

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

The Board of Directors met on May 13, 2021, via Zoom.

The meeting was called to order at 6:02 p.m. by President Suzette Boudreaux. The NSWC mission was read, and introductions followed.

Directors Present: Suzette Boudreaux (Little North Fork Subbasin Representative - President);, Brad Nanke (City of Salem Representative - Secretary); Jan Irene Miller (Lower North Santiam Representative, Recent Past President); John Caruso (Marion County Representative - Treasurer); Kathy Bridges (At-Large); Woody Jackson (Breitenbush Subbasin Representative)

Absent: Brent Stevenson, Irrigation District – Vice President

NSWC Staff Present: Rebecca McCoun, Executive Director

Technical Advisors: Brandin Hilbrant, City of Salem

NSWC Staff: Amanda Bintliff, Watershed Restoration Specialist

*Adjusted agenda and placed business items first.

Board Business

Funding Request:

Rebecca had sent out a draft narrative outlining a federal congressional funding request earlier in the day. Draft request would be for funds to assist with watershed post fire assessments/surveys, fuels reduction, invasive weed treatments and replanting. Bobby Cochran, Allison Hensey, Kathleen Guizollet, Lizzie Marsters and Jenny Meisel have assisted with helping put together the funding narrative and request. Several of them have experience with submitting these types of requests. Rebecca asked for the board to vote to approve her submitting the request to Senator Merkel's office by Friday at 5pm. Suzette made the motion to approve the submission pending all the directors review and send comments to Rebecca by 10am the following day. John Caruso made a second. No further discussion. All approved. If no additional input is provided by 10am tomorrow Rebecca will submit funding request. *No further comments were provided by the board and Rebecca submitted congressional funding request around 4pm 5-14-2021.

Federal 990 & State CT12 for 2019-2020:

Rebecca sent out the draft Federal 990 and State CT12 for 2019-2020 earlier in the week. Jan Irene made a motion to approve the 990 and CT 12. Woody made a second. No further discussion. All were in favor. Rebecca will send the form to Suzette for final signature and have Vicki Holland, contracted accountant submit both the federal and state tax forms for fiscal year 7/2019-6/2020.

March and April Board Minutes:

Given not everyone had a chance to review the March and April 2021 minutes Suzette requested Rebecca to resend the minutes to the board for email approval.

Note: Rebecca resent the March and April Minutes out to the Board of Directors on May 17, 2021, at 9:15am. John, Kathy, Suzette, and Woody sent response email approvals on 5-17-21 and Brent, Brad and

Jan Irene sent approval emails on 5-18-21. All seven board members approved. Both the March and April minutes were adopted.

NSWC Employee Handbook

Rebecca sent out the revised draft NSWC Employee Handbook and new NSWC Driving Policy to the board earlier in the week. Brad made a motion to approve the NSWC Employee Handbook that now includes the revised PTO schedule. Suzette seconded. No further discussion. All in favor and motion passed.

NSWC Vehicle Use Policy

Rebecca sent out the draft NSWC Vehicle Use Policy. A question was raised regarding the line that noted an employee would not be allowed to smoke in their vehicle while using their vehicle during work hours. Rebecca noted the sentence was a legacy from the template she used to create the policy. It was originally applied to company vehicle use. Given the comment seemed out of place it was removed. Brad made a motion to approve the revised NSWC Vehicle Use Policy. Kathy made a second. No further discussion and motion passed.

6:27PM Bird Haven Update Presentation – Jane Irene Miller

Jan Irene provided a wonderful presentation on all the progress and work being done at Bird Haven. A PDF of the presentation is attached.

6:50 PM New Hire - Introduction & Presentation – Amanda Bintliff

Amanda Bintliff provided the board with a presentation about her academic and work experience. The board was able to learn more about her and ask her questions. We are excited to have Amanda join our team.

7:20 PM Executive Director Update (See Attached)

7:37 PM Open Discussion

The board discussed meeting again in person. Rebecca noted the Community Center was not open yet and was not taking reservations. Rebecca noted she would check in regularly with the City of Stayton to get our meeting space booked again as soon as they reopen.

7:45 pm Adjournment & Next Meeting Date

The meeting was adjourned by President Boudreaux at 7:45 p.m.

The next board meeting is scheduled for Thursday, June 10, 2021.

Signature _____ Date: _____