Committee for Family Forestlands
Meeting Minutes
January 9, 2014

Pursuant to public notice made by news release with statewide distribution, a committee meeting of the Committee for Family Forestlands [an advisory body to the Oregon Board of Forestry with authority established in Oregon Revised Statute 527.650] was held on January 9, 2014 at ODF Headquarters 2600 State Street, Salem, Oregon.

Committee members present:

Craig Shinn, Chair
Susan Watkins, Vice-Chair
Sarah Deumling, Voting
Scott Gray, Voting
Roje Gootee, Voting
Sara Leiman, Voting
Mike Cloughesy, Ex-Officio
Peter Daugherty, Ex-Officio/ODF Representative
Cindy Glick, Ex-Officio
Joe Holmberg, Ex-Officio
Rex Storm, Ex-Officio
Brad Withrow-Robinson, Ex-Officio
Jim Cathcart, ODF (filling in for Lena Tucker) Secretary

Members not in attendance:
Rick Barnes, Voting

ODF staff present:
Kyle Abraham
Susan Dominique
Terry Frueh
Nick Hennemann

Others present:
Chris Jarmer, OFIC
Gary Springer, BOF
Jim James, OSWA

Agenda Items:

1. Call to Order/Review of the Agenda
Chair Craig Shinn called the meeting to order at 9:05 a.m. A BOF Meeting Report by Gary Springer and a review of CFF comments for the Committee from the Riparian Rule Review were added to the agenda.

The minutes from the December 5, 2013, meeting were approved with one member abstaining and one opposing following a short discussion on the most appropriate format and level of detail. Susan Watkins will work with Lena and Susan Dominique on minutes format that will provide the necessary level of detail to meet member needs, be concise, and meet legal standards.

[Action Item] *Susan Dominique to get audio file information from Sabrina Perez, Secretary to the BOF and meet with Lena and Susan Watkins on solidifying format*.]

2. Public Comment
No public comment was submitted.

Addition to Agenda: Riparian Rule Analysis Comment – Terry Frueh, Monitoring Specialist
[Handout: Comments from CFF 12/5/2013]
At the direction of the Board of Forestry, the Private Forests Program is developing prescriptions for RMAs with input from stakeholders, including the CFF. Terry reviewed with the Committee a summary of comments members made at the December meeting. He will bring the revised summary back to CFF at the Committee's February meeting.

4. BOF/ODF Legislative Concepts - Peter Daugherty, Private Forests Division Chief
[Handout: Staff Report – Principles and Guidance for 2015 Legislative Concepts]

Peter distributed the handout and explained the difference between "legislative concepts" (changes in law) and "policy option packages" - POPs (increases in capacity or funding). The biggest legislative concept from 2013 was the Wildfire Protection Act. This year's initial concept list is less ambitious but includes: technical adjustments and clarifications to Protection From Fire; statutory changes to allow the State Forests division to conduct Log Sort Sales under an exemption from the Public Contracting Code similar to that for timber sales; and the Forest Products Harvest Tax Rate, which is regularly introduced each session as the rate is set in Statute not Rule.

Peter solicited other ideas from the committee.

Gary suggested creating Riparian Specialist positions that would help landowners understand and implement riparian rules, similar to Stewardship Forester positions but with a focus on working with non-industrial landowners on riparian issues. This might be an opportune time to revive this idea, given that there will probably be new or changed riparian rules. If established the new position would also create a promotion path for Stewardship Foresters.

Members agreed that they wanted additional information on this concept.

[Action Item] *Peter/Lena will look up previous versions of the Policy Option Package to create Riparian Specialist positions within the Private Forest Division and include the summary of discussions surrounding the support and opposition to this concept from previous legislative sessions to help the members determine if they want to modify this for further consideration by the Board for the 2015 Legislative session.*

BOF Meeting Report – Peter Daugherty, Private Forest Division Chief

The Board approved changes CFF discussed at its December meeting regarding Key Performance Measures. All work plans were discussed and the drafts will be finalized and submitted to the Board in April for final approval.

