
LUCKIAMUTE WATERSHED COUNCIL MINUTES

Dec. 8, 2011

5 p.m. – Work party, at the office.

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

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Gail Oberst, Jennifer Bakke, Peter Guillozet, John Westall, Phil Larsen, Hollis Fishelson-Holstine, Kelly Gordon, Shane Latimer of Latimer Environmental, Brian May operations manager of Coffin Butte Landfill, Mari Anne Gest, Ron Nestlerode, Rob Burns.

PRESENTATION

Guest speaker: Shane Latimer discussed his work helping Coffin Butte Landfill create wetlands on C.B.'s land north of Corvallis (in the Soap Creek watershed), a mitigation project impacting nearly 60 acres in this phase. The wetland projects also serve the purpose of providing the Coffin Butte with needed fill material. Shane describes past land-use, soil types and potential for steelhead/salmon habitat. Latimer discusses future plans to remove topsoil for fill and then create more wetlands. Discussion includes questions about biological assessments and the potential for council participation in the riparian area. Among opportunities: council members could take part in a committee to be formed to review plans and designs. Discussion about the possibility of a council-organized tour, possibly in the spring.

BUSINESS

Minutes – John suggests revisions: We approved 4 policies, not noted in the minutes, and Hollis should be added to the people who met with CPRCD. John will send a PDF of the policies. Discussion: Can there be a PDF of the attachments included in the minutes? **MOTION:** Approve minutes with changes. **APPROVED**

Steering Committee -- Suzanne

Officer Elections – Nominees are: Suzanne, Chair; Kelly, Vice Chair; Hollis, Treasurer; Gail, Secretary. Suzanne asks if there are other nominations. **MOTION:** Ron moves and John seconds motion to approve the nominated slate of officers. **APPROVED**

Coordinator's report – Mari Anne

See attached report. Andrea Davis is helping with an event in May, and a landowner appreciation event in February. The web page improvements are underway. A Constant Contact newsletter was designed for us, but we don't have access to it yet. We're working on it. We are planning an open house soon. The grant has been submitted for OWEB SIP, \$185,000, after scope of work changes and other work removed. Some projects that include Forest Capital were added to the Model Watershed proposal.

The Pluckett Creek culvert replacement project, in partnership with ODOT, will go to the Project Review Committee.

Network of Oregon Watershed Councils – see attached report. There's an opportunity to take training on non-profit board organization, beginning in January in

Corvallis. Registration must be completed by Monday.

Contract for GIS work – Discussion included drop box filing system, database storage, and Sitka Confluence, the database developer. There are concerns about who can change files. Changes should go through the coordinator. Website changes are currently going through Gail. Minutes and agendas have been updated, now are posted.

Projects Update – Peter Guillozet

See attached. To be done: Complete Peter’s contract and get the council’s approval. The steering committee will review the proposal and then refer the proposal to the council. We are hoping to get the contract completed by Jan. 1. MOTION: To allow the steering committee to consider the contract and send it on to CPRCD after the committee approves it. APPROVED. The committee should provide feedback by Dec. 12.

LSNA – Ken Bierly has proposed expanded scope of work including additional riparian plating. The proposal will be taken to the Projects Review Committee.

Treasurer and budget committee – Hollis and John

See attached descriptions of operating procedures to be considered. MOTION: Kelly moves, Rob seconds changes to petty cash procedures. APPROVED. MOTION: Kelly moves, Rob seconds approval of changes to “other” contracts, to include attached template. APPROVED. MOTION: Kelly moves, Rob seconds changes to procedures for reimbursement for board members and management. APPROVED.

Adjournment – The next regular meeting is scheduled for 7 p.m. Jan. 12 at Monmouth Volunteer Hall, 144 Warren St., Monmouth. The Education/Outreach Committee meets at 6 p.m. at “Crush,” the wine bar across the street, the corner of Main and Warren streets.

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LWC Coordinators Report
December 8, 2011
Mari Anne Gest

Outreach

▪ **Luckiamute State Natural Area**

Cleanup and planting event held Nov. 25. Both Ed Miller and myself attended from the LWC and Ed brought his wife. Joel Geier hosted the event. I passed around a sign up sheet for the Friends of Luckiamute State Natural Area and Joel and I will file the paper work with Parks and Rec. in January to formalize the Friends group.

