



## **MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS**

North Santiam Watershed Council

January 29, 2024 (6 to 7:00pm)

**DRAFT**

### **Our Mission:**

*Providing opportunities for stakeholders to cooperate in promoting and sustaining the health of the watershed and its communities.*

### **Directors Present:**

- Suzette Boudreaux (Director - Little North Fork Subbasin Representative – President)
- Jan Irene Miller – (Director – Lower North Santiam Subbasin - Secretary)
- Kathy Bridges – (Director – At Large - Treasurer)
- Rebecca McCoun – (Director – General Representative)
- Brent Stevenson – (Director - Water Control District Representative – Vice President)

**NSWC Staff Present:** Brandin Hilbrandt (Executive Director), Amy Knutson (Office Administrator)

**Santiam Shared Staff Absent:** Marie Heuberger (Wildfire Adapted Communities Specialist for North & South Santiam Watershed Councils)

**Technical Partners Present:** Debbie Paul (Linn SWCD).

**General Members & Guests Present:** Jennifer Mongolo, (Senior Natural Resource Planner, City of Salem), Becky Pineda (Marion SWCD)

### **6:00pm Call to Order & Approval of November**

**2023 Minutes** Suzette called the meeting to order.

We have a quorum.

Suzette brought the approval of the November NSWC meeting minutes to the board. Jan Irene made a motion to approve the November 2023 minutes and Kathy seconded the motion. All were in favor and the minutes were adopted.

### **6:04pm-6:15 Confirmation of Board Vote to add Jennifer Mongolo to the Board of Directors.**

#### **WELCOME JENNIFER!!**

Jennifer has a strong background in freshwater ecology and watershed management with studies in biology, natural resource planning and interpretation. She worked in the Klamath watershed as an intern and received her master's degree in New Hampshire and served the Peace Corps in Central Mexico. After working as a natural resource planner for Los Angeles, she set her sites on the Pacific Northwest. Jennifer is the Senior Natural Resource Planner for the City of Salem.

Having previously accepted Board votes by email, Suzette brought a motion for the approval of Jennifer to join the Board of Directors of the North Santiam Watershed Council. Rebecca moved that we accept Jennifer on the Board in the Natural Resource position as a Director. Kathy and Jan Irene seconded that motion. All were in favor and the motion passed.

Brent Stevenson voted in the affirmative by email and is attempting to login to the meeting just now.

## **6:15 Staff Reports**

### **NSWC Executive Director Update – Brandin Hilbrandt**

**Report is attached below.**

**Santiam Shared Staff / Out with illness:** Marie Heuberger (Wildfire Adapted Communities Specialist for North & South Santiam Watershed Councils)

## **6:30 PM Financial Reports, Annual Reports Status and Grant Status – Amy and Brandin**

**Financial Reports:** Financial reports were submitted shortly before the meeting and Suzette has requested that we delay the review and conversation about those reports until the Board has had time to thoroughly review them. Roughly \$90K fund requests were made in December.

**Annual Reports Status:** 2021 and 2022 990 have been completed and turned in.

**Grant Status:** The grant tracking and submissions report was presented as shared screen. It is a complex tracking process and Suzette requests that the Board receive the monthly update one week before Board meeting.

**Discussion:** The past few months have taken a lot of time to assess the operational status of the council as a new staff person. Because of the incomplete financials, late 990s and annual reports Brandin has been on a steep learning curve to understand how the operation works. Going forward as the time is not spent on catch-up, Brandin would like to document the process and procedures to prevent this kind of challenge for the council in the future. The Board recognizes the incredible challenges and speed with which Brandin has taken on the role of Executive Director. We will continue conversations to review the financials and grant status going forward to assess key priorities and pace our opportunities.

## **6:50 Top 4 – Chemeketa Graphic Design – NSWC Branding Package**

The survey indicated that we have a general consensus on the branding package. There will be follow-up meetings with the artist. Further conversations as a Board and staff will be furthering how this branding package will be used to build a solid identity for the council. Examples of the selected Branding Guide & Package are below:

Brochure, Page 1:

### WHAT'S A WATERSHED COUNCIL?

Watershed councils are locally organized, voluntary, non-regulatory organizations that were developed in a grassroots effort to improve ecosystem and community health.

There are about 90 watershed councils across the state of Oregon. Watershed councils seek to represent the broader interests of the local community, engaging members of local government, non-government organizations, businesses, and private citizens. By managing water resources at the watershed level, stewardship and natural resource protection, enhancement, and restoration can transcend political and geographic boundaries through consensus-based decision making.



