

**WATERSHED MANAGEMENT ADVISORY BOARD
MEETING AGENDA**

**Wednesday, April 22, 2015
5:15 to 6:45 PM
Madison Avenue Meeting Room**

Agenda Item	Action	Estimated Time
Introductions		5
Additions/Modifications to the Agenda		5
Approval of the March 25, 2015 meeting minutes. Attached.	Action	5
Visitors Propositions		5
City Council Report		5
New Business: <ul style="list-style-type: none">• Barred Owl Study: David Wiens, USGS	Information	30
Old Business: <ul style="list-style-type: none">• Board Policies and Procedures: Chairwoman McDonald• Annual Tour – Schedule & Assignments: Jennifer Ward	Discussion Discussion	10 10
Staff reports: Tom Hubbard, Jennifer Ward, Mark Miller	Information	10
Board Member Reports/Requests		5
Adjourn		

BOARD MEMBERS:

Jessica McDonald, Chair
David Hibbs, Vice-Chair
Charlie Bruce
Jacque Schreck
Sheryl Stuart
David Zahler
Joel Hirsch, City Council Liaison

Next Meeting: Wednesday June 24, 2015; 5:15pm; Madison Avenue Meeting Room
<http://www.corvallisoregon.gov/index.aspx?page=219>

WATERSHED MANAGEMENT ADVISORY BOARD
MINUTES
March 25, 2015
DRAFT

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Present

Jessica McDonald, Chair
David Hibbs, Vice-Chair
Charlie Bruce
David Zahler
Jacque Schreck
Joel Hirsch, City Council Liaison

Staff

Jennifer Ward, Public Works
Tom Hubbard, Public Works
Mike Hinton, Public Works
Jon Boyd, Public Works
Mark Miller, Trout Mountain Forestry

Visitors

~~Excused~~ **Absent**

Sheryl Stuart, ~~excused~~

~~Absent~~

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SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Call Meeting to Order/Introductions	X		
II. Review of Agenda			No changes
III. Review of February 25, 2015 Minutes			Approved
IV. Visitor Propositions	NA		
V. City Council Report	X		
VI. New Business <ul style="list-style-type: none">• WMAB Annual Report	X		The Board requested that staff distribute the summary that was presented.

VII. Old Business			
• Board Policies and Procedures			The Board made some minor changes to the policies and procedures document.
• WMAB vacancies	✘		Board members will provide any additional recommendations for filling board vacancies to staff by April 3.
VIII. Staff reports	X		
IX. Board Member Requests and Reports	NA		
X. Adjourn	6:25pm		

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CONTENT OF DISCUSSION

I. Call Meeting to Order/Introductions

Chair McDonald called the meeting to order and those present introduced themselves.

II. Review of Agenda

No changes were made to the agenda.

III. Review of Minutes

Board Member Zahler moved to approve the February 25 minutes. Board Member ~~Hibbs~~ Hibbs seconded the motion and the minutes were approved unanimously.

IV. Visitor Propositions

None.

V. City Council Report

Councilor Hirsch reported that a candidate has been selected for the City Manager position, offers are being made, and the City should have a ~~City Manager~~ formal acceptance soon.

VI. New Business

WMAB Annual Report

Ms. Ward provided a template for the Board to use for their annual report, noting that this is a report of highlights, not a detailed report. It is supposed to be completed by the sitting Chair and staff will ~~add any finishing touches~~ have the opportunity to review and edit. The report goes to the Urban Services Committee (USC) in September and the current Chair at that time presents the report. The Watershed Board is scheduled to present the report to the USC on September 22, which means that staff's deadline for a final product is September 8. The last Board meeting date for a final review is August 26, ~~and so~~ a first draft will be needed by June 24.

VII. Old Business

Board Policies and Procedures

Chair McDonald reported that she and Ms. Ward incorporated everyone's comments from previous drafts into the current version and asked for any further comments. Ms. Ward stated that the Board needs to finalize the changes that they want in the municipal code, and then she can start the process with Public Works Director Mary Steckel to change the code. With the addition of the annual report, Chair McDonald asked ~~for if there were~~ any more edits. Two misspellings were noted. There was discussion ~~about adding language about drafting things like~~ items such as the Forest Stewardship Plan.

