

# Coast Fork Willamette Watershed Council Steering Committee

## Meeting Notes

December 7, 2006, 2006

**Facilitator: Mark Wilkening**

**Attendees: Diana Bus, Paul Boehner, Brian Forge, Deb Schmidt, Pam Reber, Alison Center, Allen Martin, Dustin Bengtson, Erik Moberly**

### **Round-Robin of Council Activities**

Deb, Dustin and Diana worked on a work prioritization and evaluation proposal for the Coordinator.

Garden Lake Project folks working on some unexpected snags in the project. Erik is working on a grant for materials for a Kiosk for Garden Lake.

Mark will be putting out agendas for the steering committee starting with this meeting.

Bill O'Sullivan is the new Upper Willamette area manager and Bill Hatton is the Siuslaw area manager.

The Army Corps is looking at developing school related programs

Alison has had scouts and middle school kids out at East Regional Park also had Audubon society.

### **Election of Steering Committee Leadership for 2007**

Following is the results of the election:

- Chair – Allen Martin
- Vice Chair – Brian Forge
- Treasurer – Alison Center

### **Coordinator Work Prioritization Proposal and FY07 Coordinator Evaluation Proposal**

The steering committee received the proposal as prework and came prepared to make recommendations for refining the proposals for decision and implementation.

Following are comments to consider in finalizing the proposals:

- Include in the process an opportunity to come back to the committee with revisions either thru e-mail or committee meetings.
- Include in the description of the process the need to look at opportunities to delegate work.
- Make the four categories under evaluation the standing 4 categories for prioritization.
- Make sure we are focusing on the work plan – proposals should be accomplishing items in the work plan.
- Clarify the difference between work plan and action plan
- Get refined proposal out two weeks in advance of the next meeting – Dustin will bring back for decision in January

### **Projects and Updates**

- *Garden Lake project* – see updated progress report that Erik e-mailed to folks

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- ***Kennedy Conservation corps*** is willing to start restoration work at sites. Pam is working on a small grant proposal to cover their costs to do projects. The Tech team will review the grant proposal and recommend for Chair's signature. Pam will e-mail the final to the Steering Committee.
- ***When projects are proposed***, the Steering Committee Chair requests the proposer to identify what work plan need the project satisfies.
- ***The Council Support Grant*** was sent in to Wendy Hudson for review. Pam will send out a complete copy to the Steering Committee. Pam will hand carry the final application next week.
- ***Posting Documents*** - Pam asked Don if he could post documents that are secure that we could access with a password. They will work to get this in place.
- ***Council Accounting*** - Pam has taken Quickbooks training, but still getting things on line. Treasurer, Chair and Coordinator will work to get accounting reports out.
- ***Steering Committee Vacancies*** -Diana requested all of us take some responsibility for finding folks to fill 3 vacant steering committee positions. Dustin will contact the City and Territorial seed. Deb contact Sheila Hale and Larry Weaver and go to LCC. Need to follow up at the next meeting.
- ***Fish Trap volunteers needed*** -Erik announced they would have a fish trap in Mosby Creek, where Plum Creek comes in. They put 119 Chinook salmon in Mosby Creek in September. Plan to operate from Christmas thru April/May. Needs volunteers to check Monday thru Friday. Erik will coordinate.
- ***Decision process in Charter*** – Dustin revised the charter to reflect the decision process agreed to previously as an interim process. A decision was made to incorporate this process into the charter. All members present supported this proposal.
- ***Pework and Agenda items*** -We agreed that agenda and prework for steering committee meeting will be out one week in advance of meetings. This means that agenda items need to be to Mark nine days in advance of the meeting.

#### **Agenda items for next meeting January 4, 2007**

- Need to start planning for next biennium.
- Treasurer update proposal at next meeting.
- Decision on work prioritization and evaluation criteria proposal
- Steering committee vacancies
- Council accounting
- Coordinator work priorities

Adjourn at 9 p.m.