

# Coast Fork Willamette Watershed Council Steering Committee

## Meeting Notes

June 7, 2007

**Attendees: Diana Bus, Paul Boehner, Brian Forge, Deb Schmidt, Pam Reber, Allen Martin, Larry Weaver, Don Loeffler, Alison Center, Laurie Bernstein**

### **Check-In:**

Allen – Met with a CPA potential bookkeeping support and a lawyer on what we need to do should want to pursue non-profit status

Don - Reworked the home page on the website with Pam. Visit at coastfork.org

Larry – Check on Garden lake kiosk construction

Laurie – Wanted to share that the Coast Fork Watershed Council was mentioned three times in the Walama restoration newsletter.

Diana – Shared a brochure on fire resistant plants for home landscapes. Passed out forms for nominating sites for the Willamette Valley birding trail. Picked up trash at the SOLV event on Dorena Reservoir.

Brian – Row/Coast Fork River clean-up. Clean-up on Priory Farm. Work on the Kiosk for Garden Lake Park.

Deb - Row/Coast Fork River clean-up. Attended Ed/Outreach meeting.

### **Technical Discussion:**

Laurie Bernstein and Pam Reber reviewed the technical team's progress on projects. The Steering Committee gave feedback on the project recommendations & the following team process.

### ***Action Planning Decisions:***

(from excerpt of May 22<sup>nd</sup> Tech Committee notes—see end of minutes)

#### **Team Process:**

The Technical Committee approved the following (from 'Developing a Project 3.0' developed by Laurie & Pam):

1. **Form a project team** or inform Council of your intent to pursue & develop proposal with advising experts as needed.
2. **Decide on operating norms** that foster good communication internally & externally: Landowner, Technical Committee members, Steering Committee, Coordinator, and local experts from partner agencies.
3. **Report back to Technical Committee** (and thus Steering Committee) quarterly.
4. **Maintain a central document or file** on the project.
  - Erik made a template for this and sent it out to the team.
  - Allen suggested that the tech team revise to include:
    - Jurisdictional information for the property or the project including a list of agencies with jurisdiction, e.g. Corps, DSL, USFWS, County, City.
    - Legal description of property

# Coast Fork Willamette Watershed Council Steering Committee

## Meeting Notes

June 7, 2007

- Written permission from property owner (Landowner Agreement form, an OWEB document –plr)
- Written permission from tenant
- Permits Required

### Steering Committee Feedback:

Some of the Steering Committee members requested that the technical committee come back to the July meeting with their best shot at what project(s) they would like to move forward with for a fall grant submittal.

Suggestions also included: identifying landowners willingness to be open about their project in the present & future (and willingness to sign a Landowner Agreement Form);

### **Planning for the future with a Budget Increase:**

Tentatively have \$86K for the biennium.

Salary Coordinator = \$58K (29K/yr)

Operating = \$17,882

Risk = \$2,300

Fiscal Admin = \$7,818

Steering Committee agreed to support this distribution for the tentative allocation.

We need the budget group to assist Pam in developing a draft budget that looks at the whole picture.

### **Financial Report**

Allen is proposing to hire someone to come in and set up and update our books. No decision was made. This item will be brought forward to the July meeting.

Allen has done a lot of research on attaining non-profit status. He will bring this forward at the July meeting

Pam reviewed the May Financial report.

### **Agenda for next Steering Committee meeting July 12, 2007**

- Explore nonprofit status
- Bookkeeping support
- Tech group bring back proposal for projects to move forward on for grant development
- Speaker for the public meeting/Ideas for future meetings

### **Upcoming Meetings/Events**

Technical Committee Meeting June 20, 2007

Watershed Council Meeting June 27, 2007 Tour of Buford Park South Meadow

Restoration & Nursery 6:30 p.m. Meet at Mt. Pisgah main parking lot

# Coast Fork Willamette Watershed Council Steering Committee

## Meeting Notes

June 7, 2007

### *Appendix A: Action Planning Decisions*

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#### Technical Committee Project Recommendations:

The committee decision process included project choices and a voting process. The team was presented with 3 existing/funded projects and 6 potential projects to discuss and vote on (see 'Project Recommendations' document). All 9 were explained, and *potential* partners for each project were brainstormed and are listed below. Voting process consisted of each member allowed 4 dot votes to put on the most important projects; members were encouraged to put their name on projects that they plan to work on.

