



## **Tualatin River Watershed Council Meeting Minutes September 4, 2019**

### **Stakeholders Present**

Stephen Cruise	County Primary Representative, Washington County
Ashley Short	Environmental Organizations Primary Representative, Tualatin Riverkeepers
Alexis Cooley	Drinking Water Provider Primary Representative (shared position), City of Hillsboro Water Department
Ross Van Loo	Citizen-at-Large
Tom Nygren	Small Woodland Owners Primary Representative, Washington County Small Woodlands Association
Bob Baumgartner	Services Districts (Sewerage) Primary Representative, Clean Water Services
Victoria Saager	Citizen-at-Large
Lacey Townsend	Soil and Water Conservation District Primary Representative, Tualatin SWCD
Jon Pampush	Fisheries, Trout Unlimited
Jan Miller	Citizen-at-Large

### **Staff Present**

Scott McEwen	TRWC Executive Director
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### **Guests Present**

Kellyn Baez	Clean Water Services
Wade Peerman	Oregon Department of Environmental Quality, Tualatin Basin Coordinator
Tom Boon	Summer Creek HOA
Dianne Alves	Fresh Take Consulting

### **Welcome and Introductions**

Bob Baumgartner, Chair, opened the meeting at 7:00 pm and reviewed the agenda. Stakeholders, staff, and guests introduced themselves.

### **August 2019 TRWC Minutes**

Ross Van Loo moved to adopt the August minutes as amended. Tom Nygren seconded. **Adopted by consensus.**

### **Approval of banking authorization update**

Jan Miller has been working with Kelly Dawes (Director of Finance and Operations at Tualatin Soil and Water Conservation District) on improving the Council's accounting system. One item that needs to be complete is to update the banking authorization, which consists of five different motions. Once these minutes are approved in October, the bank can move forward with changes.

1. Alexis Cooley moved to remove April Olbrich and Jan Miller from all the Tualatin River Watershed Council Heritage bank accounts effective October 31, 2019. Ashley Short seconded. **Adopted by consensus.**
  
2. Stephen Cruise moved to add Scott McEwen as the administrator for the following Heritage bank accounts effective October 31, 2019:
  - Checking ending in #2886
  - Checking/Debit account ending in #8516
  - Money Market account ending in #0193Alexis Cooley seconded. **Adopted by consensus.**
  
3. Tom Nygren moved to authorize the following as check signers on all Tualatin River Watershed Council accounts effective October 31, 2019:
  - Scott McEwen
  - Bob Baumgartner
  - Rich Van Buskirk
  - Lacey TownsendAshley Short seconded. **Adopted by consensus.**
  
4. Jon Pampush moved to authorize Kelly Dawes to have online access to the Tualatin River Watershed Council Heritage bank accounts effective October 31, 2019. The access shall include:
  - Viewing of daily activity
  - Access to online statements
  - Ability to transfer money between these accounts:
    - Checking ending in #2886
    - Checking/Debit account ending in #8516
    - Money Market account ending in #0193Alexis Cooley seconded. **Adopted by consensus.**
  
5. Ashley Short moved to cancel all current debit cards and issue new debit cards to:
  - Scott McEwen
  - Rich Van BuskirkAlexis Cooley seconded. **Adopted by consensus.**

#### **Bylaws Committee update (Ashley Short)**

The Bylaws Committee reviewed the current TRWC Bylaws and have many suggested changes, which will be discussed in detail at the next steering committee meeting.

### **Other updates**

Alexis Cooley – Joint Water Commission and TRWC were awarded a Tualatin River Environmental Enhancement (TREE) grant by Tualatin Soil and Water Conservation District. The grant will provide funding to identify and characterize surface water impoundments in the source water protection area and identify methods to mitigate occurrences and effects of algal blooms caused by these impoundments.

Scott – Engaged with Robin’s Reach to do benthic macroinvertebrate surveys both pre- and post-project at the East Fork Dairy project site. Brian Kelley, videographer, will produce a video of the project.

### **September Board Training #1: Pitfalls to Avoid as a Board Member**

Dianne Alves (Fresh Take Consulting) provided training to the Council board on responsibilities of a Council member, including the 10 pitfalls to avoid.

- Pitfall #1 – not knowing your organization (not knowing what vision and mission really mean)
- Pitfall #2 – not evaluating the ED (look at accomplishments and goals)
- Pitfall #3 – having a big ego (instead come to table to work together and collaborate)
- Pitfall #4 – diving into operations and weeds (asking questions is OK)
- Pitfall #5 – arriving late to the party (be involved in a committee from the beginning, don’t wait until final vote to ask questions/clarification)
- Pitfall #6 – not asking questions (don’t leave the meeting unsatisfied)
- Pitfall #7 – not promoting your organization to others
- Pitfall #8 – still not promoting your work to others
- Pitfall #9 – you are just too busy (make time prior to meeting to prepare and review materials; if life changes and you are truly too busy, let group know and figure out a plan to get replaced on board)
- Pitfall #10 – conflict is bad (OK to disagree and discuss issues)

Dianne will return in October to talk about fundraising.

### **Financial transition update (Jan Miller)**

- closed FY19 books
- updated to new Quickbooks
- transferred all Quickbooks to TSWCD
- IRS 990 form 90% complete, will be reviewed by CPA
- OWEB final payment request is done
- Online payroll is up and running
- To do: transfer banking authority, indirect negotiation form, financial report on a monthly basis for the board

### **Public Comment**

Tom Boon – Tom is a board member of the Summer Creek HOA. He has a property near Summer Creek and wants to find out how to care for the property. Kellyn Baez will follow-up.

Stephen Cruise – Washington County received a report of tires in the Tualatin River near Rainbow Lane. Discussion followed about the appropriate organization to take care of this. DEQ offered to help. Bob suggested putting together a “who to call” spreadsheet. Kellyn mentioned the Urban Living Handbook project, which will hopefully address the “who to call” problem.

**Adjournment**

The meeting adjourned at 9:00 pm.

Respectfully submitted,

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Lacey Townsend  
Secretary

Minutes Approved by Council

October 2, 2019