

Elk Creek Watershed Council

Board of Directors Meeting Minutes

October 17, 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 Board approved the September 2017 meeting minutes (motion by Joe Coons, seconded by Rick Reinhart).

Treasurer’s Report

Lee Russell clarified that Dropbox is for ‘cloud’ storage of photos and videos (lots of data), and the \$50 annual report is required by the Oregon Department of Justice. The Board approved the Treasurer’s Report of October 17, 2017 and the Accounts Payable (motion by Bob Rundell, seconded by Brad Chapman), with the correction that the Johnsrud bridge engineering design and Fitch Creek/Johnsrud land use permits had been paid last month.

Beginning Balance: 1 September 2017		\$56,020.24
Deposits:	\$23,571.00	
Checks:	(\$5.00)	
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Ending Balance: 31 September 2017		\$79,586.24
Deposits		(\$0.00)
Outstanding Checks		(\$0.00)
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Balance		\$79,586.24
Accounts Receivable	\$14,619.53	
Accounts Payable	(\$24,297.02)	
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Fund Balance		\$65,348.75

Executive Committee and Council Business

The Executive Committee meetings will resume in November.

Bureau of Land Management

Jeff McEnroe was unable to attend the meeting, as he is on the prescribed fire training exchange (TREX). He provided the following points for the scheduled discussion with Mark Grenbemer about OWEB grant funding:

- *Small private lands projects are what the Oregon Plan is all about, but the current method of ranking projects through the OWEB RRT does not allow for these projects to compete with larger projects on industrial timber lands due to the lack of match, extent, or even net ecological benefit. The value of these projects is in bringing small, usually anti-government landowners on board with restoration of their streams.....they in turn tell their neighbors about the benefits bringing more small, anti-government folks on board with restoration. I have seen this happen in our watershed and word spreads quickly. There is real value in this.*
- *OWEB needs to devise a method of funding small private lands projects that can't compete with the big projects, whether it's devoting a certain percentage of funding (say 25%) each year to these projects or giving them some scoring method that will help them compete better. I favor the former. Have them in a separate class with their own funding and ranked against each other.*
- *The RRT would be much more effective in the distribution of OWEB funds if there was a time period before the ranking portion of the RRT in which the project submitters were allowed 15 min for a presentation and Q & A by the RRT. When I served on the RRT, there were always questions with the applications on budget, designs, etc. that could easily be clarified by the project submitter in a short Q & A session. This would add to the RRT meeting time, but would greatly pay off in a much more effective use of OWEB funds.*

Jeff also reported that the North Fork Big Tom Folley project was delayed due to fire restrictions and equipment breakdowns. He is expanding the scope of the project for next summer, staging logs in November.

Oregon Department of Fish and Wildlife

Eric Himmelreich reported via e-mail that "I have seen all of Elk Creek restoration projects that were completed this year and have been pleased. I look forward to monitoring all of them especially Buck Creek. Design on Hardscrabble is ongoing and I just made a design report for Lee for Jack Creek."

Douglas Soil and Water Conservation District

Walt Barton reported that the Johnsrud railcar bridge was delivered to the ODOT yard. The plan is to place it across Yoncalla Creek temporarily, to access the far side to deliver materials to build the abutments. The bridge supplier has a fourth railcar bridge available for the possible Headwaters Elk Creek culvert replacement.

Council Coordinator

Jen Bailey reported:

- Mark Grenbemer (OWEB) was scheduled to be at this meeting, but had to cancel due to illness. This will be rescheduled to a future board meeting. November's meeting will be a presentation by ODFW Corvallis Research.
- Hardscrabble Creek – Jen is working on an OWEB grant application for the November OWEB grant cycle. She, Eric Himmelreich and Jeff McEnroe made an initial survey of the site, identifying nine in-stream sites. She and Eric are returning to survey more of the creek.
- Buck Creek – Construction is complete. Resurveyed area to see how results compared to specification. Secured approval from landowners upstream for Eric Himmelreich and us to conduct spawning and juvenile surveys.
- Lower Jack Creek – The landowner is interested in CREP and complimentary work by the watershed council.
- Upper Jack Creek – The landowner is open to considering CREP, but needs more information.
- Ellenberg Creek – Pending Hardscrabble Creek design process.

Executive Director

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

- There is \$43,000 in RAC funding for the rapid bioassessment and outreach.
- Umpqua Basin Partnership (FIP): Eric Riley sent out a draft governance document for the Focused Investment Partnership. The goal of the partnership is get a FIP implementation grant from OWEB, but Lee doesn't think that the action plan will meet the requirements for an implementation grant. The key issue is how we are going to prioritize projects.
- The CREP grant from OWEB will be \$167,000, which includes \$25,000 for contracted cultural resources.

New Business

None.

Announcements

Tuesday, November 21, 2017, 7:00 PM – Drain Civic Center – ODFW presentation on coho salmon monitoring program.

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

Adjournment

Executive Director Report

17 October 2017

Current Watershed Council Restoration Projects:

I.) Fitch Creek Culvert Removal: (#07-16-008)

- An extension of the instream work period was granted, and the old culvert was removed before the October 1st deadline.
- There were problems with the construction that may have to be corrected next summer.

II.) Yoncalla Creek Livestock Crossing: (#07-16-007)

- The bridge was delivered and unloaded in the ODOT yard.
- The abutments need to be constructed and the bridge placed, but since the work is above “ordinary high water,” a permit is not required, and there are no instream restrictions.

III.) Buck Creek Fish Passage:

- 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 Johnny 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.
- Eric is reorganizing the site photos and design drawings for an OWEB application.

Projects in Development:

V.) Hardscrabble Creek Habitat Improvement:

- Jen surveyed part of the creek with Eric Himmelreich and Jeff McEnroe. They selected seven (7) restoration sites. More work needs to be done.

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.

Current Watershed Council Monitoring Projects:

IX.) Bacterial DNA Study (BLM):

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

X.) 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:

XI.) OWEB Council Support Grant:

- OWEB funding for the 2017-2019 biennium will be \$118,425. A budget has been submitted to OWEB and the grant agreements signed.

XII.) 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:

XIII.) 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.

XIV.) Umpqua Focused Investment Partnership:

- The FIP met on September 22nd. I wasn't able to attend.
- There is another meeting scheduled for November.
- If the group is going to try to work collaboratively to prioritize restoration work in the entire Umpqua Basin, they will need to develop a process that will meet the needs of all the partners.

Administrative:

I.) Fiscal Year 2016 Tax Returns:

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

II.) CREP:

- The CREP quarterly report for July-September should be finished this week.
- The application for the 2018-2019 CREP program has been submitted to OWEB and is being reviewed. I'm still working out some budget details with OWEB.

III.) Action Plan:

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

IV.) Personal Services Contracts:

- Personal services contracts have been revised.

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

- Annual Report has been completed and the \$50 registration fee paid.

Other Activities:

VI.) 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.

VII.) 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.

VIII.) 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.