

RUSSIAN RIVER WATERSHED COUNCIL
"To Protect and Restore the Russian River Watershed"

June 29, 2006

RRWC Officers:

To All Russian River Watershed Council Members and Interested Citizens:

Tim Buckner:
President

Our next Russian River Watershed Council (RRWC) meeting will be held on **Saturday, July 8, 2006 from 8:30 – 1:00 at Veteran's Memorial Hall in Cloverdale.** Please review the attached Draft Agenda.

Bob Rawson:
Vice-President

Scott Stegeman:
Secretary

The Financial Rules and Procedures Committee drafted the RRWC Non-Profit rules and financial procedures. At the June 28, 2006 Steering Committee, the members reviewed the Financial Procedures and Controls, June 26, 2006 and the August 24, 2005 Fiscal Policies and Procedures. Both are attached for RRWC members review.

Colleen Fernald/
Jim Nosera:
Co-Treasurers

The Sotoyome Resource Conservation District will present the final draft Russian River Watershed Directory which can be used as a guide and contact list for watershed restoration/protection entities in the watershed.

Dan Schurman, Laguna Foundation Executive Director and **Joe Honton**, Watershed Outreach and Data Manager will present on the ongoing education, planning and restoration programs and activities of the Laguna Foundation. The Foundation has just completed (but not yet published) a Restoration & Management Plan for the watershed. The presentation will be a "sneak preview" of the Plan as well as more detailed updates on the second year of the Foundation's Ludwigia Control Plan, the beginning of the Middle Reach Restoration Project, the establishment of a Laguna Learning Center on the site of the historic Stone Farm on Occidental Road, and the other outreach, community education, planning and research activities of the Foundation."

Dr. Andrew Collison, Philip Williams & Associates, will present a holistic approach to restoring and stabilizing the Napa River. Almost two centuries of land use change have caused the Napa River to become progressively incised, simplified and degraded. Although it remains a valuable resource, incision has disconnected the river from much of its floodplain and aquatic habitat, and has led to stream bank erosion problems that impact both landowners and the natural environment. Previous attempts to 'restore' the river have focused on the symptoms (bank erosion, loss of spawning habitat etc) and developed 'band-aid' solutions that often fail. The ongoing Rutherford reach restoration plan is attempting to tackle the underlying causes of channel degradation and develop a more sustainable solution. This presentation discusses why channel incision is such a problem and what can be done to tackle it on large systems such as the Napa and Russian Rivers.

Please plan to attend our next RRWC meeting! If you have questions, please request information by sending an email to steward@rrwc.net.

Sincerely,

The Steering Committee
Russian River Watershed Council
steward@rrwc.net

P.O. Box 3908, Santa Rosa, CA 95402
<http://www.rrwc.net>

RUSSIAN RIVER WATERSHED COUNCIL MEETING

steward@RRWC.net

www.rrwc.net

**Saturday, July 8, 2006
8:30AM –1:15PM**

**Veteran's Memorial Hall
205 West First Street, Cloverdale**

The mission of the Russian River Watershed Council is to protect, restore, and enhance the biological health of the Russian River and its watershed through a community-based process, which facilitates communication and collaboration among all interested parties.

DRAFT AGENDA

8:30	Refreshments and Coffee	
9:00	Draft July 8, 2006 RRWC Meeting Agenda	Approval
9:10	Draft May 13, 2006 RRWC Meeting Minutes	Approval
9:15	Agency Announcements	Discussion
9:20	Community Announcements	Discussion
9:30	Officer's Report	Discussion
10:00	Financial Procedures Guidelines (attached)	Review
10:30	Final Draft Russian River Directory Jennifer Jenkins and Rick Kaye	Presentation & Questions
11:00	BREAK	
11:20	Laguna Foundation Activities Dan Schurman and Joe Honton	Presentation & Questions
12:05	Rutherford DUST – Napa River Dr. Andrew Collison, Philip Williams & Associates	Presentation & Questions
12:50	Agenda Items for September 16, 2006 RRWC Meeting Presentation – Fish Friendly Farming	Discussion
1:00	Adjourn	

July 8, 2006 Meeting
Russian River Watershed Council

Veterans Memorial Building,
205 First St., Cloverdale
Business Meeting: 9:00 a.m.

