

Long Tom Watershed Council

Board of Directors AGENDA

Thursday, June 5, 2014. 5:30 p.m.

Dinner Location: Agate Alley Labs, (Willamette & 26th)

Chair Deborah Saunders Evans

5:30 Introductions & Dinner

5:35 Business

- A. Minutes: **Decision**: approve minutes from Apr Board Meeting – *Secretary Walch*
 - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for Mar 2014 – *Treasurer Brinkley*
- C. New Boundary – Update, and Feedback requested on MOU – *Dana*
- D. Hosts for upcoming Council meetings –
 - 1. July 29, Woodlands, Water & Wildlife: perspectives on woodland management and habitat – Alan D & Lindsay R
- E. Paperwork moment: Your volunteer hours – *Secretary Walch*

6:15 Restoration Projects – a slideshow and review of some projects completed in the last 2-3 years *Jed Kaul*

7:00 Reports & Announcements, Finish Business as necessary –

- F. Staff Reports:
 - 1. Contracts, new, in background material
 - 2. Annual Meeting update, new, in background material
 - 3. Staff updates – Personnel/hiring, Taste the Watershed events, Willamette office space budget and donations

7:30 Adjourn

Next Board Meeting: Thurs, July 10 (this is one week later due to the Holiday). 5:30 pm.**

Next Public Meeting: Tues, July 29th, 5:45 – 7:30pm, Water, Woodlands, and Wildlife: small woodlands & resource management in the Long Tom Watershed.

Taste the Watershed! June 12 Lounge at Pyrenees (946 Willamette);

Aug 14, William Rose Wines / Oregon Wine Lab

Business

- A. **Meeting Minutes** - Board meeting minutes are attached. Secretary Walch will receive comments and changes at the meeting and ask for approval. Action items will be briefly reviewed for completion.
- B. **Treasurer's Reports** – Financial reports are attached. Treasurer Brinkley will present the reports along with any changes or corrections that will be made, answer questions, and ask for approval.
- C. **New Boundary** and MOU – At the May meeting, after OWEB has already accepted our first expansion to the Willamette River, the LTWC Board was interested in adopting the uncovered area of Eugene's urban area, up to I5 or the Willamette River, whichever was further east. Dana said she would discuss with the other councils. A meeting was established, and Dana, along with McKenzie and Middle Fork Willamette Councils, found a boundary may not accomplish the point because multiple councils are already working in the "shared jurisdiction." For example, LTWC is doing urban stormwater projects and outreach in east Eugene and working on the Willamette River; MWC is doing education in all of Eugene as well as Springfield as well as working on some islands in the Willamette and planning around the confluence area with a boundary covering north Eugene; MFWWC is planning to do work on Springfield Millrace and may have some education programs in Springfield.

However, an MOU would accomplish the point of program expansion with notification, cooperation, and potential collaboration. See attached draft. **The only part I don't like at this point is that we may be hamstrung by others' "agreement" according to our draft MOU, where it says the council would "either agree to collaborate or agree that the party initiating the project or program should be responsible for it".** Ideas for how to modify this statement to make sure an initiating council tries hard enough to get agreement but is also allowed to entrepreneur and not have ideas stolen or one entity doing a lot of outreach but not reaching action stage for years, preventing a second entity from doing action because the first entity "got there first".

Relevant Attachments: (1) Draft MOU, in packet, part 1. (2) Map, in packet part 2. The blue line is MFWWC's current boundary. The green line was LTWC's second proposed boundary, which we would drop.

- D. **Paperwork moment** – Do your part for administrivia... Please be ready to record your volunteer hours/travel for the last month, or more if you missed a Board meeting.

Reports & Announcements

E. **Staff Reports** –

1. **Administrative. Contract / Agreements newly signed:**

New Contract for Services: **Amazon Creek A1 Channel Water Quality Monitoring.**"

Contractor: Oregon Dept. of Agriculture. Effective Dates: 4/21/2014 – 6/30/2014. Amount:

\$2,024.75. Description: This contract is for additional water quality data collection on the

A1 channel at 3 sites (Awbrey Lane, Prairie Rd, and Enid Rd) to test for *E. coli*, total suspended solids, nitrates, phosphorus, and dissolved oxygen levels. Contract pays for staff time, lab analysis, and travel. Kate Widmer is collecting this data, along with the PSP data, until full time Amazon technical position is filled.

