

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

751 S. Danebo Ave, Eugene (**our usual meeting location**)

Chair Jim Pendergrass

5:15 Dinner ready

5:30 Business

- A. Minutes: **Decision**: approve minutes from Oct. Board Meeting – *Secretary Walch*
 - 1. Action Items Report
- B. Treasurer's Reports (20): **Decision**: review & approve September reports; discuss & **approve** correction from August reports; FY2015 Year-End Budget vs. Actual Report; Quarter 1 Fiscal Year 2016 Budget vs. Actual Report; – *Treasurer Brinkley*
- C. Committee Reports:
 - 1. Resource Development – *Clinton*
 - 2. Nominating Committee – *Clinton*
- D. Election of Officers & Committees (20): **Decision**: nominate/volunteer and then approve slate of officers – *Clinton*
- E. Staffing Conversation 2 of 2 (20): Opportunity to potentially broaden partnership with McKenzie River Trust – *Rob (Dana & Clinton)*
- F. Collaborative Willamette Mainstem MOU - *Rob*
- G. Paperwork moment: Your volunteer hours – *Secretary Walch*

6:40 Program Topics

- H. Fundraising Progress Review (15) – *Clinton*
- I. Foundation Grant Opportunities (10) – *Rob & Clinton*
- J. Public Meeting Topics for Next year (10) – ideas for public meetings; opportunity to share your thoughts and ideas - *Rob*

7:15 Reports & Announcements

- K. Staff Reports – See background. Staff Reports will be given orally.
- L. Liaison Reports
- M. Action Items Report

7:30 Adjourn

Next Board Meeting (none in Dec): Thurs, Jan 7, 5:30 pm. Willamette St Office.

Next Public Meeting – Tues, Nov 17, 6 p.m., Veneta Community Center

Business

- A. Meeting Minutes** – Secretary Walch will receive comments and corrections at the meeting and ask for approval. Action items will be briefly reviewed.
- B. Treasurer’s Reports** – Treasurer Brinkley will present the reports for September 2015. Our CPA is nearly complete with the annual fiscal review, and preliminarily, there is nothing major to change in our books. So while we don’t have a complete report from the fiscal review, we’ll bring a draft Budget vs. Actual report for the end of Fiscal Year 2015 with the understanding that the final numbers aren’t likely to change. We will also the Quarter 1 Budget v. Actual for Fiscal Year 2016 Both budget v. actual documents will be ready as a handout by the time of the board meeting.

Last month, there was a question regarding why the payroll liabilities for both July and August on the August balance sheet were identical. The financial reports were approved contingent upon us looking into the question. There was in fact an error, which resulted from our fiscal year-end close out. June's payroll (which was in FY15) is actually paid in July (which is in FY16), which means that some payroll liabilities are accrued across the fiscal year. The error occurred where August auto-defaulted to July's payroll date, which is why the numbers for July and August appeared identical. After we fixed the date that payroll was paid, the balance sheet now shows the correct numbers that you see.

- C. Committee Reports** – updates will be provided orally.
- D. Election of Officers** – Please see the documents attached to this packet, LTWC Board Involvement: 2015-16, Proposed Roles for Board Members, as well as the Officer Position Descriptions. Jim will run a brief election at the meeting. Clinton, Rob, and Dana have been working to assign folks according to interest and skill, and not to over burden. We’ve also spoken with a fair number of people about their preferences. Please consider this an open call for nominations! If you’re interested in filling a position or would like to nominate someone during this process, or join/trade committees. In particular, we still need to fill the Treasurer role, and this is an officer position that is required by law. Feel free to call if you have questions on anything before board meeting: Clinton (541-654-8965).

Please note that we also need to elect a Corporate Secretary to maintain and sign our IRS mailings at the office so mail isn’t sent to board members’ homes. This year, we’re asking that you approve Rob to fill that role.

- E. Staffing Conversation 2 of 2.** Last month we discussed how some of Dana’s roles as the Executive Director will shift to both Rob and Clinton to form a Leadership Team that will include all three of them. Added responsibilities and an expanded decision making role for Rob and Clinton will necessitate additional capacity in the form of a new hire (Operations Coordinator). They have identified the major administrative, operational, and program support needed from a new hire, which would likely be in a part time role. Major tasks for this position would include providing resource development tracking support for Clinton, maintaining the council’s membership

database, and lending office and administrative support. The specific skill set and expertise of the candidate will likely drive which other needs that are filled (e.g. website, document design).

We're exploring the possibility of sharing this new position with the McKenzie Watershed Council, and the timing may be right for them given staff role changes of their own. Moving forward, we're operating under the assumption that sharing a staff person will be a beneficial and healthy long-term approach to broadening our partnership with the McKenzie. Christer's role as a Stewardship Technician is already a successful example of how sharing staff capacity is benefiting both organizations. However, collaborating on this level requires a thoughtful and thorough approach, and discussions and considerations among two organizations is extending what would otherwise be a more straightforward, and quicker, hiring process. A couple options have materialized for us to consider. One option may include sharing a permanent 0.8 or 1.0 FTE person that works part-time at both organizations; or we may find it more prudent to hire and share a temp for the next year that would focus primarily on filling urgent administrative capacity. Delaying the hiring of a permanent position would also give us time to seek funding from a private foundation. Murdock Charitable Trust is one example of a foundation that provides capacity grants for new staff. The next steps are exploratory conversations with the McKenzie to compare needs, goals, and what would be the best fit for each organization at this time. We welcome your questions and feedback.

