

Metro | *Agenda*

Meeting: Smith and Bybee Wetlands Advisory Committee
Date: Tuesday, April 22, 2014
Time: 5:30 p.m. – 7:30 p.m.
Place: Metro Regional Center - Room 270
600 NE Grand Ave, Portland Oregon 97232

- Welcome, introductions, agenda update 5:30 – 5:35 p.m. Carrie Belding
- Approve meeting minutes 5:35 – 5:40 p.m. Troy Clark
- North Slough Portage/WCS 5:40 – 6:00 p.m. Ben Jones/Troy Clark
- St. Johns Prairie Trail Project Funding Update 6:00 – 6:10 p.m. Tim Richard
- By-Laws update 6:10 – 6:25 p.m. Patt Opdyke
- Field Season Work Plan 6:25 – 7:05 p.m. Elaine Stewart
- Programming/Education Plan 7:05 – 7:20 p.m. John Sheehan
- General Updates 7:20 – 7:30 p.m. All
- Adjourn 7:30 p.m.

 **Metro | Minutes**

Smith and Bybee Wetlands Advisory Committee

April 22, 2014

Committee members in attendance

Sara Henderson*St. Johns Neighborhood Association
Dan Moeller*Metro, Sustainability Center
Patt Opdyke *North Portland Neighbors
Troy Clark*Audubon Society of Portland (Chair)
Carrie Butler*Port of Portland (Vice Chair)
Pam Arden*40 Mile Loop Trust
Eric Tonsager *Oregon Bass and Panfish Club
Jane Van Dyke*Columbia Slough Watershed Council
Dale Svart*Friends of Smith & Bybee Lakes
Dave Helzer*City of Portland, Bureau of Environmental Services
Lynn Barlow*City of Portland, Parks and Recreation

Others in attendance

Elaine StewartMetro, Sustainability Center
John SheehanOregon Zoo
Carrie BeldingMetro, Sustainability Center

Committee members not in attendance

Susan Barnes*Oregon Department of Fish and Wildlife
Bill Briggs*ORRCO

*Denotes voting Smith and Bybee Wetlands Advisory Committee member.

Please note that this meeting summary substitutes the original draft meeting summary that became corrupted following the April 22, 2014 meeting.

Welcome

The group briefly reviewed the minutes from the last meeting. Everyone indicated they received an electronic version and agreed they summarized that meeting well and there was nothing to add. The group agreed to continue reviewing the meeting summary as soon as possible after receiving it via email so that we could spend less time reviewing during the beginning of each meeting.

Minutes from the January meeting were approved as written. One person abstained from voting.

Dan Moeller let the Committee know that Carrie Belding has transitioned into a different role with Metro's Natural Areas and will no longer be supporting the Smith and Bybee Wetlands Natural Area Advisory Committee. A new support person should be on board by the time the Committee meets next.

Ben Jones – North Slough Portage/WCS – Ben Jones, a kayaker and regular visitor to Smith and Bybee Wetlands, presented to the SBAC his desire to build a formal portage over the Water Control Structure so that boaters could more easily pass from the Columbia Slough to the Wetlands. The portage over the WCS was

identified in the CNRP (comprehensive natural resources plan) but is not a top priority at the moment. As the SBAC discusses upcoming projects for the Wetlands it will continue to consider a portage at the WCS.

Metro Planner, Tim Richard, wasn't able to attend the meeting and give an update on the Connect Oregon Grant and Tiger VI Grant related to the St. John's Prairie, but we will have an update by the next time the Committee meets, or sooner.

Patt Opdyke, Carrie Butler and Sara Henderson worked on a draft of the Committee Bylaws between the last two meetings, which the group discussed. The draft they put together and that the Committee discussed is attached as **Attachment 1**. After discussion, Patt revised the Bylaws and sent out an updated version, attached as **Attachment 2**. The Committee agreed to meet on July 22nd to refine/finalize the Bylaws.

At the next meeting, the group will also discuss an annual 4th quarter retreat, as referenced in the CNRP. The Committee should decide whether to recommit to doing this.

Elaine shared her annual work plan with the Committee in a new format – PowerPoint. Troy thought it was easier to visualize the work that is being done out there and Elaine agreed to present this way again in the future. Elaine's PowerPoint is attached as **Attachment 3**.

John Sheehan joined the meeting and gave an update on Education Programs at Smith and Bybee Wetlands Natural Area. He provided a handout, attached as **Attachment 4**. John also said he would make sure that the Advisory Committee Continued to receive the education group's Calendar of Events. Example attached as **Attachment 5**.

Carrie Belding gave a quick update that Metro, the City of Portland and the Port of Portland just submitted a joint grant application for the Tiger VI Marine Terminal Freight and Jobs Access project. This is virtually the same project that Metro, the City and the Port submitted a grant application for last year. We will update the Committee on the status as we know more.

The next meeting will be held on July 22nd.

The meeting adjourned at 7:30 p.m.

Minutes recorded by Carrie Belding.

BYLAWS OF SMITH AND BYBEE WETLANDS ADVISORY COMMITTEE

ARTICLE I — NAME AND PURPOSE

Section 1: Name

The name of the Committee shall be Smith and Bybee Wetlands Advisory Committee (the Committee), a standing advisory committee to the Metro Council on matters relating to the Smith and Bybee Wetlands Natural Area.

