

MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

North Santiam Watershed Council

September 19, 2023 (6 to 7:30pm)

DRAFT

Our Mission:

Providing opportunities for stakeholders to cooperate in promoting and sustaining the health of the watershed and its communities.

Directors Present:

- Suzette Boudreaux (Director - Little North Fork Subbasin Representative – President)
- Brent Stevenson – (Director - Water Control District Representative – Vice President)
- Jan Irene Miller – (Director – Lower North Santiam Subbasin - Secretary)
- Kathy Bridges – (Director – At Large - Treasurer)
- Rebecca McCoun – (Director – General Representative)

Directors Absent: None

NSWC Staff Present: Brandin Hilbrandt (Executive Director), Amy Knudson (Office Administrator)

Technical Partners: Jennifer Mongolo (City of Salem/Ecologist/Stakeholder), Becky Pineda (Marion SWCD). Lawrence Schwabe (Grand Ronde Tribe), Brian Bangs (USFWS)

General Members & Guests Present: Grady McMahan (Lyons Resident/Retired USFS), Rose High-Bear (Elderberry Wisdom Farm), Aaranda Kay (Elderberry Wisdom Farm), Amy Borba (Stayton Resident), Jarod (Brent's Grandson), Emily Fairfax (Guest Speaker – Beavers)

6:05 PM Call to Order & Approval of May 2023 Minutes

Suzette called the meeting to order. We have a quorum.

Suzette brought the approval of the August NSWC meeting minutes to the board. Brent made a motion to accept the August 2023 minutes. Rebecca made a second. All were in favor and the minutes adopted.

6:15 PM Presentation

Presentation by Dr. Emily Fairfax, “Smokey the Beaver: the role of beavers in creating fire refugia”

Great presentation. Discussion followed.

Note: PDF of Dr. Emily Fairfax presentation will be posted on website.

6:50 PM Financial Reports – Amy and Brandin

Amy and Brandin provided financial reports to the Board. Profit/Loss report.

Discussion followed.

7:00 PM Executive Director Update – Brandin Hilbrandt

See attached.

7:25 PM Elderberry Wisdom Farm Introduction and Project Summary – Rose High Bear

Rose High Bear shared information about the Elderberry Wisdom Farm non-profit and the other projects she is working on. Wonderful discussion followed.

Adjourn

Next Meeting: Tuesday, October 17, 2023

Events and Other Community Announcements:

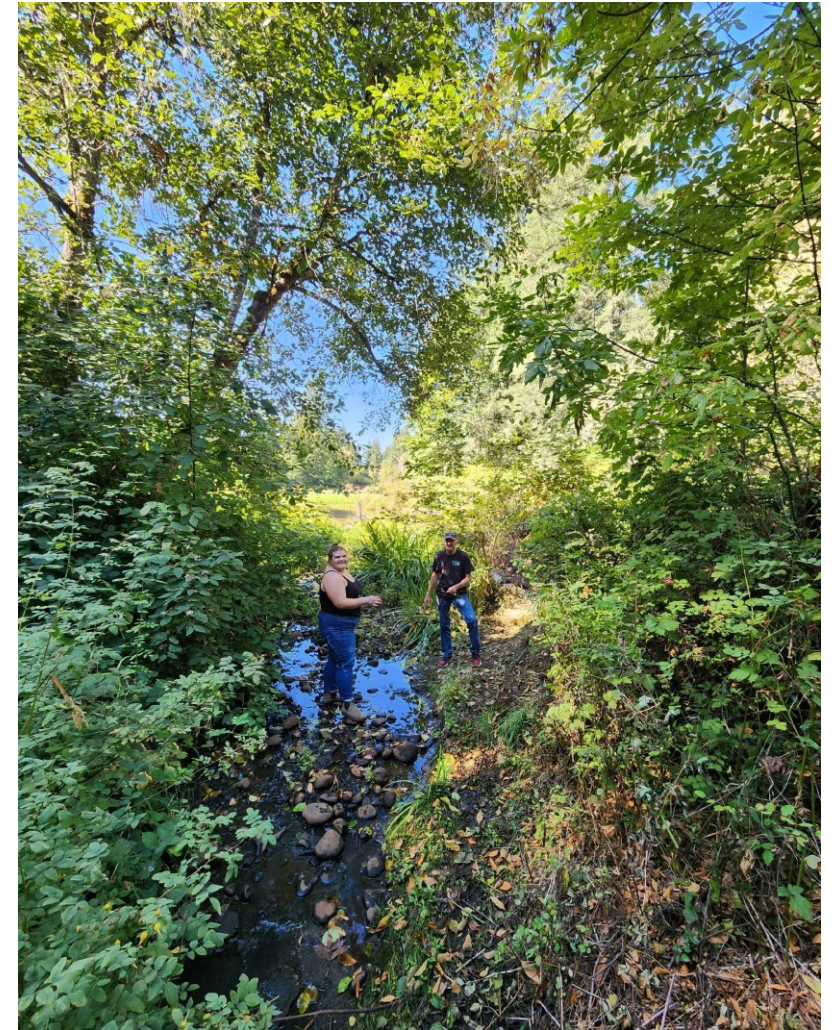
NSWC Scotchbroom Pull and BioBlitz, September 23rd from 9am-1pm.

