

**Long Tom Watershed Council**  
**Board of Directors AGENDA**  
**Thursday, March 5, 2015. 5:30 p.m.**

*Chair Jim Pendergrass*

**5:15 Dinner available. We are having cake to celebrate Sarah's accomplishment!**

**5:35 Business**

- A. Minutes: **Decision**: approve minutes from Feb Board Meeting – *Secretary Walch*
  - 1. Action Items Report
- B. Treasurer's Reports: **Decision**: approve reports for Jan – *Treasurer Brinkley*
- C. Committee Reports: RDC, briefly
- D. Paperwork moment: Your volunteer hours – *Secretary Walch*

**5:45 2015 Council Evaluation**

- E. Please see separate agenda

**7:25 Reports & Announcements**

- F. Staff Reports – MOU with McKenzie Watershed Council moving forward.
- G. Liaison Reports
- H. Action Items Report

**7:30 Adjourn**

*Next Board Meeting: Thurs, April 2, 5:30 pm. Council office.*

*Next Public Meeting – **DATE CHANGE**: Originally Tues 3/31. Cancel that.  
NEW Date: Tues, Apr 28. 6pm start (5:30 pm Board arrive), Monroe Community Library,  
Ludwigia invasive plants topic.*

## **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 – no meetings were held this past month. Status:**
- **Nominating Committee**: Just a note that we are holding off on identifying and recruiting further new Board members until the Development Director is on staff.
  - **Personnel** - Jim, as Chair of Personnel Committee, has Dana's Key Activities Report and is in process of completing review. Input to him from other Board members welcome. This year, the review of our E.D. is very late, due to the time off Dana needed to tend to an unfortunate sequence of family emergencies, and then her prioritization of spending every hour she had to get LTWC's work done. Thus this year's review is simplified. FY15's review, for which the process begins July 2015, will return to our normal and timely process.
  - **Resource Development** – This committee is meeting just before the Board meeting March 5.
- D. 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.
- E. Council Evaluation 2015** – please see separate agenda. I have not yet heard back from the Board on their preferred facilitation method. The default is for me to do it.

## **Reports & Announcements**

### **F. Staff Reports –**

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

Task Order for Latino Outreach Program has been signed and is effective Feb 6, 2015. The program is funded by the EPA, and the contract is administered through SRA International. The amount is for \$13,628, which is the first of about \$34,400 that will be coming in through October 2015.

Grant agreement with the Oregon Department of Agriculture for "Industrial/Commercial Outreach for Pesticide Education." This grant is for outreach to industrial and commercial property owners as part of our Urban Waters & Wildlife Program: Pesticide Stewardship Partnership. The effective dates are 12/6/2014 – 12/6/2016, and the funding amount is \$45,313.

Grant agreement with Meyer Memorial Trust for the Snag Boat Bend/Sam Daws Landing Restoration Project along the Willamette River. The amount is for \$91,861, and the effective

dates are March 1, 2015 – Feb 29, 2016. The project will reconnect floodplain side channels and enhance floodplain forest habitat at two public properties near the confluence of the Long Tom and Willamette River. This project will also be funded by a grant from Bonneville Power Administration however that grant agreement has not come through yet.

## 2. Hiring update

- *Outreach & Communications Specialist* candidates were interviewed. Three are ranked and the offer/acceptance process is in progress.
- *Restoration Technician* candidates were interviewed by LTWC and MWC. Two are ranked and the offer/acceptance process is in progress.
- *Development & Communications Director* application period closed Monday. If there is time, Dana will share initial results with the Board. The next steps are phone interviews with Dana, panel interviews with Board members and Development expert, and then second interviews likely with Jim Pendergrass, Rob Hoshaw, potentially again with Dana.

## 3. Collaborations update

- Staff from McKenzie Watershed Council and LTWC have met, talked, and drafted a MOU and Joint Scope of Work for a shared Restoration Technician. Jim and Dana have been invited to be part of the agenda for MWC's meeting on April 24. The other urban area MOU is on hold until this is finalized to see where it would fit in. It could be a Joint Scope of Work instead, as these two councils are the only ones with a significant program presence in the urban areas.
- Dana and Jim met with Erik, Board member of Middle Fork Willamette WSC, to discuss collaborations. 2 key findings. 1) We have joint interest in prioritizing collaborations between upper Willamette area watershed councils before broadening as thoroughly with other potential partners. This is chiefly because watershed councils provide unique work in including all stakeholders in watershed health, and a strong niche in water quality and habitat improvement work (versus land acquisition, recreation, or advocacy for example). 2) We are interested in how LTWC and MWC staff teams might be able to support (provide paid service to) the MFWWC's work (they currently have one employee that will be leaving, which opens up an opportunity to simplify/collaborate on any future hires to maximize institutional sustainability and retain the best staff skill sets for our Upper Willamette region).