

**North Santiam Watershed Council  
Meeting Minutes**

**Joint General Member and Steering Committee Meeting**

Location: Stayton Community Center; 400 Virginia Ave; Stayton, OR

Date: June 14, 2009

Time: 7:00 to 9:00 PM

**Attendance:**

Role Call for Quorum: John Caruso (Chair, Marion County Citizen), Bruce Rogers (City of Salem), Jon Tucker (Lower Sub-Basin) and Tom Fencil (Middle Sub-Basin). No Quorum.

General: Mike Kroon and Ronn Beven

Contractors: Elizabeth (Liz) Redon

**7:00 PM Steering Committee Meeting Called to Order**

***Public Comment and Announcements:***

***Approval of Minutes:*** No Quorum.

**7:15 PM Presentation: Fiscal Administration Services, Jennifer Held and Sarah Johnson, Cascade Pacific RC&D**

Liz Redon reviewed information presented at the previous meeting to provide introduction to fiscal administration services. She started with a discussion on the actual cost of fiscal administration. Cascade Pacific charges 10% on grant funding expended, not on local match. This 10% charge can be stretched across several years depending on the project. So the actual cost of fiscal admin from year to year is less than 10%. Fiscal admin for the last two years was as follows:

	<b>Fiscal Year 2007</b>	<b>Fiscal Year 2008</b>
<b>Project Expenses</b>	\$215,912	\$194,858
<b>Fiscal Admin</b>	\$14,374	\$16,269
<b>%</b>	6.7%	8.3%

Liz further explained that as the Council gets to the end of Fiscal Year 2008 in June, the percentage will go down since this is the time that the Council typically uses more local match, which does not have a fiscal charge.

Cascade Pacific RC&D services include the following:

- Accounting- Fund releases, check writing, tracking and reports.
- Audits- Requirement depends on federal dollars received, Cascade Pacific typically does them annually.
- Checks and Balances- Protocols, policies and liability coverage. For example, Cascade Pacific follows general accounting procedures.
- Contracts- Write them and facilitate legal review.
- Experience- Staff knows grantors, reporting and processes.
- Infrastructure- Files, software etc to keep records as required by grantors.

Other services:

- Donate online
- Outreach design review
- Liability- checklists, legal review, and picking up the statute idea (this is an example of how Cascade Pacific can help with larger issues that coordinator does not have time to do).
- Developing budgets and providing budget review
- Check on issues that require lawyer's input.
- Help with projects and money

Jennifer and Sarah provided an introduction of themselves and Cascade Pacific RC&D.

They went through question provided by Council members at the previous meeting.

1. How big are you—staff size, number of clients, budget size?—1 FTE and 3 part time staff in addition to the RC&D coordinator (which works on projects and not fiscal administration tasks). Cascade Pacific currently provides services to 5 watershed councils.
2. Why serve as fiscal sponsor?---Watershed council work serves the purpose and mission of Cascade Pacific.
3. Where does Cascade Pacific funding come from?---Originally Cascade Pacific was funded only by federal funds and now majority of funds are grants and fiscal service fees.
4. How do you spread risk/what are some checks and balances/policy and procedures, etc.?---Cascade Pacific has annual audits and follows general accounting procedures.
5. Do you have any licenses, certifications, etc.?---Staff brings skill sets including paralegal training, 25 years in accounting experience and completion of annual audits by a qualified external CPA.
6. What are some of your other projects?---Cascade Pacific has a variety of projects including wetland restoration, energy conservation with farmers and local food connection.
7. Would you increase your fees?---Fiscal administration fees have not changed in over 10 years and are not likely to change since OWEB caps fiscal administration at 10%.
8. What happens if the organization can no longer provide the service, what kind of notice would there be?---Cascade Pacific would likely assist the council in finding a new sponsor with appropriate skills.

### **7:30 PM Discussion: Contracting Policy**

Liz Redon explained that she is starting to build an operations manual to outline policies on various procedures such as filling steering positions and project proposals. She is trying to put these together in one place to make these protocols more clear. Since the Council has more projects starting, the council should have a policy on when to bid and when to allow qualified landowners complete the work. Members discussed various options and decided on the following criteria (to be approved at a later date when there is quorum):

- Bid is required for projects estimated at over \$25,000.
- Allow engineer/designer to talk with perspective contractors to evaluate abilities and make a recommendation to the Council. If the Council does not hire the recommended contractor, it should have clear justification.

- All contractors (including landowners wanting to complete projects) must be licensed with the state, have insurance and appropriate training.
- Landowners providing significant match resulting in cost savings on grants will be given priority consideration.

**8:00 PM Progress Reports-**

**Projects:** Due to time limitation, Liz provided a quick summary of projects expected to be implemented during the in-water work period including Snake-Deford, Stout Creek and Greenwoods on Hatch side channel.

**8:50 PM Other Business –**

- None.

**9:00 PM Meeting Adjourned**