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City of Newberg Public Works

City of Newberg TDML Implementation Plan Annual Report – 2013 Activity

Submitted: March 7, 2014

Some pages in this document have been purposely skipped or blank pages inserted so that this document will correctly print or copy when in duplex mode.

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DEFINITIONS

ACWA	-	Association of Clean Water Agencies
APWA	-	American Public Works Association
ASCE	-	American Society of Civil Engineers
AWWA	-	American Water Works Association
BLM	-	Bureau of Land Management
BMP	-	Best Management Practice
CRRC	-	Citizen's Rate Review Committee
City	-	City of Newberg, Oregon
CESCL	-	Certified Sediment and Erosion Control Lead
DEQ	-	Oregon Department of Environmental Quality
ESC	-	Erosion and Sediment Control
FFA	-	Future Farmers of America
FOG	-	Fats, Oil, and Grease
GFU	-	George Fox University
GIS	-	Geographic Information Systems
GYWC	-	Greater Yamhill Watershed Council
IDDE	-	Illicit Discharge Detection and Elimination
NORP	-	Northwest Oregon Restoration Partnership
O&M	-	Operations and Maintenance
OSU	-	Oregon State University
Plan	-	City of Newberg's Willamette River TMDL Implementation Plan
PW	-	Public Works
SSO	-	Sanitary Sewer Overflow
TMDL	-	Total Maximum Daily Load
USEPA	-	United States Environmental Protection Agency
YCSW	-	Yamhill County Solid Waste



EXECUTIVE SUMMARY

The City of Newberg (City) continues to respond to opportunities to educate the public. Multiple events have been staffed for educating the public on stormwater issues; the City is also using the annual water quality report, Mad Science presentations, the website, and staff presentations. The City has sponsored classes on stormwater, built a raingarden with citizens, and introduced 200 middle school students for 3 years to water quality monitoring and stream ecology. Catch basins have been marked for 3 of the 4 years. A utility bill insert was completed in 2009 and 2010. The City is an active participant in the Greater Yamhill Watershed Council; we attend meetings, contribute \$1,000 annually, sponsor or share space at venues, and provide educational materials for events.

The Citizen's Rate Review Committee reviews stormwater fees every 2 years. The City Council increased public participation in the stormwater program by creating a citizen committee to refine the stormwater code. The city uses its website to direct citizen to call it in the event of a stormwater problem. Utility bills are used on a very limited basis for disseminating stormwater information. Staff is not formally trained to respond to incoming calls.

The City Council adopted municipal code associated with illicit discharges in 2012 as part of the Illicit Discharge Detection and Elimination (IDDE) measure. Outfalls were inventoried and mapped in 2009. Progress has been made on completing an IDDE Plan. At least one staff has received training in illicit discharges every year. Reports of illicit discharges have been investigated and property owners are reminded that it is illegal to let anything other than stormwater go into catch basins and inlets. Yamhill County Solid Waste continues to sponsor and staff a hazardous waste event twice each year in the county. The events are well-attended and collect several tons of waste at each event.

Municipal code was adopted in 2012 that addressed construction site stormwater and progress has been made on creating an erosion control manual. Public Works (PW) Operations staff has CESCL certification. Engineering Services staff investigates erosion complaints, reviews plans, and inspects construction sites. PW Maintenance staff use erosion controls on projects.

Municipal code was adopted in 2012 that addressed post-construction stormwater and progress has been made on updating the design standards. No sites have been reviewed for regional facilities. At least one staff has received training on stormwater each year. Engineering Services staff review plans and conduct pre-construction conferences. Most stormwater facilities required by Engineering Services are water quantity facilities. Sites have not been reviewed for retrofit opportunities. Stormwater facilities are not inspected other than some detention ponds.

The operations and maintenance manual, street sweeping program, and catch basin cleaning programs have not been reviewed or modified according to PW Maintenance. Training has occurred for at least one person for 3 of the last 4 years. Catch basins are cleaned with the exception of 2013. Trash racks are installed on an as-needed basis. Stormline is inspected, cleaned, and replaced on an as-needed basis. No culvert repairs have been reported by PW Maintenance. Street sweeping occurs every 5 weeks.

The City educates citizens about stream health at several public events. Four classes were offered to the public in the last 3 years and a raingarden was built as part of the classes. The City provides free trees, understory, and groundcover for planting along streambanks; almost 300 native trees and 400 shrubs and grasses have been planted as part of the 3-year-old program.

The City has fully implemented 64% of the strategies in its TMDL Implementation Plan. It has fully implemented 68% of the measurable goals. The City will continue to work on implementing the remaining strategies and measurable goals.



STRATEGY AND MEASURABLE GOAL STATUS

The Public Involvement, Public Education, and Construction Site Stormwater Runoff Control measures saw the most completion or incorporation of measurable goals at 100%, 86%, and 73%, respectively (see Table 1). The Temperature and Illicit Discharge Detection and Elimination measures saw the most change in 2013 with 2 measurable goals in each measure being completed or placed into an ongoing or completed status. Overall, the City has completed or incorporated 68% of the measurable goals in the Plan.

Table 1. Status of Measurable Goals, December 2013

Measure	2013 Measurable Goals					
	Completed	Ongoing	Incomplete But Started	Not Implemented	Delayed	Added
Public Education	0	6	1	0	0	0
Public Involvement	6	2	0	0	0	0
Illicit Discharge Detection and Elimination	4	6	3	2	0	0
Construction Site Stormwater Runoff Control	3	5	1	2	0	0
Post-Construction Stormwater Runoff Control	2	5	2	3	0	0
Pollution Prevention in Municipal Operations	0	7	0	7	0	0
Temperature	0	2	0	0	1	0
Totals	15	33	7	14	1	0
Percentage of Total	21%	47%	10%	20%	1%	0%
Chg from 2012 to 2013	+1%	+6%	0%	-3%	0%	-4%

On a broader outlook, the Public Involvement, Public Education, and Temperature measures saw the most completion or incorporation of strategies into City procedures at 100%, 86%, and 67%, respectively (see Table 2). The City has completed or incorporated 64% of the strategies in the Plan.

In summary, the City incorporated an additional 7% of the measurable goals in the Plan from 2012 to 2013. The percentage of incorporated strategies increased from 62% in 2012 to 64% in 2013.

Table 2. Goals and Strategies Incorporated into City Procedures, December 2013

Measure	Strategies				Measurable Goals		
	Completed	Percent	Change*		Completed	Percent	Change*
Public Education	6/7	86%	0%		6/7	86%	0%
Public Involvement	5/5	100%	0%		8/8	100%	0%
Illicit Discharge Detection and Elimination	3/5	60%	27%		10/15	67%	13%
Construction Site Stormwater Runoff Control	2/4	50%	0%		8/11	73%	0%
Post-Construction Stormwater Runoff Control	0/3	0%	0%		7/12	58%	8%
Pollution Prevention in Municipal Operations	5/9	56%	0%		7/14	50%	0%
Temperature	2/3	67%	67%		2/3	67%	67%
Total	23/36	64%	+2%		48/70	68%	+7%

* Change in number of measurable goals or strategies completed or placed in an on-going status from 2012 to 2013



MEASURE 1 – PUBLIC EDUCATION

Overview

The Public Education measure includes sponsoring educational activities, participating in the local watershed council, and marking stormdrains. All of these measures require an ongoing effort by the City.

2013 Tasks Completed

PE-1 Implement Stormwater Educational Activities (Figure 1)

The City has several [webpages](#) providing stormwater education to the public. Some are static and others, such as a [Local Classes and Events](#) page, change during the year. In February, the

City sponsored a presentation by Mad Science called “Black and Blue Oceans” to 5th graders at Ewing Young Elementary School in Newberg. The presentation showed the effect of pollution on the environment and emphasized the effect of individual actions on water quality downstream. In March 2013, Public Works (PW) Operations staff provided a presentation to an FFA group on water efficiency and water quality.

The City partnered with George Fox University (GFU) and Mountain View Middle School to provide a Worldwide Monitoring Day event for 200 middle school students in March 2013. The City provided a classroom presentation to the students on water quality and the importance of stream buffers. The City also helped with the field trip where students sampled and tested water in Hess Creek. As part of the field trip, students hiked along Hess Creek and were given an ecological talk by Clyde Thomas of George Fox University. Back in the classroom, students reflected on their test results and how it related to aquatic life in Hess Creek.

The City shared a booth with the Greater Yamhill Watershed Council (GYWC) at the Camellia Festival in April 2013 which attracted over 2,000 people. We spoke with participants about water quality and stream buffers; many were interested in the plants, trees, and educational packets on native plants, water-efficient landscaping, and natural gardening provided by the City.

In April 2013, George Fox University, Green Girl Land Development Solutions, and the City sponsored a raingarden class for GFU students and the public. Approximately 15 people attended the class. A raingarden was built by an estimated 20 people on the GFU campus as a product of the class.

In May, the City sent out the annual [Water Quality Report](#) which included basic stormwater information as well as volunteer and educational opportunities. An educational insert was not included in the utility bills.

In June and August, the City held educational booths at the Newberg Farmers Market on erosion and natural gardening. An estimated 600-800 people regularly attend the Newberg Farmers Market each week.

The GYWC, Yamhill County Solid Waste, and the City shared a booth at the Newberg Old-Fashioned Festival in late July. We spoke with many people about fish habitat, water quality, natural gardening, and recycling. Festival attendance was approximately 10,000 people.

PE-2 Participate in the Greater Yamhill Watershed Council

The City was present at 4 of the 7 GYWC business meetings in 2013; meetings were not held in April, August, October, or November and a volunteer appreciation dinner was held instead of a December meeting (see Appendix 2). The City provided a \$1,000 donation to the GYWC in December 2013. The City worked with the GYWC to find projects to plant Over 200 plants in May. The City helped reconnect the GYWC with the Northwest Oregon Restoration Partnership which provides free plant material for stream restoration purposes.

The City worked with the GYWC to provide public outreach. The City was able to provide a watershed teaching model (Enviroscape) for a GYWC presentation at the Evergreen Air and Space Museum in May. The City shared a booth with the GYWC at the Newberg Camellia Festival in April and at the Newberg Old-Fashioned Festival in July. The City paid for a booth at the Newberg Farmer’s Market in July for the GYWC.

The collage consists of 15 photographs arranged in a grid-like fashion, showcasing various community and educational activities. The images include:

- Top left: A man and a woman standing at an outdoor market stall with various items on display.
- Top center: A close-up of a water filter or similar device.
- Top right: Two children, a boy and a girl, planting a tree in a field.
- Middle left: A woman in a white lab coat and gloves, holding a small object, possibly a seedling, in front of a wooden fence.
- Middle center: A group of children sitting at a table, engaged in an activity. One child is holding a small object.
- Middle right: A woman in a white lab coat addressing a group of children sitting on the floor.
- Bottom left: A group of children sitting at a table, looking at a book or document.
- Bottom center: A woman in a white lab coat addressing a group of children sitting on the floor.
- Bottom right: A group of children sitting at a table, looking at a book or document.

PE-3 Provide Environmental Marking for Stormdrains

The City started a volunteer effort for marking stormdrains however there were no volunteers for 2013. Staff did not mark stormdrains.

Effectiveness Summary (November 2008 to December 2013)

Stormwater Education (BMP PE-1)

The City staffs a booth at multiple events each year. We include an educational section in our annual water quality report because it reaches every household in the city. We have expanded our website coverage of stormwater information from 2 webpages in 2009 to 16 in 2013.

In 2010, the City used adaptive management to change from a periodic news release to educating citizen groups interested in water quality. Over the last 5 years, we've sponsored 3 Worldwide Monitoring Day events with middle school students, 4 public classes on raingardens and low impact development, built a raingarden with local university students and the public, completed 4 public presentations on stormwater, and conducted 2 neighborhood cleanups with local high school students.

Watershed Education (PE-2)

Over the last 5 years, the City has provided an annual donation of \$1,000 to the GYWC. We provided laboratory services for a 2009-2010 GWYC monitoring project on upper Chehalem Creek, participated in several sub-committees, and otherwise provided assistance to the GYWC. In 2013, the City switched its focus from attending meetings to working more closely with the GYWC on providing watershed education to city and county residents.

Infrastructure Education (PE-3)

The City has marked an average of 50 catch basins each year with the exception of 2013 when the City moved to a volunteer effort and staff was unavailable to mark stormdrains.

2014 Adaptive Management

Specific revisions proposed by the City for Public Education are shown in Appendix 1. The City proposes to change the requirement for a utility bill insert with a requirement to include stormwater education in the water quality report. The City also proposes to substitute a watershed education (PE-2 Watershed Education) component for the current watershed council component (PE-2 Participate in the Greater Yamhill Watershed Council) which would allow the City to reach a wider variety of groups through a grant program; provide classroom education; and install watershed signage.



MEASURE 2 – PUBLIC INVOLVEMENT

Overview

The strategies required for Public Involvement include reviewing the stormwater fee, developing municipal code, and providing an avenue for responding to the public on illicit discharge,

erosion, and stormwater issues. The municipal code requirements were BMP accomplishments; all other BMPs require an ongoing effort.

2013 Tasks Completed

PI-1 Public Participation in Reviewing the Stormwater Utility Fee

The Citizens Rate Review Committee (CRRC) meets every two years to review the stormwater utility fee. It met to review stormwater rates in 2012 and did not meet in 2013.

PI-2 Public Participation in Ordinance and Program Development

The City did not create or adopt new ordinances in 2013.

PI-3 Use the City Website for Education and Reporting of Stormwater Concerns

The City has several webpages for stormwater education. The City also provides information on its website on [who to contact](#) in the event of a stormwater problem. According to PW Maintenance, there were no stormwater complaints received by them via the website.

PI-4 Establish Hotline to Receive Complaints from the Public

The City has not established a dedicated hotline number to receive complaints from the public however the [website](#) encourages people to contact PW Maintenance in the event of a stormwater problem. The City provided the same information on one utility bill in 2013. There is no specific training provided for PW Maintenance staff for responding to citizen complaints. According to PW Maintenance, there were no work orders resulting from public complaints.

