

LUCKIAMUTE WATERSHED COUNCIL MINUTES

April 12, 2012

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

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Hollis Fishelson-Holstine, Kelly Gordon, Mari Anne Gest, Karin Nembach (OSU student), Phil Larsen, George Grosch, Steve Milligan, Ed Miller, Patrick Melendy, Dan Farnworth (Ash Creek), Crystal Durbecq, Jerry Weisensee, Wendy Hudson (OWEB)

ACTION: Motion to approve the minutes as amended (see amendment: Railroad pilings removal LiDar required by DOGAMI). **APPROVED.** Attendance and volunteer sheet is circulated.

Introduction of Guests:

Jerry Weisensee – Interested in fish, restoration, lives on Clayton Creek.

George Grosch – Interested in council work. Has served on several boards. Kings Valley resident

Dan Farnsworth, Patrick Melendy – Representing the Friends of Ash Creek, from Monmouth, and the Ash Creek Water Control District.

Crystal Durbecq – Benton SWCD -- Background in botany and invasive plants (Gold Beach) – Could start attending meetings; just moved to KV and has some watershed council experience.

Steve Milligan – Polk Co. Commission candidate – promises to work more proactively with the council, glad to see water resources are more coordinated.

Guest Speaker – Wendy Hudson – OWEB

Wendy Hudson talks about OWEB history since 1998, and funding for 63 of the approximately 90 Oregon watershed councils. Original funding (Measure 76) lifespan was until 2012, but new measure now assures perpetual funding.

Questions about OWEB funding for SWCDs and other groups, education/outreach funding, capital funds, restoration funds, OWEB's future plans and small grants.

See handout about small grants funded by OWEB.

Discussion about assessments, action plans, culvert projects, mitigation, weed and riparian projects, OWEB partnerships with other funders, Model Watershed SIP projects, and other topics.

Questions about board development training opportunities, budgeting, council strengths.

Questions about OWEB-funded insurance policies, liability for volunteers, contract work.

Steering Committee Report

Coordinator– See attached report. Thanks to those stepping up to volunteer. Karen interning – few hours per week.

Insurance update – met with Lynn Omev – LWC had no personal property (office equipment) coverage and no coverage for plants stored. Estimate for property coverage: About \$250 per year. Discussed insurance for volunteers.

Previous policy had coverage for two employees, 50 volunteers and 24 members of the board. Will rewrite policy to reflect lower number of volunteers and board members, and no employees. This will decrease costs. We are covered through June 26 under current policy.

Speakers for LWC meetings – Plans include Steve Trask – May; Emily Plec – June.

Buena Vista Road cleanup – May 5 from 9 a.m. to Noon. Volunteers needed.

Fiscal Discussion with Cascade Pacific RCD – A proposal is due April 27 from OWEB, Meyer Memorial Trust and CPRCD about fiscal management percentage and caps per project.

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 discussing charges for varying fiscal administration needs.

Projects Update – see report

OWEB Grant application for berm removal – River Design Group is preparing background information for grant. Removal of the solid berm will help reconnect wetlands now cut off. The proposed project would re-occupy an old ox-bow; Peter asked to allow RDG to continue studies and measurements.

ACTION: Kelly moves and Ron seconds a motion to give RDG permission to finish the evaluation and submit the project proposal to OWEB. **APPROVED**

Other projects: Planting for the Model Watershed and Luckiamute State Natural Area for this year is complete except some bundles of spirea which will plant after water subsides. Maintenance spraying delayed by flooding; hoping to start LSNA on Friday.

Weed grant – a continuation of the knotweed grant is expected in May.

Conifer enrichment project – Forest Capital land on main stem Luckiamute will replace red alder along the river with conifer.

Culverts – We are talking to ODOT about a culvert/fish passage barrier near Beazell on Plunkett Creek. A full replacement costs ca. \$400,000, but could do a less expensive fix to raise the creek bed. Hydraulic engineers will inspect. If replaced, the new culvert would be bigger.

Harris Creek culverts – there are two. Not big enough, perched, and is a juvenile fish passage barrier. Had applied for this before but asked for applied for arched culverts, and was rejected.

Steve Trask is interested in large woody debris project in the West fork. Ask him for more information next month.

Education/Outreach Committee Update

Gail has prepared proposal for Outreach proposal. Phone David Simmons of Glenn Gibson about CREP.

Outdoor school - won't participate this year

Road Clean-up – encourage people to participate

Volunteer – Karen is interested in LSNA because focus of her educational work.

Grant -- \$1000 from Benton SWCD – for outreach. Proposal letter is due by May 31.

Strategic Planning – Every meeting have topic of discussion to forward strategic planning efforts. Today – main strategies and actions from 10-year action plan. Threats – (see attached) – artificial barriers impede fish movement.

