

**Coast Fork Willamette Watershed Council  
Steering Committee Meeting Notes  
February 7, 2008**

**Attendees: Diana Bus, Larry Weaver, Paul Bohner, Deb Schmidt, Pam Reber, Allen Martin, Brian Forge, John Steele, and Alison Center.**

**Check-In:**

Deb – attended the Mosby Creek meeting, the council water quality mtg, and the Green Island planting for the McKenzie River Trust. She also attended a coordination meeting for the Kids in the Woods grant.

Allen has a meeting scheduled with the editor of the Creswell newspaper to look at her property for wetland restoration on Friday

Brian – Attended the Mosby Creek meeting. He’s doing planting and blackberry digging in the watershed. Working on the kiosk for East Regional Park – ready to place it.

Diana – Attended the council meeting on Water Quality

Larry – Planting and killing blackberries. Struggling with quick books – getting things together as the incoming treasurer

John – Curious about the steering committee. Thinks watershed council is timely and needed.

**Follow-up/debrief January Annual Meeting & Gaps Breakout  
Discussion/Clarification**

Steering committee job description is ready for implementation.

Gaps breakout discussion – Two products were decided upon by the committee.

**1) Planning and commitment calendar:** Allen would like to see a calendar that would be very simplistic and allow us to plan as far in advance as we know. Grants are the most important thing to track and do advanced planning. Put on web in the internal working site. Pam wants a little more input on how to populate the calendar. Allen will find a program that is simple to use. Deb offered to help populate – track planning and annual commitments picnic, evaluations, etc.

**2) Implementation/volunteer opportunities list** to be available to solicit volunteers to do work– Pam already has this lined out.

**Coordinator Executive Summary and Quarterly Work Proposal & Grant Approval**  
(Coordinator reports are included as Appendix A)  
Moved Garden Lake work party to Feb 15<sup>th</sup>.

Ogsbury small grant has been approved by the tech team – Steering Committee supports submittal

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Kids in the Woods application – Steering Committee supports the Watershed Council as a partner in this grant. This project serves to tie the education programs together.

Coast Fork pending small grant – students have been evaluating vegetation conditions, next they will clear invasive plants and plant natives. It's on City land and City supports.- Steering Committee supports pending technical committee review.

Mosby Creek Oregon 150 year OWEB grant on Chinook with Bob and Erik (Feb 25<sup>th</sup>) – is it the whole thing or only one piece, is Pam's work considered, will Bob and Erik do the entire application, still some questions to be answered and short time frame. The steering committee was unable to support without complete information.

For March Steering Committee meeting: Cinderella Park draft grant will be available for the February 19<sup>th</sup> tech team meeting and Mosby Creek landowner recruitment draft grant.

Down by the Riverside – May 17th

**Brief Update on Regional Issues:**

Regional funding group 'Willamette Habitat Roundtable' meetings happening – Councils and nonprofits working to get funds.

Support of the Network of Oregon Watershed Councils in their pledge drive – Steering Committee agreed to support the pledge drive.

**Financial Report and Budget Reauthorization**

Pam handed out a summary financial report

**Agenda for Next Steering Committee Meeting**

Budget Reauthorization  
Evaluation Comments  
Review Grants  
Finalize March meeting date

**Next Council meeting is February 27<sup>th</sup> – Sam Chan will be discussing Invasive Species at the Lane Community College main campus.**

**Coordinator evaluation Wrap Up**

The steering committee completed the Coordinator Evaluation for 2007. The chair will meet with the coordinator soon to discuss.

Adjourn at 9 p.m.

## Appendix A

### Coordinator Executive Summary

December 2007

#### Upcoming Events:

Jan 9<sup>th</sup> Deadline to comment on Dorena 401 certification

Jan 11<sup>th</sup> Deadline to comment on the BLM WOPR

Jan 12<sup>th</sup> Steering Committee Half-day Mtg 9am-1pm at CG Com Ctr

Jan 14<sup>th</sup> 9a-1p Cinderella Park Project Work Session with Laurie & Pam

Jan 15<sup>th</sup> 5pm Ed/Outreach Committee Mtg

Jan 15<sup>th</sup> 6:30p Tech Committee Mtg

Jan 21<sup>st</sup> MLK Holiday

Jan 23<sup>rd</sup> Public Meeting on Water Quality & TMDLs in CG 7pm

Tentative dates for Mosby Creek Stakeholders Mtg

#### Updates:

This month we developed timeline matrices for the next 6 months in both our Technical and Education/Outreach Committees. These have been identified as useful tools for identifying when resources are needed (people, maps, etc.) on a per project basis. I hope to develop a similar tool for the Steering committee in coming months.

Our Holiday Open House had a host of familiar faces from different projects—over 25 people attended.

The TMDL work is finishing up soon, except for a tree planting which we are setting up in Cottage Grove for February.

