Minutes

# Lake County Umbrella Watershed Council Minutes

December 5, 2019

The meeting was called to order by Chairman Tom O’Leary at 2:20pm.

## In attendance

Marci Schreder, Colleen Withers, Tom O’Leary, Matt Withers, Roger Linton, Pete Talbott, Brandi Neider, Jack O’Leary, Autumn Larkins

## Approval of Minutes

 Matt moved to approve the minutes as read. Roger seconded the motion. Motion passed unanimously.

## Financial Reports/Discussion

Pete asked why the Council often shows a zero-dollar amount in the “Accounts Payable” category of the Balance Sheet. Colleen explained it may be the way she pays invoices and bills for the Council within the Quickbooks software. She does not “Enter Bills” as they arrive, but simply writes a check directly. Pete recommended that Colleen consult the Council’s contracted accountant (Don Liddycoat) about this practice. Colleen agreed to check in with him for guidance.

Matt moved to approve the financial reports as read. Roger seconded the motion. Motion passed unanimously.

Colleen asked the board for their thoughts regarding digital document signing. She, Autumn, and Brandi explained how this type of signing could drastically improve their efficiency in getting checks/documents signed quickly, thus getting contractors paid quickly. The current practice involves several emails and meeting with board members to sign checks and documents. The e-signing process would not change how many times a document is viewed. It would simply change the manner in which it is viewed and signed. The board approved e-signing exploration and encouraged the contracted staff to investigate and make the best decision.

## New LCUWC Business

Autumn discussed a recent experience she had with Obsidian Solar Company in North Lake County. The group approached her looking for a way to spend the company’s required mitigation money for a 10-acre project and a potentially larger project next year. Mitigation money is a great source of funding for projects and serves as secure match funding for other projects. The Council is consistently looking for more projects in North Lake County as well. Upon further investigation, Autumn learned that Obsidian Solar Company is currently involved in litigation and fighting their habitat mitigation requirements. Autumn invited an Obsidian representative to this Board Meeting, but hasn’t heard from the representative since (which could be largely due to the Holiday season). Regardless, the Board members agreed they did not want to commit to projects without sound partnership and secured funding. Until Obsidian Solar reaches a decision regarding its habitat mitigation requirements, the Board would like to pursue other projects and funding sources.

Colleen presented a general operating budget and the 2020 project schedule. With three contracted staff members, the Council will be able to spend some of its administration fees more frequently, especially since the projected administration fees for completed projects is over $173,000 in the upcoming year. The Board will continue to use administration money to pay for office rent, office internet, postage/supplies, and administrative time.

After reviewing the Council by-laws, Pete discussed changing a line in the document that refers to individual watershed councils. After the formation of the Umbrella Council, the individual councils no longer exist as their own separate entities. Pete also suggested we add Lakeview, Oregon under the “Membership Meetings” section of the document. When the document was created, the Board agreed to meet in Paisley. The standard practice in the last several years has been splitting meeting sites between Lakeview and Paisley.

Pete moved to accept the by-laws with these changes. Jack seconded the motion. Motion passed unanimously and Colleen will be responsible for updated the document.

After reviewing the Fiscal and Procurement policy, Pete suggested that we change the practice of a Board Member signing bank reconciliation statements from a monthly practice to a quarterly practice. He moved to accept the policy with this change. Jack seconded the motion. Motion passed unanimously.

Marci presented the professional contracts drafted for Colleen (Program Manager, Fiscal Administrator), Autumn (Project Manager, Uplands Coordinator), and Brandi (Project Manager, Stream and Riparian Coordinator.) She noted that she added the same liability clause to each contract, establishing a clear requirement for contracted staff to hold their own liability policy. Marci also explained how she drafted the three new contracts by appropriately delegating her former tasks and responsibilities among the three positions and per previous contracted staff meetings/conversations.

Roger moved to accept the 2020 professional contracts as read. Matt seconded the motion. The motion passed unanimously.

As the Council will surely seek the services of Marci Schreder and Natural Resource Innovations, the Council agreed to approach agreements and contracts just as they would with any contractor. Marci explained this is a great way to operate and she would be open to working with Council as a contractor at any time.

Matt moved to reappoint Board Members Jack O’Leary, Pete Talbott, and Roger Linton for another two-year term. Tom seconded the motion. Motion passed unanimously.

## Final Discussion

Brandi has been invited to serve on the Network of Oregon Watershed Council’s board for a two-year term. She would be traveling to Salem twice each year to participate. This is a Board Marci served on during her tenure with the LCUWC. Marci discussed the value of participating and explained it is a great way to represent Lake County and meet resources from other councils. The Board approved Brandi’s involvement if it is something she would like to participate in and can balance her commitments effectively.

Brandi also shared the 2020 CONNECT conference dates and location. The conference will be held April 14-16 in Sunriver. Colleen, Brandi, and Autumn plan to attend.

Roger asked Autumn about a contractor issue on a forest health project. Autumn explained a local contractor (Holgate Logging) has repeatedly missed project deadlines and has not responded to multiple phone calls. If this continues, the Board suggested that Autumn draft a diplomatic, professional letter to send as one last attempt to contact the contractor. If no response, the Board suggested Autumn draft another letter explaining the need for the Council to hire another contractor to complete the work.

Colleen asked the Board if they had any specific 2020 goals and expectations. The Board explained their expectations are being met. Autumn shared her goal of increased North Lake County project efforts and involvement.

The Board engaged in executive session from 3:42pm to 3:57pm.

The Board presented the contracted staff with annual money gifts: $1000 for Marci Schreder, $750 for Colleen Withers, $750 for Brandi Neider, and $350 for Autumn Larkins.

## Next Meeting

March 2019, unless otherwise necessary.

Meeting adjourned at 4:05pm.