

LUCKIAMUTE WATERSHED COUNCIL MINUTES

Nov. 10, 2011

6 p.m. – Education/Outreach Meeting, Crush

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

CALL TO ORDER

President Suzanne Moellendorf called the meeting to order. Present were: John Westall, Kelly Gordon, Kirk Lewis, Gail Oberst, Ron Nestlerode, Robert Heriford, Peter Guillozet, Michael Cairns. Coordinator Mari Anne Gest is at the NOWC meeting in Sunriver.

Minutes – ACTION: Motion to approve the Oct. 13 minutes with correction (BLM grant is out of funds, not closed). APPROVED

BUSINESS

Steering Committee

Officer elections – Elections are in December. Nominations are open now. Nominations must be approved by nominees and announced through the coordinator. Deadline is Wednesday, Nov. 30. Steering committee will review needs for additional nominations. Discussion: Ron doesn't want to be vice chair, but would like to chair the Ed/Out Committee. What are the wishes of the current officers? Gail, Hollis and Suzanne said they would be willing to serve in their positions for another year.

Clarification letter to CPRCD – See letter. Changes suggested to word “adopt.” ACTION: Kelly moves, Ron seconds motion to approve and send the letter. APPROVED

Website – Discussion about drop box, set up by Mari Anne. Documents undergoing revisions are in Mari Anne's drop box, accessible with her password. Discussion about logical filing and folder names. Peter said he would send an hierarchical system as an example. Report from Gail about current status of website, from website contractor, Denise Seith. See report.

Office Clean-up – Thursday, Dec. 8 at 5 p.m., before the council meeting.

Treasurer and Budget Committee

Hollis (Treasurer) is absent. John (Budget Committee chair) reports: See written reports.

Budget expenses are on track but we need an updated budget for Meyer grants. We are still working on ad hoc numbers, with no final numbers yet on the LSNA. Also, we must update the council support grant, using data from the latest audit. Also, OWEB cutbacks impact us. Discussion about this and BLM funding agreement. Details are on drop box.

CPRCD meetings – Keli and Amy are meeting with Mari Anne and John streamlining billing and on contracts. Hollis is hoping to get contracts within 10 working days. CP is making plans in January to meet demands from LWC and other councils. CP also proposed a flyer for donations aimed at clarifying that the donations made to us are going to us. We can put a link on our website, and another one on CP's website that also makes this clear. Also discussed with CPRCD: Petty cash account to deal with office supplies; small contracts, invoice management. More policies are on tap aimed at financial procedures.

Petty Cash policy proposal – See written proposal. Discussion: There will be a locked box in office with \$200 for items that are already on the budget. Discussion about policy.

ACTION: Kelly moves, Ron seconds approval of petty cash policy. APPROVED.

Appendix Adjustment – Digital signing authority allowed in certain instances. See proposal handout. ACTION: Kelly proposes, Gail seconds a motion to approve the new version of the signature authority for the authorized signers. APPROVED

Audit report – John said the goal is to have a final report in December.

Project Updates

Ron, Kelly and Peter report: LSNA reed canary grass sprayed and native grass seeded; planting in January. Final spray work in the Model Watershed will be followed by planting this winter on 6 or 7 properties. Peter initiates discussion about event in December or January to close the season out. Benton County's weed district and plant list discussion is in the works coordinated with SWCD. It includes areas of concern about invasive species. Organization needed. Bruce Lighthart might need planting at some point.

Peter announces that he is going to spend some time in Davis, Calif., to be with his wife as of Jan. 1, but hopes to continue these contracts. The Council needs to consider what to do. Peter thinks he can handle the work he is currently doing, but he needs some clearer boundaries so he can complete the work as required.

Currently his contract divides payment into even amounts, but he prefers to have pay connected to deliverables. John asks Peter to propose deliverables and a time schedule. Could we have that by Nov. 30? Contracts policy for smaller subcontracts is underway. Discussion about its use --database help, for example.

Discussion of possible projects in the future: Partner with Greenbelt Land Trust and KV School. Coffin Butte Landfill potential projects.

Contracts Policy

See proposed policy, via Suzanne. For projects and activities already approved, we won't need separate agreement, but services must agree with the grant. A contract will be needed if the contractor is paid directly from the grant. What will be the threshold for doing small jobs within grant? The steering committee must approve jobs under \$600. ACTION: Kelly moves and Ron seconds a motion to approve proposed adjustment to operating procedure. APPROVED.

Conference Policy

ACTION: Kelly moves and John seconds a motion to approve the proposed policy for conferences (see written policy). APPROVED

Coordinator Report

See written report from Mari Anne Gest about grant work, CPRCD tour.

Education/ Outreach

Discussion about projects this Committee could do, including planning a thank you event for knotweed participants, tours, potluck in December. February event possible, Peter says. An invitation template to come.

New Members

Kelly nominates Michael Cairns as a new board member. John asks to change his representational category. Vote on Michael is next month

Adjournment – The next regular meeting is scheduled for 7 p.m. Dec. 8 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.