#### **Mosby Creek**

- 8 votes
- Brian & Alison & Erik & Doug
- Partners: Mosby Creek Stakeholder group, ODFW, Weyerhaeuser, BLM
- Stakeholder group has identified two co-chairs, Nolene Wheeler and Dian Missar and they will be scheduling a meeting soon (June/July 2007)
- As noted above, ODFW will be conducting a stream habitat survey and a snorkel survey of Mosby Creek this summer/fall.

#### **Hill Creek Fish Passage Improvement**

- 6 votes

# **Coast Fork Willamette Watershed Council Steering Committee**

## **Meeting Notes**

June 7, 2007

- Jim & Erik (Doug interested in helping with analysis)
- Partners: Creswell, ODFW, Water Resources (Water Master)

### **TMDL Implementation Planning**

- 3 votes
- Pamela Wright directly involved
- Partners: Creswell, Cottage Grove, LCOG, DEQ, other Councils, local stakeholders.

### **Garden Lake Park Riparian Restoration Project**

- 3 votes
- Erik & Pam & Ron Petitti are lead; Alison, Deb, Sheila Hale, Allen and Don have all been involved.
- Phase II will begin in the fall; summer goal is watering plants until irrigation system is installed and developing monitoring protocol.

### **Coast Fork Riparian Restoration**

- 3 votes
- Laurie (Allen interested)
- Partners: Creswell, Lane County Waste Mgmt, Friends of Buford Park, Mt Pisgah

### **Western Pond Turtle Restoration Alison**

- 3 votes
- Alison (Doug & Pam interested)
- Partners: Cottage Grove, USFS, BLM, State Parks, WPT Working Group, Lane County.
- Alison—sent comments into city to rezone the parks as parks, this will provoke Master Planning that will lead to turtle restoration planning; Willing to be a lead!

### **Camas Swale Wetland/Upland Prairie Enhancement**

- 2 votes
- Allen (lead) & Jim Mough
- Partners at Creswell wastewater outfall site: Creswell, landowner
- Partners in Camas Swale subbasin generally Creswell, Lane County Waste Management, Bowers mitigation bank, DLDC, Corps, the Nature Conservancy, Eugene (temp trading—future)
- Other discussion on this topic:
  - --This folds into Eugene temperature mitigation banks; Washington County, Clean Water Services, buys riparian credits.
  - --Allen may be working on Bowers project in a professional capacity

### **Floodplain Restoration Phase II**

- 2 votes

## Coast Fork Willamette Watershed Council Steering Committee

### Meeting Notes

June 7, 2007

- Laurie & Brian interested; Doug peripherally involved as Corps rep
- Partners: Army Corps, Middle Fork Watershed Council, Willamette RiverKeeper, Friends of Buford Park and Mt Pisgah, Lane County Waste Mgmt, landowners who attended Open House series last June.

#### **Monitoring Program**

- 1 vote
- Doug (to possibly integrate/develop current fish & habitat monitoring into a larger plan, e.g. sub-basin analysis, macroinvertebrate monitoring, etc.)
- Partners: DEQ, ODFW, Long Tom WC, Creswell, Cottage Grove, all agencies.

The tech committee did not include the education program, **Watershed Preservation Project** (working with 4 schools to do restoration along the Coast Fork) in this voting, but that it is an active program being led by Stephanie Schroeder with Walama Restoration with support of the Coast Fork Ed/Outreach committee.

#### **Appendix B: Coordinator Executive Summary:**

Upcoming Meetings:

June 19<sup>th</sup> 9am Salem—Willamette Coordinators Mtg/Habitat Roundtable with Willamette Riverkeeper—open to all restoration partners in the basin.