- F. Collaborative Willamette Mainstem MOU** – The MOU that was discussed at October's Board Meeting has been signed. Again, this MOU identifies shared habitat goals and priorities agreed upon among several regional partner organizations. This group will be submitting a collaborative grant to OWEB on November 2nd that would allocate funds for an aquatic habitat Focused Investment Partnership (FIP) program which would open up a grant program for aquatic project work along the Willamette River. FIP dollars would be available for a 6-year period for organizations like LTWC to apply to that would go towards future aquatic projects.
- 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.

Program Topics

- H. Fundraising Progress Review** – Clinton will provide an oral update on this last month's fundraising progress.
- I. Foundation Grant Opportunities** – This topic is a great segue from the Fundraising Progress Review. Looking holistically, we've identified a need to pursue three primary funding avenues; in addition to state & federal grants and private donations, we also want to begin exploring opportunities to leverage private donations with grants from private foundations. Rob and Clinton recently attended a "Meet the Grantors" event held by the Emerald Valley Development Professionals. This was a "speed dating" opportunity to ask questions and share information. Among the grantors present were Murdock Charitable Trust, Cow Creek Foundation, Spirit Mountain Community Fund, Coquille Tribal Fund, Oregon Community Foundation, Wells Fargo Bank, and more. Out of the 8 foundations we talked to, at least 5 or 6 seemed like a fit. Rob and Clinton will discuss more information about those opportunities, and the stories they shared about

LTWC's needs. We welcome any suggestions for foundations to connect with or ideas for compelling ways to frame stories about our needs.

- J. **2016 Public Meeting Topics** – Our next public meeting is Tues, Nov 17th, 6 p.m. at the Veneta Community Center, and the topic is “Understanding Groundwater in the Long Tom Watershed.” Thanks to Mike and Therese for hosting, and to any other board members able to attend or help.

We'd like to share some ideas for next year's meeting topics, and a few of them are listed below. The slate for 2016 hasn't been finalized, so there's an opportunity to select which ones are the most compelling. Feel free to share your own ideas about what topics you'd like to see in a LTWC public meeting, project tour, panel discussion, or workshop setting.

- **“Howdy Neighbor” series of tours** in cooperation with Bauman Tree Farm and the local chapter of the Oregon Small Woodlands Association. Using Tom and Lindsay's tree farm as a home base, folks would choose from a menu of tour options; one tour would likely include LTWC's project on Coyote Creek at Dave Watkins' where we enhanced oak and riparian habitat. *Likely a Saturday in late May / early June.*
- **Speaker Panel on Stormwater Management Facilities** (e.g. Trout Friendly Landscapes), including Dr. Julann Spromberg at the UO and Sarah on the direct relationship between filtering stormwater and LID facilities – essentially how are these facilities effective. *Best Time: April – June.*
- Continuing on November's **“Farms, Fish & Flow” theme** idea, with subsequent meetings on a) the **relationship between stream flow, temperature and fish**, including the benefits of high water refugia and how fish respond to changes in flow; b) a meeting focused on agricultural lands along the Willamette River and how **flow impacts farm land**. Fluvial geomorphologist Pat McDowell is modelling flow, flood capacity, and channel resilience along the Willamette. *Best times: winter, early spring, or fall.*
- **Tour of project to improve fish passage** at BLM, Lane County, and private property on Bear Creek (tributary of Coyote Creek); *Required per grant agreement.*
- **Rare local bird species and their relationship to oak and prairie habitats**. Approach the value of these habitat types through the lens of looking at upland birds like streaked horned larks. *Best Time: spring or fall*
- **Enhancing wetland habitat on working lands for native amphibians and reptiles**, using Winter Green Farm as a case study. US Geological Survey biologist Chris Pearl did research at this project sign on native amphibians and western pond turtles. Meeting could be framed as an example for ways other landowners may be able to improve their property for wetland wildlife.

Reports & Announcements

K. Staff Reports

- **Network of Oregon Watershed Councils – “Gathering of Councils” Conference.** Dana, Rob, and Clinton are attending the conference in Eugene from Nov 2 – 4, and Sarah Whitney and

Katie MacKendrick are leading tours of LTWC projects. Staff will share insights and interesting things they've learned as time allows.

- **New Grants & Contracts.**

- Cooperative agreement for the **Kingzett Oak Savanna Project** between LTWC, the Contractor (Tim Gurton), and the Landowner. The contract is to remove Douglas fir trees from the oak savanna, and outlines a scope of work under a contract that is not to exceed \$6,000. The effective dates are 10/25/15 – 12/1/2015.
 - Grant agreement from **Meyer Memorial Trust** for \$53,000 that will fund riparian planting activities in 2016 across the Model Sub-Watersheds (Bear, Coyote, and Ferguson Creeks). The effective dates are 10/27/15 – 9/30/16.
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- **Successful Grant Application!** Jed submitted a grant this year to OWEB under the Special Investment Partnership Program for Phase 2 work at Snag Boat Bend and Sam Daws Public Landing along the Willamette River. The work will fund 55 acres of planting along historic floodplain forest. The grant is for \$140,252.