

**Long Tom Watershed Council**  
**Board of Directors AGENDA**  
**Thursday, Sept 4, 2014. 5:30 p.m.**  
**Council Office**

*Chair Deborah Saunders Evans*

**5:30 Welcome Sarah & cake!**

**5:45 Business**

- A. Minutes: **Decision**: approve minutes from July Board Meeting – *Secretary Walch*
  - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for June & July – *Treasurer Brinkley*
- C. Committee Reports:
  - 1. Nominating Committee – Update regarding new board candidates
  - 2. Operations Committee – report on decisions regarding restoration policies
- D. Bylaws update: **Decision**: approve updates; members for Lane and Benton BCC – *Dana*
- E. Paperwork moment: Your volunteer hours – *Secretary Walch*

**6:30 Business**

- F. Annual Meeting & Celebration – draft agenda & roles, draft menu, sponsor & gift updates, poster ideas – *Rob & Dana*
- G. July Public Meeting Debrief - *all*

**7:20 Reports & Announcements**

- H. Staff Reports – see background
- I. Liaison Reports
- J. Action Items Report
- K. Next Board Meeting – decide on October mtg date; 10/2 (without Dana) or 10/9 (with Dana)

**7:30 Adjourn**

***Next Board Meeting: Thurs, Oct (2<sup>nd</sup> or 9<sup>th</sup>), 5:30 pm. Council office.***

***Next Public Meeting: Thurs, Oct 23 – Annual Meeting! Lewis & Clark Catering, Eugene***

## Business

- A. Meeting Minutes** - Board meeting minutes are attached. Secretary Walch will receive comments and changes at the meeting and ask for approval. Action items will be briefly reviewed for completion.
- B. Treasurer's Reports** – Financial reports are attached. Treasurer Brinkley will present the reports along with any changes or corrections that will be made, answer questions, and ask for approval.
- C. Committee Reports** –
- 1. Nominating Committee** – We need 3 or 4 new people to keep the current number of 14 Board members. This is 3 from each area, with 2 additional at-large; this is a good number because it balances good diversity and discussion with enough people to truly help the Council, such as with fundraising. Jim, Deborah, Mike and Dana met Aug 14 to brainstorm and rank possible candidates, and discuss how to outreach. Board members ending term are Beth Krisko, Steve Cole, Sue Kasckos, Therese Walch (agreed to continue, thank you!), David Ponder (David is considering renewal so cross your fingers for that). Both Steve and Sue served this past year as an extra favor to LTWC, thank you!!

Candidates we are looking for can be roughly categorized as “business-urban”, “woodland”, “upper long tom rural”, “at-large”. Skills ideal are: familiarity with the community and nonprofits, as well as fundraising. Candidates on our list – CONFIDENTIAL PLEASE - include:

- **Lindsay Reaves** – can fill “woodland” and has education background as well as 1 year prior LTWC Board service. Others could be Brian Rohl, consulting forester (Cary knows).
- **Nikos Ridge** - (if not, then Nikos’ employee, Dolly Woolley, Ian Hill, Alan from ThermoFisher, Alyssa Lawless MRH, Melissa Nichols, Ian Hill) - “business-urban”.
- **David Ponder** – would move into At large position due to nonprofit and science skills, and to make room for another Amazon/Willamette/urban business rep. Dolly or Alyssa could also fit here.
- **Paul Atkinson** – “upper long tom rural” – helped start council (interviewed Dana, and served on Interim Steering Committee for LTWC way back when...). Others in line: Marty & Mary Lou Smith, Tabitha Eck, (Pete Kingzett wait til after project implementation), Ken Corichello, Ken Diess, Michele on Turnbow Creek (Cary’s wife’s cousin), Hans Larsen (veterinarian, Battle Creek, Steve Cole knows).

A notice was posted in the Register Guard 8/19/14 (page D2), and our July newsletter. The materials in packets sent to new candidates included: Annual Report, Interest Form, Annual Celebration Flyer, and Dana’s business card. Follow-up packets presented during interview include: Job description, work plan overview, last newsletter.

