

**AGENDA**  
**McKenzie Watershed Council**  
**Thursday, October 12, 2023**  
**International Paper**  
**785 N 42nd St, Springfield, OR 97478**  
**5:15 – 7:30 p.m.**

**1. Welcome Back and Mingle** 5:00 - 5:15  
Please use this time to mingle and enjoy pizza and salad.

**2. Approval of Agenda** 5:15 - 5:20  
*Action Requested – Approve October Meeting Agenda.*

**3. Partner Announcements and Public Comment** 5:15 – 6:00  
Extended partner announcement period with public comment period to follow.  
*Information Only*

**4. MWC Charter Revision Committee Report** 6:00 – 6:45  
Report and presentation of proposed Charter Revisions  
*Action Requested – Council may choose to take action or delay for further discussion or revisions.*

**Short Break**

**5. Fiscal Year 2024 MWC Budget Overview** 6:55 – 7:30  
Overview of Fiscal Year 2024 McKenzie Watershed Alliance Budget  
*Information Only*

**Upcoming Meeting Schedule**

- November 9, 2023. International Paper and topic TBD
- December 14, 2023. Online and topic TBD
- January 10, 2024 – Online and topic TBD
- February 14, 2024. Location and topic TBD (Valentines Day – need to decide to cancel)
- March 13, 2024, Location and topic TBD

**Pending meeting topics**

- ODFW – McKenzie River Pacific Lamprey Study
- The Freshwater Trust – MWMC Shade Credit Program
- MRT/USFS – Finn Rock Reach, Quartz Creek, and Middle McKenzie
- Middle Fork Willamette Watershed Council – Regional Education Program
- *Looking at Possible Climate and Carbon Sequestration Presentations*

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# **Charter**

## **McKenzie Watershed Council**

Revision Draft, September 2023

### **Mission**

The McKenzie Watershed Council provides a framework for voluntary coordination and cooperation towards exceptional water quality and habitats in balance with human livelihood and quality of life in the McKenzie Watershed. The Council works collaboratively with communities and key interests to develop and carry out protection, restoration, education, and community engagement activities to ensure sustainable watershed health, functions, and uses.

### **Roles of the Council**

The McKenzie Watershed Council is a non-regulatory advisory body, that makes recommendations concerning the protection, restoration, and enhancement of the McKenzie River watershed. The Council welcomes requests for advice on actions affecting the watershed that are proposed by local, state, and federal agencies, organizations, and/or interests. Council Partners will keep their respective agencies, organizations and interests informed about the work of the Council and will also bring their concerns to the Council.

### **Relationship Between the Council and McKenzie Watershed Alliance**

The McKenzie Watershed Alliance is the nonprofit arm of the Council and acts as its fiscal sponsor. The Alliance is the employer of record for staff working to implement the goals, objectives, and programs of the Council.

### **Objectives**

- The McKenzie Watershed Council will act as a forum for discussion and information sharing among engaged partners about the issues and opportunities affecting the watershed.
- The Council will facilitate, inform, and support projects and programs to restore, protect, and enhance the watershed, through the McKenzie Watershed Alliance and other partners.
- The Council will directly engage the McKenzie watershed community to build awareness and support.
- The Council will build and maintain relationships that foster collaboration and coordinated action around shared goals.

## **Organizational Structure**

The Council is guided by the Steering Committee. The Steering Committee will include 3-5 Council Partners, representing the diversity of interests on the Council to the greatest extent possible.

The Steering Committee is comprised of 3 roles, tasked with the following duties:

1. **Committee Chair:** The Committee Chair will work with Alliance staff to:
  - a. Schedule Council meetings and secure meeting locations.
  - b. Plan Council meetings, facilitation, and agenda development.
2. **Committee Co-Chair:** The Committee Chair will work with Alliance staff to:
  - a. Ensure that minutes of Committee meetings are prepared and provided to the Council on a regular basis.
  - b. Ensure meeting packets and additional information is distributed to Partners prior to meetings.
  - c. Fill in for Committee Chair as needed.
3. **Membership Coordinator:** The Membership Coordinator will work with Alliance staff to:
  - a. Identify official representatives and alternates from Council Partners.
  - b. Affirm continued interest from Council Partners and renew membership on a biannual basis.
  - c. Review and track Partner attendance, address absences as necessary.

Additional roles of the Steering Committee can include education and outreach, advisory coordination, and Partner nominations.