Section 2: Purpose

The purpose of the Committee is to keep the vision established by the 1993 Natural Resource Management Plan and updated by the 2011 Comprehensive Natural Resource Management Plan (CNRP). The Committee shall oversee implementation of the CNRP and provide guidance, partnership, and assistance on implementing the plan. The Committee's responsibilities include, but are not limited to:

1. Provide leadership and response to area land use actions that may have an effect on the Smith and Bybee Wetlands Natural Area;
2. Support the financial strategy by developing partnerships, advocating for grants and otherwise leveraging the Smith and Bybee Wetlands Fund;
3. Communicate and serve as a liaison to adjacent property owners and stakeholders to strengthen community investment in the Smith and Bybee Wetlands Natural Area;
4. Review projects, monitor results, and correlate to stated CNRP objectives;
5. Recommend and/or review properties to be added to the Smith and Bybee Wetlands Natural Area based on their environmental, educational, or recreational value;
6. Support educational and community outreach events promoting Smith and Bybee Wetlands Natural Area as a unique community resource;
7. Review, discuss and advise Metro on the annual budget for the Fund, the annual work plan and work plan budget; and
8. Serve as a sounding board for management actions that are outside the annual work plan and have an impact on either conservation goals or visitor experience.

ARTICLE II — MEMBERSHIP

Section 1 - Membership

The Committee shall include, but not be limited to, representatives of the following organizations:

1. City of Portland, Portland Parks and Recreation
2. City of Portland, Bureau of Environmental Services
3. Port of Portland
4. Oregon Department of Fish and Wildlife
5. Metro

6. Friends of Smith and Bybee Lakes
7. 40-Mile Loop Land Trust
8. Audubon Society of Portland
9. A representative of private landowners within the CNRP boundary
10. North Portland Neighborhood Services
11. St. Johns Neighborhood Association
12. Columbia Slough Watershed Council
13. Representatives of adjacent industries

Section 2 - Membership Rights and Voting Status

1. Appointment of Representative and Rights - Each stakeholder organization shall be responsible for appointing one voting member to represent the organization's interests and to vote in all Committee decisions.
2. Appointment of Alternate - A stakeholder organization may also appoint an alternate representative who may, at his/her discretion, attend Committee meetings but may not vote if the primary voting member is present.
3. Temporary Loss of Right to Vote - A voting member may take part in decision-making provided he/she has attended the prior two Committee monthly meetings. If a member has a temporary loss of right to vote, he/she may participate in all discussions leading to a final decision.
4. Absences and Revoking of Voting Status - If a voting member or his/her alternate representative of the Committee has more than two unexcused absences in a twelve month period, the Committee may notify in writing the stakeholder organization represented by the member that voting status is revoked, effective in 20 days.
5. Request for Reconsideration - The stakeholder organization may request reconsideration of the decision to revoke voting status, indicating extenuating circumstances and forwarding the name of a person to serve as a new voting member representing the interests of the stakeholder organization. The written request shall be addressed to the Committee Chair and must be received within 20 days of the letter advising of revocation of voting status. The Committee shall review the circumstances resulting in the loss of voting status. The decision to revoke can be either confirmed or rescinded at the next regularly scheduled meeting of the Committee.
6. Balance of Stakeholder Representation - In the event that either a stakeholder organization requests to relinquish voting status or the Committee revokes the voting status of a stakeholder organization, the Committee shall decide whether to approach other potential stakeholders to ensure a balanced representation of interests.

Section 3 – Resignation of Stakeholder Organization

Any stakeholder organization established under Article II, Section 1 of the Bylaws may resign from the Committee by filing a written resignation with the Chair.

Section 4 - Conflict of Interest

In the interest of transparency, voting members shall disclose to the Committee if the representative's organization may derive benefit from an action taken by the Committee. The stakeholder organization's representative retains the right to vote on the issue before the Committee.

Section 5 – Public Representation of Committee Decisions

Public testimony and/or written representation of Committee recommendations and decisions on behalf of the Committee shall be undertaken by the Chair or voting member(s) designated by the Chair and/or the Committee.

ARTICLE III — MEETINGS***Section 1 - Regular Meeting***

Regular meetings of the members shall be held quarterly, at a time and place designated by the Chair. Meetings may occur more frequently as needed.

Section 2 - Notice of Meetings

Printed notice of each meeting shall be given to each voting member and other organizations, agencies or individuals who have requested prior notice, by mail or email, not less than two weeks prior to the meeting.

Section 3 – Quorum

A quorum shall be constituted as one half plus one of the voting members and must be present for motions to pass and Committee transactions to take place except where no quorum requirement is specified in these Bylaws.

Section 4 – Voting

The Committee shall strive for consensus. However, failing that, all issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, providing a quorum of voting members is in attendance.

Section 5 - Minutes of Meeting

A record of all decisions and discussions by the Committee shall be kept, including a record of votes taken. Minutes shall be distributed to Committee members within two weeks of the meeting for review and correction, if needed.

Section 6 - Non-voting Participation

The Committee shall encourage participation by citizens, technical advisors and interested parties desiring to contribute to discussion on issues before the Committee. Discussion participants do not have voting rights.

ARTICLE IV — ELECTION PROCEDURES FOR OFFICERS

Section 1 – Terms

The Chair and Vice-Chair shall serve two-year terms and are eligible for re-election for up to two consecutive terms. Each term shall start in the third quarter of an even-numbered year.

Section 2 - Officer Elections

Officers shall be elected by a simple majority of the Committee present at the second quarterly meeting of the year. No quorum is required.

Section 3 - Election Procedures

Nominations of officers shall be made from the floor by any voting member of standing at the second quarterly meeting of the year. No quorum is required.

