

**Coast Fork Willamette Watershed Council
Steering Committee Meeting Notes
March 6, 2008**

Attendees: Deb Schmidt, Pam Reber, Diana Bus, Larry Weaver, Paul Bohner, Jim Mough.

Check-In:

Deb – Worked with Diana on the evaluation follow-up actions and prepared the briefing that was sent out two weeks ago. Attended the Watershed Council meeting on the 27th. Submitted the More Kids in the Woods proposal to the Umpqua National Forest supervisors office and am trying to get the Regional Office to give me advance notice regarding where we rate out regionally.

Diana – Worked with Deb on the evaluation follow-up actions. Attended the Watershed Council meeting on the 27th. Brian received 150 red cedar trees to plant on his property.

Larry – brought celebratory beverage to congratulate the coordinator on a very successful year and evaluation.

Paul – Attended the Watershed Council meeting. Invited Pam to the Urban Forestry group meeting next Monday

Pam – Shared the Community 101 grant application that the Kennedy School is sponsoring. She is looking for a project and someone to take the lead on submitting a proposal.

Council Evaluation Follow-up

The Committee reviewed the proposal and made minor modifications. The final is attached as Appendix A.

New Online Calendar and Weblog

<http://freecal.brownbearsw.com/CFWWC>
<http://coastfork.wordpress.com/>

This is an addendum to the website. It's a tool that makes it easy to upload things.

Outreach Follow up:

- **March 19th Public Mtg – Invasive species at LCC, Main Campus Bldg 19, Room 241**
Pam has help posting flyers. This is a good opportunity to get others to participate. Pam plans to provide info to Register Guard, KLCC. Jim Mough mentioned John Fisher – KEZI. March 14th on the beeper show with 7th graders discussing invasive species.

- **Recruiting new members**
Have Alan or Brian follow up with John Steele about potential interest.
Need to recruit from sectors not presently represented on the steering committee.
- **Pam would like to include info on steering committee members in the newsletter. Donna Long is working on this effort.**

Coordinator Executive Summary

See Appendix B (this includes a number of sub-appendices – yes I made that up)

Financial Report and Budget Update

Pam reviewed the financial report. Revising how we report so that it more accurately reflects funds available and expended by reporting summary of the previous month.

June 30th is the end of the fiscal year. Should have quarterly reports next month. Larry and Pam will continue to develop systems.

Agenda for Next Steering Committee Meeting

Review Grants

Finalize April meeting date

Look at an alternative council public meeting schedule proposal

Top 5 priorities – sometime soon.

Adjourn

Appendix A

Coast Fork Willamette Watershed Council

07 Evaluation Follow-up

Following are follow up comments, resolutions and responsible parties agreed to at the March 6, 2008 Steering Committee Meeting

Comment: Submit more press releases

Resolution: To get more publicity and better outreach. Forward this comment to the education/outreach committee to evaluate, recommend and implement a course of action.

Who: Deb will bring this to the next Ed/Outreach committee meeting that she is able to attend.

Comments: Outreach to solicit interested membership in the Education/outreach committee. Work to expand paid staff. Work to get a paid position to help coordinate volunteer efforts. Work to get more people to the table to share the load as it sometimes feels like we're hitting some of the same folks over and over again. Need to be better organized and focused. Need to better use and recruit volunteers to expand our capability. More active involvement by all steering committee members.

Resolutions: Solicit funding for staffing to help focus efforts on the volunteer efforts and the education/outreach program. The Steering Committee needs to validate and figure out how to make this happen. A RARE intern could be part of the solution.

Who: Steering Committee consider this proposal in the mix when we review the Action Plan and identify our top 5 emphasis items.

Comment: Use Mosby Creek group and Floodplain restoration as good foundation, or examples of, maintaining and improving relationships (e.g. get other landowners interested in improving water quality and watershed condition)

Resolution: We need to continue to focus on making sure the Mosby group is successful for a year or so before we make big plans to expand to other 'friends of' groups. Also, the events and volunteer opportunity list and newsletter will help get other interested.

