

**South Santiam Watershed Council**  
**Approved Meeting Minutes**

Feb 13, 2018

Attendance: Eric Andersen, Angela Clegg, Nancy Gilmore, Katie Kohl, Ken Crouse, Nancy McHugh, Lee Peterman

The meeting started at 3pm with welcome and introductions.

The board approved the January 2018 meeting minutes. Eric will post approved meeting minutes to the Council website. To view any of the approved meeting minutes go to the Council website, under "join us" tab click "meeting minutes".

The Council discussed the recent staff transition and immediate steps to resolve the loss of project management (PM) staff. The Council discussed four different options on how to address the need for PM. 1) The SSWC could hire a new PM as an employee of the council. This was rejected because we do not have funds for a full time PM and don't foresee this occurring. 2) Hire a PM to share between NSWC and SSWC. This is how we have been operating for the last several years. This was rejected due to lack of funds and the direction that NSWC wanted to take. They are thinking of pursuing a Marion SWCD employee to assist on a few projects or to only have contractors. 3) Hire a contractor for a PM on a case by case scenario. This is what we are currently doing with JP. This makes the most sense as the contractor is tasked with only certain tasks and the Council doesn't need to have to "fill up" their time outside of particular projects. 4) The SSWC coordinator could take on PM duties. This occurs now because the coordinator has some PM duties and also is deeply involved with the direction of contractors work. However, the coordinator does not have time to be a full time coordinator and PM simultaneously. Option 3 of hiring a contractor was selected. The Council will reevaluate throughout the spring and make any changes as needed.

The Council will contract with Bonneville Environmental Foundation (BEF) employee JP Zargola for project management services. Eric has signed a not to exceed \$10k contract with BEF for JP's services in 2018. The contract does not have to be for the entire year or for the entire quantity. Funds for the contract are sourced from grants that are currently awarded and designated for project management activities. The SSWC has several existing and planned projects for 2018 and project management services are very important for the councils operations. JP is overseeing the Council's current winter 2018 planting activities. JP's background is in restoration and he is currently acts as project manager for the Luckiamute watershed council. On a broader picture JP may be working with other neighboring watershed councils that also have a need for a project manager. One concern is that JP would be "over booked" as activities usually have to occur at the same time. The SSWC is going to revisit the topic of project management services throughout the spring.

Planting season started the last week of January and is expected to be completed by the end of February. As discussed, JP Zargola will be working with Rosario to get plants in the ground. Tyler and Eric worked to get everyone up to speed on the sites. JP's co-worker Tori Yoder (BEF employee) is overseeing cooler operations this year. The planting sites are in Upper Thomas Creek (Doorenbal and Hendrick properties), Middle Crabtree (Doerfler erosion site, Doerfler

oxbow and Tafner) and along lower Hamilton creek (Springbank farms, Tye, Udell). Willow staking is planned, but the actual planting date is contingent on water levels. Plant establishment activities are scheduled for April.

The Council is going to review and update bylaws and personal policy this spring. Some changes that are to be made are very simple (e.g. changing the payroll dates) others may be more complicated. The purpose is to ensure there is a formal structure for decision making and is intended to keep current. The documents haven't been updated for many years. Eric will make changes and present to the board as necessary. This isn't intended to be a major project, but will take some time.

Angela gave an update on the education program. At this time, Angela is not taking a job with the city of Sweet Home and is continuing in the education program. Outdoor school is in full planning mode. The two sessions are March 13-15 and March 20-22 for Lebanon and Sweet Home school districts. There has been a lot of activity around logistics, training counselors, and meeting with parents and school officials. US Forest Service (Amanda) has been going into the classrooms. Angie has requested the Council board members attend Outdoor School to observe the event because board members usually do not attend her events. Angie has been in communication with the Calapooia WC (CWC) about participating in a grant to fund time for Salmonwatch. The Linn-Benton Salmon watch program has had some growing pains with volunteers, scheduling events and volunteer arrangement in recent years. The SSWC and CWC are going to take the lead on some aspects of the planning efforts and have a more Linn County focus. The SSWC will still coordinate the event as in recent years. The Youth Watershed Council is making mason bee boxes for sale this spring. Angie is looking at different grants to fund YWC going forward. Angie is seeking a 6% raise and laid out her rationale for the increase.

The board will be performing employee reviews in March. Eric and Angie will fill out their employee review forms and send to the board on March 1. The board, or a subset of members of the board, will get together to discuss the employee evaluation. Once completed, one or two board representatives will discuss with each employee. It is expected the process will be done by the end of March. The employee reviews will be used to help determine wage increases.

There are two upcoming final reports that are due on Feb 28, the Ford Family Foundation action grant (e.g. the SSALC grant) and the Moose Creek Steelhead Habitat Enhancement grant. Eric will complete both reports. The SSWC was the fiscal sponsor for the Ford grant and because there are no more participating SSALC members, Eric will complete the final report. The Ford grant will have approximately \$15k in funds returned because not all funds were expended. After Sharon Kanareff departed there was no one to take her place. The grant was extended but, unfortunately, the group was unable to spend the funds. The Moose Creek grant was spent and the project completed in 2017. The project will move into monitoring phase and post grant status. The upcoming OR DEQ Drinking Water Source Protection Grant may be applied for. The Council was awarded a grant in 2017 and there is the possibility for another project to be awarded.

The meeting adjourned at 5 pm.