Section 4 - Officers and Duties

There shall be two officers of the Committee, consisting of a Chair and Vice-Chair. Their duties are as follows:

1. The Chair shall convene regularly scheduled Committee meetings, shall preside or arrange for other members of the Committee to preside at each meeting in the following order: (a) Vice-Chair, (b) other voting members of standing; and
2. The Vice-Chair shall provide support to Special Committees created by the Committee to address matters found in Article V, Section 1.

Section 5 – Vacancies

When an officer vacates his/her position, the Committee shall receive nominations for the position from the floor followed by an election by simple majority of the Committee members present. Vacancies shall be filled only to the end of the particular officer's term.

Section 6 – Release from Office

An officer shall be released from office if there are more than two unexcused absences from Committee meetings in a year. The remainder of the officer's term shall be filled by procedures set out in Article IV Section 5.

Section 7 - Special Meetings

Special Meetings of the Committee shall be called upon the request of the Chair or one-third of the Committee voting members. Notices of Special Meetings shall be sent out by email at least two weeks in advance of the meeting by the Chair to each voting member and other interested parties or individuals who have requested prior notice.

ARTICLE V — SPECIAL COMMITTEES

Section 1 - Special Committee Formation

The Committee may create Special Committees as needed to address specific issues such as fundraising, community outreach, trails, enhancement projects, research and data collection, etc. Special Committees shall choose their convenors. The Special Committee shall report to the

Committee regularly, summarizing findings and presenting recommendations for the Committee's review and decision.

Section 2 – Dissolution of Special Committee

Special Committees shall dissolve upon completion of the assigned task.

**ARTICLE VI- ADMINISTRATIVE INTERACTIONS
BETWEEN COMMITTEE AND METRO**

Section 1 – Cooperative Relationship between Metro and Committee

The Committee is a valuable asset to Metro's management of the Smith and Bybee Wetlands Natural Area. Metro shall utilize the Committee as a sounding board for management actions which are outside the annual work plan and which have an impact on conservation goals and/or the visitor experience. The Metro Land Manager shall work with the Chair to determine if permit requests or other projects outside of the annual work plan have impacts to conservation goals and/or visitor experience and require review by the Committee. When time permits, such proposals shall be presented at a Committee meeting for discussion and comment. If management actions that are outside of annual work plan or have impacts to conservation goals and/or visitor experience need to be resolved before the next Committee meeting, the Metro Land Manager shall collaborate with the Committee Chair to determine a course of action and present that action to the Committee at the next meeting.

Section 2 – Actions Requiring Committee Review

Actions that shall require Committee review include, but are not limited to, the following:

1. Changes to trail routes;
2. Changes to the bird blinds or view points;
3. Special-use permit requests that would substantively alter vegetation or the landscape;
4. Special-use permit requests that might draw visitor attention, such as setting up highly visible research plots, exhibits, etc.; and
5. Special-use permit requests for large events, such as paddle tours of the wetlands, running races, a fishing derby, kite festivals etc.

Section 3 – Actions Not Requiring Committee Review

Actions that shall not need Committee review include, but are not limited to, the following:

1. General maintenance or restoration actions identified in the CNRP;
2. Special-use permits for education, research or tours that would not have substantial impact to the resource or would not be unusually visible;
3. Replacement of infrastructure that is a safety concern;
4. Addition of barriers to protect the resource, such as stopping vehicles from illegally accessing the property;
5. Maintaining the water control structure;
6. Adding rule signage or posting information at entry points; and
7. Volunteer work parties.

Section 4- Standing Reports to Committee

The Committee shall receive and discuss reports and information with Metro staff responsible for managing Smith and Bybee Wetlands Natural Area based on priorities established by the CNRP. Information provided shall, at minimum, include:

1. First Quarter Meeting
 - a) Discussion of results of yearly retreat held in the fourth quarter of a calendar year;
 - b) Presentation and discussion of Committee's finalized project priorities and funding strategies for the coming year. In the event that the timing for filing of the grant proposals does not coincide with the first quarter Committee meeting, discussion will be deferred to a subsequent Committee meeting;
 - c) Update on Metro staffing, organizational chart changes, and staff contact list; and
 - d) Update, discussion and comments on proposed projects, permit requests or other changes that may affect the wetlands.
2. Second Quarter Meeting
 - a) Presentation, discussion and comments on the work plan for the coming field season by the Metro scientist responsible for Smith and Bybee Wetlands Natural Area;
 - b) Presentation of the current year's programming plan by the Metro Naturalist assigned to Smith and Bybee Wetlands Natural Area; and
 - c) Update, discussion and comments on proposed projects, permits or other changes that may affect the wetlands.
3. Third Quarter Meeting
 - a) Presentation by the Metro Scientist for Smith and Bybee Wetlands Natural Area on the work completed during the spring and summer field season and a "State of the Wetlands" report;
 - b) Presentation, discussion, and comment on draft work plan for next year's restoration actions including what grant funding will be pursued; and
 - c) Update, discussion and comments on proposed projects, permits or other changes that may affect the wetlands.
4. Fourth Quarter Meeting
 - a) Conduct a half-day retreat to plan the Committee's project and funding priorities for the coming year;
 - b) Discuss other matters including, but not limited to, initiatives and/or outstanding issues the Committee agrees to pursue; and
 - c) Identify and assign tasks and responsibilities to achieve goals.

ARTICLE VII – AMENDMENTS

Section 1- Bylaw Review

Bylaws shall be reviewed by the Committee every three years beginning in 2017.