▪ **Model Watershed Project**

Met with Andrea Davis (per Peter) to talk about her help with outreach in Kings Valley. She lives in the area and sends out a twice yearly publication to residents in the area. She is doing an article with Peter for release soon highlighting the knotweed eradication effort. She doesn't have much time to give but has talked with Peter and can help Peter with a mass mailing planned in January, and in reaching landowners to give them 24 hour notice if we are planning to be on their property. She also agreed to help plan a May event in the Watershed. Peter will give a talk on "Riparian Management" at this event. She will also call through list of landowners prior to the May event to rally turnout. She will charge \$25 an hour and will not exceed \$600. LWC Treasurer says there is money in our Outreach budget for this.

Will work with LWC to plan a thank you event in February for landowners who are participating in the knotweed project. This will be a good time for me to meet the landowners and begin building a relationship with them.

General

- **Web page** is being continually updated. We now have an online donation link. People have called our office in response to our posting on our website about knotweed.
- **Newsletter** – Still planning on sending out a newsletter but we have been waiting to see if we can get the design and format that Wendy used from the vendor. Unsuccessful at this point. Most likely I will just create one and send it out in the New Year with lists of events and updates on Board, projects etc.
- We are planning an **Open House** sometime in January/Feb. to invite neighbors and friends to our office following our clean up event this month and creation of a resource room. Plan press release, email notice etc.

December 7, 2011

To: Luckiamute Watershed Council Steering Committee

From: Peter Guillozet

Subject: Informal Proposal for Revised Project Management Services

Between January 1 and December 31, 2012 my temporary residence will be in Davis, CA. During that time I plan to maintain contracts with two to four clients in Oregon. This will require occasional travel and extended stays during key periods of activity. As I would bear responsibility for the completion of deliverables, I would determine when my presence in Oregon was necessary. This is based largely on site conditions and weather. I envision being in Oregon for project planting (typically during February), early summer maintenance (typically during April or May), mid-summer maintenance/ knotweed treatment (typically during June or July) and late summer maintenance/ knotweed treatment (typically September or October). While in Oregon I would meet with Council members, project partners and landowners and would spend extensive time at the project sites. Certain tasks will require the involvement of subcontractors to be selected and managed by me. Examples include monitoring the staff plates at the LSNA, performing additional site visits due to unusual site or weather conditions and responding to special requests by landowner. I would, however, limit work by others to not more than 10% (likely much lower) of my overall responsibilities. I would manage the remaining tasks from my laptop and cell phone as I have to date. As always, I would be available via email and telephone to discuss projects and other Council business. While my attendance at Council meetings has always been optional, I appreciate the ability to communicate in person and would make every effort to align my return trips with Council meetings.

The table below provides a summary of responsibilities and proposed approaches to meeting them. Additional details and estimated hours are provided in the attached spreadsheet. I propose to bill at a rate of \$50 per hour with hours limited by deliverable and tracked on a quarterly basis. My goal is to deliver exemplary projects for the Council and the watershed and I would hope to amend the contract periodically to reflect both budget realities and the time required to complete the work.

Responsibility	Proposed Approach	Proposed Schedule
Project Management	Periodic site visits and ongoing communications with contractors, Contract Officer and Cascade Pacific	As necessary
Landowner Outreach	Periodic site visits and ongoing communications with landowners	Per project activities and as necessary
Maintain Communications with CC	Regular telephone meetings and email as necessary	Bi-weekly at a minimum and as necessary
Maintain Communications with Council members	Ongoing availability via telephone and email. Attendance of Council meetings as schedule allows	Approximately quarterly (Feb, April, July, Oct)
Subcontracting	As necessary. I would bear liability as well as responsibility for completion of deliverables and payment. I would notify Council of subcontracting.	As necessary

Luckiamute Watershed Council

Operating Procedures

Approved by LWC Board, November 10, 2011

I. OFFICE LOCATION AND CONTACT INFORMATION

- A. Address: 226 S. Main Street, Suite L, Independence, OR 97351.
- B. Telephone: 503 837 0237
- C. E-mail: info@www.luckiamutelwc.org
- D. Website: <http://www.luckiamutelwc.org>
- E. Minutes and Official Records: On file at the above location. Council membership lists are also available at this location and by e-mail. Minutes and publications are also posted on the website.

