

Middle Fork Willamette Watershed Council
Steering Committee Meeting

23 Feb 2005
Lowell, OR
6:30 pm

Present: Adam Ulrey, Peggy Marcus, Chuck Davis, Dan Hurley, Diana Bus, Mike Beitz, Barb Hazen, Fred Sperry, James Johnston, and Amy Chinitz

- I. Introductions.
- II. Reviewed Agenda. Replaced discussion of Lane County Fair with request to issue input on re-opening of the Fall Creek Quarry. Agenda approved.
- III. Approved minutes from January 26, 2005 meeting.
- IV. Steering Committee member issues/concerns: None
- V. Coordinator Report.
Council Support Grant: the process is different this year. Reviewers have opportunity to ask questions. Council is able to prepare for those questions and then has 15 minutes to respond. The questions are regarding council organization, past accomplishments, work plan complexity, and Dexter dam's place in the work plan. Amy asked for any comments from the committee on her answers.
- VI. Coordinator Interview Preparation
Interviewee selection: Ten applications received. The sub-committee will review and pare them down to 3 interviewees.
Interviews: Chuck asked us to update the interview score sheet. James suggested more weight for project management and less for assessment. Chuck suggested more fundraising weight. Amy pointed out that the restoration project management qualifications listed in the RFQ should be included. Chuck stated that interviewees receive timely notification of the interview and receive a copy of the score sheet so that they can prepare. The group made a few more minor changes to the score sheet. All members of the SC will receive copies of the application packets of those candidates selected for interviews. Chuck read the 4 questions to be asked of the interviewees. There were no changes to them. Amy emphasized the interview date as March 9, 2005 at 6pm in the USFS Conference room. Barb, as SC Chair, volunteered to answer questions asked by the interviewees.
Post-interview process: Chuck explained that we take 15-minute breaks between interviews to discuss, record scores, etc. He also added that if we made a selection (which was not mandatory), that he would call references the next day.
- VII. County Commissioners Presentation Update
Amy met with the other watershed councils and they have selected one representative, the chair of the Long Tom Watershed Council, to meet with Commissioner Morrison to request time on the agenda. Then they will send two representatives forward to present to the entire commission. Amy emphasized that council members are encouraged to attend the presentation.
- VIII. Tree Planting Festival
Traditionally Amy sets up a booth for this event. This year we can also do an event such as an interpretive walk. Adam and Peggy volunteered to lead the event.

- IX. Budget Committee
Amy is encouraging the formation of a budget committee that would assist the Coordinator with finances, especially during transition to a new coordinator. This committee would add more oversight of receipts and records and help protect against potential fiscal mismanagement controversy. Chip and Barb volunteered; Diana is finding out if there are any conflicts with her role as an agency staff representative.
- X. Fall Creek Quarry/Policy concerning response requests
The Fall Creek/Lowell Livability Group has concerns about the reopening of this quarry and would like the MFWWC to provide comments. As a group we declined to participate in any action concerning this request. Amy asked the committee to consider writing a policy to deal with these types of requests. Adam volunteered to move forward if he could get an example and support. Amy suggested we address just what it means for us to “support” something in the process of creating this policy.
- XI. Lane County Fair
We’ve been invited to participate in a multi-partner booth called the Fish & Fun exhibit. It would not require regular staffing. Amy asked if we want to participate. The committee decided to decline the invitation to participate in the Lane County Fair.
- XII. Next Steering Committee meeting: March 23, 2005.

Meeting adjourned 8:30 PM.

Peggy Marcus
Recorder