

Russian River Watershed Council
"To Protect and Restore the Russian River Watershed"

September 5, 2005

To All Russian River Watershed Council Members and Interested Citizens:

Our next Russian River Watershed Council (RRWC) meeting will be held on **Saturday, September 17, 2005 from 8:30am – 1:00pm at Veteran's Memorial Hall in Cloverdale**. Our meeting will start promptly at 9:00am, so please be on time.

The Russian River Watershed Council is currently undergoing an organizational development process. We have retained the outside help of Conservation Impact a consulting group specializing in capacity building with the conservation community, to help us determine the future strategic direction, organizational goals, mission, and structure of the Council.

Conservation Impact has spent the last month conducting telephone interviews to gather information about current knowledge and perceptions of RRWC and the watershed from several Council members and external stakeholders. The Steering Committee will then participate in an intensive workshop on September 10th where the analyzed interview results will be presented and provide the basis for a facilitated discussion on the future direction of the Council. A recommendation from the intensive workshop will be presented to the full Council for discussion and approval at this Council meeting.

This Council meeting will shape the future strategic direction of the RRWC and is an important meeting for all current RRWC members to attend.

In order to save funding, the RRWC is moving towards distributing this meeting packet as an electronic file format such as Adobe Acrobat PDF. If you are unable to receive e-mail and would like to continue receiving a mailed copy, we ask that you send a written request to Russian River Watershed Council, PO Box 3908, Santa Rosa, CA 95402 and please include your name and mailing address. Meeting packets and minutes are also posted online at www.RRWC.net

Please plan to attend our next RRWC meeting! Please contact our Watershed Coordinator at steward@rrwc.net, if you have any questions.

Sincerely,

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

Russian River Watershed Council Meeting

Saturday, September 17th, 2005

8:30AM –1:00PM

Cloverdale Veteran's Memorial Hall, Cloverdale, CA

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.

8:30-9:00	Refreshments and Sign-in	
TENTATIVE AGENDA		
9:00-9:05	Approve Agenda for September 17, 2005	ACTION ITEM
9:05-9:10	Approve Minutes of July 9, 2005	ACTION ITEM
9:10-9:25	Agency Announcements	<i>DISCUSSION</i>
9:25-9:40	Work Group Announcements & Steering Committee Report	<i>DISCUSSION</i>
9:40-9:55	Other Announcements	<i>DISCUSSION</i>
9:55-10:20	Coordinator's Report <ul style="list-style-type: none"> • Watershed Stewardship Celebration Event Update • Organizational Development Grant Update • Appoint Review Committee for Current Grants • New RRWC Brochures 	ACTION ITEM
10:20-10:30	<i>Break</i>	
10:30-11:15	RRWC Organizational Direction Recommendation Leni Wilsmann, Conservation Impact	<i>PRESENTATION</i>
11:15-12:15	Facilitated Discussion of Proposed Organizational Direction Leni Wilsmann, Conservation Impact	<i>DISCUSSION</i>
12:15-12:25	<i>Break</i>	
12:25-12:40	Vote on Organizational Direction Recommendation	ACTION ITEM
12:40-1:00	Next Steps & November Agenda Items	<i>DISCUSSION</i>
1:00	Adjourn	

Meeting packet also posted at: www.rrwc.net

Meeting facilitated by: Jody Hymes, RRWC Secretary/Treasurer

DRAFT MEETING MINUTES
Russian River Watershed Council
July 9, 2005, Veteran's Memorial Hall, Cloverdale, California

A total of 9 voting members were needed to make a quorum and 18 voting members were in attendance at the start of the meeting. Quorum equals 40% of voting member attendance at the last three meetings + 1. Total meeting attendance was 25.

Approve Agenda of July 9, 2005 - ACTION ITEM

Agenda approved – 12 ayes, 0 nays, 0 abstentions

Approve Minutes of May 14, 2005 - ACTION ITEM

Minutes approved – 13 ayes, 0 nays, 0 abstentions

Agency Announcements - DISCUSSION

Derek Acomb – Dept. of Fish and Game, Coho Recovery Program has been successful with producing approximately 6,000 fish and releasing the first ever spring release and a second release scheduled for the fall.

Karen Rippey – Army Corps, the Watershed Management Plan Technical Advisory Committee meet twice over the last month to clarify the Scope of Work for the baseline watershed assessment with the consultant hired to do the work and approve the study plan.

Workgroup Announcements – DISCUSSION

Jody Hymes – Newly designated Resource Development Workgroup chaired by Jody is focused on procuring resources to support the activities of the Council needs volunteers. Contact Jody at jodyhymes@comcast.net or (707) 823-9170 if you are interested in participating.

Tara Athan - Interested in chairing an invasive species workgroup if there is enough interest to establish a new workgroup. Contact Tara at Tara_Athan@safe-mail.net if you are interested in participating.