2. Annual Meeting & Celebration Update

Committee: Charles and Jim have volunteered to be on the Annual Meeting Committee. David Ponder's company, Good Company, will do extra outreach to their network once we have our event information. Thanks guys!

Speakers: Dana is pursuing Stan Gregory as our first choice for a speaker. He has received our invitation and is thinking about it while on vacation to visit his mom in TN.

Venue: In final process to review and reserve space at Lewis & Clark Catering Co. on Martin Luther King Blvd. The space is elegant and right on the Willamette River with large picture windows and great views of the river. It's spacious, though in a slightly disjointed way.

Food & Beverage: Anthony, the owner, is also the chef and event planner. He is happy to incorporate local and donated ingredients; Charles advises that protein is most worth the work to secure donations. The appetizer menu looks appealing, and Anthony is willing to work with us on customizing to bring down the cost, which is currently too high. Charles will be working with him on menu, and also to arrange for him to give us a small discount on room charge.

Sponsors: Ephraim is interested in pursuing sponsors as a volunteer activity (wow!). David Ponder suggested Mt. Rose Herbs and other donors would be interested in giving to this event since it is a specific outcome.

Date: Proposed dates options are October 14, 16, 21, 23, or 29. Waiting to coordinate date with a speaker before choosing. Want to choose it by July newsletter publication date.

3. Personnel & Hiring

Fiscal – Amanda will work until Sept 30, and then be available to consult for a few hours per week. Brenda Cervantes, our new Program & Admin Assistant has bookkeeping skills and will be training with Amanda as our Financial Officer. As you know, we sought to co-hire the fiscal position with Middle Fork Willamette Watershed Council but our timelines didn't match as they needed to fly a position by about end May and we needed to evaluate the opportunity to use Brenda to further secure that position (fiscal has a solid funding source as the admin part of each grant).

Development Director- this position is the next up for the hiring process. Hopefully I will have the position description evaluated by our advisors and then flown by mid-June.

Amazon Program – Dana is covering Jason's job, supervising 2 part time folks (Sarah and Fraser), and leading the program that involves another 2 staff (Brenda and Kate). This is complicating progress on hiring in general, however for the Technical position we have 10 qualified applicants. If the hiring process proceeds as planned and without undue interruption, we should have someone on board by mid-July. If this person has the project management skills and aptitude then they will likely become program lead. Otherwise we'll seek those qualities in the outreach person.

Willamette Center Budget & Update

CATEGORY	EXPENSES		NOTES
	ESTIMATE	TO DATE	
Structural Improvements	\$9,000	\$193.47	<i>Estimate matches contractor's current estimate (he says it's highest he'll go). Incl. skylights instead of exterior windows; (expense for 1 window so far)</i>
Electrical/HVAC	\$500	\$0	<i>May be cheaper as not running separate HVAC line</i>
Painting	\$500	\$0	<i>May pay for materials with labor donated</i>
Flooring/Carpeting	\$2,247	\$0	<i>Probably some click flooring with larger rugs</i>
Telecom install/equip	\$850	\$0	<i>Line to building & server; wireless possible to 4 computers.</i>
Electronics & Computers	\$10,000	\$0	<i>Server, 2-4 computers (use server & BLM machine?), laptop, 2 external hard drives, printer, phone, copier, fax</i>
Essential Furniture	\$2,025	\$150	<i>Discovered sources of free furniture & office supplies. 90%+ likely will be donated! Need sectional conference table & 4 good desk chairs</i>
Other Furnishings (lower priority)	\$1,500	\$35	<i>4 filing drawers + cabinet purchased at very low cost</i>
Appliances	\$239	\$0	
Kitchen & Office Supplies & Misc	\$410	\$117	<i>Can find majority of office supplies free; \$117 for changing locks/keys</i>
Subtotal	\$27,271	\$495.47	
<i>Subtract donation of changes to space from Willamette Center LLC</i>	\$9,000		
Possible total expense to LTWC	\$18,271		

