

**Minutes of the meeting for the
South Fork John Day River Watershed Council**

The South Fork John Day River Watershed Council met on the 9th day of October 2018.

The meeting was called to order at 1:08 pm, by Joanne Keerins at the Izee Schoolhouse in Izee, Oregon.

In attendance for regular session:

Phil St. Clair	Joanne Keerins	Richard Nelson	Tessa Edelen, DEQ	Jeff Maben	Amy Stiner

Quorum was not present because there are currently 7 directors on the board and 3 were represented at this meeting.

I. Action Items

- a. September Meeting Minutes: Phil moved to approve as mailed, Richard 2nd, all present voted in favor. Electronic votes from M.T. Anderson, Scott Hess, and Amy Charette allowed the motion to pass.
- b. September Staff Time: Phil moved to approve the staff time as presented, Richard 2nd, all present voted in favor. Electronic votes from M.T. Anderson, Scott Hess, and Amy Charette allowed the motion to pass.
- c. Staff Reimbursement Requests: Phil moves to approve, Richard 2nd, all present voted in favor. Electronic votes from M.T. Anderson, Scott Hess, and Amy Charette allowed the motion to pass.
- d. Financial Institution: Directors discussed the Bank of Eastern Oregon Non-Profit Business Banking Account Service.
 - i. We will need to designate who we want to be on the account, my thoughts are Joanne, and Myself
 - ii. Once we open the account we will need to designate signing authority
 - iii. Those assigned to the account, I will need a copy of your driver’s license, front/back

Phil moved to approve opening the Non-Profit business account through Bank of Eastern Oregon, with Joanne Keerins and Amy Stiner to be on the account, Richard 2nd, all present voted in favor. Electronic votes from M.T. Anderson, Scott Hess, and Amy Charette allowed the motion to pass.

II. Agency Reports

- a. **Tessa Edelen, DEQ:** 319 grant updates; the EPA has changed the way Oregon can choose recipients of 319 grants, only basins with a TMDL will be eligible to receive 319 funds. SFJDWC does have a TMDL so would be eligible. They will hold a call for proposals in November. She will be contact for these grants. Funds coming available 1 year later. Amy asked what the priorities were going to be? She wasn’t sure yet. Phil asked if they will give higher priority to areas with a listed species? She wasn’t sure but stated that their focus is non-point source pollution.

III. Staff Report

- a. Project Updates: project progress can be found in the project inventory of the board packets
 - i. Todd Smith started on spring developments, Alder, St.Clair/IZ, and Rosebud
 - ii. Brad Browning is interested in starting the Buck and Pole fence for the Rosebud project
 - iii. Emigrant Creek Ranger District has scheduled to install the cattleguard for Izee Allotment on Latigo Ridge fence project for this Friday.
 - iv. Phil commented on the water condition leading to moss, and the overflow system on shared development, and that Todd and he are working on coming up with a solution to plugged overflows.
- b. Grant Reports:

- i. Elise submitted a Rocky Mtn Elk Foundation application for the Kee's property. Discussion was had regarding juniper marketing struggles and the need for additional funding.
 - ii. Amy is working with Grant SWCD to submit an OWEB application for the Keerins's Big Flat Watering System.
- c. Partnerships/Outreach/Education
 - i. Amy is participating in a test group for the new council capacity online applications
 - ii. OWEB has asked if Amy would be on a test group to evaluate their Council and District Capacity investments, to see where they could make changes, and help tell the story of why these investments are so critical. This would require about 10-15 hours of her time over the next 18 months. Directors were in favor and wanted to convey the importance of getting projects on the ground, and the need for Watershed Councils and SWCDs.

