



## FRIENDS OF TUALATIN RIVER NATIONAL WILDLIFE REFUGE

October 22, 2019 Board Meeting Minutes

Present: Bonnie Anderson, Dawn Carovano, Alan Christensen, Cheryl Hart, Tom Hartz, Michelle Miller, Sharon Miller, Mark Newell, Michelle Scholz, Irene Vlach.

Excused: Gary Fawver, Keith Mays, Peter Paquet, Willem Stoeller.

Staff: Eva Kristofik.

Guests: Rachel Dunham, Louie Olivares

We have a quorum.

I. Call to Order (6:50pm)

II. Approval of Agenda

Motion to approve the agenda:

1. Irene
2. Cheryl

Passed, with all in favor.

III. Consent Agenda

A. Approval of August Meeting Minutes

B. Financial Reports  
Reports were provided electronically.

C. Visitor Services Report  
Report was submitted electronically.

D. Photo Society Report  
Report was submitted electronically.

E. Restoration Report  
Report was submitted electronically.

Nathan's leave will be extended by 6 months. Natalie Balkam has accepted the position of Habitat Restoration Specialist for the next six months, the duration for which the position is funded.

F. Membership Committee Report  
Report was provided electronically.

Motion to approve the Consent Agenda:

1. Cheryl
2. Bonnie

Passed, with all in favor.

#### IV. New Business

A. Vote on Executive Committee Slate  
Michelle Miller, President-Elect  
Willem Stoeller, Treasurer  
Irene Vlach, Secretary

Discussion: should we not also elect the President for the current fiscal year and the Past President?

Motion to approve the amended slate, including all three Presidents: Elect, Current (Alan Christensen), and Past (Mark Newell):

1. Cheryl
2. Tom

Passed.

Recused: Alan, Mark, Michelle, Irene.

Anybody interested in becoming an Officer in the next fiscal year should contact the President, or the Nominating Committee, or any current board member.

B. Eva: Refuge Update: Safety Audit findings that apply to FOR Staff, Refuge Annual Work Plan Update, SOW Update

Regional safety audit: Friends employees are considered as contractors, and therefore are not covered by USFWS insurance when they drive a government vehicle. However, volunteers of the Friends are covered.

Bonnie researched options for car insurance for Borrowed Automobile Coverage. Our current policy would cover damages and liability to the victim, including medical

expenses. We are liable for damage staff does to government property. She is expecting quotes by end of the week. Currently staff is not allowed to drive government vehicles.

Eva reported that the audit was positive for all other issues. She noted that the bunkhouse is not covered by USFWS insurance either. FOR staff cannot live in the bunkhouse free of charge.

Annual work plan: Eva is currently working on it.

Scope of work: the staff are working with the regional office, specifically with Kim's supervisor, Brett, Chief of Visitor Services & Planning.

The FWS is working to address the questions posed by the Friends in the SOW (Statement of Work) for the Visitor Services Program Financial Aid Agreement. The next step will be to have the Friends form a subcommittee to work with Larry and Eva on the SOW. In the meanwhile, the Financial Agreement currently in place will cover us. They will get back to us in early 2020. Our questions challenged the Regional staff. They now are cognizant of the fact that we cannot sign a document submitted at the last moment.

C. Todd will be at the November meeting.

Bonnie reported that Eric Sage has accepted our offer to become the new Environmental Education Coordinator. Eric has been a naturalist volunteer with the Refuge since 2017 and comes with a well-rounded background in environmental education. Eric's first day will be November 12th. Eric will report to Todd McKinney (USFWS) and Tom Hartz (FOR). Eric was one of the 46 nation-wide applicants for the position.

USFWS received funding to expand parking to accommodate an additional 25-35 cars at TRNWR. Todd is working with Alex, in the Regional office.

D. Bonnie: Upcoming Planting Event Details, Nov. 2 Cultural Awareness; Nov. 9 Family Planting Day; Feb. 8: First Planting at Wapato Lake (invite CTRG to participate with Friends)

We have a flyer inviting the public to participate in the November 2 planting at 1P. We are looking for representatives from the indigenous community to participate in the planting. We will have 5,000 plants to be planted between Nov. 2 and Nov. 9. Ash Creek will plant any remaining plants.

We can welcome a maximum 60 volunteers. The planting will take place between 10am and 2pm.

November 9 will be an opportunity for families to participate in the planting. We will have children's activities in the Visitor Center. FOR will have full control over this day.

The first restoration planting at Wapato Lake NWR will take place on February 8th. Bonnie is working to pull the Friends (Board & Members) and the Confederated Tribes of Grand Ronde (Tribal Council and Members) together to highlight the cultural and conservation significance of this event.

E. Alan: DEI training Nov. 5 from 1-5PM or Nov. 23, 9AM-1PM

The goal of the training is to build a culture within the Board to make it welcoming to a diversity of people. Larry committed to finding additional funding for more sessions.

Invitations to attend the training were extended to Louie and Rachel.

F. Bonnie: Friends office update; OR Payroll Law, Revising HR Handbook in Mid-November

Andrew and Bonnie met with potential funders of our restoration efforts: Metro, PGE, Columbia Bank, among others. Eva and Bonnie will visit Building Bridges, a Moslem Education and Trust Building program.

Michelle M: can we advocate for the Metro Bond measure on the November ballot? We would benefit if this measure passes because Metro purchases land within the Refuge Complex boundaries, and Chehalem Ridge. We were reminded that lobbying is not allowed on public lands.

Alan is assisting Curt and Bonnie in preparation of a grant request for about \$150,000 from the Oregon Watershed Enhancement Board (OWEB) for the Chicken Creek restoration.

Bonnie will be going to a workshop on payroll laws. Among others, the topics will cover retirement and health care benefits. All our current employees are exempt, meaning they all are paid an hourly wage. Our budget allows for overtime pay.

HR handbook: Sharon, Bonnie and Alan form the HR committee. They will update the handbook after the workshop. Contact Bonnie if you are interested in joining the committee.

G. Unfinished Business

Advisory Committee: Cheryl reminded us that the Advisory Committee was set up when the Friends Partnership Agreement forbid us from having UDFWS staff on the Board. It

was also meant to be for past members who have term-limited off the board. It's an informal way of keeping interested people connected to the board.

Mark will draft an email to the Advisors to gage their interest in remaining on the Advisory Committee. He will also send them the August minutes.

Team building: Michelle S. reminded us that in the Mentoring process we learned that it is important to have fun together. She suggested we have a holiday potluck/sing-along. The Board encouraged her to start planning something.

#### H. Announcements

##### A. Other?

- A. Report Volunteer Hours to Bonnie.
- B. E-newsletter articles and deadline. Articles due!
- C. Next meeting: Nov. 26, 2019, 6:45pm. Please let Alan know if you will not be attending.
- D. The Board will not meet in December.

#### VIII. Adjourn (8:40)

Motion to adjourn:

1. Cheryl
2. Dawn

Passed with all in favor.