#### Program Updates by Funding Category/Quarterly Work Plan Outline:

### Support Grant

#### Administrative Duties

#### Committee coordination:

Technical Committee met Nov 6<sup>th</sup> and Dec 4<sup>th</sup> and two Ed/Outreach related meetings took place this month. The Ed/Outreach Committee met on Dec 4<sup>th</sup>

and a second Strategy/planning meeting took place November 20th. Notes available for all meetings listed.

Fiscal Agent:

- Allen Martin and I have worked closely this month to secure the transfer of all fiscal management responsibilities from ELSWCD to the McKenzie Watershed Alliance.
- Reports for the first quarter of the biennium (July-Sept 2007) will be available for review in advance of our Half-Day Work Session on January 12<sup>th</sup>.

Council Partnerships

At our Holiday Open House, we acknowledged our partners with a poster.

City of Cottage Grove—featured this news brief on their website Nov 30, 2007:

**Public Outreach**

Planning Technician, Jessica Duggan and Public Works Director, Jan Wellman attended the Coast Fork Willamette Watershed Council open house this week. The purpose of the open house was to give the Watershed Council an opportunity to showcase many of their projects to a wide variety of stakeholders. Jessica staffed the City's display, in regard to the East Regional Park, by answering questions and explaining our participation in this project. The City has partnered with the Watershed Council on several projects over the past few years and we appreciate the cooperative working relationship that has been developed. Coast Fork Watershed health and protection is of primary importance to the City because this Watershed is the source of our domestic water supply.

Southern Willamette TMDL Team—Next meeting Thurs Dec 6<sup>th</sup> 9am, not sure if I'll be attending.

Willamette Coordinators—Next meeting Dec 10<sup>th</sup> 9am in Salem—Along with Dana and Eve, I'll be presenting our work with cities involved with the TMDL implementation process.

Landowner Relationships:

Jan Ogsbury—Grant is in final stages of development and will go to the next Technical Committee meeting for approval.

Carol Och property—I followed up on this visit by providing grant materials to the tenant. He is supposed to get back to me about his conversations with the owner about approaching her neighbors. I have not heard back yet.

## Technical committee/Projects:

See meeting notes and matrix on projects for next 6 months. Notes forthcoming in a day or so.

Grants & Development: We have about 6-7 proposals underway for April 2008 deadline.

## Education & Outreach Committee:

Strategic Planning: Lots of progress has been made on this in the last month. The team that met separately from the committee pulled together a good draft of a strategic plan with clear objectives. We discussed how to facilitate Committee meetings and then I implemented those recommendations and things seem to be much more clear. We have a matrix timeline of the next 6 months of activities too.

Education/Outreach committee: Meeting notes coming soon—the focus of the meeting was planning our public meetings for the next few months.

Holiday Open House: Well attended

## Garden Lake

Walama Restoration Project has resumed work on the Central section. They are scheduled in for completing this section and Peninsula this winter.

I met with a representative from Lane Metro Youth Corps and will be scheduling them to begin work on the Hill Creek section.

Plants are ordered and other details worked out in anticipation of the Dec 8<sup>th</sup> Tree Planting.

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

Have been meeting with Cindy Thieman, Long Tom, extensively to put together a Water Quality monitoring proposal for the 319 program due Dec 17<sup>th</sup>.

## Cottage Grove

Returned comments on the Cottage Grove draft plan last month and met again with the planning team. Met with staff about the WQ monitoring grant and they are not willing to do monitoring within city limits all year, just during the summer with their special crew, but they are willing to financially contribute to another group doing it during the winter. We plan to do a Powerpoint TMDL water quality presentation in CG on January 23<sup>rd</sup> in advance of CG's adoption of this plan on January 18<sup>th</sup>.

## Creswell

Met with staff about the WQ monitoring grant and they are willing to do monitoring within city limits. Shared the TMDL Powerpoint with their planner, Denise Walters, in preparation for their plan adoption.

## Floodplain Restoration

Had a great meeting (thanks to Sheila Hale and Larry Weaver) with a lower Coast Fork landowner. Will be sending out a mailing to that area next week or so.

Eve and I will be revising our strategy for Phase II of this project, developing a budget, and beginning to meet with the Corps to foster their technical contribution.

Our timeline is as such:

Late 2007: Send general riparian mailer to Coast Fork landowners in/around Creswell—in priority reach

January 2008 Begin public meetings/landowner workshops

March 2008 Project Planning

April-May 2008 Restoration Design Sessions

# Coordinator Executive Summary

## January 2008

### Upcoming Events:

Jan 30<sup>th</sup> 9am-noon Mosby Creek Restoration Partners Meeting at CG Com Ctr

Feb 2<sup>nd</sup> 8:30am Tree planting at Green Island with McKenzie River Trust

Feb 7<sup>th</sup> 6:45pm Steering Committee Mtg

Feb 8<sup>th</sup> 11am-2pm Garden Lake Work Party

Feb 19<sup>th</sup>

5pm Ed/Outreach Mtg—reviewing draft newsletter

6:30pm Tech Com Mtg—reviewing draft Cinderella Park grant

Feb 27<sup>th</sup> Invasive Species Public Meeting with Sam Chan, OSU Sea Grant at Lane Community College, Main Campus (room tba)

Mar 14<sup>th</sup> Garden Lake Work Party 11am-2pm

### Grant Deadline Overview:

Feb 12<sup>th</sup>—Kids in the Woods, Aprovecho as applicant for a collaborative funding proposal we helped coordinate.