### WHERE CAN I LEARN MORE?

If you are interested in learning more about the North Santiam Watershed Council, feel free to visit our office or website, give us a call, or stop by one of our monthly meetings!

The North Santiam Watershed Council meets on the 3rd Tuesday of every month from 6-8pm. The Council is always looking for new members and volunteers. Membership is free and includes opportunities to see beautiful parts of our watershed.



[www.northsantiam.org](http://www.northsantiam.org)

**NORTH SANTIAM WATERSHED COUNCIL**

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Stayton, Oregon 97383

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**NORTH SANTIAM WATERSHED COUNCIL**



Brochure, Page 2:

### WHAT IS A WATERSHED?

A watershed is an area of land in which all precipitation drains specifically into a common body of water. The North Santiam Watershed encompasses approximately a half million acres (766mi<sup>2</sup>) in Linn and Marion County. The North Santiam and its contributing stream network is home to a number of diverse land uses, including timber, cropland agriculture, rangeland agriculture, recreation, urban city centers, and fish and wildlife habitat. The river intricately connects all of these diverse users together, creating a common goal for a healthy ecosystem and community.




### NORTH SANTIAM WATERSHED COUNCIL HISTORY

The North Santiam Watershed Council is a 501(c)(3) non-advocacy grassroots nonprofit that was established in 2005 as a partnership with Calapooia and South Santiam Watershed Councils.


### OUR MISSION

Providing opportunities for stakeholders to cooperate in promoting and sustaining the health of the watershed and its communities.


### WHAT DOES THE NSWC DO?




**RIPARIAN VEGETATION ENHANCEMENT**




**FISH PASSAGE IMPROVEMENT**




**WATER QUALITY MONITORING**



**IN-STREAM HABITAT CREATION**



**NOXIOUS WEED CONTROL**



**WATERSHED EDUCATION**

**7:00 Events and Other Community Announcements:**

- Board Strategy Meeting March 18<sup>th</sup>: 3:00-5:00pm, Bird Haven

**Adjourn 7:00pm**

**Meeting minutes will be posted on the website when they have been approved:**

<https://northsantiam.org/north-santiam-watershed-council-documents/meeting-minutes/>

**Next Meeting:** Tuesday, February 20, 2024

## **NSWC Executive Director Update November 21, 2023- January 29, 2024**

### **Landowner Restoration**

- Bear Branch – submission of NRCS mid-management practices paperwork. Looking to extend this restoration project from April 2024, to September 2024 to thoroughly wrap up plant establishment activities.
  - Looking into planning a restoration project tour in the spring/summer
- Dieckman Restoration & Plant Establishment – final report was submitted in November
- PostWildfire Riparian Restoration – ordered 15,000 natives plant with City of Albany SEP funds for interplantings in February/March planting season.
- Extension on Early-Detection & Rapid Response Project – activities can be done until September.
- Application submitted for MRVC Collaborative Partnership for Knotweed 2024 activities in early December.
- Master Service Agreement updated and signed by R Franco Restoration for activities through Dec 2025.
- One Tree Planted 2022 monitoring report was completed. Requirement for this funding is one photo per 2 acres.
  - Had to contact landowners who had plantings occur in Winter of 2022; and took over 200 photos (2 days worth of time and driving) to complete this report.

### **Collaborative Planning & Partnership**

- South Santiam WC and I continue to meet with Marie every week to identify projects, outline tasks, event planning and grant writing
- City of Salem Annual Basin Summit Planning Meetings are occurring for a spring Basin Summit date
  - Collaboration with City of Salem's Drinking Water, and Natural Resources Divisions, Santiam Water Control District, GSI Solution, Barney & Worth
  - The summit will include presentations relating to legislative and water management, science in the basin, who is new in the basin, and large-scale projects/project updates.
- City of Albany – Letter for Support and Capacity Funding was sent
- Drought Contingency Planning
- Marion SWCD

