



# Luckiamute Watershed Council Board Meeting Minutes

October 14, 2021  
Via web conference

## **Call to Order:**

The meeting was called to order at 6:00 PM by George Grosch

## **Introductions:**

Board Members: George Grosch, Britton Castor, Karin Stutzman, Scott Youngblood, David Ehlers  
Staff: Kristen Larson  
Guests: Anne Taliaferro, Sean Burgett, Andrea Berkley, Judy Maule (at 6:30)

## **Approval of Minutes:**

*George Grosch*

The September 9, 2021 minutes were distributed prior to the meeting (**Attachment A**).

- *The board approved the September 9, 2021 meeting minutes unanimously.*

## **Committee Announcements:**

No committee announcements

## **Public Comments:**

- Sean Burgett helps run the CTE (Career Technical Ed) Natural Resource Program at Falls City High School. The program partnered with LWC on a restoration project in the area. The program is eligible for an Oregon Department of Education (ODE) CTE revitalization grant which would support equipment purchase (saws, fire equipment) and support natural resource programming on conservation, wildlife biology, etc. Sean would like to request a letter of support to ODE from LWC. Sean has seen student engagement in the restoration project work, such as one student who plans to pursue a program in heavy equipment operation after being involved with the project. Board discussion was positive in support of providing a letter. Sean to coordinate with Kristen.

## **Mission Moments:**

- Karin shared that there are many deer near her, all day every day she sees them. Turkeys are back too.
- George saw a bobcat near Dave's place. Have seen elk recently too.
- Britton and Anne's neighbor saw two bear on a trail camera recently.

## **Executive Committee**

*George Grosch*

- November 11 meeting date (is Veteran's Day) – keep or move? Karin on vacation. Others are available. Keep scheduled November 11 meeting date as is.
- Andrew Dutterer from OWEB passed away. A celebration of life is scheduled, and the family is asking for a donation in lieu of flowers with three suggested organizations. Kristen works with Liz Redon and worked with Andrew Dutterer most closely of all OWEB staff. Shall LWC make a donation in his name from LWC using unrestricted funds, or have people chip in as they feel inclined, or donate individually for those who choose to? George proposed donating \$100 using unrestricted funds. Dave second. Agreement. Kristen will make the donation to Wild Salmon Center from the LWC in Andrew's memory.

Revise Conflict of Interest Policy, *Attachment B, ACTION ITEM. **Proposed action:** Approve revised Conflict of Interest Policy.*

- Definition of family member and of business associate has changed. State statutes have been updated in this regard. Updated policy is presented in the attachment with new language. Other change made is clarifying wording in final paragraph. No concerns with changes, adopted as revised. Approved by consensus.



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Retire Grievance Policy, *Attachment C, ACTION ITEM. Proposed action: Retire Grievance Policy.*

- Policy is no longer relevant because there is a different process to address these situations. The policy was last updated in 2016. In 2018 or 2019 LWC developed a policy on discrimination which covers the same matters as the grievance policy. No objections from Board, policy is retired. Approved by consensus.

Committee Reports to the Board – template and proposed schedule, *Attachment D.*

- Each year an annual report from each committee is provided to the board. Do we still want to do this, and do proposed dates work for folks? Karin likes that this can be a short summary of what committees have been working on. Karin will be on vacation last half of November so will need to coordinate working on this with others in her committee(s). David agrees reporting serves a purpose as a historical document. George agrees. Proposed schedule and template approved as written. EnO up first in December.

EDI (Equity, Diversity, Inclusion) Trainings, next steps, *Attachment E.*

- Attachment includes a summary of EDI work to date and next steps. Kristen and George reviewed the documents for the group. Scott missed this section of the report and would like to spend more time reviewing it. Karin reminded the group that there had been discussion about having something similar to Mission Moments but with an EDI focus during each board meeting. Kristen clarified the rotating lead for EDI topics/sharing can include moments like this as well. Discussion for next month is “group agreement”, which Kristen can bring forward for Board to review. In December board meeting the group can assign names to each month in 2022 for rotating EDI topic lead responsibility.

### Finance Committee & Treasurer Report

*George Grosch*

August 2021 Financial Report, *Attachment F.*

- George shared that LWC is in a fine financial position. Second round of PPP loan has been forgiven officially. Had received an “advance” of funds from OWEB and are paying those back now. Kristen is busy with grants and is organizing budgets. IRS 990 form and process is underway.
- Sale of building is a current concern. Need to determine what is appropriate for rent in the community currently. Finance Committee is looking at some numbers from the Chamber of Commerce and others in the community.

### Executive Director Update

*Kristen Larson, Executive Director*

Monthly Activity Report/ Minutes Highlights, **ATTACHMENT G**

- Offer on office building for sale was accepted. Landlord update indicates future owner has interest in retaining the building as an office. Awaiting more information from landlord on timeline and next steps. Lease is up June 30 and new owner must honor it. LWC can leave lease early if desired. There is also a max rental raise percentage in the lease language. George shared that whoever owns the building could have their property taxes waived, or portion thereof, due to LWC being a 501c3 non-profit.
- Quarterly staff summaries of recent work did not happen in 2021 but have been caught up and shared with board. George asked if the reports are necessary, or instead should if occasional attendance by staff to give in person updates. Board members agreed. This won't impact LWC annual report or committee annual reports.
- OWEB has a new director, Lisa Hanson. Interim until confirmed by state senate.
- Updated application from Republic Services for Coffin Butte expansion came out on Friday. Kristen is waiting to see staff report due to application contents being extremely complex and lengthy. George stated that when the staff report comes up the board can look at specific water quality or natural resource impacts that may relate to LWC's mission before deciding on next steps.
- Kristen touched on several items in monthly activity report.



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### **7:20 Enter Executive Session: Executive Director Annual Review – George Grosch**

### **7:40 End Executive Session, Executive Director Annual Review Results – George Grosch**

Executive Director, Annual Review, *Action Item*

The Board reiterated positive comments from the online evaluation form they had completed.

*Action:* Effective October 1, 2021, approved a 6% raise for Kristen Larson, Executive Director. Approved by consensus.

The Board and ED agree with the priorities for 2022 outlined in the review summary document that George provided. The summary was distributed to the Board and Kristen prior to the meeting via email with the review materials.

### **Topics for Future Consideration**

None.

Meeting adjourned around 7:50pm.