

**Coast Fork Willamette Watershed Council  
Steering Committee Meeting Notes  
December 4, 2008**

**Attendees: Dave Cunningham, Allen Martin, Deb Schmidt, Pam Reber, Alison Center, Brian Forge, Jim Mough.**

**Check-In:**

Deb: Attended the Open house.

Allen: Attended the open house. He contacted Wendy Hudson to schedule a meeting with the steering committee and technical committee.

Pam: Jerina's schedule is Monday thru Thursday 10-2. Received two big cases of gloves from the lottery for work parties/volunteer efforts. Pam will have Jerina add to the exec summary in the future.

Alison: The pond turtle data from 2006 was sent into Dan Rosenberg with the Oregon Wildlife institute – he's putting together data from around the state. She volunteered to do bald eagle survey in January 2009, and attended the local butterfly association meeting.

Brian: Attended open house. Picked up some plants with Pam.

**Executive Summary**

No comments

**Approval of USFS MOU**

No questions or concerns were voiced. The Steering Committee approved moving forward with the MOU.

**First Quarter Financial Report**

Pam reviewed.

**Strategic Plan Timeline**

Pam briefly reviewed the strategic plan timeline and the importance of inviting partner feedback and/or involvement.

**Support Grant Preparation and Meeting with Wendy Hudson**

Wendy will meet with the Steering and Tech committees Friday at 5:30. Wendy will provide some insight on the support grant application process and provide an opportunity to ask questions.

The draft support grant was not complete enough to provide meaningful detailed input in the time available as was planned at the last meeting. Pam facilitated a process of identifying accomplishments for 2006-2008 and goals for 2009-2011. They are listed below.

Accomplishments (need to follow up with a ranking):

Garden Lake (completion, youth legacy)

STREAM partnership

Landowner outreach – secured funding for Mosby and Lower Coast Fork

Recruitment of broad volunteer base  
Invasive species outreach  
Added a staff person  
Public meetings and attendance – Creswell, CG, LCC, Pisgah, Eugene

### Goals for 2009-11

#### **Projects**

Stormwater issues with Creswell & Cottage Grove  
Mosby—aquatic enhancement & riparian projects; possible multi-landowner project  
Floodplain – Corps and submit a SIP (special investment program) project  
East Regional Park – complete  
Finish Garden lake – does it move into a Hill Creek analysis?  
Other landowner projects.  
Other projects in the works – Cinderella Park, Hollyer.  
Invasive species – potentially in a supportive role with our partners. Early detection rapid response (EDRR) pilot. Species prioritization.

#### **Organizational**

Nonprofit status  
Diversification of council and committee membership  
Measurable objectives

#### **Outreach/Ed**

Stewardship program  
STREAM  
Partnership with KCC, Walama Restoration Project, others  
Refining watershed message/clarity  
newsletter

Pam agreed to have a complete draft out by December 12<sup>th</sup>, then comments from the steering committee need to be back to Pam by the 5<sup>th</sup> of January.

### **Contracting with David Atkins & nonprofit Support Services**

Pam reviewed the briefing paper on status and decisions to be made. The steering committee had previously agreed to pursue non profit status.  
Pam recommended securing the services of David Atkins for state non profit status – The Steering Committee supported this.

### **Details for January Meeting**

Strategic Planning  
Could start with visioning  
Goals  
Objectives  
Actions  
Steering Committee stay after class to evaluate against the support grant.  
Tentatively January 17<sup>th</sup>.

### **Appendices**

- A. Executive Summary**
- B. Strategic Timeline**

# Appendix A

## Coordinator Executive Summary

### November 2008

#### Upcoming Events

December 5<sup>th</sup> 5:30-7pm Meeting with Wendy Hudson at the office  
Dec 9<sup>th</sup> 5pm Ed/Outreach Committee Meeting at the office  
Dec 9<sup>th</sup> 6:30pm Technical Committee Meeting at the office  
January 10, 11, 18, 25 9a-1p Tentative Work Session  
January 24<sup>th</sup> 10-noon Creswell Youth Legacy Community Meeting  
January 27<sup>th</sup> (Tuesday) Public Meeting on Invasive Species in Creswell at the Community Center 6:30pm 'The Silent Invasion and What you Need to Know'. Spread the word!

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

#### Support Grant

##### Administrative Duties

##### Fiscal management:

All lines of funding are caught up in terms of invoicing. Pam secured approval from OWEB to pay the new hire partly out of support grant funds. Figuring out the transition has been very confusing due to the 'pass through' structure that we have. Pam will be working with Larry and Amanda to set up QuickBooks for our own accounts in coming months. Larry has already begun using QB and entering invoicing that Pam cc's him on.

##### Office:

We are in the process of updating our files, filing system and will be purging old documents and tools. These will be made available to local schools and libraries so that the information does not go to waste, but just moves out of storage! The same goes for maps, we are looking to get the resources we have stored in the office into use somehow. If you know a storefront we could use, let us know.

