Minutes

# Lake County Umbrella Watershed Council Minutes

October 14, 2019

The meeting was called to order by Chairman Tom O’Leary at 10:03am.

## In attendance

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

## Approval of Minutes

Marci introduced newly contracted staff member Autumn Larkins. Marci gave a brief explanation of meeting protocol and structure as well as a history of the Lake County Umbrella Watershed Council and the Oregon Watershed Enhancement Board. Matt moved to approve the minutes and financial reports as read. John seconded the motion. Pete asked why the Council still had transactions with Oster Professional Group, the Council’s former accounting firm. Motion passed unanimously.

## Financial Reports/Discussion

Colleen provided an update on the US Bank savings account and explained that she, Pete, and Autumn worked with US Bank to remove former Board Member Emma Villagrana from the account. US Bank asked if we would like to add a different signer to the account. Pete offered to be a signer on the account. Colleen explained Pete would need to present meeting minutes showing approval of this action.

John Taylor moved to add Pete Talbott to the US Bank Account as a check signer. Jack seconded the motion. Motion passed unanimously and Pete will work with US Bank to accomplish the task within the upcoming weeks.

Colleen and Marci showed the Board a new budget-tracking form that Marci created. Marci explained how the form works and Colleen expressed her excitement about the new tool. Colleen, Brandi, and Autumn will use Cloud technology to keep this form updated and shared on their computers.

Colleen asked for Board approval to meet with Don Liddycoat, the Council’s new accountant, and have him review the Quickbooks records with a critical eye. Colleen explained this will help her categorize the Council’s transactions more efficiently and help Mr. Liddycoat in preparing the Council’s end of year financials/taxes.

## New LCUWC Business

Marci asked Autumn to introduce herself and provide information about her background and potential goals with the Council. The Board took some time to get to know Autumn and everyone expressed their excitement to work with Autumn.

Marci updated the Council on her status as contracted staff. The Annual Gathering and Meeting will officially be her final meeting with the Council. She will spend the next months finalizing some tasks, updated and gathering documents, and essentially “tying up loose ends.” Marci expressed her confidence in Brandi, Autumn, and Colleen to carry on the legacy of the Watershed Council and its efforts.

Brandi asked the Council for its thoughts on a shared office space for the three contracted staff members. She has asked the Lake County Resources Initiative, who has empty office space in the Lakeview Marius Building, about the potential of renting an office space. She explained the pros and cons of this situation as well as the costs associated. She also expressed any office space would certainly streamline meetings, file storage, and more. Pete asked about the upfront cost of our own office in the Marius Building. Brandi reported this cost at around $550.00.

The Board asked the contracted staff members to conduct more research and make a decision based on their needs as staff. Pete moved to approve securing a private office for a six-month lease. Roger seconded the motion. Motion passed unanimously.

Marci also discussed Autumn will need some start-up supplies, furnished by the Council. The Council approved this. Brandi mentioned the staff members also purchased a PO Box as a central communication point for the Council.

Marci provided a Projects Update presentation for the Council. Projects highlighted include Muddy Creek Fish Passage, Thomas Creek Fish Passage, Thomas Creek & Tributaries TA, Warner Basin FIP, Deep Creek Town Diversion, Cottonwood Creek Fish Passage, Upper Chewaucan SIA. Brandi also shared information about the ongoing Forest Health Projects (North Warner Phase I and II and Thomas Creek Forest Health) as well as the Small Grant Projects.

New Business concluded with a presentation of the final video designed by Wahoo Films. The Board was excited to see the final product and commended the work of Wahoo and Marci for the project.

## Final Discussion

Colleen shared information about the contracted staff’s involvement with the Lakeview Outdoor School on October 10. She explained this event will most likely be added to the 2020 Council Education Plan.

Colleen also shared the Annual Gathering date, which is set for Thursday, December 5 at 10:00am. The location will be the Lakeview Elks Lodge. The Council’s annual meeting will take place immediately following. Troy Brandt of River Design Group will be the guest speaker, discussing desert fishes.

The Board reviewed, approved, and signed Autumn Larkins professional contract between she and the Council.

## Next Meeting

December 5, 2019, unless otherwise necessary.

Meeting adjourned at 12:16pm.