



TRWC Steering Committee Meeting
July 20, 2016; 4-6 pm
Location: Steelhead Conference Room,
Clean Water Services
2550 SW Hillsboro Hwy, Hillsboro
Cell phone: 503-830-9852 (April)

Minutes

	Rich VanBuskirk, TRWC Chair	x	Roving Member: Dave Waffle
x	Kristel Fesler, TRWC Vice Chair		TRWC Members:
x	Jan Miller, TRWC Treasurer		Ross Van Loo
x	Bob Baumgartner, TRWC Co-Secretary	x	Jon Pampush
x	Jennifer Nelson Sneed, TRWC Co-Secretary		
x	TRWC Coordinator, April Olbrich		

- 1) Discuss August potluck and TRWC vote (5 minutes)
 - a) Location: Shelter 3, Cook Park, Tigard, OR. (http://www.tigard-or.gov/community/Parks/docs/cook_shelter_map.pdf)
 - b) Business focus: setting time & location for TRWC vote re: endorsement for Tualatin SWCD in Voter’s Pamphlet
 - 4-6 PM Canoeing and walking trails
 - 6 PM Potluck and Cake
 - 7 PM Welcome and Introductions
 - 7:15 PM Vote on endorsement
 - c) Sharing and invites with i) stakeholder group members; ii) agency & other partners; iii) need help with a flyer (Jen had made up a flier, updated it at meeting)
 - d) TRWC to provide plastic/paper ware and beverages. OK
 - e) TRK will have watercraft available w/o charge, but need an approximation # so that adequate watercraft available.
 - f) 20th anniversary recognition --- Cake? Yes. Jan Miller will order it
 - g) Other.

- 2) Suggestions for September and October meeting agendas. (HVAC in Tualatin Room; April can call day of Council meeting and ask that HVAC be on for the meeting.)

September 7 - Tour at Fernhill Wetlands. Bob to look into this.

Or

Discussion and vote on how we move forward relative to capacity increase (See item 7 of these minutes)

October 4 Officer Nominations, No suggestions yet.

- 3) Future scheduling in August on TRWC member group Listening Sessions with TRWC officers: i) THPRD – Rich VB & April will plan to meet w/THPRD in August; ii) TRK – Kristel & April – will set for August.

- 4) Capacity Committee suggested that the Steering Committee meet with consultant group, Chase Park Grants (link to website <http://www.chaseparkgrants.com/>) Is this something that TRWC officers want to pursue? **Included in the Capacity Committee update.**
- 5) TRK water trail letter of support (attached).

An explanation was provided of the Tualatin River Water Trail. A TRWC officer had requested that TRK send a draft letter to the Steering Committee at the July TRWC meeting.

Discussion of how to decide what Council should vote on, whether members of steering committee or Council need to address these issues. Reference was made to policy for letters of support on grants. See <http://trwc.org/wp-content/uploads/2013/07/Council-Support-Participation-Guidance.pdf> for previous guidance document, not part of the by-laws.

Consensus was that in a future meeting (post September), Council should clarify the policies to promote a sense of fairness.

Decision is to support the Water Trail with a letter of support.

- 6) TRWC July meeting minutes (to be sent out later)
- 7) Capacity Committee update.

In June meeting, the Capacity Committee recommended that the Steering Committee meet with Chase Park Grants who have previous experience with securing infrastructure related grants, working with government entities, non-profits. There is no longer interest in doing this since it was tied directly to the Place Based Integrated Water Resource Planning Grant.

Since then, Jon contacted Nonprofit Association of Oregon as instructed by the capacity committee and got a reply from Jamie Snider. She provided an example of an Independent Contractor Agreement, a scope of work, and her resume. The focus of her work would be to talk to stakeholders and figure out if we were ready for an executive director.

The question before the group now is how to proceed, what are our priorities. Some of the steering committee members felt that we needed more of a plan before hiring a consultant. One other concern was how to pay for a new Council position without dipping too far into our reserve funds.

The committee agreed after discussion that the Council at large had not yet decided to move forward with growth in a consensus vote. A facilitator for the September or October meeting is being sought to bring the Council to an informed vote on whether to grow and whether to hire staff to grow. This directive will allow the Capacity Committee to proceed with clear direction.

- 8) Other committee reports: Not enough time for this.
- 9) Project Updates. Not enough time for this
- 10) Other topics. Not enough time for this