Members serve two-year terms with the option to serve consecutively. Three months in advance of the expiration of the Steering Committee members' term in office, the Steering Committee will coordinate to fill vacancies. Recommendation(s) for new Steering Committee member(s) will be presented at the Council meeting preceding the expiration of the outgoing Steering Committee's term, where Council Partners will vote to approve the appointment.

The Council may form focused committees of its own Partners, Alliance Staff, and individuals not on the Council to perform certain functions or tasks. The formation and charge of any committee shall follow the decision making procedures outlined in this document.

## **Council Partners**

The Council's membership will include broad and diverse representatives of the range of geographic and natural resource interests in the watershed, as well as public and private interests. The McKenzie Watershed Council shall attempt to include representatives from the following interests: local utility companies and resource users (e.g., agriculture, private timber), resident partners, community interest groups, state government, and federal government. The majority of Partners shall be community members representing a variety of thematic and geographic areas

within the McKenzie subbasin. Ideally, the Council will have representation from 20-28 diverse stakeholder groups and residents.

The following is a list of interests and organizations that could be considered for Council composition. This list is not intended to limit participation, and the Council recognizes that newly formed groups could be approved for partnership by consensus and that existing groups sometimes dissolve and will be removed from the Council.

<b>Utilities/Resource Users</b>	
• Campbell Global	• Lane Electric
• EPUD	• Rice Family Farms
• EWEB	• Sierra Pacific
• Giustina	• Weyerhaeuser
• International Paper	• Wildish
<b>Resident Partner Geographic Regions</b>	
• Blue River	• Goodpasture Rd.
• Camp Creek	• Leaburg Dam
• City of Eugene	• McKenzie Bridge
• City of Springfield	• McKenzie View Dr.
• Deerhorn Rd.	• Mohawk Watershed
<b>Community Interest Groups</b>	
• Cascade Family Flyfishers	• McKenzie Valley Long Term Recovery Group
• Coastal Conservation Association	• Mohawk Watershed Partnership
• McKenzie Chamber of Commerce	• Mohawk/Springfield Schools
• McKenzie Fly Fishers	• NW Steelheaders
• McKenzie River Trust	• Travel Lane County
• McKenzie Schools	• UO/OSU Outdoor Clubs
<b>Public Agencies</b>	
• Bureau of Land Management	• Oregon Department of Fish and Wildlife
• City of Eugene	• Oregon Department of Forestry
• City of Springfield	• Oregon Water Resources Department
• Department of Environmental Quality	• United States Army Corps of Engineers
• HJ Andrews Experimental Forest	• Upper Willamette Soil & Water Conservation District
• Lane County	• Willamette National Forest

Partners representing agencies and organizations shall serve at the pleasure of their respective agencies and organizations. These Partners are encouraged to designate an alternate that will participate on the Council in the Partner's absence. The Steering Committee will act to replace Partners who resign or are unable to continue serving on the Council. The Council will strive to maintain continuity and the balance of interests by giving preference to representation from the same agencies and organizations. The Council will request the agency or organization to nominate a replacement representative. If the agency or organization is unable or unwilling to do so, the Council will seek representation from another agency or organization of the same community of interest.

Resident Partners serve three-year terms and may be re-appointed for additional terms. If they choose, Resident Partners may designate an alternate to participate on the Council in their absence. Partners and Alliance staff will solicit potential McKenzie Resident Partners. Applications will be reviewed by the Membership Coordinator, who will recommend candidates for Council approval.

The Council may add agencies, organizations, or interests as Council Partners upon nomination by an existing Partner and approval by the Council. Partners and designated alternates will be included on all distribution lists and provided with appropriate background documents.

## **Procedures**

### **A. Decision-Making**

Issues requiring a vote of the Council shall include but is not limited to:

- Operation procedures such as meeting agendas, adoptions of meeting minutes, and revision of governance documents.
- The formation of Council Committees
- Formal recommendations to the Council
- Formal public endorsements or statements from the Alliance
- Revision to the Steering Committee governance.

A quorum is required to make a decision. A quorum is defined as 50% of the current Council Partners present.

The Council will strive to achieve consensus for all decisions. Consensus is defined as no more than one dissenting member indicating a level 6 whenever a Partner recommends an action. One voice at odds with the rest is considered a workable way to go forward, but more than one is a sign that the decision should be reconsidered. When a decision is requested, Partners will display the numbers 1 through 7 to indicate their level of support as described below. Levels 1-5 are considered consenting.