Effectiveness Summary (November 2008 to December 2013)

Stormwater Utility Fee (PI-1)

The Citizen's Rate Review Committee (CRRC) meets every two years to review the stormwater utility fee. It met in 2012 and set rates for 2012 to 2014. Rates were increased from \$5.29 to \$6.22 in 2013 and are set to increase to \$7.30 in 2014. The CRRC did not meet in 2013.

Ordinance and Program Development (PI-2)

The City adopted new code regulations in July 2012 that addressed erosion control, illicit discharges, and stormwater management. There have been no additional stormwater ordinances created since July 2012.

Public Concerns with Stormwater (PI-3 and PI-4)

The City provided information on its website and in some of its utility bills that instruct people to call PW Maintenance with stormwater complaints. The City tried a computer application that resulted in few stormwater reports so it discontinued the application. There is no formal training for PW Maintenance staff on how to respond to public complaints about stormwater.

2014 Adaptive Management

Specific revisions proposed by the City for Public Involvement are shown in Appendix 1. The City is only proposing clarification of language.



MEASURE 3 – ILLICIT DISCHARGE DETECTION AND ELIMINATION

Overview

The matrix for the Illicit Discharge Detection and Elimination (IDDE) measure requires documentation of stormwater outfalls to streams within City boundaries, adopting municipal code that prohibits non-stormwater discharges, developing a program for controlling illicit discharges, training employees in IDDE, documenting spills and illicit discharges, cleanup of illegal dumping areas, and providing an avenue for citizens to dispose of hazardous waste properly. The outfall map and IDDE code were BMP accomplishments. The remaining strategies require an ongoing effort.

2013 Tasks Completed

ID-1 Develop IDDE Program

Staff made substantial progress on the plan and worksheets.

ID-2 Train City Employees to Implement IDDE

Each department or division within the City is responsible for their own employee training. One person from PW Operations attended a class on industrial stormwater in 2013.

ID-3 Implement IDDE Plan

Staff conducted illicit discharge reconnaissance in the Fall of 2013. There was 1 instance of an outfall with potential for illicit discharge based on the results of sample analyses. PW Operations is investigating the cause. There was 1 incident of an illicit discharge that was investigated by PW Operations concerning a swimming pool discharge into Hess Creek. The discharger agreed that future pool discharges would be sent to the wastewater system and that they would notify PW Operations prior to any discharge. No citations were issued. There was one report of an illicit discharge concerning dumping grease into a catch basin that was investigated by PW Operations and Code Enforcement. The owner agreed to stop the practice. No citations were issued. Code Enforcement investigated 4 other reports of illicit discharges. Two were vehicles leaking oil and one was an oil discharge near an abandoned house. A fourth location was investigated on a complaint that sewage was being pumped onto the sidewalk. Dischargers agreed to clean up the areas and stop the practices. No citations were issued.

There were no spills reported by the Newberg-Dundee Fire Department. There were 2 sanitary sewer overflows (SSOs) in 2013 which were documented and previously reported to DEQ.

ID-4 Hazardous Waste Collection Program

Yamhill County Solid Waste has continued to sponsor the hazardous waste collection events in Newberg (May) and McMinnville (October). In May, the event collected 9.5 tons of hazardous waste, 13.7 tons of paint and paint-related waste, 90 fire extinguishers, 400 batteries, 770 feet of fluorescent lights, and 168 pounds of unwanted medications (see Table 3). At October's event, 5 tons of hazardous waste, 7.3 tons of paint and paint-related waste, 502 batteries, 4,000 feet of fluorescent lights, and 1,046 fluorescent light bulbs were collected in McMinnville.

Table 3. Tons of Household Hazardous Waste Collected from 2009 to 2013

Year	May		October	
	Hazardous Waste	Paint	Hazardous Waste	Paint
2009	8.6	13.1	6.8	10.5
2010	8.9	40.1	13.6	8.7
2011	4.5	1.3	9.7	8.4
2012	11.1	7.3	7.0*	5.3*
2013	9.5	13.7	5.0	7.3
Average	8.5	15.1	8.4	8.0

* Partial drum tonnage

Effectiveness Summary (November 2008 to December 2013)

IDDE Ordinance and Plan (ID-1)

Municipal code addressing non-stormwater discharges was adopted by the City Council in July 2012. PW staff created a stormwater outfall map in 2009.

IDDE Training (ID-2)

Each department or division within the City is responsible for their own employee training. PW Maintenance staff was trained in illicit discharge detection during their annual training in 2009 and 2010. One person from PW Operations was trained in illicit discharge investigations in 2011. No training was completed for illicit discharges in 2012. In 2013, one person from PW Operations attended a class on industrial stormwater.

IDDE Plan Implementation (ID-3)

The Fire Department did not respond to any incidents that resulted in a reportable spill during the 2009-2013 timeframe. There was 1 SSO in 2012 and 2 SSOs in 2013 which were documented and previously reported to DEQ.

PW Maintenance staff inspected a section of stormline on Springbrook Road in 2011 and discovered concrete spoils in the stormwater system. The affected stormline was replaced.

A complaint of grease entering a catchbasin was investigated in December 2011. The discharger agreed to stop the practice. There were 3 illicit discharges in 2012 resulting in 1 citation by the City. In 2013, during a stream reconnaissance, an outfall was suspected to have an illicit discharge based on the results of analyses; PW Operations staff is investigating the incident. PW Operations staff and Code Enforcement staff worked together on a complaint involving grease that was resolved with a verbal warning.

Code Enforcement responded to 4 complaints in 2009, 2 complaints in 2010, 9 complaints in 2011, 1 in 2012, and 5 complaints in 2013. No citations were issued.

Hazardous Waste Collection (ID-4)

Yamhill County Solid Waste continues to provide 2 well-attended events every year to collect hazardous waste in the county. The event is held in Newberg in May and in McMinnville in October; both events are open to anyone living in the county. The largest amount of hazardous waste was collected in 2010 even if paint and paint-related wastes are excluded from the totals. The least amount of hazardous waste was collected in 2011. In general, the greatest amount of hazardous waste is collected in May; a reasonable explanation is that people are cleaning out their garages and homes when getting ready for outdoor activities. In 2013, the events collected 14.5 tons of hazardous waste which was a little less than the average of 16.9 tons.

2014 Adaptive Management

Specific revisions proposed by the City for the IDDE Measure are shown in Appendix 1. The City proposes to delete the requirements to internally develop training material in order to utilize already existing materials from outside sources. The City proposes to modify the staff training goal to utilize local conferences, workshops, and webcasts.

The City proposes to split spill response and illicit discharge components. Because the Fire Department and Public Works are both responsible for spill response, the City proposes to add Public Works to the spill response goal.



MEASURE 4 – CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Overview

In Measure 4 (Construction Site Stormwater Runoff Control), the City is required to develop and adopt municipal code addressing construction site runoff, train staff in erosion control practices, conduct plan reviews and site inspections, and enforce the ordinance after adoption. All efforts except the municipal code adoption require an ongoing effort for the City.

2013 Tasks Completed

CS-1 Develop Ordinance to Control Construction Site Runoff for less than 1 Acre

Staff worked on an erosion and sediment control manual.

CS-2 Train City Employees Regarding Construction Site Controls

Each department or division within the City is responsible for their own employee training. No staff training was completed in 2013.

CS-3 Conduct Plan Reviews, Inspections, and Enforcement for Construction Sites

DEQ forwarded a public complaint regarding dirt being tracked onto Highway 217 from the ODOT 99W Bypass construction project. The City notified DEQ that the project was on county land and not within the city boundaries; no further action was taken by the City.

A public complaint was received by the Engineering Services Department regarding sediment-laden stormwater entering the stormwater system from a WWTP project along Wynooski Road. Code Enforcement and Engineering Services investigated a complaint regarding erosion in a bioswale owned by a homeowners association. No citations were issued.

PW Maintenance used bio bales, silt fence, and straw wattles on 3 construction projects within the city.

Table 3 provides an overview of the 11 projects submitted for construction in the city in 2013. Erosion and sediment control inspections were completed on 4 projects. Two projects did not start construction in 2013.

Table 4. Construction Site Stormwater Management for 2013

Name	Acres	Land Use	Affected Watershed	ESC Inspections
Church St 18-Unit Apartment Complex		Residential	Hess Creek	Undocumented
Deskin Commons 56-Unit Apartment Complex	3.3	Residential	Springbrook Creek	16
Edgewood Estates Subdivision	1.58	Residential	Chehalem Creek	Construction not started in 2013
George Fox Athletic Stadium	4.4	Institutional	Hess Creek	18
Highlands at Hess Creek 16-Lot Subdivision	2.5	Residential	Hess Creek	32
Heritage Meadows Subdivision	0.7	Residential	Chehalem Creek	23
Homes at Creekside 5-Unit PUD	0.55	Residential	Chehalem Creek	Undocumented
Oak Grove 84-Unit Apartment Complex	12.6	Residential	Springbrook Creek	Undocumented
Terra Estates 44-lot Subdivision	7.9	Residential	Chehalem Creek	Construction not started in 2013
Chehalem Cultural Center Forecourt	0.33	Institutional	Chehalem Creek	Undocumented
Marquis Assisted Living 54-Bed Facility	3.01	Institutional	Springbrook Creek	Undocumented

Effectiveness Summary (November 2008 to December 2013)

ESC Ordinance and Plan (CS-1)

The ESC ordinance was adopted by Council in July 2012.

ESC Training (CS-2)

Each department or division within the city is responsible for their own employee training. A PW Operations staff person attained CESCL certification in 2012. No staff training for erosion and sediment control was reported for 2013.

ESC Plan Implementation (CS-3)

There were no procedures in place for documenting ESC plan reviews or inspections in 2009. In 2010, there were 4 construction sites that were required to provide ESC measures and 3 complaints. No citations were issued. A complaint was received by DEQ in 2011 regarding a city construction project; and two complaints were logged by the City in 2013. No citations were issued. Code Enforcement investigated 4 instances of dirt or sod in the street in 2011; no citations were issued.

No ESC inspections were completed in 2011 and 2012. There were 89 inspections on 4 projects in 2013.

2014 Adaptive Management

Specific revisions proposed by the City for construction site runoff control are shown in Appendix 1. The City proposes to modify the training requirements (BMP CS-2) to take advantage of local conferences, workshops, and webcasts. The City also proposes to allow more flexibility for PW projects in order to use the most appropriate erosion control for each project.



MEASURE 5 – POST-CONSTRUCTION RUNOFF CONTROL

Overview

The tasks in Measure 5 of the Plan require the City to adopt municipal code addressing runoff from new development and re-development, enforce the municipal code, develop stormwater design standards, evaluate opportunities for specific stormwater management techniques, train staff, conduct plan reviews, and inspect stormwater facilities. These goals require an ongoing effort for the City with the exception of the requirements to develop stormwater design standards and adopt municipal code.

2013 Tasks Completed

DS-1 Develop Ordinance to Control Runoff from New and Redevelopment

Progress was made on updating the stormwater design standards.

DS-2 Train City Employees Regarding New Development Standards

Each department or division within the City is responsible for their own employee training. One person attended a webcast on stormwater retrofitting techniques. One person attended a webcast on BMPs to achieve TMDL goals. One person attended the AWWA Sustainable Water Management conference in Portland.

DS-3 Conduct Plan Reviews, Inspections, and Enforcement for New Development

There were 26 projects submitted for plan review in 2013. Of those, 21 were exempted from the stormwater management regulations. There were 5 stormwater facilities required for 11 projects; 3 were constructed in 2013 (see Table 5). There were 6 facility inspections at 2 projects.

Engineering Services and the Planning Department conducted 18 pre-application conferences. One pre-construction conference was held in city offices.

There were no sites reviewed for stormwater retrofits. PW Operations worked with George Fox University, Green Girl Land Development Solutions, and approximately 20 volunteers to create a raingarden on the GFU campus. It was designed to infiltrate the 5-yr storm event for a house.

There were no inspections of completed stormwater facilities reported by Engineering Services, the Planning Department, or PW Maintenance.

Table 5. Post-Construction Stormwater Management 2013

Name	Acres	Land Use	Affected Watershed	Required Stormwater Facilities	Stormwater Facility Construction Inspections
Church St 18-Unit Apartment Complex		Residential	Hess Creek	Unreported	Undocumented
Deskin Commons 56-Unit Apartment Complex	3.3	Residential	Springbrook Creek	1 Underground detention with filter cartridges	4
Edgewood Estates Subdivision	1.58	Residential	Chehalem Creek	1 Underground detention pipe with flow control outlet	Construction not started in 2013
George Fox Athletic Stadium	4.4	Institutional	Hess Creek	1 Detention Pond	2
Highlands at Hess Creek 16-Lot Subdivision	2.5	Residential	Hess Creek	None (outfall to Hess Creek)	Not Applicable
Heritage Meadows Subdivision	0.7	Residential	Chehalem Creek	Unreported	Undocumented
Homes at Creekside 5-Unit PUD	0.55	Residential	Chehalem Creek	None	Not Applicable
Oak Grove 84-Unit Apartment Complex	12.6	Residential	Springbrook Creek	None	Not Applicable
Terra Estates 44-lot Subdivision	7.9	Residential	Chehalem Creek	1 Detention Pond	Construction not started in 2013
Chehalem Cultural Center Forecourt	0.33	Institutional	Chehalem Creek	1 Raingarden, 1 Parking lot with pervious pavers	Undocumented
Marquis Assisted Living 54-Bed Facility	3.01	Institutional	Springbrook Creek	None	Not Applicable

Effectiveness Summary (November 2008 to December 2013)

Stormwater Ordinance and Design Manual Development (DS-1)

The City adopted municipal code concerning stormwater management in 2012. Staff worked in 2013 on updating the stormwater design standards.

Stormwater Training (DS-2)

Each department or division within the city is responsible for their own employee training. Over the past 5 years, staff has taken advantage of opportunities to attend national conferences held in Oregon. In addition, the City attended several stormwater management classes sponsored by OSU Sea Grant which were attended by 1 or 2 staff. One staff person attended ASCE stormwater symposiums in 2010 and 2012. APWA provides fall and spring classes in maintenance of stormwater infrastructure every year that have been attended by staff. At least one staff person has attended the ACWA Stormwater Summit each year.

