

Middle Fork Willamette Watershed Council
Board of Directors Meeting

10 December 2008
Lowell, OR
6 PM

Present: Chip Weber, Barbara Hazen, Chuck Davis, Eve Montanaro, Gregg Vollstedt, Chad Stuart, Wade Sims, Pat Burns, Stephanie Schroeder

I. Welcome and Review of Agenda – Mr Davis

Agenda approved as written.

II. Approve Minutes of 29 Oct 2008 BOD Meeting Minutes – Mr Davis

Minutes appear to have been lost in electronic transit. Ms Hazen will forward them again to Ms Montanaro for distribution and we will take them up in Jan 09.

III. Board Member Announcements

- Mr Weber said that the culvert at Buck's Creek has been replaced. All that there is left to do on the project is repaving the road. A celebration is in order. The BOD said that they would be willing to celebrate in any season. Mr Weber said that he would poll the Forest Service employees involved and let us know some dates.
- Mr Stuart said that the Army Corps is monitoring the pulse releases this year. He will let us know at a later date what they find out.
- Mr Davis said that he has been working on monitoring the Mid Fork from Springfield to Dexter Dam. Ms Ferguson and some volunteers are helping with the project. They are looking for synthetic organic chemicals. The lab work is expensive. They were hoping for runoff but the first few rains soaked in instead of causing the river to rise and turbidity to increase. They finally got their true runoff samples just recently.
- Mr Weber said that he would email out an executive summary that he recently received about salmon and their survival.

IV. Council Operations and Update – Ms Montanaro

- Office: The State Parks Dept is remodeling their office in Lowell. They are considering the MFWWC in their floor plan but it won't be ready for a while. Ms Montanaro and Mr Wilder had hoped to find a place in Lowell but there is nothing available. They have found a place on 2nd Ave in Eugene that is available on a month to month basis. We will still have our BOD meetings in Lowell at the City Hall. The passage of our budget will permit Ms Montanaro to rent a place.
- Work Party: The work party is scheduled this Sat at 9:30 AM in Elijah Bristow State Park. We will meet in the parking lot just past the Lost Creek bridge. The weather forecast is for winter weather including snow. Call Ms Montanaro before you head out if you have concerns about the weather .
- Grant Proposal Update: Ms Montanaro will be taking time to devote to grant writing. The OWEB Council Support grant is a priority.

Bonneville Environmental Fund (BEF). Ms Montanaro put together a letter of interest that was the first step in applying for their grant. BEF requested an interview that will take place on Dec 19. The meeting is an opportunity to talk about components of the proposal and to get acquainted with the organization and our vision. They attended our Action Planning meeting Dec 10. The grant would provide 10 years of secure funding and support for things like surveying and monitoring. If we make the cut, the BOD would be involved in the next steps. BEF will select 2 watershed councils from the Willamette basin, give them a tech team and \$5K to help write the request for funding.

- Employee Positions:

1. Ms Montanaro has 1 position she would like to make an employee position as opposed to a contract position. The employee would manage the website, write the newsletter, manage the finances, develop a contract administration component and do a fund raising campaign to bring in more private donors. The BOD discussed finances, the cost to the watershed council, the benefits vs the cost and the vested interest of employees vs contractors. The funding will come from the management portion of the contract. If we brought Mr Wilder on in this position it would cost the watershed council and additional \$7400.
2. Project manager – Ms Montanaro needs someone at once to manage our contracts. The issues with both these positions appears to be budget. The BOD wanted more information about the pros and cons, the legal classification of personnel and the budget. We will have a fuller discussion in Jan. Ms Montanaro will look over the lists Mr Atkin gave us about contractor vs employee. She will email further details prior to the discussion.

V, Board Member and Officer Terms – Mr Davis

The BOD needs a nominating committee. Mr Davis and Mr Weber agreed to be on one. The officers are elected from within the BOD every year. Mr Davis announced that this would be his last year as president as he is taking on a bigger role with another non-profit. Board members who are up for re-election this year are: Ms Hazen, Ms Burns and Mr Davis. There are also 2 vacant positions to be filled. Ms Montanaro suggested having some questions to ask each interested party and some talking points to recruit people.

V. Executive Director Payroll Plan – Ms Montanaro

In Oct Ms Montanaro and Mr Wilder discovered that Ms Montanaro had been paid more than she should have been for several months. The accountant helped them identify the problem and create a plan of repayment.

Motion: A motion was made and seconded to approve the repayment plan. Passed unanimously.

The accountant also made a suggestion about a retirement plan. There is nothing available for 403(b) or single employee 401(k) for a non-profit. A SEP IRA is a viable option. Our agreement is that we will match whatever Ms Montanaro puts in. We would end up putting a 20% contribution aside, taking 10% of it from Ms Montanaro's salary. We will need BOD approval to reduce her salary by the amount of the 10% deduction.

Motion: Motion made and seconded to reduce Ms Montanaro's salary by 10% and invest that money in a SEP IRA for her. Passed unanimously.

VI. 2009 Projected and Proposed Budget – Finance Committee

The Finance Committee recommended the proposed budget as written to the BOD.

Motion: Motion made and seconded to pass the 2009 Budget. Passed unanimously.

VII. Discussion regarding proceeding now with an RFQ for the project manager.

Decided to wait until the BOD has decided employee vs contractor question.

VIII. Next Meeting

28 Jan 2009

Lowell, OR

6-8 PM

Meeting adjourned 8:15 PM.

Barbara Hazen

Secretary