Comment: As more council projects overlap, the Coordinator will need other council members to step up and take a leadership role in project management and implementation.

Resolution: The steering committee, when identifying priorities needs to consider staffing ability and plan in advance for leadership in project implementation. Also, we need to say NO to projects if we don't have a plan in place to staff coordination of implementation.

Who: Steering Committee

Comment: If the Coast Fork Watershed council believes that borrow pits are a high priority on a landscape scale, then we need to have the data to support that.

Resolution: Forward this comment to the technical committee for consideration in any future project proposals.

Who: Deb has already shared this with one of the tech committee chairs and project proposals such as East Regional Park and Cinderella Park have addressed this concern.

Comment: We do things at the last minute and could benefit from some longer term planning.

Resolution: Implement the watershed council calendar and have steering committee continue to work to be more strategic.

Who: Allen is setting up the calendar and Pam is populating it. Deb will help with the set up process

Comment: Pursue opportunities to coordinate with other nearby councils to share expertise.

Resolution: The council should consider this as a part of doing business.

Who: All

Comment: Following up on Action plan – assigning responsibility and implementing.

Resolution: Set as a Steering Committee Meeting agenda item to review the action plan and organizational planning needs, and select the top 5 priorities for implementation.

Who: Ask Dustin if he would be willing to take the lead

Comment: Need to define or redefine the role of the technical committee.

Resolution: Have the Technical committee review their role, articulate any agreed upon changes, and share with interested folks.

Who: Pam and/or Jim

Comment: As general public participation increases work to have agency and other expertise help to train interested folks.

Resolution: We'll look for opportunities

Comment: Steering committee needs to provide more leadership to the coordinator.

Resolution: Hold ourselves accountable to utilizing existing briefing paper process to solicit Steering Committee direction/decisions.

Who: The Steering Committee and coordinator

Comment: The council needs to step back every so often to 'reorganize' it's focus.

Resolution: Continue to have an annual Steering Committee work session.

Who: The Steering Committee and coordinator

Comment: Coordinator appears to be the only one trying to get the message out about meetings. Perhaps other folks can help or have a different idea on what we can try. Need better identification of tasks for volunteers to complete.

Resolution: Implementing the list of events and newsletter should help with the message.

Who: Steering Committee

Comment: Next year draw from a different template for evaluating the organization – or do a steering committee evaluation in addition to this one.

Resolution/Who: Diana believes that she has a template. If not, we can check with our neighboring Councils to see if they have one that will work for us.

Appendix B
Coordinator Executive Summary
February 2008

Upcoming Events:

Mar 14th Garden Lake Work Party Noon-4pm

March 19th Invasive Species Public Meeting with Sam Chan, OSU Sea Grant at Lane Community College, Main Campus Bldg 19, Room 241

Mar 21st Garden Lake Work Party Noon-4pm

April 25th Lincoln Middle School Day of Caring, adult volunteers needed!

May 17th SOLV Down by the Riverside Event in Cottage Grove; Watershed House Party on Silk Creek (tentative)

Late May/Early June Water Ouzel Clean up Float

Feb Events/Meetings:

Appendix A: Jan 30th Mosby Creek Restoration Partners Meeting

Feb 2nd Tree planting at Green Island with McKenzie River Trust

- Council attendees included: Larry, Deb, Pam, Doug, Bodin, Devon & Brian B.

Feb 7th Steering Committee Mtg

- See notes on the web at: <http://www.coastfork.org/meetings/steering/2008-02-07scminutes.pdf>

Feb 19th

Sub-Appendix B: Ed/Outreach Mtg

Sub-Appendix C: Technical Com Mtg

Sub-Appendix D: Cinderella Park Meeting Notes

Program Updates by Funding Category/Quarterly Work Plan Outline:

Support Grant

Administrative Duties

Fiscal management:

Amanda and I met to develop better understanding and communication around our financial operating norms. She needs all invoices and other materials by the second to last Monday in order to update our spreadsheets in advance of our meeting.

