

## **LUCKIAMUTE WATERSHED COUNCIL MINUTES**

**March 8, 2012**

6 p.m. – Contractor meeting, MVH

7 p.m. – General Council Meeting, Monmouth Volunteer Hall

### **CALL TO ORDER**

Chair Suzanne Moellendorf called the meeting to order. Present were: Gail Oberst, Hollis Fishelson-Holstine, Kelly Gordon, Mari Anne Gest, Karin Nembach (OSU student), Phil Larsen, David Simmons, Steve Milligan, Ed Miller, Patrick Melendy, Andrea Melendy (Ash Creek) Dan Farnsworth (Ash Creek), Jeniffer Bakke.

**ACTION:** Minutes approved. Attendance and volunteer sheet is circulated.

Special Report – David Simmons, Glenn-Gibson Watershed Council – The council is applying for an OWEB grant to support coordinator Aida Eric as a part-time technician. The plan is to expand opportunities for CREP management, Conservation Reserve Enhancement Program. Simmons explains how CREP works, and how the proposed technician would work to identify potential cooperating landowners. GGWC would apply for funding for the position from OWEB, approximately \$45-50,000 for two years. Aida has a master's degree in hydrology, can supervise the technical assistance. Simmons asks for a letter of support.

**ACTION:** Kelly moves, Gail seconds a motion for the LWC to draft a letter of support for Glenn-Gibson's grant application. **Approved**

**Special Guests** -- Patrick, Andrea and Dan describe the work of the Friends of Ash Creek. They talk about their concerns with building a trail along Ash Creek from the Willamette to Western Oregon University, which was adopted into the transportation plan. They suggest it could environmentally devastating and costly.

### **Steering Committee Report**

**Coordinator:** Mari Anne reports. See written report. Also discussed: Emily Plec's WOU class. Suggestion: a video on perceptions of residents about a trail along Ash Creek.

Report on the "Thank You and informational event in Kings Valley Feb. 18. Many landowners offered to give tours, share experience.

LSNA volunteer group has set a work party March 24, 9 a.m. to noon.

Applied for a \$20,000 weed grant, to remove weeds in the model watershed.

**Contractor vs. Employee:** The Steering Committee recommends NOT pursuing non-profit status or employee relationships right now as this action could require reorganization of the board – one that may not represent the stakeholders. David talked a little bit about "Employer of Record" possibilities, and also the possibility of a temp agency, which could act as the employer.

**Coordinator Contract changes:** -- The equal payment quantities don't meet the requirement of contractors, according to OWEB and CPRCD. The Steering Committee has drafted a revised contract, breaking out the Outreach piece and other deliverables, to tie payments to deliverables.

**Strategic Planning** – Tabled -- We need more internal planning before we go ahead with strategic planning.

**Upcoming grant deadlines** – LSNA pre-application is due tomorrow. Discussion: other grant opportunities and deadlines.

### **Treasurer and Budget Committee**

**Budget, see report** – New SIP grant for the LSNA Model Watershed is set up. CPRCD agreed to 8 percent on that project. Still need to agree to charges for varying fiscal administration needs.

### **Projects Update**

See report – Kelly reviews Peter’s report including: Ongoing planting in the Model Watershed, GIS maps and updating, flooding in the LSNA, CREP in the LSNA, conifer enrichment project with Forest Capital along the upper Luckiamute, Upper Luckiamute culverts with Steve Trask, Plunkett Creek culvert under KV Highway as a mitigation for the fish passage. Potential projects include: Harris Creek, on Vierra’s property; Weyerhauser, Dutch Creek above Falls City; Railroad pilings removal LiDar required by DGMI. Bids are in from River Design Group. This report will establish that piling removal is a feasible project. **ACTION:** Hollis moves and Ed seconds a motion to submit the grant application in April to OWEB if the report indicates the project is feasible. **Approved.**

### **Education/Outreach Committee Update**

Gail will bring a proposal to the next meeting for a job description and a scope of work for a contract Outreach Coordinator. Estimates for support will be included.

### **Adjournment**

The next regular meeting is at 7 p.m. Thursday, April 12, at Monmouth Volunteer Hall, 144 Warren St., Monmouth. The Education/Outreach Committee meets at 6 p.m. at Crush, at the corner of Main and Warren streets.



## ***Agenda***

Luckiamute Watershed Council

March 8, 2012, 7 p.m.

Volunteer Hall, Monmouth

[Education/Outreach Committee meeting](#) – 6 pm at Crush, on the corner of Main St & Warren St. in Monmouth.

