

Luckiamute Watershed Council Meeting Minutes

October 13, 2011

In attendance:

Kelly Gordon
Tom Smith
Ron Nestlerode
Rob Burns
Suzanne Moellendorf
Mari Anne Gest
John Westall
Ed Miller
Kirk Lewis
Peter Guillozet

Suzanne called meeting to order 7:15. She asked whether there were any proposed changes to the minutes. Tom made a motion to accept the minutes as written. Rob seconded and the motion passed.

It was noted the volunteer hour sheet hasn't been circulated during the last couple of meetings and that the practice should be resumed.

Steering Committee Report

Mari Anne reported briefly on the website updates. She also mentioned that she had been having problems with LWC email account and that the domain name has been secured for another year. A brief discussion followed about the draft contract procedures document for external contractor contracts prepared by Hollis. Among the highlights was that contractors can subcontract work as long as they are responsible for product.

There was then discussion of the proposed fiscal policy on bill payment and reimbursements, which accommodates the need for office supplies. John noted that he had just completed a conference call with Hollis and that there have been previous discussions with Cascade Pacific on the topic. He suggested that it would be tidier to direct bill. A question was raised about the value of setting up an account at Office Max or a similar business. John suggested direct billing whenever possible and the use of petty cash/reimbursement only if necessary. John also noted the need to have a table of budget categories to keep the books organized and that a list of approved categories would help. He then pointed out that it is important to include a description of the item being reimbursed. Finally, he mentioned that although the council has kept copies of check requests it is also important to keep copies of the invoices. In summary, there should be complete information for each transaction. Suzanne suggested keeping a log book for petty cash to account for expenditures.

In response to a question about whether the council is ready to create a fiscal policy Kelly asked whether it clear as is. He noted, for example, that John is proposing something that isn't included in the current draft. He suggested reviewing a revised version at the next meeting. John proposed to develop the final language and make it official next month. Suzanne suggested that we will finalize the wording and put it on the agenda for the next meeting.

There was then a discussion of the total expenditure amount approved without a contract. Kelly suggested a \$500 limit. John suggested adding language to the proposed policy that would describe the procedures for writing a scope of work for work performed under an established limit. He suggested discussing the options with Cascade Pacific for a streamlined process for small contracts. It was suggested that Mari Anne discuss this issue with Cascade Pacific. Tom, Rob and John then had a brief exchange on the "assignability clause" in our current contracts and the relationship between the contract officer and the contractors.

Council Coordinator Activities Report

Mari Anne thanked council members for orienting her and for providing office supplies. She talked about organizing the office and the files. She reported that the office is much improved. She recently attended financial reporting and work plan development workshops at OWEB and met with Kendra and Peter to discuss the SIP. Kendra expressed concerns about outreach in the MW and indicated that she preferred to have Peter continue with outreach. Mari Anne also reported that she had met with the Steering Committee and has developed her priorities. She provided a list of objectives, tasks and a timeline and asked for feedback and comments via email as well as a two-week plan. She mentioned the absence of a strategic plan. She met with Wendy Hudson (OWEB) and learned of her concern about contractor turnover at the council but was told that Wendy is feeling confident.

Mari Anne indicated that she had reviewed and paid bills and feels we are up to date. The website is live, but the template has limits. Almost all of the links go to "page under construction" which sends a poor message. She plans to spend more time on this. She planned to work on the filing and tracking of business files via web based storage to provide access to Council members. She then remarked briefly on the legal requirements for contractors versus employees and provided a summary document. She described OWEB funding announcement about limiting ability of Councils in the SIP to seek funds within the MW area.

Suzanne then mentioned the upcoming Cascade Pacific annual meeting and distributed invitations. Ron asked whether we should print emailed materials for meetings. The preference expressed was to email everything to Mari Anne and perhaps to bring only a couple of copies to future meetings.

Treasurer and Budget Committee Report

John presented a report supported by documents made available to the council. Some highlights included:

- All grants are still under budget

- BLM grant is now closed (used partial payment to Bio Surveys to finalize)
- Received additional \$16,775 for Council Support (see proposal on agenda)
- Received initial payment (quarterly) for Council Support
- Bridge Piers project essentially complete – will have summary next month
- Plan is to update all budgets to reflect current reality and review in November
- We have received notice that our SIP funds (matching OWEB dollars for Model Watershed and LSNA are likely to be reduced when we receive our next grants. Kendra has asked us to ‘sharpen the pencil’ about upcoming needs. A lot of spreadsheet work has been done and the results will be reported once things are finalized or there is more specific guidance. Although we requested additional funds for the second year of Meyer LSNA grant, we will not be receiving those funds.

John reported that he and Hollis had discussed what the Treasurer’s Report should contain. He then asked whether the format he presented would be acceptable along with the standard monthly report from Cascade Pacific. Rob asked whether Cascade Pacific plans to use Earned Value management in its bookkeeping and a brief discussion ensued. John then made a motion to allocate \$16,775 of the new OWEB funding \$7,022 to Council, \$8,228 to Operations, and \$1,525 to Fiscal Admin. Tom Smith seconded and the motion passed.

John suggested that the OWEB funding should be used to send Mari Anne to the OWEB conference and to the Network of Oregon Watershed Councils.

Project Manager Update

Peter provided an update on the Bridge Piers project and showed a map of the future planting areas in the Model Watershed. He described briefly the ongoing weed management at the LSNA.

Project Review Committee Update

Suzanne described the two recent meetings. The group is reviewing the Action Plan and will make recommendations for future projects. There is no current chair and the group is looking for new members.

Auditor Report Committee Update

The committee consists of John, Kelly and Hollis. John described the approach which has been to get the records from Mid-Willamette, Polk SWCD and Cascade Pacific to understand the financial picture. The group has received the documents from each of the fiscal agents and is reviewing them. One item that has come to light is that reimbursement for mileage was the most common transaction.

Discussion: Conference Approval

Question - Should Steering Committee make decisions about conference attendance?

John suggested that there should be a policy on the approval of conference attendance. Rob suggested that like contracts it should be based on the cost of the conference. Suzanne indicated that she would draft a policy for consideration at the next meeting.

Question - Should Mari Anne attend the Network for Oregon Watershed Councils? John was more concerned about the nature of the conference than the cost. John moved that the Council provide

financial support Mari Anne's attendance at the two-day gathering. The motion passed.

Discussion: Strategic Plan Development, employees and 501c3

Suzanne asked whether the Council wish to pursue the following:

1. Develop the strategic plan that Mari Anne mentioned at the start of the meeting
2. Look into the employee versus contractor questions and whether to seek non-profit status.
3. Ask Mari Anne to start delving into these issues during the next three months or so.

Tom supported the idea. Some discussion followed and there was general consensus in support of moving forward on the above items.

Ron suggested holding the annual event in Kings Valley and there was general support for the idea.