Larry and I were planning to meet with Amanda to discuss getting Larry set up Quickbooks in order to follow through on his new role as Treasurer. However, I just found out that we are PART of the McKenzie's chart of accounts, rather than our own as I had hoped. Need to review our contract to see what was stipulated. All consideration of budgeting is coming down to spreadsheets, although Amanda is willing to help for sure. However, it is not clear if this was the level of detail we were looking for. Maybe if Larry and I focus on budgeting on spreadsheets that will be sufficient.

Committee coordination:

Both sub-committees met February 19th. Matrices for both are being used that plan out the upcoming agendas in advance. Email me if you need an updated one.

Council Partnerships

Willamette Roundtable—Regional funding is being pursued under this heading from Meyer Memorial Trust and others. I plan to attend their next meeting March 13th.
Willamette Coordinators—

Landowner Relationships:

Jan Ogsbury—Grant is finalized and under consideration by the Small grant team, had a meeting with her Feb 13th.

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 7th but he cancelled, am awaiting a new call.

Kent Koester—Took me up in his small plane for a tour of the watershed!

Eco-Grove/Water Master—I attended a great talk by Steering Committee member Brian Forge at a mini-conference held by this local group. He is doing a demonstration project at Ort Dross's house. I invited Brian to join Michael Mattick and me for a discussion about rural storage methods—ponds. Now we have materials

in the office if anyone needs more information about permit issues, etc. Michael is willing to come do a talk on the subject.

Technical committee/Projects:

See meeting notes and matrix on projects for next 6 months. Notes attached to the end of this document.

Grants Overview:

Both East Regional Park and the Mosby Inventory are essentially funded. They are above the 'cut' line on the staff recommendations, will be confirmed March 19th.

Feb 25th—OWEB Oregon 150 for Spring Chinook with ODFW & WeyCo for Mosby was not submitted due to constrained timeline.

April 21st—OWEB

- Mosby Technical Assistance Grant
- Mosby Creek Landowner Recruitment

October '08—OWEB

- Cinderella Park Restoration Proposal
- Education Grant for STREAM Program
- Monitoring Grant for Western pond turtles

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:

Feb 12th—Kids in the Woods grant successfully submitted; Will re-convene teachers if funding looks eminent.

Garden Lake

Walama Restoration Project has completed work on the Central section. They are working on Hill Creek and Peninsula. Their work is coming in looking very good and more affordable without a formal bid!

Lane Metro Youth Corps has conducted some removal work on the Hill Creek section. They might be back to plant, depending on their schedule and staff availability, they are adding a second crew.

Project Management is going well as Erik and the City folks, Roy and Cliff continue to be hugely helpful.

Planting plans and plant ordering took FOREVER. Essentially cost about a week of time. Things are rolling now.

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. I plan to attend the Urban Forestry Committee meeting next Monday at 6:30pm at the CG Community Center.

Floodplain Restoration

Met with Eve and have had great strategizing with the Technical Committee. Now just need to extract the project team from the mud and get this started back up. I believe planting project wrap up is slowing us all down, it takes forever!

Mosby Creek

See the notes from the first Restoration Partners Meeting on January 30th.

The Cottage Grove Community Foundation did not accept our funds transfer from Weyerhaeuser for the Aquatic Inventory. Bob at Weyerhaeuser is exploring how to reissue the check from 2007 funds, or if the funds will be available out of 2008 dollars. We pursued the CGCF route solely because we did not have the \$1,500 in the budget to run the funds through the McKenzie. They charge us 10% on all funds managed. This makes me wish we had the financial independence that non-profit status would provide.