### Updates and Next Steps for Sept 8:

- Mike met with **Nikos**. Nikos told Mike & Dana that, due to travel (50% of his time this year as Ninkasi goes to 3 more states), he would like to be plugged in at

project/program level to start as this will help him learn more and serve at a level he can. This would work for Amazon/Willamette advisor. Dana asked him to consider a top-level employee that might be good and he said he would. Nikos – follow up next week to see if any top-level employee might be interested, and say yes to him being an urban program advisor this year.

- Deborah spoke with **Lindsay** and she is considering. She will come to our September Board meeting and then they'll talk again. As of September 8 we should continue down line.
- Deborah spoke with **David** and he is considering. As of September 8 we should continue down line.
- Jim spoke with **Paul** and they will meet but he is too busy with other boards. Loves LTWC (and is donor); so keep on list. We should discuss who's next while we have board members at the meeting that can help inform us (Cary & Steve C).
- We have received one letter of interest, from an employee at the City, which would not add to our Board diversity at this juncture, but who sounds like a good candidate for other involvement.

The Nominating Committee hopes to finalize all candidates by the time we send the October newsletter (TBD, Oct 2-6).

2. **Operations Committee** – Ops Committee met on July 16 to review proposed changes to three Council restoration policies and either approve those changes or recommend revisions.

**Contracting & Procurement Policy** - Staff proposed raising the annual maximum for master contracts to \$50,000 for standard master contracts and \$100,000 for engineering master contracts. This is based on an increasing number of work orders exceeding the existing policy of a \$25,000 maximum. **DECISION** - We started out conservative with our numbers so these updated amounts are fine. Don't want them too high as it's good for Board to learn of exceptions. Committee requested staff clean up the policy document for clarity.

**Landowner Stewardship Policy** – The current policy stipulates that a deposit, or bond, shall be collected from a landowner if that landowner is responsible for all or a significant part of a restoration/maintenance activity (e.g. plant maintenance, fence construction). Staff felt it wasn't always appropriate to ask for that deposit in every situation, especially when landowners are already enrolled in other programs that reimburse for work done or we have plant establishment grant dollars. This is more recently the case in covering stewardship follow-through, versus the struggle we had with older projects where the landowner was on their own. **DECISION** - Ops Committee felt comfortable giving the E.D. and the Restoration Team the flexibility to request a deposit on a case by case basis.

**Council Herbicide Use Policy** - Staff wanted the herbicide use language to reflect the thoughtfulness of the policy and that we utilize current technical experts and scientific resources to help make the best decisions. **DECISION** - Ops Committee thought the proposed revisions were too specific, almost sounding defensive. The next step is for Rob to review the City of Eugene's Herbicide Policy and meet with Eric Wold next week to consider

a better approach to wording LTWC's policy, because the City's summary example is 1.5 pages, incorporates judicious use of herbicides, and would be a good template for LTWC.

- D. Proposed Bylaws updates** - (Motion needed to approve proposed changes). The Oregon Watershed Enhancement Board approved new criteria for watershed councils to be eligible for Council Support capacity grants. Our bylaws need only minor adjustments to meet these. In addition, we'd like to update a few other items. The proposed changes include:
- Revising our mission statement to reflect our expanded geography (LTWC choice, to match new boundary)
  - Explicitly stating that our board will include diverse representation from multiple geographic and community interests as required by State Law (required)
  - Noting the frequency of board meetings (required)

The eligibility checklist was just approved and sent to us by OWEB on August 4. If the Board approves these tonight we ask for a vote of approval by the Council membership at the October 23<sup>rd</sup> Annual Meeting. A copy of the bylaws and proposed changes will be available at the meeting.