Section 2 - Amendments to the Bylaws

Proposed amendments shall be submitted to the Chair to be sent out with regular Committee announcements.

Section 3 – Approval of Amendments

Bylaws shall be amended by consensus of the Committee. If consensus cannot be achieved, amendments to the Bylaws shall be decided by a two-thirds majority of those present at the meeting in which the vote takes place, providing a quorum of voting members is in attendance.

These Bylaws were approved at a meeting of the Committee by a two-thirds majority vote on (date)_____.

Troy Clark, Chair
Smith and Bybee Wetlands Advisory Committee

Date

BYLAWS OF SMITH AND BYBEE WETLANDS ADVISORY COMMITTEE

ARTICLE I — NAME AND PURPOSE

Section 1: Name

The name of the Committee shall be Smith and Bybee Wetlands Advisory Committee (the Committee), a standing advisory committee to the Metro Council on matters relating to the Smith and Bybee Wetlands Natural Area.

Section 2: Purpose

The purpose of the Committee is to keep the vision established by the 1993 Natural Resource Management Plan and updated by the 2011 Comprehensive Natural Resource Management Plan (CNRP). The Committee shall advise on the implementation of the CNRP and provide guidance, partnership, and assistance on implementing the plan. The Committee's responsibilities include, but are not limited to:

1. Provide leadership and response to area land use actions that may have an effect on the Smith and Bybee Wetlands Natural Area;
2. Support the financial strategy by developing partnerships, advocating for grants and otherwise leveraging the Smith and Bybee Wetlands Fund;
3. Communicate and serve as a liaison to adjacent property owners and stakeholders to strengthen community investment in the Smith and Bybee Wetlands Natural Area;
4. Review projects, monitor results, and correlate to stated CNRP objectives;
5. Recommend and/or review properties to be added to the Smith and Bybee Wetlands Natural Area based on their environmental, educational, or recreational value;
6. Support educational and community outreach events promoting Smith and Bybee Wetlands Natural Area as a unique community resource;
7. Review, discuss and advise Metro on the annual budget for the Fund, the annual work plan and work plan budget; and
8. Serve as a sounding board for management actions that are outside the annual work plan and have an impact on either conservation goals or visitor experience.
9. Participate in the update process for the CNRP every 10 years as the chief sponsor and liaison for projects slated to occur in the Smith and Bybee Wetlands Natural Area in the new period.

ARTICLE II — MEMBERSHIP

Section 1 - Membership

The Committee shall include, but not be limited to, representatives of the following organizations:

1. City of Portland, Portland Parks and Recreation
2. City of Portland, Bureau of Environmental Services
3. Port of Portland

4. Oregon Department of Fish and Wildlife
5. Metro
6. Friends of Smith and Bybee Lakes
7. 40-Mile Loop Land Trust
8. Audubon Society of Portland
9. North Portland Neighborhood Services
10. St. Johns Neighborhood Association
11. Columbia Slough Watershed Council
12. A representative of recreational interests
13. A representative of industries adjacent to the CNRP boundary
14. A representative of private landowners within the CNRP boundary

Section 2 - Membership Rights and Voting Status

1. *Appointment of Representative and Voting Status* - Each stakeholder organization shall be responsible for appointing one voting member to represent the organization's interests and to vote in all Committee decisions.
2. *Appointment of Alternate* - Each stakeholder organization is urged to appoint an alternate representative who may, at his/her discretion, attend Committee meetings but may not vote if the primary voting member is present.
3. *Temporary Loss of Right to Vote* - A voting member may take part in decision-making provided he/she has attended the prior Committee meeting. If a member has a temporary loss of right to vote, he/she may participate in all discussions leading to a final decision.
4. *Absences and Revoking of Voting Status* - If a voting member cannot attend a meeting, the committee and the alternate representative shall be notified. If a voting member or his/her alternate representative to the Committee has more than two un-notified absences in a twelve month period, the Committee may notify within 14 days in writing the stakeholder organization represented by the member that voting status shall be revoked, effective within 30 days.
5. *Request for Reconsideration* - The stakeholder organization may request reconsideration of the decision to revoke voting status, indicating extenuating circumstances and forwarding the name of a person to serve as a new voting member representing the interests of the stakeholder organization. The written request shall be addressed to the Committee Chair and must be received within 30 days of the letter advising of revocation of voting status. The Committee shall review the circumstances resulting in the loss of voting status. The decision to revoke can be either confirmed or rescinded at the next regularly scheduled meeting of the Committee.
6. *Balance of Stakeholder Representation* - In the event that either a stakeholder organization requests to relinquish voting status or the Committee revokes the voting status of a stakeholder organization, the Committee shall decide whether to approach other potential stakeholders to ensure a balanced representation of interests.

Section 3 – Resignation of Stakeholder Organization

Any stakeholder organization established under Article II, Section 1 of the Bylaws may resign from the Committee by filing a written resignation with the Chair.

Section 4 - Conflict of Interest

In the interest of transparency, voting members shall disclose to the Committee if the representative's organization may derive benefit from an action taken by the Committee. The stakeholder organization's representative retains the right to vote on the issue before the Committee.

Section 5 – Public Representation of Committee Decisions

Public testimony and/or written representation of Committee recommendations and decisions on behalf of the Committee shall be undertaken by the Chair or voting member(s) designated by the Chair and/or the Committee.

ARTICLE III — MEETINGS***Section 1 - Regular Meeting***

Regular meetings of the members shall be held quarterly, at a time and place designated by the Chair. Meetings may occur more frequently as needed.

