

Elk Creek Watershed Council

Board of Directors Meeting Minutes

September 19, 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, Tom Linebach

Meeting Minutes

The Board approved the August 2017 meeting minutes (motion by Gene Zuiches, seconded by Linda Galetti).

Treasurer's Report

The Board approved the Treasurer's Report of September 14, 2017 and the Accounts Payable (motion by Brad Chapman, seconded by Gene Zuiches), with one exception: the \$149 charge by Lee Russell for Dropbox and the Annual Report needs clarification at the next meeting.

Beginning Balance: 1 August 2017	\$40,074.50
Deposits:	\$17,091.99
Checks:	(\$1,146.25)
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Ending Balance: 31 August 2017	\$56,020.24
Deposits	\$23,571.00
Outstanding Checks	(\$0.00)
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Balance	\$79,591.24
Accounts Receivable	\$0.00
Accounts Payable	(\$2,429.00)
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Fund Balance	\$77,162.24

Executive Committee and Council Business

James Mast reported that the executive committee has not met in the last month.

Bureau of Land Management

Jeff McEnroe just returned from five straight weeks of fire duty. He reported:

- Umpqua North (43,139 acres) and Horse Prairie (16,436 acres) fires are both pretty much contained, although not officially yet. They were both a mixture of high intensity and low intensity ground fire, so not all of those acres listed above are "gone".
- The BLM replaced a fish passage culvert on Little Wolf Creek in July which was failing.
- The North Fork Big Tom Folley and Pass Creek instream restoration projects are likely going to be postponed due fire restrictions and lack of contractor availability. So not a good summer for instream restoration! :(

Oregon Department of Fish and Wildlife

Eric Himmelreich reported that he will be busy with in-stream work with PUR through the end of the month, now that fire restrictions have been lifted.

Douglas Soil and Water Conservation District

Walt Barton reported that he's shooting for this Friday to have the railcar bridge delivered to the Yoncalla Creek project, pending contractor availability.

Portuguese Broom in the Cox Creek drainage was not sprayed last year, due to lack of funding. There's been a lot of regrowth this year, with two-year-old plants producing seed. It really needs to be sprayed every year, not every other year.

Council Coordinator

Jen Bailey reported:

- Buck Creek – Construction is complete. Resurveyed area to see how results compared to specification. Secured verbal approval from landowners upstream for ODFW to conduct spawning surveys. Will also survey for juvenile coho.
- Fitch Creek – Working on an ODFW extension to the in-stream work period, to get this work done next week or the following, when Rundell's equipment and personnel are available.
- Yoncalla Creek – Walt Barton hopes to have the bridge delivered on Friday. There's potential for a tree revetment for erosion control, next year.
- Lower Jack Creek – The landowner plans to enroll in CREP, and is very interested in complimentary work by the watershed council. Will meet in mid-October once he wrap up other projects.
- Upper Jack Creek – The landowner is open to considering CREP, but needs more information.

- Hardscrabble Creek – The landowner has expressed support for an in-stream project. Lining up ODFW and BLM to scope out work for a potential OWEB grant application.
- Ellenberg Creek – Pending Hardscrabble Creek design process.
- Headwaters Elk Creek Fish Passage – Walt Barton is checking if another railcar bridge could be available for this project.
- Tree Revetments – NOAA Fisheries is now allowing the use of T-posts in tree revetments projects. This re-opens the possibility of projects, which could lead to other restoration opportunities.
- DNA Study – Proposal for Bacteroides testing will be available soon.
- Umpqua Basin Partnership (FIP) – Meeting this Friday, after a long break.
- OWEB – Mark Grenbemer will attend our October board meeting to discuss OWEB grant funding.
- Landowner Outreach Program – Lining up presentations from Douglas County Watermaster and ODFW/OSU salmon surveys.

Executive Director

Lee Russell is on vacation (!). See attached report.

Old Business

- The Board approved the 2017 Action Plan (motion by Brad Chapman, seconded by Cindy Johnsrud).
- The Board approved the 2017–2019 Council Support budget (motion by Gene Zuiches, seconded by Rich Reinhart). James Mast explained that the council’s matching funds will come from grant administration.
- The Board approved the personal services contracts for Lee Russell and Jen Bailey, with Lee’s council support contract including project management responsibilities (motion by Gene Zuiches, seconded by Rick Reinhart).

New Business

Jen Bailey raised Nick Botner’s concern that the watershed council is spending too much money on contracted services. The Board discussed this, and will revisit it after the upcoming OWEB grant cycle.

The Board cancelled the December 2017 board meeting (motion by Gene Zuiches, seconded by Cindy Johnsrud).

Announcements

Mark Grenbemer will attend our October 17, 2017 board meeting to discuss OWEB grant funding.

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

Adjournment

Executive Director Report

19 September 2017

Current Watershed Council Projects:

I.) Fitch Creek Culvert Removal:

- Bob Rundell will schedule the construction, probably next week.
- Jen will supervise the construction.

II.) Yoncalla Creek Livestock Crossing:

- Don Porior has prepared the floodplain report. County permits have been completed
- Walt is working on delivery of the bridge and schedule construction.

III.) Buck Creek Fish Passage:

- The construction is complete. Don Porior completed a survey of the site after construction..
- Eric Himmelreich is considering doing spawning surveys in Buck Creek to see if fish are able to use the new fishway. We need to begin getting landowner permissions for this.

IV.) 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:

V.) Hardscrabble Creek Habitat Improvement:

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

VI.) Ellenburg Creek Habitat Improvement:

Outstanding OWEB Small Grants:

VII.) 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.

VIII.) 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.

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

- The 2-year monitoring report has been completed and accepted by OWEB.

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

- The 2-year monitoring report has been completed and accepted by OWEB.

Current Watershed Council Monitoring Projects:

XI.) **Bacterial DNA Study (BLM):**

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

XII.) **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:

XIII.) **OWEB Council Support Grant:**

- The final completion report for the 2015-2017 council support grant has been completed and submitted to OWEB. Final payment has been received.
- OWEB funding for the 2017-2019 biennium will be \$118,425. A budget has been submitted to OWEB.

XIV.) **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:

XV.) **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.

XVI.) **Umpqua Focused Investment Partnership:**

- The FIP will meet on September 22nd. I won't be able to attend.

Administrative:

XVII.) Action Plan:

- The draft of the 2017 Action Plan has been completed.

XVIII.) Personal Services Contracts:

- Personal services contracts have been revised.

XIX.) Oregon Dept. of Revenue - Annual Report:

- Annual Report has been completed.

XX.) Fiscal Year 2016 Tax Returns:

- Tax returns for both the IRS and Oregon Dept. of Revenue are in progress.

Other Activities:

XXI.) 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.

XXII.) 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.

XXIII.) 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.