

**Long Tom Watershed Council**  
**Board of Directors AGENDA**  
**Thursday, Nov 6, 2014. 5:30 p.m.**

*Chair Deborah Saunders Evans*

**5:30 Cake & Kudos to Staff – Therese W. ☺**

**Business**

- A. Minutes: **Decision**: approve minutes from Oct Board Meeting – *Secretary Walch*
  - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for Aug & Sept – *Treasurer Brinkley*
- C. Committee Reports: update on progress on Herbicide Policy - *Rob*; Resource Development & December Ask Letter - *Dana*
- D. Bylaws & Board member updates (after meeting with Attorney Atkin): *Dana*
- E. Election of Officers: **Decision**: nominate/volunteer and then approve slate (Committee formation will be in January)
- F. Paperwork moment: New Board Materials for your binders. Your volunteer hours – *Secretary Walch*

**6:15 Program Topics**

- G. Annual Meeting & Celebration Debrief – Report by numbers, Feedback on Positives and What You'd Change, Your Stories/Quotes/Cool Moments! - *Rob, Dana, All*
- H. Lower Long Tom River – update on meetings and pending grant proposal – *Dana*

**7:20 Reports & Announcements**

- I. Staff Reports – (time allowing) updates around core partnering concepts being discussed
- J. Liaison Reports
- K. Action Items Report

**7:30 Adjourn**

***Next Board Meeting: Thurs, Jan 6, 5:30 pm. Council office.***

***Next Public Meeting: Thurs, Nov 18 – Monroe Community Center (new location!)***

## Business

- A. **Meeting Minutes** - Board meeting minutes are attached. Secretary Walch will receive comments and changes at the meeting and ask for approval. Action items will be briefly reviewed for completion.
- B. **Treasurer's Reports** – Financial reports are attached. Treasurer Brinkley will present the *reports for two months*, along with any changes or corrections necessary from Board or otherwise, answer questions, and ask for approval.
- C. **Committee Reports** –
  - 1. **Nominating Committee** – Dana met with Attorney and has some updates. Essential piece is that you still have 14 positions and could nominate 2 people. Quorum is currently still at 5 (1/3), unless we reset number of positions to 12 (Jim recommends against this). We are meeting with Dolly Woolley about the council, but she is also not able to do a Board position at this time. Priority would be to find people to help engage in fundraising with new Development Manager, when that hire is complete.
  - 2. **Operations Committee – Council Herbicide Use Policy – Update:** New draft policy has been edited and is going back to Operations Committee for approval, then to Board.
- D. **Bylaws & Board members** – Will be provided orally. See also C1 above.
- E. **Election of Officers** – Dana is checking in with a few people. People can nominate or volunteer from the floor to create a final slate to vote on. Let's not forget to include Dana on the slate as Corporate Secretary to maintain IRS mailings to our office. Thank you!
- F. **Paperwork moment** – Do your part for administrivia... Please be ready to record your volunteer hours/travel for the last month, or more if you missed a Board meeting.
- G. **Annual Meeting & Celebration** – We will debrief the (awesome) evening orally.
- H. **Lower Long Tom River** – Continuation on update, slideshow, and discussion with Dana and Jed on recent meetings (Hydrologic Model with Army Corps, funding discussion with Dick & Gretchen Evans, Technical Team), and pending grant proposal will be presented orally.

## Reports & Announcements

### I. **Staff Reports** –

#### 1. **Administrative. Contract / Agreements newly signed:**

Contractor Agreement for **project site prep services** with **Integrated Resource Management** at **Wild Iris Ridge**. Activities will include following the restoration plan to marking trees for thinning in the oak area and compile corresponding data and reports. Period from October 15 to November 30, 2014. Amount: Not to exceed **\$5,705**.

