

Calapooia Watershed Council

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Mission: Providing opportunities for membership to cooperate in promoting the health of the watershed and its communities.

Calapooia Watershed Council Meeting Minutes

Calapooia Watershed Council (CWC) Board of Directors and Council members held their monthly meeting at the Brownsville Community Room, Brownsville, Oregon, on July 14, 2010 beginning at 7:00 p.m.

Present at the meeting were the following members of the Board of Directors:

Bud Baumgartner	Dave Furtwangler
Jason McAfee	Connie Burdick
Mark Running	Dee Swayze
Roger Ruckert	Matthew Fiorito

Absent from the meetings were the following members of the Board of Directors:

George Pugh
John Perry
Frank Lamb

A quorum (8) was established for this informational meeting.

Also present at the meeting were:

Peter Jensen
Tara Davis

On behalf of the CWC Secretary the Executive Director, Tara Davis recorded the minutes.

AGENDA ITEM: Public Comment/Board of Directors Comment

DISCUSSION:

None.

AGENDA ITEM: Approve May 2010 meeting minutes

Corrections: Spelling of George Pugh's and Jason McAfee's last names.

Decision: Minutes approved with changes.

AGENDA ITEM: Review and Approve Annual Financial Reports

Because of the Council's non-profit status, it is now a director-oriented organization, and many of the grants are now managed in-house using QuickBooks 2009. The Management Committee has asked the Director to prepare three quarterly fiscal reports and one annual report for the July meeting. Questions pertaining to this fiscal year's Profit and Loss Report and Balance Sheet were as follows:

Question: The 48000 code called "Program Services Income"- what are the definitions of the categories that fall below?

Answer: "Consulting Services" is the Oregon Parks and Recreation Departments consultant contract payments to the council, "Project Management" and "Outreach Coordination Income" pertain to Denise's, Pam's and Sarah's payment of services from grants held by Cascade Pacific, and "Fiscal Administration Income" is transfer from grant income pertaining to fiscal services provided.

Question: Why is the net income on the P&L report different from the Balance in the bank if both were run on the same day after all invoices were process?

Answer: Tara will check with the accountant, and explained that QuickBooks does not necessarily provide a real time answer to our bank account balance.

Also, the Director will be providing the Board with a projected fiscal year 2011 budget at the September meeting for review and approval.

DECISION: The Board approves the fiscal year 2010 financial reports without changes.

AGENDA ITEM: Operations Coordinator Hiring Process

The Director has only received 9 resumes for the position. Tara has advertised in the three local newspapers, OWEB distribution list, Idealist.org, and Craig’s List. The Board asked Tara to tailor the announcement because it could be intimidating due to the scale and scope of responsibilities, and take out the term “temporary” since it implies short duration/seasonal terms, when this position has funding security through the next three years at the minimum. Tara will then re-send it to Board members for personal distribution, and posting it on the OSU and LBCC career services sites. Tara was also asked to send the list of applicant names to Board members to see if they are familiar with any of the candidates. The announcement when be distributed for another week to increase the pool of applicants.

AGENDA ITEM: Cultural Resources Challenges

There are significant known cultural resources alongside the Calapooia River from Albany to Holley. Many areas have not been surveyed yet, so the probability of finding undocumented resources is high according to the State Historic Preservation Office (SHPO) and the Grand Ronde Tribe’s staff. To prevent any disruption of unknown sites, the Council will need to take the following precautions: 1-perform archaeological survey at high risk sites including shovel probes when necessary, 2-secure funding for such activities, 3-contact the Tribe to send monitoring staff when construction takes place in high risk areas, 4-complete the inadvertent discovery plan for all sites posing high probability of discovery.

The cultural resources issue described above has held up our Reach 3 projects, but Tara is working closely with the Tribal and agency staff to address the following concerns and contract a firm to complete the survey:

Can we move OWEB funds into pre-implementation for the archaeological survey?

