

LUCKIAMUTE WATERSHED COUNCIL MINUTES

6 p.m. – Ed/Outreach Committee Meeting, Crush

7 p.m. – General Council Meeting, Monmouth Volunteer Hall

CALL TO ORDER

Chair Kelly Gordon called the meeting to order. Present were: David Anderson, Kenn Carter, Keli Kuykendall, Amy Crawford, Judi and Kirk Lewis, Rob and Erin Burns, Robert Heriford, Nicole Duplaix, Jenniffer Bakke, Ron Nestlrode, Suzannne Moellendorf, Joel Geier, Gail Oberst, Kendra Smith, Wendy Sparks, John Westall, Peter Guillozet.

Approval of Minutes – ACTION: Joel moved and David seconded a motion to approve the minutes with these changes: Correct spelling of SQL.

Announcements – Nicole announced that her contract ends at the end of the month, and she would not be seeking to renew it. Kendra Smith, BEF, lists suggestions for remediation, see attached memo.

Kelly Gordon announces that he will resign immediately as Chair of the council, but will remain on the council. Kirk Lewis resigns as Treasurer, effective July 15.

Vice Chair Ron Nestlerode takes the chair, suggests we schedule an election as soon as possible. Nominations will be sent to Gail Oberst via e-mail.

Discussion about Steering Committee Structure – could we review how we make decisions? Could we make officer terms longer – possibly two or three years? Who will sign agreements and invoices in the interim? A proposal for new officers and possible changes to the council structure and charter to come. Meanwhile, Suzanne is contacting a facilitator who will help us re-develop our organizational structure.

Treasurer's report – See attachment, Budget committee report

The Independence office lease has been renewed and signed at \$250/month. We are saving \$300/year by signing a two-year lease.

Liability insurance renewal – Tabled. Still waiting for final amount.

Budget committee update – John reports -- May 27 aimed to develop a set of goals for management of the budget and create a budget for the lifetime of each grant, hopefully avoiding unfunded liabilities. John, working with Amy and Keli of (CPRC&D) are setting up future budgets and contracts. The budget feeds into the scope of work attached to contracts. The new Meyer Memorial Fund grant started April 1, 2011-March 31, 2012. We overdrew Polk SWCD funds, former administrators of these funds last year, to pay contractor invoices. Budget work will avoid this in the future, attaching tasks and deliverables to budget line items.

We can provide a doodle poll to approve work on the budget two days before contracts run out. If everyone concurs with the direction, the doodle poll will be sent out for approval or disapproval, but won't allow for major changes in the budget. It will include general tasks, deliverables, reporting features and related information.

Keli Kuykendall and Amy Crawford of Cascade Pacific RC&D introduce themselves and talk about their work on our budgeting process which will meet obligations to grantors, and be in compliance with contract laws. Keli worked with John on a process for meeting all

of these requirements. The LWC now has five main grants. The draft that will be sent to council before the July 14 meeting will illustrate the process for the Model Watershed grant, which is most flexible. The other four grants will follow a similar budget process.

ACTION: Jenniffer moves and Joel seconds a motion to authorize John to continue his work with CPRCD to get the LWC budgets completed in preparation for contract renewals. Discussion -- Questions about the contract, the timeline, what resources we have to complete the contract. Keli says they will work two days a week and can prepare a budget in three weeks, then can have a draft within 30 days. These numbers will be needed to figure out how much we can afford to offer contractors. Questions about outstanding bills, tax liability for David's work. **CALL FOR QUESTION: Approved.**

ACTION: Gail moves and Suzanne seconds the motion that it is the intention of the council to extend the contracts for Peter (Program Coordinator) and Wendy (Education/Outreach Coordinator), following the approval of the budget at the July 14 meeting. **Approved.**

Keli says the CPRCD will make payments on good faith to contractors as long as the work continues, but the insurance situation leaves the two contractors without liability coverage.

Transition – Discussion about process for hiring new coordinator. Contracts committee is working on a draft description. Nicole said she will help. Her contract ends June 15. Discussion about interim plans, process for job description. A clear budget will help us decide what sort of contractors/employees we can afford.

REPORTS

Coordinator report – Nicole, see attached report

Charter Committee – The monthly discussion was tabled for lack of time.

Contracts and Staffing Committee – A job description will be ready to propose to the council July 14. Our budget and the applicant's experience can drive the range. Description and budget will go out at least two days before the council meeting.

Project Review Committee – See report from Peter. Update on LSNA, Olsens' land, Upper Luckiamute knotweed project, landowner hikes.

Adjournment – The next regular meeting is scheduled for 7 p.m. July 14, Monmouth Volunteer Hall, 144 Warren St., Monmouth. The Education/Outreach Committee meets at 6 p.m. July 14 at "Crush," the wine bar across the street at the corner of Main and Warren streets.