WMAB vacancies

Ms. Ward reported that the mayor has been notified of the two vacancies, and they have been made available on the City's website. Anyone who is interested in sitting on the Board can apply. ~~Board members have given~~ Ms. Ward ~~has been given~~ five names so far.

VIII. Staff Reports

Ms. Ward reported that, as part of the grant funding for habitat enhancement work done in 2009, three years of post-project fish surveys needed to be done. The City and Marys River Watershed Council have continued doing those surveys beyond the three years. The surveys are now in their fifth year and a report of the most recent surveys was provided to the Board. ~~Ms. Ward~~ stated that the ~~most recent~~ report ~~will be available on the City's website, along with the previous fish survey reports that are already there.~~ Board Members Bruce ~~and Schreck~~ expressed concern with the methods used for these surveys, but noted that the data is good. ~~There was discussion about the format of future reports and about how the City and Watershed Council should partner on future surveys.~~

Ms. Ward reported that the US Fish and Wildlife Service is initiating a large-scale study of barred owls, removing barred owls and looking for impacts on northern spotted owls. This study covers ~~much good portion~~ of the Siuslaw National Forest and the Corvallis Watershed ~~is part of the study, as well.~~ The watershed is a control area, so barred owl surveys will take place there, but there will be no removal. The study is also being done in Washington and Northern California. It is funded for four years, with the possibility to go longer.

Ms. Ward reported that she spoke to the women's group at ~~Board Member Bruce's~~ church, who were interested in learning about the watershed.

Ms. Ward reported that she will have a finalized plan ~~at the April meeting~~ for the annual tour ~~for the April meeting.~~

Mr. Miller reported that he had a final road inspection on ~~the March 5th~~ to check the repairs made to the Forest Service roads after this year's harvest. All of the follow-up for the harvest is completed and Mr. Miller will have a final financial report for the harvest at the next meeting.

IX. Board Member Requests and Reports

None.

X. Adjourn

The meeting was adjourned at 6:25 p.m.

NEXT MEETING: ~~June~~April, 24~~2~~, 5:15 p.m., Madison Avenue Meeting Room

NOTE: -There will be NO MEETING OF THE WMAB in May due to the annual watershed tour on Thurs~~day~~- May 28, ~~meeting~~ at City Hall at 5:00 p.m.

City of Corvallis
Watershed Management Advisory Board
Purpose, Procedures and Guidelines

The Corvallis Municipal Code (1.16.230) defines the following Scope of Duties specifically for the WMAB:

- 1) A Watershed Management Advisory Board is hereby created for the City.
- 2) This Board shall consist of seven members, at least three of whom shall possess qualifications by experience or training in natural resource management.
- 3) The Board shall advise the Council concerning all matters related to management of the watershed including, but not limited to, the following:
 - a. Implementing the Corvallis Forest Stewardship Plan;
 - b. Coordinating with City staff, consulting with natural resource professionals, and conducting outreach and education to the public;
 - c. Drafting and reviewing procedures, standards, guidelines, and costs incurred in management of the Corvallis Forest; and
 - d. Producing an annual report to be presented to the Urban Services Committee

The following procedures are applicable to the WMAB as outlined in the Corvallis Municipal Code:

Appointment

All boards and commissions shall be established by Council and, unless otherwise provided by ordinance, all board and commission members shall be appointed by the Mayor, subject to the advice and consent of Council. The Mayor shall announce all vacancies to Council at least two weeks prior to making an appointment. Councilors may recommend proposed nominees to the Mayor. Proposed appointees shall be presented to the Councilors not less than two weeks prior to Council confirmation. (Section 1.16.030, Ord. 81-99 § 3, 1981)

