



**Coordinating Team Meeting – January 23rd, 2018, 2:00 p.m.
Tetra Tech Conference Room, 3380 W Americana Terrace**

MEETING NOTES

2:00 Welcome, Agenda Review, Introductions, approve minutes from last meeting.

CT Present: Lisa Harloe, Charissa Bujak, Phil Bandy, Mike Homza, Tamsen Binggeli, Megan Dixon, Heidi Ware, Jessica Harrold, Jessie Sherburne, Mike Dimmick, Kathy Peter, and BREN Coordinator Liz Paul

Guests: Kati Carberry (IDEQ), Darcy Sharpe (City of Boise), Jim (Boise Valley Fly Fishers), Dick Fencer (Boise Valley Fly Fishers), Eric (LTTV), Steve Clayton (CH2M Jacobs)

Minutes from last meeting approved

- Mike moved to approve, Tamsen seconded, all in favor, Phil indicates motion is carried

2:15 Update from the Board

- 501c3 sent to IRS last fall. It can take up to 180 days to hear back and ask that you do not call before that time. We received a letter from the IRS saying they received our application and are reviewing it. We should hear back around February 28th, at which point we may be granted status, rejected status, or they may ask for more information
- If we get the status, it is retroactive to the date we incorporated – July 14, 2017. So, keep your receipts.
- We contracted with Liz Paul, Community LLC to help with outreach, planning, etc. The contract was circulated to the board before signed. In order for Liz to be successful within the budget we have, Liz will be relying heavily on volunteers. Please keep this in mind when volunteering to complete a task.
- We are also looking to contract with Tamsen for her help with the bookkeeping services.

2:20 Financial report

- QuickBooks report presented. Since opening our account in August 2017, we have a total income of \$11,496 and part of this is carry over from the account we had at the Land Trust. Our expenses are \$4,771 with a balance of \$7,025.
- The BREN Finance Committee is creating a budget to determine fundraising needs for 2018. Initial analysis indicates we need to raise \$9,000 to cover ongoing costs and our new contracts for 2018.
- We need to investigate current Paypal fees and other payment options to lower our transaction fees

- Fundraising totals for 2017 – we raised \$1050 in spring business sponsorships, \$2,019 for the BREN River Boogie, \$750 for fall business sponsorships, and \$1,010 for Friend of BREN campaign (launched right after Christmas).
- We are doing the Boogie again and are hoping for a similar budget and fundraising
- Ask your friends to become a Friend of BREN!
- We will have a budget in place with fundraising goals at the next meeting
- We will also be talking about business partnerships. Standardized emails that describe BREN, what we are raising money for, etc. will help getting sponsors.

Q: What is the timeline to get the \$9,000 raised.

- Because we have \$7,000 carry over from last year, we are covered for the next 6 months, but need to fundraise before we hit that deadline. We also want to set ourselves up for the following year.
- Our contracts are 3-month intervals, so this is one way to stay on top of it.
- This could be helpful for pacing fundraising appeals and have a sense of other fundraising appeals.
- Standardizing emails for the fundraising could be helpful.
- Idaho gives is something we are thinking about and as soon as we have our 501c3 access we will sign up.

2:25 Update from the Coordinator

- The Coordinating Team has been awesome. Everyone has attended multiple committees. A number of the coordinating team member have volunteered for the Hyatt project and went on our field trip to Cottonwood creek.
- Outreach committee helped to get a new BREN informational card produced. We have 2 big posters at DEQ water quality conference next week. And an updated display.
- Jessica and Erin Brooks wrote a soil health blogs.

2:30 Project updates and need for volunteers (Hyatt, Cottonwood, Eagle, etc.)

Hyatt project update presented by Eric, LTTV

- The Land Trust of the Treasure Valley, BREN and the City of Boise started the project last fall to remove non-native plants in the Reserve's uplands and enhance bird habitat.
- The grant calls for 2 open house events to raise awareness. The first open house was held last fall and was a huge success. March 7th right now is what we are hoping for the date of our 2nd open house.
- The Rotary would like to donate 500 trees and plant the trees on April 14th.
- A Hyatt-specific weed warrior training is planned for April 25st.

Cottonwood Creek presented by Liz Paul and Kathy Peter

- Another grant-funded project from the US Bureau of Reclamation.
- This is Phase II of their funding, Phase I helped us form the Network and write the Boise River Enhancement Plan.
- The project is to daylight Cottonwood Creek. The creek runs through a culvert underneath Julia Davis Park.
- Andy Brunelle with Trout Unlimited are the lead for this project. This has been slow going because it is very expensive project and the grant was a matching grant, so we needed another source of funding. We are waiting to see if the project is awarded Levy funds from the City of Boise.