Section 2 - Oregon Public Meetings Law

The Committee shall be guided by the Oregon Public Meetings Law. To maximize opportunity for involvement of interested parties and members of the public, discussion of issues resulting in a motion and decision by the Committee shall only occur during a Committee meeting at which a quorum is present, except as set out in Article III, Section 8.

Section 3 - Notice of Meetings

1. Printed notice of each meeting shall be given to each voting member and organizations, agencies or individuals who have requested prior notice, by mail or email, not less than two weeks prior to the meeting.
2. Metro shall post notice of Committee meetings in compliance with Oregon Public Meetings Law.

Section 4 – Quorum

A quorum shall be constituted as one half plus one of the voting members and must be present for motions to pass and Committee transactions to take place except where no quorum requirement is specified in these Bylaws.

Section 5 – Voting

The Committee shall strive for consensus. However, failing that, all issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place, provided a quorum of voting members is in attendance. If the vote is tied, a second vote can be asked for. If a tie remains after a second vote, the issue under consideration may carry over to the next regular meeting or a Special Meeting may be requested if the issue requires timely attention.

Section 6 - Minutes of Meeting

A record of all decisions and discussions by the Committee shall be kept, including a record of votes taken. Minutes shall be distributed to Committee members within two weeks of the meeting for review and correction, if needed.

Section 7 - Non-voting Participation

The Committee shall encourage participation by citizens, technical advisors and interested parties desiring to contribute to discussion on issues before the Committee. Discussion participants do not have voting rights.

Section 8 – Time-Sensitive Decisions and Electronic Polling

1. In the event an issue arises which requires a decision by the Committee prior to the next regularly scheduled meeting and a Special Meeting is not deemed necessary, the Chair shall distribute information by email to voting members. Information shall include
 - a) A brief description of the issue and the time-sensitive necessity for a Committee decision;
 - b) Detailed information of the issue and where additional information may be found;
 - c) A description of the range of actions that may be considered, including that no action be taken; and
 - d) A deadline for Committee members to respond to the Chair with their preferred action; Committee members shall have a minimum of one week to submit their preferred action.
2. The Chair or a Committee member designated by the Chair shall advise Committee members of the results of the electronic polling and proceed to carry out the preferred action with the proviso that the decision shall be ratified by a motion at the next Committee meeting at which a quorum is present.
3. *Exception*: If the Committee delegates to the Chair and/or a designated voting member to take action on an issue on behalf of the Committee, the Chair and/or designate may present recommendations, opinions and/or positions without referral to electronic polling set out above.

Section 9 - Electronic Meetings, Email Discussions and Committee Decisions

1. *Electronic Meetings* - Electronic meetings are not permitted since current technology does not permit the interested parties and other members of the public to easily access and actively participate in electronic meetings.
2. *Email Discussions* - Except as provided for in *Article III, Section 8*, email discussions between meetings shall be for the purpose of sharing information and raising issues only.

ARTICLE IV — ELECTION PROCEDURES FOR OFFICERS***Section 1 – Terms***

The Chair and Vice-Chair shall serve two-year terms and are eligible for re-election for up to two consecutive terms. Each term shall start in the third quarter of an even-numbered year.

Section 2 - Officer Elections

Officers shall be elected by a simple majority of the Committee present at the second quarterly meeting of the year. No quorum is required.

Section 3 - Election Procedures

Nominations of officers shall be made from the floor by any voting member of standing at the second quarterly meeting of the year. No quorum is required.

Section 4 - Officers and Duties

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1. The Chair shall convene regularly scheduled Committee meetings, shall preside or arrange for other members of the Committee to preside at each meeting in the following order: (a) Vice-Chair, (b) other voting members of standing; and
2. The Vice-Chair shall provide support to Special Committees created by the Committee to address matters set out in Article V, Section 1.

Section 5 – Vacancies

When an officer vacates his/her position, the Committee shall receive nominations for the position from the floor followed by an election by simple majority of the Committee members present. Vacancies shall be filled to the end of the vacating officer's term.

Section 6 – Release from Office

An officer shall be released from office if there are more than two un-notified absences from Committee meetings in a year. The remainder of the officer's term shall be filled by procedures set out in Article IV Section 5.

Section 7 - Special Meetings

Special Meetings of the Committee shall be called upon the request of the Chair or one-third of the Committee voting members. Notices of Special Meetings shall be sent out by email at least two weeks in advance of the meeting by the Chair to each voting member, other interested parties or individuals who have requested prior notice and in compliance with the Oregon Public Meetings Law.

ARTICLE V — SPECIAL COMMITTEES***Section 1 - Special Committee Formation***

The Committee may create Special Committees as needed to address specific issues such as fundraising, community outreach, trails, enhancement projects, research and data collection, etc. Special Committees shall choose their convenors. The Special Committee shall report to the Committee regularly, summarizing findings and presenting recommendations for the Committee's review and decision.

Section 2 – Dissolution of Special Committee

Special Committees shall dissolve upon completion of the assigned task.

ARTICLE VI- ADMINISTRATIVE INTERACTIONS BETWEEN COMMITTEE AND METRO

Section 1 – Cooperative Relationship between Metro and Committee

The Committee is a valuable asset to Metro's management of the Smith and Bybee Wetlands Natural Area. Metro shall utilize the Committee as a sounding board for management actions which are outside the annual work plan and which have an impact on conservation goals and/or the visitor experience. The Metro Land Manager shall work with the Chair to determine if permit requests or other projects outside of the annual work plan have impacts to conservation goals and/or visitor experience and require review by the Committee. When time permits, such proposals shall be presented at a Committee meeting for discussion and comment. If management actions that are outside of annual work plan or have impacts to conservation goals and/or visitor experience need to be resolved before the next Committee meeting, the Metro Land Manager shall collaborate with the Committee Chair to determine a course of action and present that action to the Committee at the next meeting.

