



**MONTHLY MEETING
February 5, 2020
7:00 PM to 8:30 PM**

The Council's mission is to foster better stewardship and understanding of the Tualatin River watershed resources, address natural resource issues; and ensure sustainable watershed health, functions, and uses.

Join us and socialize after 6:45 pm!	<p>Clean Water Services Administration Bldg. Complex Tualatin River Room 2550 SW Hillsboro Highway, Hillsboro (Driving directions on web site)</p>	<p><u>Council Office</u> Phone: 503 846-4810 FAX: 503 846-4845 trwc@trwc.org www.trwc.org</p>
7:00 PM	Meeting called to order	Chair: Bob Baumgartner
7:05 PM	Introductions	
7:10 PM	Welcome to our new Project Manager, Samantha Sharka	Scott McEwen Samantha Sharka
7:20 PM	<p>Presentation <i>Restoring Wapato National Wildlife Refuge - Benefits to Wildlife and Community</i></p>	Carol Murdock, Clean Water Services
7:45 PM	Public Comment	Chair: Bob Baumgartner
7:50 PM	Approval of December 2019 TRWC Minutes (requested)	Chair: Bob Baumgartner
7:55 PM	Treasurer's Report	Treasurer: Rich Van Buskirk
8:05 PM	<p>Findings from Interviews with seven Watershed Council Executive Directors</p> <ul style="list-style-type: none"> - Johnson Creek Watershed Council Daniel Newberry - North Clackamas Watersheds Council Neil Schulman - Columbia Slough Watershed Council Cathy Kellon - Clackamas River Basin Council Cheryl McGinnis - Luckiamute Watershed Council Kristen Larson - Marys River Watershed Council Holly Purpura - Oswego Lake Watershed Council Jack Halsey (Coordinator) 	Scott McEwen, Executive Director
8:30 PM	Adjourn	

February 5, 2020 Council meeting refreshments: We will have Greek Salad and Pita!



Tualatin River Watershed Council Meeting Minutes December 4, 2019

Stakeholders Present

Ashley Short	Environmental Organizations Primary Representative, Tualatin Riverkeepers
Alexis Cooley	Drinking Water Provider Primary Representative (shared position), City of Hillsboro Water Department
Bob Baumgartner	Services Districts (Sewerage) Primary Representative, Clean Water Services
Briita Pajunas	Soil and Water Conservation District Secondary Representative, Tualatin SWCD
Jon Pampush	Fisheries, Trout Unlimited
Erin Poor	Citizen-at-Large Primary Representative
Ross Van Loo	Citizen-at-Large
Greg Mintz	Citizen-at-Large
Rich VanBuskirk	Education Primary Representative, Pacific University
Tom Nygren	Small Woodlands Association
Stephen Cruise	Washington County

Staff Present

Scott McEwen	TRWC Executive Director
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Guests Present

Welcome and Introductions

Bob Baumgartner, Chair, opened the meeting at 7:01 pm and reviewed the agenda. Stakeholders, staff, and guests introduced themselves.

November 2019 TRWC Minutes

Jon Pampush moved to adopt the November minutes as amended. Ashley Short seconded. **Adopted by consensus.**

Public Comment

- Greg Mintz - Legislative Director representing Ken Holmes office shared on the 100-year water vision. This statewide strategic visioning process is underway. There is a new committee in the state legislature acting as the landing pad for all things water related (wetlands, agricultural, ...)

As part of the visioning process, stakeholder interviews and ‘community conversation’ listening sessions have taken place over last several months and are ongoing.

- Bob - Dark Waters film came out in November about an environmental lawsuit against a chemical company, exposing a long history of intentional pollution. Greg mentioned that the Legislature hosted an informational session on PFOS in anticipation of Dark Waters which could create public concern on water contamination.
- Bob – ‘Flushable’ wipes are causing major issues in the wastewater utilities as clogs are common. Mandatory product labeling is under discussion with a bill in Oregon legislature a potential future action.
- Stephen - Restoration Committee meeting is cancelled in December.

Update on Project Manager Position

Position was offered to Samantha Sharka. 47K offered to Samantha for starting salary. Start date is January 22nd, 2020. Most recently she worked works as a Natural Resources specialist at AKS Engineering and Forestry doing wetland delineation work. Background in botany. Previously worked with Portland Parks and Recreation, Scholl’s Valley Nursery, Ash Creek Forest Management. Front office will now be 100% utilized by TRWC. Thanks to Ride Connection Business being willing to move their space to the back office/ storage room.

Strategic Plan Implementation

Scott McEwen presented a 6-month Strategic Plan check-in to update the board on action items completed under each Goal area and those items that are currently underway.