Term

Members of the board or commission shall serve for a term of three years except for the initial appointment as hereinafter provided. All members shall retain their positions at the expiration of their terms until a replacement is named or for 60 days, whichever comes first. (Section 1.16.100, Ord. 81-99 § 10, 1981)

Limitation on term

No appointee shall serve for more than three consecutive full terms on the same commission or board. (Section 1.16.050, Ord. 81-99 § 5, 1981)

Vacancy

Any vacancy which may occur on any board or commission shall be filled for the unexpired term by the appointing authority. Such a vacancy shall be deemed to exist upon the incumbent's death, incompetence, conviction of a felony, resignation, failure to maintain the qualifications of office, or failure to attend four consecutive meetings or participate in board or commission activities for 60 days without the consent of the chair of the board or commission. All vacancies shall be filled within 60 days of the vacancy. If said vacancy is not filled within 60 days by the appointing authority, Council shall appoint by a majority vote someone to fill the vacancy. (Section 1.16.070, Ord. 81-99 § 7, 1981)

Council representative

The Mayor shall appoint a Councilor to serve as a nonvoting observer and liaison between Council and each Board or Commission. (Section 1.16.040, Ord. 81-99 § 4, 1981)

Ethics and compensation

- 1) Members of boards and commissions shall comply with the provisions of the State code of ethics found in ORS 244.040
- 2) No member of any board or commission shall receive any compensation for his or her services as a member of said board or commission. (Section 1.16.060, Ord. 81-99 § 6, 1981)

Officers and meetings

Each board or commission shall, at its first meeting of each fiscal year, elect a chair and Vice Chair who shall hold office for the fiscal year. Each board or commission shall adopt rules necessary for the conduct of its affairs and shall keep minutes of its proceedings. Meetings of each board or commission shall be held at the call of the chair, three members of the board or commission, or at such other times as the board or commission may determine. (Section 1.16.080, Ord. 81-99 § 8, 1981)

Residency

Except as otherwise provided by ordinance, all members of a board or commission shall meet one of the following qualifications at their appointment and shall retain such status during their term of office: At least two-thirds of any board or commission shall be composed of persons who reside in the territorial limits of the City. The appointing authority may also appoint persons who are employed or self-employed full time in the City or who reside in the Urban Growth Boundary. (Section 1.16.090, Ord. 81-99 § 9, 1981)

Quorum

A quorum exists when there shall be present at any lawfully called meeting at least 50 percent of the voting membership. (Section 1.16.110, Ord. 81-99 § 11, 1981)

WMAB Procedures:

Meetings

- WMAB meets on the 4th Wednesday of every month, from 5:15-6:45pm at the Madison Ave. Meeting Room. Time and location subject to change as needed by current WMAB.
- Minutes for all WMAB regularly scheduled meetings will be taken by City Staff and subsequently posted on the City website.
- Meeting Packets, including agenda, are posted on the City website and emailed to all Board Members and interested parties at least one week prior to all regularly scheduled meetings.
- Meetings are led by the Chair or Vice Chair.
- A call for public testimony will be included on each regularly scheduled meeting. Public comments or testimony will be limited to 3 minutes, unless otherwise agreed to be the Chair. Written public testimony to be included on an agenda should be submitted to City Staff at least 10 business days prior to meeting date.

During Meetings

- Treat everyone with respect
- Focus questions and comments on the subject at hand, and stick to the agenda
- Listen carefully with the intent of understanding
- Let others finish before speaking
- Share the air – let others speak before speaking twice
- Raise issues honestly and clearly
- Collaborate with other group members and seek to find common ground
- Put cell phones on silent mode
- Participate

Other Meeting Protocols

- Notify Public Works if unable to attend a meeting
- Arrive on time
- Read materials in advance

Decision Making

- Work towards consensus on all major decisions/recommendations. (Consensus is the point at which Board Members can support the recommendation as the most viable decision for the group as a whole, although it may not be an individual member's personal favorite.)
- If it is clear, after repeated attempts to find a solution all can support, that no consensus is possible, the Board Members' recommendation will be the majority opinion.