- Weed Pull Volunteer Interest form: <https://forms.gle/5GLwCkZK7toWs2fJ7>
- iNaturalist Bioblitz (Sept 22-24th): <https://www.inaturalist.org/projects/north-santiam-watershed-council-fall-bioblitz>

Friends of Breitenbush Cascades SOLVE event Sept 23rd

- <https://www.solveoregon.org/opportunity/a0C8W00000sm17VUAQ/public-lands-day-on-the-breitenbush-river>

Broom Making Event, October 19th at 7pm



September Board Meeting NSWC Executive Director Report

Brandin Hilbrandt
Executive Director Updates
September 19th, 2023

Landowner Restoration –General Projects Update

- **OWEB Postfire Riparian Restoration Project**
 - Scheduled fall treatments for the 40 sites included in the project
 - City of Albany SEP fund has covered \$30,000 of native plant materials
 - This additional funding will allow for Winter 2024 interplantings at high priority sites (more than 40,000 plants)
 - SEP funds covered ~\$12,000 in Panther Creek Design of Culvert Replacement
- **OWEB Early-Detection Rapid Response Project**
 - Knotweed treatments planned for next two weeks before leaves drop; will look at missed false brome sites.
 - Grant ends in December 2023 – may extend to next April if needed.
 - Surveyed sites with knotweed (new and sites from 2021) and mailed out Landowner Agreements – roughly 10 Los
 - Met with Jeff from Confederated Tribes of Warm Springs and walked property and confirmed knotweed sites.
- **MVRC Fellowship of the Tribs: Knotweed Control**
 - Landowner Agreements mailed out to 5 landowners outside of fire perimeter last week.
 - About \$2,500 for contracted services (1 net acre; 7.3 gross acres, and \$1,950 for staff wages & mileage.
 - Treatment will occur as soon as possible (Sept-Oct)
- **OWEB Dieckman Slough Plant Establishment**
 - Final report submitted end of August
- Marion SWCD – **Barnes Landowner Assistance Project**
 - Final report submitted at the end of August, and site visit with MSWCD occurred
- Marion County Subrecipient funds: \$25,000 for **EDRR Survey and Weed Treatments and Outreach** – Little North Fork focused
 - Drafting up IGA between Marion County and NSWC