**June 20<sup>th</sup> 6:30p at office Technical Committee Meeting**

**June 27<sup>th</sup> 6:30p Public Mtg—Tour of Buford Park: South Meadow restoration & plant nursery with Chris Orsinger.**

**July 25<sup>th</sup> Next public meeting—nothing yet scheduled**

Program Updates by Funding Category/Quarterly Work Plan Outline:

#### **Support Grant**

##### **Administrative Duties**

Key volunteers: Alison Center & Allen Martin

Final receipts, invoicing and tracking for the 05-07 are getting in order, and after a meeting with a bookkeeping consultant, getting spreadsheets and some basic accounting system in order. Ongoing conversations with Allen & Alison about how to organize this part of the organization continue. Due to my being out of town, then being incapacitated by various factors, I have not been leading the financial planning with too much clarity but the pieces are starting to come together. Allen and I have been researching accountants and getting bids for out-of-house bookkeeping & set up. At the same time,

# Coast Fork Willamette Watershed Council Steering Committee

## Meeting Notes

June 7, 2007

Alison and I continue to discuss numbers and as Treasurer she is privy to my financial tracking of individual projects, including double-checking the reconciliation of the checkbook.

### **Council Partnerships**

The *Upper Willamette Small Grant team* has been the biggest recipient of my staff 'partner' time this quarter. I agreed to 'lead' the team until March 2008, partly a result of my willingness (based on necessity) to read the OARs (Oregon Administrative Rules) regarding how a small grant must be written. I will be coordinating the final report for the 05-07 biennium as well as facilitating decision-making about grants (mostly via email), scheduling quarterly meetings and getting the 07-09 team by-laws & priorities approved.

Additional time was spent reviewing the Creswell TMDL matrix for LCOG, but the contract should be moving forward within the next couple of weeks. LCOG did agree to reciprocate any in-kind time I spent in advance of a contractual agreement. More about this under the 'TMDL' project heading.

*Landowners that are interested in the small grant program* at this time include: Jan Ogsbury on Silk Creek, John George on Row River (Swanson Lane),

*Site visit needed* at the property of Stewart Shore who has 27 acres in Dorena with pasture, timberland, oak savannah. I am planning to contact Jodi Lemmer of McKenzie River Trust about this property, as well as Creswell Butte. Since oak/uplands projects are not on the top of the list for the next two years, I will be looking for organizations like MRT who we can partner with to take the lead on planning. Let me know if you know of additional oak experts (contractors or agencies) that we can recruit.

### **Education & Outreach**

Key volunteers: Doug Garletts

May 19<sup>th</sup> SOLV Clean up Event was successful with over 100 people registered. Over 25 people worked at the Harms Park site with the Corps (& BLM) with another 80 or more all over downtown Cottage Grove including the Row River trail, East Regional Park, the Willamette Greenway, Coiner Park and Trailhead park. Teresa Cowan was central to bringing together people from all organizations. This is our second year of working with Teresa and Tami from the Corps (and Tim Flowerday of the CG Chamber of Commerce—first year). The Council role this year was limited to two or three planning/logistics meetings, drafting the press release, taking photos day-of and making a few media contacts. Next year it will be VERY important to take advantage of the educational opportunity that this presents: having information table(s) at registration (done this year), at the BBQ and at all the recycling stations. Also important will be developing and establishing substantive watershed-related projects: planting wildflowers, clearing noxious weeds, or spray painting storm drains with 'Drains to Stream' stencils. The Council needs to have more volunteer presence next year. This could be our opportunity to have a 'watershed picnic' with a BIG turnout.

# Coast Fork Willamette Watershed Council Steering Committee

## Meeting Notes

June 7, 2007

June 2<sup>nd</sup> Willamette River Water Ouzels 2<sup>nd</sup> Annual Clean up Float is expecting 20+ people out on the water again this year. Once again, Doug is organizing the whole thing, bringing boats, equipment, and a safety-conscious plan! Logistics are under control and the float will be underway Saturday am!