Section 2 – Actions Requiring Committee Review

Actions that shall require Committee review include, but are not limited to, the following:

1. Changes to trail routes;
2. Changes to the bird blinds or view points;
3. Special-use permit requests that would substantively alter vegetation or the landscape;
4. Special-use permit requests that might draw visitor attention, such as setting up highly visible research plots, exhibits, etc.; and
5. Special-use permit requests for large events, such as paddle tours of the wetlands, running races, a fishing derby, kite festivals and similar activities/events.

Section 3 – Actions Not Requiring Committee Review

Actions that shall not need Committee review include, but are not limited to, those listed below. However, Metro staff may present information about actions, policies and/or proposals voluntarily for the Committee's review.

1. General maintenance or restoration actions identified in the CNRP;
2. Special-use permits for education, research or tours that would not have substantial impact to the resource or would not be unusually visible;
3. Replacement of infrastructure that is a safety concern;
4. Addition of barriers to protect the resource, such as stopping vehicles from illegally accessing the property;
5. Maintaining the water control structure;
6. Adding rule signage or posting information at entry points; and
7. Volunteer work parties.

Section 4- Standing Reports to Committee

The Committee shall receive and discuss reports and information with Metro staff responsible for managing Smith and Bybee Wetlands Natural Area based on priorities established by the CNRP. Information provided shall, at minimum, include:

1. First Quarter Meeting
 - a) Discussion of results of yearly retreat held in the fourth quarter of a calendar year;
 - b) Presentation and discussion of Committee's finalized project priorities and funding strategies for the coming year. In the event that the timing for filing of the grant proposals does not coincide with the first quarter Committee meeting, discussion will be deferred to a subsequent Committee meeting;
 - c) Update on Metro staffing, organizational chart changes, and staff contact list; and
 - d) Update, discussion and comments on proposed projects, permit requests or other changes that may affect the wetlands.
2. Second Quarter Meeting
 - a) Presentation, discussion and comments on the work plan for the coming field season by the Metro scientist responsible for Smith and Bybee Wetlands Natural Area;
 - b) Presentation of the current year's programming plan by the Metro Naturalist assigned to Smith and Bybee Wetlands Natural Area; and
 - c) Update, discussion and comments on proposed projects, permits or other changes that may affect the wetlands.
3. Third Quarter Meeting
 - a) Presentation by the Metro Scientist for Smith and Bybee Wetlands Natural Area on the work completed during the spring and summer field season and a "State of the Wetlands" report;
 - b) Presentation, discussion, and comment on draft work plan for next year's restoration actions including what grant funding will be pursued; and
 - c) Update, discussion and comments on proposed projects, permits or other changes that may affect the wetlands.
4. Fourth Quarter Meeting
 - a) Conduct a half-day retreat to plan the Committee's project and funding priorities for the coming year;
 - b) Discuss other matters including, but not limited to, initiatives and/or outstanding issues the Committee agrees to pursue; and
 - c) Identify and assign tasks and responsibilities to achieve goals.

ARTICLE VII – AMENDMENTS

Section 1- Bylaw Review

Bylaws shall be reviewed by the Committee every three years beginning in 2017.

Section 2 - Amendments to the Bylaws

Proposed amendments shall be submitted to the Chair to be sent out with regular Committee announcements.

Section 3 – Approval of Amendments

Bylaws shall be amended by consensus of the Committee. If consensus cannot be achieved, amendments to the Bylaws shall be decided by a two-thirds majority of those present at the meeting in which the vote takes place, providing a quorum of voting members is in attendance.

These Bylaws were approved at a meeting of the Committee by a two-thirds majority vote on (date)_____.

Troy Clark, Chair
Smith and Bybee Wetlands Advisory Committee

Date



2014 Work Plan



Smith and Bybee Wetlands Advisory Committee



Elaine Stewart
April 22, 2014



Metro | *Making a great place*

Water Management

- Problem – unable to draw down Smith Lake
 - Killed willows
 - Helping invasive plants spread
 - Lost hundreds of acres of emergents
 - Unable to drain during botulism outbreak
- Consultant managed by Katy Weil

Water Management

- Short-term work = clear the channel
- Now thru fall 2014
 - Bathymetry – May
 - Alternatives analysis – May-June
 - Permitting (City, DSL, COE) – June-July
 - Implementation – Aug-Oct
- Approximately \$85,000

Water Management

- Long-term solution
 - Evaluate alternatives (Smith L opening?)
 - Scope of work for design
 - Design
 - Permitting and construction
- \$300,000?

Columbia Sedge Meadows

- Leadbetter Peninsula
 - Levy funding (\$30,000 total)
 - Up to 7 acres
 - Site prep 2014 & 2015
 - Seed and plant 2016
- Other meadows
 - Weed control (Interlakes, Bybee Pen.)

Columbia Sedge – CNRP

- Priority 1 (0-5 yrs)
 - Leadbetter – 6.7 ac.
 - Bybee Peninsula – 3 ac.
 - Interlakes – 5.1 ac.