Water Quality issues include the Riparian Rule Analysis (ongoing RipStream analysis and results, including downstream temperature effects), large wood recruitment, and the relationship between ODF/EQC and the TMDL process..

With respect to Forest Practices Act rule policy analysis, the BOF has completed its work on pesticides. Current work includes an Effectiveness Monitoring Report on the 2up/2down downed-wood requirement; specified resource sites for Bald Eagles as the bird has been de-listed by the Feds and ODF&W; implementing legislative direction on the Special Forest Products rulemaking; continued monitoring of the Budget Notes with Compliance Audit; and FERNS. Other reports coming up this year are an Effectiveness Monitoring Report; Forest Health Report; Operator of the Year; and Special Report on Urban and Community Forestry.

[Action Item] *Peter/Lena to distribute a matrix of Work Plan Topics and associated time frames to CFF Members*.

Gary Springer, BOF member reported on the Governor's speech to the Board. The Governor made it clear that he has big plans for something like an all-lands approach. The Governor's O&C Lands group did not come up with a solution as directed so he may now promote his own plan regarding Federal lands. ODF&W and DEQ would be involved as well as ODF. He cited the progress collaboratives have made in Eastern Oregon broaching different approaches to forest management. He also addressed the constraint that law requiring the Elliott Forest to provide school funds has had on management there. The Governor also discussed the O&C lands, which are 2 million acres of checkerboarded ownership throughout the landscape.

Gary encouraged members to read the front page story in the Statesman Journal for more precise reporting.

The BOF for the first time has agreed on principles and strategy for engaging with Federal forest policy issues in Oregon, a step Rex noted was "unprecedented." But although the Governor has said he supports the Board's actions and he will engage in future Federal policymaking, he also recognized that the Federal Lands Management Issue is broken and the status quo is not acceptable.

The Governor said very little about private forestlands. Peter didn't see clear direction on that from this administration.

5. EPA and NOAA Disapproval of Oregon's CZARA Plan – Kyle Abraham

[Handout: News Release: EPA and NOAA propose disapproval of Oregon's Coastal area pollution program. Dec. 19, 2013 (To be sent – (Plan B) Summary of Additional Forestry Measures Submittal to EPA for the Coastal Nonpoint Pollution Control Program (CNPCP)]

Background
Kyle summarized actions leading to National Oceanic and Atmospheric Agency (NOAA) and Environmental Protection Agency (EPA) Intent To Disapprove Oregon's Coastal Non-Point Pollution Program. In summary, in 1990, EPA & NOAA implemented the Coastal Zone Management Act (CZMA). All of the Coastal states could participate in this program, which goes above and beyond the Clean Water Act. Participating states receive federal funds to implement non-point pollution control programs. In 1995, Oregon submitted its plan. In 1998 EPA and NOAA asked Oregon (and other states) to address additional components, four of which were under ODF jurisdiction:

"Oregon needs to explain how it intends to implement specific BMPs, backed by enforceable authority, to:

- protect medium, small, and non-fish bearing streams
- protect high-risk landslide areas
- effectively address the impacts of road operation and maintenance, particularly legacy roads; and
- ensure the adequacy of stream buffers for the application of certain chemicals."

Under the Oregon Plan for Salmon and Watersheds, landowners provided information about voluntary practices to address those components. Oregon Forest Practices Advisory Committees also looked at ways to address the concerns. Out of that came the RipStream Project on Small/Medium Fish Streams and work by the Independent Disciplinary Science Team (IDST) from OSU that gave the state additional information and recommendations to improve practices in the FPA. Also in 2002 ODF & DEQ completed a Joint Efficiency Analysis to look at current practices and identify practices that might hinder meeting the riparian standards. ODF also introduced a significant number of rule changes to address a suite of water solutions: roads issues, wet weather hauling, cross drains rules, ground impact on steep slopes, designating streams as Type N only above the first natural (not artificial) barrier.