II. FISCAL POLICIES

- A. Budget Period: The Council follows the State of Oregon's fiscal year, July 1 to June 30. An annual budget will be prepared by the Treasurer and the Steering Committee for ratification by the Board by July 1st of each year.
- B. Funds Management: All Council funds will be managed by a single fiscal agent, except as necessary on a temporary basis to address extraordinary circumstances. Council funds are managed by Cascade Pacific Resource Conservation and Development Area as the fiscal agent. Funds are derived from grants from the Oregon Watershed Enhancement Board grants, Soil and Water Conservation Districts, Cities, Foundations, donations and fund raising drives.
- C. Financial reports: The Treasurer will provide a monthly financial report to the Council. An annual financial report will be presented at the close of the fiscal year.
- D. Authorized Signers: Authorized Signers shall have the authority to sign contracts and proposals approved by the Board on behalf of the Council, and to authorize payment for work approved by the Board and consistent with the Council's charter. Authorized signers are the Board's Treasurer, Chair and Secretary, to be approached for a signature in that order, subject to availability.
- E. Audit: An Audit Committee will be established by the Chair under the leadership of the Treasurer for the purpose of reviewing and making recommendations for Board approval at the close of the fiscal year.
- F. Petty Cash: A petty cash account is established for expenses less than \$200:
 - 1. The petty cash box will be maintained in the Council Office with up to \$200.
 - 2. Council Coordinator is authorized to make minor expenditures, for items in the budget (e.g., office supplies, postage, printing, etc.), up to \$200 per month without prior authorization.
 - 3. Council Coordinator will update a log of all withdrawals from the cash box at the time the withdrawal is made and maintain all receipts in electronic and physical form. The spreadsheet log will include a unique transaction number, date, person to whom the reimbursement is made, vendor, description of what was purchased, grant for reimbursement, and granting agency's (OWEB, MMT, etc.) category of expense. Receipts will be keyed to the transaction number.
 - 4. By the 25th of each month, Council Coordinator will reconcile the log and the amount of cash in the box and note the reconciliation in the log.
 - 5. If there are expenditures during a month, the Council Coordinator will submit the log of expenditures with scanned receipts to an Authorized Signer for signature. The Authorized Signer will submit the log and scanned receipts to the fiscal agent. For items covered by grants, the fiscal agent will make journal transfers of expenses from the grant account to the discretionary account. For items not covered by grants, the fiscal agent will charge the expense to the discretionary account.

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Proposed Policy: Other Contracts (to replace Other Contracts)
JCW - Version 3. 2011.11.22
Discussion of telephone conference 11/22 incorporated.
Audit Committee recommendations incorporated.

2. Other Contracts

a. Services for which Other Contracts are required.

Services for which Other Contracts may be required include technical, field or other non-management services:

- i. If the costs of the services exceed \$600, a contract between the Council and the Vendor who provides the services is required.
- ii. If the costs of the services do not exceed \$600, a written Work Agreement (but no formal contract) is required.
- iii. Management Contractors may assign services provided under their Management Contracts to a third party, provided they have the written agreement of both the Council and the Fiscal Agent; in this case, the Management Contractor retains full responsibility for delivery of the services, and no further agreement between the Council and the third party is required.

b. Contract Officer and Management of Other Contracts and Work Agreements.

- i. Routine management of Other Contracts and Work Agreements (*e.g.*, preparation of statement of work, progress vs. statement of work, cost, review, *etc.*) falls within the scope of work of the appropriate Management Contract.
- ii. However, because Other Contracts and Work Agreements are between the Council and the Contractor, the Council will have a Contract Officer for any contract related issues that require direct intervention of the Council.
- iii. The Contract Officer who is responsible for the relevant Management Contractor will also be the Contract Officer for the Other Contracts and Work Agreements overseen by that Management Contractor.

c. Contract Development Process.

