



Working Together for Watershed Health

Calapooia Watershed Council Board of Directors Meeting August 2020 Minutes

The Calapooia Watershed Council held their monthly Board of Directors meeting on Wednesday, August 12, 2020 via Zoom teleconferencing.

The following members were present:

Nate Meehan	Heather Medina Saucedo	Dee Swayze
John Joiner	Jim Merzenich	David Lawlor
Aimee Addison	Matt Mellenthin	Jim Wagner (joined late)

The following members were absent:

Mark Running	Rick Jones
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Also in attendance were the following:

Collin McCandless, Executive Director
Cris Salazar, Habitat Restoration Project Manager
Fiona Julian, Operations Coordinator
Jackie Shaw, Get Organized Bookkeeping

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

AGENDA ITEM: Approval of July Board Meeting Minutes

Aimee moved to approve the minutes as presented. Matt seconded the motion. The motion was approved 7:0. Nate abstained from the vote due to being absent at the July meeting. Jim Wagner had not yet joined the meeting.

AGENDA ITEM: Approval of Financials & 20-21 FY Budget Review *Review presented by Board Treasurer and Jackie Shaw of Get Organized*

Fiona and Collin briefly explained an issue that was discovered during the financial year end close regarding September 2018 payroll entries. Fiona brought Jackie into the meeting via speakerphone to further discuss. Jackie explained that Fiona has been getting up to speed with the accounts and together they had been performing the fiscal year end reviews and closing. Jackie explained that there is an entry for the Sept 2018 payroll showing a deduction by Intuit for the employee direct deposit payments, however there is no accompanying payroll entered, in addition to QB showing employees were also written paper checks that had cleared. Jackie continued that there was a brief period around that time where QB was erroneously deducting funds from company accounts but instead of investigating and refunding clients, they were waiting for clients

to contact them to inquire. Jackie stated that other possible causes for this would be bad bookkeeping or fraud. Collin stated that during his employment, he has never received his payroll via a papercheck, and Jackie mentioned that Fiona will be referencing bank statements from that period to further clarify if checks were indeed written. Jackie explained that if checks were written, it would be necessary to contact Intuit and ask where that money is. Matt asked if this issue had been identified during any other periods of bookkeepers, to which Jackie replied they had not. Aimee and Jackie suggested reaching out to the bookkeeper at the time as a first step to see if they have any recollection of what might have happened. The next step Jackie explained would be to then do a deep dive into QB to see what errors must have occurred. Jackie requested that Fiona check QB to see if she can access the reconciliation reports from the period in question.

Jackie then left the meeting. Collin and Aimee thanked Fiona for her hard work in getting the accounts straightened out. Aimee stated that it was super concerning, but that the council is finally at a place where it's needed to be with the bookkeeping being performed in-house, and requested Collin review and approve the financials monthly which is how Aimee explained she does with her organization. Aimee also stated that she had not encountered Intuit deducting funds erroneously in the fifteen years she has used the software. Due to the necessity of this investigation, Aimee suggested the financials and year end reports not be approved until next month.

AGENDA ITEM: School Opening Criteria Update

Collin explained that School districts can only return to in-person instruction in the fall all schools and grades if both county and statewide metric are met. Collin continued that the only exception is for schools with 100 or fewer students and K-3. Collin shared the following statistics:

- Per County Metric Requirements must be 10 or fewer cases per 100,000 people over seven days
- Linn County had approximately 20 cases per 100k people for the entire month of July
- If there are 30 or more cases per 100,000 over seven days and/or test positivity rates of 10% or greater over seven days, all schools must close.

Collin explained that Kristen is in conversations with GAPS and CLSD regarding alternative lesson plans for Salmon Watch. Collin also stated that the snorkeling program is also unlikely to happen. [Jim Wagner entered the meeting at this point.] Collin shared that it is intended to publish online programs developed by the LBSW Committee to try and fill the gap(s).

