Minutes

# Lake County Umbrella Watershed Council Minutes

April 3, 2019

The meeting was called to order by Chairman Tom O’Leary at 2:09pm.

## In attendance

Marci Schreder, Colleen Withers, Tom O’Leary, Matt Withers, Roger Linton, Pete Talbott, Brandi Neider, Maria Snodgrass (ODA) (John Taylor and Jack O’Leary not present)

## Approval of Minutes

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

## Financial Reports/Discussion

Pete asked about several transactions on the Profit and Loss statement. Colleen explained that she has just worked through all Quickbooks transactions and found several old entries that were causing the actual bank balance and the Quickbooks balance to not match. She explained that the reports in front of the board (Jan 1, 2019-to date Profit and Loss, Check Detail, Deposit Detail). Transactions Pete addressed included two “tax” payments. Pete questioned these payments since he understood as a Non-Profit organization, we do not pay taxes. Colleen explained that these payments were all due to Oster Professional Group filing the Council’s 2017 taxes so late. These were penalty fees enacted by the IRS. Colleen contacted OPG about these fees, and OPG admitted the penalties were at their organization’s fault and agreed to pay the fees. OPG also drafted a letter explaining this situation and asking for reimbursement. The US Treasury has reimbursed the Council for about $5400.00 of the $6000.00 penalty. Upon approval of the Board, Colleen will draft a check reimbursing OPG for the amount.

Colleen explained how Marci, Brandi, and she are tracking project budgets. They are using Dropbox software, and they all believe it has increased their efficiency immensely. Marci presented the Board with a Contracted Staff tracking sheet to show how she is tracking which funds pay for Brandi, Marci, and Colleen’s invoices.

Colleen explained the process she has undergone to hire a new accounting firm for the Council. After visiting with all firms in Lake County, new information has arisen regarding what the LCUWC accounting obligations are. After much research and consultation, Colleen has discovered the LCUWC is NOT required to undergo an annual audit. Several accountants even suggested the Council paying for anything more than filing a basic return and 1099 forms would be unnecessary. Colleen explained there are three levels of professional services, and it is completely at the Board’s discretion as to which path the Council takes. There is a Compilation, a Compilation with Disclosures, a Financial Review, and a Financial Audit. These services are listed from the least expensive to the most expensive, with an audit averaging $7,000-$10,000.

Colleen discussed that she would be comfortable in working with either Evans, Bartlett, and Higbe or Don Liddycoat, CPAs. She did recommend; however, that Liddycoat CPAs in permanently in Lakeview, while Evan’s Bartlett and Higbe are only in Lakeview partially. Out of pure convenience, it would be most logical to work with Don Liddycoat.

Marci explained that OWEB has established a program that may randomly select Oregon watershed councils to undergo financial audits. The Board discussed how we can be prepared for a random selection if we are not already undergoing an annual audit. The Board eventually determined we should hire accounting services at the basic level annually and look to more in-depth accounting services every three years in order to be prepared for a potential OWEB-initiated financial audit.

Pete moved to contract Don Liddycoat, CPA for the Council’s professional accounting services, with a note to potentially hire the firm to provide a Compilation with Disclosures in 2020. Matt seconded the motion. Motion passed unanimously.

Colleen discussed the recent OWEB fiscal training she and Brandi attended last week. She commended Marci’s hard work in establishing a relationship with OWEB and she and Brandi were proud to represent the Council at the training.

## New LCUWC Business

Marci explained that she has applied and been funded for a 2019-202 Council Capacity Grant. As part of the application, she decided to update the Action Plan. The Board reviewed and approved the Action Plan. The Action Plan is available to the public on the LCUWC’s website.

Pete asked about the nature of the recent meeting Brandi and Marci attended with the County Commissioners. Marci explained the meeting was productive and interesting as there are some controversial issues at the helm in Lake County. Two of which being the establishment of the new Biofuel plant and the proposal of a Wilderness Study boundary on a large part of Lake County lands. Marci led the Board in a discussion about the Biofuel plant and how it may affect Lake County landowners and the Council operations.

Marci distributed the 2019 LCUWC Project and Monitoring Schedule to the Board. Marci highlighted Cogswell Creek Fish Passage, Muddy Creek Restoration, Thomas Creek Fish Passage, Thomas Creek Forest Health, and Warner Basin FIP Projects. Marci also highlighted the Biochar workshop. As a result of the Forest Health projects, the LCUWC and partners are trying to determine what to do with the large amount of woody material available after such a large forest thinning project.

Brandi provided an update on the ongoing and upcoming small grant projects. She explained the Council was funded again for a small grant program and will be awarded in July.

Colleen provided a quick update regarding the North Lake Outdoor School. She, Marci, and Brandi will continue the program this year after not hosting last year. They are currently in the planning process and will update the Council as planning progresses.

Additionally, Colleen and Brandi presented the LCUWC website and several LCUWC brochures. Brandi designed elegant brochures for the Council staff and Board to distribute to interested parties. Colleen designed the website with digital versions of the brochures to create consistency and familiarity among readers and visitors. Both Colleen and Brandi explained the website and brochures are not concrete, and asked if the Board had any suggestions. The Board approved of all designs with a few spelling questions.

Maria Snodgrass of the ODA joined the meeting today and led the Board in a discussion regarding the ODA Water Quality Program. Maria explained there may be some partnership opportunities among the ODA, local SWCDs, and the Watershed Council as they relate to working with landowners and restoration. Maria asked the Board for any input after her presentation. The Board commended the ODA for their hard work and willingness to meet with landowners.

## Final Discussion

Marci asked if the Board would like to see a specific tour or workshop topic? The Board did not have any suggestions at the time, but promised to report a topic if they thought of one. Tom made a quick suggestion about a tour of the Chewaucan River area (a tour that has been done before), but a tour that he felt was effective. Colleen also suggested a tour of the Watson Creek Fire burn area. She feels it may resonate with visitors and directly relate to the Forest Health treatments the LCUWC is helping conduct.

## Next Meeting

June or July 2019, unless otherwise necessary.

Meeting adjourned at 4:38pm.