

Elk Creek Watershed Council

Board of Directors Meeting Minutes

November 21, 2017

Board Attendance

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|-------------------|------------------|------------------|----------------|
| ✓ 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, Ron Gerrard and two other community members

Presentation

Matt Strickland, Assistant Project Leader for the Aquatics Inventories Project at the ODFW/OSU Corvallis Research Lab., gave a presentation on their work.

Meeting Minutes

The Board approved the October 2017 meeting minutes (motion by Gene Zuiches, seconded by Joe Coons).

Treasurer's Report

The Board approved the Treasurer's Report of November 17, 2017 and the Accounts Payable (motion by Bob Rundell, seconded by Gene Zuiches). Kittie Coons requested that more information be provided about reimbursement requests. Jen explained that she submits invoices at the executive committee meeting. Recent reimbursements were for council support, equipment rental for the Buck Creek project, and shipping for the DNA study.

Beginning Balance: 1 October 2017		\$79,586.24
Deposits:	\$10,750.23	
Checks:	(\$22,946.28)	
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Ending Balance: 31 October 2017		\$67,390.19
Deposits		\$11,579.30
Outstanding Checks		(\$3,635.74)
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Balance		\$75,333.75
Accounts Receivable	\$20,167.95	
Accounts Payable	(\$37,011.52)	
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Fund Balance		\$58,490.18

Executive Committee and Council Business

James Mast was not present. Lee Russell explained that OWEB and ODA have requested that our council be the fiscal agent for the Douglas County Weed Board.

Bureau of Land Management

Jeff McEnroe is staging logs (hazard trees) for instream work in Big Tom Folley next summer. BLM is planning a timber sale in Brush Creek in 2019, based on the new resource management plan.

Oregon Department of Fish and Wildlife

Eric Himmelreich completed 11 instream projects this summer, for a total of 15 miles. He recommends technical assistance grants to fund new project development.

Douglas Soil and Water Conservation District

Walt Barton wasn't able to make the meeting. The Johnsrud bridge has been placed across Yoncalla Creek. The ground is too wet to install abutments – that will be done next year.

Council Coordinator

Jen Bailey highlighted items from her status report (*see attached*). She has launched the Facebook page. Hardscrabble Creek was not ready for an October 2017 grant application, due in part to a potential fish passage issue. She is now working with the land owners/managers on Jack Creek.

Executive Director

Lee Russell reviewed his report (*see attached*). He is planning to do 10 miles of rapid bioassessment surveys next summer. He reiterated the need for the council to reassess its goals, and to establish realistic priorities based on available resources. The ensuing discussion pointed out that this should be initiated by the Executive Committee.

Old Business

None.

New Business

As voted upon during the Executive Director's Report: The Board approved the council becoming the fiscal agent for the Douglas County Weed Board (motioned by Bob Rundell, seconded by Brad Chapman).

Announcements

Tuesday, January 16, 2017, 7:00 PM – Drain Civic Center – Mark Grenbemer and others from the Oregon Watershed Enhancement Board.

Tuesday, February 20, 2017, 7:00 PM – Drain Civic Center – presentation by Douglas County Watermaster.

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

Adjournment

Executive Director Report

21 November 2017

Current Watershed Council Restoration Projects:

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

- The project is complete. We may have to make some adjustments to the grade control weirs next summer.

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

- The bridge has been installed.
- The ends are currently sitting on the roadbed. We plan to construct bigger pads under the ends, and improve the approaches when the ground is drier in the spring.

III.) Jack Creek Habitat Improvement:

- Hardscrabble Ranch has just leased the property to Jan and Kevin Kelley. The owners and the Kelleys are considering fencing the riparian area and enrolling in CREP.
- Signing up for CREP would satisfy OWEB's need to address the cattle issue. We were unable to get a commitment before the OWEB grant application deadline, but if they follow through, we will be able to submit an OWEB grant in April.

Outstanding OWEB Small Grants:

IV.) 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.

V.) 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:

VI.) Bacterial DNA Study (BLM):

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

VII.) Watershed Assessment/Bioassessment (BLM):

- I've started discussions with John Runyon (Cascade Environmental) about work for 2018.
- 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 to 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:

VIII.) 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.

IX.) 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:

X.) 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.

XI.) Umpqua Focused Investment Partnership:

- The FIP met on November 7th. They are trying to wrap up the strategic action plan that was funded by the OWEB capacity-building grant.
- There is another meeting scheduled for January.
- 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 have been completed.

II.) CREP:

- The CREP quarterly report for July-September has been submitted and the fund requests completed. We've received payment for everything up to the 10% holdback that OWEB won't release until the final report is completed.
- The application for the 2018-2019 CREP program has been submitted to OWEB and has been approved. I've worked out some budget details with OWEB, and the grant agreement should be completed soon.

III.) **Oregon Weed Board Grant:**

- The Department of Agriculture and OWEB have asked if we would administer the funds for the Douglas County Weed Program
- This would work roughly the same way as the CREP program.. We would be the fiscal agent, and we would contract with Douglas SWCD for implementation.

IV.) **Oregon Dept. of Revenue - Annual Report:**

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

Other Activities:

V.) **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.

VI.) **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.

VII.) **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.