Continued on next page

Donated & Discounted Items for Willamette Office

Date	Donor	Item	Details (<i>donated unless otherwise noted</i>)
4/18/2014	Joan Keblan	2 nice wood desks	Paid \$150
4/28/2014	Joan Keblan	4, 2-drawer files + cabinet	Paid \$35 for all
4/29/2014	Velma Mitchell	Desk chair	Landowner donated chair
4/28/2014	Joan Keblan	Hutch and plastic floor guard	A small hutch that is in fair condition and a mat for under the chair
5/6/2014	Cindy City of Eugene	Metal Desk	Following items via Cindy Mumau, referred by Therese Walch
5/6/2014	Cindy City of Eugene	Drafting Table	
5/6/2014	Cindy City of Eugene	Storage table for under printer	
5/21/2014	University of Oregon	Cubicle panels (2) 3' in width	
5/21/2014	UO	Metal desktop file sorters (2)	
5/21/2014	UO	Boxes of misc. office supplies	Boxes has supplies of hanging files, rolodex, folders and drw trays
5/21/2014	UO	Table, adjustable	
5/21/2014	UO	Bulletin Boards (2)	
5/21/2014	UO	Desk chairs (2)	Desk chairs
5/21/2014	UO	Wood corner desks with file drawers & writing area (2)	
5/28/2014	UO	box of misc. office supplies	Stapler, hanging files, rolodex, misc. office

D R A F T

Memorandum of Understanding
Among
Long Tom Watershed Council, McKenzie Watershed Council and
Middle Fork Willamette Watershed Council
Regarding Communication and Cooperation in Geographic Areas of Joint Interest

Purposes

The Long Tom, McKenzie and Middle Fork Willamette watershed councils share common boundaries (see attached map). Moreover, most of the Eugene/Springfield urban area does not lie within a watershed council area, yet councils have ongoing projects and programs in this area or involving entities in this area. There is a need to serve areas not within a council boundary, and there is a potential for duplication of efforts in boundary areas and urban areas. The purposes of this agreement are:

1. To promote notification, information sharing and cooperation;
2. To ensure that councils are aware of each other's programs;
3. To avoid duplication of effort and minimize landowner contacts by more than one council; and
4. To promote collaboration on projects where appropriate and feasible.

Roles and Responsibilities of Parties

The parties agree to the following:

Whenever one party is planning work on or near a common boundary area, such party will notify the other party of the proposed project or program before a grant proposal is submitted or the work is started, and the two parties will discuss possibilities for collaboration and either agree to collaborate or agree that the party initiating the project or program should be responsible for it.

Whenever one party is conducting work near a common boundary, such party will notify the other party of the ongoing project or program, unless notice has already been given. The parties will discuss possibilities for collaboration and either agree to collaborate or agree that the party conducting the work should continue to be responsible for it.

Whenever a party is planning or conducting work on or near a common boundary that involves landowners who own land in both council areas, such party will notify the other party of the proposed or ongoing project or program. Such party will continue to be the responsible entity for the project or program in order to minimize duplication of effort, unless the two parties agree to collaborate in some fashion that avoids duplication of effort.

Whenever one party is planning work in the Eugene/Springfield urban area not within a council boundary, such party will notify all other parties of the proposed project or program before a grant proposal is submitted or the work has started, and all parties will discuss possibilities for collaboration

and either agree to collaborate or agree that the party initiating the project or program should be responsible for it.

Whenever one party is conducting work in the urban area not with a council boundary, such party will notify all other parties of the ongoing program or project, unless notice has already been given. All parties will discuss possibilities for collaboration and either agree to collaborate or agree that the party conducting the work should continue to be responsible for it.

All parties will exchange information about their projects and programs on a regular basis and at least annually.

The parties will strive to avoid duplication of effort and minimize landowner contacts by more than one party.

The parties will foster collaboration on projects and programs where appropriate and feasible.

Nothing in this agreement prohibits or limits parties from hosting events or conducting their own fund-raising activities in the urban area not within a council boundary.