The June public meeting is a Tour of the South Meadow Restoration & plant nursery at Buford Park with Friends of Buford Park ED Chris Orsinger—WEDNESDAY JUNE 27<sup>TH</sup> 6:30p meet at Mt Pisgah parking lot.

### **Garden Lake**

Key volunteers: Erik Moberly, Ron Petitti, Sheila Hale, Larry Weaver, Brian Forge, John Park, Alison Center, Deb Schmidt

Watering & maintenance of the Phase I plantings is being successfully completed by the City of Creswell in accordance with our agreement. In anticipation of a hot, dry summer, we will continue to monitor plant health & vigor along with the watering/maintenance schedule used by the City.

The snapping turtle (invasive species illegally released by Creswell staff into Garden Lake) issue brings forth the need to discuss vegetation & wildlife management in more depth with City staff, we are looking for resources/ideas for how to do this. ODFW will be trying to trap the turtle, but not until later in June.

Alison is planning to conduct some observational monitoring during this season, but will not be implementing a full monitoring program at this time. Log placement will not happen until later in the summer due to scheduling constraints, logs have been procured. The kiosk for Garden Lake is almost finished and will be installed soon.

The brochure for Garden Lake is complete.

There was no open house during the Youth Fishing Event, but there was a trail barking work party that saw 15 volunteers out in the rain, a bridge is being planned by volunteers in the Peninsula section of the park.

### **Action Planning (DEQ funds)**

Our current goal is to get 2 or 3 projects ready for the October 2007 restoration grant deadline. This will mean that projects need to be flushed out with project teams that move forward independently of the Technical Committee meeting time. Please see Technical Committee notes for project recommendations & Technical committee process.

Laurie and I will be finalizing the draft in the next few weeks. We will then ask for feedback and incorporate changes for the final version. We hope that it will serve to explain our priorities and guide our project choices for the next two years.

### **TMDL Implementation Planning (LCOG/DEQ 319 funds)**

Contract

## Coast Fork Willamette Watershed Council Steering Committee

### Meeting Notes

June 7, 2007

With several people out of town, things have been on hold, but I anticipate this contract with LCOG will be signed within the month and work will begin. My scope of work will include Creswell, Cottage Grove and likely Coburg. It looks like LCOG will deal with the fiscal management, but we may need to write an MOU directly with them.

#### Creswell

Creswell's TMDL implementation matrix is pretty well flushed out and includes CFWWC contributions. It was thought that they may go through the process first, but since Mark Shrives, City Manager just resigned, and they are having major problems with storm water, that may not be the case.

#### Cottage Grove

I sent a draft MOU to the City of Cottage Grove and Howard Schesser will be reviewing it within the coming weeks. I plan to do a tour of Cottage Grove with Amanda Ferguson to identify potential restoration/WQ improvement opportunities as well as plan to try to spend some time looking at the CG Development code. Master planning for East & North Regional Parks will be taking place this summer with Amanda's FOUR interns!

### **Floodplain Restoration**

On May 21<sup>st</sup>, I attended a grant awards ceremony with the Governor for our successful application to the Oregon Governor's Fund run by the National Fish & Wildlife Foundation. I wrote the grant (& pre-proposal) but we submitted the grant in the name of the Middle Fork Willamette WC, so they got the plaque! As Eve's submission to the OWEB Technical Assistance Landowner Recruitment program was also successful, we will be managing over \$70,000 in funds to complete our Landowner Recruitment & Restoration Design on one reach in each the Middle & Coast Fork!

Eve and I will begin planning in mid-July for how to proceed. The project may be delayed on the Middle Fork because focus on the confluence must wait until the negotiations with Wildish are complete. The focus reach in the Coast Fork may be the section adjacent to Camas Swale where there are numerous wetland, side channel (including revetments) & riparian restoration opportunities.