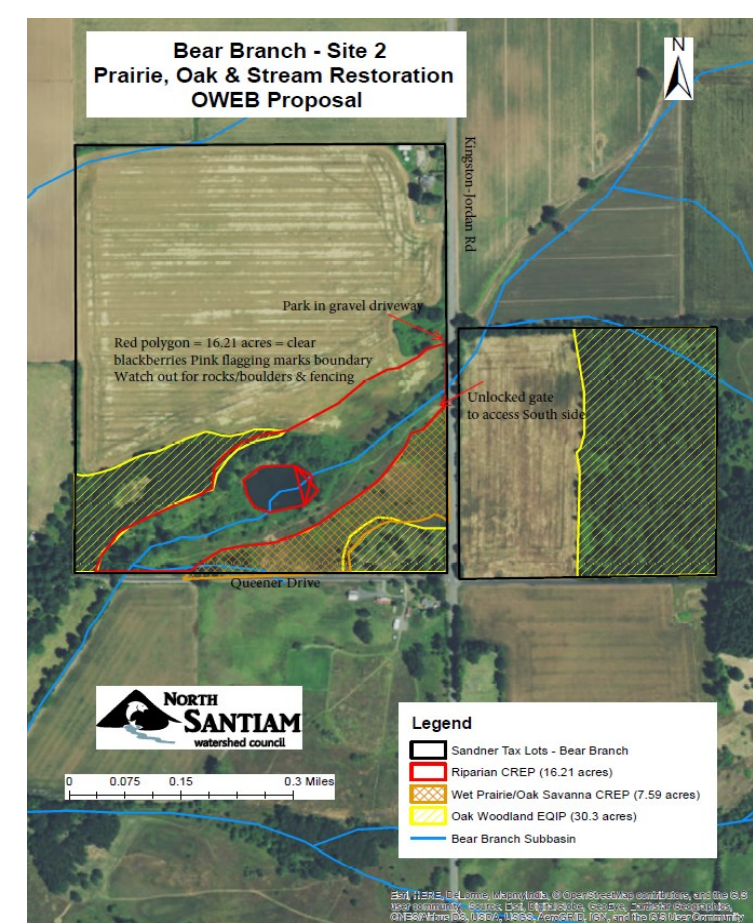
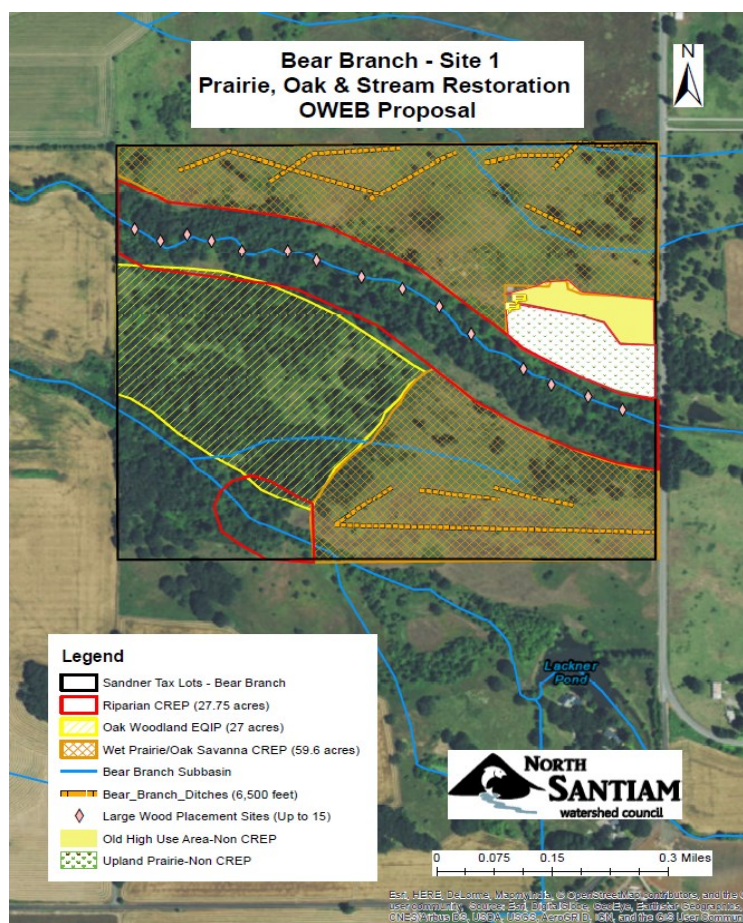
Knotweed



Barnes LAP Site Visit

Bear Branch Prairie and Riparian Restoration Project

- RFranco crew's visited and treated scotchbroom and blackberry on EQIP sites
- Crews are out today doing fall follow-up treatments on CREP sites, and EQIP sites.
- RFranco will be out next week to complete mid-management requirements for NRCS-CREP contracts
- They will be brush piling, thinning and enhancing turtle basking habitat
- Grant end date is next April. Work will continue to focus on plant establishment and weed management in detail.



Aquatic Invasives Phase 3 – Ludwigia and Yellow Flag Iris Project Update

- Grant has been extended through August of 2024 – this will allow a second season of treatment and additional outreach to landowners
- IRM Crew did second treatment in Freres Ponds, John Neal Ponds and Brand Pond at the end of August
- Additional follow-up treatment will occur at the large private ponds to the east of John Neal Park during the week of Oct 2nd.
- Site visit at Chanakwan occurred last Friday to survey ponds. Majority of the ponds have been hand pulled by Confederated Tribes of Grand Ronde NR staff.
 - One pond will be treated by RFranco next week
- Marie and I met with Grady and walked the parks to help plan future efforts to restore and manage weeds
 - City of Lyons is also looking at weed management and native plantings. We have connected with management, and they will include us in the discussions with City Council