Amendments

This MOU may be amended to add parties or provisions if all parties agree. Any party may terminate its participation in the MOU at any time with written notice to the other parties.

Effective Date

This MOU is effective on the date of the last signature and remains in effect until amended or revoked by agreement of the parties.

Signatures

Long Tom Watershed Council

Chairperson _____ Date

Coordinator/Executive Director _____ Date

Middle Fork Willamette Watershed Council

McKenzie Watershed Council

**Long Tom Watershed Council
Board of Directors Meeting
Thursday, May 1 2014, 2014
Council Office
751 S. Danebo Ave., Eugene, OR 97402**

Present: Steve Cole, Alan Dickman, Jim Pendergrass, David Ponder (by phone), Charles Ruff, David Turner, Therese Walch (7)

Absent: Mike Brinkley, Cary Hart, Steve Horning, Sue Kacskos, Beth Krisko, John Reerslev, Deborah Saunders Evans (7)

Staff: Dana Dedrick, Brenda Cervantes, Jed Kaul

Guests: Dan Calvert (special presenter) and Ephraim Payne (LTWC intern)

Meeting called to order at 5:31 p.m. by Vice-Chair David Turner

Business

A. Approve April 2014 Board Meeting Minutes – *Secretary Walch*

Calls for comments, corrections, or additions.

Discussion:

Board Hosts for the May 27th Tour at Barrows. Jim Pendergrass will be there and David Turner will attend. Everyone else that can attend is welcome.

Jim Pendergrass spoke to the success of the Lamprey meeting and some discussion of content and the technicality of the presenters. Some folks may have enjoyed the technical piece and some might have found it a bit too technical. Comments regarding the lack of Brook Lamprey and the passion of the speakers were made. There were good questions and interactions by the attendees. There were 23 attendees total with 6 staff and board members.

MOTION TO APPROVE April 2014 Board Meeting Minutes by D. Turner, seconded by A. Dickman. Approved unanimously.

B. Approve March 2014 Financial Reports – *Jim & Dana for Treasurer Brinkley*

There was discussion about the timing of spending, where the Council spends less this time of year due to less project implementation in the field. Jed mentioned that more project capital work is on the horizon and bills are coming in. Jim Pendergrass discussed the flow of monies. David Ponder asked about billing terms, and Dana explained that we can't invoice grantors with a typical "net 30"; instead, the grantors have billing guidelines we follow. Dana explained the nature of grant budgets and how the finances flow during a fiscal year, chiefly

how some grants pre-pay us for work (up to 120 days, then receipts required), and some are reimbursement only (and can take 2-3 months).

Additional discussion of the donations, events and fundraising was heard. Sweet Life and Ninkasi were the latest participants in the Taste the Watershed Program. Highlights of these events were discussed by Ephraim. The next Taste the Watershed Event is at Ninkasi's tasting room on May 12th, and some events are being arranged for June & July. Ephraim & Dana requested some staff and board members to attend; it was highlighted that Board members attending as volunteer representatives are the only way the costs works out for the organization.

More budget items were discussed:

- Payroll on track; noted changes with Jason leaving and Brenda coming on; also the reduction of Dana's hours. This will all even out in payroll
- Ponder requested information on why temporary folks are used and the budget ramifications of this practice. Dana: Contractors take too much management (to get the deliverables), EPA contract with SRA doesn't allow subcontractors for the parts of the program paid for out of that, liability coverage for field work (monitoring component) provided if they are temps vs contractors.
- S. Cole wanted to know why the corporate fees were higher. Amanda explained they are not really higher as we received a refund. IRS error.
- Ponder asked about the needs of the Willamette Center and how that will impact the budget. Most monies for rent will come from the donation of the Davis family. We will pay utilities, computing costs.
- Discussion of needs of the improvements on Willamette office space. Willamette Center LCC is contributing \$9,000 to cover much of the move-in costs. We'll probably end up doing flooring over that.

MOTION TO APPROVE March 2014 Financial Reports by S. Cole, seconded by T. Walch. Approved unanimously.

(David Ponder left the meeting at 6:15.)

