

## **Notes from Coordinating Committee Meeting, November 2, 2018**

In attendance from the Coordinating Committee for this conference call were Harmony Burright, Alan Fujishin, Caroline Bauman, Penelope Kaczmarek, Ann Mooney, Jackie Mikalonis, and Lee Ann Prchal. Jim Tooke joined briefly.

Cyndi Karp also participated in the call.

### **Recap of October Partnership Meeting**

Harmony asked for feedback on the October 30<sup>th</sup> Partnership Meeting.

Caroline said she was impressed with the three Working Groups, in particular the Municipal, because they have really concrete accomplishments. She said she is feeling better about our decision to increase our self-reliance and rely less heavily on the consultants (GSI and IGS).

Jackie asked for clarification about the consultants, and Alan and Harmony explained that due to funding constraints, we are testing out using the contractors less and relying on the Working Groups more.

Ann was impressed how engaged everyone was during the entire meeting. She said it was a good mix of fun and informative that seemed to resonate. She liked the three approaches of the three Working Groups and said it will be interesting to see where they go. She asked if there were any forest-related groups there.

Jackie said Matt Thomas from Oregon Department of Forestry, MaryAnne Reiter from Weyerhaeuser, and Jennifer Beathe from Starker Forests were also there. Harmony said that the Forest Service has been involved intermittently and that they are tracking the effort. Hancock Forest Management has also been very involved. Alan said that he is a member of the Oregon Small Woodlands for the Lincoln County chapter, and he keeps them updates at their meetings and invites them, but they haven't come yet. Penelope said that she saw Don Andri and Mark Saleans with the Community Forestry group is there as well, so conservation is also represented.

Ann said she did not hear much about forests in the discussions so she wondered. Penelope said her interest is in watersheds and rivers. Ann said she could engage with OSU or Forest Extension Service, she would be happy to bring them in. Penelope said that sounds great.

Harmony asked for feedback about the Oregon Kitchen Table launch.

Jackie said she thought all the information in the survey was confusing with all the different groups listed, and it was hard to understand what it was about. She thought that OKT being listed added confusion to the survey. She thought it was good that OKT was there at the meeting to explain things. Harmony said there is going to be a second phase, so it's good to capture what didn't work this time and pass that along. Alan pointed out that they didn't put the Meyer logo on the survey.

Alan said that all the materials went out the door. Cyndi Karp said she has extra materials. She said it took her 10 minutes to do the survey, and the question asking to rank priorities was difficult and confusing.

Harmony asked about a drop-off spot in Yachats.

Caroline said that she has talked to the Yachats Library, but they have very limited hours. She thinks that City Hall would be preferable. Harmony said she asked Jim if City Hall could be a drop-off site but has not heard back yet. Caroline said she will follow up.

Jackie said she has been doing outreach and will keep adding to the list in the shared folder.

Harmony asked for feedback and comments for Rachel on the water rights presentation she gave at the Partnership Meeting.

Jackie asked if the slides could be on the website. She said the print was too tiny to read from the back of the room.

Ann thought Rachel did a great job. She said she talked to Rachel about ways to present complex graphics. She said they would want explanations with the graphics and does not want to see the graphics put up without explanations. She said their person at CIRC would be willing to help make this information accessible and presentable and help in any way.

Cyndi and Harmony agree that putting some text with the graphics is a good idea.

Harmony thanked Alan for sending thank yous after the meeting. She suggested someone send a card to the City of Yachats and asked if someone is willing. Penelope said she will do it.

Harmony asked Ann about doing a CIRC webinar. Ann said yes, they can do that. She said that Paul Engelmeyer called and they talked about it. Jackie asked what kind of webinar, and Ann said it would be about introducing the group to the Northwest Climate Toolbox and helping them navigate the toolbox to answer different climate related questions.

Harmony recommends reaching out to the Working Group members for topics and questions and to see what they're interested in. She told Ann that Lee Ann can help send an email blast out to the public mailing list if/when it comes time to promote. In the meantime, Harmony will send Ann the email addresses for the different Working Groups..

Cyndi said she could help since she works with 350.org. Ann said they could connect next week. She said she has a list of topics, such as, what do models mean at a local level? She wants to run through questions from the Working Groups. They could put together an interesting webinar, and could also do local talks and pub talks to be more accessible and for more interaction. She said there are lots of different ways to do it. This is something Ann will continue to work on and will brief the Coordinating Committee at future meetings.

### **Working Group Leadership, Assistance, and Next Steps**

Wayne is gone now so we don't have our Instream Working Group Instream lead anymore. Joyce Sherman is still available to help coordinate that group. Audrey, our Self-Supplied Working Group lead, also left this summer. Alan is assisting with that group. We have Adam D. and Stephanie for the Municipal/Water District group. How do we support the Working Groups during these leadership transitions?

