

Luckiamute Watershed Council  
Meeting Minutes, taken by Kristen Larson, Coordinator

### **General Member Monthly Meeting**

Location: Falls City Elementary School, Falls City

Date: June 13, 2013

Time: 7:00 to 9:00 pm

#### **Attendance:**

**Voting board members:** (consensus minus one) George Grosch (at large, President), Dan Farnworth (Treasurer), Gail Oberst (Vice Chair), Stephen deGoey (State), **General:** Kristen Larson (LWC coordinator), Brandon Reed, Lori Reed, Liz Graham (Polk SWCD), Randolph Osman (Falls City resident), Edward Miller, Laura Britton, Vicki Avery, Hazel Niles, Janelle Anzalone

#### **7:00 -7:10 pm Call to Order and Introductions**

**Meeting Call to Order**

**Introductions** – Guests and Council Members

**Volunteer time and attendance sheet completed**

**Approval of Minutes:** Members reviewed May 2013 minutes. No changes to the minutes. Minutes approved by consensus

#### **Business**

**7:10 – 7:35 pm LWC Knotweed Expansion Program Kristen Larson, LWC Council Coordinator**

*See handout.* LWC is available to answer questions and work with landowners. Discussion about different landowners' experience with knotweed and bank erosion and strategies for revegetation along banks. Laura Britton from Falls City informed the Council there is a river clean-up organized in partnership with SOLV for August – they offered to help in any way, also discussed LWC helping them and coordinating to avoid being in the river immediately after herbicide application.

**7:35-7:45 pm Steering Committee Report George, Chair**

**Update on Claim** – Gail Oberst, Vice Chair – Lawyers are collecting documents, and will begin interviewing people soon. Process is progressing along as expected.

**Project Manager** – transition – George - The LWC received about 12 submissions in response to the RFQ; Kristen reviewed and forward 5 for further review to the SC. SC has 3 top candidates, Kristen has had follow up conversations with 2 candidates to discuss questions raised by the SC and reported on the conversations. She met the potential employee proposed to work with Peter Guillozet while he is away for a year. SC and Coordinator were happy with results of the RFQ and potential candidates, but ultimately feel continuity in PM services is very important to continue the momentum of work being done with landowners. Potential to contract with some candidates for other work as it arises.

**Proposed Action** – Approve Coordinator proceeding with negotiations with Peter Guillozet, LLC and bring a contract to July board meeting for approval. Approved by consensus.

**7:45 – 8:35 Treasurer and Budget Committee**

Dan

Treasurer's report

Budget amendments

**Proposed Actions:** The Board move \$66.11 from MMT 12030692:Coord to 12030692:Operating Expenses. Dan Farnworth motions to approve, Steve DeGoey seconds, no oppositions, motion passes.

The Board move \$102.00 from MMT 11030689:Supplies to MMT 11030689:Reserve/Permits and Fees to cover the Side Channel Reconnection project permit fees. Dan Farnworth motions to approve, Gail Oberst seconds, no objections, motion passes.

Public Comment – Janelle Anzalone (Falls City Alliance)- Janelle had to leave early and asked to make a quick comment. She presented the LWC with a copy of the proposed Falls City Parks and Recreation District which will be on the ballot in November 2014. The City of Falls City supports the District and more information can be found on the Falls City Alliance web site.

FY 14 Budget Report

Dan presented the FY 14 budget, reviewing total revenue, expenses and carryover, and broken down by operating revenue/expenses and projects. Dan discussed secured versus unsecured funds and assumptions built into the budget (see handout). There was discussion that while the board has been informed of budget development work for the last few months by the finance committee, the board just saw the provisional budget earlier this week. This is a great undertaking but a lot of information to digest. Budget needs to be approved before the end of the fiscal year.

**Proposed Action** – Approve FY 14 budget. Steve DeGoey motions to pass the FY budget as presented. Gail Oberst seconds. No objections. Motion passes.

- Includes proposal to manage mileage reimbursement as yearly allotment, not monthly limit which amends the personnel policy as well.

**8:40 – 8:45 pm Coordinator's report**

**Kristen, LWC Coordinator**

Grant proposals – See below for a current list. Ash Creek proposal review team site visit was May 30 and went well. Kristen spoke with the lead reviewer this week and she will advocate for the project. Rankings will come out at the end of June.

Operations: The office lease was extended for two years, locking in the rent rate. The insurance renewal process is underway, we are waiting to hear about our premium quote which we expect to rise.

Model Watershed Year 4 action plan – These are developed yearly; MMT/BEF provides a template which the council fills in projected work targets and a budget for the year's MMT MW grant. Kristen and Peter developed this but it had not been

brought to the board. Discussion if the board needs to approve. The work plan includes a spending plan for the MMT grant. Budget and amendments passed with approval of FY 14 budget.

**Proposed Action** – *Approve work plan with proposed amendments to budget. Gail Oberst motions to approve work plan, Dan Farnworth seconds. No objections. Motion passes.*

8:45 – 8:55pm **Projects Update**

Kristen

<i>Application Pending</i>	<i>Recruit &amp; Development</i>	<i>Design &amp; Permits</i>	<i>Implementation</i>	<i>Maintenance &amp; Monitoring</i>	<i>Notes</i>
Main Stem Ash Creek Riparian Revegetation (OWEB)	OWEB - Knotweed Control Expansion <sup>1</sup>	Side Channel Reconnection	LSNA Phase II	LSNA Phase I	1 – Landowner mail out sent, another to follow; First workshop booked (July 13); Kuznetsov Thinning Company contract in development
	MW Culvert Assessment <sup>2</sup>		Model Watershed/ Upper Luckiamute Phases I & II	Bridge Piers Modification	2 – Contracted with Bio-surveys LLC (Steve Trask) to survey MW culverts and provide repair/replacement recommendations for barriers and budgets for proposal development
				Maxfield Creek Phase II	

*See Coordinator's report for new table added showing contract activity for May.*

**8:55 – 9:00 LWC member reports and public comments**

*All*

*present*

*Liz Graham of Polk SWCD - congratulates LWC on budget work; SWCD just underwent similar undertaking. Also provided an update on the District Manager position, working on employee capacity now, hiring an assistant office administrator and then will turn to announcement for permanent District Manager.*

*Next Meeting/Upcoming Events-*

- **June 27** – Steering Committee meeting at the LWC office, 5p.m.
- **July 11, 2013 – next monthly meeting** – 7:00 p.m. at Kings Valley Community Center
  - *Project tour at Dr. Cliff Hall's property across Kings Valley Highway prior to the meeting (5:30)*
- **July 13, 2013 – Landowner workshop - Knotweed in the Luckiamute Watershed:** *An informational meeting about impacts and a cooperative control effort*
  - 9:30 a.m. – 12:30 p.m., Monmouth Library Community Room, coffee and light refreshments will be provided; OSU Extension presenters

***Meeting is adjourned at 9:00 pm***