##### Biennial Report:

Please USE this document so skillfully developed by Jerina Page, our new Outreach & Administrative Specialist. It is a great tool for introducing people to the organization, and recruiting them to get involved with the Steering Committee. Please review

## Committee coordination:

### Steering Committee:

I have had extensive conversations with Allen, Brian and others about strategic planning. Hopefully we can move into that at our January work session. We have a lot going on, and the more focused we are the more effective our projects will be.

Education & Outreach Committee did not meet in November in order to give Jerina time to get oriented in her new position.

Technical committee will meet December 9<sup>th</sup>, but have been holding discussions and having project meetings independently.

## November Events:

Nov 19<sup>th</sup> Holiday Open House was attended by about 25 people.

Nov 22<sup>nd</sup> Garden Lake Tree Planting

## Garden Lake

Our November 22<sup>nd</sup> work party was made successful by 5 high school students and the UO Softball team again! Larry Weaver, Anne O'Connell and Erik Moberly we also out to help. Blackberries were removed and 225 trees and willows were planted. Earlier in the week, I met with folks at the South Willamette Vet Clinic and discussed the project with them. They are supportive. This project will be mostly complete by January 2009.

## Floodplain Restoration

Our October 22<sup>nd</sup> meeting qualified as one component of this outreach. Additional meetings should be coming up soon. On November 19<sup>th</sup>, the Middle Fork will hold a meeting with the maps in Springfield.

## Upper Willamette Water Quality Monitoring Program

No update at this time

## Mosby Creek

### Monitoring Project

OSU Aquatic Inventories Project should be wrapping up their reports soon. I believe invoicing is taking place before the end of the fiscal year.

### Instream Project

Conversations continuing with Bob Danehy, they are monitoring their flow stations in which Kent Koester, our lead researcher with Friends of Mosby Creek, has begun calculating on his own!

### Friends of Mosby Creek

We just received the grant agreement for the Mosby Collaborative project, for which we have \$22,000 to continue our outreach work in the Mosby Creek watershed. We will be beginning site visits with some people we already have contact with.

## **Small Grants**

Jan Ogsbury's project is underway this winter and has had visits from Kennedy and Walama. I continue to manage the small grant team that has approved over \$64k in funds this biennium. Most recently, I consulted with Val Rogers from Friends of Buford Park on their submission of a proposal to treat false brome at the park. Another false brome project at Alton Baker park was funded by the program this year as well.

New site visit was conducted November 22<sup>nd</sup> at the Wright Century Farm, owned by Brian Woods and his sons. I met his son Aaron Woods who is actively involved with managing the cattle and other components of the farm. They are currently running goats to control blackberries, but may need assistance with fencing, off channel watering, water catchment to prevent nutrient migration and other issues. They also OWN THE INTAKE FOR THE HILL CREEK IRRIGATION CHANNEL!! They do not really like the pushup dam scenario because it is causing erosion on their streambank. I discussed the issues with them, including the floodplain restoration project since they are also next door neighbors to LYNX HOLLOW PARK. I am really looking forward to working with these great folks. We will probably start with a small grant.

## **Carnine**

I have met twice with Pamela Wright and the Carnines about their property up Bryson-Sears Road. They own over 300 acres and with Pamela's guidance are drafting a restoration plan on their own. There is some concern about our involvement with this project because it is upland ecosystem in the Row River drainage. We may need to discuss at the Technical Committee if we are going to adopt the Row River Corridor as a priority area. It is the connectivity between Mosby and the Lower Coast Fork, and now East Regional Park is about to become an epicenter of our activity.

# Strategic Plan Timeline

## Coast Fork Willamette Watershed Council Appendix B

November 13, 2008

MONTH	TASK	OUTCOME
November 2008	<b>DEBRIEF PAST ACCOMPLISHMENTS</b>	<ul style="list-style-type: none"> <li>✓ Annual Report</li> <li>✓ Support Grant</li> </ul>
December 2008	<b>INVITE PARTNER FEEDBACK &amp;/OR INVOLVEMENT</b> <ul style="list-style-type: none"> <li>✓ Review existing partner list</li> <li>✓ Discuss strategies for inviting feedback &amp; involvement</li> <li>✓ Develop a plan for each key partner</li> <li>✓ Should we survey?</li> <li>✓ Will targeted meetings and invite letters be suitable?</li> </ul>	<ul style="list-style-type: none"> <li>✓ Better understanding of partnerships--where they begin/end, interest, etc.</li> <li>✓ Increased participation by key organizations/people</li> <li>✓ Improved communication with key orgs/people</li> <li>✓ MOUs/other agreements where necessary</li> <li>✓ Pathway for new projects to be integrated into the organization: Floodplain &amp; Mosby, e.g.</li> </ul>
January 2009	<b>Steering Committee Planning Session:</b> Proposed goal: conduct key components of strategic planning	<ul style="list-style-type: none"> <li>✓ Clear vision &amp; strategy for all members and partners to understand</li> <li>✓ Project priorities</li> <li>✓ Clarification of Roles</li> </ul>
February 2009	<b>Strategic Planning Part II</b>	
March 2009	<b>Strategic Planning Part III--Review draft</b>	
April 2009	<b>Strategic Plan--Approve final draft?</b>	<ul style="list-style-type: none"> <li>✓ A summary document that conveys these priorities</li> <li>✓ A business plan framework</li> </ul>