

Middle Fork Willamette Watershed Council
Steering Committee Minutes

March 23, 2005
Lowell, OR
6:30 PM

Present: Chip Weber, Diana Bus, Adam Ulrey, Peggy Marcus, Pat Burns, Barbara Hazen, Eve Montanaro, Dan Hurley, Jim Reed, Sean Stewart, and Amy Chinitz.

- I. Introductions/Welcoming of Guests.
 - Eve Montanaro was introduced as the new Watershed Council Coordinator.
 - Guests included Jim Reed who is doing a GIS project for the council, and Sean Stewart who works for State Parks.
- II. Reviewed the meeting agenda.
- III. Approval of February 23 meeting minutes
 - Dan motioned to approve the minutes as written.
 - Adam seconded the motion.
 - The motion passed unanimously.
- IV. Barb asked for a time that the Budget Committee could meet. Amy offered to host the meeting at her house on Monday the 4th at 6:15.
- V. Coordinator Update
 - Amy introduced Eve as the new coordinator. She said that they have reviewed Eve's contract and that Eve will sign it after the meeting. Amy's last day will be April 8th. Eve will start work on April 4th and begin training with Amy.
 - Adam asked when we will meet next with Jason Blazar. Amy said that she will check when his next "deliverable" is scheduled. She said it could be April, May, or June.
 - Barb commented that the restoration plan that Jason will be working on will be based on inventories of the surrounding native flora and fauna. She reminded the council that his work picks up where we left off with Phase 1 of the Lost Creek Confluence project.
 - Diana asked a question about the "small grants team." Amy explained that the members of the "small grants team" meet regularly, and that she was responsible for convening the meetings. Amy is going to request that another member of the Small Grants team convene the meetings, since Eve will be new to the team.
- VI. Fish Passage Database and Prioritization Project Update
 - Jim Reed introduced himself and the project he has been working on for the Watershed Council. The project maps known culverts in the watershed, and it is designed to become a tool for the council and land managers to prioritize restoration of culverts using GIS data.

- Jim explained the history of the project – how it began with an initial RAC grant that was later supplemented with money from the BLM.
- He talked about how the project has progressed and about the limitations of the data. The Forest Service provided him with data last summer that had 200 culverts in a database, but 1000 were not listed. BLM has provided some of the best data including a stack of maps. ODFW provided data on culverts and data on fish bearing streams.
- Chip commented that verifying the location and condition of so many culverts must be very labor-intensive and time consuming. Jim agreed. Jim explained how he recently went with Chuck, Amy, and someone from the BLM to look at culverts they thought would need replacing, but they didn't identify one that needed to be replaced.
- Jim said that he has been working with an advisory council on this project. He said that they are moving forward with the data and that they are not waiting for more. He said he will incorporate data available for the Coast Fork watershed because it would not take much time to do so.
- The end goal for the project is to have a map similar to the atlas prepared by Benton County and a prioritization list. Prioritization will be based on a list of parameters that can be scaled and adjusted as needed. Some of the parameters may include water quality, water levels, geological information, numbers of barriers, drainage area, and forest patch size.
- Chip said that he will try to get the prioritization scheme used on the Tsongas National Forest.

VII. Budget Update

- Amy said that the next budget update isn't scheduled until April, but that she and Eve are working on it now due to the changeover.
- \$36,957 was shown as the total remaining for the year. The budget showed some surplus in the operating expenses. Amy suggested that we wait until mid-May or Early June and then have Eve transfer the money as needed, with OWEB's approval, toward the coordinator's salary.
- Amy showed a new tracking sheet developed by our fiscal agent in Oakridge for managing the cash account. The tracking sheet shows the 5% taken out for accounting expenses. Of the funds remaining, \$6,000 is earmarked for the coordinator and \$5,700 is earmarked for the Bristow Project.
- Total remaining OPRD funds were shown to be \$14,310.18. Amy noted that \$1,000 is earmarked for a red-legged frog survey and some should be reserved for project management.

