



**Tualatin River Watershed Council  
Steering Committee Meeting Minutes  
January 16, 2019**

**Committee Members Present**

Bob Baumgartner	TRWC Chair
Erin Poor	TRWC Vice Chair
Rich Van Buskirk	TRWC Treasurer
Lacey Townsend	TRWC Secretary
Ross Van Loo	Roving Member
Jon Pampush	Roving Member

**Staff Present**

Scott McEwen	TRWC Executive Director
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**Project management approaches during upcoming field season**

April is assisting Scott for the next couple of months on project management activities, including permitting for East Fork Dairy Creek project.

Scott doesn't recommend hiring an employee at this point but is interested in possibly hiring an outside contractor to do project management. The committee also talked about having volunteers or partners take on remaining on-the-ground projects. The plan is to get the Restoration Committee up and running to discuss options. Scott will figure out exactly what needs to be done with all the projects and will see how much work is needed. Jon Pampush will call Stephen Cruise and have him schedule a Restoration Committee meeting.

**Draft organizational planning framework**

Scott handed out the Organizational Planning Framework draft document. This document outlines how the planning process would ideally work for the TRWC. Strategic Plan development should be the first step in the planning process, prior to developing other plans (e.g. Annual Work Plan, Annual Fundraising, Communications Plan).

The committee agreed that the Strategic Plan process will take a while if done correctly. It was agreed that components of the other plans could be developed based on language already put into funding requests to Clean Water Services and Tualatin Soil and Water Conservation District in 2018.

Scott will need to do a good job of leading Council board through the planning process. A facilitator may be needed at some point. Some work can be done by the Steering Committee, but need to figure out how to get buy-in and feedback from the larger Council board. Also need to include some aspirational goals, which will bring more funding and partners.

Clean Water Services would like to see a Strategic Plan outline as a starting point, using some info Rich has already compiled in funding requests, etc. plus Work plan and Organizational Planning Framework documents.

### **Draft six month work plan**

Scott handed out a draft six-month work plan, with rough timelines. The plans included in the work plan will most likely be developed outlines, not full-blown plans.

The committee discussed needing to prioritize goals and objectives, and make sure promises are kept to current funders.

### **OWEB work plan development**

Scott visited OWEB to talk w/Courtney Schaff and Liz Redon. Discussed transition plan and period of time where the Council would do more planning and capacity building. They said that would be fine. They also said Councils could be more terrestrial-specific instead of aquatic. OWEB provided more latitude than Scott anticipated. Strong, resilient watershed councils are needed to make OWEB a strong organization.

Scott wants to see a difference and do large, impactful projects that make a difference in the watershed.

The committee went through the OWEB Work Plan Summary page by page, looking at next biennium column. A brief summary of discussion and OWEB Work Plan edits:

- Organizational Development page
  - Add more detail on what future council activities will look like and capture changing look of council and increasing Council relevance.
- Community Engagement page
  - Discussion about purpose of tours and events. Tours are an important way to be a convener and a way to be relevant and get known by future funding partners. Need to choose the right events that are important and impactful.
  - Need to survey urban residents about the watershed and understand that constituency.
  - Gales Creek Action Plan needs to be in work plan because of Bureau of Reclamation funding
  - Add Balm Grove dam removal project
- Planning page
  - Remove place-based planning (OWRD grant)
  - Search for grant opportunities relevant to the Strategic Plan
  - Keep Dairy-McKay Watershed planning task
  - Re-word “conservation planning”

- Keep upland restoration program resources in because we already have a project for next biennium
- Restoration page
  - Keep all projects because follow-up reports still needed to be completed

### **Volunteer opportunities for Council members**

Discussion about Council members or Council volunteers possibly taking on some of the work plan tasks. One example is the spawning surveys. Volunteers could be used to staff a booth representing the Council. Volunteers should be celebrated for stepping up to do something.

Committee talked about having a training for what it means to be on a nonprofit board. The purpose of a board member on a nonprofit board is to set a strategic direction, governance, and fundraising. It is important that all board members know their purpose.

### **Outreach for presentation on hydromodification plan**

Damon Reische from Clean Water Services will be giving this presentation at the February Council meeting. The Council has historically had a great turnout for this update in the past. This is an issue the Council can provide a convening role for. Outreach needs to be done by Council members to increase attendance at this meeting.

The meeting adjourned at 5:50 pm.

Respectfully submitted,

Lacey Townsend  
Secretary