Presentations start at 11:00 a.m.

**Dan Schurman Laguna Foundation
Executive Director and Joe Honton
Watershed Outreach and Data Manager**
*The Laguna Foundation draft Restoration &
Management Plan for the watershed “sneak
preview”. And updates on the Foundation’s
other activities.*

**Dr. Andrew Collison, Philip Williams &
Associates**
Avoiding a band-aid approach to river

DRAFT MEETING MINUTES
Russian River Watershed Council
May 13, 2006, Veteran's Memorial Hall, Cloverdale, California

Approve Agenda of May 13, 2006 – Action Item

Agenda approval – Ayes: 13, Nays: 0, Abstains: 0

Approve Minutes of March 20, 2006 – Action Item

Agenda approval – Ayes: 13, Nays: 0, Abstains: 1

Agency Announcements – Discussion

Karen Rippey, USACE, announced that the RRW WMP Technical Review Committee will meet on Thursday, May 18, 2006, 10:00-3:00 at the Windsor Library.

Officer Reports – Discussion

Presidents Report: Tim Buckner reported that he has exchanged calls with the Rose Foundation. Tim continues to work with the Mendocino County RCD to determine how to complete the Public Outreach contract. RRWC can provide technical oversight and coordination with RCD contract.

Treasurers Report: Bob Rawson presented for Colleen Fernald that the insurance bill needs to be paid immediately.

Secretary Report: Scott Stegeman reported that the RRWC Bylaws and articles of incorporation have been filed with the State Secretary of Recording Office and the Federal Tax Board. The functional Bylaws will not change our meeting process. Changes to the operation rules would be preferable to changing the Bylaws. Bylaws will be formalized within 6 months.

Formation of a Financial Procedures Committee – Action Item

Because of Scott's discussion of the RRWC Bylaws and the need for operation rules, Tim requested that the RRWC add an agenda item to form a Financial Procedures Committee (FPC). This change to the agenda was unanimous.

The FPC's role would create the operating rules to determine how and who would receive and spend RRWC funds. Jerome suggested that the rules be based on the policies and procedures identified in the Bylaws. Jim volunteered to help but lacked the experience in the process. Scott suggested that potential funders would need assurance on the how and who would manage the funds as part of an application. The RRWC operations would help to provide this insurance. Tim requested that the RRWC give the SC the authority to approve the rules and principles and to collect funds, if the opportunity arises. Scott amended Tim's suggestion to authorize the Steering Committee to collect the funds but waiting until the approval of the full RRWC before the funds are dispersed.

Motion: Authorize Jerome, Jim, Scott and Rusty to formulate the rules and principles for the RRWC and to seek funds if the opportunity arises.

Approval: 12 Nays: 0 Abstains: 0

Jerome will set up meeting of FPC.

Next Steps & July 8, 2006 Agenda Items – Discussion

Potential agenda items for July 8, 2006 RRWC meeting:

- Discussion of Public Outreach Contract
- FPC rules and procedures
- Potential presentation: Rutherford DUST, Laguna Foundation, Fish Friendly Farming

Russian River Watershed Council Fiscal Policies and Procedures

Drafted 8-24-2005

GENERAL ACCOUNTING PRACTICES

1. **Policy:** All accounting procedures will be conducted on a cost basis.
2. **Policy:** The accounting system will provide for the proper identification of receipts and expenditures as required for all reporting purposes, as well as by individual grants and contracts.
Procedure: Bookkeeping services shall be contracted for or otherwise designated to a qualified individual by the Treasurer in concurrence with the Steering Committee.
3. **Policy:** Disbursements to accounts payable are to be made in a timely fashion according to date due.
4. **Policy:** The monthly financial statements shall be reviewed by the Steering Committee.
5. **Policy:** Bank statements shall be reconciled on a monthly basis.
Procedure: Every month the bank statements shall be received unopened by the Treasurer directly from the bank, and shall review the contents promptly for any discrepancies.
Procedure: The Treasurer shall reconcile the bank statement, sign and date the reconciliation.
Procedure: The Treasurer shall receive the organization's bank statements on a monthly basis and review all enclosures. The Steering Committee reviews the reconciliation by the Treasurer, signs and dates as to the review.
6. **Policy:** The organization will strive to maintain a Reserve Fund in the amount equal to a six-month operating budget.

