

Middle Fork Willamette Watershed Council  
Board of Directors Meeting

22 April 2009  
Lowell, OR  
6:08 PM

Present: Sean Stewart, Barbara Hazen, Chuck Davis, Eve Montanaro, Chuck Spies, Pat Burns, Stephanie Schroeder, Gregg Vollstedt, Cary Hart, Wade Sims, Don Hampton

I. Welcome and Review of Agenda – Mr Davis

Agenda approved as written.

II. Approve Minutes of 25 March 2009 BOD Meeting Minutes – Mr Davis

Minutes approved as written.

III. Board Member Announcements

- Mr Hampton said that on Earth Day he removed 2 Butterfly bushes from Green Waters Park. May 3 is the date for Oakridge's Tree Planting Festival. There will be tree planting at the Community Gardens and at Green Waters Park. On April 27 the 6<sup>th</sup> grade watershed rangers are planting black dogwood at Buckhead. He also saw a river otter at Green Waters Park as he walked over the footbridge.
- Ms Burns said that she has been talking with the Forest Service botanist at the Mid Fork about invasives removal, particularly the Scotch broom SW of Buckhead on the S side of the river.
- Mr Vollstedt said that he spent the day selecting scholarship recipients for the OR Nursery Association. He thinks that the watershed council should look into providing a scholarship as a long term goal.
- Mr Sims said that the Forest Service is hiring 39 YCC youths from the local area for clean-up, trail reclamation, fuels removal, etc. They are looking to RAC funding to support the project. There will be 6 crew supervisors (5-6 from the Oakridge area). They have received a grant to make a trail system handicapped accessible, more signage in Braille and Spanish. John Dixon had been hired as the new program manager for the district. He is coming from NM.
- Mr Stewart said that they have been busy getting the parks ready to open. The Pleasant Hill High School Environmental Club will be out removing Scotch broom from the park this Sunday.
- Ms Schroeder said that she has been working with Ms Montanaro and Mr Wilder on the National Forest campaign. She found it a nice opportunity to get to know our great staff better.
- Mr Davis reported that the Millrace Project is planning to relocate the headgates up to Clearwater Park. The work on this will start this spring. The Corps has a contractor lined up. The project includes taking out the Booth Kelley dam. They are soliciting stimulus funds for doing this. The Mid Fork provided a letter of support for the endeavor.

- Mr Hart said that on May 8 Lundy Elementary school kids will be taking a field trip on Guistina lands. Their teacher will be selecting what they see.
- Ms Montanaro said that there is a tour of Mt Pisgah this Sat at 10 AM, part of the *Discover Your Watershed* series. Meet on the east side of the park.

#### IV. Executive Director's Update – Ms Montanaro

- Ms Montanaro said that she has a phenomenal staff and that they are familiar with their jobs. Staff will be coming to the next BOD meeting to tell us what they are doing. The Project Manager position has had 20 applicants. The committee did 8 phone interviews and will do 3 in person interviews tomorrow. The earliest that most of the applicants can start is June.
- Chad Stuart took a position in the Rogue Valley so we'll be getting a new Army Corps representative.
- The Action Plan. The next set of deliverables was delivered Fri. Ms Montanaro will review them. She reports that having a Tech Team to help review the project is helpful. However, Ms Montanaro is having a challenge pulling together a team. If anyone has ideas for members, let her know.
- Model Watershed Proposal to the Bonneville Education Foundation. This will be a big chunk of work involving the next two months. The due date is Jun 15. The Action Plan is behind schedule and is unfortunately a key part of the proposal. The Action Plan will provide information but Ms Montanaro will also have to be meeting with specialists and landowners. The June BOD meeting will focus on this proposal. Most of the focus will be on Lost Creek, Little Fall Creek and the Upper Basin. As Ms Montanaro develops the pieces of the proposal she will send them out to the BOD. Anyone who can attend the next Action Planning meeting would get a lot of information. It will most likely be Jun 10 from 10 to 2 at the Lowell Fire Hall. The goal is to restore process and function to the sub basins.

#### V. Fundraising Campaign – Ms Montanaro

We received 2 year funding from the National Forest Foundation. This is currently paying for work at Buckhead, some of the watershed rangers and Ms Ferguson's planting project and training. We need to seek more private foundation funding. Mr Wilder and Ms Montanaro signed up for a fund raising campaign. Ms Schroeder has joined them. They have developed goals and plans. There are different roles for the BOD. They want to build our local donors. We will need local leveraging funds to survive if the voters do not fund OWEB in 2014. To get the ball rolling, we will need a Prospects List of folks who might donate or know people who would do some fund raising, etc. The BOD task is to make a list of people they know who might fit this description by the end of June. Our website has been revised. The plan is to start fundraising in the fall.

#### VI. MFWWC Employee Policies Handbook - Frank Hotchkiss

Mr Hotchkiss represents Bent Ericksen & Associates which provides Human Resource consulting and products to small employers nationwide. For the policy manual the employer provides the firm with the size of the staff and the state they are operating in and the company provides the employer with policies specific to the state and applicable

to the employer. They provide technical assistance. The manual sells for \$500. For this we would get a manual, a CD and a personalization assist.

MOTION: To approve purchasing the \$500 personal policy manual from Bent Ericksen. Passed unanimously.

The sub committee (Mr Hampton, Mr Davis, Mr Spies and Ms Montanaro) will meet at the MFWWC office Thurs April 30 from 11 to 1430 to review the manual.

#### VII. Quarterly Reports – Ms Montanaro

Mr Wilder and Ms Montanaro are changing the way the reports come up so that it shows the state of funding for each project. Previously we discussed not making any adjustments to monies in categories until we were 6 mos into this budget. Ms Schroeder said that currently the budget looks good.

MOTION: To authorize staff to buy a business account for Mr Wilder and Ms Montanaro at Costco which would cost \$50 if they can find the funds in the office supply account.

Passed unanimously.

Ms Montanaro said that she would like to add this to their wish list for office supplies and then prioritize what they actually purchase.

#### VIII. Next Meeting

27 May 2009

Lowell, OR

6-8 PM

Meeting adjourned 8:20 PM.

Barbara Hazen  
Secretary