

**Middle Fork Willamette Watershed Council**  
**Steering Committee Meeting**  
*October 26, 2005*

Attendees: Diana Bus, Peggy Marcus, Chuck Davis, Chip Webber, Dan Hurley, Fred Sperry, Pat Burns, Marc Paulman, Barbara Hazen, Eve Montanaro

- I) Introductions
- II) Reviewed meeting agenda
- III) Approved September 28 meeting minutes. Chuck motioned to approve with one change (to add himself as an attendee), Diana seconded, the motion passed unanimously.
- IV) Steering Committee member issues/concerns:
  - Chuck discussed a letter he had that contained information about a program called “The Conservation Security Program” run by the NRCS. He wondered why the McKenzie Watershed was chosen, what the process was for qualification, and whether the Middle Fork could apply. Marc responded that he would get information to the Council. Eve said she thought the Middle Fork was on a list to be selected in future years, but she did not know when.
  - Chip wanted information about the Jim’s Creek project. Eve said she would email him.
  - Diana informed the council that the 2-year terms for Barb and herself would expire soon. Eve said she would look into the issue.
  - Eve asked if there were any ideas for the December General Council Meeting and if we wanted to do another potluck. Chuck said that last year the December meeting had presentations by a fish biologist, an ornithologist, and a presentation about mushrooms. Diana asked if the kids who had been involved in MFWWC projects would want to give a presentation. Eve thought a presentation by ODFW on Bull Trout would be good. Fred mentioned an interesting study called the Hinkle Creek paired watershed study. Chip suggested a presentation on “special forest products” (herbs, Christmas trees, bear grass, etc.) Eve suggested a presentation about the trail being created on Lowell Butte. The Committee agreed to have Chip look into getting a presenter for special forest products and to have Eve check into getting a presenter for the “Nelson Project” (the restoration project of Oak Savannah on Lowell Butte).
- V) Fish Passage Deliverables – Eve said that the project is almost complete. The remaining deliverables are: 1) a written description of the prioritization model, 2) an excel spreadsheet database, 3) draft maps, and 4) a written description of ground-truthing

Chip asked if the Committee had agreed on an approval process, Eve said that no, we had agreed on the need for a process. The Committee agreed that a process for

approving deliverables should be a part of future contracts. Chip agreed to draft a policy with input from the Committee. He requested emails by December 1<sup>st</sup>.

Eve shared a draft of the first deliverable – the written description of the project. The Committee agreed that the draft does address the assumptions, but only minimally, and not in a clear and readable format. The Committee agreed that it wanted a narrative that was more cohesive and readable. The Committee discussed that the format was not specified in the contract for this project. However, they requested that Eve draft an email asking for a revised narrative. Chip stated that we need to do a better job of having “front-end clarity” for our contracts and to set up a procedure for quality assurance at the beginning.

Chuck asked what the role of the Council would be for the work that would be done for the McKenzie watershed. Eve responded that the Middle Fork Council would be approving the work and that the McKenzie Council would provide input.

- VI) Work Plan Revisions 2005-2007. Eve requested revising the work plan for the Coordinator based on the funding received from OWEB (\$47K was requested, \$22K was received). Diana suggested that we don't cut objectives, but we should prioritize in case additional monies are received. Eve commented that the objectives are already prioritized but that the sub-activities are not. Chip suggested making tiers of priority. Diana suggested cutting everything in half. The Committee agreed to prioritize each activity according to “high, medium, or low.” See attached “Revised Work Plan” for prioritized rankings.
- VII) Meeting adjourned at 8:40pm

Recorder: Dan Hurley