OWEB: Yes. Just submit the usual budget adjustment form and email a two sentence explanation to OWEB.

Can we drop projects that require too much survey or where we find artifacts?

OWEB: Yes, we just need to email OWEB with a brief explanation and talk about these issues in our final grant report. Our funding does not decrease if projects are dropped.

Army Corps: Yes, we just need to email the Corps Rep, Carol Francen to explain why a project is minimized or dropped altogether.

Can our permit be expedited once survey is completed and will funding be released quickly there after?

OWEB: Yes, we can request an “expedited payment request”, which turns around funding within a day or two as long as they have the permits/landowner agreements in hand.

Army Corps: SHPO has 30 days to review, as do the Tribes. But SHPO and the Tribes are familiar with our projects and urgency due to all of our conversations, so they will hopefully turn this around pretty quickly.

The Tribal staff recommended we talk to a firm out of Eugene to do the work within our timeframe. They responded and Tara has already provided their staff a tour of the project sites. They have provided our group with a proposal/quote. They can start Friday. They’ll need about 3 weeks to turn out a report (hopefully the 1st week of August). They are finding our project to be less complicated than other consultants, partially because they actually

saw the sites and suspect that so much of our work is below the ordinary high water line, and in the active floodplain, artifacts would have washed away long ago. Most of the access is on existing farm roads. Many excavation areas are in the wetted channel.

If during research at SHPO and out in the field anything is discovered, we will drop that specific project site and permit application and move on because it would simply be too expensive to perform additional survey at these sites. We feel this minimizes the chance of a permit being hung up- either there is nothing there, and we move forward, or there is something there and we drop the permit application all together.

DECISION: The Board will award the \$9,980 contract to Heritage Research Associates, Inc. for Reach 3 Archaeological Services

AGENDA ITEM: Projects Update

The regional staff is working together very well, and we have changed their titles and roles to accommodate unique skill sets. Sarah will now take on more of the Project Coordination responsibilities, and Erika will focus on the CREP plans and landowner recruitment for restoration projects. The team is busy submitting a large OWEB Special Investment Partnership non-competitive grant due August 1st. The SIP funding will be distributed each biennium. Our team is ready with numerous projects that can be implemented within the next 2 years.

Tara explained that with the upcoming regional projects and SIP push, as well as other project progress such as the Albany Assessment and Noxious Weed Program, we should hold a Projects Committee meeting soon. The Board agreed and Tara will be sending out a doodle link to schedule the next meeting.

Each new board member is required to serve on at least one committee, the Projects or Management. Jason McAfee agreed to serve on the Projects Committee because of his association with the Albany assessment.

AGENDA ITEM: Sodom/Shearer Dam Removal Projects

There is very little to report. The agency staff has directed OPRD to exclude outside parties from their Maintenance and Monitoring Plan and maintain full responsibility for the project results, flow and site maintenance. While the Council will not be legally bound to the maintenance and monitoring responsibilities, because of our obvious interest in the watershed health we will ultimately want to partner with the state in maintaining the projects as our capacity allows.

AGENDA ITEM: Upcoming Meetings, Presentations and Events

Presentation ideas for fall and next year are as follows:

Fun Forest Owners

Wildflowers- Alice Smith, Iron/Tidbits Mt. presentation

Climate Change

Artist for Ducks Unlimited

Grassland Birds again

Cultural Resources- Tribe staff

Groundwater Education- Affects from well pumping, Calapooia specific

Matthew Fiorito will look into a tour date in September. The group can carpool up to the headwaters and drive down, stopping off at the major tributaries and active logging operations where safe and feasible.

Jason McAfee recommended that we try to put together a documentary with a partner university group that demonstrates restoration activities from start to finish

OPEN DISCUSSION: None

The meeting was adjourned at approximately 9:00 p.m. The next Calapooia board meeting will be September 8th in the Brownsville Community Room at 7pm.

READ AND APPROVED by the Board of Directors on _____, 2010

Secretary