

Middle Fork Willamette Watershed Council  
Board of Directors Meeting

23 Jul 2008  
Lowell, OR  
6 PM

Present: Chip Weber, Don Hampton, Barbara Hazen, Chuck Davis, Chuck Spies, Eve Montanaro, Gregg Vollstedt, Chad Stuart, Cary Hart, Nancy Sawtelle, Marty Wilder, Wade Sims

All handouts with holes punched in them are for the BOD handbooks.

I. Agenda

Approved as posted.

II. Approval of the Minutes of the 25 Jun 2008 BOD Meeting

The minutes of the Jun 25 meeting were approved as emailed by consensus.

III. Announcements – Board Members

- Mr Hart said that on Aug 7 the Oregon Forest Resources Institute is sponsoring a tour on Guistina land on the Lost Creek drainage. If you are interested in attending contact either Mr Hart or OFRI.
- Mr Spies reminded the Board that MFWWC will be homeless after 4 Oct due to the arrival of the City's intern.
- Ms Sawtelle said that OR BLM is initiating a statewide EIS re: herbicides. 28 July is the last day for public comment,
- Mr Stuart said that he would summarize the Corps' biological EIS for the next meeting.
- Mr Weber said that the Buck Creek culvert project is finally moving forward. There has been a big turnover in the Forest Service's Mid Fork District due to moves and retirements. The Jim's Creek project has begun. The loggers and fallers are doing a great job. The Forest Service is doing a lot of tours of the Jim's Creek area.
- Mr Weber introduced Wade Sims who is a consultation biologist with the Forest Service.
- Mr Vollstedt said that he gave a tour to 120 blueberry growers from 35 different countries. They really appreciated our clean water, something not all of them have.
- Mr Spies said that the City of Lowell is having trouble with turbidity in its drinking water, which it gets from Dexter Reservoir. The reservoir changed biologically and chemically in a day.
- Mr Weber said that the Forest Service had to fish a jeep out of Fall Creek Reservoir. Mr Davis said that he hadn't heard about this which means that SUB's early warning system for incidents like this, which might affect Springfield's drinking water isn't working.
- Mr Davis is working on plant expansion. SUB has done 1 grab sample from the Mid Fork, which was clean of pollutants such as caffeine and endocrine disrupters.

#### IV. Executive Director's Update – Ms Montanaro

- 3 RFQs are out. There have been 9 applications for the water quality monitoring technician position. The hiring committee consists of Ms Montanaro, Mr Davis and a representative from both the Long Tom and Coast Fork watershed councils. Interviews will be scheduled for Aug 8th. Applications for the educator position are due on the 29<sup>th</sup>. Interviews will be held on the 12<sup>th</sup> and hiring committee is Ms Montanaro and 4 others from EO Committee. Applications for the Action Plan Development position are also due on the 29<sup>th</sup>. The hiring committee for this position is Johan from the Forest Service, Mr Weber, Jason Dedrick from City of Eugene and Ms Montanaro. Interviews will take place on the 12<sup>th</sup> or as planned.
- With regard to the office space situation: Oregon Parks will have a space most likely in Jul 2009. We would have to pay some rent. We still need a home for approx. 8 months.

#### V. Revisions and Risk Management – Mr Wilder

- Mr Wilder called our attention to Supplement B. The Board of Directors has Federal risk; it is covered at the state level. We also need to get a general liability policy because the insurance companies require one in order to get a Workman's Comp policy for Ms Montanaro. Finding a liability policy is a challenge. Mr Wilder recommends the Parkside Insurance company policy.

MOTION: The motion was made and seconded to buy our liability and workers' comp policies from Parkside Insurance as long as the final quote is not 10% greater than the original rate quotation. Passed unanimously.

- Fiscal Policy. The Fiscal policy was presented and revised. Mr Wilder took down the revisions.
  1. Page 3, section C: Change to read that the Treasurer will check the check register as part of his/her duties.
  2. Page 6, section B: Add the instruction that the blank checks and the credit card should be secured in a locked container when not in use.
  3. Page 5, section C. Add the wording to make the requirements for making electronic fund transfers the same as those for writing a check.
  4. Page 8 will need to be adjusted to reflect these revisions.

MOTION: The motion was made and seconded to accept the Fiscal Policy as amended tonight. Passed unanimously.

#### VI. Annual Operating Budget – Ms Montanaro

There are a few changes since the May Financial Committee meeting. The MFWWC received about \$30,500 for watershed education. The funds for the Buck Creek project are divided differently than they were originally posted due to the Forest Service's request. There was a question about the Retirement category. This is a benefit for Ms Montanaro. The suggestion was made to set the computer not to show the cents. At this point all the listed funds have been secured. There are 2 grants pending but they are not for this fiscal year.

MOTION: The motion was made to accept the annual operating budget. Passed unanimously.

VII. Employment Contract – Mr Davis

The holidays were corrected to add July 4<sup>th</sup>.

Q and A: Yes, an attorney has reviewed the contract and approved it. The salary will be adjusted by the receipt or non-receipt of funds.

The contract discussion \was tabled due to the time. A committee will review the contract and bring one for approval to the next meeting. Mr Davis and Mr Spies agreed to be on the committee.

VIII. Next Meeting

20 Aug 2008

Lowell, OR

6-8 PM

Meeting adjourned 8:15 PM.

Barbara Hazen

Secretary