Sub-Appendix A:

Mosby Creek Meeting January 30, 2008
Draft Mosby Article for Newsletter

On January 30th, despite the snowy conditions, over 25 people attended a Mosby Creek Restoration Partners meeting at the Cottage Grove Community Center. Participants included mostly neighbors from along Mosby Creek, members of the newly-formed Friends of Mosby Creek, watershed council members and Weyerhaeuser Aquatic Biologist, Bob Danehy. Representatives from OR Department of Fish and Wildlife (ODFW) and the BLM were scheduled to attend but could not due to illness and weather conditions. The oldest member in attendance was Ed Howell who is 93. It was exciting to see a number of new faces, and to find out how much experience and knowledge there is in the residents of this unique watershed.

As the goal of this forum was to develop consensus about restoration priorities among the different interested parties in Mosby Creek, there was a video and informational presentation followed by discussion and stories. The focus currently is to improve the health of the stream itself, because it is warmer than is healthy for fish and lacks gravels and other 'structure' in the stream channel like large logs.

Most residents are very familiar with both the volume of water and the speed with which it travels down the watercourse, especially during flood events. Historic removal of logs, etc. helped contribute to the 'clean' and downcut channel. Unfortunately, it is impossible for fish to spawn in this type of stream—as all of the gravels have been washed away.

In order to try to solve this problem, biologists from ODFW and Weyerhaeuser, along with the Coast Fork Willamette Watershed Council, have applied for funds for an in-depth study to be conducted next summer in the mainstem of Mosby Creek. After this study, designs for channel improvement will be sought, along with more grant monies to make the improvements.

Neighbors shared their history and knowledge about Mosby Creek at this very productive meeting. Landowners along Mosby Creek and its tributaries have a huge role to play in restoring this creek and good land uses were discussed. They were informed that the council offers free site visit consultations and that people who are interested in improving the stream, or the vegetation in the riparian (streamside) zone may qualify for a grant. Thanks to everyone who participated! We will try to have another broad meeting like this sometime during the summer. In the meantime, Friends of Mosby Creek will be meeting again soon. If they don't have your phone number or address, you can call one of the ladies who coordinate the group to get signed up. Nolene Wheeler: _____ Dian Missar: 942-7676

Sub-Appendix B:

**Education/Outreach Committee Meeting Minutes
February 19, 2008**

Attendees: John Hogan, Donna Long, Tami Schroeder, Bev Wilson, Gail Hemsoth, Pam Reber, Eric Cullander.

Round robin:

Pam: We received Bohemia Mining Days tabling registration info, we will need to decide if we plan to do outreach at this event: July 17-20th.

John: He plans to help Bev Wilson look for a spot for monarch butterfly host and nectar plants at Lincoln Middle School.

Bev: Her class just finished an ecology unit during which time they made amazing Invasive Species posters which she shared with the council (and left in our care). The committee referred her to KSOW and KNND as radio stations that might play the songs that the students wrote in conjunction with the invasive species section. Donna Long volunteered to accompany students to the radio station and to frame the presentation as a STREAM event.

Eric: He is teaching 4 classes, so he is quite busy. He suggests that the property for sale across from CGHS would be a good conservation investment.

Donna: She has been helping Pam plan the newsletter.

Gail: Has been attending Council events and helping with the Kids in the Woods grant, and plans to work with Stephanie more this month.

Tami: Will defer to later in the meeting.

Newsletter:

Pam and Donna are hoping to get the first newsletter out soon. Pam passed around a drafty template.

Everyone is invited to send Pam 2-4 sentences (or paragraphs) about things you have done or are planning. Discussions at the meeting indicated that we have a lot of material already--it just needs to be written down!

Eric's puns: 'Students Dip into Watershed Studies'; 'Full Immersion Workshops'.

