

Coast Fork Willamette Watershed Council Steering Committee

Meeting Notes

January 4, 2007

Facilitator: Mark Wilkening

Attendees: Diana Bus, Paul Bohner, Brian Forge, Deb Schmidt, Pam Reber, Allen Martin, Don Loeffler, Jim Mough.

Guests: Larry Weaver, prospective Steering Committee member

Round-Robin of Council Activities

Don—He gave Pam a CD of minutes back from 2001 and invoices from 2 months; briefed committee on how to use server file system.

Jim—He will be back more now that his office furniture is moved into place.

Diana—Please sign thank you cards for outgoing Steering Committee members.

Brian—Worked on planting plan for Priory Farm project; Erik installed a fish trap in Hall creek—where he and Netti are checking it daily.

Alison—Wildlife tour with Kat, Erik and Pam at Garden Lake; researching accountants and new fiscal responsibilities.

Coordinator FY07 Coordinator Evaluation Proposal

- Amend Evaluation Criteria 2007 #4 to read: Insure business tasks, **monthly reports** and committee processes . . .
- Change in RED

Quarterly Work Prioritization Proposal Feedback

- Anticipated time should be refined from budgeted to actual expected when possible. Pam will work to improve this when a better understanding of time need evolves.
- Capital grant funding
- DEQ Grant funding
- BLM—Proposal discusses planning another half-day organizational work session with the Steering Committee as per Deb's suggestion. Allen suggests smaller work groups for getting things done rather than ½ day work session with everyone.
- Support Grant funding—Add Steering Committee time to WC Admin
 - Change Ed/Outreach to 30% Grants/Dev to 10%
 - Questions about Quarterly Work Plan to Diana Bus
 - Need agreement on format; Content of Quarterly Work proposal will change in an ongoing manner

Treasurer Proposal

- Alison got bid for \$100/month for financial statements Virgil with tracking per grants
- Allen, Alison, Don, Pam to schedule a time to meet to develop a budget & proposal or announcement to hire
- Committee agreement to hire an accountant for \$100/month

Coast Fork Willamette Watershed Council Steering Committee

Meeting Notes

January 4, 2007

Request for an advance for purchasing plants: much discussion

Alison—concerns about storing plants & getting up to speed as a Treasurer.

Brian--Purchase order process per project for tracking

- Finance committee formed
- Tabled to finance committee (Allen & Alison) for final decision

Briefing Paper for COUNCIL PROGRAMS of Work

(separate from Coordinator Work):

- Paul's suggestion: Discuss Council work at general public mtg
- May work for conveying council work to general public mtg
- Expand/revise with general council input

ELSWCD Annual meeting Saturday January 20th

Public Meeting in Cottage Grove is January 24th

- Content—mostly updates, a few Garden Lake pictures and updates
- Bigger GLake

Projects and Updates

- ***Garden Lake project*** – Request for Bid complete and out to contractors. Closing date of January 12, 2007 with announcements on January 24th at our public meeting.
- ***Kennedy Conservation corps*** will start restoration work soon at Priory Farm, Brian Forge & Netti Garner's property. 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*** - Don set up the website so the Coordinator can post documents online for committee access to reduce the need for emailing documents or keeping track of individual documents on private computers.
- ***Steering Committee Vacancies*** –As per the request that we extend invites to three new Steering Committee members, Deb contacted Sheila Hale and Larry Weaver. Dustin contacted Amanda Ferguson, Cottage Grove Planner, and Dave Cunningham, Kennedy Alternative School Greenhouse manager.

Coast Fork Willamette Watershed Council Steering Committee

Meeting Notes

January 4, 2007

- ***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.

Agenda items for next meeting February 1, 2007

- Need to start planning for next biennium.
- Steering committee vacancies, follow up

Decisions on:

- Proposal for budget; financial proposal; etc.
- Decision on work prioritization and evaluation criteria proposal

Deliverables:

- New Board Member packet needed!
- post Tracking sheet on online file system
- Treasurer/Coordinator will ensure a new form is made for use at Steering Committee meeting for volunteer time/mileage tracking

Adjourn at 9 p.m.