

**Coast Fork Willamette Watershed Council
Steering Committee Meeting Notes
April 3, 2008**

Attendees: Deb Schmidt, Pam Reber, Dustin Bengtson, Alan Martin, Larry Weaver, Paul Bohner, Diana Bus, Brian Forge.

Check-In:

Deb – Attended the Sam Chan presentation at LCC. Helped plant trees along Hills Creek on the 21st and helped with the site evaluation/characterization (vegetation, animals, etc) for Cinderella Park on March 29th. Forest Service is doing environmental evaluation for removal of two dams in Layng watershed for the city.

Alan – Coordinated the Cinderella Park site evaluation on March 29th. Finalized the coordinator evaluation with Pam.

Diana – Got a copy of a steering committee evaluation to consider. Met with Pam to discuss what BLM funds should go to – potential for newsletter and Mosby Creek.

Larry – Killing blackberries and planting trees.

Paul – Met with Dave Cunningham about potential to join the steering committee.

Dustin – Been out of state a lot. His boss has been detailed to another position, so increased Dustin's workload. A lot of work on the Willamette Biological Opinion. Potential future meeting idea to bring Army COE and DSL about the permitting process.

Pam – Council received an invite to an invasive species council. Request for support from watershed councils on groundwater quality from LCOG and DEQ. Need to decide if we want to do this.

Brian – Storing plants for council. Planting at his place almost done.

Coordinator Executive Summary

See Attachment A

Coordinator Quarterly Work Proposal

See Attachment B

Feedback on Grants Received

East Regional Park – Deb and Alison want to be involved in this project.

Proposed New Board Member, Dave Cunningham

Paul Bohner presented Dave's credentials including an extensive background in natural resource education, greenhouse/plant propagation/farming experience. Paul recommended Dave as a new member to the Steering Committee to fill one of the present vacancies. The Steering Committee supported Paul's recommendation. This will be presented at the next Council Meeting.

Grants for Submission

Mosby Landowner Recruitment – includes Staff time to continue to do landowner recruitment. Steering Committee supports this proposal

Mosby In-stream Technical Assistance – to develop designs for in-stream habitat structures to increase complexity and recruit spawning gravels. Steering Committee supports this proposal

Culvert Inventory – develop a centralized, prioritized database of fish passage barriers. Question on who or how the priorities are established. Concern with meshing data from different sources. Concerns with commitment of time from partnering agencies. Is this just private lands? Might pay to visit with the Middle Fork on lessons learned from their experience doing this kind of work, and whether they are using the results of their effort. Follow up work - Pam will work with Jim to fully develop the proposal and answer questions. She will send out results to the Steering Committee and request concurrence to move forward in the next week. She'll have it out by the 10th with response expected back by the 17th.

Next Public Meeting April 23rd

Michael Mattick, Watermaster will do a presentation on Ponds and Water Catchments
Brian Forge will give a spiel at the council meeting.

Financial Report

Pam reviewed the report. Increased expenditures on Garden Lake commensurate with the work being accomplished

Agenda for Next Steering Committee Meeting

May 1, 2008

Steering Committee evaluation - Diana

Top 5 list – Projects/Organizational – Dustin

Request by Dustin to put photos on the snapfish website of watershed council activities.

Adjourned 8:15

Attachment A
Coordinator Executive Summary
March 2008

Upcoming Events:

April 23rd Michael Mattick on Ponds/Water Catchment in CG at Public Mtg
April 25th Lincoln Middle School Day of Caring, adult volunteers needed!
May 17th SOLV Down by the Riverside Event in Cottage Grove
Late May/Early June Water Ouzel Clean up Float

March Press:

- ✓ McKenzie River Trust Newsletter Thank you for council participation in the Feb 2nd Tree planting at Green Island
- ✓ Lincoln Middle School Invasive species work blurb in the CG Sentinel
- ✓ Lincoln students and Pam on KNND for 20 minutes

March Events/Meetings:

March 5th Tour of City water system with the STREAM program

March 6th Steering Committee Mtg

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

March 10th Urban Forestry Committee Meeting

March 11th Ed/Outreach Committee Mtg: notes forthcoming

March 14th 4 Lincoln students talked about invasive species on KNND with Pam. The kickoff of the Silk Creek I v y Video took place with interviews of Doug Garletts and Pam at Jan Ogsbury's place in Silk Creek with Kim Reed, volunteer videographer. Garden Lake Work Party was washed out by rain.

March 19th Sam Chan Public Mtg: Over 25 people attended this event at LCC, Main campus. On Mar 17th, Sam did a tour with Laurie & Pam to East Regional Park & he donated invasive species guides to the council.

March 21st Garden Lake Planting Party: Larry & Deb helped plant 200 trees!

March 28th ODFW/WeyCo meeting on Mosby grant; Tony Willey starts on graphics.