GOAL 1

1. Convener role – Provide at least four public forums annually
 - a. Public forum topics have been identified (forested headwaters, pesticides, climate change and population dynamics, legacy issues in urbanized watersheds)
 - b. Project manager will actively move these forums forward
2. Tours – Annually host two watershed tours
 - a. Identifying tour topics (Scott coordinated a November CMNJ tour)
 - b. Project manager will actively move these tours forward
3. Building stakeholder relationships and leveraging funding opportunities
 - a. Currently scheduling meetings to build relationships with critical stakeholders in the basin (i.e. City of Hillsboro Water Resource Program Manager meeting is scheduled for week of 12/9)

GOAL 2

1. Restoration program – develop self-supporting program – generating \$200K annually (Secured \$80K for NetMap Analysis – completed TSWCD grant)
(Secured \$73K for Dairy McKay Restoration Action Plan – TREE TSWCD grant)
2. Update Basinwide Action Plan to identify 3 priority areas

- a. NetMap Analysis compilation
- b. Highlight findings on website
- c. Host community engagement process to inform the Basin Action Plan
3. Collaborate with JWC to work on drinking water source water protection area (TREE Grant – TSWCD) to be secured by January 2020
4. Develop 3 strategic corporate partnerships to address drinking water quality supply challenges
5. Complete all existing OWEB and other ongoing project obligations
6. Act as clearinghouse for watershed information, providing general technical assistance and information to the general public making inquiries

GOAL 3

1. Organizational structure
2. Finalize and execute a funding plan - underway
3. Organizational staffing and management structure is supported– filled PM position
4. Approve policies, procedures and best practices - Bob and Ashley Short are researching
5. Updates to website and social media - will be managed by new PM
6. Research other forms of governance – Bob B and Ashley Short are researching this
7. 2 board trainings with external non-profits experts - have been completed
8. Other governance model action items are underway with focus for completion in Yr 2 or 3

Developing corporate profiles for Washington County businesses

Scott displayed flip charts representing 14 Washington County corporate businesses asking participants to list names of contacts that they are familiar with to begin the process of connecting with these potential partners. INTEL, Tektronix, Genentech, Pacific Foods of Oregon, QORVO Inc, Huntair Inc., VIA Systems, Precision Wire Components, Columbia Sportswear, LAM Research, Reser’s Fine Foods, IBM-Linus, Maxim Integrated Products, Nike

Low number of names listed indicates the TRWC is not very well connected currently with these large employers in WA County. Scott collected ~21 names total from all the participants on the flip charts.

Review of governance questions to ask other Watershed Councils

In recent research, Scott has determined that many neighboring boards are high functioning, with diverse funding sources, with 3 or more staff, and stability. 7 total watershed councils will be surveyed over the phone with a consistent list of questions.

1. Sandy River Basin WC (Steve Wise) now has 7 staff – has grown considerably in 9 years
2. Columbia Slough WC – a lot of history but staff is in flux so does not feel as stable
3. North Clackamas WC - (Neal Schulman) just went through a restructuring and re-branding
4. Johnson Creek Watershed Council
5. Clackamas River Basin Council

6. Luckiamute Watershed Council
7. Marys River Watershed Council

Overarching questions that will be included in the survey:

What governing structure do you use?

Are all Council members the same or do you have classes of council membership?

How do you make decisions?

If you use a sector or stakeholder model how do you ensure active participation from those sectors/ stakeholders?

What are your removal and replacement procedures for inactive council members?

Did you go through a restructuring of your council in the recent past?

If you use a traditional non-profit board model, what have you done to ensure compliance with the OWEB requirements?

Scott received feedback and suggestions from stakeholders on improvement to these listed questions. Discussion led by Jon on ways that WCs receive funds. City of LO and WES contribute funds to the TRWC through a contract/ grant structure. **Fee for Service** is a model that is highly developed at Johnson Creek Watershed Council and Columbia Slough Watershed Council. Both these WCs receive a lot of funding from Portland BES due to their stormwater management actions that are being completed. Other rural WCs are very successful based on OWEB grants and strong motivated membership base. There are distinct funding base opportunities based on the WC use of rural vs urban membership drivers and opportunities. Alexis recommends asking WCs to differentiate their funding niches to better understand any differences between more rural and urban WCs. Rich asked about confidentiality of these WCs survey responses. If they could be collected and gathered for a larger distribution to OWEB for example. Bob wants to know what each WC feels is their perception of self. What sets them apart to be a strong org. And what do they think about their members. Alexis wants to know what are the incentives for getting their partners to participate. Erin wants to know about motivators for getting their members to participate.

Adjournment

The meeting adjourned at 8:30 pm.

