



Luckiamute Watershed Council Board Meeting

February 8, 2024 6:03 p.m. – 8:00 p.m., Zoom

Attendance: Britton Castor, David Ehlers, Karin Stutzman

Staff: Maya Cook (minutes)

Guest: Judy Maule

AGENDA

CALL TO ORDER – David Ehlers, Facilitator

Minutes from December 14, 2023 will be revised to say that Officers authorized as signers are President and Treasurer in order to satisfy requirements at Oregon State Credit Union to allow Britton to become a signer, and ACCEPTED with changes.

December 22, 2023 Board Action by Email ACCEPTED as filed

Committee Announcements

- **FRC:** Jackson and Lauren met to plan for future involvement once the new ED is hired. Brainstormed how to isolate Luckiamute recreational users and target them.
- Social and Celebration postponed until new ED starts to meet and greet at the same time.

Spirit Mountain Community Fund did not invite us to the next stage of their process.

Mission Moments

- So many elk!

Executive Committee – Karin Stutzman, President

1. Britton Castor RE-ELECTED to the Board for a 3-year term
2. Revised Group Agreements APPROVED, with intention to build examples in later.
 - Discussion: it's rather long and hard to get to the bottom. Jackson will work with Emily to shorten it.
3. Personnel policy updates: pregnancy language compliance paragraph ACCEPTED
 - Add reference to the Pregnancy Fairness Act
 - Concern about parameters – how is it defined? Is it up to the pregnant person or a doctor, etc? Is there some way it could be used against the employee?
 - Option 2 recommendations are complicated and will be tabled to revisit with the new ED
4. HR support service move to UST HR Workplace APPROVED
 - Operations role includes vetting HR support, compliance etc.
5. Reminder: per EC minutes, responsibilities for Board & Committee Meetings to send Agenda & reminders

Finance Committee & Treasurer Report – Britton Castor, Treasurer

Update on first FC without Kristen:

- We worked out some systems to get us through this time without an executive director and clarified some of the expectations/responsibilities of the treasurer.
- Judy has offered to cross check statement reconciliation for the checking, savings, MMA, and VISA. She has completed this for us for December checking off cleared transactions and taking note of uncleared transactions to compare to next month.
- Intended to populate the Financial Summary spreadsheet with Q4 values, but will need more training on how, along with help accessing root numbers from QuickBooks or Ascension. Report will be sent now that values received. **Maya and Britton will** sit with Kristen to clarify the process and workflow timing.
- Kristen tried to retain a discount with our bookkeeper, but they are unable to discount our rate any longer. The rate is increasing from \$59 to \$70/hr. Don't
- Judy suggested we move some money into a 7-month CD and she sent over the best rates right now. We can do a 5.25% CD for 10K. Once we determine if we have that amount we may consider doing this.
- Budget- no current budget so we are operating on the status quo. It would be ideal to develop some sort of budget soon so that we can plan and operate fully aware of our constraints.

Hiring Committee – Karin Stutzman

1. Reviewing tasks in Interim Task List spreadsheet, HC determined that staff and Board can manage most, but rather than contracting and training an Interim ED, HC recommends contracting Kristen for 2-3 hours per week to handle payroll & financial tasks, and answer questions. APPROVED

- Karin will work with Kristen to create a draft contract with cost, parameters, duration, etc. and submit to Board via email for approval of final agreement.
 - Kristen is tracking her hours and would be paid for hours worked after 1/12/24
2. Britton recommends setting up the job as an open position on LinkedIn. Currently our post just a link to our website on a post. It isn't being distributed to qualified people based on algorithms.
 3. Karin has a contact who will share job to universities with Nonprofit Management programs
 4. Karin would like to use a group called Nonprofit Professionals to help with recruitment and hiring process. Their midlevel placement package seems like a good fit, and we could use the help organizing and guiding the process.
 - **Karin will** request a quote, find out what additional costs might be involved (LinkedIn subscription, more postings, etc)

7:40 PM Executive Session

Important dates coming up – please mark your calendars!