**Memorandum of Agreement with the Upper Willamette Regional CREP Partnership.**

Purpose: Several local watershed councils, soil and water conservation districts, and ODA are partnering with the USDA Natural Resources Conservation Service (NRCS) to work together to increase landowner understanding of the Conservation Reserve Enhancement Program (CREP) and increase enrollment of local private landowners in the program. LTWC's primary role is to conduct landowner outreach in priority areas and act as the primary intermediary between landowners and the partnership. Agreement signed: Sept.12, 2014.

**All other reports will be provided orally.**

**Long Tom Watershed Council  
Board of Directors Meeting  
Thursday, October 9, 2014  
Stellaria Building, 150 Shelton McMurphey Blvd  
Eugene, OR 97401**

Present: Alan Dickman, Beth Krisko, Charles Ruff, Deborah Saunders Evans, David Turner, Therese Walch (6)

Absent: Mike Brinkley, Steve Cole, Cary Hart, Steve Horning, Sue Kacskos, Jim Pendergrass, David Ponder, John Reerslev (8)

Staff: Dana Dedrick, Rob Hoshaw, Sarah Whitney

Meeting called to order at 5:56 p.m. by Deborah Saunders Evans, Chair

**Business**

- A. Approve September 2014 Board of Directors Minutes – *Secretary Walch***  
No comments or corrections given.

**MOTION TO APPROVE September 2014 Board of Directors Meeting Minutes by A. Dickman, seconded by C. Ruff. Approved unanimously.**

- B. Approve August Treasurer's Reports – *(tabled)***  
The board decided to make a motion to table reviewing and approving the Treasurer's reports until Treasurer Brinkley and Jim Pendergrass are present. Dana notes that Mike has looked them over and approved them.

**MOTION TO TABLE review and approval of August 2014 Treasurer's Reports by C. Ruff, seconded by A. Dickman. Approved unanimously.**

**C. Committee Reports**

**Tech Team** met on September 25 to discuss and provide guidance on grant applications. Jed is pursuing a technical assistance grant for outreach to landowners in the lower Long Tom River. Katie held a second meeting of with a group of technical advisors to discuss restoration planning and objectives for the Coyote Creek South property owned by ODFW.

**Nominating Committee** – Lindsay Reaves has committed to a 3-year term, and David Ponder will renew for a 1-year term. Dana sent an interest letter to Dolly Woolley, who consulted us on fundraising a couple years ago. Alyssa Lawless of Mountain Rose Herbs appreciated the offer but can't commit right now. We

received a letter of interest from Steve Norris at the City of Eugene. Since we already have Therese as a City of Eugene representative, we're thinking of ways we might involve Steve in the Urban Waters Program.

Dana passed out a board rotation matrix showing the history of members. There was discussion about whether the board was comfortable having only 12 members for now, as three members are rotating off, and we're only adding one new member. Several board members voiced that they would like to build back up to a 14-member board when possible, but recognized that recruitment requires takes a great deal of time and energy. There was general agreement that a 12-person board was adequate short-term.

The primary stakeholder/expertise areas we're looking to fill are business (particularly urban/Amazon Creek area), small agriculture, rural landowners, and fundraising/capacity-building.

Dana invited the board to let her know if they would suggest someone for potential board service. Suggestions: Michael Phinney, rural landowner and owner of Full City Coffee, Julie Tilt of Hummingbird Wholesale, and Tom Lively or Megas MacDonald of Organically Grown.

#### **D. New Policies & Procedures Document – Rob**

Rob introduced a draft Policies and Procedures document for review and approval by the board. The purpose of the document is to satisfy Oregon Watershed Enhancement Board capacity funding eligibility requirements. The document addresses eligibility criteria that are not specifically referenced already in one of the Council's existing board-approved policies. Each board policy is meant to stand alone, and the Policies and Procedures document references each of those policies.

The board provided feedback and corrections to finalize the document.

**Motion to approve LTWC Policies & Procedures document as amended by C. Ruff, seconded by B. Krisko. Approved unanimously.**

There was further discussion as to whether board sub-committees have the authority to approve updates to policies. As an example, the Council previously discussed whether the Operations Committee has the authority to revise the existing herbicide use policy. The key point is that a sub-committee of the board can recommend new policy or updates to an existing policy, but any new policy or policy update goes to the full board for approval. The full board would have the opportunity to review the proposed policy or policy update and vote to approve.

