

# OSWEGO LAKE WATERSHED COUNCIL

## MEETING MINUTES

Friday, November 22, 2019

The *vision* of the Oswego Lake Watershed Council is a healthy properly functioning watershed. This vision is of streams, wetlands, riparian forests, upland forests/trees, Oswego Lake, and other natural resources working together as a sustainable ecological system that supports good water quality, productive habitat for native plant and animal communities, and enhanced quality of life.

The *mission* of the Oswego Lake Watershed Council is to foster stewardship, education, participation, and financial support for the purpose of the conservation, restoration, enhancement, and maintenance of watershed functions that achieve and sustain a healthy watershed.

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**1. Welcome and Introductions:** Stephanie Wagner, Larry Zurcher, Tom Bland, Jim Fisher, Barbara Fisher, Mike Buck, Dwight Sangrey, Mark Rosenkranz, Tom Benson. Laurent Nickel, our Stewardship Technician; Denny Barnes, our new Board Member unanimously elected; and Jack Halsey, our Watershed Coordinator--were present as was guest Greg Wolley from Mountain Park, retired from many environmentally attuned employments which included The Nature Conservancy and Fish and Wildlife Dept.

### **2. Operations**

#### **• Minutes:**

**Resolved: Minutes for October 22, 2019 were unanimously approved.**

**• Finance Report:** Tom Bland reported our current bank balance at \$19,942.44 with checks received for contract work at Westlake and the Mountain Park Culvert Project. Stephanie said another \$30,000 would be coming from the City before the end of the year. As Tom and Stephanie integrate funds with budget information, they are pleased to announce we are in "good shape" for this coming year. A substantial amount of the rollover funding into 2020 will go to contract work on projects. Stephanie said that the OWEB grant submitted by OLWC for Village on the Lake Project has passed the first stage of approval. No official work by Jack on this project can proceed until notification of full funding has been received. Stephanie expects to hear in December with the funding ready in January, 2020. Looking at the budget for the next two years, Stephanie announced that we were at a level of funding to move Jack up to full time. Also, she is proposing an outlay of \$15,000 for an Education Outreach Specialist position which basically is a coordinating role for various community outreaches proceeding from the Tree Summit which are beyond Jack's responsibility to handle. One example is the "Trees on Campus" program which involves elementary and secondary teachers working with students on tree assessment and stewardship training. Stephanie said this is a very 'grantable' program to get going with the School District and will be meeting with the Superintendent on this proposal. Since schools do not currently have a landscape plan, this will help with enhancement and monitoring. Tom concurred that revenue numbers were good and not stretched. Stephanie, in response to a question about ongoing maintenance of this position, said that it would be

contingent on school district grants, increasing donations and could also be tied to monies from the CSWCD. Stephanie and Tom believe donations that are at the \$2500 level now could reach \$7000 for next year. Tom also commented that the OLWC has a very low overhead percentage—around 7.8% of our net income which stands at \$116,975.00 This new position could give the OLWC outreach to other watershed councils, help with new neighborhood association urban forest committees, and facilitate people to gather data on our green infrastructure. It is slated to be a ten month position (two months of summer off intentionally for other supplemental employment) and initial interviews are hoped to begin in January, 2020. Tom made a motion to approve of our budget and Dwight seconded.

**Resolved: The OLWC unanimously voted to approve the budget as presented.**

Stephanie would like everyone to review the job description and get back to her within a week for any recommendations. In terms of the review process, Stephanie will discuss applicants' responses in January, and Dwight and Mike volunteered to help interview qualified candidates. In light of conversation on outreach, Dwight brought up HOA's as another place for connectivity. He wondered if we have an obligation to work only with NA's or can we be expansive? Stephanie said that Jack was already involved with a few HOA's tied to various projects and can coordinate them along with the NA's. Dwight hopes that the City will permit similar status to other kinds of organizations that NA's now benefit from. Jim mentioned a new problem for contractors hoping to fulfill NEP grants: they cannot fulfill the demanding insurance requirements specified by the City.