Education Updates:

- Kids in the Woods grant submitted: If funded, we will plan to have a meeting to plan the spending to occur within the time period necessary. Pam will forward training opportunities during the summer as she gets them.
- April 25th Day of Caring for Lincoln Middle School—possible locations/projects include Coast Fork/Ivy or East Regional Park. Deb Schmidt is planning with Sherry from Lincoln. Eric suggests the CGHS 50+ acre site as an option.
- Collaborations for Day of Caring and SOLV might include the Urban Forestry committee (Wayne Kleckner), the CGHS Key club (Sandra Willerson), others.
- The committee was updated about the small grant that the Coast Fork just applied for to do work along River Rd in CG with the STREAM program and the city and others.

Outreach Updates:

- February public meeting: had a planning discussion and folks are encouraged to bring a friend.
- Gearing up for our May 17th SOLV event—Jan Ogsbury has agreed to host a Watershed House Party on this date, and her friend Kim Reed is planning a video on ivy removal in Silk Creek!

March 11th at 5pm is our proposed next meeting time.

Sub-Appendix C:

Coast Fork Technical Team Minutes February 19, 2008

Proposal: Next meeting March 11th

Round robin

Pam: Finalizing plant order for multiple sites; Kids in the Woods and Small Coast Fork grant. Discussion about developing a planting plan vs. design to build, Allen notes that there are publications available for designing plant lists for particular ecosystems and species.

Brian: Digging blackberries; ordering plants; had KCC out finishing removal in upper creek.

Allen: Conducted Helen Hollyer site visit with Pamela Wright, feels it has very good potential. Next steps: reviewing grant programs from ODFW packet. Discussion about a potential Peg Boulay training session about grants for our Tech Team or a larger group in the Upper Willamette.

Laurie: Finished Cinderella Park grant draft; USFS needs a District Botanist, closes 3/10

Doug: Silk Creek trap is in 1 mile up from confluence (Gowdyville at CG Lorane Hwy—Gordon's place.) Discussion about scheduling Ouzels event—May 24, 31 discussed, along with having an advance planning meeting in April to get folks confirmed, excited and to reduce flake factor.

Discuss & approve draft Cinderella Park grant ** priority**** (version 1 attached)**

Cinderella Park Update (see notes from meeting) This grant is scheduled for the October grant deadline now, the county cannot meet the April 21st timeline. As such, formal approval will be in the future, but the team is in full support of this project development.

Next steps include: Scheduling a site visit to document existing conditions (wetlands, etc.) possibly with a number of volunteers (Brian, Pam, Larry, Allen, Laurie, Don Strunk, Jim Reed and ??) out in the field with GPS units documenting vegetation

characteristics. Laurie to continue in her role of keeping us on track in terms of timeline and getting the blanks in the grant filled out.

Discuss & approve Coast Fork School small grant

Minimal discussion, only concern was a typo—this grant is approved.

Discussion about Monitoring in Spring & Summer 2008

Pam gave an overview of upcoming needs, but topic postponed as most folks had to leave early.

Floodplain partnership update/discussion—tabled until future meeting.

Discussion/Feedback on rescheduling public meeting: Pam briefed Allen and Laurie about the Ed/outreach committee work including: upcoming public mtg, newsletter development, invasive species focus, etc.

Sub-Appendix D:

Cinderella Park Planning Meeting

February 19th. 2008 3-4:30pm

Attendees: Patti Hanson, Don Strunk, Allen Martin, Pam Reber.

Initial Feedback:

Don spoke with Todd Winter (Lane Co Parks)—Cinderella is a park, but it is managed by LCWM because it is a former landfill. Todd has a parks plan that shows restoration as the target objective for this site. Current process: get the go-ahead from WM and Parks, then go to Patti's boss (PW Director Ollie Snowden) for the go-ahead to go to the Board of Commissioners.