- i. Board or Steering Committee authorizes Management Contractor to set up Other Contract or Work Agreement. This authorization may already be a part of an overall budget approval. Time expectation: Management Contractor initiating contract should plan, if possible, to allow enough time for Board or Steering Committee approval at monthly or bimonthly meetings, and then up to three weeks for the subsequent drafting and approval process.

Proposed Fiscal Procedure: Payment of Invoices and Reimbursements > \$200
JCW - Version 5. 2011.12.04
Discussion of telephone conference 11/22 incorporated.
Audit Committee recommendations incorporated.
Hollis (and Ron) comments 11/29 incorporated.

I. Payment of Invoices and Reimbursements greater than \$200.

1. Procedures

a. For work performed under Management Contract:

- i. Management Contractor prepares invoice; assigns grant, budget category, and description of expense; prepares check request; sends e-copies of invoice, any receipts, and check request to appropriate Contract Officer for approval, with copies to Fiscal Agent and Treasurer (or other Authorized Signer, should the Treasurer be unavailable); and sends original of invoice and any receipts to Council Coordinator for filing.
- ii. Contract Officer verifies, in consultation with appropriate Management Contractor, that deliverables have been completed, and sends approval to Treasurer (or other Authorized Signer, should the Treasurer be unavailable.)
- iii. Treasurer (or other Authorized Signer) reviews invoice against budget, reviews check request to ensure grant, budget category and description of expense are correctly assigned, verifies that Fiscal Agent has been sent e-copies of invoice and any receipts, signs check request, and submits check request to Fiscal Agent via email, with a copy to Council Coordinator for Council files (and Treasurer if other Authorized Signer has processed invoice.)
- iv. Fiscal Agent processes checks according to its Contract and Vendor Payment policy.

b. For work performed under Other Contract or by Vendor not under contract

- i. Contractor or vendor sends invoice and any receipts to appropriate Management Contractor or to the Council; if the Council receives invoice, Council Coordinator forwards invoice and receipts to appropriate Management Contractor.
- ii. Management Contractor assigns grant, budget category, and description of expense; prepares check request; sends e-copies of invoice, receipts and check request to appropriate Contract Officer for approval, with copies to Fiscal Agent and Treasurer (or other Authorized Signer, should the Treasurer be unavailable.); and sends original of invoice and any receipts to Council Coordinator for filing.