In 2004 EPA and NOAA again conditionally approved Oregon's standards but again asked the state to address the same four issues. In 2009 NW Environmental Advocates sued EPA and NOAA over the conditional approval. The parties asked the state to settle the lawsuit by developing an Implementation-Ready TMDL in the coastal zone. Unfortunately the TMDL, which DEQ is developing, was not ready by the July 2013 deadline.

Plan B
The State responded on July 1st, 2013 with "Plan B," which focused on Oregon's unique regulatory structure and explained the successes of that structure. Unlike Washington State (whose stricter regulatory approach EPA and NOAA seem to favor), Oregon tailors to the community and the local needs of the area; it's not a one-size-fits-all process.

Intent to Disapprove
In December 2013 EPA and NOAA published their Intent to Disapprove Oregon's plan in the Federal Register with public comment due by March 21, 2014. Although there has been much discussion about what Oregon does as a state under the Forest Practice Act and why we think the FPA process is good enough to approve, approval is unlikely. *(Kyle suggested looking over Plan B directly. The full plan is attached with these minutes.*)

Most East Coast States have Approved Coastal Zone plans. Nationwide, 22 plans have been approved, 5 have "remaining conditions," and 6 states have "significant remaining conditions." Oregon is in the "remaining conditions" category. Ten similarly situated states have been continued with Conditional Approval. Even Washington hasn't been approved yet. But those states have not been sued. If the disapproval stands, the DEQ and DLCD will begin to lose their funding in 2014. Oregon may be the first state disapproved under this program.

Discussion Points

- In response to coastal zone management Washington has increased riparian buffers.
- Oregon has an Adaptive Strategy that has worked well with regulations that overlay one another to create the desired outcomes, but there has been a lot of external pressure to force changes in the FPA.
- Courts and litigants like the notion of regulatory certainty.
- One of the immediate impacts is that funding that has gone to local Watershed Councils will be cut. They want to improve water quality, but funding to assess and provide water quality improvements will be reduced.
- There aren't multiple opinions about the CZARA disapproval; the state has only one State position on CZARA. A strong Natural Resource Cabinet meets with Richard Whitman, the Governor's Natural Resources Policy Director.

Response
How should CFF respond to the Notice of Intent?

- Prepare a letter in support of Oregon's approach to water quality protection.
- Affirm our commitment to water quality.
- Underscore the importance of 'one-stop shopping' for water quality regulations under the FPA.
- Point out adverse consequences, eg, 20% land conversion in Washington versus 8% in Oregon, and note that there is nothing more challenging for water quality than conversion of forestlands to other uses.
- Underscore Oregon's system of addressing water quality issues via rulemaking; rules that prove inadequate can be changed in the future.
- Point to researched evidence supporting outcome-oriented approaches as opposed to process-oriented approaches to forest regulation
- Send the letter to the BOF and the State Forester and include our intent to submit it as comment to the EPA and NOAA during the public open comment period.

Susan Watkins **Moved** that the Committee write to the Board of Forestry (w/ intent to submit to the National Oceanic and Atmospheric Agency (NOAA) / Environmental Protection Agency (EPA) for public comment) regarding the Committee's views of the NOAA / EPA Notice of Intent not to approve Oregon's Coastal Nonpoint Pollution Control Program under the Coastal Zone Act Reauthorization Amendments (CZARA). Scott seconded the Motion. All voted yea, none abstained.
[Action Item] *Craig Shinn to take the lead on writing the first Draft.*

6. Water Quality Discussions continued – Kyle Abraham

[*Handout: Turbidity Rule Language (to be sent)]* **[Action Item]** *Susan will send out the new language*.

Kyle addressed the current Turbidity Rulemaking that the EQC is undertaking. Turbidity is a way of determining the density of suspended particles in water.The current rule requires that turbidity measurements show no more than a 10% cumulative increase of natural stream turbidity as measured relative to a control point immediately upstream of the turbidity-causing activity. The new rule is longer and more complex**.** Basically, DEQ is taking standards that were designed for point-source pollution and trying to expand those standards to non-point sources.