VIII. Commissioner's Presentation

- Amy told the board that Commissioner Morrison will not grant watershed councils time on the agenda until she receives financial reports from all the councils. She asked the Steering Committee if the MFWWC should continue to pursue the opportunity to present at a BCC meeting, or should we dedicate time to one-on-one meetings and outreach with individual commissioners. Amy said that

the Long Tom and Siuslaw Watershed Councils have decided just to submit the annual report as required and schedule face-to-face meetings with individual commissioners.

- Diane motioned to follow suit with the Long Tom and Siuslaw Watershed Councils.
- Chip recommended that we should try to improve the long-term relationship with Commissioner Morrison and try to rebuild trust. Amy agreed. She encouraged us to work individually with the Commissioners.
- Chip asked how we could use the efforts that Amy put into making a presentation to reach out to the Commissioners. Amy said that an outline for the presentation would be available as well as the annual report that has already been provided to the Commissioners.
- Adam asked what would be the best way to reach out to Commissioner Morrison. Amy replied that she thought Commissioner Morrison would be most receptive to her constituents. She also said that providing her with general project updates would be good.
- Adam seconded Diane's motion to schedule face-to-face meetings with individual Commissioners rather than continuing to work to get on the BCC agenda.
- The motion passed unanimously.

IX. Plan for Steering Committee Evaluations.

- Amy commented that the next coordinator evaluation is scheduled for June, but due to the timing of her resignation, this would not be happening.
- Amy said that the steering committee usually does a self-evaluation around this time, but with so many new members, an evaluation now probably wouldn't be very helpful. She recommended picking another time (perhaps June) to do the evaluation.
- Chip requested that Amy complete an "exit report" on her experience in working with the steering committee. He felt that we could use this as a basis for improvement. Amy said she would gladly summarize her experience and share it with the committee.
- The committee agreed that forms should be sent out in May to members of the steering committee to complete the coordinator evaluation and the steering committee evaluation. Amy commented that she thought Chuck might have existing forms to use for these evaluations. Dan volunteered to try to get the forms from Chuck, to send them out, and to compile the results.

X. Discussion on Uses for the \$2,000 Dirk-Edmunds Gift

- A \$1,000 donation has been given to the council (and 41 other councils) from the Dirk-Edmunds Estate. This donation will be matched by a grant from OWEB bringing the total to \$2,000. The OWEB portion must be spent by the end of June and the council must report on how it is used.
- Amy commented that Chuck recommended spending the money on a computer for the council office. She tossed out other ideas such as: educational maps, updating the website, educational materials, kiosks, and tools.

- Adam voiced his opinion that he would like to see the money spent on educating kids. The rest of the steering committee voiced agreement. Chip thought it would be good to incorporate teaching about our watershed as part of an outdoor school. Barb said that this was something she thought Diane Davis could do. Diana agreed that spending the grant on educating kids would be good because that is something that it is typically hard to get funds for. She added that we might be able to increase the funds by putting it toward a challenge grant. Chip thought we could solicit Ben & Jerry's or other corporations to match the grant
- Sean noted that due to the time constraints, the council should try to spend the money on something already prepared or packaged. Chip recommended Ernie Ledbetter's watershed simulator. Sean suggested incorporating watershed education into Sky Camp – an event sponsored by the Springfield Kiwanis at Fall Creek Reservoir.
- Chip proposed that we contact Diane Davis first and ask if she would be able to conduct watershed education, and then look to others. The money could be used for a field trip, maybe just a couple of cases.
- The committee agreed that the educational services requested should be: specific to our watershed, take place in the watershed, with the intent of getting kids involved, be out of the classroom, and be ongoing if possible. The committee also agreed that we should try to follow up with the kids and the teacher later after the event and that we should continue to look for matching funds. Specifics were to be determined later via email.
- Amy reminded the committee about the need to incorporate project manager expenses into the cost.
- The committee agreed to spend the full \$2,000 on an educational project. If it can't be done by the June deadline, funds would be swapped with a priority project with the intent to spend money later on education. Updating the website was offered as a backup project for the \$1,000 OWEB grant.

XI. Adjourned at 8:45 pm.

Dan Hurley
Recorder