The final draft of the Herbicide Use Policy will be put in the November board meeting packet, and will be voted on for approval.

Further discussion included thoughts on printed board member notebooks. Many board members prefer having an individual printed notebook. It was also recommended that all policies have the same font type and size, and to consider putting all the policies into one document. This would be a nice-to-have, and the board recognizes that staff are maxed out and this is not a high priority.

#### **E. Paperwork Moment**

Secretary Walch collected board member volunteer hours forms used as in-kind match.

### **Program Topics**

#### **F. Annual Meeting & Celebration – Rob**

Rob went through the Annual Meeting agenda, including how the event would flow, and the roles of board members at the event. He also provided an update on sponsorships and current registration numbers.

There was discussion about how to explain the changes to the boundary and bylaws at the Annual Meeting. Dana is developing talking points. A full copy of the bylaws will be available at the Annual Meeting.

#### **G. Urban Restoration Program Slideshow – Sarah**

The board learning opportunity was a presentation by Urban Restoration and Stormwater Specialist Sarah Whitney, who spent some time going over the activities and projects of the Urban Waters Program.

#### **H. Lower Long Tom River – Dana**

Dana explained the context behind the Army Corps of Engineers plans for increasing the capacity of the lower Long Tom River, and the role LTWC is trying to play in guiding the process in a way that meets goals for habitat and native fish. Key challenges:

- The lower Long Tom River channel is hitting capacity at some locations, and the Army Corps' current plan is to remove vegetation and dredge to increase capacity.
- The Corps' timeframe is 1-3 years, so time is short to act.
- Dredging is technically legal because the Monroe drop structure and fish ladder prevent Chinook, a listed species, from moving upstream. If Chinook were present, the Corps wouldn't be able to dredge.
- The fish ladder and dam is privately owned, and not by the Corps; it would require another entity, such as the City of Monroe to purchase and maintain the structures.

- This is a sensitive issue for area farmers.

Dick Evans, who privately funds our Cutthroat Trout Migration Study, met with Dana and Jed and is willing to pay for a graduate student in humanitarian engineering from OSU to brainstorm possible options. Evans would also donate to the Council to give us the capacity to problem solve. LTWC is applying for an OWEB technical assistance grant that would give us money for outreach to landowners, and we'd be able to use Evans' contribution as match.

**Action Item: Dana asks the board to let her know of any contacts they have and any connections to people at the City of Monroe that we might be able to reach out to.**

## **Reports & Announcements**

### **I. Staff Reports**

See background.

### **J. Liaison Reports**

None given.

### **K. Action Items Report**

- The final draft of the Herbicide Use Policy will be put in the November board meeting packet, and will be voted on for approval.
- Board is asked to find contacts in Monroe in the context of the Monroe dam and the discussion with the Army Corps.