Stormwater Program Implementation (DS-3)

There were 24 pre-application conferences, 2 plan reviews, and 16 pre-construction meetings reported by Engineering Services and the Planning Department for 2009 to 2013. There were 17 stormwater facilities reported by Engineering Services and the Planning Department as being required for project approval.

2014 Adaptive Management

Specific revisions proposed by the City for post-construction runoff control are shown in Appendix 1. The City proposes to modify the requirement to evaluate areas for regional facilities to reflect the national and local focus on treating stormwater at the source. The City proposes to change BMP DS-2 (staff training) to take advantage of local conferences, workshops, and webcasts.



MEASURE 6 – POLLUTION PREVENTION IN MUNICIPAL OPERATIONS

Overview

Measure 6 requires the City to modify procedures and policies to preserve water quality in our streams. Other requirements are to maintain stormwater infrastructure, train staff, and sweep streets. Other than the modification of procedures and policies, all strategies require an ongoing effort for the City.

2013 Tasks Completed

OM-1 Develop Water Quality-Sensitive Operations and Maintenance Manual

PW Maintenance neither reviewed nor modified their operations and maintenance manual. PW Maintenance neither reviewed nor modified their catchbasin cleaning program. PW Maintenance neither reviewed nor modified their street sweeping program.

OM-2 Train City Employees Regarding Revised O&M Practices

Each department or division within the city is responsible for their own employee training. One staff person from PW Operations attended a webcast on pollution prevention practices.

OM-3 Conduct Catch Basin and Stormdrain Cleaning

PW Maintenance reported the following for stormwater infrastructure maintenance:

- 0 Catch Basins cleaned
- 1 new trash rack installed
- 391 feet of stormline cleaned
- 500 feet of stormwater line inspected
- 81 feet of stormwater replaced
- 0 culverts repaired

OM-4 Conduct Street Sweeping

The City cleans streets on a 5-week rotation. PW Maintenance reported 3,109 curb miles swept with 0.36 cubic yards of debris collected per curb mile. Debris was sent to the landfill. No analyses were completed on the debris to determine proper disposal procedures.

Effectiveness Summary (November 2008 to December 2013)

Operations and Maintenance Manual (OM-1)

The stormwater operations and maintenance manual followed by PW Maintenance is the [Stormwater Toolbox](#) completed in June 1998 by Woodward Clyde/Brown and Caldwell. PW Maintenance neither reviewed nor modified their operations and maintenance manual from November 2008 to December 2013. PW Maintenance uses the checklist from the [Stormwater Toolbox](#) as their catchbasin cleaning program. PW Maintenance neither evaluated nor modified their street sweeping program from November 2008 to December 2013.

Operations & Maintenance Training (OM-2)

Each department or division within the City is responsible for their own employee training. One person from PW Maintenance was trained in stream restoration in 2011 in conjunction with a stormwater system renovation. Two people from PW Maintenance were trained for 10 hours in flood damage reduction and stormwater maintenance in 2012. Five staff from PW Maintenance attended the APWA Fall Conference and attended 10 to 15 hours of stormwater training in 2012. One staff from PW Operations attended a webcast in 2013 on pollution prevention practices within a public organization.

Stormwater Infrastructure Maintenance (OM-3)

Maintenance for the stormwater system from 2009 to 2013 is shown in Table 6. An average 157 catch basins were cleaned each year. An average of 2,643 feet of stormline was inspected and 6,492 feet of stormline was cleaned during the 2009 to 2013 time period. Thirty feet of stormline were repaired and 508 feet were replaced between 2009 and 2013.

PW Maintenance sweeps streets on a 5-week rotation. An average of 0.26 cubic yards of debris was collected per curb mile from 2009 to 2013.

Table 6. Stormwater Infrastructure and Street Maintenance for 2009-2013

Component	2009	2010	2011	2012	2013	Average
Catch Basins Cleaned	78	339	106	264	0	157
Stormline Inspected, feet	5,691	1,844	4,853	325	500	2,643
Stormline Cleaned, feet	18,807	4,581	4,961	3,718	391	6,492
Stormline Repaired, feet	-	-	17	13	unknown	6
Stormline Replaced, feet	80	-	305	42	81	102
Street Sweeping, curb miles	5,242	3,192	4,382	3,704	3109	3,926
Street Debris, cubic yards	1,342	659	897	1,067	1131	1,019
Debris per Curb Mile, cubic yards	0.26	0.21	0.20	0.29	0.36	0.26

2014 Adaptive Management

Specific revisions proposed by the City for municipal operations are shown in Appendix 1. The City proposes to modify the training requirement (BMP OM-2) to take advantage of local conferences, workshops, and webcasts.



TEMPERATURE

Overview

The tributaries to the Willamette River within the City boundaries have been designated as rearing and migration corridors for salmon and trout; in addition, the Willamette River in the Newberg area is designated as a migration corridor for steelhead and salmon. In the original Plan, BMPs to stabilize and decrease stream temperatures were discussed; however no timelines were determined and no BMPs or strategies were specified for the implementation matrix. In 2012, the City responded to DEQ comments and added 3 temperature BMPs with timelines to the implementation matrix.

2013 Tasks Completed

T-1 Educate Public on Stream Health

The City educated the public about the importance of shading streams, bank vegetation, and native plants to water quality at the Newberg Camellia Festival in April; a Newberg Farmer's Market booth in June; and the 3-day Newberg Old-Fashioned Festival in July. In April, participants learned how native plants and stream buffers help stream health at the Learn-to-Build event hosted by George Fox University, Green Girl Land Development Solutions, and the City. In addition, they learned how to reduce stormwater volume by building a raingarden.

T-2 Maintain Existing Stream Vegetation

To provide understory and help with stormwater volume, 225 shrubs were planted along streams and in raingardens through the Trees for Streams program and a donation from the Greater Yamhill Watershed Council and Yamhill County Soil and Water Conservation District. Approximately 100 grasses were planted for stream stabilization through the Trees for Streams program.

T-3 Increase Effective Shading

Approximately 135 trees were planted along streambanks in 2013 through the Trees for Streams program and a donation from the Greater Yamhill Watershed Council and the Yamhill County Soil and Water Conservation District.

Effectiveness Summary (November 2008 to December 2013)

Stream Health Education (T-1)

The City has educated citizens about stream health at the Newberg Farmer's Market since 2010 and at the Camellia Festival since 2011. The Farmer's Market averages 600-800 visitors each week and the Camellia Festival attracted 2,000 people in 2013. Ladybugs, compost samples, and education have been offered at the Public Works Day event each year. In 2013, the City sponsored a booth at the Old-Fashioned Festival with the GYWC to talk to people about stream health and native plants.

Three classes on sustainable stormwater management were offered to the public in 2010. One class on sustainable stormwater management was sponsored by the City in 2013 that included building a raingarden on the GFU campus.

Maintain Existing Stream Vegetation (T-2)

The municipal code adopted by the City Council in June 2012 requires streambanks to be kept free of debris and trash; it also requires property owners to maintain streambanks with native vegetation. The Stream Corridor Overlay limits development in the floodplain. Over the last 3 years, the City's Trees for Streams program has provided close to 400 shrubs and grasses to homeowners for planting along the streambanks on their properties. The City also offers a 10% credit on the stormwater fee for citizens who plant trees on their property and request the credit.

Increase Effective Shade (T-3)

Over the last 3 years, the City's Trees for Streams program has provided close to 300 native trees to homeowners for planting along the streambanks on their properties.

2014 Adaptive Management

Specific revisions proposed by the City to stabilize stream temperatures are shown in Appendix 1. The City proposes to modify the code assessment strategy to concentrate on updating the stream corridor overlay last completed in 1995. The City currently provides plants for stabilizing streambanks and will continue to track the number of plants provided to citizen as well as conducting stream assessments. The City proposes to investigate the best method for increasing the urban tree canopy.



SUMMARY

The City continues to respond to opportunities to educate the public. The website is used to educate the public about stormwater. Catch basins were not marked in 2013 as we switched from using staff to a volunteer program. The Camellia Festival, Public Works Day, Newberg Farmers Market, Old-Fashioned Festival were attended by staff to educate the public on stormwater issues. The City sponsored a Mad Science presentation on pollution prevention to elementary students. Staff spoke to a FFA group on water resource management. The City sponsored a class on sustainable stormwater management that culminated with building a raingarden and staff spoke with 200 middle school students on water quality monitoring and ecology of streams which culminated in a field trip where students collected and analyzed stream samples. The City continued to attend GYWC meetings, contributed \$1,000 to the group, and helped them with public education by sponsoring or sharing event booths and by providing a watershed model and printed materials for public education.

As part of the Public Involvement measure, the city used its website to direct citizen calls to PW Maintenance in the event of a stormwater problem. Staff are not specifically trained to respond to incoming calls. Information was posted on one utility bill in 2013. The Citizen's Rate Review Committee did not meet in 2013.

Staff worked on an IDDE plan in 2013. Reports of illicit discharges were investigated and property owners are reminded that it is illegal to let anything other than stormwater go into catch basins and inlets. There were no citations issued for illicit discharges in 2013. Yamhill County Solid Waste has continued to sponsor and staff a hazardous waste event in the fall and spring of each year. The events are well-attended and collect several tons of waste at each event. PW Operations staff attended a class on industrial stormwater.

Staff worked on an erosion control manual in 2013. Engineering Services staff reviewed plans for erosion control issues, responded to erosion control complaints, and completed site inspections. PW Maintenance staff used erosion control products on their projects. No training occurred for staff in 2013.

Staff worked on updating design standards to comply with the adopted municipal code in 2013. No sites were reviewed for regional facilities and no training occurred for staff in 2013. Engineering Services staff reviewed plans for stormwater control issues. Most projects were exempted from the stormwater requirements; projects requiring facilities were instructed to provide water quantity control. One pre-construction conference was conducted in City offices and stormwater facilities were inspected only during construction.

The standard operation procedures for stormwater infrastructure were unchanged for 2013 resulting in no additional training for staff on stream-friendly practices. The catch basin cleaning and street sweeping programs were unchanged for 2013. There were no catch basins cleaned in 2013. One trash rack was installed; stormwater line was inspected, cleaned, and replaced; and streets were swept every 5 weeks.

The City has fully implemented 64% of the strategies in its TMDL Implementation Plan over the last 5 years. It has fully implemented 68% of the measurable goals which is an increase of 7% from 2012. The City will continue to work on implementing the remaining strategies and measurable goals.

APPENDIX 1 TMDL IMPLEMENTATION MATRIX

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
Measure No. 1 - Public Education												
PE-1 Implement Stormwater Educational Activities	All	Public Events	Stormwater booth at public venues	Track number of venues, topics covered, and attendance.	Existing Practice; Ongoing	Ongoing		X	X	X	X	X
		Put an educational insert in utility bills. Water Quality Report	Annual mailing starting in 2009. Provide stormwater education in the annual Water Quality Report	Track how many inserts were mailed. Provide link to the report; track article message.	June 2009, then Ongoing	Incomplete but started	Increase number of households reached by using the Water Quality Report.	X	X	X	X	X
		Website education	Provide information on city website	Track updates to website and number of hits to website.	June 2009, then ongoing	Ongoing		X	X	X	X	X
		Educate Citizen Groups	Present stormwater information to interested citizen groups	Track number of presentations and message.	June 2009, then ongoing	Ongoing		X	X	X	X	X
PE-2 Participate in the Yamhill Basin Council Watershed Education	Urban Activities	Assure representation at Yamhill Basin Council Meetings Local Watershed Education	Attend meetings, exchange information between City and Council Provide watershed information signs at stream crossings and other applicable areas.	Track number of meetings attended and meeting notes. Track number and location of signs installed	Existing Practice; Ongoing January 2016	Ongoing	Provide information to reconnect people to the local watersheds.	X	X	X	X	X
	Urban Activities	Grant program 1,000 to the Yamhill Basin Council annually, as funds are available.	Keep receipts for donations on file Contribute \$2,000 annually to groups conducting watershed education or stream restoration in the Chehalem Valley.	Track funds donated. Report project location, description, and completion date.	January 2016 2009, then ongoing	Ongoing	Increase diversity and number of groups completing projects to increase local water quality.	X	X	X	X	X
	Urban Activities	Classroom Education	Provide Classroom Education through presentations or field trips	Report number of activities and students attending each event.	Ongoing	Addition	Teaches students about watersheds.	X	X	X	X	X
PE-3 Provide Environmental Marking for Storm Drains	Spills, illicit discharges	Mark storm drains in high profile areas	Mark 50 catch basins as needed	Track number of catch basins marked per year.	Existing Practice; Ongoing	Ongoing		X	X	X	X	
Measure No. 2 - Public Involvement												
PI-1 Stormwater Utility Fee Review	All	Solicit public input for establishing appropriate stormwater rate structure	Develop ongoing Citizens' Rate Review Committee	Track meeting attendance.	Existing Practice; Ongoing	Completed		X	X	X	X	X
		Meet with existing rate committee to review funding levels	Present funding needs to rate committee	Track progress and amount agreed upon and date it is effective.	March, 2008	Ongoing		X	X	X	X	X