Respectfully submitted,

Briita Pajunas
(for Lacey Townsend, Secretary)

Tualatin River Watershed Council

Executive Director Report to Council Members - Project and Activity Update: December 2019 – January 2020

CONVENOR: STRATEGIC PLAN - GOAL 1

Cedar Mill North Johnson Creek Coordination

1. Facilitated Programs Subcommittee meeting (12/09/2019)
2. Committee facilitators meeting (01/24/2020)
3. Developed six-month work plan and reviewed it with program's sub-committee
4. Developed agenda for February 4 meeting
5. Provided 2020/21 budget estimates to Anne McDonald
6. Outreach to Katya Reyna of Depave on potential collaboration
7. Outreach to Suzi Peterson of the Backyard Habitat Certification program on potential collaboration

Dairy McKay Creek Partner Coordination

1. Organized January 31 partner coordination workshop.
2. Developed meeting agenda with CWS and ODEQ

PARTNERSHIP BUILDING: STRATEGIC PLAN - GOAL 1

1. Meeting with Phil Trask, Principal, Trask and Associates (12/06/2019)
2. Meeting with Friends of Trees Executive Director Scott Fogarty (12/08/2019)
3. Meeting with Courtney Brown, ODEQ (12/08/2019)
4. Workshop Wildfire, Watersheds and Flooding: CWS (12/04/2019)
5. Meeting with Jessica Dorsey and Alexis Cooley, City of Hillsboro (12/17/2019)
6. Meeting with Carol Murdoch, CWS (12/24/2019)
7. Meeting with Kellyn Baez, CWS (01/09/2020)
8. Partner Interview, Michael Ahr, WMSWCD (01/10/2020)

BUILDING ORGANIZATIONAL CAPACITY: STRATEGIC PLAN - GOALS 4 & 5

1. Received \$4,000 contribution from Clackamas SWCD. THANK YOU!
2. Received \$35,000 contribution from Tualatin SWCD. THANK YOU!
3. Received \$15,272 1st quarter contribution from OWEB. THANK YOU!
4. Project Manager position filled by Samantha Sharka. First day 01/21/2020
5. Software upgrades
 - a. Loaded Microsoft Office 365 onto two desktop computers
6. Hardware upgrades
 - a. Computer donation from Clean Water Services
 - b. Three new monitors
 - c. Color Laser Printer to replace broken black and white printer
7. Established an Enhanced Network Attached Solution (NAS) capability for the organization
 - a. Allows staff to access all TRWC files remotely from mobile phones and laptops
 - b. Dual-core processor and AES-NI hardware encryption engine

- c. Automatic and immediate computer backup
- 8. Geographic Information Systems (GIS)
 - a. Loaded ArcMap 10.7.1 onto two desktop computers
 - b. Reviewed organizations existing data layers
 - c. Signed data sharing agreement with City of Hillsboro for Source Water Protection data layers.

RESTORATION PROGRAM: STRATEGIC PLAN - GOAL 2

Basinwide NetMap Analysis

1. Reviewed with TSWCD the initial stream network layer prepared by TerrainWorks (11/07/2019)
2. Meeting with TerrainWorks and TSWCD to finalize stream network layer (11/22/2019)
3. Initial NetMap deliverables are expected by mid-February

Project Monitoring

1. Prepared and submitted Year Two photo monitoring report to OWEB for Rock Creek II
2. Prepared and submitted Year Two photo monitoring report to OWEB for Carter Creek II
3. Prepared and submitted Year Two photo monitoring report to OWEB for Summer Creek II
4. Prepared and submitted final report to OWEB for Rock Creek III

Rippling Waters

1. Meeting: Washington County Parks and Recreation & TSWCD – Rippling Waters Coordination (11/22/2019)
2. Site visit with Washington County Parks and Recreation & TSWCD (01/23/2020)
3. Meeting with Michael Carlson regarding future work. (02/04/2020)

East Fork Dairy Creek Project

1. Compiled permit and match documentation for OWEB
2. Submitted billing for project to submit to OWEB

Joint Water Commission – Impounded Waters Project (TREE Grant)

1. Scope of work coordination meeting (01/27/2020)

Lower Gales and Carpenter Creek Strategic Implementation

1. Partner coordination meeting (01/28/2020)

ADMINISTRATION AND GOVERNANCE: STRATEGIC PLAN - GOALS 4 & 5

1. Council Meeting (12/06/2019)
2. Steering Committee Meeting (01/15/2020)
3. Prepared meeting materials for February Council meeting
4. Meeting: Jan Miller – Finances (12/17/2019)
5. Meeting: Jan Miller – Finances (12/30/2019)
6. Meeting: Jan Miller – Finances (01/10/2020)
7. Processed invoice payments

8. Processed banks deposits
9. Ordered new Debit cards
10. Compiled W9s for 2019 tax filling
11. Submitted final report to the Bureau of Reclamation
12. Updated 2020-2021 Bureau of Reclamation proposal
13. Completed signing authorities with designated signers.
14. Updated point of contact information with federal ASAP payment system
15. Prepared TRWC governance questions to ask other Watershed Councils
16. Phone interviews with seven Watershed Council Executive Directors