Minutes

# Lake County Umbrella Watershed Council Minutes

July 31, 2019

The meeting was called to order by Chairman Tom O’Leary at 3:11pm.

## In attendance

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

## Approval of Minutes

John moved to approve the minutes as read. Jack seconded the motion. Motion passed unanimously.

## Financial Reports/Discussion

Colleen provided the option of viewing financial reports on the Council’s Quickbooks account. She explained that there have been very few transactions since the last meeting and most financial detail will be covered under the New Business section of the Agenda so she did not print hard copies of financial reports. The Board agreed to move forward and ask questions if they arise.

Colleen discussed a phone call she had with a US Bank employee on July 20. The US Bank employee reported that Emma Villagrana, a former LCUWC Board Member, is still listed as a signer on the US Bank account. Colleen and any listed signer need to personally go into US Bank to get Emma’s name removed. Additionally, the US Bank employee reported that the Council’s US Money Market account is listed as inactive, leaving the funding in that account at risk for someone else’s use. In order to make the account active, a minimum $25 transaction needs to be initiated. Pete agreed to help Colleen conduct this business. She and Pete will communicate about a date and time in the near future.

Matt moved to remove Emma Villagrana’s name as a signer from the US Bank Money Market Account. Roger seconded the motion. Motion passed unanimously.

## New LCUWC Business

Marci reported that she was not selected for the position she applied for. As such, she does not foresee her leaving her position with Council as soon as she expected. She asked if the Council would approve her maintaining her current capacity. The Council and its contracted staff agreed the longer Marci is involved with the council, the smoother LCUWC succession will be.

Brandi distributed a Venn diagram of Contracted Staff responsibilities to demonstrate the ideas she, Marci, and Colleen have regarding the structure of the Council staff. Pete asked if Colleen’s workload would increase by 20-40 percent. Colleen explained that the work would be seasonally busy and most likely average out over time, so she was not concerned with some more responsibility.

Tom asked if Marci would (under her business name) entertain providing services and consultation for the Council even after she moves. Marci explained she would certainly be available to provide support to the Council and that would be of interest to her no matter where she resides.

Tom then asked if Autumn Larkins is still a potential candidate for a third Council Contracted Staff member. Marci distributed Autumn’s cover letter and resume for the Board’s review. Before the Board can consider contracting a third staff member, the Council asked to review the current budget to determine the feasibility and at which appropriate rate.

After reviewing budget forms, annual wages, etc., (and through discussion), the Board determined hiring a third staff member would be a suitable action to take. Funding is healthy and will remain so, even with up to four contracted staff members. Pete and John agreed to sit with Marci, Brandi, and the potential candidate, Autumn Larkins, for a formal interview. Date will be set for next week.

The Council engaged in an Executive Session at 4:30pm. The Council ended its Executive Session at 4:50pm.

Pete moved to raise Brandi Neider’s contracted rate from $25.00 to $30.00, effective for July billing and until otherwise changed. Matt seconded. Brandi has completed the six-month probationary period and the Council is pleased with Brandi’s performance.

John moved to (after conducting a formal interview and offering the position) offer Autumn Larkins $30.00 per hour after an interview and offering of the position. Jack seconded the motion. Motion passed unanimously.

## Final Discussion

Final discussion involved Marci asking the Board if any of them or if they knew of anyone who would be willing to meet with an LCRI student.

## Next Meeting

September 2019, unless otherwise necessary.

Meeting adjourned at 5:01pm.