The current rule is difficult for DEQ to enforce or put it in their permits because of difficulties identifying the control point and turbidity background. Turbidity is measured in NTUs (Nephelometric Turbidity Unit). Data of different units of measurement are not necessarily comparable. For example under the existing rule, turbidity on a forested stream with an NTU of 1 could increase to 1.1. If the turbidity is initially 100, it could increase to 110. There are a lot concerns about what would be considered impairment.

In December 2013 DEQ reconvened its turbidity working group for a new look at the rule. The proposed new rule includes summer and winter turbidity limits, averaged throughout the season, and a component for drinking water, public water systems and what their systems can handle during winter turbidity. The proposed cap is 3 NTU during the summer and 5 NTU in the winter total for the entire stream. How often the measurements will be taken and where hasn't been determined. These rules *will* apply statewide. The working group is still determining whether the proposed language fits best available science or is even attainable. Using the rule will likely add forest streams to the 303d list for impairment. Discussion with stakeholder groups is in process. The intended timeline is to have a draft rule by mid-summer and acceptance by the EQC in September.

Of other states, some use a relative percentage, others a set number.

The CFF asked Kyle to report back on rule progress. The Committee would like to comment at the appropriate time.

3. Starker Chair Interview Process – Brad Withrow-Robinson

OSU has completed the interview process for the Starker Chair recruitment. All three were viable candidates. Candidates' response to the interview process was positive especially in the outside stakeholder involvement. The interview committee meets today to make a recommendation, but the Dean is the final decision-maker as this is an endowed Chair position.

7. Tax Symposium Planning – Finalize Proposal for OFRI Grant – Sara Leiman

Mike Cloughesy presented the latest proposal. Initial feedback from OFRI was positive. The proposal has been included in the staff budget, which goes to OFRI's Budget Working Group and then to the OFRI board in March for a decision in April. Mike recommended that the Committee consider the proposal as funded and lock in a date at the Alumni Center at OSU.

- The Committee confirmed the makeup of the Tax Symposium Sub-Committee: Sara Leiman as Chair, Rick Barnes, Susan Watkins, Mike Cloughesy, Jim James, Clint Bentz and possibly the new Starker Chair. The addition of the Starker Chair was acceptable to everyone. The sub-committee will meet in January if possible.
- The members directed Mike to secure Friday, January 23rd, 2015 (preferred); Monday, January 26th ; or Saturday, January 30th, 2015 as the three potential dates for the symposium.
- Jim James suggested outreach to OFIC to stimulate industry representatives' interest in the symposium. Sara offered to go to OFIC meetings to bring up the sponsorship idea. Mike asked Jim if OSWA would be a co-sponsor and be the bookkeeper and registrar as OSWA's charge for those services would be lower than the university's. The sub-committee will seek ways to attract sponsors.
- Members agreed the committee should apply for continuing education credits for participants and presenters.

LUNCH

Jim James announced that OSWA's Annual Meeting has been set for June 26, 27 and 28 at the Seven Feathers Casino in Canyonville. OSWA will be touring Rick Barnes' property, as Outstanding Tree Farm of the Year, on the 28th. On Thursday, there will be a tour of Roseburg Forest Products in Riddle and then a tour of the Douglas Complex Fire. Thursday night is the Board meeting. The Annual Meeting will be on Friday. The meeting theme: Family Forest Ownership: The Gamble and The Reward, ie, the risks and benefits of ownership. State Forester Doug Decker has been invited to speak.

There was discussion about holding the June CFF meeting in conjunction with the OSWA meeting or planning a meeting in Ritter Valley.

Cindy brought up a tour January 27th at 10:30 in Philomath at a Thompson Lumber biochar/pyrolysis plant, working with bio-char and carbon credit issues. The facility is wood-powered so is carbon neutral. Cindy will send the agenda to Susan to distribute to the Committee.

