

Coast Fork Willamette Watershed Council
Steering Committee Meeting Notes
March 5, 2009

Attendees: Dave Cunningham, Deb Schmidt, Pam Reber, Alison Center, Brian Forge, Jim Mough, Larry Weaver.

Check-In:

Deb: Attended the monthly council meeting discussing Mosby Creek. Attended Ed/outreach meeting. Hosted a field trip on a commercial thinning project in the Layng Creek watershed, which includes watershed enhancement projects (e.g. invasives removal, road inactivation, culvert replacement, big game forage, etc).

Dave: Helping out with the high school green house and developing invasives ed/outreach proposal with Gail Hemsoth and Julie.

Larry: nothing to report

Jim: Working with folks on getting funds to cap the Black Butte Mine

Alison: Mid-winter bald eagle count in January for Dorena (2 pair) and Cottage Grove Res. (1 pair). Going to Pond Turtle symposium later this month at the Portland.

Brian: Talk to a couple of folks on Mosby Creek in volunteering for the steering committee.

Executive Summary

See attached. Includes recent meeting notes from other committees.

Second Quarter Financial Report

There was a question about the \$9K deficit in the net income column. Pam explained that it was just a matter of timing for receiving funds.

Role of the Technical Committee

The technical committee is defining its roles and responsibilities. It would be timely for the steering committee to look at how they interact with the tech. committee and clarify expectations of each other (e.g. how they collaborate and support each other).

Steering committee is invited to the next tech committee meeting Tuesday March 10th at 6:30 p.m.

Officer Election Results

Chair: Brian Forge

Vice Chair: Dave Cunningham

Treasurer: Larry Weaver

Upcoming Meetings and Agenda Items

Report out on priorities from both Ed/outreach and tech committee's.

Mosby Creek in-stream project grant proposal approval.

April 2nd – next steering committee meeting

Need to set up a meeting to discuss non-profit status. – Pam will set up a doodle poll for this meeting time.

Coordinator Evaluation

The Chair and Vice Chair will consolidate evaluation recommendations and schedule a time to meet with the Coordinator and share findings.

Appendices

Coordinator Executive Summary February 2009

Upcoming Events

See the newsletter, eNewsletter & online calendar

Program Updates by Funding Category/Quarterly Work Plan Outline:

Support Grant

Administrative Duties

Fiscal management:

- Updated the operating budget, it is current in that our Mosby and NFWF grant operating funds are included.
- We need to fundraise to create a better financial buffer. See grant writing section for some ideas, an event might be shorter term and more guarantee. A development committee would be helpful, guidance from the Steering Committee on if you'd like to see a development proposal first would be helpful.
- Anita Shah works for a CPA firm, she is interested in volunteering. Please let me know if you have time to sit down with her to discuss her skillset.
- I attended a Nonprofit Financial Fundamentals workshop, let me know if you would like a copy of the materials. There are other TACS workshops, some we are already registered for, let me know if you are interested.
- I plan to meet with David Atkins to answer fiscal questions about our nonprofit transition on March 11th.

Office:

Rearrangement is working well; Blackberry Pie and others have inquired about a) jointly renting space b) renting the back office. Opinions welcome, this is on the backburner but could use some guidance.

Grant writing:

It would be prudent for us to explore additional base support funding options, including: National Forest Foundation, any RAC still open, and

others. I will work on developing our options for funding. I will need to work with some Steering Committee members (possibly in a Development Committee framework) to decide what to ask for.

This month we supported these partners' requests for funds to assist our work:

Letters of Support

1. Walama Restoration Project application to the Cow Creek Umpqua Indian Foundation for the STREAM Program.
2. Walama Restoration Project pre-grant meeting with Ray Jubitz.
3. Kennedy High School, two applications to the OYCC funding pool. One for a summer crew, one for regular support that goes to Matthew Hall's position.
4. DEQ Black Butte Mine funds appropriation.
5. Tania Siemens, OSU SeaGrant Title II RAC proposal (USFS).

Steering Committee coordination:

Our tentative nonprofit transition schedule is as such:

- This week the Articles of Incorporation should be coming back from the state. Nonprofit Support Services will compile and send notebooks to us this week as well, along with forms for filing for our EIN number. They usually work with staff on these components, but please contact me and I can get you a notebook as soon as they arrive.
- March 11th 11am fiscal meeting with David Atkins
- March 19th preliminary meeting with David Atkins (Q & A about the bylaws), if someone wants to join me, they are welcome. Their staff will create a draft set of the bylaws for our review.
- ****First meeting of the Board**** Since our preliminary meeting will be 3/19, and their staff will need time to draft the bylaws, we need to look at scheduling—probably the last week of April, first week of May. If we meet in the evening, it will cost us a bit more per hour. David is available late afternoon or on a lunch hour as well.
 - Will make 'startup resolutions'

I met with Wendy last week and she is aware of all our resignations. She has some specific guidance that I am happy to share. I hope we can all move forward in a positive and pro-active manner.