March 29th Allen led a very successful Cinderella Park Site Evaluation

Program Updates by Funding Category/Quarterly Work Plan Outline:

Support Grant

Administrative Duties

Fiscal management:

Larry and I are still planning to get into a regular process with meeting. We will be reviewing the Third Quarter reports and bringing them for review to the Steering Committee in May. There will be more to report then. I think we should continue ahead with applying for 501©3 status, only by setting up a parallel entity like the McKenzie does. We are not sending 10% of capital dollars out that are easy to come by; we are sending a much higher percentage of our operations dollars away. Not that we aren't getting good services, just that I am still doing a lot of bookkeeping: scanning every invoice, filling out expense forms (10-20 this month for Garden Lake alone).

Committee coordination:

The Ed/Outreach Committee met March 11th, notes are still forthcoming from a committee volunteer.

The Tech Team meeting was cancelled due to sickness and weather.

The next Friends of Mosby Creek meeting is being planned with Nolene and Dian.

Grants Overview:

Small grants:

Jan Ogsbury—Grant agreement has been sent to Salem for signing and approval.

STREAM program-- Grant agreement has been sent to Salem for signing and approval.

Both East Regional Park and the Mosby Inventory are funded. They were confirmed March 19th at the OWEB Board Mtg.

April 21st—OWEB

- Mosby Technical Assistance Grant
- Mosby Creek Landowner Recruitment
- Fish Passage Culvert

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.

Kids in the Woods Proposal:

This proposal did not make it past the first cut, so it will not be funded.

Garden Lake **most time this month . . .

Walama Restoration Project has completed work on the Peninsula section. After making a first cut at Hill Creek, they will return in April and late May to grub the remainder of this section.

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. I hired one technician, Carly Deicher, on contract basis to assist with the plants. Subsequently, I have added another. Together, they will complete our planting, plant protectors and mulching at a very affordable rate (\$15/hr). This has been authorized by the McKenzie as an acceptable process for billing, etc.

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

Data transfer and check-in meeting scheduled for April 10th in Portland.

Mosby Creek: grant & meeting planning underway

Attachment B
Coordinator Quarterly Work Proposal
April thru June 2008

Support Grant Funding

Project Life: July 2007-June 2009

Council Admin	
April, May, June Deliverables:	<p>Steering Committee Coordination: Agenda, minutes and issue facilitation. Develop Steering Committee member orientation packet.</p> <p>Subcommittee coordination: (Tech, Ed/Outreach, others as needed) Agenda, minutes and issue facilitation.</p> <p>Office management: Explore equipment (hard drive, chair, monitor) & office 'spruce up' options. Continue to develop hard copies of important electronic files.</p> <p>Reinventing the office systems: Database of membership refinement, upgrade software.</p>

Watershed Council Partnerships	
April, May, June Deliverables:	<p>Attend/conduct meetings with partners</p> <ul style="list-style-type: none"> • Small Grant Team Mgmt • Lane County Waste Mgmt • Education partners in Cottage Grove • Garden Lake outreach <p>Conduct site visits with landowners to current and potential project sites.</p>

Grants & Development	
April, May, June Deliverables:	<p>Develop 3-5 grant proposals for April OWEB grant cycle.</p> <p>Project development—meetings, document prep, etc.</p>

Education & Outreach	
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<p>April, May, June Deliverables:</p>	<p>Plan & publicize monthly public meetings/tours.</p> <p>Coordinate educational material development, including email newsletter, website updates, flyers/brochures, etc. Set deadline for print newsletter & complete.</p> <p>Fully identify volunteer opportunities and begin recruiting to fill them.</p>
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Capital Grant Funding

Garden Lake Park Riparian Restoration Project

Project Life: Dec 06-Dec 08

Wrap up Project Management responsibilities for the Spring season, including, but not limited to: invoicing/bookkeeping/tracking, preparing draft of the final report.

Develop Western pond turtle monitoring route & protocol with Alison Center & Kat Beal. Recruit interested volunteers and set up a training. Conduct visual monitoring from May 1-June 15th. Investigate the placement of additional logs in the North pond & the development of signage with ODFW.

Conduct a presentation to Creswell Kiwanis on April 9th.

East Regional Park

Project Life: 2008-2012

Facilitate the signing of the Grant Agreement and other required documents: draft a Cooperative Landowner Agreement for the City of Cottage Grove, etc.

Develop Western pond turtle monitoring route & protocol with Alison Center & Kat Beal. Recruit interested volunteers and set up a training. Conduct visual monitoring from May 1-June 15th.

Develop a press strategy with the Ed/Outreach Committee to announce this large amount of funding to the CG community.

Convene restoration partners for a planning meeting. Brainstorm implementation strategies, get documents signed, start capacity building.

Mosby Creek Aquatic Inventory (In-kind, no staff time funded)

Project Life: Summer 2008

Facilitate the signing of the Grant Agreement and other required documents.

Continue to liaison with the Mosby Creek community as previously.

Continue to collaborate with restoration partners.

NFWF/OWEB Tech Assistance Grant Funding

Project Life: Through December 08

Landowner Recruitment & Restoration Design Phase II Planning:

- ✓ April 10th Meet Corps in PDX to discuss data sets/mapping and next steps
- ✓ Possible preliminary meeting with Eve to refine more on our end
- ✓ Possible meeting/site visit with Don Walkin to explore his property along the Lower Coast Fork.