Current closure of the park is due to legal issues, partly relating to the land ownership dispute with the development to the west of the site with the Firestone tire dump site. Patti would like to see a sign up that says "Closed for Restoration" as the site will be off-limits to the public for at least 2 years. Big concern with a wood and sawdust fill site that still has some combustible potential—they plan to cap that this month with another 6" of topsoil. Keys can be made available for volunteers on site. Allen stated that the council would be careful about clarifying who is allowed access to the site and wants to assure the county that they will be allowed to make decisions about how partnerships proceed with this grant.

After discussion, the following were identified as potential partners: Anne O'Connell (teacher in Creswell, has been involved with Garden Lake, is married to an in-law of

Patti's), Ken Ball (landscaper & former FFA teacher), school groups, UO students, and possibly a retired UO Journalism professor. Patti's family lived in Creswell for years.

Future site improvements desired include: parking, an interpretive center/site, trails. In the interim, the shed on site may be usable for tool storage, etc.

Fall/Winter is ideal implementation time for the County staff. Significant landowner match will be available for implementation (preferred over maintenance) for both Don's staff time as well as equipment and time for excavation. (mowing?)

Site Issues:

Aerial Map with Sites delineated made by Laurie Bernstein will be referred to below:

Initial discussion considered phasing this project, but by the end of the meeting, overall consensus was that the entire site should be treated for invasive species and rehabilitated during the course of the park closure.

Area 1: Pond turtle nesting area (to be created):

Concerns: In order to achieve the grade necessary 10:1 or so, the slope may have to move forward into the pool area due to the risk of excavating fill material further back in the bank. Allen and Don discussed the need for possibly doing some drill testing (?) in this area. Dirt work like this will require a removal/fill permit, delineation and permit costs.

To Do:

- ✓ Schedule a site visit with Kat Beal or an ODFW turtle expert to evaluate our proposed actions at this site. (Pam or Laurie)
- ✓ Identify grant constraints as they relate to permitting (Pam)
- ✓ Decide on conceptual design for this area (enough to rough out a budget)

Area 2 Notes: Scrub-shrub habitat around the pond

Concerns: No significant concerns were discussed for this area except for possibly a lack of or difficult access to the S and SE parts, especially during the wet season.

Area 3 Notes: Backwater slough, Floodplain Forest, Riparian (and Upland?)

Concerns: Don noted that in his exploration of Area 3, he has seen some significant upland habitat components, including oak savannah. The revetment was installed around 1971-73 and probably runs the entire length of this area—there may be one area that is hydrologically connected but needs to be reconnected. Allen noted that the aerial photo shows some darker areas that may indicate flow or a wetter grade at this one potential area.

To do:

- ✓ Schedule a float trip or second site visit to ensure that area 3 is explored sufficiently.
- ✓ Decide on conceptual design for this area (enough to rough out a budget)

Area 4 Notes: Open Meadow/Field

Concerns: Some of this may be wet, but probably not. Initially, restoration could be low priority, could be phased. However, this could be included as prairie restoration with target species that include butterflies and possibly Western meadowlark.

To do:

- ✓ Forested area to the west needs to be included in mapping.
- ✓ **Conduct a site visit with volunteers and GPS units to characterize the vegetation conditions across the entire park.**

Timeline/County Process:

- ✓ This proposal will be targeting the October 2008 OWEB restoration grant cycle.
- ✓ Answer questions on site to provide enough detail to finalize conceptual plans: site prep, planting, construction, and maintenance.
- ✓ Convert plans into a budget including further design costs (restoration plan, permitting, etc.)
- ✓ Put the above detail into the grant app, other summary documents and maps for review by Ollie Snowden. (April/May)
- ✓ Next these documents will be forwarded to the Finance/Audit Committee (meet once a month) and the Legal department (2 month process, possibly May-June or June-July)
- ✓ Once approved at these levels, the proposal will go to the County Commissioners, with whom we may want to schedule or invite on a site visit or float trip (according to Patti). We want to go to the Commissioners after May, so that they are done with the budget nightmare by the time we get to them with our proposal.