Jackie asked, is it support that they need or identifying people within the groups to take the lead? Harmony said she thinks it is both. Jackie said to let the groups decide on who can take the lead and asked what support do they need?

Harmony said that Wayne and Audrey were supported by stipends. She hopes that the person they hire on in Wayne's role will help with leadership/coordination. The person hired on in Audrey's role may also be able/willing to take a leadership role for the self-supplied group. At the last meeting a clear leader did not emerge. Cyndi volunteered to serve in the interim, but this was not decided on by the group. Joyce Sherman is doing a big part but has other commitments and did not volunteer to take the lead. She's willing to support the group but not lead.

Cyndi said that Mid-Coast Watershed Council is going to meet on Dec. 8<sup>th</sup> and will talk about who will fill Wayne's role for the Partnership. There will also be a meeting to talk about how they want to fill Audrey's role.

Jackie asked if there were no money issues, would the facilitators do the lead. Harmony said that the Working Groups expressed an interest in being self-led/self-facilitated. This is a possibility though, if no clear leader emerges.

Penelope said that Wayne did a thorough job of lining out the primary goals and the next steps which were represented in his presentation. She asked if the slides would be available. Alan has the Power Point presentations and wants to ask Wayne if we have his permission. Cyndi said that we have his permission and Penelope agreed. Alan asked where to put them on the website. Harmony said to send them to Lee Ann and she will post them on the website and said that Alan can send the Instream presentations to the Instream group.

Jim joined briefly. Harmony asked if Yachats City Hall can be a pick up/drop off point for the survey. He said he will connect with Shannon and will follow-up with Caroline.

### **Work Plan Revisions/Updates**

Municipal plans to meet every month on the 2<sup>nd</sup> Tuesday, Self-Supplied plans to meet every month, 3<sup>rd</sup> Wednesday, Instream TBD, Communications group is taking a hiatus after working with OKT and will reconvene in early February.

Harmony asked if anyone has any modifications to the Work Plan. Jackie said that the work plan looks great. She is happy we have identified the next step. Cyndi said that she is not concerned any of the Working Groups having leaders. She said that people in the Working Groups have stepped up and are very functional. She said the Instream Group has four of the best fish biologists on the Oregon Coast and is an amazing group.

Harmony asked Alan, Ann, Penelope and Caroline if they see any modifications there need to be made to the Work Plan. Alan said no, no modifications needed at this point. He said they will know more in 30-45 days what their resources are going to be in 2019 especially in terms of a project coordinator. He said that might have a big bearing on what the schedule will be. For now, he thinks the Working Groups have what they need to operate for the next two months. We can keep in touch with the leaders and help them where needed. Penelope seconds that and is eager to see who will apply for the new job. She said the current description is asking a lot. Harmony said that the Work Plan will help that person visualize the whole process and see where they fit because it is a lot of moving parts that need to come together.

Caroline said that the second half of 2019 of the Work Plan is pretty vague. What does it mean to accomplish Step 3, and if Step 3 gets accomplished, what does it mean to move into the next step. She said there are six months that are not very clear. Are we waiting to identify any solutions until after Step 3 is done?

Harmony agreed that the 2<sup>nd</sup> part of 2019 is not clear and said that at some point, we will have to decide as a group what the critical issues are that the plan will address because there are so many things on the table that we are trying to accomplish. At some point we will have to hone in on the issues we are tackling and we will need to make sure they are clearly defined/quantified and that they were decided by consensus. What the synthesis looks like depends on the Working Groups and what they're able to accomplish. Depending on how much they have taken on, it is a big undertaking. They will be figuring out their issues and the actions they might be able to take. So Step 4 solutions are mixed in. She also recognizes people are very busy over the summer and scheduling meetings was difficult – we need to account for that. The group will fill in the 2<sup>nd</sup> half as we approach it. A big part of refining the Work Plan will be securing the Coordinator.

### **Planning Coordinator Position Description and Next Steps**

A job description was sent out yesterday and the process was described that it has gone through to develop it. It was originally eight pages and has been cut down to four. Harmony asked Ann to walk us through how we can move this toward recruitment.

Ann thanked everyone for the information and feedback. They tried to sort out all the information and put it together and define what coordination and project management means for this group. What do we expect the communication/outreach piece to be and how much do we expect for the writing and actual facilitation. Ann is asking the Committee if this is what they are envisioning for this coordination or facilitation piece. One of the questions she had was if this is more of a support role or more of a leadership role. So she wants us to be really clear about that.