**The levels of support include:**

- 1 = *Wholeheartedly Agree, will take a lead in the follow-up***
- 2 = *Good Idea, can bring resources toward***
- 3 = *Supportive, but not likely to provide resources***
- 4 = *Reservations, but will stand aside***
- 5 = *Serious Concerns, but can live with the decision***
- 6 = *Cannot Support Decision, will work to block***
- 7 = *Abstain\****

\*Partners may choose to abstain from indicating their level of support by indicating Level 7. Partners are highly encouraged to express their position as to level of support on any issue. Partners should abstain in circumstances when there is a direct personal or financial interest. Partner abstentions do not affect the ability of the Council to reach consensus.

Rapid Response for Advisory Actions: In most cases, decisions will be made at regularly scheduled Council meetings. For time sensitive issues, the Alliance staff will consult the Steering Committee who will determine if the Council should respond. If so, the Steering Committee will direct the staff to poll the Partners by e-mail or telephone with a request to respond in a timely manner.

**B. Participation**

- The Council will hold regular meetings and follow the provisions of the Open Meetings Law. Meeting frequency is monthly, with the exception of July and August. In cases of inclement weather meetings may be canceled or postponed. At least ten minutes will be set aside at the beginning of each meeting for public comment.
- Partners will notify the Steering Committee Co-Chair or Membership Coordinator if both the Partner and his/her alternate will be unable to attend a Council meeting.
- If the Partner and his/her alternate are unable to attend a meeting, the Partner may provide written comments or ask another Partner to represent his/her position on a particular issue.
- Partners will notify the Membership Coordinator if he/she must vacate his/her position.

**C. Behavior**

- Partners will treat each other with respect, will not monopolize meeting time, and will listen to and try to understand one another's views. Partners are discouraged from placing blame for past practices.
- Partners will search for opportunities to develop group solutions and to resolve conflicts.
- Partners will strive to adhere to the Charter and will be responsible for its enforcement.

#### D. Amendments

A Council Partner may propose amendments to the Charter. Proposed amendments will be placed on the agenda of the next charter review as an action item and are subject to the consensus decision-making process. Amendments will become effective at the meeting following the decision.

#### E. Process and Criteria for Adding Partners

Potential Partners can be nominated by Council Partners or identified by staff. A nominating committee led by the Membership Coordinator will interview the applicants with the following questions:

- What are the interests of the applicant regarding the McKenzie River watershed?
- How might these interests affect and be affected by Council decisions?
- How would the addition of the applicant benefit the work of the Council?
- Does the applicant represent an interest group or geographic region not currently represented on the Council?
- Is the applicant willing to follow the Charter?

The Steering Committee will review the responses to the questions, determine whether the interests of the applicant are consistent with the mission and goals of the Council, and make a recommendation to the Council. The Council will accept new Partners by consensus.

#### F. Process for Removing Partners

A Partner or individual representative representing a partner organization may be removed for the causes stated in these bylaws only with the approval of the McKenzie Watershed Council through a consensus vote. A Partner or individual representative representing a partner organization may be recommended for removal for the following causes: repeated failures to attend Council meetings, failing to fulfill the duties required by the McKenzie Watershed Council, or intentional acts or omissions that a prudent person could reasonably have foreseen would seriously damage the reputation or interests of the McKenzie Watershed Council.

A Partner may request termination of the right of membership of another member by submitting a request in writing that includes the reasons for termination to the Steering Committee who shall present it at the next scheduled Steering Committee meeting to be considered for action at the next regularly scheduled Council meeting.

The Partner or individual representative representing a partner organization shall be given written notice electronically of the pending action and the reasons for the requested termination at least 15 days before the Steering Committee meets to review the termination. An opportunity shall be given for the Partner or individual representative representing a partner organization to be heard by the Steering Committee and the Council orally or in writing. A written response

from the member must be received not less than five days before the Steering Committee Meeting.

The recommendation by the Steering Committee for the termination shall appear on the Council's next meeting agenda.

Membership may be terminated by the McKenzie Watershed Council by a consensus vote. The party initiating the process and the individual whose membership is under consideration for termination shall recuse themselves from voting. The decision of the Council shall be final and shall not be reviewable by any court.



