



# Luckiamute Watershed Council Board Meeting Minutes

February 10, 2022  
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, David Ehlers, Scott Youngblood  
Staff: Kristen Larson, Aubrey Cloud, Amanda Brackett (through about 7:00pm)  
Guests: Judy Maule

## **Approval of Minutes:**

***George Grosch, President***

The January 13, 2022 minutes were distributed prior to the meeting (*Attachment A*).

- *The Board approved the January 13, 2022 meeting minutes unanimously.*

**Committee Announcements:** None.

**Public Comments:** None.

**Mission Moments:** None.

## **Equity, Diversity, and Inclusion Discussion**

***George Grosch***

George tied the EDI discussion for the meeting to the FY 2022 budget discussion to be held later on the agenda. He is thinking a lot about how the LWC can be inclusive in its decision making. Boards are historically structured top-down; LWC wants to create an inclusive culture. We need to evaluate barriers to participation and how to reduce or eliminate them. The budget is a road map and shows the LWC priorities. The budget shows projects are a priority. If the LWC wants to improve inclusivity, need to think about funding for this. How fund Education and Outreach (EnO) and improve engagement? George is thinking about how the LWC should re-evaluate its EnO, strengthen and improve EDI works. What are our goals for communications, how do we accomplish them, and how do we fund that work? He feels including work with schools and education will be an important piece of this work. The LWC is starting to develop an urban watersheds program, this is a first step. What are others' thoughts? Several agreed on the value of education and engaging with youth to connect with them early and develop the future stewards advocates of watershed health. Discussed past LWC work with local schools – was generally teacher specific and disrupted if / when a teacher left the school. Other WCs are working in this area with youth education and outdoor school programs. Can learn from their experiences. There are models and ideas for partnerships. There are other organizations that do this work, for example Straub Outdoors.

Judy noted that during her career she worked with middle school students and would volunteer with the LWC if we were working with students. Thank you, Judy!

Aubrey noted the Marys River WC is working in youth education, is trying to develop an outdoor school program, and another staff person is developing a list of funding sources for this type of work. Can share when appropriate.

Kristen noted that during the development of the current strategic plan, the Board decided to not pursue youth education / work in schools due to staff and funding capacity. Currently focusing on "community engagement" with the Love Your Watershed program. Discussion about how the LWC wants to define what "community engagement" means to us moving forward. A shift will require a Board-level, programming discussion and decision.

## Annual Projects Report

*Kristen Larson, ED and Aubrey Cloud, Asst. PM*

Kristen and Aubrey presented highlights of projects implemented and stewarded in 2021 and upcoming activities for 2022. Recording is available on the LWC website. Discussion, Q&A with the Board.

## Finance Committee

*George Grosch*

December 2021 and Draft FY 2021 Financial Reports, *Attachment B*

- George reviewed the financial report for December. This is the last month of the fiscal year. Kristen did several reimbursement requests before the end of the year. There was about \$170,000 in grant reimbursement income.
- Kristen and the bookkeeper have completed the year-end entries for FY 2021. Net income is \$36,797 for FY 2021. Revenue and expenses were under budget for a variety of reasons. The FC will review the 2021 budget to actual in more detail at an upcoming meeting.

Recommendation to pay late filing penalty to IRS for FY 2020 form 990, *ACTION ITEM*. **Proposed action:**

*Authorize payment of penalty to IRS for late filing of 2020 Form 990.*

- When the LWC shifted its fiscal year to a calendar year period, it took the IRS almost a year to update their database. Due to this lag, the IRS denied the online time extension request submitted by the LWC's CPA in spring 2021 for the deadline to submit the FY 2020 form 990. The CPA submitted a written time extension request but did not send it certified mail and did not communicate the issue with the LWC at the time. The LWC submitted its FY 2020 form 990 prior to the extended deadline. Several months later, the LWC was notified of a penalty for late filing of the FY 2020 form 990. At this time, the CPA alerted the LWC to the problems with the time extension request. The LWC has submitted written requests for a penalty waiver to the IRS and has not received a response. Kristen contacted the IRS, there is no internal record of receipt of the waiver request, yet. It is known that the IRS is very backlogged. The Finance Committee recommends paying the penalty and interest and resolving the issue. The FC recommends submitting a second waiver request letter with the penalty, so it is either waived or paid and resolved.
- Approved by consensus.**
- Kristen is working with the CPA to establish a timeline to submit the FY 2021 Form 990 in before the May 15 deadline without needing a time extension. While the LWC is disappointed in the lack of communication, he has otherwise proved easy to work with, responsive, and has very reasonable rates.

FY 2022 Budget, *Attachments C & D ACTION ITEM*. **Proposed action:** *Adopt FY 2022 budget*

- Kristen reviewed the proposed FY 2022 budget (Attachment D) using the outline in the budget narrative guide (Attachment C). Discussion of assumptions, secured and pending funding sources, and target personnel levels for 2022. It's the LWC's first budget over \$1 million. This is primarily due to a few large projects and accumulation of many projects underway. Reviewed some details of project spending that feeds into the budget; over \$700K is for contracted services!
- FC will bring a recommendation soon for allocating additional funds into the Operating Reserve.
- Discussion. The LWC is in a good position. The budget shows a lot of work and positive impact. May not be the new normal. Need to evaluate capacity and our ability to handle the increased work and complexity of managing the work and funding. Kristen's first priority is hiring the Operations Coordinator once the budget is approved.
- **Approved by consensus.**

## Executive Director Update

*Kristen Larson, Executive Director*

Monthly Activity Report/ Minutes Highlights, *Attachment E*

- Kristen touched on several items in monthly activity report. She distributed the ED report earlier in the day of the meeting; Board members had limited time to review prior to the meeting.
- The Board agreed on a tentative schedule for the third EDI Dialogue with Maria, from 5-7pm on April 14, with a short board meeting from 7-8pm.



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- The Network of Oregon Watershed Councils (NOWC) has a few openings available for staff and / or board members from the Willamette to participate in multi-day EDI trainings with the Center for Diversity and the Environment (CDE) in March. Aubrey may participate in shared role for LWC / MRWC. Does anyone else want to participate? Scott is interested, Kristen will follow-up with details.
- Looking at the summer meeting schedule, Kristen will be on vacation during the week of the regular August meeting. Agreed to cancel the August meeting and reschedule the July meeting to July 28. Please mark your calendars!

*Enter Executive Session, 7:50pm.*

### **Fundraising Committee (FRC)**

***Kristen Larson***

End-of-Year (EOY) Campaign update, review of results and lapsed donors / Friends of LWC.

*Exit Executive Session, 8:00pm.*

**Topics for Future Consideration:** None.

Meeting adjourned around 8:05pm.