

Elk Creek Watershed Council

Board of Directors Meeting Minutes

August 15, 2017

Board Attendance

- | | | | |
|-------------------|------------------|------------------|----------------|
| ✓ Susan Applegate | ✓ Joe Coons | ✓ John Kittelman | × Gene Vroman |
| ✓ Nick Botner | ✓ Kittie Coons | ✓ James Mast | ✓ Gene Zuiches |
| × Harold Burris | ✓ Linda Galetti | ✓ Rick Reinhart | |
| ✓ Brad Chapman | ✓ Cindy Johnsrud | ✓ Bob Rundell | |

Others in Attendance

Jen Bailey, Lee Russell

Meeting Minutes

The July 2017 board meeting minutes were not sent to the board members until this morning, due to Jen Bailey’s computer problems. This is not acceptable. The Board approved the July 2017 meeting minutes (motion by Gene Zuiches, seconded by Bob Rundell).

Treasurer’s Report

The Board approved the Treasurer’s Report of August 10, 2017 and the Accounts Payable (motion by Gene Zuiches, seconded by Linda Galetti).

Beginning Balance: 1 July 2017		\$71,087.33
Deposits:	\$11,529.91	
Checks:	(\$42,542.74)	
<hr/>		
Ending Balance: 31 July 2017		\$40,074.50
Deposits		\$17,091.99
Outstanding Checks		(\$0.00)
<hr/>		
Balance		\$57,166.49
Accounts Receivable	\$23,571.00	
Accounts Payable	(\$1,141.25)	
<hr/>		
Fund Balance		\$79,596.24

Lee Russell has filed the final completion report for the OWEB 2015–2017 council support grant. This grant category came in \$37,978.48 over the \$88,000 awarded by OWEB, with \$25,500 of that attributed to having hired Jen Bailey as Council Coordinator. Lee explained that the council support budget has never balanced, especially with the reduced

funding of the 2015–2017 biennium (\$22,000 less than the \$110,000 expected). Jamie Mast, Lee and Jen will meet to discuss council support expenses and the 2017–2019 council support budget.

Susan Applegate asked about lamprey. Lee explained that OWEB prioritizes funding for coho habitat restoration, and lamprey have different requirements than coho, needing silty/muddy conditions. Susan recalls seeing lamprey, along with salmon, in Elk Creek when she was growing up. The board discussed how the small-mouth bass are key predators to coho, and this has not been adequately recognized or addressed.

Executive Committee and Council Business

Jamie Mast reported that the executive committee is on hiatus until October, given everyone’s busy summer schedule.

Bureau of Land Management

Nothing new to report. Lee and Jen will be meeting with Jeff McEnroe to discuss future project development.

Oregon Department of Fish and Wildlife

Eric Himmelreich is busy with in-stream work. He visited the Buck Creek site last week with Jen to confirm that fish salvage is not required during construction

Douglas Soil and Water Conservation District

Walt Barton was unable to attend, and had nothing new to report.

Council Coordinator

Jen Bailey reported:

- Buck Creek is starting this week. Bob has purchased a cut-and-break saw (and pump) to cut the bedrock, and has lined up an excavator with a hydraulic hammer. Eric Himmelreich visited the site to confirm that fish salvage is not required. He will be coming by to check in. We have a fire waiver from DFPA to work past 1:00 PM, thanks to Mike Jackson of DFPA, who will be stopping by the project site. There is a lot of interest in this project.
- We have terminated our relationship with IEH, the Seattle lab that handled the Smith River project and our DNA testing to date. IEH could only identify “transient DNA” in our samples. They are no longer equipped to support this project, and have waived the fees for the lab testing done to date. Jen is working on a proposal to use the Bacteroides test methodology to identify the presence of certain fecal bacterial matter. Lee reported that the BLM Title II funding has been extended to

September 16, 2018. This will give us the opportunity to test sediments next summer, when we hope to have a new test methodology in place.

- Bob Rundell agreed to talk with Paul Zolezzi of Rocking C Timber about the potential culvert replacement in Headwaters Elk Creek.
- Jen still needs to follow up with Jan Kelley about lower Hardscrabble.

