

COAST FORK WILLAMETTE WATERSHED COUNCIL

BOARD OF DIRECTORS MEETING MINUTES

The Board of Directors met on September 3, 2009.

The meeting was held at the Old City Hall, Cottage Grove, Oregon.

The meeting was called by the Board of Directors.

The notice for the meeting was given more than two days in advance by phone or in person or more than seven days in advance in writing and mailed by first class mail.

The directors present for the meeting were Brian Forge, Cynthia Knight, Jim Mough, and Larry Weaver.

The other people present at the meeting were Pamela Reber and Kelsey Green.

A Quorum was present, as there were five directors on the Board and four of them were present at this meeting.

I REPORTS AND DISCUSSIONS

1. Round Robin:

- Cynthia: Two otters back from last year.
- Brian: Antonia Schwartz - Site visit on Mosby Collaborative Project.
- Jim: Catching up on Hill Creek.
- Larry: Hill Creek Meeting, interaction with Waster Master.
- Pam: Recent Cottage Grove Sentinel article on East Regional Park; OWEB awarded Councils additional funds; Kim Klein Fundraising seminar October 8th.

2. Report on Programs and Activities: A report was given and discussed regarding the Corporation's programs and activities.

- o East Regional Park discussed. Pat French Contractor. Discussion of how project is moving forward and shift to more straightforward contract document and language. Reviewed Project Timeline. Pam: to send board revised standardized contract forms for review. Board: to approve review contract sent and get back to Pam.
- o Hollyer: Meeting with Steve Smith & Pat French helped restart this project, will submit for funding through OWEB in October. Pat

French to provide tech support for grant.

- o Tech Committee Meeting: Moved to October 8th for purpose of tech committee ability to review grant application
 - o Interested landowner, Larry Jackson: Pam conducted a site visit with him on Papenfus Creek. Farm features 1,000 ft of creek that is very downcut, 15-35 ft riparian buffer. Landowner ready/beginning blackberry removal & interested in grants.
 - o Phase II: East Regional Park: Would benefit from increased hydrologic connection, looking into what this would entail.
3. Fiscal Management: A shift to reviewing financials quarterly as opposed to monthly was discussed.
 - o Quickbooks Update: Katie Owens, bookkeeper, Ann White, CPA, helped revise another component of Quickbooks.
 4. Meyer/BEF Proposal Discussion: The Meyer Memorial Trust/Bonneville Environmental Foundation Model Watershed Program Application was discussed.
 5. Tony Chapman: Staff did a site visit with this landowner who requested a letter for a land use change. It was discussed that the letter could only advocate for the conservation value of the land, not an actual designation. Staff to draft and run letter past board for approval.

II CORPORATE ACTIONS

1. Minutes to Previous Meeting: The following motion was made (Larry), seconded (Jim), and passed (all):

RESOLVED to adopt the minutes of the August, 6th 2009 meeting.

2. Board to review alternate contract form:
3. Quarterly versus Monthly review of budget: The Board discussed the frequency of financial reporting associated with new bookkeeping system.

RESOLVED that the Board will review financial statements quarterly as opposed to monthly.

4. BEF Grant Letter: RESOLVED that the board supports submitting a letter of interest to Bonneville Environmental Foundation's Model Watershed Program Round II.
5. Scheduling Next Meeting: The Board will meet at the regular monthly time