Technical Committee Coordination:

Please see the notes attached from our re-organization of the Technical Committee. This is a key part of our organizational function and needs to be integrated with the Steering Committee leadership and oversight in order to be effective.

Education & Outreach Committee Coordination:

Coordination of this committee is transferring to Jerina Page, Outreach Specialist. Here is her summary of her activities and the committee meeting notes are attached.

Outreach Summary (Jerina Page):

Education/Outreach accomplishments for February 2009:

Attendees at the February meeting of the Education/Outreach committee first briefly reviewed the draft notes from the January strategy session, then reached consensus on the E/O priorities for the next 12 to 18 months. Members approved the general format of the Restore newsletter and the eNewsletter, with some suggestions. I will present a draft plan for upgrading marketing and educational materials for approval at the March committee meeting. Also met with programmer/website consultant to review current site and options for future changes.

February saw considerable active involvement in the Creswell Garden Lake Legacy Pavilion planning project, both on the general planning committee and the signage committee. This included helping lead signage meetings and research into best practices for educational signage from a science curriculum perspective.

Increased knowledge base for and understanding of two projects through reviewing historical files and attending meetings: Mosby Creek and STREAM.

Updated and emailed the February eNewsletter; updated the website and blog; publicized and set up the January 27th meeting in Creswell and the February 25th meeting in Cottage Grove.

East Regional Park

Rob Cox has drafted a draft of a vegetation plan and we meet with the City of Cottage Grove to outline their capabilities for the upcoming season. Next we'll formalize timelines and go out to bid on contract removal.

Garden Lake

A large tree planting was conducted February 21st. We had attendance from the UO Volleyball team and 8 other volunteers.

Youth Legacy Interpretive signage and pavilion is on a VERY SHORT AND FAST timeline. Jerina and I have been trying to keep up and contribute high quality material for the content of the signage. Our next meeting is February 7th 10am at the Creswell Community Center. <http://gardenlakepark.blogspot.com/>

Monitoring by the UO Environmental Leadership Program is beginning soon. This will take place at both Garden Lake and East Regional Park.

Floodplain Restoration

Results are coming in from the initial study that rank project opportunities. Very interesting results that show several of our known good project sites as good areas: East Regional Park, Lynx Hollow, etc.

Next planning meeting was just canceled for early April. Pam is initiating planning with the team.

Upper Willamette Water Quality Monitoring Program

The first water quality monitoring by volunteers took place this month as the STREAM Program is beginning to conduct a one-day per month monitoring session to satisfy the DEQ 319 Program at 6+ sites.

Mosby Creek

Monitoring Project

I shared photos and some results at our Feb 25th meeting.

Instream Project

Bob Danehy attended our last Technical Committee meeting and is beginning to review the data coming out of the Aquatic Inventory. Bob, Erik and I are touring a boulder and rock weir placement project and Bob is working with ODFW in some capacity.

Friends of Mosby Creek

This group has a planning meeting on Wednesday February 4th. The focus of our February public meeting will be Mosby Creek and Orin Schumacher, Lane County Roads Veg Mgmt lead will be discussing recent activities on Mosby Creek roads. Next, we'll be beginning site visits in the lower third of the watershed mainstem and tributaries.

Small Grants

The **Wright Century Farm**, owned by Brian Woods and his sons is a very interesting site with lots of potential. UPDATE: The Wright sons drafted their own small grant.

Jan Ogsbury's project on Silk Creek is underway this winter and has had visits from Kennedy and Walama. Planting will occur soon.

Other site visits:

Billups, Rasmussen—no grants planned. Seeking process for how to confirm this decision with a secondary review.

Volunteer Coordination

I am working with two volunteers to increase our capacity for different projects.

Shelley Deadmond: UO student/ Grant writing Intern. Shelley has researched several funding pools and due to a delay/change with the Wright project, I referred her to Eric Cullander as our schools are suffering severe shortfalls.

Kelly Green: New Cottage Grove resident/Recent UO grad with natural resource planning experience. Kelly has participated in our work party, a committee meeting and public meeting. I am recruiting her to help with the May 16th event, and she is planting trees at Garden Lake.

