

# Elk Creek Watershed Council

## May 16, 2017 Board Meeting Minutes

### Board Attendance

- |  |  |  |                                       |
|--|--|--|---------------------------------------|
| <input type="checkbox"/> Susan Applegate         | <input checked="" type="checkbox"/> Joe Coons      | <input checked="" type="checkbox"/> John Kittelman | <input type="checkbox"/> Gene Vroman  |
| <input checked="" type="checkbox"/> Nick Botner  | <input checked="" type="checkbox"/> Kittie Coons   | <input checked="" type="checkbox"/> James Mast     | <input type="checkbox"/> Gene Zuiches |
| <input type="checkbox"/> Harold Burris           | <input checked="" type="checkbox"/> Linda Galetti  | <input checked="" type="checkbox"/> Rick Reinhart  |                                       |
| <input checked="" type="checkbox"/> Brad Chapman | <input checked="" type="checkbox"/> Cindy Johnsrud | <input type="checkbox"/> Bob Rundell               |                                       |

### Others in Attendance

Jen Bailey, Walt Barton, Lee Russell

### Meeting Minutes

The Board approved the minutes of the April 2017 board meeting (motion by Kittie Coons, seconded by Linda Galetti).

### Treasurer’s Report

The Board approved the Treasurer’s Report of May 16, 2017 and the Accounts Payable (motion by Rick Reinhart, seconded by Brad Chapman).

Beginning Balance: 1 April 2017		\$77,750.94
Deposits:	\$21,070.00	
Checks:	(\$31,648.84)	
Ending Balance: 30 April 2017		\$67,172.10
Deposits		\$23,388.87
Outstanding Checks		(\$11,363.64)
Balance		\$79,197.33
Accounts Receivable	\$0	
Accounts Payable	(\$2,500.00)	
Fund Balance		\$76,697.33

### Executive Committee and Council Business

Jamie Mast reported that he, Lee and Jen met yesterday afternoon with BLM’s management team – Heather Whitman, Barb Machado, Max Yager, Jake Winn and Jeff McEnroe. We took them to Buck Creek and Lees Creek.

Jamie reported that the executive committee met with Sandy Lyon to review the DNA Study. She recommends that we not pursue the sedimentation study, as we have no reliable test to identify the sources of bacteria in sediment.

## Bureau of Land Management

Jeff McEnroe was not present.

## Oregon Department of Fish and Wildlife

Eric Himmelreich had planned to attend, but was ill.

## Douglas Soil and Water Conservation District

Walt Barton reported that they should be able to start spraying next week. The weather needs to be dry 24 hours before and 24 hours after spraying. They have only been able to spray five days so far. In the meantime, the crew has been hand-pulling Paterson's Curse, as it was going to go to seed.

Walt is coordinating delivery of the two 89' bridges. For the Yoncalla Creek project, gravel will be put over the railroad tracks, and then re-used on the bridge approaches. They will probably be delivered upside-down. There is another 89' bridge available at the same price (\$13,000, plus adding curbs and delivery).

## Executive Director

Lee Russell reviewed his Executive Director's report (see attached). He discussed the importance of long-range planning re allocating resources and managing priorities. Lee and Jen need revised job descriptions, tied to the action plan and work plan.

## Announcements

Jamie, Lee and Jen are meeting with BLM management for a field tour on Monday, May 22nd.

Jamie, Lee and Jen are attending ODF training on the new riparian buffer requirements, at DPPA in Roseburg on Tuesday, May 23rd from 9:00 AM to 1:00 PM.

None.

## New Business

The Board agreed that Jen will (return to) e-mailing board packets to all members who have e-mail addresses. She will only print and mail packets for those that do not have e-mail.

## Adjournment

# Executive Director Report

16 May 2017

## Current Watershed Council Projects:

### I.) Fitch Creek Culvert Removal:

- OWEB Small grant has been approved. The grant agreement should be ready soon.
- Survey and engineering drawings have been completed.

### II.) Yoncalla Creek Livestock Crossing:

- We have purchased a railroad car bridge for the project. We'll arrange for transport and installation next summer.
- Walt Barton will complete the designs.
- The OWEB small grant has been approved and signed by OWEB.

### III.) Headwaters Elk Creek Habitat Improvement:

- OWEB wanted some changes in the metrics reported on the application, but the grant has been awarded and the grant agreement should be ready shortly.