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
PI-2 Public Participation in Ordinance and Program Development	Construction site runoff, post construction controls	Solicit public input for development of new ordinances	Develop list of new ordinances needed per goals of SWMP	Track number of ordinances needed and track public input received.	March, 2009	Completed in July 2012		X	X	X	X	X
			Place document on city website for 30 days.	Track comments and incorporate as appropriate.	March, 2008	Completed in July 2012						
			Notification to development community of new requirements	Track progress.	December, 2010	Completed in July 2012		X	X	X	X	
PI-3 Use the City's Website To Report Stormwater Concerns	Spills, illicit discharges	Provide instructions on website for people with stormwater concerns	Provide a method for citizens to report stormwater concerns on city website.	Track number of comments received from website feedback mechanism.	May 2009, then ongoing	Completed	Clarify language	X	X	X	X	X
PI-4 Establish Hotline to Receive Complaints from the Public	Spills, illicit discharges	Provide a mechanism to receive citizen complaints	Identify and train staff to respond to incoming calls	Track number of stormwater work orders resulting from calls received on the 24-hr telephone line	December 2009, then ongoing	Completed		X	X	X	X	X
			Advertise mechanism on website and by placing phone number on utility bills.	Track progress.	December 2009 Ongoing	Ongoing						
Measure No. 3 - Illicit Discharge Detection and Elimination (IDDE)												
ID-1 Develop IDDE Plan	Spills, illicit discharges	Develop plan to detect illicit discharges	Develop Draft Illicit Discharge Ordinance	Track progress.	April, 2009	Completed in July 2012		X	X	X	X	
			Ordinance Approved by City Council	Track progress.	August, 2009	Completed in July 2012		X	X	X	X	
			Map existing outfalls	Track progress.	Existing Practice; Ongoing	Completed in 2009		X	X	X	X	
			Prepare inventory	Track progress.	December, 2009	Completed		X	X	X	X	
			Develop monitoring plan including plan to follow up on discharges identified	Track progress.	June, 2010	Incomplete but started		X	X	X	X	
			Develop plan to address non-stormwater discharges	Track progress.	June, 2010	Incomplete but started		X	X	X	X	
			Develop worksheets for inspections	Track progress.	July, 2010	Incomplete but started		X	X	X	X	

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
ID-2 Train City Employees to Implement IDDE	Spills, illicit discharges	Inform staff, public employees, businesses and general public of hazards, new regulations, and proper disposal of waste	Develop training material and program	Track progress.	August, 2010	Not Implemented	Delete. Use training opportunities such as conferences and workshops for staff and existing educational material for businesses and the general public	X	X	X	X	
			Use public education measures to inform businesses and general public	Track educational measures. Track training provided and attendance.	October, 2010	Not Implemented	Utilizes existing educational material.	X	X	X	X	
			Seek free relevant stormwater webcasts for lunch & learns for interested employees. Train employees in illicit discharge investigations.	•Track number of stormwater webcast lunch & learns put on for employees. •Track topics of webcasts chosen •Track attendance to webcast brown bags. Track employees trained and class description	January 2009; then ongoing	Ongoing	Provides a wider choice of training opportunities such as conferences and workshops.	X	X	X	X	
ID-3 Implement IDDE plan	Spills, illicit discharges	Conduct illicit discharge inspections	Conduct field screening of outfalls and other elements of plan developed in ID-1	Track number of field screenings performed, results of field screenings, and any follow up actions taken.	October 2010; then ongoing	Ongoing		X	X	X	X	
			Follow up on reports of spills and illicit discharges	Track number of reports received for spills or illicit discharges. Track sources and water quality effects from illicit discharges. Track follow up actions taken.	October 2010; then ongoing	Ongoing	Remove "spill" language because it is covered under subsequent measurable goal.	X	X	X	X	
		Respond to spills and illegal dumps	Clean up illicit dumps and implement enforcement by citing violators	Track number of citations issued.	Existing Practice; Ongoing	Ongoing		X	X	X	X	

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
			Implement spill containment; respond to spills with fire department	Track number of spills responded to by Fire Department and Public Works staff. Track sources, causes, and resulting water quality problems resulting from spills. Track followup actions from spills.	Existing Practice; Ongoing	Ongoing	Add Public Works staff since they also respond to spills.	X	X	X	X	
ID-4 Hazardous Waste Collection Program	Illicit discharges	Provide opportunity for residents to dispose of hazardous waste	Offer free hazardous waste collection service twice per year to city residents.	Track volume of waste received during collection events.	Existing practice; Ongoing	Ongoing	Addresses mercury reduction.				X	
Measure No. 4 - Construction site stormwater runoff control												
CS-1 Develop Ordinance to Control Construction Site Runoff for less than one acre	Construction Site Runoff	Develop erosion control ordinance.	Prepare draft ordinance.	Track progress.	February, 2009	Completed in July 2012		X	X	X	X	
			Ordinance approved by City Council	Track progress.	September, 2009	Completed in July 2012		X	X	X	X	
			Develop construction site runoff control program ordinance for public review	Track progress.	September, 2009	Completed in July 2012		X	X	X	X	
			Select guidance manuals for program implementation	Track progress.	July, 2009	Incomplete but started		X	X	X	X	
CS-2 Train City Employees Regarding Construction Site Controls	Construction Site Runoff	Identify and train employees for plan review, inspection and enforcement of erosion control ordinance	Develop training materials	Track progress.	December, 2010	Not Implemented	Delete and use local conferences, workshops, and webcasts.	X	X	X	X	
			Conduct training for staff	Track progress.	January, 2011	Not Implemented	Delete and use local conferences, workshops, and webcasts.	X	X	X	X	

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
			Seek free relevant stormwater webcasts for lunch & learns for interested employees. Train staff in erosion and sediment control techniques	<ul style="list-style-type: none"> Track number of stormwater webcast lunch & learns put on for employees. Track topics of webcasts chosen. Track attendance to webcast brown bags. Track employees trained and class description 	January 2009; then ongoing	Ongoing	Modification allows for wider diversity in training such as conferences and workshops	X	X	X	X	
CS-3 Conduct Plan Reviews, Inspections, and Enforcement for Construction Sites	Construction Site Runoff	Implement erosion control program	Respond to erosion control complaints	Track number of complaints received and follow up actions. Track number of notices of non-compliance.	Existing Practice; Ongoing	Ongoing		X	X	X	X	
			Conduct plan review	Track number of plans reviewed per year.	February 2011; then ongoing	Ongoing		X	X	X	X	
			Conduct site inspections, enforcement, as necessary	Track number of erosion control inspections conducted per year. Track number of notices of non-compliance per year.	February 2011; then ongoing	Ongoing						
		Erosion control on public works projects	Use of biobags, haybales, wattles, erosion control and other construction practices on construction sites	Track number of construction projects with erosion control measures. Track type of erosion control measures used on each project.	Existing Practice; Ongoing	Ongoing	Provides general guidance for using erosion control. All projects will follow the City ESC Manual	X	X	X	X	

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
Measure No. 5 - Post-Construction Stormwater Runoff Control												
DS-1 Develop Ordinance to Control Runoff from New and Redevelopment	New Development	Develop ordinance for on-site facilities to prevent or minimize pollutants from new development	Prepare draft ordinance	Track progress.	August, 2010	Completed in July 2012		X	X	X	X	
			Ordinance approved by City Council	Track progress.	December, 2010	Completed in July 2012		X	X	X	X	
			Develop standards and guidelines for on-site facilities	Track progress.	November, 2010	Incomplete but started		X	X	X	X	
			Evaluate Retrofit Opportunities	Track number of sites reviewed and result of evaluation.	February 2011; then ongoing	Ongoing		X	X	X	X	
			Evaluate Opportunities for Implementing Regional Facilities Green Infrastructure for Existing and New Development	Track number of sites reviewed and result of evaluation.	August 2010; then ongoing	Not Implemented	Reflect national and regional change toward treating stormwater at the source.	X	X	X	X	
DS-2 Train City Employees Regarding New Development Standards	New Development	Identify staff and train staff on standards, guidelines, plan review, and inspections	Develop training materials	Track progress.	December, 2010	Not Implemented	Delete and use local conferences, workshops, and webcasts as detailed in the following goal.	X	X	X	X	
			Implement training	Track when training occurred and attendees.	December 2010; then ongoing	Not Implemented	Delete and use local conferences, workshops, and webcasts as detailed in the following goal.	X	X	X	X	
			Seek free relevant stormwater webcasts for lunch & learns for interested employees Train staff in stormwater management techniques	•Track number of stormwater webcast lunch & learns put on for employees. •Track topics of webcasts chosen. •Track attendance to webcast brown bags. Track employees trained and class description	January 2009; then ongoing	Ongoing	Modification allows for wider diversity in training such as conferences and workshops	X	X	X	X	
DS-3 Conduct Plan Reviews, Inspections, Enforcement for New Development	New Development	Implement program for on-site requirements to address stormwater quality	Conduct pre-construction conference	Track number of pre-construction conferences per year.	Existing practice; Ongoing	Ongoing		X	X	X	X	

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
			Encourage use of water quality facilities for new development	Track number of water quality facilities installed for new development.	Existing practice; Ongoing	Ongoing		X	X	X	X	
			Require plan submittals, conduct plan reviews	Track number of plan submittals and reviews conducted per year.	Existing practice and March 2011; Ongoing	Ongoing		X	X	X	X	
			Start inspection of new facilities	Track number of inspections completed per facility. Track inspection results.	March 2011, then ongoing	Incomplete but started		X	X	X	X	
Measure No. 6 - Pollution prevention in Municipal Operations												
OM-1 Develop a Water Quality Sensitive Operations and Maintenance Manual	Public Operations and Maintenance Practices	Develop water quality friendly practices	Review existing operation and maintenance practices	Track progress.	Existing Practices	Not Implemented						
			Develop manual of existing practices, modifications, and new practices from other programs	Track modifications to manual.	September, 2009	Not Implemented		X	X	X	X	X
		Optimize catch basin maintenance practices for water quality	Develop routine catch basin cleaning program	Track progress.	December, 2009	Not Implemented		X	X	X	X	
			Implement catch basin cleaning program	Track progress.	January 2010; then ongoing	Not Implemented		X	X	X	X	
		Optimize street sweeping practices for water quality	Evaluate street sweeping program and develop routine street sweeping program to optimize water quality benefits	Track modifications done to street sweeping program.	March, 2009	Not Implemented		X	X	X	X	
			Implement street sweeping program	Track progress.	April 2009; then ongoing	Not Implemented		X	X	X	X	
OM-2 Train City Employees Regarding Revised O&M Practices	Public Operations & Maintenance Practices	Implementation of water quality friendly O&M practices	Review practices with staff	Track progress.	December, 2009	Ongoing		X	X	X	X	X
			Review new manual with staff	Track progress.	January, 2010	Not Implemented		X	X	X	X	X

City of Newberg TMDL Implementation Matrix - Proposed Changes for 2014

Best Management Practice or Activity	Source	Commitment/ Implementation Strategy	Measurable Goal	Implementation Tracking/Performance Measure	Expected Implementation Timeline	Current Status	Reason for Change	Pollutant				
								Nutrients	Bacteria	Total Suspended Solids	Mercury	Temperature
			Seek free relevant stormwater webcasts for lunch & learns for interested employees. Train staff in stream-friendly O&M practices	<ul style="list-style-type: none"> Track number of stormwater webcast lunch & learns put on for employees. Track topics of webcasts chosen. Track attendance to webcast brown bags. Track employees trained and class description 	January 2009; then ongoing	Ongoing	Provides a wider choice of training opportunities such as conferences and workshops.	X	X	X	X	X
OM-3 Conduct Catch Basin and Storm Drain Cleaning	Stormwater Runoff	Catch Basin Cleaning	Catch Basins cleaned on an as needed basis	Track number of catch basins cleaned per year.	Existing Practice; Ongoing	Ongoing		X	X	X	X	
		TV, inspect, and clean stormdrains	TV, inspect and clean storm drains as needed	Track length of storm drain cleaned and inspected.	Existing Practice; Ongoing	Ongoing		X	X	X	X	
		Repair pipe and culverts	Repair pipe and culverts as needed	Track length of pipe repaired per year. Track number of culverts repaired per year.	Existing Practice; Ongoing	Ongoing		X	X	X	X	
		Block Trash from Stormwater System	Place trash racks over major inlets	Track number of inlets installed with trash racks.	Existing Practices; Ongoing	Ongoing		X	X	X	X	X
OM-4 Conduct Street Sweeping	Street Debris	Street sweeping	Sweep every 4 to 6 weeks	Track miles swept per year.	Existing Practice; Ongoing	Ongoing		X	X	X	X	
Temperature												
T-1 Educate Public on Stream Health		Public Education Venue as part of PE-1	Provide booths and events that educate public on stream health	Track number of events and booths	Ongoing	Ongoing		X	X	X	X	X
T-2 Maintain Existing Stream Vegetation		Use enforcement and other measures to maintain stream vegetation	Determine city code that can affect stream health. Update Streambank Corridor Overlay.	Track number of ordinances that affect stream vegetation. Track progress	2012 Dec 2016	Delayed	Provides a more concise strategy.	X	X	X	X	X
			Stabilize Streambanks	Track number of stream miles assessed and condition.	June 2014	Addition	Will indicate areas for improvement.	X	X	X	X	X
				Track number of plants used for streambank restoration	June 2014	Addition	Indicates amount of streambank restoration	X	X	X	X	X
T-3 Increase Effective Shade		Increase shade along city streams	Provide incentives for citizens to plant trees	Track number of trees planted per year	Ongoing	Ongoing		X	X	X	X	X
		Increase city tree canopy	Develop urban forestry plan and code	Track progress.	December 2015	Addition	Provides temperature reduction.	X	X	X	X	X

*Timeline represents target completion or goal implementation date.

APPENDIX 2 PUBLIC EDUCATION – GREATER YAMHILL WATERSHED COUNCIL



GREATER
YAMHILL
WATERSHED
COUNCIL

237 NE Ford Street, Suite 9
P.O. Box 1517
McMinnville, OR 97128
Phone: 503.474.1047

Board of Directors

J.L. Liddane, Chair
Watershed Resident

Erik Grimstad
City of McMinnville

Dave Hanson
Native Plant Society of Oregon

Marci Humlie
McMinnville Water & Light

Sonja Johnson
City of Newberg

David Riedman
Watershed Resident

Leonard A. Rydell
Yamhill Co. Small Woodlands Assoc.

Bruce Sigloh
Watershed Resident

Steve Wegner
Bureau of Land Management

Staff

Luke Westphal
Council Coordinator

January 22, 2014

Sonja Johnson
Environmental Specialist
City of Newberg
414 East 1st Street
Newberg, OR 97132

Dear Sonja,

Thank you! We have received the City of Newberg's generous \$1,000 donation to the Greater Yamhill Watershed Council (GYWC). As you already know as a Board member of the GYWC, the support of our local communities provides the foundation for our success by allowing us to expand the scope, scale, and pace of our conservation efforts in the Yamhill River and Chehalem Creek valleys.

