

JUNE Minutes
Tillamook Bay Watershed Council
June 24, 2025, Meeting 6:00 PM
Bay City Council Chambers
5525 B Street, Bay City, Oregon 97107

CALL TO ORDER: 6:02 PM

1. Welcome and Request to Sign Guest List 6:02 PM
2. Public Comments: None

ADMINISTRATIVE

3. Call for new member, Paul Levesque joining board. Melyssa motion, Joe T 2nd, board approved with consensus
4. Non-Agenda Items: None
5. Consideration of the minutes from May 27th, 2025. Paul motion, Haakon 2nd, board approved with consensus
6. Discussion Concerning comments from Strategic Action Plan Open House on June 2025.
Went well with low turnout. Need to find more ways to get community turnout
7. Discussion and consideration of the Proposed 10-year Strategic Action Plan for 2025-2035.
Move to agenda in July for approval. Show track changes in edits sent to board members
8. Discussion and consideration of the Proposed 10-year Organizational Improvement Plan for 2025-2035.
Move to approve in July meeting. Show track changes in edits sent to board members
9. Discussion and consideration of amendment to our personnel policy vacation section by adopting Tillamook Estuaries Partnership wording into TBWC employee handbook. Melyssa motion, Paul 2nd. board approved with consensus including a condition add language of TEP personnel policy, vacation to minutes. (see addendum A. for vacation policy language)
10. Update on Review and Discussion From Short Story Marketing for Developing a Marketing Plan and website updates.
Mission statement update and talk about what the marketing plan looks like, get a draft from them. Need to consider what the action verbs are for the councils mission. Adjust accordingly. 990 and CT12 on website. Site map generation for board members.
11. Presentation and Consideration of Monthly Financial Reports.
Nothing to note. Funding for W&S film fest being used. OWEB biennium ending July

12. Coordinator's Report,

Mike gave update, no comments from board. Projects in ODF land are advancing, not much opportunity, Mike will reach out to Eric Moberly again.

13. Discussion on recruiting new board members

Melyssa commented about timing, if during work hours would be more amenable for attendance. Some push back due to conflicts and private sector board member potential

14. Discussion on outreach events and Wild & Scenic Film festival.

Discussed after 11. Financial reports. Ticket pricing was discussed. Several members wanted to have festival as more of an outreach and affordable event. There was consensus on \$10 adult and \$5 kids ticket price for both days. Promote council on social media and website.

15. Council Member Concerns or Comments.

Steelhead spawning in tidal trask?

16. Public Comments: None

17. **ADJOURN: 7:17 PM**

Signed: _____

Chair

Date: _____

Signed: _____

Secretary

Date: _____

VACATION

TBWC recognizes the importance of rest, relaxation, and personal pursuits, and it encourages employees to maintain a healthy work/life balance. We understand that employees have diverse needs for time off work, and we have established this vacation policy to meet those needs.

All regular full-time and part-time employees are eligible for TBWC's vacation benefit. Vacation is accrued at the close of each pay period, and may be used as soon as it accrues. Vacation accruals are based on the number of hours an employee regularly works, and are prorated for employees who work less than 40 hours per week. Most full-time employees who work 40 hours per week accrue vacation time as follows:

<u>Years of Completed Service</u>	<u>Annual Vacation Awarded</u>
Upon hire	104 hours (8.67 hours per month)
Beginning 5 th year anniversary	128 hours (10.67 hours per month)
Beginning 10 th year anniversary	152 hours (12.67 hours per month)
Beginning 15 th year anniversary	172 hours (14.33 hours per month)
Beginning 20 th year anniversary	192 hours (16 hours per month)

Vacation accrual ceases when an employee is on an unpaid leave of absence or an absence covered with pay or insurance benefits from any third party outside of TBWC.

TBWC encourages employees to take time off and use their vacation pay. Because we recognize the importance of time away from work and we want employees to use their vacation to take time off, in most circumstances employees may not "cash out" and work through their vacation to receive extra pay, and employees may not accrue more than 320 hours of unused vacation at any given time. Once an employee reaches this limit, no further vacation will accrue until the employee has reduced their balance. However, in the event that an employee who has a balance of 320 hours of available vacation is unable to use their vacation due to the business needs of TBWC, the Executive Director may authorize the employee to cash out up to 40 hours of accrued vacation, one time per calendar year, in order to reduce their balance below 320 hours. This is intended to allow for employees to reduce their balance so that new vacation may accrue, and may not occur at the time of termination. Employees may not incur a vacation deficit or 'borrow' against a future accrual.

Your vacation balance is included on your paystub. All employees should check their paystubs to ensure that vacation is accruing properly and the balance is accurate. If you note any discrepancies, notify the Deputy Director or the Business Operations Manager immediately so the error may be corrected.

Vacation may be used in increments of no less than one-hour. Absent emergency circumstances, vacation must be scheduled and approved by your manager, the Executive Director, or the Deputy Director at least two weeks in advance. Approval for vacation or other discretionary time off will depend on the organization's work and staffing needs, and TBWC reserves the right to deny or reschedule requested time off if it would interfere with the operations.

Employees may also use vacation to cover time missed for illness or family/medical leave, after they have used accrued paid sick time.

Vacation pay is paid at the current hourly rate for the employee at the time the vacation is used. Paid vacation is not counted as “hours worked” when calculating overtime pay for work in excess of 40 hours in a workweek.

Upon separation from TBWC, a maximum of 80 hours of accrued, unused vacation will be paid out. Any accrued, unused vacation over and above 80 hours is forfeited at termination, regardless of the reason for separation.