A: Education/Outreach Committee Meeting February 17, 2009

Present: Deb Schmidt, Gail Hemsoth, Eric Cullander, Donna Long, Pam Reber, Jerina Page, Kelsey Green, Diane Conrad

Following introductions, the group began a review of the draft strategic planning document for the Education/Outreach goals and objectives. A brief discussion followed on outreach to more community organizations/volunteers, an ongoing goal for the Council. Diane suggested the Cottage Grove Chamber of Commerce mailing list but Donna explained that it was not available.

Suggestion: Add the Chamber board of directors names to our mailing lists.

Reviewed the Winter Restore. Suggestion from Diane to make the organization name larger and include more white space. Eric noted that we had agreed to put a contact/info sources links area in the newsletter. Jerina explained that the Winter issue included the biennial report and limited the space for both design and content; plan to include in the next newsletters: more white space, info area. Otherwise, committee approved the newsletter and the eNewsletter formats.

At Deb's suggestion, members then listed what they felt the top new and continuing priorities should be, after her observation that the draft list was far too large to realistically complete in the next 12 to 18 months.

Proposed New Items:

Agree on branding and implementation. Website and council brochure are major focus.

To Do: Jerina will bring a proposal to the next meeting.

Hands on Stewardship: Develop a community-based invasive species program. This item appeared on the draft list in several forms and appeared to be a high priority for the committee.

To Do: Gail will host a subcommittee to research and draft an implementation plan. Will bring a proposal to the next meeting.

To Do: Recruit Dave and Julie for technical side

Ongoing Items:

Improve volunteer coordination

Develop strategies to improve volunteer coordination.

Maintain landowner outreach efforts:

Foster FOMC communication with Ed/Outreach Committee.

Link to action plan.

Continue achievement on restoration projects:

Mosby Creek

Flood Plain Feasibility Study

East Regional Park

North Regional Park

Maintain education/outreach efforts:

STREAM

Evaluate from a watershed perspective and state educational standards

To Do: Eric will draft an implementation plan and present at next meeting.

Tabling at events:

May Clean up

Agreed to invite Teresa to the March meeting.

June Water Ouzel float grip

July 4th Creswell unveiling of Garden Lake Park Education/Science pavilion

BMD 50th anniversary

August Council picnic

NEXT MEETING: Wednesday, March 18, 2009, Council office.

B.

Technical Committee Meeting Notes from February 10, 2009

Introductions The attendees shared what skills and interests they bring to the Technical Committee.

Dave Cunningham:

Ecology; fish biology; taught natural history

Laurie Bernstein:

Fish biology; stream ecology; mapping; GIS; grant writing; liaison with Forest Service (which has a huge portion of the watershed)

Brian Forge:

Experience as a project partner with CFWWC; project management background

Erik Moberly:

Fish biology; passion for resource preservation & improvement

Alison Center:

Prior Wildlife Biologist with BLM – knowledge of watersheds; sensitive species – threatened & endangered; environmental assessment teams; butterflies; pond turtles

Jerina Page:

CFWWC staff; education effort lead; takes Tech Committee work and makes it appealing to the average person

Jim Mough:

Sciences background; read & review of documents; Black Butte Mine & mercury; chemistry

**Technical
Committee
Ground Rules**

- Stay within 15 minutes of going over the end of the agenda
 - Be actively engaged in meetings
 - Have clear expectations and communicate them – put it on the table
 - Be respectful
 - Call a timeout if meeting discussions become intense
 - Feel good about what we're doing
 - Decisions are by consensus
 - Work toward a common goal – refrain from attaching yourself to the outcomes – temper your own desires for the good of the group and/or organization
 - Assume the best of everyone
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**Clarify the
Role of the
Watershed
Council
Coordinator**

Pam Reber provided a synopsis of her major duties as the Watershed Council Coordinator (Appendix A). There was discussion regarding how the Technical Committee can work in concert with the Coordinator.

**Clarify the
Role of the
Technical
Committee**

The group brainstormed the role of the Technical Committee to determine future direction and goals. The proposed major functions and potential roles include the following:

Support

- Provide technical assistance to landowners, staff and partners working with the Watershed Council.
- Be available to provide technical assistance during project implementation
- Provide technical assistance during project development, including grant writing. Propose actions and/or recommendations that fit the site conditions and issues.

Strategic Planning

- Propose actions and/or recommendations to help the Council make the best restoration, monitoring and assessment choices.

Project Planning

- Check in with interested partners prior to project approval? Make contacts with potential project partners as opportunity arises?
- Assist with project planning
- Obtain information and data
- Get land owners or cooperators involved in projects (rephrase)
- Provide (after developing) a review and feedback process for projects
- Develop small function groups for projects
- Filter projects
- Assist in determining what projects provide the most positive exposure for the Watershed Council (most bang for the buck)
- Propose actions and/or recommendations

Representation

- Agency representatives present information to the Committee on resource projects or issues; Other members share relevant research.
- Provide presentations

Other Assistance

- Work with the Outreach Committee to provide technical terms in plain language
- Provide presentations
- Develop long-range planning for assisting education outreach

The Committee also has a need to work with the Steering Committee in building trust; determining ways to work in collaboration; and understand each others' roles and processes.