### **3. Reports**

- **Stewardship Committee:** Barbara chaired a meeting of this Committee on November 14<sup>th</sup> at Mountain Park Recreation Center. Jack helped members continue their progress utilizing GoogleDrive. She has posted notes/minutes of this meeting on our GoogleDrive storage. Jack said there is also a resources document we can open for instructional guidance. Barbara is writing a job description for what her responsibilities are and have been on the SC. She eventually hopes someone else will carry on in her capacity and have a familiarity with the overarching goals and mission of the SC. The Committee will not meet in December but will continue to meet, not monthly, but possibly quarterly from here on out. A January meeting will be planned and members will be notified. Jack said we will be writing a description of the SC itself and its various roles. As far as annual work plans, Jack will be touching base with each project coordinator. We have ten sites. Coordinators are asked to look at the calendar year with planned work parties and necessary communication. The SC documents exist as organizational helps guiding coordinators through the process. Barbara and Jack reiterated that a person does not need to be an OLWC Board member to be on the Committee. Jack said that Mike will be the Board Coordinator for VOL Project with Denny as the liaison. Barbara asked about the VOL-HOA Board support and Denny responded that he thought all were on board for this restoration project. Since VOL-OWEB grant was handled in part in the Finance Report, Stephanie clarified for new members the role of the Lower Willamette West for Oregon Watershed Enhancement Board. She said that the OLWC was the only entity to submit a grant proposal. Soil and Water auspices in the area are avoiding this funding mechanism since they are tax based and see the merit in leaving this funding source for non-profits like ourselves.

OWEB grants are great sources for smaller projects and to expand existing projects. Jack attended a “Council of Councils” that had representatives from ten watersheds. They talked about how to share resources.

- **Tree Summit/Trees on Campus:**

- \***LOHS Green Team:** Jack met with these motivated youth who are very concerned with climate change. He talked with them about invasive removal and went over preparatory elements like waivers, tools and training aspects. Seven adults and eighteen students met on November 2<sup>nd</sup> for a successful invasive removal event. Jack was amazed at how so much came together with so little effort—due to the motivation of the green team, their positive energy and resolve in directing their focus. Even the usually complicated joint release form was expedited through the District. When everyone is “on board,” and when the group has good Staff support as evident here, good things for the environment happen. Jack said a photo was posted in the *Lake Oswego Review* November 21<sup>st</sup>. Stephanie commented how much positive energy has emanated from the Tree Summit. She looks forward to how students can help with doing tree surveys for important data collection.

- \* **Tree Surveys:** Jack met with Mary to collaborate on utilization of iTree for our database. He said that mapping trees and putting the information into iTree will issue a report regarding carbon sequestration and other values or benefits derived from these tree services. It uses GPS coordinates and is compatible with our City’s program.

- \* **NA Urban Forest Committees:** Mike wrote out a mission statement with listed activities for the Lake Grove Neighborhood Association’s newly adopted Urban Forest Committee. The Board accepted the proposal by the four member group in a November 21<sup>st</sup> montly board meeting. Both Tom and Jim requested a copy for their own neighborhoods.

- **Watershed Coordinator:**

- \***Volunteer Hour tracking:** Jack sent out a link November 21<sup>st</sup> for members to put their hours on-line. These have great value for many uses including grant reports and applications. It’s important to track our involvement in both our general work and our site projects. If the work project is a sponsored OLWC event, then the hours have already been recorded. But Jack needs to know Board members hours from January 1, 2019 until now. Estimate the most accurate number for the past months of this year and then record monthly from now on.

- \* **Safety Procedures:** Jack said the Stewardship Committee annual work scope will review what we have and work toward its fullest complement.

- \***Field Training:** Jack wants to have a specific, written guidelines that cover the essentials of annual reports, safety procedures, welcoming and hospitality elements, crew leading preparations, etc.

- \***Year end fund-raising:** Jack is working to increase our donor base. He is requesting 100% Board member participation no matter the amount. Our individual contributions are demonstrative of “skin and blood” in the game! And donations can be given through PayPal. Tom will send a “thank you” which can be utilized for tax deduction since we are a 501C3. Please coordinate with Jack for in-kind contributions. Stakeholder positions on the Board are not responsible for this kind of donor support. Jack is also working to update our web pages to make sure they are functional and optimized. He said some social media campaigns are

featuring watershed activities as a whole in a coordinated campaign effort. The idea of an annual “Board Retreat” was also mentioned.

- **Hallinan Woods Acquisition:** Jim reported no change in the status quo.

**4. New Business:**

- **Laurent will give quarterly reports next year after a contemporary end of year report for 2019.**

**5. No Old Business**

**6. Public Comments and Announcements: Meeting time expired**

**7. Meeting Adjourns 9:30am**

**Next Meeting: Friday, January 10, 2020; 8:00am**