Chanakwan Pond, Confederated Tribes of Grand Ronde



Collaborative Planning and Partnerships

- **Advancing Partners of the North Santiam**
 - Met last week with partners to further tease out monitoring framework.
 - Next Steps for GSI and NSWC, related to PNS Resiliency Action Plan:
 - Reach out to additional agencies about their monitoring efforts
 - Send the updated draft Monitoring Framework to OWEB for feedback
 - Make refinements to the Smartsheet database and forms
 - Provide an updated master document containing content developed under the Advancing the PNS grant in October to Partners for review
- **Council of Water Leaders**
 - November quarterly meeting planning, and coordinating speakers
- **Annual North Santiam Basin Summit 2024** – Initial discussions with City of Salem and GSI
 - Looking at a combined Council of Water Leaders, and technical session Basin Summit (2 session; morning and afternoon)
 - How do we minimize duplicated efforts, and make bigger impact to both leadership and to technical experts
- **Mid-Willamette Beaver Partnership (MWBP)**
 - JP with BEF submitted Broad Reach Funds application, \$31,000 to fund partnership efforts and tribal staff time
 - Logo has been decided
 - I've received some letters from landowners, after May mailout efforts, to survey some properties in the basin.
- **Santiam Long-Term Recovery, Marion County and NSWC Partnership Building Efforts** – community messaging efforts and brainstorming annual planting event with Marion County's Stream Tree Program

Exhibit 42. Specific Ecological Outcomes Encompassed in Key Ecological Outcomes

Key Ecological Outcome	Specific Results Chain Ecological Outcomes
Aquatic habitat access is expanded	Floodplain connectivity is restored
	Fish migration corridors are passable
	Spatial distribution of fish and access to spawning and rearing habitat expands
	Stream habitat complexity and connectivity (longitudinal) increase
Riparian and floodplain habitats are restored	Abundance of non-native invasive plant species is reduced
	Quantity, quality, and connectivity of of riparian and floodplain habitats improve
Erosion and sedimentation are reduced	Erosion and sedimentation are reduced ¹

(Table above is related to Partners of the North Santiam's Resiliency Action Plan Monitoring Framework Ecological Outcomes)



(Image above is MWBP's new logo)

Council Operations

990 and Annual Reports

- Finalized and uploaded 2020/2021 Annual Report to the website.
- Weekly communications with Lippold & Holland LLC CPA to support momentum on 990 catch-up.
- 2021/2022 and 2022/2023 annual reports have been drafted. Needing 990 numbers.
- What is average weekly hours board member spend allocating time to NSWC? (2021/2022, and 2022/2023).

Other Updates

- Finalized renewal of medical insurance.
- Check in with NSWC insurance.
- Chipping away at website, and brochure updates.

Upcoming Grant Applications



Waller Dam,
Mill Creek

- **NOAA Fish Passage** (due Oct 16th) – MVRC Joint Application
 - NSW Projects: Mill Creek Dam Barrier Assessment, Waller Dam Environmental Study, and Penitentiary Dam Study and Engineering with Possibility for Phase 1 Removal
 - 4 Dams (Waller, Penitentiary, Highberger and an unnamed dam near the Santiam Golf Club)
 - River Design Group, ODFW, City of Salem, and Santiam WCD, and potential private landowners
 - Adding Panther Creek Culvert Replacement
- **OWEB Technical Assistance 2** (due Oct 30th)
 - NSWC post-fire resource assessment and inventory to help prioritize restoration efforts
 - RDG and I have done an extensive outreach to partners, researchers and other agencies to compile information and data conducted postfire
 - Will do a comparison of current data with historical – this may possibly basin-wide
 - Potential for remote sensing and field assessment
 - Take steps for prioritization of restoration needs based on shade and water temperature TMDLs, sedimentation/erosion, weed management, culvert inventory and steps to help prioritize for fish passage.
 - Focus would be Little North Fork, and Breitenbush for scoped restoration efforts.
 - Large number of support from various partners and stakeholders.
 - Could be a guide for other watershed council, or entities after emergency event.
- **NOAA Habitat Restoration** (due Nov) – MVRC Joint Application
 - Brainstorming ideas include:
 - Wilderness Park in conjunction with Bennett Dam projects
 - John Neal Park Restoration
 - Other project opportunities?
- **ODF Small Forestland Grant** – solicitation opened an hour ago (due Nov 3rd; Marie)



Panther Creek Culvert

WACS Aug-Sept Update

Landowner Outreach

- Canyon Resources List: currently in the making, collaborative list for landowners to see who may best help them find certain services.
- Knotweed/EDRR: Helped with Outreach, found new knotweed sites, completed site visits with Brandin.
- Lebanon/Sweet Home Farmer's Markets: Continued fuels reduction outreach at the farmer's markets in Lebanon and Sweet Home.

