

LUCKIAMUTE WATERSHED COUNCIL MINUTES

July 12, 2012

7 p.m. – Special Council Meeting, Pedee Women’s Club

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Karin Nembach, Ron Nestlerode, Rob Burns, Dan Farnworth, Peter Guillozet, Suzanne Moellendorf, Hollis Fishelson-Holstine, Ed Miller, Kurt West, Rebecca McCoun, Robert Hereford, Gloria Lightheart, Eileen Maxfield

ACTION: Dan moves and Rob seconds a motion to approve minutes. APPROVED

SPECIAL PROGRAM

Peter Guillozet – PowerPoint presentation on the status of current projects.

Invitation to join the council – Suzanne describes the 5 positions now open to fill and the requirements for board membership including monthly meetings, project support and special committee work.

Board Business

Update on unemployment filing – A phone hearing is set to dispute the state’s allegations that we treated a contractor as an employee. ACTION: Dan moves and Hollis seconds a motion to pay the current attorney fees. APPROVED

Coordinator employee search committee – The council is deliberating compensation, travel and mileage, vacation, etc. The announcement will be posted on several sites, including PNWJobSeekers, a free State of Oregon job site. Please distribute the description to interested parties. Hope to hire by Sept. 1.

OWEB Small Grant representative – CONSENSUS: Board member Karin Nembach was asked to represent the Luckiamute Watershed Council on the Small Grant Board. She agreed.

Confluence Database – Peter reports on the progress of this database, which will eventually share reports and data of work by other watershed councils.

MMT Communication Workshop – Peter will attend the workshop in Portland July 19.

Financial – Hollis presents the 2013 fiscal budget. ACTION: Dan moves and George seconds a motion to accept the budget. APPROVED

Project strategy analysis – Peter is reviewing documents to come up with a priority list of places for projects.

Technology – Peter discussed a cloud-based filing system for sharing documents, instead of Dropbox.

Adjournment

The next regular meeting is at 7 p.m. Thursday, Aug. 9, 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
July 12, 2012, 7 p.m.
Pedee Womens Club
Next to the Pedee Fire Station
at 12485 Kings Valley Hwy.

Education/Outreach Committee meeting – 6 pm at Pedee Women’s Club

Introductions:

7:00-7:10 Call to order – *Chair, Suzanne*
Introductions – Guests and Council Members
Minutes – **Proposed Action:** Approve Minutes from June 14, 2012.
Time and attendance sheets

Business:

7:10-7:50 **LWC Projects Presentation** *Peter*
10 minutes for questions and discussion

7:50-8:20 **Steering Committee Report** *Suzanne*
Board Positions Open
Unemployment filing update
Coordinator employee search, proposed compensation
OWEB Small Grant Team Meeting July 17; LWC Rep Needed
Confluence Database Meeting
MMT Communication Workshop

8:20-8:25 **Treasurer and Budget Committee** *Dan*
Budget report

8:25-8:35 **Projects Update** *Peter*
Recently approved projects
LWC Project Strategy Analysis

8:35-8:45 **Education/Outreach Committee Update** *Gail*
Board recruitment

8:45-8:50 **Cloud-based filing system overview** *Peter*

8:50-9:00 **LWC member reports and public comments** *All present*

LWC Interim Coordinator Report, June 2012

Grant/Expense Category	Project Task	Contract Deliverable	Hour Billed June 1-30	June Notes
OWEB 212-058 (Coordinator)	Council Operational Support		8.0	June Board packet and meeting attendance. July meeting preparations.
OWEB 212-058 (Coordinator)	Council Operational Support		2.0	Communications with Joel Geier regarding work parties and plans for site
OWEB 212-058 (Coordinator)	Council Operational Support		6.0	Council admin email and communications. Evaluation of other cloud storage systems. File organization.
OWEB 212-058 (Coordinator)	Oversee Budget and Expenditures		5.0	June 8 LWC budget meeting. Communications with Ken Bierly and Eric Jones on LSNA budget and SIP conference call.
Council Coordination Subtotal			21.0	

