

**North Santiam Watershed Council
Meeting Minutes**

Joint General Member and Steering Committee Meeting

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

Date: May 14, 2009

Time: 7:00 to 9:00 PM

Attendance:

Role Call for Quorum: John Caruso (Chair, Marion County Citizen), Bill Sanderson (Economic), Bruce Rogers (City of Salem) and Tom Fencl (Middle Sub-Basin). No Quorum.

General: Darren Cross, Bob Lusk, Mike Kroon, Nikki Hendricks and Scott Eden

Contractors: Elizabeth (Liz) Redon and Erika Lang

7:00 PM Steering Committee Meeting Called to Order

Public Comment and Announcements:

- Erika Lang announced the upcoming Ivy Pull on Stout Creek scheduled for May 16.
- Bill Sanderson announced that the next River Trips will occur on Saturday, June 6 from Fishermens Bend to Mehama and June 27 from Packsaddle to Fish Bend.

Approval of Minutes: No Quorum.

7:15 PM Discussion: Fiscal Administration Services

Liz Redon explained that Cascade Pacific had to reschedule the presentation due to illness. She had a discussion with one of the staff members to provide additional background on fiscal services. She and the financial officer determined the actual cost of fiscal administration since it is somewhat complicated. Cascade Pacific charges 10% on grant funding expended, not on local match. This 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:

	Fiscal Year 2007	Fiscal Year 2008
Project Expenses	\$215,912	\$194,858
Fiscal Admin	\$14,374	\$16,269
%	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.

The 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
- Help with projects and money

Liz invited members to think about questions for Cascade Pacific to answer at the next meeting. The following is a list of those questions:

1. How big are you—staff size, number of clients, budget size?
2. How do you spread risk/what are some checks and balances/policy and procedures, etc.?
3. Do you have any licenses, certifications, etc.?
4. What are some of your other projects?
5. Would you increase your fees?
6. What happens if the organization can no longer provide the service, what kind of notice would there be?

7:30 PM Discussion: Contracting

Liz Redon explained that Tom Fencil's project is scheduled for implementation Summer 2009. His son is interested in bidding on the project since he works as a contractor to do similar work. She explained that this commonly occurs with watershed councils since councils are a cross section of the community and in rural areas it is a matter of time until a member is related to a potential contractor. She explained that the Council might determine some policies and procedures to make decisions transparent. She asked if any members had concerns, members agreed they wanted to move forward with a policy.

7:30 PM Discussion: Bennett Dams, Bruce Rogers

Bruce Rogers explained that he did some investigating of boat ramps at the Upper and Lower Bennett Dams in response to previous complaints regarding the dams. He found there are some relatively easy retrofit opportunities that would make the boat slides safer and address these concerns. He passed around conceptual designs that City of Salem put together as an example, and explained there is a grant opportunity with ODFW to pay for the project. City of Salem is willing to provide final design as match. Bruce suggested selecting one of the dams for the June 17th deadline and then submitting another application in September for the other dam. Council members discussed the 2 dams and determined that since the Upper Bennett Dam is used more, it might be the better option to move forward first on. Bruce explained that he needed the Council to serve as applicant and some of Liz's time to help with the application. Members discussed how to

make decision without a quorum given the time sensitivity. Members decided to make a motion and second and Bruce would follow up with Larry Trosi regarding the project to get approval as a landowner and to make the quorum. Bruce motioned to submit grant application with ODFW for project on Upper Bennett Dam in June and second application in September for the lower Bennett Dam. John Caruso seconded.

8:00 PM Progress Reports-

Treasurer: Liz Redon explained that the Council Support results were available for the next biennium. She explained that the Council moved up in the merit categories, but given the economy there will be a \$10,000 cut. She explained that due to project grants, the Council has funding to make up for this cut. However, Operations discussed other options to save money, including moving the office to storage or a free space somewhere. Given that “staff” are contractors and are not really suppose to work at an office and the office is primarily a storage location, it might make sense to save the \$200 a month and put it to other uses. Liz asked if members had any concerns about looking into options. None were given.

BEF/MMT Model Watershed: Liz provided an update on the application process and announced that a technical team meeting is scheduled for June 1 to review the science side of the application. She will bring a full report on the proposal at the June meeting.

Projects:

Landowner Recruitment: Erika Lang explained that grants are secured for the next 2 years. The goal this time is to recruit 21 landowners across the region (which is 7 per basin). It is her hope to incorporate new components to the program including asking landowners to attend a council meeting to present their project, weed management crew for maintenance and recruit and walk landowners through the CREP process.

New Projects:

- USFS—Is planning projects in the Upper North Santiam and is planning to submit a grant application for the October OWEB Deadline.

Pending Proposed Projects:

- Cold Creek Update

8:50 PM Other Business –

- Stout Creek Plan- John Caruso gave a summary of the restoration report for this project. He recommended members to read the report because it is a well written plan, understandable, easy to use and provides a concise foundation to better understand the project and recommendations.

9:00 PM Meeting Adjourned