Ash Forest and Shrub

- NE and SW Smith, S Bybee areas
 - 70 ac.
 - 42,000 Oregon ash
 - 16,000 Pacific willow
 - 47,000 shrubs



Ash Forest and Shrub

- Levy funding (\$350,000 total)
- 35 ac forested wetland, 35 ac shrub
- Site prep 2013 & 2014
- Ash seed collection 2013
- Ash grow-out 2014
- Planting 2015
- Maintenance 2015-18 (at least)

Forest and Shrub – CNRP

- Priority 1 (0-5 yrs)
 - Shrub S&W Smith Lake – 11 ac
 - Forest (80 ac)
 - S Bybee – 27 ac
 - Interlake – 29 ac
 - S&W Smith Lake – 24 ac

St. Johns Prairie – Larks

- Continued habitat management
- Continued vocal attraction
- Safe Harbor Agreement



St. Johns Prairie



St. Johns Prairie

- Phase 1
 - 17 ac
 - Site prep 2013 & 2014
 - Seeding fall 2014
 - Cost share levy, SWG and S&B fund
 - Forbs and grasses
 - Pollinators
 - Meadowlarks
 - Other grassland birds

St. Johns Prairie

- Phase 2
 - 40-plus ac
 - Site prep 2014 & 2015
 - Seeding fall 2015
 - Cost share levy, SWG and S&B fund
 - Forbs and grasses
 - Pollinators
 - Meadowlarks
 - Scattered openings for larks

St. Johns Prairie – CNRP

- Priority 1 (0-5 yrs)
 - 80 ac
 - 10 ac Streaked Horned Lark

Riparian forest

- Caging high-value trees
 - Interlakes area
 - S Smith Lake
- Weed control
- Priority 1 (0-5 yrs)
 - Protect existing trees 80 ac
 - Plant new areas 49 of the 80 ac

CNRP Progress

	Goal (ac.)	Under way
Riparian forest	80	~50
Ash (bottomland) forest	80	35
Shrub wetland	11	35
Columbia sedge meadow	12	7
Prairie	80	67
Painted turtle	n/a	-
Streaked horned lark	10	10

Other vegetation management

- North & Old Marine Drive
 - Knapweeds
 - Puncturevine
- TBD – yellow flag iris
- *Ludwigia* and parrot feather

Tribulus terrestris



Monitoring

- Birds
 - St. Johns Prairie
 - Point counts (all breeding birds)
 - Streaked Horned Larks (area searches)
 - Short-eared owls and nighthawks (SWG)
- Emergent wetland vegetation
 - Intensive monitoring (grad student)
 - 2014 & 2015

Volunteers

	Season or month	Party
Invasive orchid pull	May	School group
Blackberry removal	May-June	tbd
Yellow flag iris seed removal	May	Jeff Locke / Friends
Seeding at trailhead	Fall	tbd
Improve trailhead plantings	Fall	tbd

Feedback?

- Useful information?
- Timing of information
 - Spring and fall
 - Fall only
- What else is of interest?

Education Programs at Smith & Bybee Wetlands Natural Area -- 2013

Staff and Program Updates

- James Davis semi-retired June 30th 2013:
 - Continues to run public programs as a temporary seasonal naturalist
 - Will retire completely at the end of June, 2014
- Levy-related restructuring began last fall:
 - Shift from site-based positions to program-based positions
 - Two staff now have primary roles at S&B:
 - Alice Froehlich, former education director at Zenger Farms, is field trip lead
 - Ashley Conley, former Oxbow seasonal naturalist, is public and group programs lead
 - Each is paid ¼-time from the S&B fund and each spends a minimum of ¼-time coordinating and/or leading programming at S&B
- Levy-related program planning is complete and expansion is underway at S&B:
 - Reintroducing fall field trips next October; multi-visit field trip programs on the horizon
 - Ramping up group programming this summer
 - Likely to have roving naturalist several weekends this summer
 - Further expansion and outreach to diverse communities likely beginning next fall for field trip, group, public programs
 - Exploring the possibility of expanded recreational activities at S&B with the Parks Planning Division (e.g., paddling)
 - Hiring a levy-funded seasonal naturalist to support field trip and group program expansion this fall
- 2013 Program highlights:
 - Continued relationships with Concordia U., PCC and PSU professors, including landfill tours
 - 12 school field trips for 390 youth and 60 adults last spring (no fall program—will see more this year)
 - 12 public programs, including 3 paddle programs, with 190 participants (paddle trips continue this May)
 - 8 group programs with 192 participants (expect more this year)
 - Total number of each program type (and total participation) was down last year, largely as a result of necessary limitations on James's level of activity