Program Topics

C. Discussion of Willamette Office Space

Dana & Brenda presented slides photos of the space and outlined estimated costs for the list of needs and furnishings. Presentation to board included:

- Dana gave an overview of the space with board members looking at a drawing to give more detail
- Jim Pendergrass and Alan Dickman are going to assist with the improvements and needs of the new space
- Discussion on energy systems; utilities.

- Aaron Whitney will come give some ideas for the remodel
- Board members will use their contacts to assist with Electrician; and Internet needs
- Structural Improvements include:
 - HVAC line for the Development & Communication office (or some heat)
 - Jim Pendergrass will look into carpeting/flooring
 - General contractor will meet with Jim, Dana and Alan
 - Paint would come before flooring but after other improvements

Discussion

The board talked about computer needs and confirmed that we don't want to buy used computers because staff needs are a priority.

There was some discussion of the Council's relationship with the Red House and what the future might be. New higher management staff at the BLM Eugene District might mean forthcoming changes in the partnership. Dana does not believe there is any concern on that front. Neither space is big enough to house all the work we do – staff, our field gear, volunteers, meetings, records. Great to have 2 donated spaces.

There was also some discussion on seeking additional donations for operations since ongoing operations at Willamette space will have more cost to us than they do now.

Timeline:

- Locksmith on Monday to make keys
- C. Ruff and D. Ponder offer to work on IT needs
- Continued search for furnishings now and in June
- Occupancy in mid-July

Approval to sign the lease was discussed. Some discussion on what the reasonable risk would be and what the terms of the lease were if the council needed to move. Therese suggested we have an attorney look at the lease. Discussion of having time to make a decision if council needed to break the lease.

MOTION TO APPROVE signing lease for space at 15 E. 27th Ave., Eugene, OR 97405 pending attorney review by C. Ruff, seconded by A. Dickman. Approved unanimously.

D. Watershed Partnerships presentation by Dan Calvert, OSU PhD candidate

The board members enjoyed the slideshow and asked questions regarding the findings of Dan's research. There were comments on social learning, how landowners hear about the Council and their perceptions and motivations. Property tours as a great method of engaging landowners, and water quality as a

motivation for landowners (sometimes more than fish) were part of Dan's findings.

E. Watershed Boundary Update - Dana

Dana discusses the changes in the boundaries of the local watershed councils and shows the areas that are presently not within the boundaries of current watershed councils. Councils could work together and incorporate more land to work with, including urban areas, in order to have more impact or at least avoid duplicate effort. In the north, Marys River and Long Tom have figured out how to divide up the areas of Willamette, with MOU to work together to make sure we have good communication and service to landowners. In the metro area of Eugene Springfield, and along Willamette, Long Tom, McKenzie, and Mid Forkr watershed councils are discussing same, plus urban components (education and project work). Coast Fork has been invited to all conversations as well, and gave early feedback and okay on Long Tom's initial boundary expansion.

Once any new boundaries are approved by the respective boards they go as an update to the Council (Annual Meeting, October), update to the County Commissioners (late Oct/early Nov), then update to OWEB during next granting process (Nov 2014). The board encourages adding additional areas within the new boundary that other councils are not claiming. Dana will host that conversation next.

MOTION TO ACCEPT changes to Long Tom Watershed Council boundary by C. Ruff, seconded by T. Walch. Approved unanimously.

Reports & Announcements

F. Staff Reports

- Urban Restoration & Stormwater position is being advertised and a hiring committee will be formed
- Sarah Whitney is doing Stormwater technical work with existing clients of LTWC Amazon program.
- Brenda and Fraser MacDonald are working on the Latino Outreach piece.
- Kate Widmer is doing the monitoring.
- Dana & Rob are covering all the other components.

G. Liaison Reports

None Given.

Meeting adjourned at 7:45

Minutes prepared by B. Cervantes, reviewed by Dana and Secretary Walch. Submitted by Secretary Walch.