Other Announcements – DISCUSSION

Bob Rawson – Looking for information and resources on fresh water mollusks in the bay area. Contact Bob at ivs@sonic.net if you have information on this topic.

Colleen Fernald – Source Point for Pollution: Cigarette & Cigar Litter, a personal campaign to initiate a nationwide crackdown on cigarette litter.

Ken Wikle – The Low-Flow Committee of the Russian River Chamber of Commerce has reorganized into a public benefit corporation called Russian River Advocates (RRA) and is a new member of the RRWC.

Michelle LeBeau – The river cleanup from Cloverdale to Jenner is September 24th. Contact Bob Clemens at (707) 887-2303 if you are interested in participating in the cleanup.

Brian Hines – Russian River Fest is Sunday September 18, 2005 from 4-8pm at Burke's Canoes in Forestville.

Rose Foundation as Fiscal Sponsor – ACTION ITEM

Motion: Enter into a short-term fiscal sponsorship relationship with the Rose Foundation to handle incoming funds when appropriate.

Proposed By: Michelle LeBeau

Motion Approval: 14 ayes, 0 nays, 0 abstentions

Organizational Development Grant – ACTION ITEM

Motion: To pursue the organizational development grant offered by the Community Foundation of Sonoma County.

Proposed By: Michelle LeBeau

Motion Approval: 13 ayes, 0 nays, 1 abstention

Pursue Employer Identification Number (EIN) and Open Bank Account – ACTION ITEM

Motion: Pursue EIN and open a bank account in the name of the RRWC that meets the criteria, so we can receive funds donated to the Council.

Proposed By: Michelle LeBeau

Motion Approval: 17 ayes, 0 nays, 0 abstentions

Russian River Watershed Management Plan – Presentation by Dan Smith – DISCUSSION

Dan Smith, of the U.S. Army Engineering, Research and Development Center (ERDC) in Mississippi was hired by the Army Corps to conduct the baseline watershed assessment component of the Russian River Watershed Management Plan. Dan presented another project as an example of how they approach projects and how they may approach the assessment in the Russian River.

Election of Secretary – ACTION ITEM

Motion: Current Treasurer Jody Hymes will assume the roles of both Treasurer and Secretary for the remainder of 2005 or until the Secretary role is filled.

Proposed By: Jody Hymes

Motion Approval: 13 ayes, 0 nays, 0 abstentions

Steering Committee Recommendation on Nonprofit Incorporation – Jody Hymes – ACTION ITEM

Motion: A Nonprofit Incorporation Work Group be established to: 1) pursue further research on nonprofit watershed stewardship organizational models, 2) select the organizational structure most appropriate for the RRWC, 3) accordingly, draft bylaws for a 501c (3) organization, and 4) bring organizational structure and draft bylaws to the full council for approval.

Proposed By: Steering Committee

Motion Approval: 13 ayes, 2 nays, 0 abstentions

Next Steps & September Agenda items - DISCUSSION

Potential agenda items for September 10th meeting

- 1) Carry over the following action items:
 - a. Workgroup Revitalization
 - b. RRWC Meeting Structure
 - c. Community Outreach Presentations
- 2) Presentation by Bob Rawson on the Graton Community Project

Adjourned.

Draft minutes produced by Michelle LeBeau 7/12/2005

RRWC Fiscal Policies and Procedures

Recommended for Approval by:

Jody Hymes, Treasurer and Michelle LeBeau, Watershed Coordinator

Approved at: August 24, 2005 meeting of the Steering Committee

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 Watershed Coordinator in concurrence with the Treasurer.

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 Watershed Coordinator directly from the bank, and shall review the contents promptly for any discrepancies.

Procedure: The Watershed Coordinator 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 Treasurer reviews the reconciliation by the Watershed Coordinator, 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: The Watershed Coordinator will open mail containing checks and prepare the deposits.

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 or 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 Watershed Coordinator and Treasurer 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 Watershed Coordinator 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 Watershed Coordinator be unable to perform duties as the designated check writer, one of 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 Watershed Coordinator locked and secure place.

12. Policy: All disbursements must be made by check, except for Petty Cash reimbursements.

Procedure: the Watershed Coordinator 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 Watershed Coordinator.

13. Policy: Checks may not be drawn to “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 Watershed Coordinator.

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 paychecks or accounts 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.

Procedures: Purchase orders and other invoices for payment shall be marked before disbursement to designate 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 Watershed Coordinator is authorized to sign contracts up to \$2,000, with prior approval by 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 Council shall maintain General Liability and Directors and Officers* Insurance policies that are paid on an annual basis. (*Application pending approval of nonprofit status.)

FIXED ASSETS

27. Policy: Fixed assets of the Council are under the control of the Watershed Coordinator.

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

Procedure: The inventory list of 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 purchases, with a useful life of at least three (3) years will be capitalized into fixed assets.