Thanks to your support – and the help of Watershed Council members like you – we are able to continue to restore and protect our local lands and waters for the animals and people that depend on them.

The GYWC looks forward to continuing our partnership with the City of Newberg and to applying these funds toward a project in the Chehalem Creek watershed. Please feel welcome to contact me any time with suggestions/ideas for a project that the GYWC can be involved in with the City of Newberg.

Sincerely,

JL Liddane

Chair, Board of Directors
Greater Yamhill Watershed Council

GYWC EIN#: 80-0660213

Approved: _____
Date

Authorized Signer

Board Meeting Minutes

Greater Yamhill Watershed Council Board of Directors Meeting

Tuesday, January 22, 2013

City of McMinnville Water Reclamation Center

Directors	Present
Erik Grimstad	■
Dave Hanson	■
Marci Humlie	■
Sonja Johnson	■
J. L. Liddane	■

Directors	Present
David Riedman	<input type="checkbox"/>
Leonard A. Rydell	■
Bruce Sigloh	<input type="checkbox"/>
Steve Wegner	■

Staff	Present
Luke Westphal	■

Other/Guests	Present

1) Call to Order:

JL Liddane called the meeting to order at 6:15pm.

2) Board Meeting Minutes: Review and Approve November Minutes

Supporting Literature A1: December 2012 Board Meeting Minutes

<input type="checkbox"/> Vote Record – Approval of December 2012 Board Meeting Minutes					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motion/Seconded/Voted/Accepted: Approval of December 2012 Board Meeting Minutes as written.					

3) Fiscal Report: Budget; Bank Account Statements

A) Bank Account Statements; Profit and Loss Report; Budget Report

Supporting Literature B1: Bank Account Statement; B2: Profit and Loss; B3: Budget

Erik asked for an update regarding payment requests for the BLM/CTGR Culvert grant and whether CEG had been paid for their contracted services.

Luke said that he contacted Kelly Dirksen from CTGR and Kelly assured Luke that the payment has been processed and will be mailed shortly.

Steve asked if the fiscal reports could be modified to be more readily interpreted by the Board to track where funds are going and the status of projects.

Sonja said that a report by class would be easier to follow. Sonja also asked what reporting format is used for OWEB. After Luke explained the OWEB reporting format, Steve said that the OWEB report would be best and would not require extra work to produce.

JL said that a simple report of what went out/in would be easier to follow.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of Fiscal Report with the following amendment: Luke will produce alternative reports for the February Board meeting, such as the project tracking reports required for OWEB.					

4) Project Updates:

A) Grant Summaries; Executive Director Staff Report

Supporting Literature C1: Grant Summaries; C2: Executive Director Staff Report

Sonja asked if Luke had seen the Hess Creek landowner contact list emailed to him by Sonja, which would allow the GYWC to use the PGE funds for outreach in lower Hess Creek. Sonja said she would like the funds to be used for outreach along lower Hess Creek for a Rapid Bioassessment or for Salmon-Safe certification recruitment. Sonja also said that a culvert prioritization study on Chehalem or Springbrook would be beneficial - although the PGE funds would not be usable for those watersheds.

Leonard suggested conducting a community event for Hess Creek to present information from the GYWC's watershed assessment report to garner community feedback about priorities, limitations, and opportunities.

Steve suggested the PGE funding could be used as match/leverage for another grant (e.g. OWEB Small Grant) focused on conducting stream assessments for Hess Creek, including lower Hess Creek. This could allow the GYWC to identify priority projects/actions and pursue further funding, including Technical Assistance grants.

Luke will review Sonja's Hess Creek landowner contact list and will coordinate a guided tour of the lower Hess Creek area with Sonja (and anyone interested) to understand the area included in the grant. Luke also suggested that the GYWC could emulate a Rapid Bioassessment program conducted by the Polk SWCD and a partner university. Luke also said that the Tualatin River Watershed Council coordinator, April Olbrich, has expressed interest in some type of a collaborative partnership with the GYWC.

Steve Wegner requested an update on the Yamhill Culvert Prioritization.

Luke said that the project was completed on time and Luke will be coordinating a meeting of partners in February to identify culverts to seek funding for in 2013/2014. Copies of the report are available electronically and in print.

5) GYWC Director and Officer Elections

A) GYWC Director Elections

JL noted that the following Directors who held Seats 7 - 10 during the 2011 - 2013 term are now up for reelection: Marci Humlie, JL Liddane, Leonard Rydell, and Steve Wegner. Seat 11 was not filled during that term.

<input type="checkbox"/> Vote Record – Director Elections					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC nominates and re-elects the current directors for seats 7 - 10 for the term of two years: Marci Humlie, JL Liddane, Leonard Rydell, and Steve Wegner. Seat 11 will remain open until filled.					

JL noted that Director Tim McDaniel holds a seat from Seat 1 - 6 (elected in 2012), but has not participated in a meeting of the Board since his election. The GYWC's Bylaws allow the Board to remove a director as a result of such absences.

<input type="checkbox"/> Vote Record – Removal of Tim McDaniel from GYWC Board of Directors					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will remove Tim McDaniel from the GYWC Board of Directors (Seats 1 - 6) in accordance with the GYWC's Bylaws concerning absentee Board members.					

B) GYWC Officer Elections

JL noted that the following one-year terms for Officer positions are now up for reelection: Chair, Vice-Chair, Treasurer, and Secretary. Luke noted that the Chair and Secretary positions are required for non-profit corporations by Oregon Revised Statutes (ORS 65.371).

<input type="checkbox"/> Vote Record – Officer Elections: GYWC Chair					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC nominates and elects JL Liddane for the one-year term Officer position of Chair.					

<input type="checkbox"/> Vote Record – Officer Elections: GYWC Secretary					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC nominates and elects Luke Westphal for the one-year term Officer position of Secretary.					

The GYWC Board agreed to leave the following positions vacant: Vice-Chair and Treasurer.

6) GYWC Work Plan 2013

A) Outreach Activities from July 2012 - January 2013

JL distributed a copy of the outreach activities conducted by JL and Luke from July 2012 to January 2013.

Steve suggested that a monthly breakdown, including listed dates of these activities would be more useful for the Board in the future.

In the future, Luke plans to create an Annual Report for the GYWC (in January 2014) to distribute to the Board and GYWC stakeholders/partners.

JL distributed pictures of herself and local businesses participating in the annual McMinnville UFO/Alien parade in May. JL also distributed information about a large educational display available from the Polk SWCD called "Claudia the Fish", which could potentially be incorporated into a float for the McMinnville UFO/Alien parade. JL is interested in networking with Polk SWCD, John Runyon of CEG, and Terry Anthony about participating in the parade with the GYWC.

<input type="checkbox"/> Vote Record – Approval of GYWC Participation in the McMinnville Alien Parade					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will pursue an opportunity to be a participant at the McMinnville Alien Parade held in annually in May.					

B) GYWC Coordination of a Salmon-Safe Bike Tour

JL said she is also interested in the GYWC coordinating a local bike tour of Salmon-Safe vineyards/wineries in collaboration with Salmon-Safe and John Runyon of CEG.

Erik said he is concerned about potential liabilities for injury/death of bike tour participants and would like to see the question of liability addressed when moving forward with the project. JL said that John Runyon of CEG has been involved in bike tours in the past and is willing to help coordinate the project with the GYWC.

<input type="checkbox"/> Vote Record – Approval of GYWC Coordination of a local bike tour of Salmon-Safe vineyards/wineries					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will pursue an opportunity to coordinate a local bike tour of Salmon-Safe vineyards/wineries in collaboration with Salmon-Safe and John Runyon of CEG.					

C) Fish Passage Restoration Grant Application and Opportunity to Partner with Cascade Environmental Group

Luke said that John Runyon of CEG has expressed interest in assisting the GYWC in writing a fish passage restoration grant application. Luke said that John has advised him that the CEG has staff who would be able to handle the project design/engineering, permitting, and professional oversight of implementation actions (construction, etc).

Steve asked if John Runyon or CEG Staff have had experience with fish passage restoration projects in the past. Steve suggested Luke find out about CEG's qualifications and prior experience, including contacting former clients involved in such projects.

Sonja asked Leonard if he knew of any engineers who would be qualified. Leonard said he did not.

The Board provided consensus to pursue an opportunity to write a grant application for fish passage restoration and to work with CEG pending due diligence regarding their qualifications/experience with such projects.

D) North Yamhill Rapidbioassessment Grant Application and Potential Opportunity to Partner with Cascade Environmental Group

Luke said the TAC's draft Action Plan has identified a North Yamhill Rapidbioassessment to an opportunity to partner with the Shadowood HOA and SOLVE for an Earth day work party event.

<input type="checkbox"/> Vote Record – Approval of North Yamhill Rapidbioassessment Grant Application and Networking with Bio-Surveys LLC					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will pursue an opportunity to write a grant application for a North Yamhill watershed Rapidbioassessment and to network with pending due diligence regarding their qualifications/experience with such projects					

E) Shadowood Work Party Spring 2013

JL described an opportunity to partner with the Shadowood HOA and SOLVE for an Earth day work party event.

Steve asked if the GYWC could do plantings during the work party. Erik said that SOLVE provides \$100 scholarships for materials/supplies, which could be used to purchase plants. Dave H. suggested the GYWC purchase plants from the YSWCD native plant sale. Sonja said she may have extra plants to donate received from the BLM.

The Board provided consensus to pursue an opportunity to coordinate an Earth Day SOLVE work party and SOLVE scholarship for Shadowood to remove invasive plants and plant natives.

7) Evergreen Waterpark

JL asked Steve to temporarily assume the Chair position so she can share her perspective as a GYWC Board member. JL related the following: correspondence with Wendy Hudson regarding the Waterpark; Statistics of News-Register subscription distributions - about 5,000 subscriptions; No press coverage for the Waterpark's DOJ investigation in any other news outlets besides the News Register; Responses from ~150 people polled regarding the Waterpark, including P/Y SWCD Directors, Salmon-Safe, Marybeth Kramer MHS, Cheahmill NPSO President, and general feedback from strangers, friends,

and partners; JL's meeting with Jenna Halsey regarding the Board's decision to not put GYWC affiliations on display materials.

Erik said he feels it is disrespectful to the Board to ask leading questions of people and potentially did more harm to the GYWC reputation. JL said it was in general conversation with others, that people she talked to said that Dell Smith's actions wouldn't reflect onto the GYWC and that they would support the GYWC providing educational resources at the Waterpark.

Dave H. said that the survey was not scientifically grounded and questioned JL's methods of polling others - in particular whether she knew the people, if they knew of the GYWC, if the questions were leading.

Sonja said the GYWC Board did not vote to remove the GYWC logo from the displays and other materials in the Waterpark. Luke said the Board voted to remove the logo and Marci read from the minutes about the vote.

Erik suggested the GYWC should have a presence at the Waterpark in some capacity, because the GYWC should to put aside differences for things that won't change and take opportunities to do good when they present themselves. Leonard said he is not sure he has accomplished much by rabblousing and that the Waterpark is welcoming the GYWC for a partnership, which is substantial because Evergreen for-profit is one of the biggest "monsters" in the room.

<input type="checkbox"/> Vote Record – Evergreen Waterpark Partnership Opportunity					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of the GYWC putting the GYWC logo onto educational materials at the Evergreen Waterpark.					

8) Board Member Reports:

Leonard Rydell said he will be out of the country for February and will be absent from the Board meeting.

9) Meeting Adjournment:

Board Meeting Adjourned at 8:40pm

Approved: _____
Date

Authorized Signer

Board Meeting Minutes

Greater Yamhill Watershed Council Board of Directors Meeting

Thursday, February 14, 2013

City of McMinnville Water Reclamation Center

Directors	Present
Erik Grimstad	■
Dave Hanson	■
Marci Humlie	■
Sonja Johnson	■
J. L. Liddane	■

Directors	Present
David Riedman	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>
Bruce Sigloh	■
Steve Wegner	<input type="checkbox"/>

Staff	Present
Luke Westphal	■

Other/Guests	Present
Scott Ferguson	■
James Riedman	■
Duane Crimmins	■
Robert Crimmins	■

1) Call to Order:

JL Liddane called the meeting to order at 6:09pm.

2) Board Meeting Minutes: Review and Approve November Minutes

Supporting Literature A1: January 2013 Board Meeting Minutes

Sonja Johnson noted an error in the January 2013 minutes: Sonja did not second the motion for the vote about the Evergreen Wings/Waves Waterpark. Luke will review the recording and identify the correct Director who seconded the motion.

<input type="checkbox"/> Vote Record – Approval of January 2013 Board Meeting Minutes					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motion/Seconded/Voted/Accepted: Approval of December 2012 Board Meeting Minutes as amended: Vote record error, Sonja did not second the Evergreen Wings/Waves Waterpark motion. Luke will identify who did.					

3) Fiscal Report: Budget; Bank Account Statements

A) Bank Account Statements; Profit and Loss Report; Budget Report

Supporting Literature B1: Bank Account Statement; B2: Bank Account Transaction Details; B3: Profit-Loss Summary; B4: OWEB Council Support 2011-2013 Grant Tracking; B5: OWEB Action Plan Grant Tracking Sheet

Luke led a brief informational presentation about the various fiscal reports, including examples of OWEB Grant Tracking Reports: how to interpret reports and how reports relate to each other.

Sonja Johnson asked if unused OWEB Fiscal Administration could be saved and used for unrestricted purposes.

Luke said that funds requested from a particular OWEB grant would need to be used for that grant. Luke also said that OWEB allows Fiscal Administration funds to be used for a variety of tasks beyond accounting/bookkeeping/auditing: there is a vague line between Project Management and Fiscal Administration. However, OWEB specifically highlights that Fiscal Administration may not be used for overhead/operations expenses.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sonja Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of Fiscal Report as written. Sonja requested visual presentations of reports for future meetings, as well.					

4) Guest Presentations by Scott Ferguson of Trout Mountain Forestry

A) Trappist Abbey Oak Restoration Project

Powerpoint presentation available from GYWC upon request.

