

Luckiamute Watershed Council

Project Review Committee Purpose & Operations

November 2018 (revised)

Purpose

The primary purpose of the Project Review Committee (PRC) is to review and advise the Executive Director (staff) and the Project Manager (contractor) on proposed restoration, monitoring, and technical assistance projects at the conceptual and application stages.

PRC Responsibilities

General

- Serve as a sounding board and consulting body for staff and the contractor to discuss challenges and possible solutions; and
- Provide suggestions for resources, contractors, and potential partners based on local and technical knowledge relevant to the particular project.

Conceptual Stage

- Review *Proposed LWC Project Concept Summary* in preparation for PRC meetings;
- Come prepared to PRC meetings to discuss the summary and staff/partner presentations on proposed projects; and
- PRC members, as available, to accompany staff and the contractor on site visits, as appropriate.

Application Stage

- Review and comment on a first draft application (narrative portion only) prepared by staff and the contractor;
- Decide by simple majority of the members present whether a proposed project should be recommended to the LWC Board for further action; and
- PRC Chair and Executive Director to present the PRC project recommendation to the LWC Board as soon as practicable following PRC deliberations.

Other

- PRC technical experts to present on matters of technical interest, as time and resources allow. Invite LWC Board and staff members and guests to these technical presentations;
- PRC technical experts participate as time and resources allow with the temperature sub-committee to provide input and technical assistance on stream temperature monitoring program;
- Participating Board members represent the Council on the Mid-Willamette Small Grant Team on a rotating basis for a term of one year (typically attending quarterly review meetings), beginning July 1 of the new Fiscal Year;
- Small grant team and temperature sub-committee representatives report to the PRC once in a calendar year;
- Suggest technical speakers (internal or external to the PRC) for the LWC's "Suds n' Science" (or "Sips n' Science", depending on the venue) series of lectures;
- PRC Chair to work with the Executive Director and Project Manager to prepare in March-April a draft annual report and presentation on project and monitoring activities (including metrics) for the fiscal year to date for PRC review prior to submission to the LWC Board;

- PRC Chair to work with the Executive Director on finalizing the annual report for presentation to the LWC Board in March-April;
- PRC Chair to work with the Executive Director in April to prepare a draft PRC meeting schedule for the upcoming fiscal year; and
- Annually conduct a committee self-evaluation.

Staff/Contractor Responsibilities

Conceptual Stage

- Complete the *Proposed LWC Project Concept Summary* and include in the PRC packet emailed to members prior to the PRC meeting where the proposed project concept is to be discussed;
 - If non-staff / PM seeks to propose a project, they will contact staff to understand LWC's restoration goals and priorities, the process for presenting a project to the PRC, and for assistance completing the *Project Concept Summary* for submission to the PRC.
- Contractor to prepare a brief presentation to the PRC on the project concept and to arrange, as feasible, for project partners and/or landowners to join the presentation portion of the meeting;
- Seek PRC support for recommending the project concept to the LWC Board and for returning to the PRC at a future meeting date with a draft narrative of a grant application;
- Coordinate, as appropriate, site visits with partners, landowners, technical experts, and interested PRC members; and
- At the March and September full committee meetings, staff to present on projects they are considering to put before the PRC in the near future.

Application Stage

- Prepare and present to the PRC a draft narrative of the application for PRC review and commentary.

PRC Meetings

- PRC selects a committee member to serve as Chair for at least two-years – PRC will attempt to reach consensus on the Chair selection, if no consensus can be reached, a simple majority will decide;
- Chair terms are currently through the May meeting of even years (e.g. May 2018 – May 2020);
- Preference is for a Board member to serve as Chair (or if a non-Board member is Chair, for the Chair to strive to attend Board meetings following each PRC meeting to facilitate a connection between the PRC and the Board);
- PRC generally meets for two hours the first Thursday in March, May, September, and December;
- At the May meeting, , the PRC will approve the next year's meeting schedule; the PRC Chair will reserve meeting space for those future meetings;
- PRC Chair and Executive Director jointly develop meeting agendas and distribute no later than three days prior to the scheduled meeting;
- For the March, May, September, and December meetings, the PM will provide written project activities updates;
- PRC Chair runs the meetings, or if absent, the Chair's designee for that meeting.

Luckiamute Watershed Council

FY 2018-2019 PRC Membership and Meeting Schedule

PRC Membership

The PRC strives to include technical experts in its membership who are willing to share their expertise with PRC members and serve in an advisory capacity. Current committee members include:

BOARD MEMBERS		
Dave Ehlers	davidmehlers@gmail.com	(541) 231-7094
Kathy Farnworth	skfarnworth@gmail.com	(503) 837-0363
Wendy Hudson (PRC Chair)	wendyehudson@icloud.com	(503) 930-3612
TECHNICAL EXPERTS		
Marc Bell (resource conservationist)	marc.bell@polkswcd.com	(503) 623-9680 x103
Heidi Christensen (botanist)	hmchrist@blm.gov	(503) 315-5920
Douglass Fitting (hydrologist)	dfitting@blm.gov	(503) 315-5918
Karen Haberman (biologist)	habermk@wou.edu	(503) 838-8478
Karen Hans (fish biologist)	karen.m.hans@state.or.us	(541) 231-9562
Phil Larsen (aquatic ecologist)	judyriggs@peak.org	(541) 757-1889
Mary Beth Nicholson (civil engineer)	marybeth.nicholson@jacobs.com	(541) 768-3423
Chris Seal (private lands biologist)	chris_seal@fws.gov	(503) 623-2749 x223
STAFF / CONTRACTOR		
Kristen Larson (Executive Director)	director@luckiamutelwc.org	(503) 837-0237
Jean-Paul Zagarola (Project Mgr.)	jpzagarola@b-e-f.org	(971) 832-9097
Caleb Price (Monitoring Coordinator)	monitoring@luckiamutelwc.org	(503) 837-0237

Meeting Schedule

PRC technical expert members make a commitment to attend the March and September meetings and to participate in 1-2 site visits, as available, during the year to provide technical expertise on project conceptual designs. Meetings generally occur at either the Monmouth or Independence libraries from 5:30-7:30 pm. The FY 2018-2019 schedule is as follows (dates, times, and location may change with advance notice):

2018

September 6 (full group)
October 18
December 6

2019

March 7 (full group)
May 2
September 5 (full group)
December 5