- The project also requires an EIS. TU is trying to find professional volunteers who will do this EIS for us.
- We have been in touch with Boise State and they have a society of exploratory geophysicist to see if they may be able to do anything to map the creek. They are going into the field in Friday at 4pm.
- Steve from CH2M Jacob has a personal interest in Cottonwood Creek as he helped prepare the original design of this project back in 2002. Kathy will add his name to the Cottonwood Creek email list.
- If you want to be engaged in any of these projects, let Liz know so she will include you on the email lists.

City of Eagle

- The City of Eagle is doing repairs to the Greenbelt following flood damage from 2017. BREN could potentially help with a group of volunteers. This is an example of the type of thing we could help with, “who do you recommend that can perform a landscape design project to meet this need?” Project Support idea
- Maybe when we send out a note asking for donations or to become a BREN, we could insert language saying that if you don’t have the funds, perhaps you could donate with your time on these projects.

2:40 BREN River Boogie - 2017 recap and 2018 planning team recruitment

BREN River Boogie update presented by Kati Carberry, IDEQ

- BREN has a history of hosting a Boise River BASH along the greenbelt, with guest speakers, partner displays and activities, etc.
- Last year we had the desire to make it a bigger community event/activity. So we decided to do a race and have all the proceeds from the race registration go to BREN.
- The race included a paddle and 2-mile run at Esther Simplot Park. We had about 80 participants last year.
- This year we're looking to obtain a permit for up to 1000 people. The City has reserved the space for Saturday, September 15th. Unfortunately, it is also the same weekend of the Hyde Park festival. Soccer is also on Saturdays. (Switched to Sept 16)
- Last year we started at 10am – the starting time will depend on how many heats you have. We don’t want more than 25 heats.
- Kati is organizing this year's event but is hoping to have a strong CT participation in the plan.
- We need volunteers to obtain sponsors for the event itself, for food, swag and tee shirts, etc.
- Last year we did timing on App for the phone. We want to incorporate this into the event.
- We need someone to lead the marketing campaign. We have a poster design but need to create registration site, Facebook post, booths, flyers, community calendars, creating incentives for people to register.
- There is always need for volunteers for the day of the event. For the safety boaters, hopefully IRS will do this. Someone to take the lead on volunteers is needed.
- Someone to take the lead on vendor booths is needed.
- The first meeting is in February. Signup sheet was passed around. Let Kati know if you would like to be added to the planning team.

3:00 Guest Speaker: Kelly Burrows, Boise Parks and Recreation Planner

- As a Planner for City of Boise, Kelly presented a quick overview on parks City is working on by the Boise River.
- The Alta Harris Park is a 20-acre community park just upstream of the Eckert Bridge. They are proposing to break ground and do the green-up phase in 2019. This involves most of the landscaping, while site amenities will be added years down the road. They are in the process of approving the design concept with the Harris Family. The current design includes a couple of soccer fields, pollinator garden, and educational wetlands. Idaho Power owns land adjacent to the park that is overrun with weeds. They would like to work with Idaho Power to enhance the habitat and control the weeds. The land between projects and river also needs to be enhanced. They would like to follow what was done at the Harris Ranch property and lower the floodplain areas along the river and plant vegetation. This improves habitat and increases floodplain capacity to hold more water. The City is still working through acquisition. There is also an opportunity to make an education trail. They are taking comments online. The property is being donated so the donor has a lot of say in the final design. The Park is at a great location near Shakespeare festival, retirement homes, and remediated ponds. The City has been talking with the landowners throughout the area. Eventually the main greenbelt will extend through the park, paralleling the river.
- Next month is when a recommendation for funding for daylighting Cottonwood Creek goes to City Council. In the park system, whenever we remove trees, we must pay a fee and then this money is used to plant trees system wide. BREN could investigate ways to use the trees that are removed for restoration or some other beneficial use. It would be great to put an information sign on the reach of Cottonwood Creek to highlight the journey of the Creek through the City.
- Whitewater Park Phase II: there is a public meeting tonight. With this project we will be realigning the greenbelt by putting it to the north side of Veterans Park. A longer bridge will be needed for the new greenbelt realignment. The greenbelt near Veterans Memorial Park will be restored and hopefully open by end of February. A Corps permit has been submitted. The 30-day comment period will be opened soon. Several people with BREN helped the City with the Boise River Comprehensive Plan and this document is online. Knife River is supplying the basalt.

2:50 Fundraising and Outreach need for volunteers

Led by Mike Homza

- Outreach is one of the subcommittees for the Coordinating Team.
- The purpose is to increase BREN's visibility, awareness and participation. Measures of success: successful participation, activities etc.
- General outreach activities include field trips, engagement trips, brown bag lunch programs, and events such as the Boogie.
- There is a lot of overlap with fundraising but a lot of ideas on how to improve our outreach activities in 2018.
- To save time, Mike will follow up with an email so people can volunteer for what interested them most.
- A couple of new ideas (some also fall under fundraising):
 - Photo contest from BREN members that is used to create a calendar to sell or share.
 - Movie night was another idea. Kathy shared that the IDAWRA raised \$380 for Engineers Without Borders.