### **Introductions:**

7:00-7:05 Call to order –

*Chair, Suzanne*

Introductions – Guests and Council Members

Minutes – Proposed Action: Approve Minutes from February 9, 2012.

Time and attendance sheets

### **Business:**

7:05-7:15

CREP Collaboration

*David Simmons, Glenn-Gibson Watershed Council*

7:15-7:45	<u>Steering Committee Report</u>	<i>Suzanne, Mari Anne</i>
	Coordinator's Report	
	Contractor vs. Employee and Nonprofit Decision Making	
	Coordinator Contract Changes	
	Strategic Planning: Meeting Postponement and Approach	
	Upcoming Grant Deadlines	
7:45-7:50	<u>Treasurer and Budget Committee</u>	<i>Hollis</i>
	Budget report	
7:50-7:55	<u>Projects Update</u>	<i>Kelly</i>
7:55-8:25	<u>PRC Committee Update</u>	<i>Kelly</i>
	Railroad berm removal	
	Proposed Action: Decide whether to have River Design Group carry out a project analysis	
	Conifer Enrichment	
	Plunkett Creek Culvert	
	Dutch Creek Culvert	
	Harris Creek Culvert	
	Other Projects	
	Proposed Action: Decide whether to submit a project to OWEB for April funding deadline	
8:25-8:30	<u>Education/Outreach Committee Update</u>	<i>Gail</i>
	Outcome of thank you event in Kings Valley	
8:30-8:55	<u>Strategic Planning Discussion Topic</u>	<i>Suzanne</i>
	How should we focus our efforts in the Model Watershed?	
8:55-9:00	<u>LWC member reports and public comments</u>	<i>All present</i>

## **LWC Coordinator report**

**Mari Anne Gest**

**2/8 through 3/8/2012**

### **Outreach (25%)**

- **Hosted Model Watershed Event for landowners. 25 people in attendance.**
- **Worked with Oregon Parks ranger – Steve, and volunteer Joel Geier on formation of Friends of LSNA. Decision to go with Adopt a Park, which is more in line with volunteer’s wishes. Discussed signage and other issues.**
- **Participated in one meeting with Model Watershed Council Coordinators to discuss funding issues. Assisted in drafting working document regarding real costs for staffing and fiscal services.**
- **Worked with David Simmons on formation of CREP committee. Ron Nestlerode agreed to participate from the Council.**
- **Met with two residents of Ash Creek to discuss their concerns about the watershed. Possible recruit for Board membership.**
- **Working on Spring Newsletter**

### **Grant Development/reports and work plans (45%)**

- **Met with Ken Bierly regarding OWEB/MMT/LSNA proposal. Pre-proposal due March 9. And full proposal in April.**
- **Met with OWEB – Wendy and Courtney to review Council Support work plan.**
- **Worked on, completed and filed MMT Interim report and 2012 proposed budget.**
- **Wrote letter to Kendra/BEF in response to MOU issue between MMT and LWC.**
- **Wrote Model Watershed report (with the help of the Board) and worked with Peter and Hollis on proposed budget for 2012/13.**
- **Met with Kendra/BEF over Model Watershed Report for MMT and discussed proposed budget and deliverables for the following year. Kendra will write the final report due in March.**

### **Council Support and Administration (30%)**

- **Updated and maintained 2012 Calendar**
- **Processed invoices and check requests**
- **Attended Outreach Com, Steering Com. meeting and Board Meeting.**
- **Prepared documents for Board meeting.**
- **Updated and maintained Drop Box filing system for Board**
- **Responded to requests from Board.**
- **Updated website.**