2014 at Smith and Bybee

Date	School Field Trip OBB Program ED SUP	Area	Name of Group	Time	Contact	Metro Contact
Wednesday, April 23, 2014	SUP	South of N Marine Dr. (where it crosses railroad tracks)	Portland State University and Terra Science, Inc.	11:00-2:00 p.m.	Phil Scoles 503-274-2100	John Sheehan
Wednesday, April 23, 2014	School Field Trip	Interlakes Trails Blinds	City View Charter School 24 students, 1st grade	8:30-12:30 p.m.	Megan Richter 503-844-9424	Alice Froehlich
Thursday, April 24, 2014	School Field Trip	Interlakes Trails Blinds	James John Elementary 49 students, 2nd grade	8:30-2:00 p.m.	Sue Webb Deb Nicholson	Alice Froehlich
Friday, April 25, 2014	School Field Trip	Interlakes Trails Blinds	James John Elementary 26 students, 2nd grade	8:30-12:00 p.m.	Jennifer Fast	Alice Froehlich
Tuesday, April 29, 2014	School Field Trip	Interlakes Trails Blinds	Capitol Hill Elementary 56 students, 3rd grade	8:30-2:30 p.m.	Nancy Husbands Gail Burak	Alice Froehlich
Wednesday, April 30, 2014	School Field Trip	Interlakes Trails Blinds	Tom McCall Upper Elementary 33 students, 5th grade	9:00-1:30 p.m.	Cindy Honma	Alice Froehlich
Thursday, May 1, 2014	School Field Trip	Interlakes Trails Blinds	Lynch Wood Elementary 25 students, 2nd grade	8:30-12:30 p.m.	Sue Newcomb 503-762-3204	Alice Froehlich
Tuesday, May 6, 2014	School Field Trip	Interlakes Trails Blinds	Peninsula Elementary 39 students, 2nd grade	8:30-2:30 p.m.	Loran Starr Mandy Carrigg	Alice Froehlich
Wednesday, May 7, 2014	School Field Trip	Interlakes Trails Blinds	Capitol Hill Elementary 25 students, 2nd grade	8:30-12:30 p.m.	Gracia Merrill 503-916-6303	Alice Froehlich
Thursday, May 8, 2014	School Field Trip	Interlakes Trails Blinds	Roseway Heights Elementary 21 students, 2nd grade	8:30-12:30 p.m.	Patty Lovely 503-916-5600	Alice Froehlich
Saturday, May 10	OBB Program	Canoe Launch	Kayak Tour 20 participants	8:30-11:30 a.m.	James Davis	Ashley Conley
Tuesday, May 13, 2014	School Field Trip	Interlakes Trails Blinds	Capitol Hill Elementary 50 students, 2nd grade	8:30-2:30 p.m.	Andrea Pepitone Aaron Morena	Alice Froehlich
Wednesday, May 14, 2014	School Field Trip	Interlakes Trails Blinds	Franciscan Montessori Earth School 20 students, 1-3 grade	8:30-12:30 p.m.	Mary Holland Anne Ratcliff	Alice Froehlich
Thursday, May 15, 2014	School Field Trip	Interlakes Trails Blinds	Lynch Wood Elementary 25 students, 2nd grade	8:30-12:30 p.m.	Pat Prevost 503-762-3204	Alice Froehlich
Tuesday, May 20, 2014	School Field Trip	Interlakes Trails Blinds	Arleta Elementary 50 students, 3rd grade	8:30-2:30 p.m.	Robin Mauldin Sharon Mendels	Alice Froehlich
Wednesday, May 21, 2014	School Field Trip	Interlakes Trails Blinds	Sunnyside Environmental School	TBA	Ginny Stern	Alice Froehlich
Thursday, May 22, 2014	School Field Trip	Interlakes Trails Blinds	Lynch Wood Elementary 25 students, 2nd grade	8:30-12:30 p.m.	Lesa Gerber 503-762-3204	Alice Froehlich
Saturday, May 24, 2014	OBB Program	Interlakes Trails Blinds	Spring Bird Walk 20 participants	9:00-11:30 a.m.	James Davis	Ashley Conley
Saturday, May 24, 2014	OBB Program	Interlakes Trails Blinds	Painted Turtle Walk 20 participants	1:00-2:30 p.m.	James Davis	Ashley Conley
Tuesday, May 27, 2014	School Field Trip	Interlakes Trails Blinds	Arleta Elementary 50 students, 3rd grade	8:30-2:30 p.m.	Franki Dennison Ross Christy	Alice Froehlich
Wednesday, May 28, 2014	School Field Trip	Interlakes Trails Blinds	Roseway Heights Elementary 22 students, 2nd grade	8:30-12:30 p.m.	Molly Frisch 503-916-5600	Alice Froehlich

2014 at Smith and Bybee

Date	School Field Trip OBB Program ED SUP	Area	Name of Group	Time	Contact	Metro Contact
Thursday, May 29, 2014	School Field Trip	Interlakes Trails Blinds	Peninsula Elementary 24 students, 3rd grade	8:30-12:30 p.m.	Lynette Diller 503-916-6275	Alice Froehlich
Saturday, May 31, 2014	OBB Program	Canoe Launch	Canoe and Kayak Tour	8:30-11:30 a.m.	James Davis	Ashley Conley
Saturday, May 31, 2014	OBB Program	Canoe Launch	Canoe Bimaran Tour 20 participants	12:45-3:15 p.m.	James Davis	Ashley Conley
Tuesday, June 3, 2014	School Field Trip	Interlakes Trails Blinds	Astor Elementary 44 students, 4th grade	8:30-2:30 p.m.	Blake Robertson Renee Espinoza	Alice Froehlich
Wednesday, June 4, 2014	School Field Trip	Interlakes Trails Blinds	First Class Homeschool Group 35 students, Mixed	TBA	Michelle Anthony	Alice Froehlich
Thursday, June 5, 2014	School Field Trip	Interlakes Trails Blinds	Roseway Heights Elementary 22 students, 2nd grade	8:30-12:30 p.m.	Ann Berton 503-916-5600	Alice Froehlich
Thursday, June 21, 2014	OBB Program	Interlakes Trails Blinds	Spring Bird Walk 20 participants	9:00-11:30 a.m.	James Davis	Ashley Conley
Thursday, June 21, 2014	OBB Program	Interlakes Trails Blinds	Painted Turtle Walk 20 participants	1:00-2:30 p.m.	James Davis	Ashley Conley