8 – Eastside Private Forests Collaborative Update – Roje Gootee/Jim Cathcart

The AFF grant has been approved, and the Western States Competitive Grant ranked the Collaborative project #3 out of 63 proposals. Congress must still fund the Farm Bill, but that is expected before summer. The AFF grant will be used for the Landscape Level Planning.

Discussion about the members of the Steering committee and the importance of jumpstarting some results on the ground were added to the agenda. Topics discussed:

- **Review Updated Letter to Landowners (Roje)**
  - Receipt of information regarding grant status made the draft letter obsolete, but the letter has been reworded with the grant news and is ready to be sent to landowners.

- **Recruit New Landowners (Roje)**
  - Changes in ownership have necessitated recruitment of new landowner participants.
  - The committee needs to formalize the landowner recruitment process as ownerships could change again during the pilot.

  Discussion of Scale (Committee)
  - The geographic boundary originally agreed upon was an area bounded on the East by Hwy 395, on the North by the Umatilla National Forest Boundary, on the South by the Middle Fork of the John Day River, and on the West by the confluence of the North Fork of the John Day River and Middle Fork of the John Day -- ie, a geographically distinct boundary. Many agencies supporting the collaborative have focused on the pilot as a watershed concept.
  - The area that we are currently looking at is in essence the north slope of the Middle Fork JD Watershed from Hwy 395 westward. We could look at *both* slopes of the watershed. There is one extremely large ranch on the south slope that wasn't included because of the size and other considerations.

- Whatever we chose we will have geography issues. Other reasons for boundary choice may be the nature of the land use and integrity.
- Scale is important as it may affect the outcomes we are looking at. We need to take into account adjacency of private to public lands. Larger geography doesn't necessarily help us.
- We could adopt multiple boundaries, one to define the larger landscape we are working in and the second to indicate where the collaborative operates on the ground. We want to make sure a boundary connects to Federal lands as well. In Sweet Home combining Federal and Private lands made it possible to work on a landscape level. Cindy offered to work with the collaborative's Federal partners.
- Mapping will be useful. [**Action Item]** *Jim Cathcart will produce a rudimentary map with overlay options.]*
- George Ponte, Central Oregon District Forester, and Rob Pentzer, Unit Forester for John Day, have expressed concern that the social boundary stay narrow enough to have a deep transformative effect on the landscape..

Landowner Social Challenges (Roje Gootee)

- Some collaborative participants will be absentee landowners. In this particular community, the people most active in forest management *are* the absentee landowners, who are frequently involved in cost-sharing projects and know one another because of grazing interests. The least active in forest management are the resident landowners.
- Another aspect of the pilot could be an analysis of the social motivations of participating individual communities. We should consider sampling them to better know and categorize the community (utilizing the skills of someone with experience in social science and sampling).
- Baseline data is important to assess accomplishments and to set up the landscape assessment

- **Communication Plan** (Jim Cathcart)
  - Oregon has been selected for the Tools for Engaging Landowners (TELE) workshop, which will probably be held in May. Jim Cathcart is implementing the TELE program and believes the collaborative is a good candidate. This could be a jumpstart for the collaborative process. The project coordinator, a landowner advocate, and local ODF could attend. The workshop is a perfect vehicle for framing up a Communication Plan for engaging landowners in a geographic area of interest. There would be no cost.
  - The workshop can assist in transferring grant management from our Executive Committee to a local committee. .