If those changes are approved, we can notify the County Commissioners of the changes (send a letter and come to public comment at a meeting in person), before we send in the changes with our next grant application (probably due November 17). ***For the moment with the Commissioners, Dana requests Cary Hart & John Reerslev to join her for Lane County, and Steve Horning for Benton.***

- E. Paperwork moment** – Do your part for administrivia! Please be ready to record your volunteer hours/travel for the last month, or more if you missed a Board meeting.
- F. Oct 23 Annual Meeting & Celebration** – We will hand out for discussion a draft agenda and proposed roles for board members, a draft menu, sponsor and volunteer gift progress, and poster concepts.

***Sponsors & Gifts*** – Ephraim has been doing a fantastic job of securing cash sponsorships, donated food ingredients, and gifts for volunteers and award recipients – and he's been doing all of this as a volunteer! Thank you Ephraim!! To date, we've secured \$2,750 in cash sponsorships with more likely on the way. If you've seen our Facebook page lately, you've probably noticed some of the wonderful gifts we've received for award recipients from 12 local businesses, including everything from gift cards to wine to gift baskets. PLEASE MAKE SURE TO LIKE THE FACEBOOK POSTS!!!

***Menu*** – Ephraim has secured protein donations of beefalo from Polyrock Ranch and lamb from Cattail Creek Lamb. Organically Grown will donate \$150 worth of vegetables of our choice, giving us the flexibility to choose the items we want based on our menu. Charles and Rob met with chef and owner Anthony at Lewis & Clark Catering last week to discuss the menu. Anthony will likely have sent us a draft menu by the time of this board meeting to present. The goal is to provide about a half dozen hors d'oeuvres that utilize our donated ingredients and aren't too expensive but are also filling and delicious. We're also planning on having a couple options everyone can enjoy (omnivores, vegetarians, gluten-free folks).

**Annual Report** - We have a draft Annual Report ready for your feedback.

**Posters** – Rob will spend some time outlining our draft ideas for posters this year, which include:

1. **Willamette River Progress on Restoration & Invasive Weeds.** *Goal is to update Willamette poster from 2012 Annual Meeting that announced our exciting new efforts along the Willamette. We now have completed a significant outreach campaign, finished a cooperative weed removal effort with several partners, and have completed couple of design projects and submitted a restoration grant proposal. (staff lead – Jed, board lead Steve Horning)*
2. **Invasive Weeds Spotlight** – *We’ve secured two Oregon State Weed Board grants to conduct site visits on private property to help landowners identify and remove four highly noxious invasives in Bear Creek and the along the Willamette River. This poster could serve to raise awareness of those plants, what folks can do, and most importantly, work we’ve accomplished so far, and how LTWC is poised to help them. (staff lead – Katie, board lead David Turner)*
3. **Pesticide Outreach to Spanish Speaking Community** – *Poster will highlight our exciting new outreach effort to Latino yard maintenance workers who apply pesticides to lawns and gardens locally. We’re close to receiving a continued contract of \$20,000 to finish the outreach and trainings from the EPA, with possible continuance in the future. LTWC has a written Communications Strategy in place to guide the work. (poster staff lead – Brenda, volunteer lead – Kathy Sweeley)*
4. **Amazon Stormwater Retrofit Projects** - *highlight our two completed stormwater projects (Thermo Fisher, Willamette Center) and other projects about to break ground later this year/2015. Goal to illustrate why it’s beneficial, attractive, what we can offer, and a way to introduce folks to Sarah at the meeting. (staff lead – Sarah, board lead Therese)*
5. **Cutthroat Migration Study** – *update poster from 2012 Annual Meeting that highlights the program with recent photos, staff, and recognition of private investment from the Evans family (staff lead – Rob, board lead - Mike Brinkley, volunteer lead- Kate Widmer)*

### **Reports & Announcements**

**G. July Tour Debrief** – great attendance (about 60) and partnership with Forests Today and Forever (thanks Beth!). Amazing hosts Tom Bauman and Lindsay Reaves, with Board host Alan Dickman and Guest Speaker Steve Cole (who masterminded the original idea for the meeting). Good write-up in the local paper.