REVENUE COLLECTION

7. **Policy:** All receipts should be deposited in the bank, intact and on a timely basis.
Procedure: Receipts in excess of \$1,000 are deposited daily. Otherwise, all receipts are deposited once a week.
Procedure: At the time of receipt, all checks shall be restrictively endorsed with the Russian River Watershed Council check endorsement stamp indicating "for deposit only." Receipt of cash and check is recorded in the organization's checking account register. Each check is photocopied.
Procedure: Any revenue not deposited at the end of the day will be kept in a locked and secured place until the bank deposit shall be completed.
Procedure: The deposit receipt and copies of all checks deposited are to be stapled to an itemized sheet that lists each check amount and the project or fund credited. These shall be given to the bookkeeper. All receipts will be entered into the accounting system by the bookkeeper and reconciled to the deposits.
8. **Policy:** The Watershed Coordinator shall account for all cash receipts.
Procedure: Pre-numbered receipts should be issued for all money upon receipt if at all possible and duplicate receipt copy should be retained. Cash must be deposited into the organization's accounts in a timely manner.
Procedure: Whenever cash is collected, two designated individuals "whenever possible" will collect the money and account for it in the cash receipts log, particularly when it is not practicable to issue cash receipts.

Procedure: The Treasurer and Steering Committee should reconcile the cash receipts log and aggregate of the receipts issued monthly with the bank statements.

Donations

- 9. Policy:** Non-cash contributions in the form of facilities, materials and services that exceed the dollar amount of \$100.00 should be recorded as of “Non-cash Contributions.”
- 10. Policy:** All stock contributions, unless designated otherwise by the donor, will be sold. The cash will be deposited in the general operating account, unless otherwise specified by the donor.

DISBURSEMENTS

- 11. Policy:** The Treasurer is authorized to write the checks.
- Procedure:** The Watershed Coordinator writes the checks to be signed by those authorized to sign the checks.
- Procedure:** Should the Treasurer be unable to perform duties as the designated check writer, on the officers shall write checks until that role shall be replaced. A check writer may not also function as a check signer.
- Procedure:** Blank checks will be maintained by the Treasurer locked and secure place.
- 12. Policy:** All disbursements must be made by check, except for Petty Cash reimbursements.
- Procedure:** The Treasurer prepares Checks.
- Procedure:** Proper supporting documentation usually in the form of an invoice for payment, purchase order, or evidence of receipt for goods and services must accompany each Check Request presented to check signers. Check requests must be duly authorized (signed and dated) by the Treasurer.
- 13. Policy:** Checks may not be drawn as “cash.”

Check-signing

- 14. Policy:** Bank accounts shall be authorized annually by the Steering Committee.
- 15. Policy:** Only one authorized signature is required for amounts under \$500. Two authorized signatures are required for amounts in excess of \$500.
- 16. Policy:** A staff member may not be a single-signer on a check for which he/she is the payee.
- 17. Policy:** The President, Vice-President, Treasurer, and Secretary, are among those authorized to sign checks. Authorized check-signers may not number more than five.
- 18. Policy:** Under no circumstances will blank checks be pre-signed by any authorized signatory.

Petty Cash

- 19. Policy:** The Petty Cash Fund is maintained in the amount of \$100.00 and is solely administered by the Treasurer.
- Procedure:** Petty Cash is kept in a locked drawer at all times.
- Procedure:** Appropriate receipts are provided for reimbursement. The Treasurer approves the petty cash fund reimbursement with appropriate report and attached receipts.
- Procedure:** Periodic surprise counts are conducted by the Treasurer.
- Procedure:** Petty cash reimbursement will be limited to amounts not to exceed \$50. No payable account checks will be cashed out of the impress petty cash funds.

