

Upper Nehalem Watershed Council

Meeting Minutes 2/27/2020

Call to Order

A meeting of the Upper Nehalem Watershed Council was held at the UNWC office on Thursday, February 27th and called to order by Wade Bullier. Attendees included: Wade Bullier, Brenda Lisle, Susan Schmidlin, Sye Laird, Jeff Walton, Jim Crawford, Corrie Aiuto, Maggie Peyton and Susan Spicer Pond. Absent: Rick Osborne and Tom Dee.

Public Comment

Sye Laird is no longer filling the role of Secretary/Scribe, and Corrie Aiuto will take notes for this meeting.

The Columbia County chapter of the Oregon Small Woodlands Association is having their annual picnic out Keasey road on the Laird property on July 18th. For more information go to the OSWA website for details.

Minutes

Sye Laird motioned to approve January minutes as presented, Wade Bullier seconds. All ayes, motion carries.

Reports

1. Results of the UNWC Board of Directors brainstorm meeting on Thursday, February 13th:
 - a. The UNWC Board of Directors want to implement a succession plan for the Executive Director. Timeline is malleable to accommodate Maggie's retirement plans and allow for a smooth transition and retention of institutional knowledge. Suggestions include creating a sample succession timeline and discussing alternative directorship models. Work also needs to be done to develop manuals for UNWC general operations, policies and procedures.
 - b. To assist in accomplishing the above tasks, the Board also wants to better understand the day-to-day staff work. They suggest a timesheet that captures data on how much time is spent on particular tasks. They simply don't know what staff does to keep the organization running and want to better understand necessary steps and tasks.

- c. They also want to capture data that highlights the accomplishments of Maggie and the UNWC. They suggest a monthly reporting sheet that highlights grant writing, partnerships and field work and keeps a running tally of trees planted and stream habitat opened/restored.
 - d. The final suggestion from the Board is to offer a grant writing presentation from someone other than Maggie to aid in their understanding of the process without adding more to Maggie's work load.
2. Maggie Executive Director Report: see meeting agenda.
- a. Corrie Aiuto discussed social media policy creation. She found a free PDF workbook developed specifically to help non-profits create a custom-fit social media policy. After presenting a hard copy of the workbook to the Board it is decided that they will spend a small portion of each board meeting working through the workbook with the goal of developing a social media policy that reflects the UNWC's values.
 - b. Corrie also gave an update on the upcoming tree planting events. She highlighted the work done by the Community Engagement Team to prepare for the events on March 7th and 14th at Vernonia Lake. Trees donated by Olympic Resource Management will be planted in the riparian area between the lake and the river. Marketing and outreach are nearly complete and include info sent to the local homeschool community, the SOLVE website, Intel employees, the Columbia County Master Gardeners as well as traditional flyers, Facebook and website events, and newspaper ads. Jeff and Sye agree to be group leaders on the 7th with Jeff using his truck to haul tools and materials. Wade will be a team leader and bring his truck on the 14th. Jim can tentatively help as a group leader on the 14th and will know for sure on March 10th.
 - c. Maggie takes over from here, discussing long range planning and capacity building.
 - i. The Nehalem Strategic Action Plan final draft will be released this spring and it is all about building and protecting Coho habitat. This plan will put us in the right position to apply for the Focused Investment Partnership (FIP).
 - ii. The FIP application is due June 30th, 2020 and could award up to 12 million dollars over 3 biennium (6 years). The Department of Fish and Wildlife is supportive and partnerships include the Lower Nehalem Watershed Council and the Tillamook Estuary Partnership. Maggie will meet with Weyerhaeuser at their regional office and she will discuss with them as they are an essential partner. Olympic Resource Management is already working with the UNWC and would be a valuable partner in the FIP. This would begin in June or July 2021 and would offer a faster track to building capacity as it would require and fund more staff. The FIP would have a designated technical advisory team to review and fine-tune each project grant. OWEB wants a FIP in the Coho recovery area and that is us.

- d. The Strategic Action Plan needs to be updated to reflect completed projects.
 - e. The rest of Maggie's report shows that the Treasurer's training is going well, and all projects and reports are moving along.
- 3. Treasurer's Report: see handouts.
 - a. Susan Spicer Pond reports that the UNWC should think about an audit in the future. If the organization spends \$750,000 or more in federally funded grants then an audit must be performed. Such an audit would cost \$4,000-10,000. Last year the UNWC spent about \$600,000 in federal funds. To have an internal audit performed would be wise and can cost around \$4,900. The Board agrees to add this topic to the next agenda and think about strategies to fund either an external or internal audit, or both, should the need arise.

Unfinished Business

- 1. Fishhawk Lake Update: Maggie reports in Rick's absence. Approximately 30,000 individual fish were killed by the draining of the lake. Species included lamprey, steelhead, and salmon. The Fishhawk Lake community will have to fix the fish ladder among other issues and pay for attorney fees as the litigation unfolds.

New Business

- 1. Election of Officers
 - a. Nominations are as follows: Jeff Walton for Chair, Sye Laird for Vice-Chair, Jim Crawford for Treasurer. No nominations for Secretary/Scribe.
 - b. Voting: Wade Bullier motions to vote in all positions at the same time. Brenda Lisle seconds. All in favor with no nays. Thank you to our newly elected officers!

For the Good of the Order

- 1. The next meeting will be held on Thursday, March 26th at the UNWC office from 5:30 pm to 7:30 pm.

Adjournment

- 1. Meeting adjourned at 7:36 pm. Fare thee well!