Feb 25<sup>th</sup>—OWEB Oregon 150 for Spring Chinook with ODFW & WeyCo for Mosby & other tribes with WeyCo land

April OWEB—Cinderella Park Restoration Proposal; Mosby Creek Landowner Recruitment; possible Mosby Tech or Restoration depending on OR 150 proposal. Education proposal likely. Other tentative restoration grants include: Aprovecho, Carol Och, or Mosby landowner Restoration.

### Program Updates by Funding Category/Quarterly Work Plan Outline:

#### Support Grant

##### Administrative Duties

##### Fiscal management:

Amanda at the McKenzie JUST received OWEB Support grant funds the first of Feb. I sent a comprehensive invoice packet to her the last week of January. I plan to work with her to integrate our current budget into her files.

Larry and Allen and I plan to meet Feb 4<sup>th</sup> to discuss current financial and

business issues. Larry plans to set up Quickbooks in order to follow through on his new role as Treasurer. Yea!

The Steering Committee Notebook is almost completely up to date. This means ALL of our meeting minutes since 2004 are printed out and in one place. Right now I am filing our press & other committees into the same notebook, but eventually they will be separate.

Filing is happening better and hard copy backups are more frequently created for our files from my electronic files. Let me know if you would like to get up to speed on a project by reviewing the files. We also have extensive maps in hard copy.

Committee coordination:

Both sub-committees met January 15<sup>th</sup>. Matrices for both are being used that plan out the upcoming agendas in advance.

Steering Committee Annual Meeting on January 12<sup>th</sup> required three + face to face meetings with Bob Ault and at least four versions of the agenda. Bob gave us a great deal by facilitating and preparing for our meeting for \$250.

### Council Partnerships

Willamette Roundtable—Regional funding is being pursued under this heading from Meyer Memorial Trust and others. We are considered a participant and may be asked to sign on in a more formal fashion. I will make the partner documents available online.

Willamette Coordinators—Next meeting Feb 11<sup>th</sup> 9am in Salem—I may try to meet with some OWEB staff afterwards. I have questions about monitoring, outreach funding, as well as the OR 150 grant. Another council member would be welcome to participate in any of these activities with me.

Landowner Relationships:

Jan Ogsbury—Grant is finalized, have a meeting with her Feb 13<sup>th</sup>.

Carol Och property—pending further conversations with current tenant.

Pat McCoy—Mosby Creek landowner that attended meeting on Wednesday. Scheduled a site visit to his property for Feb 7<sup>th</sup> at 10am (mp 4 on Mosby Creek Road).

Kent Koester—Visited his 40-acre tree farm for a day-long site visit over the holidays. He doesn't want grant money, but is interested in input about ponds and tree species from a variety of sources. If you would like to see his place, let me know.

#### Technical committee/Projects:

See meeting notes and matrix on projects for next 6 months. Notes forthcoming in a day or so.

Grants & Development: We have about 3-5 proposals underway for April 2008 deadline.

#### Education & Outreach Committee:

Strategic Planning: Tami, Christina, Diana and I plan to schedule another strategy session in order to finalize our plan. We have a matrix timeline of the next 6 months of activities and will be drawing from this in order to identify gaps that need to be filled in terms of volunteer skills, time and donated resources. Things that we are not able to acquire or satisfy will be identified for grant funding.

Education/Outreach committee: See meeting notes. Great work on newsletter is happening. Donna Long is lead on this and Stephanie from Walama has donated Adobe Professional and Photoshop to the council.

Kids in the Woods Proposal: I am working with Josh and Matthew from Aprovecho on a broad joint education proposal. We had a successful meeting with the USFS (Deb & Outdoor School Coordinator Melissa), 3 teachers from Kennedy School, Walama Restoration, LCC teacher Gail Hemsoth.

#### Garden Lake

Walama Restoration Project has completed work on the Central section. They are scheduled in for completing this section and Peninsula this winter.

Lane Metro Youth Corps will begin work on the Hill Creek section.

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

This project is largely complete. Assisting Cottage Grove in a tree planting event is the only remaining deliverable. The current plan is to partner with the Urban Forestry committee and possibly KCC on this.

## Floodplain Restoration

Sent a mailing but did not get tons of feedback. Will be meeting with Eve next week, probably Feb 6<sup>th</sup> in am to outline next steps. Need a council member to assist.