- Partners Capacity Funding Opportunity, drafted application for submission
  - Partners Project – coordinating with South Santiam WC for another Plan For Your Land stakeholder engagement effort
  - Site Visit tomorrow with Urban Conservation Planner for sites along Mill Creek; landowners are looking for assistance in bank stabilization and riparian restoration
- Project Planning with Marion County Environmental Service, specific to right-of-way EDRR surveying, event planning and treatments for summer of 2024.
- Partners of the North Santiam – review of monitoring framework, comments submitted and reviews by OWEB Project Managers.
  - Multiple meetings with GSI Solution on review comments from OWEB Staff, and planning next steps for the framework, and the collaborative partnership
  - Discussion of FIP application for 2025
- USFS – Agreement Report for Council of Water Leaders due next month, most of this final report has been drafted
  - Discussions with USFS about application for Council Capacity & Support opportunity (\$5,000)
  - Drafted application, and meeting with Mark on Thursday this week.
  - Drinking Water Provider Partnership application submitted early January for continuing Council of Water Leaders stakeholder engagement
- Oregon Conservation & Recreation Fund, Oregon Zoo Foundation, and other funding sources for a John Neal Park Community Engagement and Riparian Enhancement Efforts
  - Marie and I Met with ODFW Fish Biologist and other staff
  - Met with City of Lyons, and Linn County Parks & Recreation
  - Have support from local neighbors adjacent to the park
  - Rafting outfitters has offered equipment rentals and time to help with community events such as weed pulls and trash pick-up
  - Building relationships with other organizations to help with ODFW strategies species enhancements (brush piles, weed management, plantings, etc).
  - Marie met with Vamanos Outside Executive Director, a Bend-based nonprofit that focuses on connecting, engaging and inspiring Latinx families & communities into the outdoors, and how we can look to engage more underrepresented communities in the basin-area.

### **Community Engagement**

- Partnership meeting with Resilient Headwaters & Destination Recreation for their Conceptual Planning efforts.
- Conceptual planning for trash cleanups, and NSWC sponsored trashbins (thank you, Kathy!).

- Some funding opportunities and partners have been identified. Outreach and partnership building is the next step.
- Event planning with Marion SCWD and Elderberry Farms to host a presentation by David Lewis about the tribal history of the Willamette Basin with focus of Salem and North Santiam Watershed. We're coordinating with Chemeketa for venue space.
  - March 26<sup>th</sup> or March 27<sup>th</sup>
  - Goal of this event is to raise awareness of native perspectives of conservation, and environmental history. With this coordination, we will have opportunities for general outreach of what each organization does, and resources provides for conservation and restoration.
  - Pudding River WC, South Santiam WC, and City of Salem have expressed interest in attending and tabling.

### **Organization Development**

- Meeting with Chemeketa Graphic Design Students for their final presentation and deliverables with Suzette.
  - Amy, Suzette and I worked to compile comments and review of all 8 students projects. Amy finalized the comments and an email was sent to Peter, with a selection of the top 4 students. The top 4 students were presented to the board, for final selection.
- NSWC Strategic Planning meeting
  - THANK YOU to Jan Irene for organizing and facilitating at Bird Haven
  - Next meeting for board members is slated for March.
- Updated Board Member Recruitment Document and posted online
- Website Maintenance – work in progress
  - Added board meeting documents to current, for all of 2023
  - Added partners logos that were not included on “Our Partners” page
  - Added annual reports and have posted them to the “Current News”
  - Added updated Board Member Interest document
- Met with a fish biologist who is interested in volunteering and sitting on as a technical advisor (TA)
  - What's the process for TA?
- Suzette and I met with Jennifer Mongolo in early January

### **Administration**

- Donations were received in December, and Thank you letters were mailed out

- Thank you letters needed
- Tax Preparation: 990 and Annual Reports. 2021 990 has been signed, fees have been paid and submitted to the State. Next one is the 2022 (for 2022-2023 FY) 990.
- Fiscal Admin – Ascension meetings and communications
  - Continual work in progress with Amy, myself and Ascension
- Quickbooks Online
  - Meeting with Ascension about 2023 documentation and workflow process. Still cleaning up (mostly double checking) 2022 files, and identifying missing information
    - Some data entry was mislabeled (ie office supplies categorized as cell phones)
  - Amy and I have met with Kurt from Pudding River WC on quickbook processes, operational and project budgets procedures.
    - Kurt has shared procedures, reports and other items
  - I've met with South Santiam WC about the same items, and learning different workflows for other WCs. Shannon shared reports as well.
  - Amy and I will continue to work on operating procedures and workflow processes, and create easier templates (timesheets, payroll allocation forms, check request forms) to minimize miscommunications between NSWC and Ascension.
- Caught up on all grant reporting except the final Annual Report (July 2022-June 2023). Working on final funds request for the 2021-2023 Council Capacity grant, and will get this done this week.
- Funds Request for OSWB Aquatic Invasive Grant (\$30k), MVRC Restoration Technical Assistance (\$10,100), 2023 Knotweed Collaborative Grant (~\$4100), Bear Branch Restoration & Plant Establishment (not done since 2021, \$55k)
- 1099s near complete