

## MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

### NORTH SANTIAM WATERSHED COUNCIL

The Board of Directors met on **August 13, 2020** via Zoom Meeting.

The meeting was called to order at 6:03 pm. The NSWC mission was read and introductions followed.

Directors Present: Brad Nanke (City of Salem Representative); Suzette Boudreaux (Little North Fork Representative); and Brent Stevenson (Irrigation District Representative), John Caruso (Marion County representative)

Woody Jackson (Breitenbush Subbasin Representative) – Joined late 7:20 PM)

NSWC Staff Present: Rebecca McCoun, Executive Director

NSWC Volunteer: Amy Borba

General Members & Guests Present: Kathy Bridges

**6:04 PM** Brad moved to approve the July 2020 minutes. Brent made a second. No further discussion. Motion passed and July 2020 minutes adopted.

**6:06 PM** Brad moved to approve Kathy Bridges as our newest board member and shared her many skills and the enthusiasm she brings to council. John made a second and discussion followed. Kathy would be in an At-Large Position for now until the open seats can be reviewed. No further discussion. All approved and Kathy was welcomed by all.

Brad volunteered to chair and take Kathy onto a newly formed education committee. Methods regarding on-boarding for new board members was reviewed, including the Drop Box containing By-Laws etc. Rebecca will send out a Doodle for a zoom meeting with Brad, Kathy, and herself to discuss how to interface with our partners.

**6:20 PM** Rebecca presented a draft budget for 2020-2021 along with provided a prior year budget comparison to the new year. The draft budget was discussed. It was decided by the Director's present to add a "budget narrative" to the document to explain some of the variations in values between last year and current year's proposed budget numbers.

A NSWC "Grant Status" document was reviewed and expected to be reconciled by fall. Discussion followed regarding the following topics: annual financial reports, how payroll must be charged against the many open grants and the potential difficulty in complying with the PPP grant to ensure it remains non-repayable.

Suzette moved to accept the draft budget with the budget narrative to be added. Brad made a second. There was no further discussion. The 2020-2021 NSWC budget was approved.

**6:45 PM** The draft Social Media Policy created by Jan Irene was discussed. With Jan Irene absent the board decided to table until the September meeting.

**6:50 PM** Governance commented we had some nice coverage in the Canyon Weekly for new board positions, updated press list and finalization of the acronym list.

**6:55 PM** Rebecca provided an Executive Director update:

**Recently Submitted Grants:** Joint Application with Luckiamute and Mary's River – BRAT Model. Beaver research and outreach. Submitted July 27, 2020. Will find out in spring of 2021.

**Current Projects:** Partners of the NS: First subcommittee workshops have taken place. Determining schedule, process, and tasks.

- Flow Restoration and Source Water Protection (Brent Stevenson lead for Flow, Jamie S with USFS for SWP, Jacque Fern back up)
- Riparian Restoration and Aquatic Habitats (Rebecca lead, Nancy G. – Note taker)
- Oak & Prairie – (Jan Irene lead)
- Unique and Other Habitat Types: (Sarah H. lead)

Partners of NS – Working on gathering information for groups on prioritization models.

Full PNS meeting will be held via zoom on Monday, August 17th from 3 to 5pm. Will do overview of efforts to date. Share BOR efforts and Council of Water Leaders concept. Provide updated projects lists for each subcommittee.

BOR Grant: Working with GSI on talking points, power point. Brent and Rebecca have had regular calls with GSI Consultants. We have begun reaching out to others for input. We had a call with Marion County and City of Salem folks and received some good feedback. Hope to get additional feedback from Partners this coming Monday.

ODA 2020 Ludwigia Grant:

- Straub Outdoor summer camp- July 28. Provided presentation to two groups ages 5 to 9.
- IRM Contractors will begin spraying the week of the 17th. We may only do one treatment given the plant was not ready in early July. If we do not get another fall treatment in, we will ask for a grant extension to fund a treatment in the summer of 2021,
- R. Franco will begin pulling invasive Ludwigia Alder Creek August 18 & 19th.
- The NSWC received a second City of Salem Alder Creek Ludwigia removal grant. The \$7,500 will cover the cost to manual pull Ludwigia at Alder Creek.

Model Watershed Sites:

Lundberg Site – Bear Branch. Landowner donated \$1,000 to the NSWC. We used some of the remaining OWEB Transition SIP grant funds to do a mechanical treatment a week ago. Landowner is doing an amazing job at keeping beaver off his trees by using latex paint and coarse sand.

Krautman Site/Stout Creek. Rebecca had a site visit with Lynda Boyer yesterday. Many of the plantings upstream have died because they have been flooded out by beaver dam activity. The beaver activity has created excellent cold-water refuge above the bridge.

Bennett Dam Complex – Rebecca noted that tentatively partners are planning on having Bennett Dam stakeholders and regional fish biologists reconvene in the late fall to further discuss the Bennett Dam Complex design proposal.

**Executive Director Requests:** Volunteer Time Tracking – Request board members submit form monthly. Or fill out an online form.

**Other Business:** Northrock Quarry Expansion Notice & Hearing. Rebecca noted she attended a Linn County Commissioners hearing on Tuesday the 11th in Albany. The Northrock Quarry requested the approval to expand their quarry operations. Expansion was approved. ODFW, City of Salem and several landowners provided comment.

Executive Committee approved paying 2021 dues for the Network of Oregon Watershed Council. \$375.

Payroll Protection Program (PPP)- Rebecca noted she participated in an Association of Oregon Nonprofits webinar related to applying for the loan forgiveness. The webinar raised more questions. Rebecca noted she has an email out to one of the speakers and is waiting to hear back. Those presenting noted the banks are not in any hurry to process the forgiveness loans given there may be additional changes down the road with regards to process. They are hoping it becomes more streamlined.

QuickBooks Status: Rebecca noted she is still working with the bookkeeper on a lot of kinks related to how transactions are categorized in Quickbooks. For example, we have contracted services all grouped as one where, ideally, we would have them broken out by the following: Project Management CS, Contractor CS, Contractor Services Other. Also, plant material expenses are under contracted services because we purchase the plants through a contract with BEF. However, it would be more ideal to have it under supplies and materials. Slowly working with bookkeeper on adjusting categories for each grant.

Annual Reports: Rebecca noted we have 2018-2019 annual report and 2019-2020 annual reports that need to get released this fall.

We have the reporting numbers for 2018-2019 and are cleaning up QuickBooks for the 2019-2020 numbers. (Clean up = Making sure all transactions are categorized & classed correctly).

Brad suggested we do a shorter version than in the past. Rebecca agreed. Something we can handout. Rebecca suggested having two separate annual reports to submit to county commissioners and possibly a 2-sided handout for the public/stakeholders.

Rebecca noted she will put together a draft two-sided handout for the Governance Committee to review.

**7:18 PM** Suzette provided a Governance Committee Update: Suzette noted she updated the media list for the council. She also noted she sent the new council director recruitment announcement to the Canyon Weekly. Brad noted he will send out the most recent organizational/industry acronyms list created to include in the on boarding packet. Suzette asked Rebecca if she sent photos to Fiona for the new website. Rebecca noted she did.

**7:26 PM** Meeting adjourned.

The next zoom meeting is scheduled for Thursday, September 10, 2020.

Signature of Executive Director \_\_\_\_\_ Date: \_\_\_\_\_