LWC Project Manager Report, June 2012

Grant/Expense Category	Project Task	Contract Deliverable	Hour Billed June 1-30	June Notes
LSNA MMT 10080217 (PM)			7.0	
Project Management	Meet with OPRD quarterly	Meetings held	2.0	Field meeting with Steve and D. Franco June 14
Project Management	Provide recommendations to engage OPRD staff in site management activities	Recommendations provided	2.0	Revised work area maps to Steve
Project Management	Provide data to River Design Group for analysis and mapping	Data spreadsheet provided	3.0	Surveyed high water points with Chris Smith
Other activities	As requested by Council and accepted by Contractor			1 hour shifted to "maps for Steve" and 1 hour shifted to "survey high water"
LSNA OWEB 208-3090-8417			16.0	
Project Management	Develop prescriptions and budget for site work and revise as necessary	Site prescriptions and budget resulting in signed contract(s)	2.0	Provided additional budget details to Ken Bierly
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	Pine thinning plan for FSA.
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	2.0	New 2012-13 scope of work for D. Franco
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	1.0	LSNA invoice submitted
Project Management	Evaluate site conditions	Site conditions evaluated	2.0	Walk through prior to June 14th meeting with Steve Degeoy
Project Management	Guide and check contractor work	Contractor work checked	1.0	June 13 site visit, weed inspection
	Represent Council at events as necessary to generate awareness and understanding of project	Project-related information provided	2.0	Tour of LSNA for Greenbelt Land Trust
Other activities	As requested by Council and accepted by Contractor		4.0	4 hours shifted to "Provided additional budget details to Ken Bierly"
Model Watershed MMT 11030689 (PM)			11.0	
Collaboration 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	2.0	Communications around June 7 MW monitoring meeting
Regional Monitoring	Coordinate work of technical contractor to collect monitoring data	Map and location data for monitoring sites	2.0	Review of potential monitoring locations

LWC Project Manager Report, June 2012

Grant/Expense Category	Project Task	Contract Deliverable	Hour Billed June 1-30	June Notes
	Deploy, monitor and retrieve temperature data loggers	Monitoring data collected, downloaded and compiled	0.0	Determined that this task is not relevant
Project Management	Represent Council in communications with funders and at requested meetings	Adequate communications maintained and meetings attended	3.0	OWEB review team site visit on Forest Cap site
Project Management	Administer project implementation contracts	Contracts and invoices are properly processed through CPRCD	2.0	D. Franco invoice and check request
Project Management	Track riparian revegetation per grant requirements	Project GIS maps and documentation of planting in year end report	1.0	Revised project area boundaries in GIS
Other activities	As requested by Council and accepted by Contractor		1.0	Communications with Nick Domes and Jen Bakke re: conifer planting
Model Watershed MMT 11030689 (Outreach)			12.0	
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 Council Coordinator or other contractor)	5.0	Phone communications with Bush, Lowther, Bisson and Houchin and email communications with all planting area landowners.
	Obtain written agreements from remaining landowners within the project area	Signed agreements	7.0	Updated agreements with Weyerhaeuser and Rosboro. Knotweed outreach overview to seek additional agreements.
Model Watershed MMT 11030689 (Database)		Council work flow and contact information is entered in database	0.0	
Model Watershed OWEB 208-3090-8415 (PM)			34.0	
Project Management	Canoe entire reach for reconnaissance level survey	Data collected and summarized	18.0	June 16 and 17. Recorded knotweed data and other features. Report is next.
Project Management	Knotweed control/Revegetation	Site prescriptions and budget resulting in signed contract(s)	4.0	Revised scope of work for Kuznetsov, new scope for Nick Domes
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	2.0	Management of D. Franco contract
Project Management	Review contractor invoices and process for payment	Check requests prepared and submitted to CPRCD upon satisfactory completion of work	1.0	D. Franco invoice and check request
Project Management	Evaluate site conditions	Site conditions evaluated	1.0	Site visits June 14
Project Management	Guide and check contractor work	Contractor work checked	5.0	Site visits June 13 and 14

LWC Project Manager Report, June 2012

Grant/Expense Category	Project Task	Contract Deliverable	Hour Billed June 1-30	June Notes
Other activities	As requested by Council and accepted by Contractor		3.0	Bridge piers compliance inspection with Corps of Engineers
OWEB 209-3081 RBA	Project Management		16.0	Final report and hours for previously unbilled RBA support