	<u>Apr 14</u>
Ordinary Income/Expense	
Income	
Grants & Contracts	18,292.24
Donations	
Individual Donation	237.50
Business League	2,500.00
Total Donations	<u>2,737.50</u>
Interest	5.41
Total Income	<u>21,035.15</u>
Gross Profit	21,035.15
Expense	
Contracted Services	
Technical	2,026.15
Construction	7,849.84
Lab Analysis	21.76
Crews	5,020.00
Contracted Services - Other	30.24
Total Contracted Services	<u>14,947.99</u>
Equip-Project	
Purchase	<u>(120.28)</u>
Total Equip-Project	(120.28)
Materials & Services	262.73
Fiscal Admin	0.00
Payroll Expenses	
Salaries & Wages	17,950.55
Employee Benefits	2,239.80
Payroll Tax Expense	1,729.32
Total Payroll Expenses	<u>21,919.67</u>
Travel/mileage	
Mileage	<u>865.71</u>
Total Travel/mileage	865.71
Risk Management	(17.00)
Occupancy	
Internet	34.98
Telephone	<u>(90.00)</u>
Total Occupancy	(55.02)
Dues & Subscriptions	250.00
Corporate fees	<u>(410.18)</u>
Total Expense	<u>37,643.62</u>
Net Ordinary Income	<u>(16,608.47)</u>
Net Income	<u><u>(16,608.47)</u></u>

Long Tom Watershed Council
Statement of Cash Flows
April 2014

	<u>Apr 14</u>
OPERATING ACTIVITIES	
Net Income	(16,608.47)
Adjustments to reconcile Net Income to net cash provided by operations:	
Accounts Receivable	(19,882.28)
PCB Credit Card	(1,747.51)
Payroll Liabilities:Health Insurance	(590.91)
Payroll Liabilities:FWT	(2,129.00)
Payroll Liabilities:Medicare	(686.08)
Payroll Liabilities:Soc Sec	(2,933.60)
Payroll Liabilities:SUI	(449.49)
Payroll Liabilities:SWT	(1,388.00)
Payroll Liabilities:WBF	(25.98)
Net cash provided by Operating Activities	<u>(46,441.32)</u>
Net cash increase for period	(46,441.32)
Cash at beginning of period	<u>160,010.83</u>
Cash at end of period	<u><u>113,569.51</u></u>

Long Tom Watershed Council
 Balance Sheet
 As of April 30, 2014

	Apr 30, 14	Mar 31, 14
ASSETS		
Current Assets		
Checking/Savings		
Money Market (PCB)	51,281.15	126,275.74
Checking (PCB)	62,088.36	33,535.09
Petty Cash	200.00	200.00
Total Checking/Savings	113,569.51	160,010.83
Accounts Receivable		
Accounts Receivable	123,314.61	103,432.33
Total Accounts Receivable	123,314.61	103,432.33
Total Current Assets	236,884.12	263,443.16
TOTAL ASSETS	236,884.12	263,443.16
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	(0.96)	(0.96)
Total Accounts Payable	(0.96)	(0.96)
Credit Cards		
PCB Credit Card	(2,739.58)	(992.07)
Total Credit Cards	(2,739.58)	(992.07)
Other Current Liabilities		
Payroll Liabilities		
401K	154.86	154.86
Health Insurance	(492.18)	98.73
FWT	(576.00)	1,553.00
Medicare	0.00	686.08
Soc Sec	0.00	2,933.60
SUI	1,193.44	1,642.93
SWT	(396.00)	992.00
WBF	(12.47)	13.51
Payroll Liabilities - Other	9,271.37	9,271.37
Total Payroll Liabilities	9,143.02	17,346.08
Accrued payroll expenses		
Accrued wages	(9,185.43)	(9,185.43)
Total Accrued payroll expenses	(9,185.43)	(9,185.43)
Total Other Current Liabilities	(42.41)	8,160.65
Total Current Liabilities	(2,782.95)	7,167.62
Total Liabilities	(2,782.95)	7,167.62
Equity		
Opening Fund Balance	861.91	861.91
Retained Earnings	476,065.39	476,065.39
Net Income	(237,260.23)	(220,651.76)
Total Equity	239,667.07	256,275.54
TOTAL LIABILITIES & EQUITY	236,884.12	263,443.16

ArcGIS Long Tom WC Boundary

NEW MAP

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