

Long Tom Watershed Council
Board of Directors AGENDA
Thursday, June 4, 2015. 5:30 p.m.

Vice-Chairs Dave Turner and Steve Horning

5:00 Sign Letters

5:15 Dinner ready.

5:30 Introductions to welcome Clinton. Cake!

5:45 Business

- A. Minutes: **Decision**: approve minutes from May Board Meeting – *Secretary Walch*
 - 1. Action Items Report
- B. Treasurer's Reports: postpone to July the approval of both May & June reports
- C. Committee Reports: Resource Development, Amazon Outreach Committee
- D. Update on PTO policies – *Dana*
- E. Budget Preview - *Dana*
- F. Next Board Meeting date – July 2 or 9 – query of Board members present
- G. Paperwork moment: Your volunteer hours – *Secretary Walch*

6:20 Program Topics

- H. Council Meetings/Tours (10) – May debrief. June **Decision**: confirm Board hosts. Annual Meeting updates, if any. *Rob Hoshaw*
- I. Strategic Plan Update 2015 (30) – **Decision** – APPROVAL requested- *Dana*
- J. Draft Work Plan (5) – Info, **Feedback due July 2** - *Dana*
- K. Presentation – Urban Waters & Wildlife Program (20) – **Info** – *Sarah Whitney*

7:25 Reports & Announcements

- L. Staff Reports – *Dana*
 - 1. Fundraising Progress Review - *Clinton*
- M. Liaison Reports
- N. Action Items Report

7:30 Adjourn

Next Board Meeting: Thurs, July (2 or 9th), 5:30 pm. Council office.

Next Public Meeting – Tues, June 30. 6pm start (5:30 pm Board arrive), Tour at Thermo Fisher Scientific

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** – Both the Treasurer and back up are absent from this meeting. They have reviewed the financials however ask that you receive their presentation and approve the reports at the July Meeting.
- C. Committee Reports** –
- Resource Development – This committee will provide an update orally at the Board meeting. Still working on 100% Board giving, and sending out Spring appeal letter. Thanks for helping to sign letters!
 - Amazon Outreach Team - Sarah is personally connecting with some potential members, and aims to send out a formal ask letter to request their participation. She will also call together a subset of the existing members to review the list and discuss how the first meetings will roll out.
- D. Update on PTO policies** – LTWC Employee Handbook and current practices are in compliance with BOLI, however we are vague about paying out accrued PTO (combined sick and vacation) when an employee leaves. We had set precedent in 2009 by paying out all but 1 week, which we saw as equivalent to sick leave, and this is customary with many employers. However, a few factors led us (Jim and Dana) to change the approach this last month and pay out all accrued PTO to a departing employee, and BOLI requires consistency and fairness: 1) the vague policy did not give warning about “losing” the sick time; 2) we don’t want to people to feel they have to call in sick for one or more of their last few weeks as we usually treasure their loyalty and help during that essential period for knowledge transfer, relationship hand-off, and tying up loose ends; 3) our employees tend to routinely donate flex time and unused PTO already and we’d like our policies to continue to motivate not place awkward decisions on them that force decisions between loyalty to LTWC and the gain of precious personal time or funds.

Fiscal impact: The Balance Sheet will reflect the additional liability of adding one week of accrued leave for all employees at their rates.

PTO Policy documentation: Jim and Dana drafted some language that will avoid any accidental abuse of our PTO policies, e.g. making sure that employees taking PTO in advance have that deducted from their final checks in the event they leave before accruing it. Jim and Dana will make sure to get the language into the appropriate documents, likely an addendum or change to Employee Handbook, which can be done during Annual Review of Executive Director this year (due starting July 1).

