*
- *October 6 – Adopt-a-Road clean up event, LSNA, Time TBD (~ 9 or 9:30am), volunteers needed*
- *October 9 - EnO Committee meeting, PSWCD office, 12:30 – 1:30pm*
- **TUESDAY October 9 – LWC Board meeting, Volunteer Hall, 7-9pm**
- *October 10 - Fundraising Committee meeting, LWC Office, 3-5pm*
- *October 18 – PRC meeting, Monmouth Public Library, 5:30 – 7:30pm*
- *October 24 – EC meeting, LWC office, 3-5 pm*
- *October 30 – Finance Committee, LWC office, 4-5:30pm*
- **November 8 – LWC Training and Board meeting, Volunteer Hall, 6 – 9 pm** (training 6-8pm, meeting 8-9pm)
- **November 15 – Sips ‘n’ Science, The Valkyrie Wine Tavern, 301 S. Main St. Independence, 6:30pm**