The Trappist Abbey has contracted with Scott's company, Trout Mountain Forestry, for more than a decade to sustainably manage the Abbey's woodlands, including oak release/restoration programs on 50 acres.

Applying for OWEB grant funding in 2013:

1. Additional 5 acres of oak restoration
2. Finish stump grinding to make areas mowable
3. Plant native forbs and flowering plants

B) Red Hills Property Conservation Opportunity

Powerpoint presentation available from GYWC upon request.

The Winter family has contracted with Scott's company, Trout Mountain Forestry, for more than two decades to sustainably manage/harvest their woodlands (Red Hills property), including oak release/restoration programs.

Winter family wants the property to remain a forest, however, the property needs to be sold. Scott is working with the Winter family and a variety of local partners to apply for grant funds to purchase the property and establish a conservation easement. Partners include:

Applying for BPA mitigation grant funding in 2013:

1. Confederated Tribes of Warm Springs will purchase the property and serve as the long-term conservation owner/manager. Warm Springs has a history of successful conservation management and restoration.
2. Partners for the project include:
 - a. City of Lafayette (springs)
 - b. City of Dundee (trail system)
 - c. US Fish & Wildlife (technical & material support)
 - d. Trappist Abbey (neighbor cooperation)
 - e. Oregon Dept. of Fish & Wildlife & BPA (funding)
 - f. Yamhill County SWCD
 - g. GYWC???

<input type="checkbox"/> Vote Record – Red Hills Property Acquisition/Conservation Easement BPA Grant Proposal: Letter of Support					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval to provide a letter of support for the acquisition and conservation of the Red Hills Property					

5) Project Updates

Powerpoint presentation available from GYWC upon request.

A) Fiscal Administration

All CTGR/BLM culvert grant payments received: \$8,490

Tax forms prepared: IRS 990 EZ, OR CT-12, 1099-MISC/1096, W2/W3, OR Withholding

B) Shadowood HOA Work Party and Small Grant Proposal

Earth day SOLVE work party cancelled.

Shadowood HOA will prepare their own OWEB Small Grant application with support from the GYWC and partners. The GYWC will review/approve the application prior to submittal.

C) Yamhill Culvert Grant Proposal

Meeting of partners scheduled for February 28th 1-4pm, Yamhill County Public Works Conference Room. Identifying sub-set of priority culverts to site visit with CEG, ODFW, and other partners and to potentially include for a grant proposal, restoration or technical assistance grants.

D) Rapid Bioassessment Grant Proposal

Contacted Steve Trask, owner of Bio-Surveys LLC, conducted RBA's for various watershed councils in Oregon. Available for 2014 snorkel inventorying. Steve provided template application and will assist with budget, work plan, timeline. Requires significant outreach campaign for property access.

E) GYWC Action Plan

Successful meeting with Salmon-Safe to draft partnership actions:

- Yamhill County Parks and Chehalem P/R
- George Fox, City of Newberg
- Xmas tree farm demo partnership
- S-S vinyard representative
- Evergreen Waterpark exhibits
- Targeted workshops, recruitment, outreach events
- PSP outreach, recruitment
- Potential Outreach Grant partnership

March 14th GYWC Board Meeting: Review Action Plan draft and guest presentation by John Runyon of CEG.

F) Willamina SEP Funding Opportunity

Willamette Riverkeepers is engaging a Willamina-based sawmill in litigation for violations of the Clean Water Act. The Willamette Riverkeepers is offering the GYWC the opportunity to propose projects to fund for a DEQ Supplemental Environmental Project (SEP). The GYWC entered into an SEP with the City of Sheridan a few years ago to conduct a stream restoration project for about \$7,000.

The Board discussed project ideas, including: Stream bank and riparian restoration, CREP projects with the YSWCD, and fish passage barrier restoration.

<input type="checkbox"/> Vote Record – Approval of GYWC Participation in the McMinnville Alien Parade					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will provide the Willamette Riverkeepers a project proposal that includes fish passage restoration, stream bank and riparian restoration, and collaboration with the YSWCD for CREP.					

G) Gooseneck Creek

Site visit scheduled for March 4th 9am. Attendees include: John Dvorsky (Waterways Consulting, Project Engineer), Dave Stewart (ODFW), Steve Wegner, Tom Rupers (Landowner), and Luke Westphal.

H) Spring Into Gardening Seminar

Board Members were provided posters to hang up to advertise the seminars.

Approved: _____
Date

Authorized Signer

Board Meeting Minutes

Greater Yamhill Watershed Council Board of Directors Meeting
Thursday, March 14, 2013 City of McMinnville Water Reclamation Center

Directors	Present
Erik Grimstad	■
Dave Hanson	■
Marci Humlie	■
Sonja Johnson	□
J. L. Liddane	■

Directors	Present
David Riedman	□
Leonard A. Rydell	■
Bruce Sigloh	■
Steve Wegner	■

Staff	Present
Luke Westphal	■

Other/Guests	Present
Duane Crimmins	■
Robert Crimmins	■

1) Call to Order:

JL Liddane called the meeting to order at 6:05pm.

2) Board Meeting Minutes: Review and Approve February Minutes

Supporting Literature A1: February 2013 Board Meeting Minutes

□ Vote Record – Approval of February 2013 Board Meeting Minutes					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	□	□	□	□
Dave Hanson	■	□	□	■	□
Marci Humlie	■	□	□	□	□
Sonja Johnson	□	□	□	□	□
J. L. Liddane	■	□	□	□	□
David Riedman	□	□	□	□	□
Leonard A. Rydell	■	□	□	□	■
Bruce Sigloh	■	□	□	□	□
Steve Wegner	■	□	□	□	□
Comments: Motion/Seconded/Voted/Accepted: Approval of February 2013 Board Meeting Minutes as written.					

3) Fiscal Report: Budget; Bank Account Statements

A) Bank Account Statements; Profit and Loss Report; Budget Report

Supporting Literature B1: Bank Account Statement; B2: Bank Account Transaction Details; B3: Profit-Loss Summary; B4: OWEB Council Support 2011-2013 Grant Tracking; B5: OWEB Action Plan Grant Tracking Sheet

Luke led a brief informational presentation of the fiscal reports and key highlights.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Comments: Motioned/Seconded/Voted/Accepted: Approval of Fiscal Report as written.					

4) Staff Report & Project Updates

Powerpoint presentation available at www.yamhillwatershedcouncil.org

A) Fiscal Administration

Budget results and forecasts to be presented on a quarterly basis, including April 2013 Board Meeting.

B) Yamhill Culvert Grant Proposal

Meeting of partners held on February 28th 1-4pm, Yamhill County Public Works Conference Room.

Identified a sub-set of eight (8) priority fish passage barrier culverts to site visit with CEG, ODFW, culvert landowners and other partners and to potentially include for a grant proposal, restoration or technical assistance grants. Culverts to include in grant proposals will be those where fish need is high (quality habitat, fish presence, 2+ miles upstream), landowner(s) are interested and willing to

work with the GYWC and other partners, and partners/landowners are willing/able to provide matching funds.

In Mill Creek Basin, three (3) priority culverts were chosen for follow-up, one (1) Polk County-owned, and two (2) Weyerhaeuser-owned. In North Yamhill River Basin, five (5) fish passage barriers were chosen for follow-up, three (3) privately held, and two (2) Yamhill County-owned.

C) Salmon Safe DEQ 319 Grant Proposal

Proposal submitted 3/1/2013 to DEQ, centered around Salmon Safe urban-certification recruitment across McMinnville and Newberg and grower-certification recruitment for Pesticide Stewardship Partnership (PSP) landowners.

Funding would be enable Salmon Safe and the GYWC to conduct outreach and landowner recruitment activities and to pay for the third-party certification review processes.

Desired partners include: George Fox and Linfield Universities, City of McMinnville, City of Newberg, Yamhill County Parks, and Chehalem Parks/Rec District.

D) Supplemental Environmental Project (SEP) Funds and Pending Litigation

Willamette Riverkeeper is engaging a Willamina-based sawmill in litigation for violations of the Clean Water Act. The GYWC Board voted in January to accept that civil penalty funds that may result from this litigation. The litigation is set to close soon and it is anticipated the GYWC would receive approximately \$35,000 for an SEP project.

Willamette Riverkeeper has finalized a separate litigation against First Student Inc for violations of the Clean Water Act. Willamette Riverkeeper's lawyer, Doug Quirke, had contacted the GYWC about this litigation in Fall 2012 and the GYWC had submitted a range of potential projects if a civil penalty resulted. The GYWC has been awarded \$11,000 from this litigation for an SEP project and the US Department of Justice has requested a letter explaining how the GYWC intends to use the SEP funding, in accordance with the litigation decree of consent.

Luke Westphal recommended for the funding of both SEP projects to be focused upon the restoration of priority fish passage barriers identified in the *GYWC's Yamhill Fish Passage Barrier Prioritization and Action Plan*. Members of the Board discussed the benefits of focusing the GYWC's efforts on fish passage and leveraging the SEP funding to secure additional funds to fix priority fish passage barriers.

<input type="checkbox"/> Vote Record – Approval of US Dept. of Justice Letter of Intent for First Student Inc. SEP Funding					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will provide a letter of intent to the US Dept. of Justice stating that the GYWC will accept the SEP funding from First Student Inc. and the funding will be used for the restoration of priority fish passage barriers.					

E) Gooseneck Creek

Site visit on March 4th 9am. Attendees included: John Dvorsky (Waterways Consulting, Project Engineer), Dave Stewart (ODFW), Steve Wegner, Tom Rupers (Landowner), and Luke Westphal.

Attendees assessed the site and project conditions, including undercutting of several weirs and the transportation of the final weir. Steve Wegner discussed the meeting results, noting that the technical group had identified the 2nd weir (located on the main stem of Gooseneck Creek just downstream of the side-channel inlet) as a priority for addressing this year. There is some concern that if the 2nd weir is undercut further, it will require more significant flows to activate the side-channel.

The technical team recommended the placement of additional large boulders along the 2nd weir to hold the weir in position and to maintain the gradient. The team also recommended moving a mound of coarse gravels that have accumulated at the side-channel entrance and place those gravels along the 2nd weir to help maintain the gradient. The team also recommended leaving the final weir where it has transported and to not cut the cables attaching the logs to the weirs boulders.

Luke Westphal and the technical team recommended pursuing an OWEB Small Grant proposal at the next application session to fund the recommended boulder placement and re-grading. Hampton Lumber has indicated an interest in providing boulders from their quarry for a Small Grant. Steve Wegner noted that this project should be implemented in the in-stream work period during 2013 to prevent further erosion and movement of the weirs.

<input type="checkbox"/> Vote Record – Gooseneck Creek Confluence OWEB Small Grant					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: The GYWC will pursue OWEB Small Grant funding during the next two grant cycles for maintaining the Gooseneck Creek Confluence Project.					

5) Director Reports

A) Build It! Rain Garden Community Event

Leonard Rydell announced a community event at George Fox University to plan, design, and build a rain garden. April 3rd from 5:30 - 9:00pm will focus on planning and design of the proposed rain garden. April 20th from 9:00am - 1:00pm will focus on building the rain garden from the final design. The event is sponsored by the City of Newberg, George Fox University, OSU Sea Grant Extension, and Green Girl Land Development Solutions.

6) Meeting Adjournment:

Board Meeting Adjourned at 7:15pm

Approved: _____
Date

Authorized Signer

DRAFT Board Meeting Minutes

Greater Yamhill Watershed Council Board of Directors Meeting

Thursday, May 9, 2013

City of McMinnville Water Reclamation Center

Directors	Present
Erik Grimstad	■
Dave Hanson	■
Marci Humlie	■
Sonja Johnson	■
J. L. Liddane	■

Directors	Present
David Riedman	■
Leonard A. Rydell	□
Bruce Sigloh	□
Steve Wegner	■

Staff	Present
Luke Westphal	■

Other/Guests	Present
John Runyon	■

1) Call to Order:

JL Liddane called the meeting to order at 6:00pm. A revised agenda was distributed showing John Runyon as the guest presenter to speak about Board implementation of the 2013 GYWC Action Plan. JL noted that due to a lack of quorum during for the April Board meeting, an informational meeting was conducted for Board members in attendance, which included the same presentation John Runyon would be sharing at the May Board meeting.

2) OWEB Council Support Grant Program Changes

Powerpoint presentation available at: <http://www.yamhillwatershedcouncil.org/2013presentations.html>

JL led a powerpoint presentation reporting on the results of the March 12th OWEB Board meeting held in Salem, OR, and JL's conversations with OWEB Board members and OWEB staff regarding the GYWC. The presentation focused on upcoming changes to the OWEB Council Support Grant Program.

Key highlights of the presentation include:

- a) New OWEB Council Support grant program eligibility criteria will be developed in the next year
- b) The GYWC should work toward those criteria before they are officially required.
- c) Likely criteria include the following: Board/membership participation; community engagement, participation, and support; long-term planning; progress in Council performance; good business practices; working with other watershed councils to maximize resources and funding.
- d) For many reasons, the GYWC is on the right path to meet the new eligibility criteria. More effective and more frequent participation by Board and community members are necessary to maintain upward trajectory and to demonstrate to OWEB continuous improvement in the Council's performance.

The Board identified actions to achieve the new eligibility criteria, as listed below:

- a) Create a strategy to recruit more Board members and community participants to help with the work load and expand Council representation
- b) Advertise in local newspapers to for new Board members and community participants
- c) Sponsor easy-to-do watershed health tips in local newspapers with GYWC contact information
- d) Complete and maintain the Council Website and Facebook
- e) Increase capacity to receive/process donations, including:
 - i. Complete the donation webpage on the Council Website
 - ii. Purchase a smartphone USB attachment to accept credit card donations
- f) Regularly participate in existing local events, including:
 - i. McMinnville - McMenamin's Alien Costume Parade, Farmers Market
 - ii. Carlton - Walk in the Park
 - iii. County Fairs
 - iv. Newberg - Camellia Festival, Old Fashioned Days, Farmers Market
- g) Board-member led committees, such as outreach/education committee, SOLVE committee, restoration committee, etc.
- h) Develop outreach materials in español to reach a wider demographic of community members

3) Board Implementation of the 2013 GYWC Watershed Restoration Action Plan

Powerpoint presentation available at: <http://www.yamhillwatershedcouncil.org/2013presentations.html>

John Runyon (Principal of Cascade Environmental Group and contracted facilitator for the OWEB Technical Assistance grant-funded 2013 GYWC Action Plan) conducted a presentation about the 2013 GYWC Action Plan and ways the Board can work toward effectively implementing the Action Plan in the long-term.