- Jessie: we could use a “how to get involved guide” that gives people options and ideas on how to engage with BREN. Jessie will send the list to Mike for the Outreach Committee.
- Another objective is the need to help our stakeholders.
 - Present to the Treasure Valley Partnership. This group includes the mayor of every city in the valley and a representative of both County Commissioners. They meet monthly and we could take this opportunity to get more enhancement plans printed. The last time we met with them was in 2015. It would take a couple of months to get on their calendar and they take turns sponsoring. First step is to prioritize what we want to do or take up a pet project.
 - Scavenger hunt along the Boise River with Partners or garbage pickup.
 - Present to other groups, such as the Boise Valley Fly Fishers, whom have invited us to speak
- Mike will follow-up with an email with the list and request that folks pick up 3 projects or so. If there are additional ideas, follow-through.
- BREN needs to meet with more groups and remind ourselves that it is also Canyon County as well as Ada County.

3:30 2018 Work Plan discussion and adoption

Led by Phil Bandy

- This is a transition year for the group. We have a new board, the coordinating team, and as we go through the year we will develop the relationship between the two. We hope to increase excitement and engagement within the group and to educate folks about who BREN is as a group.
- BREN could become a member of the Boise Metro Chamber – it is under \$217 per year for a 501c3 and maybe getting in with the Boise Leadership group.
- For the Work Plan we need to have an individual or a group identified the entity responsible for each of the goals or objectives listed. We also want to make sure we have people listed for each of these committees in addition to the standing committees we already have listed.

Goal #1 led by Jessie

- For Objective 1.1, Task d (skills training), we could create a list of all the CT members and their skills and interests so that we can better match them up with projects/tasks.
- How can we make this information and other BREN information available online so everyone can access the information? Google Drive is a good option. It is free and is currently being used for the Hyatt Project by the Land Trust of the Treasure Valley.
- To develop leadership skills, we need to write down the steps of engagement to build peoples skills and confidences for engagement. Better engagement with BREN members with skill building and tasks could allow movement from being a general member to a Coordinating Team member.
- What type of skill sets are we looking for? Always in need of technical skills. If there is a certain skill set that we know we lack, we can focus on finding people with those skills.
- Objective 1.3, Task e. Idaho Gives registration starts in January and the day is May 4th. Idaho Gives could be a great fundraising opportunity for our Cottonwood Creek Project or Boise River Days.

Goal #2 led by Kathy and Mike

- Most of this section was covered earlier in the meeting. If you have more ideas, email them to Mike but this is a broad overview.
- Add Objective 2.3 (h) to say “Partner with new and different stakeholders”
- Add Objective 2.4 (d) add to say “Public Service Announcements”.
- Seek out projects to feature on website.
- Throw your hat in – if you are an expert or if you know somebody, just connect some of the dots and put it in place.

Goal #3 led by Phil

- We need to keep the Boise River Enhancement Plan front and center. We want to keep existing projects going, how BREN can help stakeholders to implement enhancement projects.
- How we can provide technical assistance?
- Use existing enhancement projects to inspire new projects. Take advantage of what we have done to keep in the community’s news feed.
- On our website: Maybe we should have a “projects” page. If we worded it properly, such as “BREN supported projects” we can show all of the projects we have been involved in large or small.
- We could include past projects that other people have implemented as good examples of what has been done. These projects could be highlighted and tied to the Plan. We should start with BREN-involved projects first.
- There are organizations that volunteer en masse. Folks would like to do things hands on with BREN. Developing projects/programs around this would serve a community need.
- Work plan is approved.

4:25 Member and Public Comments

- Whitney Bird got a new job and is no longer able to serve on the Coordinating Team. We have accepted her resignation. The bylaws say the Chair shall provide a list of names to the Coordinating Team, but the Coordinating Team is not obligated to fill it, as we have the minimum required number of members.
- Jessica Harrold has a friend that may be interested in serving.
- Jim with Fly Fishers is interested to partner with BREN on project that kids can get involved in
- The Fly Fishers are looking to partner on a project with BREN. It would be great to have a BREN person come to one of their meetings. They meet the second Thursday of every month. BREN could come to the meeting and present on a project. They will consider applications up to about \$5,000. They are happy to work with BREN and have worked with IDFG. They meet at the old Elks Lodge in between Cole and Curtis, 6:30 on the second Thursday of every month, next meeting is February 6th. Come and see what they do and then they can introduce BREN folks to Fly Fisher’s Speaker Coordinator who can line up BREN to give a presentation.