



Calapooia Watershed Council
351 N Main St., Brownsville, OR 97327

CWC Board of Directors Meeting Minutes

September 11th, 2019 7:00-8:20 pm

Community Room, City Hall, Brownsville

The Calapooia Watershed Council (CWC) held their September Board Meeting at Brownsville City Hall, Community Room on September 11th, 2019 at 7pm.

Present at the meeting were the following members of the Board of Directors:

Aimee Addison	John Joiner	Rick Jones	Matt Mellenthin
Dee Swayze	Jim Wagner	Nate Meehan	Heather Medina Saucedo
Mark Running	Jim Merzenich		

The following members of the Board of Directors were absent:

George Pugh

Also present at the meeting were:

Collin McCandless, Executive Director CWC

Fiona Julian, Administrative Specialist CWC

Jessica McCandless, Community Member

Collin McCandless presided over the meeting. Fiona Julian recorded the minutes.

AGENDA ITEM: Approval June and July 2019 Board Meeting Minutes: Aimee noted that due to there being no meeting in August and the absence of a quorum at the July meeting, the Board needed to approve the June and July meeting minutes. Aimee made the motion to approve the June and July 2019 minutes. Dee seconded the motion. Motion passed 10:0

AGENDA ITEM: Review of Financials: FYE financial balance sheet and P&L report were provided by CWC Bookkeeper Tori McKee, Best Practice Books. Collin informed the board that several outstanding Fund Requests have recently been submitted by Tori. Aimee asked if the FYE has been closed, which Collin confirmed they had, and that once the financial reports were approved they would be submitted to the CWC CPA for 990 preparation and filing. Aimee

Working Together for Watershed Health

requested further detail regarding the outstanding AR on the balance sheet, and that it is important for understanding why the AR amount is so high. Heather stated that in the past, the board was provided financial information for each grant and its status. Aimee responded that this is a deeper issue with our current accounting process and that the budgets have not been included in QB, and that the chart of accounts are currently in revision by the Bookkeeper. Jim Wagner shared that the financial reports were a challenge in seeing the big picture, and preferred a pie chart to easier understand. Fiona stated that the Annual Report for 2018 is in the final stages of review and does include FY pie charts. Heather shared that SWCD financial reports contain an impressive level of detail and offered to provide the contact information for their preparer. Aimee did explain that obtaining various reports is a simple process in QB.

AGENDA ITEM: (Brief) Projects Update: Collin shared that the *Upper Calapooia Steelhead Habitat Enhancement* tour occurred on July 27th with OWEB and went very well. Collin was able to announce that he has since received notification that the project is ranked number one out of fourteen applications. Collin commended Cris Salazar, Habitat Restoration Project Manager with CWC, for doing such a great job with the tour presentation and application. Collin reviewed the project timeline (outlined in the attached powerpoint presentation.) Rick asked how the initial project concerns were addressed, with Collin responding that the Forest Service at Sweet Home performed due diligence with responding to every comment received during the open comment period. Collin also shared that OWEB stated the CWC's outreach efforts for this project were also handled correctly. Matt requested a review of how the administrative costs estimated in the project budget would be laid out.

Collin provided an update for *Albany Oxbows FIP TA* and shared that this will be a huge collaborative project with fifteen parties involved overall, and that work on this is scheduled to commence January 2020. Collin stated that the CWC will not be looking to submit any additional restoration grant applications (excluding monitoring) this fall due to the council being at capacity currently.

Bowers Rock Phase II - Collin provided two main updates; the ludwigia problem at the project site extended beyond the initial assessment. Matt explained that his crews initially refused to go into the treatment area due to the risk it presented, but that he was able to customize backpack applicators that enabled safer access for treating. Matt stated that the site will receive two years of treatment to control the ludwigia due to the timeline getting pushed back for connection at the gravel pit. Matt also shared that he was pleased to discover areas of wapato. Collin then explained that this project has encountered a timeline issue due to the multiple stages of review by different agencies that were beyond the council's control. Collin stated that due to the project funding amount it was required to perform a

Cultural Resource Survey to satisfy HIP III requirements. Therefore, the council had to pull funds from other budget categories to cover this expense, but remained in compliance with the original budget approval. Collin explained that the revising of the SOW is necessary which makes the original project timeline impractical and will now be pushing for project implementation into 2020.

AGENDA ITEM: ODS Coordinator Hire: Collin presented that we received 39 applications for this position and that the opening was posted in 19 locations to optimize the applicant pool reach. He explained that 9 applicants were interviewed before offering the position to Sarah Norton, whose experience and references were exceptional, and that Sarah was excited to build the ODS program foundation that Savannah developed over her three years with the CWC.

AGENDA ITEM: Mid-Valley River Connections (MVRC) By-Laws & MOUs: The board were provided with copies of the By-Laws and MOU for this new collaborative network that CWC is involved with. Heather shared that the MOU looked really good and asked if it was just watershed councils that are involved. Collin responded that at this time it is just WCs but that the group is working closely with Sarah at Marion Soil and Water who has lots of great ideas for this but initially the group is waiting until final approval before extending invitations to other groups to join the collaborative. Mark requested an overview of this venture and expressed concerns based on past experiences with creating partnerships, and asked what arrangements are in place to avoid former pitfalls. Collin provided the background of the initiative which occurred at the invitation of Kathleen Guilliozet, and clarified that this collaborative is different due to MVRC being a networking and outreach focused endeavor on regional restoration issues with clearly stated guidelines and By-Laws that would prevent the issues of the past. Collin also explained that additionally, there will be no shared projects and no sharing of fiscal resources or staff with the group, and that one of the primary goals is to demonstrate the ability of WCs to work together to support each other's work toward a common goal, and reach a larger network and audience, and that funders favor collaborative efforts such as this. Heather asked if there would be an opportunity for Board Members to be involved. Aimee inquired as to how funds would be designated if acquired through the group.

AGENDA ITEM: Education Program Designated Credit Card: A decision was put before the board to provide the Education Program with a credit card to avoid staff having to use their own funds and then submit reimbursement requests. Aimee requested the implementation of a Credit Card Policy that included the credit limit and signature of receipt, and Fiona provided a draft for review and

revision to be approved at the next board meeting. Matt moved to approve the motion. Nate seconded the motion. The motion passed 10:0

AGENDA ITEM: Board Meeting Location Rotation & Time Change: Collin provided an argument for the rotation of Board Meeting location to include Albany in the effort to increase accessibility for some Board Members and public participation. John stated that if the purpose of the meetings in part is to improve public outreach then it would make sense to implement this rotation, but otherwise did not. Aimee stated that one benefit of the rotation could be to include additional board members in Albany. The Board voted 6:4 in favor of the rotation.

A vote was also held to move the meeting ahead one hour to 6pm, and the Board voted 7 yays with 3 members abstaining from the vote.

AGENDA ITEM: Committee Meeting Dates:

MANAGEMENT COMMITTEE

Wednesday, Sept 18th 4pm

EDUCATION COMMITTEE

Thursday, Oct 24th 10am

PROJECT COMMITTEE

Friday, Oct 18 or Tuesday, Oct 22

DEI STEERING COMMITTEE

Friday October 4th(?)

FUNDRAISING COMMITTEE

Friday November 1st(?)

Other: Collin shared with the Board that George Pugh has sadly submitted his notice to the Board of Directors that he will need to step down from his involvement due to medical reasons but hopes to continue to support the council however he could moving forward.