Project Planning Next Steps	Pam provided some ideas on where the members of the Tech Committee could assist with projects planning needs in the near future. More discussion to come in future meetings.
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Next Meeting	<p>The next meeting will be held at the Coast Fork Willamette Watershed Council office on March 10, 2009 beginning at 6:30 pm.</p> <p>March agenda topics will include:</p> <ul style="list-style-type: none">• Round Robin of activities and progress• Grant update and support opportunities• How to meet the proposed functions and goals• What to accomplish in meetings and framework for meetings
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Facilitation and Notes by Karol Kuhn, Facilitate Solutions

Coordinator Role in Technical Planning

February 3, 2009

Role of the Coordinator in relation to the Technical Committee:

- The role of one staff person in a watershed council is three fold as it relates to projects.

Facilitator/Coordinator

- Committees
 - Projects (funded and unfunded)
- Project Manager/Technical Lead
Executive Director

Duties of the (committee) Facilitator/Coordinator:

*Facilitation of meetings:

Largely one thinks of meetings which include: 1) scheduling 2) agenda setting 3) assuring minutes are compiled and next steps are made 4) reconvening, or assuring proper implementation or conclusion.

*Facilitation of volunteers:

Yet volunteers often require direct facilitation beyond meetings which includes: 1) Phone, email, face time clarification/support on tasks and decision making, 2) Response to information requests, research, sometimes joint meetings to foster getting a question answered or sometimes this leads into a site visit or activity.

*Facilitation of partner relationships and (unfunded) projects:

Many requests of interest and inquiry (information requests) are directed to staff that are of an acutely technical nature. Our mission states that we will collaborate and if another person or entity is NOT requiring a grant, we have often agreed to provide support (see example).

*Facilitation of funded projects

Usually funded projects have a faster timeline or entail communication with multiple key partners. The following actions are ideal for keeping partners and the project up to date, however additional actions may be required to include others.

Duties as a Project Manager/Technical Lead:

Facilitate/Ensure completion of the following (per project):

- Initiate projects (calls, mailers, events)→ site visits, identify issues, opportunities/constraints → report to the Technical Committee and share with relevant partners.
- Project scoping→ follow up site visit & consulting expertise, secure project partners and landowner commitment, determine project elements and develop project scope.
- Pursue/secure funding, write grants or plans if funded. Gain approval of committees.
- Determine project design, permitting issues, other due diligence.
- Contract project work, oversee contractors, invoicing, reporting and otherwise ensure implementation
- Determine and implement project monitoring: photopoints, % infestation, etc.

Facilitate/Ensure Project prioritization and refinement of priorities:

- Follow existing guidance documents and priorities
- Integrate new information, facilitate data collection by partners or development of monitoring plans. Seek funding for and implement assessments, etc.

Duties as an Executive Director:

- Represent the organization to the community
 - Ensure project completion on budget, with enough funding for scope and good standing with funders. Manage staff and contractors.
 - Produce good projects a good organization that people will want to work with
 - Ensure good committee function and recruitment
 - Facilitate ownership of projects (outreach and engagement)
 - Facilitate the following Strategic Planning Goals
 - Create projects that meet watershed objectives
 - Educate the community on watershed issues
 - Recruit landowners, the uneducated and community leaders to practical and successful projects.
 - Develop and support a successful organization
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A Summary of the Usual Process--A project begins or an inquiry is followed up on:

- Attend an initial meeting, respond in a timely manner to an email or call.
 - A decision about Council participation may be required/expected/offered at this horizon. Background information is garnered during the call/meeting, online or via email request.
 - Resulting work: Consult relevant volunteers and partners. If a call came in or a meeting attended, this may require or provoke a document be prepared
- Participate in project team formation—sometimes this is clear and regular, other times meetings occur as needed.

- Develop a scope of work, roles and responsibilities or propel spontaneously forward due to the awesomeness of the project and its champions.
- Pursue funding, draft contracts if funding is available, share for review with the appropriate Coast Fork committee who then shares it with the Steering Committee if approved.
- Continue meetings within timeline of project or implement project according to responsibility.
 - See Project Management/Technical Lead duties
 - Outreach & Administrative responsibilities go to new staff person!
- Report out on successes at committees, to funders, in final reports and in outreach materials. Thank project volunteers and partners (working to do this better); create an atmosphere that fosters future collaboration.