John provided context of his work with the McKenzie Watershed Council. Since working for the MWC, John has devoted his consulting to helping watershed councils in the Willamette basin and across Oregon.:

- a) John was the Executive Director for the McKenzie Watershed Council (MWC) in the mid-90's.
- b) The MWC had two major things going for them: 1) a major water resource supply for the Eugene-Springfield area and a major hydro-electric power producer, so Eugene Water and Electric Board provided significant funding; 2) MWC is the prime hot-spot for ESA-listed spring Chinook salmon in the Willamette Basin, so BPA provided significant funding.
- c) The MWC Board was very different than the GYWC. The MWC had an executive Board of high-up, executive officials from local interests. The executive Board members appointed staff from

their organizations to be fully engaged and directly involved in MWC committees, community engagement activities, and watershed projects.

The 2013 GYWC Action Plan is a framework for the Board to reflect on their roles and identify ways to expand the Board to facilitate implementation of the Action Plan.

The three keys to being a successful watershed council:

- a) Board engagement and participation
- b) Community and partner involvement
- c) Strategic programs and projects

What has happened to different watershed councils that did not function on all three levels :

- a) Greater Oregon City Watershed Council
 - i. Board was highly engaged and diversely represented. Of note, the Greater Oregon City Mayor and members of the educational community on the Board.
 - ii. Community highly engaged and Board involved in the community
 - iii. No strategic projects and programs
 - iv. Lost OWEB funding due to lack of strategic projects and programs
- b) Pudding River Watershed Council
 - i. Extremely dysfunctional board
 - ii. Poor community engagement
 - iii. Effective and strategic projects and programs
 - iv. Lost OWEB funding due to lack of functional Board and community engagements

The 2013 GYWC Action Plan's Goals address those three keys to success:

- a) Goal 1: Organize the Council for Action, particularly Board engagement
- b) Goal 2: Focus activities on aquatic/riparian areas
- c) Goal 3: Partnerships with people and organizations

Strategies for Working Boards:

- a) Overall Strategy: Engage your connections/stakeholders, champion projects/process, involvement in projects
- b) Committees chaired by Board members
- c) Annual Work Plan with metrics and specific tasks and responsibilities documented for each Board member

4) Board Meeting Minutes: Review and Approve March Minutes

Supporting Literature A1: March 2013 Board Meeting Minutes

<input type="checkbox"/> Vote Record – Approval of March 2013 Board Meeting Minutes					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Comments: Motion/Seconded/Voted/Accepted: Approval of March 2013 Board Meeting Minutes as written.					

5) Fiscal Report: Budget; Bank Account Statements

A) Bank Account Statements; Profit and Loss Report; Budget Report

Supporting Literature B1: Bank Account Statement; B2: Bank Account Transaction Details; B3: Profit-Loss Summary; B4: OWEB Council Support 2011-2013 Grant Tracking; B5: OWEB Action Plan Grant Tracking Sheet

Luke led a brief informational presentation of the fiscal reports and key highlights.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Comments: Motioned/Seconded/Voted/Accepted: Approval of Fiscal Report as written.					

6) Staff Report & Project Updates

Powerpoint presentation available at: <http://www.yamhillwatershedcouncil.org/2013councilmeetings.html>

A) Fiscal Administration

Hampton Lumber SEP funding for fish passage restoration was received and deposited to savings account for future projects.

B) Yamhill Culvert Grant Proposal

OWEB Technical Assistance grant proposal submitted 4/22/2013.

TA grant proposal is for engineering and design of two culvert replacements in the Mill Creek basin to restore approximately 8 miles of upstream habitat for native salmonids and other wildlife. Total project cost, \$69,960; OWEB funding requested, \$49,430; Match funding, \$20,530

Match funds provided by: GYWC; CEG; Polk County Public Works; Weyerhaeuser; BLM Salem District; ODFW Clackamas Office

Culvert 1: Polk County Owned; Located at confluence of Rowell Creek and an Unnamed Tributary to Gooseneck Creek; BLM replaced upstream barrier 2yrs ago; More complex design/engineering than Culvert 2.

Culvert 2: Weyerhaeuser Owned; Located on Wind Creek upstream of confluence with Mill Creek Weyerhaeuser replaced downstream barrier in early 2013.

C) Community Engagement

Luke reported on events JL and/or Luke participated in to engage public members:

- a) Guest speaker for Polk SWCD Outdoor School; March 13th; ~ 120 6th graders
Co-organized and had an outreach booth at the GYWC/OSU/Yamhill County Master Gardeners Spring into Gardening Seminar; April 6th; ~150 adults
- b) Built bird boxes with the YSWCD at Cellar Ridge's La Casa Verde event; April 20th; ~ 50 youth and adults
- c) General volunteering for the Yamhill County Master Gardeners Annual Plant Sale; April 27th; ~ 100 adults
- d) Guest speaker for Polk SWCD Outdoor School; May 8th; ~ 40 6th graders

D) Engaging Partners and Peers

Luke reported on events JL and/or Luke participated in to engage peers and partners:

- a) Attended Yamhill Partners for Land and Water Meeting; March 21st
- b) Attended Native Plant Society of Oregon Monthly Meeting; March 28th
- c) Represented NPSO at GYWC/OSU/YCMGA Spring into Gardening Seminar; April 6th
- d) Represented NPSO at Newberg Camellia Festival; April 13
- e) Attended NPSO Monthly Meeting; April 25th
- f) Attended Yamhill River Water Trail Committee Meeting; April 1st
- g) Attended Yamhill SWCD Miller Woods Earth Day Celebration; April 20th
- h) Attended Yamhill Small Woodlands Association Monthly Meeting; April 24th
- i) Attended Tualatin River Watershed Council Monthly Meeting; May 1st

E) Upcoming Events for Community and Partner Engagements

- a) OWEB Online Webinar of Council Support Listening Session; May 13th 10am – 4pm, Web-link TBA
- b) Yamhill River Water Trail Committee 2nd Official Committee Meeting, Chaired by Yamhill
- c) County Parks, May 13th 4:30 – 7:00pm at Lafayette Locks County Park
- d) GYWC SOLVE, TBD May
- e) Yamhill Partners for Land and Water, Semi-Monthly Partners Meeting, May 16th 9am – 12pm at Chehalem Parks/Rec District Office
- f) Network of Oregon Watershed Councils / OWEB Watershed Management Workshop to discuss OWEB Council Support Program Changes, May 16th 9:30am – 4:15pm, The Grand Theatre in SalemCommunity Involvement
- g) McMenamin's Hotel Oregon Annual UFO Costume Parade, May 18th 12 – 3pm, 3rd Street in McMinnville
- h) Native Plant Society of Oregon Wildflower Show and Native Plant Sale, May 25 10am – 3pm, McMinnville Public Library
- i) Yamhill Small Woodlands Association Annual Meeting and Dinner, May 29th 6:30 – 8:30pm, Yan's Chinese in McMinnville

7) Meeting Adjournment:

Board Meeting Adjourned at 8:15pm

Approved: _____

Date

Authorized Signer

DRAFT Board Meeting Minutes

Greater Yamhill Watershed Council Board of Directors Meeting

Thursday, June 13, 2013

City of McMinnville Water Reclamation Center

Directors	Present
Erik Grimstad	■
Dave Hanson	■
Marci Humlie	■
Sonja Johnson	□
J. L. Liddane	■

Directors	Present
David Riedman	□
Leonard A. Rydell	■
Bruce Sigloh	■
Steve Wegner	□

Staff	Present
Luke Westphal	■

Other/Guests	Present
Lauri Aunan, OWEB	■
Courtney Shaff, OWEB	■
Eric Berry, Polk County	■

1) Call to Order:

JL Liddane called the meeting to order at 6:07pm. Introductions were conducted for guests.

2) Guest Presentation: OWEB Council Support Grant Program Changes

Powerpoint presentation available at: <http://www.yamhillwatershedcouncil.org/minutesagendas.html>

Guests:

Lauri Aunan, OWEB Grant Program Manager 503-986-0047; lauri.g.aunan@state.or.us

Courtney Shaff, OWEB Grant Program Coordinator 503-986-0046; courtney.shaff@state.or.us

Courtney distributed hard copies of the powerpoint presentation. The presentation discussed the context of why changes are occurring, OWEB's vision for Councils, and details on the new eligibility/merit criteria for Councils applying for Council capacity funding.

OWEB's capacity grants are not guaranteed, are not an entitlement, and OWEB is not required to provide these grants. OWEB currently provides equal capacity funding to Councils and Conservation Districts (SWCD) and manages both capacity funding programs. There are ~ 90 locally-recognized Councils, 60 of which OWEB currently provides funding for capacity. There are 45 SWCDs and ODA determines breakdown of funding to the SWCDs.

OWEB has been strategically reviewing the Council capacity funding program since 2010. In part, this is due to measures passed by the legislature that secure permanent funding for OWEB, which brings even more scrutiny to the OWEB program. OWEB is set to phase-in the new program by 2015.

OWEB's is raising the standard for Councils to maximize the return on their capacity investments by funding Councils that are effective and performing well. In general, Councils will need to show effective performance in organizational health/process, strategic restoration projects, and balanced engagement in the community.

Councils will now be required to demonstrate the following to be eligible to apply for OWEB capacity funding:

1. Governance: Mission, bylaws, policies and procedures, and a current action plan
2. Council Membership: Balance of interests
3. Recognition: Only at the County-level (for new or re-organizing Councils)
4. Scale: "Ridgetop to Ridgetop" and incentivizing non-duplicative coverage.

There will be five (5) merit criteria to evaluate Councils that apply for capacity funding from OWEB:

1. Strong organizational process, engaged community: Indicated by – Effective, regular council meetings; Balanced participation on Board and reflected in Council activities.
2. Demonstration of effective leadership by Board and Staff: Indicated by – Adopting and implementing staff and Board roles/responsibilities; Performance evaluations.
3. Demonstration of ability to reach agreement and prioritize work among stakeholders: Indicated by – Outcomes-based planning; Annual work plan
4. Implementation of restoration projects that address priority watershed limiting factors: Indicated by – Progress toward the Council's priority restoration actions (linked to watershed limiting factors and Council action plan)
5. Successful community engagement in service towards voluntary land stewardship and restoration outcomes: Indicated by – Progress toward increased Council involvement; Ability to address challenges.

OWEB will rank Council's by the five (5) merit criteria and then assign Council's into three (3) merit-based funding levels:

- 1) Equal funding to Councils meeting all merit criteria
- 2) Reduced funding and grant agreement conditions when all merit criteria are not met.
- 3) "Do not fund" category for inadequate performance.

OWEB provided the names of several Councils that the GYWC could contact about their strategies for recruiting working board members and generally increasing the capacity of the Council.

OWEB will be providing a new grant program to incentivize collaboration among Councils with the end goal being reducing the total number of Council capacity grants OWEB provides. The grants would not fund positions or provide long-term resources, but would be focused on paying for contracted facilitators to help Councils identify and develop strategies for sharing resources and merging.

3) Board Meeting Minutes: Review and Approve Draft May Minutes

Supporting Literature A1: Draft May 2013 Board Meeting Minutes

<input type="checkbox"/> Vote Record – Approval of Draft May 2013 Board Meeting Minutes					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motion/Seconded/Voted/Accepted: Approval of May 2013 Board Meeting Minutes as written.					

4) Fiscal Report: Budget; Bank Account Statements

A) Bank Account Statements; Profit and Loss Report; Budget Report

Supporting Literature B1: Bank Account Statement; B2: Bank Account Transaction Details; B3: Profit-Loss Summary; B4: OWEB Council Support 2011-2013 Grant Tracking; B5: OWEB Action Plan Grant Tracking Sheet

Luke led a brief informational presentation of the fiscal reports and key highlights.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Bruce Sigloh	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of Fiscal Report as written.					

Leonard R. noted that First Federal Savings has a program that pays First Federal non-profits for volunteer hours conducted by First Federal customers, which will resume soon. Dave H. noted that First Federal also has a ballot-based program, where customers vote for registered First Federal non-profits to receive donations from First Federal. Luke W. provided further details on both programs. The Board agreed to register the Council for the per-hour program. Luke W. and JL L. offered to create personal First Federal accounts to submit volunteer hours for the Council.

5) GYWC Self-Evaluation Results

Results available upon request

Luke W. distributed hard copies of the GYWC Self-Evaluation results from June, including a copy sorted by ranking for “needs improvement”,

OWEB requires that these questions be answered by the Council Board at least once per biennium. OWEB’s goal for the self-evaluation is for the Council Board to identify priority concerns and actions to address those priority concerns. OWEB will be looking for those actions to be integrated into the biennium work plan and Council Action Plan.

The Council will review the results at the July Board meeting

Erik G. noted that the Council should investigate how to strategically spend money on building the Council’s presence in the community, including outreach and promotional materials, the website, tours, etc. Luke W. noted that the Council’s accounting was not setup to track these types of expenses toward specific programs. Luke W. noted he discussed this issue with the Board in June 2012 and that he plans to revise the coding system in June 2013 for the new 2013 FY. This will allow the Council to accurately demonstrate its program costs to the state and federal governments.

6) CTGR Request for CTGR request for Letter of Opposition to Warm Springs’ acquisition grant proposal for the Red Hills Property (aka Winter Woods)

Luke W. distributed hard copies of a draft letter to provide ODFW regarding the Red Hills Property and the Confederated Tribes of Grand Ronde opposition to the Confederated Tribes of Warm Springs’ involvement in the CTGR’s historic lands.

Luke W. also provided context of the CTGR’s interest in the Red Hills Property. The CTGR has stated that they have sole historical claim to the area where the Red Hills Property is located. The CTMS counters that they have claim to the area, as well. The CTGR is seeking letters of support from community stakeholders recommending ODFW not fund the Red Hills Property unless the CTGR is identified as the proposed landowner and conservation easement holder.