20. Policy: No loans are made to employees or members out of petty cash.

Purchasing

21. Policy: Expenditures over \$2,000 require submission of 3 quotes and justification for vendor choice to the Steering Committee for prior approval.

Procedure: Purchase orders and other invoices for payment shall be marked before disbursement to designated date received, project designation, approved by, check # and date.

22. Policy: No expenditure may be committed until funds are obligated to the RRWC.

Procedure: All multi-stage contracts should state work/amount contractor is authorized to bill and that the work/amount is contingent upon continuation of RRWC's funding.

Contracts

23. Policy: The Steering Committee shall establish who can sign contracts and at what level.

Procedure: The Treasurer is authorized to sign contracts up to \$2,000, with prior approval of the Steering Committee.

Procedure: The President is authorized to sign those contracts in excess of \$2,000 that have been approved by the Steering Committee.

Procedure: Should the President be unavailable or unable to sign, authorization to sign contracts may be conferred to another officer by a signed and dated letter.

Travel Expense Reimbursements

24. Policy: Staff travel expenses shall be pre-approved by the Steering Committee for reimbursement only with a completed Travel Expense Report and accompanying documentation with all expense items fully explained and expenditures itemized.

25. Policy: Mileage is reimbursed at the IRS allowed rate. Accommodation and meals is reimbursed on a cost basis up the allowable Federal rate for cities.

Insurance

26. Policy: The RRWC shall maintain General Liability and directors and Officers* Insurance policies that are paid on an annual basis. (*Application pending approval on nonprofit status.)

FIXED ASSETS

27. Policy: Fixed assets of the RRWC are under the control of the Steering Committee.

28. Policy: A detailed inventor list of all assets, capitalized and not capitalized, shall be locked and secured at all times.

Procedure: The inventory list of all assets notes cost, fixed asset number, and an adequate description for identification purposes including make, model number and serial number.

Procedure: A second list copy shall be maintained by the Treasurer.

Procedure: A yearly inventory of fixed assets will be taken to determine status, condition and location of fixed assets.

29. Policy: Assets of \$1,000 or greater in value, either non-cash contributions or purchase, with a useful life of at least three (3) years will be capitalized into fixed assets.

FINANCIAL PROCEDURES and CONTROLS

Drafted 6-26-2006

The Russian River Watershed Council (RRWC) operates according to the requirements of the Articles of Incorporation and other governing documents of the RRWC, as well as applicable provisions of California Code. These financial procedures and controls provide potential funders with a description of the RRWC steps to ensure funding is maintained and expended with accuracy and accountability.

The Steering Committee will manage all funds, securities, and other assets of the RRWC and work with foundations, local, State, and Federal agencies to identify new funds to fulfill the RRWC mission. The Treasurer will advise the RRWC and the Steering Committee on contracts, accounts, and financial records. The Treasurer will keep and maintain adequate and correct accounts of assets, liabilities, receipts, disbursements, gains and losses. Transfer of funds between RRWC accounts must be authorized by the Steering Committee.

Donation received by any Director, whether solicited or unsolicited, shall be immediately conveyed to the Treasurer. The Treasurer will provide a receipt to the donor. Any donation that is unrestricted or that is restricted but is consistent with arrangements or restrictions previously agreed to by the Steering Committee and/or Board of Directors shall be immediately deposited by the Treasurer. Any restricted contribution shall be retained by the Treasurer, who will immediately advise the Steering Committee of the restrictions upon the contribution. Deposit of such a check will only occur after acceptance of the restrictions by the Steering Committee and/or Board of Directors.

The Treasurer will receive and place funds in a general RRWC account or a project specific account as required by the donor or determined appropriate by the Steering Committee. A Steering Committee member will be specified as a co-signatory on each account consistent with the RRWC governing documents.

Disbursement shall be made by check as follows:

Checks for amounts under \$500 require one authorized signature:

Checks for amounts equal to or greater than \$500 require two authorized signatures.

Disbursements in conformance with the approved RRWC budget, consistent with the normal costs of operation and under the amount of \$500, may be made without board of director's approval. However, disbursements not in conformance with an approved budget, or \$500 or greater, must be first approved by the board of directors.