Caroline said she has only looked through it once. She thinks that more bullets need to be removed to make it a half time job. She will send feedback on what might be cut or lumped.

Jackie asked for clarification about it being half-time. Caroline said it would be a position cost-shared with another organization or a contract position.

Ann asked for help from everyone to go through and cut the description down and which bullets are not really needed.

Jackie thinks that a contract position would give us more control and be as flexible as we need to be. Some discussion ensued about this being a contract position or shared with another organization. Ann pointed out that if they are shared with another organization, they would have access to other institutional resources, which would be beneficial.

Harmony said that since there was not much time for everyone to go through this, she asked the Committee to go through it and within a week, get comments back to Ann, Jackie, and Adam, and they will report back to the group about what else they need and how to move forward. Harmony recognized the need to clarify between an employee/job and contract. Ann said she can call Rianne to talk about how her contract for the Harney Place-Based Water Planning process works.

Jim came back on and said that Caroline should talk to the City Manager (Shannon) and will send her the contact information.

### **Schedule CC Calls/Meetings**

Harmony addressed the need to schedule more Coordinating Committee meetings. She said we'll shoot for one per month. We'll do calls whenever we can, although in-person meetings are helpful every couple of months. She asked if there are any preferences for days/times that are good or bad. Penelope said earlier in the week would be better for her. Ann said that she has no preference for day but prefers mornings. Jackie said that the first Wednesday of the month is not available for her.

The next meeting is scheduled for Dec. 7<sup>th</sup>, 9-11 am. It's a conference call. There are no meetings scheduled after that date.

### **General Updates**

Harmony asked Caroline for updates on the stipends.

Caroline said that she wants to communicate with Surfrider to see if they have any interest in the stipends. Caroline said she offered a stipend to them and they were not interested. So Caroline is looking at who else would be on the list and is wondering if she should be proactive. She said she prefers to invite someone such as Oregon Community Forestry or Paul Engelmeyer and his organization because they have high participation, or the Small Woodlands Association.

Jackie said we have let it be known about the stipends so maybe others do not need it, and she suggested to keep it for next year if we can to support the same organizations that are currently supported.

Caroline is not sure if we can carry it over.

Harmony summarized that we have two options - #1 carry it over to support the same groups next year, #2 target outreach to groups that are currently involved and may need additional support.

Caroline will find out how much money is left and if there are requirements to spend that money by a certain date. She will let everyone know the status and a proposed path forward.

Alan asked if Caroline would like him to mention it to local groups he meets with, Small Woodlands and Farm Bureau, and Caroline said yes.

Penelope asked who decides. Caroline said there is a Sub-Committee that decides where stipends go.

Harmony said there is nothing new to report for the Learning Partnership. She talked about the meeting next week in La Grande. Nikki Hendricks, Tim Gross, and Jim Tooke are going. There is still one spot available. Cyndi asked for more information and Harmony pointed her to the email blasts that went out to the Partnership over the last month.

Harmony said that Sarah and Wendy could use help with the OKT outreach and asked if anyone would like to be the liaison between the Partnership and OKT. Caroline said she has been helping informally as their communications person to give them the names and local help that they need. She can keep doing this because she knows the local entities. Alan has also been a point of contact. Caroline and Alan will continue to serve in this role. Jackie said to call Regional Solutions any time, and she will help however she can.

Harmony talked about funding updates and grants. We applied for a \$20,000 grant from Oregon Community Foundation. We will probably hear back in November. Lee Ann is the point of contact for the Ford Family Foundation grant which is \$10,000. We have not heard anything on that. Harmony asked Lee Ann to get grant status from Tim whenever he is unable to attend meetings.

The update to the OWRD Commission will be on November 15<sup>th</sup> for all four places. The conveners will address the Commission. She will send the agenda. The public is welcome to attend. The meetings happen four times a year with an annual update on the place-based water planning program.

Cyndi asked Harmony to send whatever would go to Wayne to Evan. Evan is getting Wayne's communications.

Legislative Coordination will be a topic on the next call. Harmony asked if there was any other general updates from the group.

Other

Alan encourages everyone to follow-through on the OKT outreach and distribution. Alan asked about a putting a blog post on website with a link on front page. Penelope asked about a pick-up and drop-off site in Siletz. Alan said the Siletz Library is the spot, and he will also be leaving materials at the Toledo Library. He might get more from Lee Ann. Caroline said that Wendy and Sarah asked that if at all possible, people fill them out online. Ann asked for a link. Alan will send.

Harmony and Alan will follow-up on a short blog post to put on the website. Harmony will send out a quick email with action items. This will be her last meeting for a while.

Meeting was adjourned.