**McKenzie Watershed Alliance**  
**FY24 Annual Operating Budget (Oct 1, 2023- Sept 30, 2024)**

Budget Approved by MWA Board of Directors 9/5/2024

INCOME	FY 24	FY 23
Bonniville Environmental Foundation	25,000	
Cascade Pacific RC&D: HFF 2024	135,500	
Cascade Pacific RC&D: PWP	43,500	
Cascade Pacific RC&D: MWMC	3,213	
Cascade Pacific RC&D: UWWP	3,000	
Cascade Pacific RC&D: HFF 2024	140,000	
Cascade Pacific RC&D: EPA	5,000	
Cascade Pacific RC&D: PWP Riparian	60,000	
City of Eugene	12,000	
City of Springfield	5,000	
CFWWC - TPAD	1,500	
Donations	10,000	
EWEB: General Support	10,000	
EWEB: 412	102,000	
EWEB (OWEB): Quartz Creek	1,026,000	
EWEB (OWEB): Tribal Liasion	50,000	
MVLTRG	9,000	
Naturescaping Fee for Service	2,500	
NOAA: Quartz Creek Bridge	1,925,000	
OWEB: Council Support	83,000	
OWEB: South Fork Monitoring	85,000	
OWEB: UWSN Strategic Planning	65,000	
OWEB: Marten/Bear Creek	675,000	
OWEB: Silver Creek Boat Launch	120,000	
SUB: General Support	2,000	
TFT: 2023 Riparian Restoration	15,000	
TFT: 2023 Outreach	5,000	
TFT: 2024 Riparian Restoration	60,000	
TFT: 2024 Outreach	12,000	
USFS: Deer Creek Monitoring	16,000	
USFS: South Fork Phase 3 SPA	280,000	
UWSWCD: MWC Program Support	118,000	
<b>TOTAL INCOME:</b>	<b>5,104,213</b>	<b>2,674,052</b>

EXPENSES	FY2024	FY 23
<b>Salary</b>		
Staff Salaries/Wages/Benefits	819,878	
<b>Salary Subtotal</b>	<b>819,878</b>	<b>805,195</b>

EXPENSES	FY2024	FY 23
<b>Projects</b>		
HFF Supplies and Materials	10,000	
PWP Riparian	47,000	
EWEB 412 Project Activities	82,000	
Quartz Creek Large Wood Round-up	914,000	
Quartz Creek Bridge Replacement	1,670,000	-
Quartz Creek Monitoring	5,000	
South Fork Phase Monitoring	75,000	
UWSN Strategic Planning	50,000	
Marten Creek/Bear Creek Restoration	540,000	
Silver Creek Boat Launch	110,000	
Shade Credit 2023 SOW	12,000	
Shade Credit 2024 SOW	55,000	
Deer Creek Monitoring	15,000	
South Fork Phase 3	250,000	
Southern Willamette Forest Collaborative	21,000	
LTWC Support for UWSN Coordinator	7,000	
LTWC Support for PWP Naturescaping	7,000	
MFWWC Support for Regional Education Program	17,000	
MFWWC Contract for Project Management	10,000	
McKenzie River Trust: Quartz Creek Planning	24,000	
Network of Oregon Watershed Councils	3,000	
McKenzie Natural Resource Scholarship Program	3,000	
Firewood Program	53,970	
<b>Projects Subtotal</b>	<b>3,980,970</b>	<b>1,735,314</b>

EXPENSES	FY2024	FY 23
<b>Operations</b>		
Rent	48,000	
Utilities	22,000	
Software	30,000	
Tech hardware	12,000	
Office Supplies	6,000	
Field Supplies and Materials	6,000	
Travel	25,000	
Training and Conferences	15,000	

DEIJ Support and Activities	15,000	
Council Activities	12,500	
Fiscal Review	30,000	
Insurance	15,000	
<b>Operations Subtotal</b>	<b>236,500</b>	<b>168,000</b>
<b>Summary</b>	<b>FY2024</b>	<b>FY 23</b>
<b>Income</b>		
<b>Total Income</b>	<b>5,104,213</b>	<b>2,674,052</b>
<b>Expenses</b>		
Salary	819,878	805,195
Projects	3,980,970	1,735,314
Operations	236,500	168,000
<b>Total Expenses</b>	<b>5,037,348</b>	<b>2,708,509</b>
<b>Projected Ending Fund Balance (9/30/24)</b>	<b>66,865</b>	<b>(34,457)</b>