Luke W. provided context on the ODFW Habitat Mitigation Program, including their review processes and actions that have occurred for the current cycle. The Red Hills Property ranked high for ecological value and low for project costs. The ODFW review team chose to remove the project costs as a ranking determinant. The Red Hills Property ranked very well overall. The ODFW review team may table the Red Hills Property due to the conflict between the two Tribes.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of draft letter to ODFW regarding the Red Hills Property.					

7) Yamhill County Roadside Herbicide Treatment Program

Luke W. and Dave H. provided context on recent developments in the Yamhill County roadside herbicide treatment program. Dave H. identified roadside herbicide treatments that had caused takes to native wildflowers and other native vegetation along select Yamhill County roadsides. These damages came into the community spotlight and the County is working to address the communities concerns. The Yamhill SWCD is looking to submit a letter of interest to the County to provide technical assistance to the County to review the County's current treatment practices and identify conservation alternatives. The Native Plant Society may submit a similar letter of interest. The Council has an opportunity to join these other organizations in offering technical assistance to the County.

<input type="checkbox"/> Vote Record – Approval of drafting a Letter of Interest to Yamhill County to provide Technical Assistance for the roadside herbicide treatment program					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval to craft a letter of interest to be reviewed by the Council at a later meeting.					

8) City of McMinnville Urban Renewal Program

Luke W. provided context on the urban renewal program set to occur for the City of McMinnville. Areas of the City of McMinnville (downtown and Lafayette Avenue in particular) are set to be developed over the next few decades. The Yamhill SWCD is planning to submit a letter of interest to the urban renewal committee to offer technical assistance to identify urban conservation practices to pursue in the urban renewal process. The Council has an opportunity to join this organization in offering technical assistance to the City of McMinnville.

<input type="checkbox"/> Vote Record – Approval of drafting Letter of Interest to Yamhill County to provide Technical Assistance for the roadside herbicide treatment program					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval to craft a letter of interest to be reviewed by the Chair.					

9) Yamhill SWCD and GYWC Memorandum of Agreement for Contracted Services

Luke W. distributed hard copies of a MOA between the Council and District to contract with the District for mowing and herbicide treatments at the Riedman property and growing out native plants for the Riedman Reed canarygrass control project funded by an OWEB Small Grant. The Yamhill SWCD Board approved the MOA as written on June 12 2013.

Eric noted that the Self-Evaluation included a question about the Council's process for choosing contracted service providers. In the future, the Council would benefit from securing multiple bids/quotes to provide context for budgeting and to identify additional service providers.

<input type="checkbox"/> Vote Record – Approval of MOA between YSWCD and the Council for contracted services for the Riedman Reed canarygrass control OWEB Small Grant					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bruce Sigloh	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of MOA as written					

10) **Staff Project Updates**

Powerpoint presentation available at: <http://www.yamhillwatershedcouncil.org/minutesagendas.html>

Luke W. provided a brief staff report on the Council's activities and plans.

11) **Board Announcements**

Bruce S. announced that the OWEB Small Grant Team (SGT) Meeting will occur the following week on Tuesday. Luke W. noted that the SGT is being rescheduled for late July.

12) **Meeting Adjournment**

JL L. adjourned the meeting at 8:50pm

Approved: _____
Date

Authorized Signer

DRAFT Board Meeting Minutes

Greater Yamhill Watershed Council Board of Directors Meeting

Thursday, September 12, 2013

City of McMinnville Water Reclamation Center

Directors	Present
Erik Grimstad	■
Dave Hanson	□
Marci Humlie	■
Sonja Johnson	□
JL Liddane	■

Directors	Present
David Riedman	■
Leonard A. Rydell	□
Bruce Sigloh	□
Steve Wegner	■

Staff	Present
Luke Westphal	■

Other/Guests	Present

1) Call to Order:

JL Liddane called the meeting to order at 6:05pm. Late agenda item added: YSWCD fiscal agent proposal for OWEB Small Grant at Chegwyn Farm.

2) Board Meeting Minutes: Review and Approve Draft June and July Minutes

Supporting Literature A1: Draft June 2013 Board Meeting Minutes

Supporting Literature A2: Draft July 2013 Board Meeting Minutes

Erik G. noted an error in the June 2013 draft minutes: Page 6 of 7, #8 – Voting table for McMinnville Urban Renewal Plan repeats details from an earlier table;

Erik G. noted an error in the July 2013 draft minutes: Page 3 of 4, #4 – Abrupt sentence end in first paragraph;

David Riedman noted an error in the July 2013 draft minutes: Page 3 of 4, #4 – The budget note from the Fiscal Committee to reduce monthly meetings in half was made by David R. to save on time and costs associated with monthly meetings.

<input type="checkbox"/> Vote Record – Approval of Draft June & July 2013 Board Meeting Minutes					
	Yes/Aye	No/Nay	Abstain	Motion	2nd
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. L. Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Motion/Seconded/Voted/Accepted: Approval of June and July 2013 Board Meeting Minutes as amended.					

3) Fiscal Report: Budget; Bank Account Statements

A) Bank Account Statements; Profit and Loss Report; Budget Report

Supporting Literature B1: Bank Account Statement; B2: Bank Account Transaction Details; B3: OWEB Council Support 2011-2015 Grant Tracking

Luke W. led a brief informational presentation of the fiscal reports and key highlights, including:

Pending transactions:

- 1) Deposit: Council Support 2011/15 Payment Request # 7 (\$25,000 total; ~ \$16,000 is being reimbursed, \$9,000 is advancement);
- 2) Deposit: \$244 from First Federal Community Rewards Program for 122 hours volunteered in July 2013.

OWEB Council Support Grant 2011 – 2013 Amendment:

- 1) Extends the 2011 – 2013 grant timeline to cover of 2011 – 2015;
- 2) Adds new special conditions/requirements, such as online work plan and progress report, roles/responsibilities for staff/Board/Officers;
- 3) Adds another two years of funding, equal to the funding amount awarded for the first two years.

Insurance Payments:

- 1) Saif (Worker's Comp), General Liability (General, Auto, Property), Officers/Directors Liability. For the Council Support Grant, SAIF is included in the Coordinator Payroll Budget Category per OWEB's requirements. The other liabilities are covered under the Operations Budget Category.

Non-Routine Purchases:

- 1) X4 outreach banners. Design donated by a professional graphic artist
- 2) X 1 new inkjet 4-in-1 printer, copier, scanner, fax; Plus ink cartridges

Steve W. asked if there are ways to color-code the grant expenditure tracking sheets to more easily demonstrate the different types of expenses (ie coordinator salary, reimbursements, office supplies, etc). Luke W. noted that the three existing columns for Budget Categories (Coordinator, Operations, Fiscal Admin) separate out the expenses by group. Luke W. will work on more effective methods for illustrating the different line item groups for future fiscal reports.

<input type="checkbox"/> Vote Record – Approval of Fiscal Report					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JL Liddane	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	■	<input type="checkbox"/>	<input type="checkbox"/>	■	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	■	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	■
Comments: Motioned/Seconded/Voted/Accepted: Approval of Fiscal Report as written.					

4) GYWC 2013 – 2015 Work Plan

Powerpoint presentation available at: <http://www.yamhillwatershedcouncil.org/minutesagendas.html>

JL L. introduced the 2013 - 2015 work plan, which guides the Council's activities for two-years and demonstrates to OWEB what the Council plans to accomplish this biennium. The online work plan must be reviewed and processed by OWEB by October 1st.

Luke W. conducted a presentation about the 2013 – 2015 work plan, including: purpose, driving documents, OWEB-mandated structures/details, priority/leadership summary, and required details for each program and project.

A) Organizational Health

1) Board/Committee Meetings:

Steve W. noted that “bi-monthly meetings” reads as two meetings per month. In addition, it should be changed to 6 – 8 meetings per year to provide more flexibility for the Board.

2) Capacity Building:

The Council will form a Capacity Building Committee, dedicated to developing a strategy and action plan to build the Council’s capacity to implement the 2013 Action Plan. The first step is to conduct research, including contacting other watershed council’s for technical support and guidance. OWEB has provided names of several watershed councils to contact, but the Council should look toward contacting as many councils as is tenable. This will be at least a year long process to develop an action plan.

Erik G. asked if we have a list of watershed councils to contact from OWEB. Luke W. noted that OWEB provided a list of four councils to contact and we have a statewide council capacity ranking list from 2011. Erik G. recommended that the Council focus its efforts on councils with similar demographics (ie, not a metro-based council). Marci H. noted that larger cities can still provide effective guidance/support because they often have the resources needed to learn from trial and error.

B) Community Engagement

David R. noted that when he goes out to other organizations, he identifies himself as a member of the Council. However, when he attends functions with other Board members, he says they usually represent organizations other than the Council – which is not helpful to the Council.

David R. noted that he has seen other organizations that provide safety vests with labeled on them for supervisors and project managers. This could be done for the Council to identify the Board members and other positions.

David R. noted that the Council could produce t-shirts with the Council logo or banner. Luke W. noted the Council has the funding to produce t-shirts, but no designs created for the t-shirts.

C) Restoration

2) Implement Small Grants

David R. and Erik G. noted that the “Low” Ranking reads that the Council is not valuing the funding that has been awarded for these grant projects. As a funder, they would question why the Council is not setting these projects as high priorities to demonstrate the Council’s commitment to completing these projects. Luke W. explained his reasoning for the priorities is to identify which projects are going to require the most attention and most resources from the Council. Both of the small grants to implement are simple projects, with heavily committed

landowners, clearly defined project tasks/goals. However, Luke W. will contact Courtney to ask for clarification if the low priority ranking will read poorly to OWEB.

Erik G. noted that the project details are missing the associate small grant numbers.

3) Maintain and Monitor Completed Restoration Projects

David R. asked why these projects would be considered a higher priority than implementing the small grant projects. Luke W. explained that this project involves four projects, two of which (Gooseneck and Wolf Tree) will require more attention and resources than the small grant projects. Gooseneck involves monitoring reports and seeking additional funding. Wolf Tree requires an established maintenance schedule and resources devoted to implement the maintenance schedule, because the landowner is able to take Steve W. noted that the maintenance and monitoring is important to the funders so show that the Council has follow-through on the grants completed, which doesn't always happen.

Work Plan Summary

Erik G. noted that the deliverables involving grant proposal submittals should be re-worded to say "seek funding" rather than "secure funding", because the Council will be on the hook for getting those grants otherwise. In addition, the deliverables shouldn't be contingent on receiving the funding and should layout actions that can be accomplished either way.

Steve W. recommended that Luke W. start the RBA planning/prep ASAP to be ready for next fall's OWEB cycle, including contacting Tom Murtagh (ODFW) and Steve Trask (Bio Surveys). Luke W. noted that many of the RBA's included water quality monitoring for temperature, which would be important to conduct before, during, and after the RBA. Erik G. and Steve W. said that the City of McMinnville and BLM have temperature monitors that the Council could use. Steve W. noted that the Council needs to figure out where they want to monitor temperature in the North Yamhill Basin and that the BLM has long-term data collection for temperature in the Mill Creek Basin.

<input type="checkbox"/> Vote Record – Approval of Work Plan					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JL Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval of Work Plan as amended.					

5) 2013 Councils and Districts Joint Conference

JL L. provided an overview of the 2013 Gathering of Watershed Councils, sponsored by the Network of Watershed Councils. These conferences are an opportunity for Board/Staff training and networking. These conferences occur every two years. In prior years, OWEB sponsored similar conferences on opposite years from the NOWC conference, but these have been discontinued indefinitely as of 2010. This year's NOWC conference will be year that the Oregon Association of Conservation Districts will hold their annual meeting at the same time and there will be Partnership Day events schedule to learn about both Councils and Districts.

JL L. provided details on estimated costs, including mileage, lodging, and registration for 2 – 3 Council members. JL L would like to have the Coordinator, the Chair, and another Board member attend so that when 3 concurrent sessions occur, the Council can participate in all three. Steve W. noted that the Council is unlikely to get a third participant and should consider coordinating with another watershed council to cover all three sessions.

<input type="checkbox"/> Vote Record – Approval of 2013 NOWC Conference Attendance and Estimated Expenses					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JL Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval for two members to attend the NOWC conference and the associated costs for mileage, lodging, and registration – estimated at around a total of \$1,136.					

6) November Board Meeting

JL L. provided an overview of the agenda for the November Board Meeting. The meeting will focus on reviewing and approving Roles and Duties for the Council Board Members, Officers, and Coordinator. The prep work will be conducted by interested Board members, which so far includes JL L., Steve W., and David R. Luke W. will provide support, including researching other Council's examples of Roles and Duties, usually found in the Council's bylaws. As time permits, interested Board members and staff will take a holistic review of the Council's bylaws for the November meeting, as well.

7) Proposal for GYWC as Fiscal Agent for YSWCD Small Grant at Chegwyn Farm

Luke W. provided details of a proposal by the YSWCD for the GYWC to serve as Fiscal Agent for the District's OWEB Small Grant application for a project at Chegwyn Farm. The District is unable to serve as fiscal agent for the grant because they are the landowner of the Chegwyn Farm. The District will conduct all necessary fiscal admin reporting to OWEB, including final reporting and monitoring. The Council will only have to submit the payment request to OWEB. The District estimates the grant costs to total \$3500, with \$300 of that going toward Fiscal Admin for the GYWC.

<input type="checkbox"/> Vote Record – Approval of GYWC signing as Fiscal Agent for YSWCD OWEB Small Grant Application for Chegwyn Farm					
	Yes/Aye	No/Nay	Abstain	Motion	Second
Erik Grimstad	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Hanson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marci Humlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sonja Johnson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JL Liddane	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Riedman	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leonard A. Rydell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bruce Sigloh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steve Wegner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comments: Motioned/Seconded/Voted/Accepted: Approval for two members to attend the NOWC conference and the associated costs for mileage, lodging, and registration – estimated at around a total of \$1,136.					

8) Meeting Adjournment

JL L. adjourned the meeting at 8:05pm