

Elk Creek Watershed Council

June 21, 2017 Board Meeting Minutes

Board Attendance

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|--|--|--|--|
| <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 checked="" 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, Lee Russell

Meeting Minutes

The Board approved the minutes of the May 2017 board meeting (motion by Gene Zuiches, second by Cindy Johnsrud), with the provision that Kittie Coons had not agreed to receive meeting minutes via e-mail.

Treasurer's Report

Kittie Coons explained that the outstanding checks to the Sunnysdale Grange have been cashed, even though this has not been reflected in our bank account. Lee Russell will investigate.

Correction to Treasurer's Report: Payments to Don Porior are \$2,500 for Buck Creek, \$3,000 for Headwaters Elk Creek and \$2,500 for Fitch Creek. Lee Russell negotiated these amounts with Don. This money has not yet been billed out to the specific projects.

Jen Bailey explained that she and Lee need to catch up on invoicing through June 2017. This information is needed to plan our 2017-2019 budget. Lee and Jen agreed to invoice on a quarterly basis.

The Board approved the Treasurer's Report of June 20, 2017 and the Accounts Payable (motion by Rick Reinhart, seconded by Brad Chapman).

Beginning Balance: 1 April 2017		\$67,172.10
Deposits:	\$23,388.87	
Checks:	(\$12,328.64)	
Ending Balance: 30 April 2017		\$78,232.33
Deposits		\$0.00
Outstanding Checks		(\$1,540.00)
Balance		\$76,692.33

Accounts Receivable	\$6,529.91
Accounts Payable	(\$6,000)
<hr/> Fund Balance	<hr/> \$77,222.24

Executive Committee and Council Business

Jamie Mast emphasized that the contracts with Lee Russell and Jen Bailey need to be renewed by the end of the month.

Jamie stated that the board’s direction at this time is that it is not worth to invest in project development on agricultural lands, given the implicit fencing “requirement”. The executive committee is meeting with Mark Grenbemer to discuss this further on Tuesday, July 25, 2017 at 9:00 AM at the Apple Peddler in Sutherlin. Board members are welcome to attend.

Bureau of Land Management

Jeff McEnroe has been working hard on our behalf to get ARBO permits and NEPA approval completed for all four of our projects this summer. Going forward, we need to initiate this process by February (potentially in advance of even finding out about funding). Jeff is lined up to backfill for ODFW to supervise the instream work for the Headwaters Elk Creek project.

Oregon Department of Fish and Wildlife

Eric Himmelreich is still waiting to hear if his job will be funded by the Oregon Legislature.

Douglas Soil and Water Conservation District

Walt Barton provided the following report: Gorse spraying is complete, and Portuguese broom spraying is starting. I-5 spraying is all done, except in the construction area in our area (North County) for safety reasons. DSWCD had to fire Skordahl, a contractor that we have relied upon for site prep and tree/shrub planting. Finding contractors providing labor with insurance coverage has been a challenge.

Executive Director

Lee Russell reviewed his report (see attached). Highlights include:

- Fitch Creek – BLM ARBO and NEPA in progress. Cory Sipher visited the site. Need fill/removal numbers. Need to file land use form with the county
- Yoncalla Creek – Falls with 100-year floodplain, so need a letter from Don Porior.
- Buck Creek – OWEB has determined that this project is not eligible for the Small Grant program. We need the extra \$10,000, to supplement the BLM RAC money. Jen is contesting this decision. She already submitted an Umpqua Fish Derby Enhancement grant for this project, and is pursuing last-minute funding opportunities.
- Jack Creek – on hold, pending meeting with Mark Grenbemer to discuss OWEB’s view on work on agricultural land, and our concerns about the regional review team. If Woolley agreed to fence, this

project would sail through. Also: landowner letters of support are critical for the OWEB regional review team.

- Hardscrabble Creek – Lee will provide Jen with the action plan from Cascade Environmental. We need to submit a grant application for the OWEB October 2017 grant cycle. While the BLM Hydrologist Lee wanted to work with will probably not be available, but the BLM Swiftwater Fish Biologist and Hydrologist can help us with project design. Jen will pursue this.
- Ellenberg Creek – Lee will provide Jen with the Action Plan from Cascade Environmental. He wants to use this data to come up with a design of in-stream structures that is more targeted and science-based than “put large wood in the creek”. Hydrology is key. Jen will contact Seneca when we have a plan/strategy in place.
- Rapid Bioassessment – Could survey Big Tom Folley this summer, but need Seneca’s permission. Lee noted that part of survey is to make notes of structures that were installed in the past. We could develop a watershed assessment of Big Tom Folley.
- Council Support grant – Lee and Jen’s compensation for 2017-2019 is TBD. Final report for 2015-2017 is due in August.

Announcements

The Executive Committee will meet with Mark Grenbemer at 9:00 AM on Tuesday, July 25, 2017 at the Apple Peddler in Sutherlin. Board members are welcome.

New Business

None.

Adjournment

Executive Director Report

20 June 2017

Current Watershed Council Projects:

I.) Fitch Creek Culvert Removal:

- OWEB Small grant has been approved. The grant agreement is done.
- Survey and engineering drawings have been completed.
- ODFW review and BLM Wyden permits are done. and Cory Sipher has looked at the site.

II.) Yoncalla Creek Livestock Crossing:

- We have purchased a railroad car bridge for the project. We'll arrange for transport when the site is dry enough to get equipment in.
- Walt Barton and I did a survey of the site.
- The OWEB small grant has been approved and signed by OWEB.
- The ODFW review and BLM Wyden permits have been submitted, and Cory Sipher has looked at the site.

III.) Headwaters Elk Creek Habitat Improvement:

- The grant agreement has been signed.
- The ODFW review and BLM Wyden permits have been submitted

IV.) Buck Creek Fish Passage Project:

- The OWEB Small Grant was approved by the Small Grant Team, but OWEB isn't convinced the project meets the guidelines for the small grant program.

V.) Jack Creek Habitat Improvement:

- 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:

- The draft of the Hardscrabble Creek action plan is done.
- Planning work with the BLM Hydrologist to develop a restoration plan/project on Hardscrabble Creek has been delayed.

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)**
- Completion report is done and the final funds have been received. A monitoring report will be submitted in two years.
- IX.) **Zuiches Riparian Improvement: (#07-14-006)**
- Final Completion report is done and final funding request submitted. A monitoring report will be submitted in two years.
- X.) **Gilliland Erosion Control: (#07-12-010)**
- The 2-year monitoring report has been accepted by OWEB.
- 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.
 - We need to decide on how we want to close this project out.
- XIV.) **Watershed Assessment/Bioassessment (BLM):**
- 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.
 - We need to develop a template for presenting the bioassessment data to landowners.

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:**
- We need to use the self-evaluation to set goals and priorities for the next two years. This will be the basis of the work plan that will be submitted to OWEB.

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 consultant that has been developing the FIP strategic plan has left, though she is planning on completing the final draft.
- This plan was supposed to begin a process where councils and agencies could work together cooperatively, rather than competitively, to prioritize and address problems in the whole Umpqua Basin. There has been NO action taken to explore how this might work.

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.