LWC Project Manager Report Feb 1-29, 2012

Grant/Expense Category	Project Task	Contract Deliverable	Actual Hours Feb 1-29	February Notes
<b>LSNA MMT 10080217 (PM)</b>			<b>19.0</b>	
Grant Reporting	Compile relevant information and prepare relevant portion(s) of reports to meet grantor reporting requirements	Reports completed and delivered to grantor	5.0	MMT report background info and editing
Project Management	Ensure ongoing commitment from OPRD to support enhancement efforts	Ongoing financial and logistical support of LWC work on site	2.0	communications with Steve and Ryan
Project Management	Meet with OPRD quarterly	Meetings held	1.0	Field meeting with Steve
Project Management	Provide recommendations to engage OPRD staff in site management activities	Recommendations provided	2.0	
Project Management	Monitor staff plates during high water events for one water year to determine site inundation frequency and duration	Record staff plate readings in central data system as monitored	5.0	
Other activities	As requested by Council and accepted by Contractor		4.0	additional plant quotes and order, CP fiscal admin task
<b>LSNA OWEB 208-3090-8417</b>			<b>16.0</b>	
Project Management	Develop prescriptions and budget for site work and revise as necessary	Site prescriptions and budget resulting in signed contract(s)	6.0	Plan and costs for SIP pre-app
Project Management	Represent Council and OPRD in meetings and communications with Polk County Farm Services Agency (FSA)	Communications completed, meetings held, project in compliance	2.0	emails, call and maintenance application to FSA, shift two hours from 2nd quarter
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	2.0	
Project Management	Evaluate site conditions	Site conditions evaluated	3.0	one site visit
Project Management	Guide and check contractor work	Contractor work checked	3.0	scheduling and inspection
<b>Model Watershed MMT 11030689 (PM)</b>			<b>27.5</b>	
Collaboration Meetings	Participate in up to 6 collaborative meetings of the model watershed partners for peer learning and coordination of across endeavors	Attend collaborative meetings as appropriate for topic	3.5	Meeting with BEF
Grant Reporting	Compile relevant information and prepare relevant portion(s) of reports to meet grantor reporting requirements	Reports completed and delivered to grantor	10.0	Background info for 2011 report and 2012 work plan and document edits and email
Project Management	Represent Council in communications with funders and at requested meetings	Adequate communications maintained and meetings attended	1.0	Communications with Wendy
Project Management	Administer project implementation contracts	Contracts and invoices are properly processed through CPRCD	2.0	
Project Management	Request and arrange delivery of plants from BEF through regional grow contract, provide plant lists in database	Email updates to BEF, make contacts with suppliers, put plant lists for project sites in database		Plant Invoicing
Project Management	Represent Council at meetings or workshops in SIP area engaging at least 15 landowners (events organized by others)	Provide presentation materials and answer questions	8.0	Create Powerpoint and attend meeting
Other activities	As requested by Council and accepted by Contractor		3.0	General file organization, BEF plant Invoicing
<b>Model Watershed MMT 11030689 (Outreach)</b>			<b>6.0</b>	
Education and Outreach	Build relationships with landowners in SIP project area and keep them adequately informed about project activities	Provide documentation of contact attempts and interactions in database, keep landowners informed via telephone, email and/or mail contact (activities coordinated and/or shared with Council)	6.0	phone and email communications with landowners, follow up on KV meeting requests
<b>Model Watershed MMT 11030689 (Database)</b>			<b>6.0</b>	
		Council work flow and contact information is entered in database	6.0	GIS project boundaries and monitoring areas updated and delivered to BEF via Bill Orr
<b>Model Watershed OWEB 208-3090-8415 (PM)</b>			<b>15.6</b>	
Project Management	Knockweed control/Revegetation	Site prescriptions and budget resulting in signed contract(s)	2.0	permission requests to landowners for willow cuttings, new plans to contractor
Project Management	Evaluate site conditions	Site conditions evaluated	5.0	site visits, bridge piers, upper watershed reveget sites
Project Management	Guide and check contractor work	Contractor work checked	6.0	
Other activities	As requested by Council and accepted by Contractor		2.0	Misc. emails, calls and filing
			<b>Totals:</b>	<b>89.5</b>

LWC Budget Report Feb, 2012

**I. Expenses paid during past month**

**Notes:**

- All grants are still under budget

<b>Luckiamute Watershed Financial Summary</b>			
<b>February 29, 2012</b>			
<b>Statement for Current Operations</b>			
<b>Funder</b>	<b>Grant Number</b>	<b>Grant Name</b>	<b>Approved</b>
MMT	11030689	Model WS YR 2	
MMT	10080217	LSNA	
		<b>Subtotal MMT</b>	<b>\$</b>
OWEB	212-3999-9483	Upper Luckiamute River Enhancement - PE	
OWEB	212-3999-9415	Upper Luckiamute River Enhancement - Phase 2	
OWEB	212-058	Council Support	
OWEB	208- 3090- 8415	Model WS SIP/Up LR Enhance	
OWEB	208-3090-8417	LSNA SIP	
OWEB	209-3081	RBA 2	
OWEB	211-3012	Bridge Piling Removal	
		<b>Subtotal OWEB</b>	<b>\$</b>
OCF	#2011-03481	LSNA Planting	
BLM	L10AC 20207	RBA 2	
NFWF	2006-0123-038	Luckiamute Fish Passage Restoration	