Benton SWCD – Crystal reports on meeting with people in Benton County and possible participation in LSNA projects.

Polk SWCD – They did a study on nutria diseases. Can we get reports?

Adjournment

The next regular meeting is at 7 p.m. Thursday, May 10, 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
April 12, 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:

7:00-7:15 Call to order – *Chair, Suzanne*
Introductions – Guests and Council Members
Minutes – **Proposed Action:** Approve Minutes from March 8, 2012.
Time and attendance sheets

Business:

7:15-7:45 **Speaker:** Wendy Hudson, Oregon Watershed Enhancement Board

7:45-8:00 **Steering Committee Report** *Suzanne, Mari Anne*
Coordinator's Report
Insurance update
Speakers for LWC meetings

8:00-8:05 **Treasurer and Budget Committee** *Hollis*
Budget report

8:05-8:10 **Projects Update** *Kelly*

8:10-8:20 **PRC Committee Update** *Kelly*
River Design Analysis and OWEB Grant Deadline

8:20-8:30 **Education/Outreach Committee Update** *Gail*
Outreach Coordinator
LSNA Outreach

8:30-8:55 **Strategic Planning Discussion** *Suzanne*

8:55-9:00 **LWC member reports and public comments** *All present*

LWC Project Manager Report, March 2012

Other tasks/updates:

Upper Luckiarmute Floodplain and Side Channel Reconnection OWEB application under way. Submission on April 16th pending favorable findings by RDG this week.
 Watching jam development at middle bridge plans. Scheduled a compliance inspection tour with Corps of Engineers and a site visit with Aquatic contracting. No plan to intervene.
 Knotweed expansion project - Developed landowner list. Preparing letter for mailing in April.
 LONA - Waiting for weather for a round of weed treatment throughout site. Subcontracted to RDG to capture the last two rainfall events. We'll have good data for MMT.

Grant/Fund Category	Project Task	Contract Deliverable	Estimated 1st Quarter hrs (Jan-Mar)	March 1-31 Hours Billed	March Notes
LWCA MMT 10080-17 (PM)			60	20.0	
Grant Reporting	Compile relevant information and prepare relevant portion(s) of reports to meet grantor reporting requirements	Reports completed and delivered to grantor	5		
Project Management	Ensure ongoing commitment from OPRD to support submanagement efforts	Ongoing financial and logistical support of LWC projects site	3		
Project Management	Meet with OPRD quarterly	Meetings held	4	1.0	Email communications with Ryan and Steve
Project Management	Provide recommendations to engage OPRD staff in site management activities	Recommendations provided	2		
Project Management	Determine plant numbers, request and arrange delivery of plants from RSP through regional grow contract, provide plant lists in database	Email updates to RSP, make contacts with suppliers, put plant lists for project sites in database	4		
Project Management	Monitor staff plans during high water events for one week year to determine site inundation frequency and duration	Record staff place readings in central data system as required	40	19.0	subcontracted readings to RDG
Other activities	As requested by Council and accepted by Contractor		4		
LWCA OWEB 208-0090-4417			80	14.0	
Project Management	Maintain communications with funders and represent Council at requested meetings	Adequate communications maintained, meetings attended	8		
Project Management	Develop prescriptions and budget for site work and revise as needed	Site prescriptions and budget resulting in signed contracts	11		
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	4		
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to OPRD upon satisfactory completion of work	4	2.0	Brook Invision, D. Ranco invoice, 1 hour shifted from other tasks to cover this expense
Project Management	Evaluate site conditions	Site conditions evaluated	8	1.0	Site visit for D. Ranco planting
Project Management	Guide and check contractor work	Contractor work checked	12	4.0	Site visit for D. Ranco planting, 2 hours shifted from other tasks to cover this expense
Other activities	As requested by Council and accepted by Contractor		10	10.0	Williams SF proposal, 2012 shore order to RSP
Model Watershed MMT 11030089 (PM)			100	81.0	
Collaborative Meetings	Participate in up to 6 collaborative meetings of the model watershed partners for peer learning and coordination of group endeavors	Attend collaborative meetings as appropriate for topic	8		
Grant Reporting	Compile relevant information and prepare relevant portion(s) of reports to meet grantor reporting requirements	Reports completed and delivered to grantor	28	8.0	Background data and revisions to MMT 2012 Work Plan, Updated spreadsheet to RSP, 8 hours shifted from other tasks to cover this expense
Project Management	Represent Council in communications with funders and at requested meetings	Adequate communications maintained and meetings attended	5		
Project Management	Administer project implementation contracts	Contracts and invoices are properly processed through OPRD	3		
Project Management	Request and arrange delivery of plants from RSP through regional grow contract, provide plant lists in database	Email updates to RSP, make contacts with suppliers, put plant lists for project sites in database	8	2.0	2012 plant order to RSP, 2 hours shifted from other tasks to cover this expense
Project Management	Track riparian revegetation per grant requirements	Project GIS maps and documentation of planting in site and report	8		
Project Management	Contribute relevant information to OWEB grant for Bridge Park Phase II grant proposal	Grant proposal content accepted by Council for submittal	7		
Project Management	Contribute relevant information to other grant proposals	Grant proposal content accepted by Council for submittal	4		
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		
Other activities	As requested by Council and accepted by Contractor		26	21.0	Attendance at RSP gathering, 14 hours shifted from other tasks to cover this expense
Model Watershed MMT 11030089 (Outreach)			20	4.0	
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 other project areas)	20	4.0	Call with Donna Schmitt, call with Gerald Bush, email with other landowners, newsletter images and edits
Model Watershed MMT 11030089 (Database)			8	0.0	
Model Watershed OWEB 208-0090-4415 (PM)			54	7.0	
Project Management	Establish control/management	Site prescriptions and budget resulting in signed contracts	4		
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	4	4.0	RDV contract scope and subcontracting
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to OPRD upon satisfactory completion of work	2		
Project Management	Evaluate site conditions	Site conditions evaluated	20	8.0	MW site check
Project Management	Guide and check contractor work	Contractor work checked	20		
Other activities	As requested by Council and accepted by Contractor		4		
			Total	310.0	79.0