IV. Discussion

- a. Richard commented on the Chinook Salmon research and the benefit of the information
- b. Richard asked about the value to seek funding to hire a hydrologist and prioritize actions through the watershed. Amy commented on the request from MaryLou Welby to do the same thing. Amy will follow up and explore funding options.
- c. Joanne commented on the importance of bringing the BLM in, but needing to move forward even if they don't participate and being excited for the field trip on 10/10/2018.
- d. Amy asked Jeff Maben for tour stop ideas to look at upland issues, He offered to stop at Magic Lantern on the Rockpile Ranch, to see upland issues on BLM then onto private to see successes. We will then go to Cougar Gulch, and Deer Creek. Talked about trying to get the tour extended to Thursday to look at Upper South Fork. Looking at Pewee, Dry Pine, then Dry Soda. The BLM tour timing lines up well with the Keerins's allotment renewals, and Directors are hoping to see tide shift with BLM priorities and involvement in the watershed and partnership with the Council.
- e. SFJDWC standalone steps taken
 - i. Notified CPRCD
 - ii. Filed tax form 990-N
 - iii. Registered with the Charitable Activities Section of the Oregon Department of Justice
 - 1. Filed form CT-12
 - iv. Registered with the Data Universal Numbering System (DUNS), allows us to accept government funding
 - v. Set up our Online Grant Management System with OWEB
 - vi. Research into employee benefits options
- f. What's next:
 - i. Transfer OWEB grants into our name (after bank account established)
 - ii. Register with System of Award management (SAM), to receive grant awards from the federal government (after bank account established)
 - iii. Change grantee with Oregon Water Resource Department & Oregon Department of Education & Western Native Trout Initiative
 - iv. Fiscal Admin & Payroll Options
 - v. Employee benefits: Health Insurance, Dental, Retirement
 - vi. Personnel Policy: The Board reviewed a Draft Personnel Policy, very similar to the policy employees are currently under with Cascade Pacific RC&D. Directors need to decide on the employee benefits they would like to offer their employees.
 - vii. Fiscal Practices Policy: We will need to adopt a fiscal practice policy, and I will draft that up for the November meeting.

1. Quickbooks: \$30/mo + \$51/mo = \$81/mo or \$972/yr + my time – or – just \$30/month for financial tracking. (\$360/year)
 - a. Track income & expenses
 - b. Capture & organize receipts
 - c. Maximize tax deductions
 - d. Invoice & accept payments
 - e. Run basic reports
 - f. Send estimates
 - g. Track sales & sales tax
 - h. Manage bills
 - i. Track time
 - j. Track projects
 - k. Multiple users (up to 5)
 - l. Track inventory
 - m. Manage 1099 contractors
 - n. Full Service Payroll
 - i. Add \$49/month, + \$2/employee/month
2. CPRCD: \$8421/year (just from Council Support, not including project funds)
 - a. Fiscal Admin: \$1500/year + 10% of all income, currently ~\$11,843 just from Council Support
 - b. Payroll: 500/year/employee = \$1000/year
 - c. where we will see the difference is in our project administration. Currently about \$30,000 goes to CPRCD from project funds, making the amount that goes to them annually ~ \$38,000
3. Solutions:
 - a. Payroll without workers comp = 800-1200/yr, depending on # of employees
 - b. they provide a payroll summary at the end of each quarter
 - c. They take care of state, and federal tax withholdings
 - d. Can break out payroll by project
 - e. Direct deposit
 - f. Need official business Name, EIN, Bank info, and Board Member names
4. WSC:
 - a. Amy is waiting on a quote for Payroll services from WSC
 - b. Worker's Compensation: ~\$600/year (waiting for official quote)
 - c. Health Benefits = \$6,600/year (waiting on official quote)
 - i. \$550/mo based on Cascade Pacific's premiums
 - ii. This will change to about \$415/mo

Preferred Option	Cost/year
Quickbooks – fiscal	\$360
Solutions – payroll	\$800
WSC – worker's comp	\$600 – estimate
WSC – health benefits	\$6,600 – estimate this changes to about \$4980
WSC - Retirement	\$3,000 (if we match up to 3% of \$52,000/yr employee)
Total	\$11,360* this changes to \$9,740

*\$27,000 cost saving compared to Cascade Pacific

The Directors requested that Amy ask Elise if she can be covered under her husband's benefits. If we don't need to pay, why pay. Directors discussed whether it was necessary to offer benefits, when employees have the option under a spouse, or valid waiver. They also requested that Amy look at state law for employer benefits.

Directors liked the idea of using a local company, Solutions, for payroll services, but would like to see the comparison to services suggested by WSC insurance.

Directors discussed the personnel policy, Richard requested that we add an “at will” termination clause and will provide Amy with an example.

Amy will have more information regarding Personnel Policy, Health insurance benefits, and Payroll options at the November meeting.

Phil called the USFWS: partners for wildlife, Dirk Renner, and discussed funding availability for next year for South Fork John Day Watershed wildlife improvements, and off-stream water. Amy will follow up with Dirk.

Phil has also been talking to Hannah Grist, Malheur National Forest Geologist, about conducting a Geology field trip in the South Fork.

V. Coming Up

- a. October 10th, 2018: BLM tour
- b. October 18th, OWEB site tour for Big Flat Watering System
- c. JDBP Meeting, Condon, October 23rd
- d. BRAT meeting, October 24th
- e. Water Resource Commission Meeting, Salem, Nov. 15th-16th
- f. Amy paid time off: October 30th-Nov. 5th & Nov 21st – 26th & Dec 17th – Jan 3rd

VI. Joanne adjourned the meeting at 2:40 pm, Next meeting date: Tuesday November 13th 2018, due to Monday the 12th being Veterans Day.