



LWC Board Meeting Minutes

June 11, 2020

Via web conference

6:00 Call to order

George Grosch, Treasurer

Introductions

Board Members: George Grosch, Dan Farnworth, Kathy Farnworth, Dave Ehlers, Scott Youngblood, Wendy Hudson (joined about 6:10pm), Jackson Stalley (joined about 6:30pm)

Staff: Kristen Larson, Suzanne Teller, Aubrey Cloud, Caleb Price (left about 6:45pm)

Guests: Liz Redon (OWEB), Amy Pinkley-Wernz (LWC Volunteer, EnO), Jane Tappen, Robert Morris (Benton SWCD), Holly Purpura (Marys River WC), Judy Maule, Donna Schmitz (Benton SWCD), Karen Hans (ODFW), Jean-Paul Zagarola (BEF, LWC Project Manager), Jerry Paul (Benton SWCD), Vanessa Green (NOWC)

Aubrey Cloud is the LWC's newest staff member, he started May 5 as the Assistant Project Manager at about 0.25 FTE. Aubrey introduced himself to the Board. Welcome!

Action: *May 14, 2020 minutes approved as presented (Attachment A). Approved by consensus.*

Mission Moment – Dave Ehlers checked in on newly installed monitoring equipment – very impressive! And saw a furry animal swimming upstream in Vincent Creek - thought it might be a beaver- but *just* an otter! Still a fun watershed moment!

Questions / Comments on Committee Minutes / Activities - None

Public Comments – None

OWEB Budget Rebalancing and Grant Funding Presentation – Liz Redon, OWEB Staff

Liz is the OWEB Willamette Basin Regional Program Representative. Liz recapped results of OWEB special Board meeting held on June 10 and 11. Board awarded grants that were recommended for funding and rebalanced spending plan for the remainder of the biennium, given the significant impacts to lottery revenue for the COVID-19 stay-home order and closures of restaurants and bars. Provided additional context and discussion about the future.

- Lottery Revenue plummeted due to COVID-19 shutting down lottery.
- No drop in federal PCSRF monies - trend will be the same.
- OWEB Board entered their June 11 special meeting with \$30.5M available. Noted that in the biennium (July 1, 2019 – June 30, 2021) OWEB spends more money in the first year due to award of capacity grants in the first month of the biennium.
- OWEB Board adopted the staff-recommended “Option C” for rebalancing their budget. This means the recommended grants from October 2019 were funded; cuts made in several areas. Leaves about \$4-5M in available funds to start rebuilding a balance for future grants.

- OWEB staff capacity is also dramatically reduced. OWEB staffing – may have to cut down by 33% to 50% of capacity; is another factor in limited ability to have new grant cycles.
- Project proposals for restoration, technical assistance (TA), and stakeholder engagement (SE) will be accepted in July, but OWEB is not sure when the funds will be sufficient to award grants. Monitoring grants on hold for now. Staff does not know when the next round of applications can be accepted. There is a lot of uncertainty for the rest of the biennium and next, including capacity grants funding levels.

Treasurer and Finance Committee

George Grosch, Treasurer

April 2020 Monthly Report – See Attachment C. April is 34% through the fiscal year. In general, LWC is in a good position, no cash flow problems, and were just awarded the new OWEB grant and partner on the Benton SWCD grant.

Continued discussion re: COVID-19 financial impacts – Overview of Finance Committee discussion from their June 2 meeting. George summarized some of the key points to consider and think about as the LWC assesses its condition and plans for funding impacts in the future. Important to think about how to maximize cash moving forward, step up our fundraising. Should we look at fee for service options? What opportunities are out there? The 2019 Integration Ad Hoc Committee and report did a good job summarizing some of these items. Discussion about challenges of funding the EnO program, but agreement it is vital to our work and to help us without fundraising. It's important to get people engaged and involved. We will continue to apply for grants, look to our partners, and explore new funding sources. Grateful for Willamette Habitat Restoration fund and Benton SWCD supporting LYW Program in 2020. City of Independence contributed \$2,500 in this FY and including same in their coming budget. Board asked FC to continue to think about this topic as the situation evolves and bringing questions and ideas to the EC and then to the Board. Board to delegate topics to appropriate committees as we continue to work through the pandemic and its impacts.

Internal Controls Policy Update to add Mobile Banking – Kristen discussed with the EC adding the ability to use mobile banking to make check deposits. Saves time and reduces her need to visit the bank. Executive Committee was fine with this and asked Finance Committee to review. Finance Committee is fine with this. Proposed edits to the LWC Internal Controls Policy to guide use of mobile banking for deposits. *Policy revisions adopted as proposed. Approved by consensus.*

Project Review Committee (PRC)

Wendy Hudson, PRC Chair

Committee Profile – See Attachment E. Second committee profile – PRC. Meets quarterly; two times a year with core group and twice per year also bring in technical experts. Wendy provided overview, how supports LWC strategic plan, and activities. Next month, EnO Committee.

Executive Committee (EC)

Wendy Hudson

Submission of grants, process discussion – Due to OWEB postponing the grant deadline from spring 2020 to July 27, LWC staff have decided to submit the Stakeholder Engagement grant



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along with the TA grant. In discussion at EC meeting, EC recommend that as long as a project is already approved, staff do not need to seek approval for submitting grants. Some Board members want to know where the LWC is seeking funding to make sure all funders align with our values. Executive Director to notify the Board of all grant proposals in monthly ED update in the Board packet; does not need to get approval.

Oregon in Phase 2, Discussion of meeting formats – Discussion of people’s comfort level (or not) at this time with considering in-person meetings. Phase 2 guidance is for people 65 and older to continue to stay home, reduce contact. Some folks okay with in-person; others are not. Will continue with Zoom for near future. Could consider an outdoor, distanced meeting (e.g. at J2E Tree Farm or other outdoor space). Likely to use hybrid in the future to accommodate people joining meetings that might not be able to come in person for various reasons.

J2E Tree Farm, LLC contract with the LWC – See Attachment F. Discussion of J2E Tree Farm, LLC contracting the LWC for project management and plant procurement services outside of OWEB-grant funded activities. Dave is on the Board. Funds moving from J2E Tree Farm, LLC to the LWC as payment for services. Reviewed scope of work and draft Work Agreement. *Work Agreement approved as proposed. Approved by consensus.*

Fundraising Committee (FRC)

Wendy Hudson, Chair

1 Million Plants Annual Theme Celebration – FRC has cancelled the Annual Celebration event previously scheduled for Sept. 12. Will try again one day when we can have an in-person celebration properly! Meanwhile, will publicize the milestone in various ways. FRC and EnO to work to get in the media, social media, post banners if possible, and record the ceremonial planting of the millionth plant, use the video later. Will be collecting photos from landowners with plantings to produce slideshow.

Major Donor & Volunteer Contracts Debrief – Thanks everyone for helping with this. Lots of positive feedback. Scott enjoyed catching up with his neighbor. Kathy had an email exchange with someone who had previously attended LWC meetings and asked for help with a project; did not feel he was well-received at the LWC meeting. Discussion of how the LWC responded to his request (see February 13, 2020 meeting minutes); possible misunderstanding. Kristen will follow-up with Kathy and the contact.

Executive Director Update

Kristen Larson, Executive Director

See Attachment G. Continues to be busy adapting to COVID-19, keeping up with new information, resources, state and federal guidance and rules. Orientating Aubrey. Working on grants. No questions, no discussion.

New Business – None

Meeting Adjourned at 7:55pm.