### IV.) Buck Creek Fish Passage Project:

- The OWEB Small Grant has been approved by the Small Grant Team.

### V.) Jack Creek Habitat Improvement:

- The BLM RAC application was approved at 64% - \$20,264.
- The OWEB application was not recommended for funding. Basically, the RRT felt the issues raised in the previous application had not been addressed, even though the livestock access to the stream issue was taken out. The complaint was that "other limiting factors" had not been addressed. I interpret this to mean that OWEB will not fund projects that do not address ALL the resource concerns.

### VI.) Hardscrabble Creek Habitat Improvement:

- We are planning to work with the BLM Hydrologist to develop a restoration plan/project on Hardscrabble Creek.

### VII.) Ellenburg Creek Habitat Improvement:

- We may be able to get an OWEB Technical Assistance grant to do the planning for a project on Ellenburg Creek.

## Outstanding OWEB Small Grants:

### VIII.) Bills Creek Habitat Improvement: (#07-14-005)

- Final Completion report has been accepted, and final funding applied for.

### IX.) Zuiches Riparian Improvement: (#07-14-006)(7/15/2017)

- Final Completion report in progress.

- X.) **Gilliland Erosion Control: (#07-12-010)(6/3/2017)**
- The 2-year monitoring report is due in June 2017.
- XI.) **Elk Creek Habitat Improvement: (#07-14-007)(8/17/2017)**
- The 2-year monitoring report is due in August 2017.
- XII.) **Dean Habitat Improvement: (#07-14-004)(9/25/2017)**
- The 2-year monitoring report is due in September 2017.

### **Current Watershed Council Monitoring Projects:**

- XIII.) **Bacterial DNA Study (BLM):**
- More delays by the Seattle lab.
- XIV.) **Watershed Assessment/Bioassessment (BLM):**
- The BLM RAC grant for 2017 work was approved by the SW Oregon RAC.
  - 100% - \$29,210.
  - The OWEB grant was not recommended for funding. We will be able to complete another 10 miles of streams this summer with the RAC funding.
  - With the 30 miles of survey we will have, we should be able to get a better idea of what creeks have the highest coho densities, and **why** this habitat is being used. We will be able to use this to explain to landowners what we want to do on their properties, and we will have the baseline data that can show the effectiveness of our restoration projects.

### **Watershed Council Capacity Grant:**

- XV.) **OWEB Council Support Grant:**
- OWEB is recommending that we receive full funding for the 2017-2019 biennium.
  - We will need to submit a budget once the final recommendation is made.
  - The final completion report for the 2015-2017 council support grant will be due in August.
- XVI.) **Watershed Council Self-Evaluation:**
- OWEB requires a self-evaluation every two (2) years.
  - The Executive Committee has completed the OWEB forms.

### **Watershed Action Planning:**

- XVII.) **Landowner Outreach Grant (BLM):**
- This BLM RAC grant (\$13,310) will begin landowner outreach for rapid bioassessment work in priority sub-basins.
- XVIII.) **Umpqua Focused Investment Partnership:**
- The partnership met on March 13<sup>th</sup>. The prioritization areas are not quite complete. We're submitting projects that will be included in the final plan

## Other Activities:

### **XIX.) Strategic Planning:**

- The Council really needs to consider some long-range planning. Articulating even a rudimentary vision for what the council should look like in the future can help shape strategies to achieve council goals. Planning can also clarify obstacles, and strategies to overcome them.
- The strategic plan should also establish the Council's priorities, and guide the expenditure of resources to achieve priority goals.

### **XX.) Working Budget:**

- In the past, the Council's budgets have been minimal. They have only allocated amounts to the general categories used in the OWEB grant agreement. The Council needs a "detailed" budget that will outline what resources will be used to achieve Council priority actions.
- The budget needs to be realistic. Enough resources need to be allocated to priority actions to successfully achieve established goals.

### **XXI.) Contract Deliverables (Job Descriptions):**

- The Council has no "employees," and hence no job descriptions, but the "personal services contracts" that the Council has used to justify independent contractor status are outdated and need to be improved. These contracts are legal documents and need to state clearly what work will be performed (deliverables), what the compensation will be, and how success will be measured.
- The deliverables need to correspond to Council priority actions, and the compensation needs to be realistic and included in the Council's budget.