

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE
BOARD OF DIRECTORS OF
NORTH SANTIAM WATERSHED COUNCIL**

The Board of Directors met on **August 9, 2018 6pm- 8:00 pm**

The meeting was held at the Stayton Community Center: 400 W. Virginia Street, Stayton, Oregon 97383.

Brad Nanke, Board President called the meeting. The NSWC mission was read and introductions followed.

Directors Present: Brad Nanke - President (City of Salem), John Caruso - Treasurer (Marion County), Jan Irene Miller - Secretary (Linn County Resident/Bird Haven Tree Farm), Suzette Boudreaux (Little North Fork Santiam Subbasin Representative), Dave Carpenter (Aquatic Resources Representative), Jon Tucker (Lower Subbasin Representative),

A Quorum Present: Six out of eight of the Directors were present. Brent Stevenson (Irrigation District Representative) and Bill Sanderson (Recreation & Economics Representative) were absent.

Technical Advisors Present: Tim Ernster (USACE), Robert Gentry (USFS), Darrin Neff (USFS), Dave Halemeier (USFS)

CPRCD/NSWC Staff Present: Rebecca McCoun, Executive Director

NSWC Willamette University Summer Interns Present: Tim Appelbaum, Debbie Ku

General Members Present: Jeremy Mills, Jay Hennigan, Woody Jackson, Jim Bayuk

I CORPORATE ACTIONS

6:08 pm Minutes to Previous Meeting: Minutes of the previous meeting held on July 12, 2018 were brought to the floor. Dave Carpenter motioned to approve the June 2018 minutes. Jon Tucker seconded the motion. No further discussion. The July 2018 minutes were adopted.

II Presentation

6:10 pm

Tim Appelbaum and Debbie Ku, NSWC Willamette University JD/MBA interns provided the council with a summary of their resiliency funding model research they have been conducting over the last month. They provided a power point presentation summarizing how they saw the NSWC current funding model and presented several alternative funding approaches the NSWC could consider taking moving forward. Questions followed.

7:10 pm Nonprofit Transition Update:

Bank: Brad is in the process of setting up a bank account through Citizen's Bank. He has the paper work for the authorized signers to complete.

Bookkeeping: Rebecca noted she has narrowed it down to two bookkeepers. She will have their rates available at the next NSWC Strategic Planning meeting

Wage Assessment: Brad looked into having a wage assessment done for the Executive Director position. Cascade Employer's charge \$375 to conduct an assessment. The NSWC is required by law to have on file a salary assessment. Rebecca has sent the Executive Committee a wage assessment Luckiamute conducted several years ago for reference.

Policies: Jan Irene and Rebecca will review example policies and make edits to the word versions Luckiamute provided. Directors will need to review policies for adoption at the September Council Meeting.

Healthcare: Jon Tucker will look into healthcare costs. Rebecca will send Jon information regarding agents other Willamette watershed councils are using.

Data Sharing: Rebecca noted that Brent had done some research and recommends the Office 365 Nonprofit Business Premium software program which includes all the Microsoft Office programs a data sharing cloud platform called SharePoint. It is 3/month per user.

Additional Discussions: Jan Irene noted we need to have further conversations around the "nature of the board." What does the organization need and what job duties and overall criteria should be considered for board members? Also, what committees should we form now? The Governance Committee is the Executive Committee or as we have called it in the past the Operations Committee. As of 1-11-18 the Executive Committee is made up of Brad, Brent, Jan Irene and John. As of 1-11-18 the Nominating Committee is made up of Brad, Jan Irene and Suzette. We still need to create a Finance Committee.

7:25 PM Treasure Report - John Caruso

John noted that some of the summary sheet numbers did not match the ending balances reported on the financial reports. Rebecca noted the summary sheet is hand entered and was probably not updated correctly. Rebecca noted she did not have time to review the financials sent over by CPRCD before providing them to John.

7:30 PM Public Announcements

Jan Irene noted she and Steve Smith had a site visit with her neighbors the Horns. They have property along Bear Branch Creek. They are interested in doing a restoration project. They have oak and riparian areas on their property. They would like to develop a conservation plan similar to what Steve created for Bird Haven. Rebecca and Steve Smith will get together and talk about next steps.

Jan Irene stated she would like to put together a seminar/workshop and invite all the Bear Branch landowners and give them an update on all the work currently going on in the subbasin. Rebecca will work with Jan Irene.

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Rebecca noted she has met with several of the Dever-Conner Water Control District landowners. They are interested in potentially having the NSWC assist them with a technical assistance grant that would look at the revetments currently in their district and see what restoration opportunities may exist.

Jan Irene reported she reached out to Karen Kelley, Water Utility Superintendent with the City of Albany and requested a tour of their water facility on the Santiam. Jan Irene described the facility and what she saw during the tour. She noted that the Miller Plant (on the Santiam) provides 2/3 of the City of Albany's water. She also learned the City of Albany is now testing for toxic algal blooms. In the past they had not but given this summer's issues with algal blooms in Detroit Lake they are now testing.

8:00 pm Meeting Adjourned

Signature of Secretary  Date: 9/13/18
Jan Irene Miller