Nov 2011 Project Manager Report

Grant/Expense Category	Project Task	Contract Deliverable	Notes
LSNA MMT 10080217			
Education and Outreach	Represent Council at events as necessary to generate awareness and understanding of project	Project-related information provided	Ongoing
Project Management	Ensure ongoing commitment from OPRD to support enhancement efforts	Ongoing financial and logistical support of IWC work on site	Ongoing
	Provide recommendations to engage OPRD staff in site management activities	Recommendations provided	Ongoing
	Determine plant numbers, request and arrange delivery of plants from BEF through regional grow contract, provide plant lists in database	Email updates to BEF, make contacts with suppliers, put plant lists for project sites in database	
			Budget communications with MMT
LSNA OWEB 208-3090-8417			
Project Management	Maintain communications with funders and represent Council at requested meetings	Adequate communications maintained, meetings attended	Ongoing
	Develop prescriptions and budget for site work and revise as necessary	Site prescriptions and budget resulting in signed contract(s)	Ongoing
	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	Seeding and treatment
	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	Ongoing
	Evaluate site conditions	Site conditions evaluated	Ongoing
			Budget communications with OWEB staff
Model Watershed MMT 11030628			
Collaboration Meetings	Participate in up to 6 collaborative meetings of the model watershed partners for peer learning and coordination of group endeavors	Attend collaborative meetings as appropriate for topic	Prep for Dec 6 meeting, communications with and support of other MW council staff
Data Management	Working with other Council contractors, test and populate database for work activities provided in data system (contacts, outreach, project management, monitoring etc.)	Council work flow and contact information is entered in database	Prepared and provided spreadsheet to Jill Dry, prepared scope of work for GIS/database support
Grant Reporting	Compile relevant information and prepare relevant portion(s) of reports to meet grantor reporting requirements	Reports completed and delivered to grantor	Ongoing
Education and Outreach	Build relationships with landowners in SIP project area and keep them adequately informed about project activities	Provide documentation of contact attempts and interactions in database	Preparation of materials for mailing
	Contribute relevant content to Council grant proposals for model watershed project area to leverage existing funds (Grants compiled by others)	Relevant content and proposal review provided	OWEB Phase II grant proposal, communications with Forest Cap to secure work
Project Management	Represent Council in communications with funders and at requested meetings	Adequate communications maintained and meetings attended	
	Administer project implementation contracts	Contracts and invoices are properly processed through CPRCD	Ongoing
	Request and arrange delivery of plants from BEF through regional grow contract, provide plant lists in database	Email updates to BEF, make contacts with suppliers, put plant lists for project sites in database	Adjustments to plant numbers
	Track riparian revegetation per grant requirements	Project GIS maps and documentation of planting in year and report	Ongoing
	Track invasive species control in the SIP area per grant requirements	Project GIS maps and documentation of treatment locations in year and report	Ongoing
			Processed invoice for MW monitoring
Model Watershed OWEB 208-3090-8415			
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	Ongoing
	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	Ongoing
	Evaluate site conditions	Site conditions evaluated	Ongoing
	Summarize progress and site conditions in a brief report	Progress report provided to OWEB staff and Council	October
Model Watershed OWEB 211-3012 (Bridge Piers Phase I)			
Post Implementation Status Reporting	Report to OWEB on post implementation status	Post Implementation Status Report	Final report preparation
Other			
			Misc file organization and management
			Attended Council meetings

2011 Councils and Districts Joint Conference

Sunriver November 10-11 2011

Mari Anne Gest

Keynote Speakers:

- **Brett Brownscombe, Governor's Natural Resources Policy Advisor** reported on Governor's support for the Oregon Plan Phase II. The focus will be on **Oregon Forest Health** – water quality – riparian function and stream temperatures around forests. **Agriculture** – water quality – non-point source pollution. Re: Ag issues, Dept. of Ag will have the primary role but DEQ is backstop. There will be stronger protection on state lands. **Governance and Funding Issues** – focus on incentives and stability. Issue around M-76 that was to protect watershed enhancement funding from legislative raids. Funding raided. Governor's message is use your community partners (landowners and businesses) to communicate the importance of your councils work with your local legislators. *(Personally I got the feeling that the Governor is kicking the can down the road for future stable funding of WC's. He is telling us to get in there and do the work to secure stable funding.)*
- **Tom Byler** – OWEB Director. Talked about problems around M-76. Legislators in attempt to find funding to support the General Budget (education, human resources and prisons) shifted money around to take money away from OWEB who had dedicated funding under M-76. Legislature shifted federal funds away from OWEB and shifted operating funds to capacity grants. Net impact was less \$ available. OWEB borrowed money from future biennium to meet this biennium's needs. They moved \$1.3 million out of next biennium to this biennium. Also lottery funds are down. "If OWEB runs 6 month grant cycles they will not have enough money to fund projects that come in." OWEB is talking about eliminating one of the grant cycles. The Federal Salmon Funds are still in play but with Congress it is uncertain. If OWEB gets federal funding they would have additional \$5 to \$6 million which could support 3 or 4 grant cycles. Keep in mind that the Oregon Legislature also required each agency receiving lottery money to hold back 3 ½% so in Feb. Legislative session OWEB is going to see if they can't get use of that money. Funds cannot be used for any other purpose according to the Constitution. But Legislators may hold it back anyway? If the money is freed up that would mean another \$2 million would be in play for grants. Tom asked Councils for help in contacting their legislators and in lobbying in Feb. 2012.

Though there may be \$8 million in play, OWEB will have to plan around reduced funds. OWEB will post a "spending plan" in December on OWEB website so we can comment prior to OWEB board meeting in January.