- E. Budget Preview** – The good news as we shared at the last Board meeting is we are heading toward finishing this fiscal year (FY'15, ending June 30) with a balanced budget instead of using the \$50k-\$60k in reserves approved by the Board last year. As we also mentioned in May, this *planned* deficit will likely carry forward into FY'16, as the gains made in FY'15 were from a decrease in expenses represented by delayed hiring. Dana will outline some issues that are making this next budget for FY'16 more complex as well, including 1) making sure staff have the expert support, resources, and small expense accounts they need to do their work, 2) some gear and computer needs we are clarifying, and 3) higher health insurance premiums and additional risk assurance premiums we are sorting out, and other. Finally, 4) we will have a more difficult time estimating fundraising revenue this coming year due to a) the difficulty of quantifying the increased potential for gain due to increased effort and the continued growth of the fundraising part of our culture in asking for peoples' financial support, and b) the unknowns around the timing of the successes and thus revenue that will undoubtedly occur.
- F. Next Board meeting date** – Dana will query Board members present and has a list of the voting that's come in so far on whether July 2 or July 9 is a better date. Due to a huge collaborative OWEB grant Dana is working on with a number of actors in the Willamette Basin due July 1, July 9 is a better date for her if we want the heavy-lifting on our Budget also done so we can approve it.
- G. 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.
- H. Council Meetings, Previous and Upcoming** – no background; we'll do this topic orally.
- I. Strategic Plan Final for Approval** – The final document will be presented for approval at the meeting. It has not substantially changed since it was sent out for a final read-through to everyone after the May Board meeting. The Business Plan, which includes Fundraising and some internal Organizational Development, is separated. Next step is to translate this to the Work Plan, which has already been done and is ready as a Draft.
- J. Draft FY'16 Work Plan and Board Leadership** – The draft work plan will be handed out so Board members can start plugging their names to indicate your interest in leading or staying in the loop on individual strategic or work areas. Names in italics or with a "?" will indicate "just an idea", not an appointment of a board member to a position.
- K. Program and Project Slideshows** – no background, please enjoy this learning opportunity.

Reports & Announcements

L. Staff Reports –

1. New Contracts.

- Oregon State Weed Board Grant Agreement through the Oregon Department of Agriculture. This grant funds the survey and treatment of the invasive aquatic

plant, *Ludwigia*. The grant is goes through 4/30/2016 and is for \$14,995.

- Contractor Agreement with R. Franco to treat invasive weeds with herbicide on habitat enhancement projects. Work is to be completed by 12/31/2015 and the payment amount will not exceed \$20,000.
- Contractor Agreement with Salix Associates (Bruce Newhouse) to perform vegetation monitoring of Bradshaw's lomatium at the Graham project off Franklin Rd. The effective period is from 5/5/15 – 9/30/15. The payment amount will not exceed \$900.
- Cooperative Landowner Agreement with Alec & Donna Hynryshyn to accomplish stream and riparian habitat enhancement along Owens Creek. The effective period is from 2/15/2015 through 2020.
- Cooperative Landowner Agreement with John McClurkin, which grants the Council access to install native trees and shrubs, treat invasive weeds, and perform project maintenance on the project located along Owens Creek. The project period is effective through 2019.

2. Collaborations update

- The Coordinator and a Board Representative from each of 3 councils – the McKenzie Watershed Council, Middle Fork Willamette Watershed Council, and LTWC - had another productive meeting June 1 with the next scheduled for July 2. We shared knowledge of current staffing and programs, but did not make it through reviewing the core principles we want to ensure we would meet by closer collaboration and networking. The next steps are to follow through on the early action items we identified which are a) short term potentials to provide staff/resources, and b) finding funding interest from grantors to support the capacity building stage of a broader *network* (not a joining) of these councils. We are still in an exploratory stage which is not to be discussed outside our small group due to the many process steps we need to plan out, as well as the fundamental question of whether this truly helps meet the shared principles we will review at the next meeting, for example we'll want to make sure to preserve local watershed council identity and relationships to maximize private landowner and partner involvement.
- Staff from the local organizations within Rivers to Ridges Partnership are meeting to develop a local leaders group within that Partnership to explore more opportunities for close collaboration in the region, as well as to discuss addressing a major OWEB funding opportunity dependent on effective Partnerships with joint goals.
- Willamette Steering Committee - This is the group working on an OWEB application mentioned above as a funding opportunity. More broadly, there is one aquatic and one oak approach. Progress has been made on goals, core partners, project lists, and writing the first full draft of the aquatic Strategic Action Plan.