LWC Coordinator report

Mari Anne Gest

3/8 through 4/12/2012

Outreach (20%)

- **Participated in meeting with Model Watershed Council Coordinators. Developing plan to address fiscal administration costs. Work with Network, MMT and OWEB.**
- **Met with landowner participant in Model Watershed, discussed LWC. Possible recruit for Board membership.**
- **Met with potential board member in Ash Creek Watershed – discussed LWC.**
- **Finalized Spring Newsletter and emailed out.**
- **Met with Greenbelt Land Trust**
- **Developed list of outreach activities by grant for Gail.**
- **Worked with volunteers on planting project in LSNA.**

Grant Development/reports and work plans (20%)

- **Attended BEF Conference on Model Watershed (report sent to Steering com.)**
- **Worked with Kendra, project manager and board on MMT 2012 work plan for Model Watershed.**
- **Met with Wendy (OWEB) re: council support and overall work plans**
- **Met with Intern to discuss and assist with letter to Benton Co. SWD for \$1,000 contribution.**

Council Support and Administration (50%)

- **Drafted letter of support from LWC to David Simmons on formation of CREP committee.**
- **Drafted outline of ideas for board action (report sent to Steering Com.)**
- **Updated and maintained 2012 Calendar**
- **Processed invoices and check requests**
- **Attended Steering Com. meeting, Educ/Outreach com. and Board Meeting.**
- **Typed up notes from Steering Com.**
- **Arranged speakers for board meeting.**
- **Prepared documents for Board meeting.**
- **Updated and maintained Drop Box filing system for Board**
- **Responded to requests from Board.**
- **Weekly meeting with project manager**
- **Updated website.**
- **Worked on my contract amendments**



WSC Insurance

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**Luckiamute Watershed Council,
Inc.**

March 20, 2012

Presented by:

**Lynn M Omey CIC
Judy Charles, CIC**

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Contract Announcement

Outreach Contractor

The Luckiamute Watershed Council is seeking an Outreach contractor to further its goal to actively engage local landowners and other key stakeholders in its 372-square mile watershed. The successful candidate will serve as a contractor and must meet all qualifications for an Oregon contractor.

A Contractor is responsible for all of his or her own taxes, health benefits and office space. A council office is available for use by this contractor and the two others associated with the Council.

Compensation now through March 2013: \$12,000.

Estimated hour to complete tasks: 500 hours are estimated for the 12-month contract, although tasks completed, not hours, will be the basis of the contract.

The Outreach Contractor will actively engage local landowners, technical and agency collaborators and stakeholders according to priorities listed below. The Outreach Contractor must possess the skills and disposition to effectively perform the following types of activities.

1. **Identify and recruit volunteers** from inside and outside of the Council membership, to serve as committee members, project volunteers, council members and to coordinate special projects such as tours, tabling events and lectures. **10 percent**
2. **Plan and implement** public tours, tabling events and lectures in our focus areas (LSNA and Model Watershed). **40 percent.**
3. **Plan and implement** public tours, tabling events and lectures outside of the LSNA and Model Watershed areas. **15 percent**
4. **Publicize** the above, before and after the events, including photos and publicity to media. Maintain website using Weebly platforms. Create and distribute a quarterly newsletter. **20 percent**
5. **Write monthly reports** for the LWC, attend LWC meetings as needed and provide input for continuing Outreach budgeting and grant reporting and applications. **5 percent**