Collaborative partnerships

- Meeting with Marion County Environmental [16 August]: Finding collaboration opportunities for the Santiam Canyon.
- Little Sweden site visit and partnership building [25 August]: Visited Little Sweden with their environmental coordinator. Brandin and I both attended and were able to walk the property to mark Knotweed and learn about future plans for the area.
- Collaboration with Salem Art Association: Worked with their education coordinator to outline an art contest, planning to host this in May of 2024.
- Meeting and Partnership building with Kayla Bordelon, OSU extension: Met with Kayla Bordelon to brainstorm more goals for this position and how to better gauge community needs.
- Mount Adams Stewards and Eastside Fire & Rescue partnerships: Met separately with two different people in Washington who are doing similar jobs as me. It was great to share ideas and what's worked well vs. what hasn't worked well, among other things.
- Restoration and partnership building with Grand Ronde: Ongoing and continual partnership building.
- Linn County Youth Correctional Facility Programs: Visited the Oak Creek Correctional Facility to tour their garden and learn about other community programs including fuel reduction in both the North and South Santiam watersheds.
- Linn County Community Services Partnership: Built our partnership further with Linn CSC through meetings, scouting fuels reduction work, and continual check-ins.
- Marion County Stream Tree Program: Continued building our partnership with Marion County Environmental through their stream tree program and the process that goes with it.

- Scotch Broom Collection with Marion County Environmental: Marion County has offered us some really good Scotch Broom (Straight and tall) for the upcoming broom making event.

Community Events (current/upcoming)

- Scotch Broom Pull [September 23rd]: Postponed to Spring due to illness.
- Making Brooms from Scotch Broom [October 19th 7-9pm]: Will be held in Lebanon, site TBD.
Examining the ethnobotany of Scotch Broom (*Cytisus scoparius*)
- Native Plant Propagation for Landowners [End of October/Early November]: Will be held in Scio.
A workshop to help private landowners interested in propagating native plants from their property (or other places). Partnering with Forest Service, Chemeketa Horticulture Department and (potentially) Linn County Youth Correctional programs.

Other

- Wildfire Resources Webpage completely drafted.
- Attended Disability Inclusion in Wildfire Planning web series.
- Newsletter for the North Santiam!
- Worked with Brandin to create a [North Santiam Watershed Boundaries area on iNaturalist](#). This is helpful to search for specific species of interest, and helps to passively collect citizen observations/data on species of interest.



Aceria genistae, the Scotch Broom Gall Mite. Found in our basin. [Here's an interesting paper](#) published this year describing how *A. genistae* affects Scotch Broom production and resource allocation.

North Santiam Watershed Council

Balance Sheet

As of June 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	\$302,361.25
Other Current Assets	
13010 Fund Clearing	0.00
13020 Prepaid Expenses	0.00
Inventory Asset-1	1,536.41
Uncategorized Asset	-82,840.34
Total Other Current Assets	\$ -81,303.93
Total Current Assets	\$221,057.32
TOTAL ASSETS	\$221,057.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	\$ -351.89
Other Current Liabilities	
24000 Payroll Liabilities	13,540.66
26000 PPP SBA Loan	0.00
Total Other Current Liabilities	\$13,540.66
Total Current Liabilities	\$13,188.77
Long-Term Liabilities	
27200 Other Liabilities	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$13,188.77
Equity	
31599 Prior Period Adjustments	-915.60
32000 Unrestricted Net Assets	140,903.10
Net Income	67,881.05
Total Equity	\$207,868.55
TOTAL LIABILITIES AND EQUITY	\$221,057.32