- **Project Coordination** (Mike Cloughesy)
  - The Grant will require a fairly detailed work plan, which must be authored by the Project Coordinator, who has yet to be selected. Once State Forester Doug Decker receives notification that the grant funds are released, Jim Cathcart must write a grant package to receive those funds. The work plan will be a part of the grant package. We need to know who the coordinator is and the cost.
  - Candidates were discussed, including the North Fork Watershed Council. Agency representatives. Rob Pentzer and George Ponte are very interested in this project, and ODF is hiring a new Stewardship Forester for the area. .The Ritter project is something they are considering in terms of position duties in the recruitment. OSU Extension agent for the area, Bob Parker, is well known, and OSU is currently recruiting for an Extension Specialist for Collaborations. Alternatively, we or a coordinating agency could hire a contractor with some of the funds on a short term basis (1-3 years).
  - To hire a coordinator will require additional funds, because the coordinator must be working before the grant funds are available. On the other hand, there is a question about how much time an agency representative will have to devote to the pilot.
  - The coordinator will be the point of contact for on the ground management. The coordinator could be a contractor who is good at project management but gets technical support from the Stewardship or Extension Forester.
  - Desirable skills for a coordinator might include:
    - Communication with landowners
    - Group facilitation skills (coordination)
    - Technical literacy
    - Project Management
    - Grant writing/contracting
    - Rural savvy for a western community (or someone who can quickly adapt)
    - The ability to write good quarterly and annual reports

[Action Item] *The first task for the executive committee is to draft a position description*.

- **The Steering Committee / Landowner Representative**
  The Executive Committee Membership will be Roje Gootee, Craig Shinn, Brad Withrow-Robinson, Mike Cloughesy, and Joe Holmberg, with Jim Cathcart as the staff support. There should also be a landowner representative. The Executive Committee will be a *steering* committee with the intent to transfer responsibilities to the Eastside once roles are defined and filled.
    - Brad's role can transfer to Bob Parker, if he is willing, when duties move to the local committee.
    - [**Action Item**] *Schedule the 'steering' committee meetings now for a few months out.*
    - If for some reason we aren't awarded the Western States funding, we still have the AFF Grant and the TELE workshop, so if the larger project can't start this year, we still have value in getting this committee going and engage in the planning.
    - The CFF affirmed the membership of the Steering Committee and have tasked those members with choosing an additional landowner representative.

- **Jump-starting the Project** (Roje Gootee)
    - You have potential landowners with need and NRCS has potential funds. As part of the announcement of the collaborative start-up, we need to stir interest among landowners to submit proposals for independent projects to NRCS. The Local Working Group has had a strategy of selecting a specific location to focus on with funding, ie, an area that will respond actively.
    - The initial letter to landowners should both share the good news about the grants but also "right-size" expectations going forward.
    - A second letter should strongly promote accessing NRCS on an ongoing basis. We might consider sponsoring a workshop on technical needs and how to apply.

  Note: The NRCS Oregon Technical Advisory Committee meets next Tuesday. Someone attending from this committee could speak about our project and provide some statewide exposure.

    - NRCS is not the only funding source. OWEB, ODF&W, etc…
      The Rangeland Specialist (Tim Deboodt) at the Extension Service in Prineville and one in the Ritter area are connected to a big community working with Juniper and be a real asset.
    - Landowners need to be canvassed about whether they have management plans . Tree Farm could help landowners create a plan or CFF could sponsor mentored plan development.
    - The Steering Committee needs to meet locally with NRCS. **[Action Item?]**
    - (Jim C.) Jay Gibbs, NRCS Basin Team Leader for the region, engineered the statewide agreement with ODF. This allows ODF to write the job sheets and specifications for project work. Landowners will not need a management plan. ODF can write specifications and line up landowners, and NRCS can then use this information to justify a cost-share funding pool for the project under the EQIP funding pool. This process will be available in about a year.

9 – AFF Grant – Joe Holmberg

[Handout: Agreement for Services between OTFS and Mike Cloughesy]

Oregon Tree Farm has been awarded a $10,000 grant from the American Tree Farm System (ATFS) to develop a landscape level model forest management plan that could be used to facilitate the Private Forests Eastside Collaborative Project and with success could be applied nationwide. This grant is included in the Western States Grant match. After documented review, the framework will be tested on the Eastside collaborative. Oregon Tree Farm has contracted with Mike Cloughesy to develop the framework. Mike will do this work as an independent contractor, not in conjunction with OFRI. The work is supposed to be done by June.