Meeting adjourned at 7:42 p.m. by Chair Deborah Saunders Evans

Long Tom Watershed Council  
 Balance Sheet  
 As of September 30, 2014

	Sep 30, 14	Aug 31, 14
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Money Market (PCB)	21,355.23	201,355.23
Checking (PCB)	36,192.63	20,899.03
Petty Cash	200.00	200.00
Total Checking/Savings	57,747.86	222,454.26
Accounts Receivable		
Accounts Receivable	243,122.53	247,300.62
Total Accounts Receivable	243,122.53	247,300.62
Other Current Assets		
Undeposited Funds	0.00	3,799.02
Total Other Current Assets	0.00	3,799.02
Total Current Assets	300,870.39	473,553.90
<b>TOTAL ASSETS</b>	<b>300,870.39</b>	<b>473,553.90</b>
<b>LIABILITIES &amp; EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	(118,131.74)	0.00
Total Accounts Payable	(118,131.74)	0.00
Credit Cards		
PCB Credit Card	(2,557.41)	(1,213.30)
Total Credit Cards	(2,557.41)	(1,213.30)
Other Current Liabilities		
Payroll Liabilities		
401K	154.86	154.86
Health Insurance	629.47	(702.54)
FWT	862.00	2,648.00
Medicare	551.92	1,234.80
Soc Sec	2,359.74	5,279.66
SUI	1,466.56	1,825.54
SWT	554.00	1,847.00
WBF	13.49	46.05
Payroll Liabilities - Other	9,271.37	9,271.37
Total Payroll Liabilities	15,863.41	21,604.74
Accrued payroll expenses		
Accrued wages	(9,185.43)	(9,185.43)
Total Accrued payroll expenses	(9,185.43)	(9,185.43)
Total Other Current Liabilities	6,677.98	12,419.31
Total Current Liabilities	(114,011.17)	11,206.01
Total Liabilities	(114,011.17)	11,206.01



2:38 PM  
10/29/14  
Accrual Basis

Long Tom Watershed Council  
Balance Sheet  
As of September 30, 2014

	<u>Sep 30, 14</u>	<u>Aug 31, 14</u>
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	563,176.33	563,176.33
Net Income	(149,156.68)	(101,690.35)
Total Equity	<u>414,881.56</u>	<u>462,347.89</u>
TOTAL LIABILITIES & EQUITY	<u><u>300,870.39</u></u>	<u><u>473,553.90</u></u>

Long Tom Watershed Council  
 Profit & Loss  
 September 2014

	Sep 14
Ordinary Income/Expense	
Income	
Grants & Contracts	1,873.16
Donations	
Individual Donation	959.16
Business League	1,000.00
Total Donations	1,959.16
Events	
Tickets	330.00
Total Events	330.00
Total Income	4,162.32
Gross Profit	4,162.32
Expense	
Working Meals	6.70
Contracted Services	
Technical	8,062.90
Other	40.00
Crews	3,517.00
Total Contracted Services	11,619.90
Equip-Project	
Rent/repair	1,174.30
Total Equip-Project	1,174.30
Materials & Services	6,684.41
Board Meetings	9.97
Payroll Expenses	
Hiring Costs	141.00
Salaries & Wages	24,657.11
Employee Benefits	2,124.32
Payroll Tax Expense	2,272.55
Overhead allocation	45.00
Total Payroll Expenses	29,239.98
Travel/mileage	
Mileage	1,050.45
Travel/mileage - Other	45.08
Total Travel/mileage	1,095.53
Equip-Office	
Purchase	249.97
Rent/repair	94.50
Total Equip-Office	344.47
Occupancy	
Willamette Office	1,418.11
Telephone	(49.20)
Total Occupancy	1,368.91

2:38 PM  
10/29/14  
Accrual Basis

Long Tom Watershed Council  
Profit & Loss  
September 2014

	<u>Sep 14</u>
Office Supplies	81.98
Bank Fee	<u>2.50</u>
Total Expense	<u>51,628.65</u>
Net Ordinary Income	<u>(47,466.33)</u>
Net Income	<u><u>(47,466.33)</u></u>

Long Tom Watershed Council  
Statement of Cash Flows  
September 2014

	<u>Sep 14</u>
OPERATING ACTIVITIES	
Net Income	(47,466.33)
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	4,178.09
Accounts Payable	(118,131.74)
PCB Credit Card	(1,344.11)
Payroll Liabilities:Health Insurance	1,332.01
Payroll Liabilities:FWT	(1,786.00)
Payroll Liabilities:Medicare	(682.88)
Payroll Liabilities:Soc Sec	(2,919.92)
Payroll Liabilities:SUI	(358.98)
Payroll Liabilities:SWT	(1,293.00)
Payroll Liabilities:WBF	(32.56)
Net cash provided by Operating Activities	<u>(168,505.42)</u>
Net cash increase for period	(168,505.42)
Cash at beginning of period	<u>226,253.28</u>
Cash at end of period	<u><u>57,747.86</u></u>