North Santiam Watershed Council

Profit and Loss July 2022 - June 2023

	TOTAL
Income	
41000 Donation Revenue	20.43
41100 Unrestricted Donation	16.56
41300 Local Donations	5,000.00
Total 41000 Donation Revenue	5,036.99
42000 Grants	125,873.34
42200 State	85,710.86
42300 Local	289,809.82
Total 42000 Grants	501,394.02
Sales	202,936.38
Total Income	\$709,367.39
GROSS PROFIT	\$709,367.39
Expenses	
60000 Payroll Expenses	162,245.54
60100 Total Salary and Wages	
60110 Executive Director Wages	33,750.00
60115 PR Wages Allocation	-154.70
60150 Staff Wages	82,133.96
Total 60100 Total Salary and Wages	115,729.26
60200 Total Health Insurance	
60201 Health Ins - Executive Director	4,242.75
60202 Health Insurance - Staff	1,536.75
Total 60200 Total Health Insurance	5,779.50
60300 Total Payroll Taxes	
60301 Payroll Taxes	8,757.30
60303 PR Tax Exp Allocation	0.00
Total 60300 Total Payroll Taxes	8,757.30
60400 Total Workers Comp Insurance	
60402 Staff Workers Comp	225.50
Total 60400 Total Workers Comp Insurance	225.50
60900 Total Accrued PTO Expense	
60901 Accrued PTO Exp - Executive Dir	154.70
Total 60900 Total Accrued PTO Expense	154.70
Total 60000 Payroll Expenses	292,891.80
61000 Program Services Expenses	
61200 Project Management	
61210 Contracted Services	344,632.89
Total 61200 Project Management	344,632.89
Total 61000 Program Services Expenses	344,632.89

North Santiam Watershed Council

Profit and Loss July 2022 - June 2023

	TOTAL
62000 Supplies & Materials	623.02
63000 Equipment & Software	
63200 Software	727.88
63300 Technologoy	614.87
Total 63000 Equipment & Software	1,342.75
64000 Travel	
64100 Mileage Reimbursement	1,899.55
64300 Meals	37.71
Total 64000 Travel	1,937.26
65000 Other Program Expenses	
65200 Postage - Programs	180.00
Total 65000 Other Program Expenses	180.00
70000 Administration	
70600 Contracted Professional Service	13,377.39
70650 Contracted Services - Other	4,776.06
71100 Office Supplies & Software	1,350.40
71250 Rent Expense	4,800.00
71300 Copies & Printing	262.12
71350 Postage	9.65
71500 Dues, Fees & Membership	1,008.67
71525 Meeting Expenses - Internal	21.85
71530 Travel - Mileage Admin	227.01
71535 Travel - Meals & Lodging Admin	646.17
71540 Travel - Other Admin	8.00
71600 Internet & Utilities	311.86
71650 Cell Phones	2,220.84
71800 Liability Insurance	3,209.00
Total 70000 Administration	32,229.02
71999 Suspense	-32,769.79
75750 Software & Computer Accessories	840.92
Unapplied Cash Bill Payment Expense	67.16
Total Expenses	\$641,975.03
NET OPERATING INCOME	\$67,392.36
Other Income	
80000 Other Income	2,009.31
Total Other Income	\$2,009.31
Other Expenses	
83000 Other Expense	383.58
83100 Fees	9.28
83200 Bank Charges	930.84

North Santiam Watershed Council

Profit and Loss

July 2022 - June 2023

	TOTAL
83300 Interest & Finance Charges	196.92
Total 83000 Other Expense	1,520.62
Total Other Expenses	\$1,520.62
NET OTHER INCOME	\$488.69
NET INCOME	\$67,881.05

North Santiam Watershed Council

Profit and Loss

June 2023

	TOTAL
Income	
42000 Grants	
42300 Local	94,669.29
Total 42000 Grants	94,669.29
Sales	94,669.29
Total Income	\$189,338.58
GROSS PROFIT	\$189,338.58
Expenses	
60000 Payroll Expenses	7,837.16
60100 Total Salary and Wages	
60150 Staff Wages	7,113.33
Total 60100 Total Salary and Wages	7,113.33
60200 Total Health Insurance	
60201 Health Ins - Executive Director	414.50
Total 60200 Total Health Insurance	414.50
60300 Total Payroll Taxes	
60301 Payroll Taxes	705.09
Total 60300 Total Payroll Taxes	705.09
Total 60000 Payroll Expenses	16,070.08
61000 Program Services Expenses	
61200 Project Management	
61210 Contracted Services	113,209.12
Total 61200 Project Management	113,209.12
Total 61000 Program Services Expenses	113,209.12
70000 Administration	
71100 Office Supplies & Software	89.98
71250 Rent Expense	1,200.00
71650 Cell Phones	453.21
Total 70000 Administration	1,743.19
75750 Software & Computer Accessories	97.97
Total Expenses	\$131,120.36
NET OPERATING INCOME	\$58,218.22
Other Expenses	
83000 Other Expense	383.58
83300 Interest & Finance Charges	37.54
Total 83000 Other Expense	421.12
Total Other Expenses	\$421.12
NET OTHER INCOME	\$ -421.12
NET INCOME	\$57,797.10