Executive Director

Highlights of the discussion from Lee's report (*see attached*):

- Fitch Creek was delayed by two weeks because of a required 15-day notice period by ODF, as the culvert removal impacts a forestry road. A written plan is required.
- Walt Barton is making arrangements with delivery of the Yoncalla Creek railcar bridge. The seller is equipped to deliver the bridge.
- Lee is exploring matching funds for fencing on Woolley's property on Jack Creek.
- Lee is seeking action plans that are less generic. He plans to visit Cascade Environmental in Portland to work with their GIS expert, to learn how to use the actual data, including LiDAR.
- Susan Applegate asked about strategic planning. Lee explained that there is limited funding for effectiveness monitoring.
- Jamie expects the 2017-2019 council support budget to be net-neutral, using grant administration funds to make up the shortfall.
- Lee will pursue potential opportunities for foundation grants like Meyer Memorial and Ford Foundation.

Old Business

2017-2019 Council Support

- Lee's 2017 Action Plan needs to be signed by Jamie.
- Lee's personal services contract needs revision.
- Jamie, Lee and Jen need to review the 2015-2017 council support expenses and 2017-2019 council support budget.

New Business

Jamie has requested that Jen schedule a presentation by the Douglas County Water Master for the watershed council.

Announcements

None.

Adjournment

Nick Botner expressed his frustration that “we used to do projects, but now everything is for ‘support’”.

Calendar

Saturday, April 8th, 2018 – Landowner Free Lunch Program

Executive Director Report

15 August 2017

Current Watershed Council Projects:

I.) Fitch Creek Culvert Removal:

- Survey and engineering drawings have been completed.
- Bob Rundell will schedule the construction after the ODF OP Permit time is over.

II.) Yoncalla Creek Livestock Crossing:

- Don Porior has prepared the floodplain report.
- Need to plan delivery of the bridge and schedule construction.

III.) Jack Creek Habitat Improvement:

- The Woolley land manager has not looked at options for fencing on the Jack Creek ranch, since this project is not a high priority for them, but he did give me permission to look into working livestock fencing into the OWEB grant.
- There would be more than 13,000 feet of fencing on Jack Creek and the lower part of Johney Creek, and it would add around \$100,000 to the cost of the project. I will look into a way to find the match for the project.

Projects in Development:

IV.) Hardscrabble Creek Habitat Improvement:

- We have permission to develop a project on the Woolley land on Hardscrabble Creek.

V.) Ellenburg Creek Habitat Improvement:

Outstanding OWEB Small Grants:

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

- The project is complete and OWEB payments have been made.
- A monitoring report will be submitted in two years.

VII.) Zuiches Riparian Improvement: (#07-14-006)

- The project is complete and OWEB payments have been made.
- A monitoring report will be submitted in two years.

VIII.) Elk Creek Habitat Improvement: (#07-14-007)(8/17/2017)

- The 2-year monitoring report is due in August 2017.

IX.) Dean Habitat Improvement: (#07-14-004)(9/25/2017)

- The 2-year monitoring report is due in September 2017.

Current Watershed Council Monitoring Projects:

X.) Bacterial DNA Study (BLM):

- We need to decide on how we want to close this project out.

XI.) Watershed Assessment/Bioassessment (BLM):

- Field work for 2017 has been cancelled.
- We need to develop a strategy that will link the bioassessment to the Council's long-term priorities and goals. [See *Strategic Planning*.]
- So far, the bioassessment work has allowed us to satisfy OWEB's requirement that councils are actively involved in monitoring conditions in their watersheds, and in watershed assessment and planning.
- We now have a better understanding of what creeks have the highest coho densities, and some idea of **why** this habitat is being used.
- We have action plans for the creeks we have surveyed that will help support any funding requests for projects in these watersheds.
- In the future, we need to develop a process to use the data that we collect from the bioassessments that will give us a much more detailed assessment of the watershed, and then to formulate goals and objectives for the watershed that will be the basis for action plans.
- 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:

XII.) OWEB Council Support Grant:

- The final completion report for the 2015-2017 council support grant has been completed and submitted to OWEB.
- OWEB funding for the 2017-2019 biennium will be \$118,425. We need to submit a budget. [See Working Budget.]

XIII.) Watershed Council Self-Evaluation:

- We need to use the self-evaluation to set goals and priorities. This will be the basis of the work plan that will be submitted to OWEB. [See *Strategic Planning*.]

Watershed Action Planning:

XIV.) Landowner Outreach Grant (BLM):

- This BLM RAC grant (\$13,310) will begin development of landowner outreach materials for presenting rapid bioassessment work in priority sub-basins.

XV.) Umpqua Focused Investment Partnership:

- 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:

XVI.) 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.

XVII.) 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 priority actions.
- The budget needs to be realistic. Enough resources need to be allocated to priority actions to successfully achieve established goals.

XVIII.) 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.