**H. Staff Reports** –

1. **Administrative. Contract / Agreements newly signed:**

- New Local Match Assistance Agreement. Funder: BLM. Effective Dates: 7/17/2014 – 7/16/2019. Amount: **\$9,000**. Description: This is our \$3,000 annual local match funds from the BLM that go toward council capacity, currently allocated 2015-17.
- Contractor Agreement for **culvert replacement services** with **Ray Wells, Inc.** Work Period from July 14 to Aug 27, 2014. Amount: **\$121,626**. Description: This work is for a culvert replacement on Bear Creek (Coyote trib) at Simonsen Rd owned by Lane County. This work also has a performance bond.
- Subcontract Agreement between **ODFW and LTWC** for **Coyote Creek Restoration Planning**. Effective Dates: 7/23/2014 – 6/30/2015. Amount: **Not to exceed \$5,275**. The primary purpose of this project is to assist in restoration planning for the newly acquired ODFW Coyote Creek properties at Fern Ridge Wildlife Area. Our role will be to assist in setting up public meetings, incorporate existing survey work, develop future restoration plans, and seek and location restoration funding for this parcel.
- Subcontract Agreement between **SRA International and LTWC** for the **Latino Outreach Program (funding originally through EPA contract to SRA)**. Task order not yet received to begin work on Phase 2 (more outreach and the actual trainings).
- **OWEB** Grant Agreement funding our **Bear Creek landowner outreach project** has been reinstated and amended through 6/30/15.

## 2. *Hiring – As you know, a number of positions are in the works; here are updates*

- **Sarah Whitney** is our new **Urban Restoration & Stormwater Specialist**; please welcome her enthusiastically and connect any larger business owners to her for a Trout Friendly Pledge or stormwater landscaping advice. She is 32 hours/week until October, and may teach one more stormwater class at LCC this Spring (and be 32 hours/week for those 10-12 weeks again), but is otherwise full-time, yay!
- **Fiscal Manager** position description is out with applications due mid-September. We hope to have someone on board by early November for 2 months of training with Amanda. Amanda has been exceedingly gracious in giving us extra months, on top of her 10 month notice!, to explore options and follow the best path to filling this position for LTWC.
- **Development & Communications** is next position up to be written and flown.
- **Outreach** is the next position up after that, with Sarah helping to identify and hire the person. We have less funding for this position over the long haul so we are taking time to explore sharing and options.
- Meanwhile, it has come to Dana's attention that the Restoration Team workload is such that we need some additional assistance if possible (for some seasons we have an anticipated 1.7 FTE shortfall compared to workload, starting January). This is not currently in the FY'15 Budget but we are awaiting possible good news on incoming grants, and perhaps this fits the expanding fundraising potential we have. Dana will be considering this alongside other personnel needs. We are exploring sharing this position with another nonprofit to see what that would look like, logistically and cost wise.

3. **Partnerships** – a number of partnerships and collaborations are in the exploration stage, and Dana will update you orally on those, time allowing. Discussions are underway at various levels with: McKenzie Watershed Council, McKenzie River Trust, Friends of Trees, Confederated Tribes of the Siletz Indians, Middle Fork Watershed Council, Coast Fork Watershed Council, Siuslaw Watershed Council, Calapooia Watershed Council. Discussion also informed by Marys River and Luckiamute Watershed Councils, Rogue Basin Councils. We may want to form a committee Dana can work with as these complex ideas and opportunities unfold.
4. **Willamette Office** – Sarah will update you orally on progress.
5. **Correspondence** – Between Board meetings, Dana solicited feedback on writing a letter of support for the Farmers Market. Board members thought a letter was a good idea, not supporting the land swap in particular but the Farmers’ Market for sure. Writing this has not made the priority list yet but Dana is watching a few other letters trickle into City and County (e.g. from Hummingbird Wholesale), and there is still time. This should be done a week before the Annual Meeting registration date to make sure good relationships are preserved!
6. Next meeting date – I have a rare opportunity to bring my family to meet my brother’s family Oct 2 in Seattle (they are in Wisconsin). I can’t miss this! Deborah and Jim approve. Shall we have our meeting Oct 2 without me, or move it to Oct 9 with me – a show of hands for attendance?