Day, Date	Time	Event
Fridays, February 16 & 23	1 - 2:30 pm	Hiring Committee (HC) meeting
Thursday, February 22	6 – 7:30pm	Sips ‘n’ Science event, in-person Location TBD
Thursday, February 29	3 – 4:30pm	Finance Committee (FC) meeting
Fridays, March 1, 8, 15, 22, & 29	1 - 2:30 pm	Hiring Committee (HC) meeting
Wednesday, March 6	2:30 – 4:30pm	Project Review Committee (PRC) meeting, location TBD
Thursday, March 7	3 – 4:30pm	Fundraising Committee (FRC)
TBD in March?		Executive Committee (EC) Meeting* (Nick)
Tuesday, March, 12	6 – 7:30pm	Sips ‘n’ Science, Freshwater Mussels, Zoom only
Wednesday, March 20	1 – 2pm	Governance Committee
Thursday, March 28	3 – 4:30pm	Finance Committee (FC) meeting
Tuesday, April 2	1 – 2:15pm	Education ‘n’ Outreach (EnO) Committee
Thursday, April 4	3 – 4:30pm	Fundraising Committee (FRC) meeting
Thursday, April 11	6 – 8 pm	LWC Board Meeting, Zoom (Nick)

*EC meetings are flexible and subject to change depending on needs of upcoming Board meeting facilitator

Application Pending	Design & Permits	Implementation	Maintenance & Monitoring	Notes
Spirit Mountain Letter of Inquiry – for ongoing work at Ash Creek and LYW Community Engagement Program ¹	River Network – Community Led Research Project (Urban Watershed Engagement Program) – on pause	REVEG: LSNA Phases IV & V, MMT MW “LP3” Reveg & Fencing, Maxfield Creek Reveg, S. Fork Pedee, Upper Ritner RCG, J2E, Expand the Benefit Site 2 (Little Lucki); Lower Luckiamute Floodplain Forest Enhancement	REVEG: LSNA Phases I - III; Upper Luckiamute Phases I & II; Fencing/Reveg; Ash Creek; Expand the Benefit Site 1 (Luckiamute)	1 – Letter of Inquiry (LOI) submitted 1/8/2024. Pending invite to full application, then application due March 4, 2024 (and notice April 29)
ODA Weed Board Grant – MVRC Knotweed Control for 2024 (South Santiam WC is applicant on behalf of MVRC) ²	Miller – W. Fork Luckiamute Alternatives Analysis – on pause until new ED hired	IN-STREAM:	Instream Projects: Maxfield Creek Phase II, Side Channel, Bridge Piers Modification; Upper Price Creek, Wolf Creek, Upper Ritner, S. Fork Pedee, J2E, LSNA Ph. 4 (Floodplain Recxn), Upper Luckiamute Large Wood Placement, Upper Maxfield Restoration, S. Fork Pedee Upper Culvert (BLM-led)	2 – Application submitted, Dec. 15. Pending. Notice in March or April 2024
NOAA Fish Passage Proposal (MRWC Applicant) ³		Love Your Watershed Program (EnO committee)	OWEB TA - NetMap Modelling and Field Surveys & MW Culvert Assessment	3 – Pending. Submitted 10/16/2023.



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				Notice in summer 2024.
OWEB Restoration Grant for ongoing PE at Expand the Benefit Site 2 (LLR) ⁴		Mid-Willamette Beaver Partnership		4 – Pending. Submitted 10/30/2023. Site visit 1/19/2024.
NOAA Habitat Proposal. CWC Applicant. ⁵		Luckiamute Basin Knotweed Control		5 – Pending. Submitted 11/17/2023. Notice in summer 2024.
		OWEB Technical Assistance for Project Development (MVRC Regional TA grant) – basically done		

Projects