Discussion highlights:

- The project has two main parts:
  - Development of the framework
  - Review of drafted framework and process
- The product will be tested for efficacy by using the template in the Eastside Private Forestlands Collaborative pilot.
- The framework would enable users to identify resource concerns and desired outcomes, addressing both the landowner view of the world and the landscape view of the world.
- This may be a model for NRCS to follow as well.
- Some points to consider:

- EcoTrust has developed a harvest scheduling model that might be re-tooled for landscape modeling for a set of multiple landowners with the outputs geographically sourced.
- Important to note that nothing gets in the Collaborative plan that doesn't come from the landowners.
- The framework will provide guidance and structure going forward, but we also need to know where we are currently (baseline).

10 – For the Good of the Order

- In June the committee term will be up for Craig Shinn and Sarah Deumling. Craig, Sarah and Susan Watkins are part of the Nominating committee for a new public member and environmental member. Committee members should forward candidate names to Susan Watkins.

- Mike Cloughesy passed out an advertising flyer for the OSU Landowner Leadership Academy to be held February 22nd. He urged members to consider attending.

- The joint CFF-Stewardship Coordinating Committee meeting is May 22nd, a Thursday. The first half day will explore non-timber markets such as Special Forest Products, firewood biomass, and ecosystem services commodities. Each committee will then break out separately for the afternoon. The SCC is also meeting on January 23rd with a focus on the Use of Conservation Easements in Oregon. Susan Dominique will send out the agenda.

- Joe Holmberg announced that the Oregon Tree Farm System Board of Directors will keep Oregon Tree Farms Certified and as such OTFS will be subject to third party audit and will have to share some of the audit costs.

Agenda Items:

- Meeting schedule: February 14, March, April 21st, May 22nd.
- Ritter project
- Tax Symposium
- Terry Frueh report on Riparian area rules comments.
- FERNS reporting?

Sarah **Moved** that the meeting adjourn., By acclamation, the meeting is adjourned at 2:15pm.
The next meeting is scheduled for February 14th in the Santiam Room.

Action Items:

- *Eastside Collaborative Steering Committee to:*
  - *Draft a position description for Project Coordinator.*
  - *Recruit and select a Project Coordinator.*
  - *Recruit and select a landowner representative to serve on the Steering Committee*
  - *Adopt a relevant landscape boundary for the project with a map.*
  - *Review maps that Jim Cathcart will produce for establishing the relevant landscape boundary for collaborative activities.*
  - *Finalize and sent letter to landowners.*
  - *Meet in the Ritter Valley with the NRCS Local Working group*
- *Susan Dominique to send out Doodle poll for potential Steering Committee dates of January 28, 30 and 31st before 3pm... Include George Ponte and Rob Pentzer.*
- *Susan Dominique to get audio file information from Sabrina Perez, Secretary to the BOF and meet with Lena and Susan Watkins on solidifying minutes format and audio file posting.*
- *Peter will look up previous versions of the Policy Option Package to create Riparian Specialist positions within the Private Forest Division and include the summary of discussions surrounding the support and opposition to this concept from previous legislative sessions to help the members determine if they want to modify this for further consideration by the Board for the 2015 Legislative session.*
- *Peter/Lena to send out the BOF matrix of Work Plan Topics and associated time frames to CFF Members.*
- *Craig to lead in drafting the letter of support to ODF on the Intent to Disapprove from EPA/NOAA.*
- *Susan Dominique to forward current turbidity rules and also "Plan B," Summary of Additional Forestry Measures Submittal to EPA for the Coastal Nonpoint Pollution Control Program (CNPCP)*
- *Tax Symposium sub-committee to schedule a January meeting.*

- *Cindy will send the agenda for the January 27 biochar tour to Susan Dominique to distribute to the Committee*.
- *Jim Cathcart to announce the good news about the collaborative project at the Oregon Technical Advisory Committee meeting.*
- *Susan Dominique will send out the agenda for the January 23 Stewardship Coordinating Committee meeting.*