Staff

City Staff will be in charge of setting meeting agendas, working with Board Members to evaluate projects that fall outside of those identified in the annual budget, and taking minutes for all regularly scheduled meetings. Staff presents the annual budget and drafts the annual Forest Activities Report. Staff will provide an orientation session for new Board Members, including a tour of the City forest (with the WMAB Chair, if available).

Evaluation of Board Members

- Attendance: City staff will track Board Member attendance. The Chair of the WMAB will meet with any Board Member who has failed to attend four consecutive meetings or participate in board activities for 60 days without the consent of the chair of the board to evaluate whether WMAB is an appropriate fit for that Board Member.
- Following Protocol: The Chair of the WMAB will convene with staff as requested to consider any Board Member who has failed to willingly and consistently follow meeting protocols and meet ethical standards to evaluate whether WMAB is an appropriate fit for the Board Member.

Oregon Public Meeting Law

The Oregon Public Meeting Law generally requires that all public body meetings, including the WMAB, be open to the public. The Law provides that in order to constitute a 'meeting' a quorum must be present. Therefore, the law applies to regular meetings as well as meetings where a quorum of the WMAB are present and where City business is discussed. On-site inspections, staff meetings and gatherings of associations to which a public body or its members belong are not considered public meetings. Chance social gatherings are not considered meetings as long as no official business is discussed. Formation of sub-committees is permitted, but decisions can only be made during meetings of the full Board open to the public.

Records Procedures

All electronic communications among WMAB members and from the public to the WMAB should be considered open to Oregon Public Meeting Law inquiries and public records requests. All communications from one Board Member to all others will be provided to Staff, as will all communications from the public to individual Board Members.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest. An actual conflict of interest is defined in ORS 244.020(1) and a potential conflict of interest is defined in ORS 244.020(12). In brief, a public official is met with a conflict of interest when participating in official action which could or would result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either is associated. Accordingly, Board Members must declare their conflict of interest by:

- Potential Conflict of Interest: Following the public announcement, the public official may participate in official action on the issue that gave rise to the conflict of interest.
- Actual Conflict of Interest: Following the public announcement, the public official must refrain from further participation in official action on the issue that gave rise to the conflict of interest. [ORS 244.120(2)(b)(A)]

WMAB Year at a Glance

Dates estimated, subject to change:

May	Public Tour of Corvallis Forest
June	<ul style="list-style-type: none"> • Staff presents annual budget • Draft Annual Workplan for WMAB • City Staff tabulate attendance records and reviews terms served
July	<ul style="list-style-type: none"> • Chair and Vice Chair elected • WMAB Annual Workplan approved • Training for Incoming Board members • WMAB Chair drafts and circulates an Board Annual Report, based off of the previous calendar year, and presents the Report to the Urban Services Committee in the Fall (date flexible).
September/October	Forest Activities Report draft circulated to WMAB by staff
November/December	Forest Activities Report presented to City Council and WMAB standing committee by Board Chair for the previous fiscal year

- Commissioner Recruitment, Training, and Recognition continue throughout the year. The WMAB might consider establishing a schedule for considering recommending Board Member appointment to the mayor when vacancies arise.

WMAB Commisioner Appointments and Terms

	Originally <u>Appointed</u>	<u>Term Expires</u>	<u>Term Limited</u>	<u>Resigned</u>
Charlie Bruce	2/2/2009	6/30/2015	6/30/2018	
Creed Eckert	7/6/2009	6/30/2016	6/30/2018	2/25/2015
Jessica McDonald	12/19/2011	6/30/2016	6/30/2020	
Sheryl Stuart	7/6/2009	6/30/2016	6/30/2018	
David Hibbs	3/18/2013	6/30/2017	6/30/2022	
Jacque Schreck	3/3/2008	6/30/2017	6/30/2017	
David Zahler	7/6/2009	6/30/2017	6/30/2018	6/30/2015
Council Liaison - Joel Hirsch	1/5/2015	12/31/2016		