Collin shared that along with Sarah and Kristen, CWC applied for an Oregon Community Foundation grant with which to purchase Discovery Kits for students in lieu of Salmon Watch. Collin explained how he and David met with Maylian Pack to present the proposal. Collin continued that Maylian explained they had been inundated with applications for funding which made approval unlikely, but that she had offered to reach out to some of her donors to see if any were interested in donating toward the proposal. Collin thanked David for facilitating the meeting and advocating for the council in this way. David thanked Collin for his great pitch, Collin responded that it is fun and easy to advocate for these programs. Collin was then delighted to share the news that as a result, a donor had donated \$10,000, and there is potentially another donor who would make up the remaining funds to the total request of \$24,000. Big congratulations and thanks to David, Collin, Sarah, Kristen, Maylian, and our donors!!

AGENDA ITEM: Restoration Updates

- **Bowers Rock Update/Start Date/Support Grant**

Collin provided an update, and explained that he continued working on grant applications, in addition to the recent developments with the neighboring landowner and the issue of the easement. Collin explained that the

neighbor had expressed serious concerns regarding the proposed improvement specifications for the easement culvert bridge that the neighbour owns a slim portion of. Collin continued that this was the latest in the continued challenges with these particular neighbors who have been opposed to and have attempted to stop the restoration project since the beginning. Collin further explained the neighbor's have maintained concern about wear and tear on the easement for the month it is being used, and that OPRD had proposed a restoration plan for the easement to be reconstructed after project completion, which the landowner disagreed with and once again threatened legal action. Collin stated that OPRD did not want to provide ongoing maintenance for the landowners' piece of the easement moving forward. Additionally Collin explained, the permit for the project did not cover any easement construction - and so he had suggested, and has received support from, the Habitat Technical Team (HTT) and Andrew Duterer at OWEB, for the council apply for additional funds to provide the landowner in order for him to rebuild his part of the easement to his preferred specifications. Collin expressed that he felt this would be a win-win solution. Collin shared that it was fortunate to have the support of these agencies with this solution. Collin stated that groundbreaking would finally be happening on August 26th!

- **Winnie Barron Grant Award/Project**

Cris shared the good news that he had been awarded a grant of \$10,000 from PG&E's Habitat Support Fund for this project site, which thanks to Winnie's hard work and matching funds, would allow for 7,000 plants to be installed and maintained. Cris stated that Winnie was a great landowner to work with, and that with this application, he was exploring different grant avenues in order to diversify restoration funding.

- **Tub Run Phase II: Description & Application**

Cris announced commencement of the project known as Tub Run Phase II: Streak Horned Lark Habitat Restoration. Cris explained that the Tub Run landowner was providing an additional 119 project acres to be restored as wet and dry prairies. Cris stated that it was great to have these endangered birds unexpectedly show up at the Tub Run Restoration site and provide the opportunity for this project. Cris listed several avian experts that had reached out to him with interest to support the project. Cris stated that the application was submitted on the 27th of July, and that in-person review tours were not happening and therefore he would put together a good presentation for the reviewers. Cris stated that this project is one of the only prairie restoration projects in the valley. Cris mentioned that a mock virtual tour might be helpful as always. Jim Merzenich shared that with all the rain in May and June, and despite spraying in 2018, he has oxeye daisy and foxglove everywhere in his 8 acre harvest unit. Cris stated that he was seeing a lot of tansy, much thicker than previous years and many weeds. Jim asked if it was an option to consider prescribed burning at the site in October. Cris responded that he strongly supports that as it also keeps chemical costs down, but didn't know yet if that would be permissible. Jim also stated that he had thought to have eliminated all the reed canary grass but it has returned this year. Cris concurred that the extra moisture this year is a double-edged sword. Jim shared that he wants to create a working forest easement on his farm.

Other

Collin proposed that due to having an uncustomary August Board meeting this year, and the impending arrival of his baby, that the September Board Meeting be skipped. Collin explained that depending upon the baby's arrival, he will be taking Paternity Leave immediately following for initially 4-6 weeks. Collin stated he will however remain in contact with Cris and contractors as necessary for the project completion at Bower's Rock. Jim M made the motion to skip the September Board of Directors Meeting. Nate seconded the motion. The motion passed 8:1.

Aimee and Matt requested a follow up Management Committee meeting to discuss the development of the QuickBooks issue.

The Meeting Adjourned at 6pm

READ AND APPROVED BY THE BOARD OF DIRECTORS _____

DATE _____

TITLE _____