

**Upper Grande Ronde River Watershed Partnership  
Place-Based Integrated Resource Planning  
Steering Committee**

**Members Present:** Mark Davidson, Kyle Carpenter, Scott Hartell, Jed Hassinger, Steve Parrett, Brett Moore, Dana Kurtz & Darcy Carreiro

**Excused:** Nick Myatt

**Steering Committee Meeting Minutes: September 20, 2016**

Convener, Mark Davidson opened the meeting at 8:00 a.m.

**I. Agenda & Previous Meeting Minutes**

- A. The Committee accepted the previous meeting minutes as submitted.
- B. Darcy Carreiro will list the upcoming meetings on the County Website, the “Briefly” section of the Observer and place it on the Community Calendar on Elkhorn media. The Committee asked that Dana Kurtz distribute all documents one week prior to the meetings via email.

**II. Step 1 Documents:**

- A. Brett Moore would like the Governance Agreement posted to the website. The Committee reviewed the Draft Governance Agreement. There were edits made. The Draft Governance Agreement will be emailed to the Stakeholder Group by Dana this week.
  - 1. The Water Watch group contacted Scott recently asking to be involved as a Stakeholder. Mark & Scott Hartell will contact Water Watch with a response to their requests.
- B. One change was recommended to the Communications & Outreach Plan. Dana will make this edit and re-distribute the Communication & Outreach Plan to the Steering Committee next week. Stakeholder meeting minutes will be posted to the website after approval. Draft minutes will only be provided to members via email.
- C. Brett has drafted a narrative explanation of the Work Plan to present at the Stakeholder meeting.

**III. Brochure:**

The brochure was reviewed and edited. Dana will send out a final draft of the brochure to all Steering Committee members. The Steering Committee members will help distribute the brochures to entities around town.

**IV. Stakeholder Committee meeting agenda:**

- A. The Steering Committee discussed personally reaching out to interested parties, confirming attendance on October 4th.
- B. The first Stakeholder meeting agenda was reviewed by the Steering Committee. There were minor changes made to the Agenda. The Steering Committee discussed which member would speak to each bullet point on the Stakeholder

meeting Agenda. The Steering Committee decided that they would meet on October 4<sup>th</sup> prior to the Stakeholder meeting at 4pm at eh LaGrande Transit HUB.

**V. OWRD Concepts:**

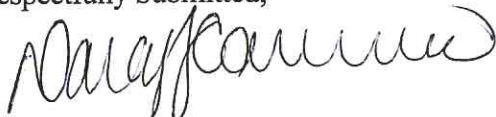
Steve Parrett asked the Steering Committee Convener to submit an invoice as soon as you are ready. Scott and Dana reminded all members to submit match times to Dana. Steve shared with the Committee of the multiple levels of support his office can/will provide based on the surveys they have received from the Steering Committees state wide. For example: collaborative training to the Stakeholder group. This would be a 4 hour training provided by Oregon Concensus working with the local facilitators or consultants for the Stakeholders. There was discussion surrounding scheduling of this training and the importance of it (time commitment & logistics). Steve said that there is some flexibility as far as location and time commitment. They are happy to work with our Steering Committee and Stakeholder Committee to accommodate what is easiest for our group. The second type of support offered is collaboration support to the conveners provided by the Association of Oregon Counties. Mark would like to meet with Greg Wolfe (of AOC) and ask him to observe a Stakeholder meeting prior to establish the specific group collaboration needs. The third type of support will be a spring conference for all the planning groups to come together and learn from each other. Steve shared that they are hoping to roll the first two trainings out this fall and winter.

Scott shared with Steve that we are very interested in receiving any GIS data that they have available. Steve will connect Scott with their department GIS lead.

**VI. Action Items:**

1. Dana to redline all draft documents & will email them to the Steering Committee and all interested Stakeholders that will attend the meeting October 4<sup>th</sup> 2016. She will also make hard copies of all documents for the Stakeholder meeting.
2. Steve will bring hard copies off the Place-Based Planning Guidelines.
3. All Steering Committee members will make efforts to personally reach out to all "Contacts" on the list provided.
4. Darcy will send Dana a sign in sheet and comment forms.
5. Scott & Darcy will go to the meeting room early to set up. The rest of the Steering Committee will come at 4pm to complete set up and briefly discuss any last minute updates.
6. Submit an invoice to the OWRD

Respectfully Submitted,



Darcy Johnson Carreiro  
Senior Department Specialist II