

LUCKIAMUTE WATERSHED COUNCIL MINUTES

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

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

CALL TO ORDER

Acting President Ron Nestlerode called the meeting to order. Present were: Mike Lippsmeyer, Erin and Rob Burns, Keli Kuykendal, John Westal, Kelly Gordon, Michael Cairns, Connie Karr, Hollis Fishelson-Holstein, Teresa Matteson, Tom Smith, Mike Ainsworth, Amy Crawford, Jenniffer Bakke, Peter Guillozet, Gail Oberst.

Minutes – ACTION: John moves. Hollis seconds approval of the June 2011 minutes. Approved.

Officer election – Ron Nestlerode said that nominations for chair, treasurer and secretary have been made and called for others. There were none. ACTION: Elect officers as nominated: Suzanne Moellendorf, chair; Gail Oberst, secretary; Hollis Fishelson-Holstein, treasurer. Approved. Unchanged officers include Kelly Gordon, immediate past chair, and Ron Nestlerode, vice chair. Also – these offices are to fill temporary vacancies and will be re-elected in January, our usual election time.

Signators – Keli, CPRCD

New signers are needed for invoices and other documents. One signature is needed and the primary signer is usually the treasurer, but two alternates or more can be added. Discussion about how many signators are needed. ACTION: John moves that signators should be the chair, the treasurer and the secretary. Kelly seconded. Approved. Clarification: Signatory duties shall be attached to the office, not the person.

RFP for the coordinator position – See attachment. Hollis and Keli lead discussion about difference between RFP, which is contracted position, and job description, which is for employee. Hollis and Keli are will complete RFP to bring it into compliance with law. Cleanest and legal method is to tie contract deliverables to specific items in the grant or workplan. Discussions about IRS requirements, contract laws, distribution and payment of contractors. Council coordinator's position could be more flexible, but the council must set it up and oversee it. Contracted positions do not usually have the same level each month, unless assignments are the same each month. Discussion about RFP process.

Questions – RFP process successful? Once settled, recruitment and job announcement is similar, water network listserv, Hollis said she can finish in a few days, needs scope and tasks. Tentative schedule. RFP out – Aug. 24-31 interviews, start Sept. 8, next council meeting. Discussion, can we do it faster? Maybe, but maybe not. Would need the time to interview. Can we submit a letter of intent, first date, follow-up on a second date. Also discussed, council final decision? Selection committee, recommendation or decision? Delegate authority to a selection committee? Suggestion – three-person interview team, check the references of the choice. How much authority to give to committee? Put people in charge, let the be in charge. Approving RFP linked to process for improvement. One approach, agree to framework, committee reports back to council in August, etc.

Can delegate whole thing to selection committee – possible, start process for outreach coordinator

Proposal – change timeline to Sept. 7 deadline contracting date. Ron changes.

Approve process to delegate to committee – Are there elements that need to be added to the RFP? Ron – current charter, encourage broad public participation should be a part of the Coordinator too. Focus has been projects, but education and coalition building equally important.

Can tighten numbers, but a range is good, give search authority to set to span lives of the council support grant, two years, and meyer model watershed (March) LSNA (August 2012). Contract – two year umbrella contract can be issued, Keli said.

Also open question, termination clause if we change to non-profit? Can do.

Motion: John moves, Kelly seconds -- to okay RFP for coordinator subject to changes by appointed recruitment committee. Approved.

Education outreach coordinator – Suggestion – start doing that Aug. 5, see attachment, but would be completed and hired after the coordinator.

Get RFP completed before hiring, but interviews after council coordinator – kicked ahead one month. Discussion – two separate committees – Motion: To accept the RFP with changes from the selection committee for the dates and salary range – Jen moves, Hollis seconds. Approved.

Create Contractor selection committee – Two committees – Hollis, Suzanne, Jen, coordinator. Coordinator position committee, CP is the e-mail recipient box, can load them into electronic formats and send them out. Amy and Keli say they will. Chair appoints them to the ad hoc committee.

Ed/Out – Ron, Gail and the Burns, Kelly as an alternate.

Organizational Structure workshop July 8 – see handout. – Hollis discusses proposals, Tom likes hierarchical structure, 501 c 3, employees. An annual meeting, membership agreement, representing specific regions. Approving high level things like policies, strategic plan at that meeting, listening to the public that would be the council

Board of directors – 5 to 9 leaders to guide work of a coordinator. Board would approve an annual workplan, monthly board meetings would deal with the details of contracts, executive director and chair would be the actual workers. Executive director would have all responsibility for overseeing contractors.

Board defines work plan, policy, executive director would figure out how to execute this. Standing committee should make a recommendation to board, board would vote on them. Board members asked to carry out a task. Board provides input, but contractor decides how to carry out tasks. Changes suggested – pros and cons – liability reduced for board members, could hire employees. A charter could be more general, articles of incorporation and refer to other things, very simple and clear, referring to attachments.

CPRCD – has similar structure.

Discussion – what about diversity, involvement from many people, a larger board, takes people who are committed to the council. Ron's ideal scenario is to maintain our charter, look for more people to represent stakeholders, and also give coordinator more

responsibilities for daily. Discussion – contractors guided by the contract. Must be independent, if they have to ask permission, looks like an employee. Facilitation is not being a boss. Ron wants to give each officer specific job duties. Watershed councils must represent all different stakeholder groups, broader, more focused. Should steering committee make a recommendation? How we make decisions, and 501 c 3 future changes. Should we review the charter? Big changes would need a subcommittee. How do we need it to operate? Should we have steering committee decide on process, set a timeline, get other input. Motion: to have the steering committee decide on the process and report next month. John proposes and Kelly seconds – Approved. Will set a time for steering committee meeting. Hollis to set up a google poll for steering committee.

Treasurer – budget committee

Five decisions – John – Didn't have an annual budget, so we are developijg one – See attachments, budget spreadsheet and council support particulars. Ask for approval of budgets line 1, 4, 6, Council support, LSNA and model watershed. Questions – can treasurer be brought up to speed on this, yes, an appointment with Hollis. Budget reserve proposed. Operating 325,000 annual with a reserve of \$20,000, an amount from the MMT distributed among contractors. OWEB won't stand for an explicit reserve. They are all cost reimbursement. Donations from municipalities, counties can help build a reserve. And, Line 4, education/outreach coordinator – LSNA/ Meyer is designated for ed/out. Council coordinator – three grants, project coordinator, 4 grants, ed/out from three grants, process has been

Kelly moves that we approve budget Tom seconds. Approved budget.

Keli asks for direction from the treasurer to write a contract for Peter according to the numbers in the budget. Given, Hollis directs Keli to do so.

Keli describes the OWEB holdbacks, which will be written into the contracts. Requires the contractor to apply for certain grants, and if approved, will be paid. Ie; RBA final report had to be written for final payment. Discussion of how the contracts will be written with holdbacks. Gail moves that we include in contracts specific language detailing holdbacks. Seconded by Rob Burns, Approved.

Financial summary by grant – will continue to improve this process – see Luckiamute Watershed Financial Summaries by Grant

Model Watershed Year 2

To be determined – how much information do we want to have provided to us each month, are working toward a budget to actual – within a year or so.

Paying the bill on the table – Wendy – Cascade Pacific will withhold the payment to Wendy the current treasurer authorizes that the work is complete. To meet with Wendy: Gail, Ron and Hollis – Approved.

Keys – Ron, Jen, gail get it from.

Will Nicole write the final report for Council Support grant for her \$7,600.

Move that we approve the grant, Kelly, Approve.

Adjournment – The next regular meeting is scheduled for 7 p.m. Aug. 18 at 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.