

Elk Creek Watershed Council

Board of Directors Meeting Minutes

May 19, 2020

Board Attendance

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

Others in Attendance

Jen Bailey, Lee Russell

Meeting Minutes

The Board approved the February 2020 meeting minutes (motion by Gene Zuiches, seconded by Rick Reinhart).

Treasurer's Report

The Board approved the Treasurer's Reports of March 11, April 12 and May 15, 2020 and the Accounts Payable, (motion by Gene Zuiches, seconded by Rick Reinhart).

Beginning Balance: 1 February 2020		\$64,028.80
Deposits:	\$0.0	
Checks:	(\$0.0)	
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Ending Balance: 29 February 2020		\$64,028.80
Deposits		\$27,775.47
Outstanding Checks		(\$7,950.00)
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Balance		\$83,854.27
Accounts Receivable	\$3,602.50	
Accounts Payable	(\$1,350)	
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Fund Balance		\$86,106.77

Beginning Balance: 1 March 2020		\$64,028.80
Deposits:	\$27,775.47	
Checks:	(\$7,500.00)	
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Ending Balance: 31 March 2020		\$84,304.27
Deposits	\$2,117.50	
Outstanding Checks	(\$450.00)	
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Balance		\$83,971.77
Accounts Receivable	\$58,993.01	
Accounts Payable	(\$63,590.13)	
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Fund Balance		\$81,374.65
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Beginning Balance: 1 April 2020		\$84,304.27
Deposits:	\$2,117.50	
Checks:	(\$27,733.63)	
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Ending Balance: 30 April 2020		\$58,688.14
Deposits	\$57,508.01	
Outstanding Checks	(\$36,306.50)	
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Balance		\$79,889.65
Accounts Receivable	\$28,312.00	
Accounts Payable	(2,157.86)	
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Fund Balance		\$106,043.79
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Executive Committee and Council Business – James Mast

Nothing to report. The Executive Committee has not been meeting, due to COVID-19.

Bureau of Land Management

No report.

Oregon Department of Fish and Wildlife

Eric Himmelreich is re-scheduling the electroshocking planned for Buck, Ellenburg and Headwaters Elk Creek, delayed due to COVID-19. He assisted Jen Bailey with revising the Ellenburg Creek OWEB grant application, and will help with the proposed culvert replacement on Johney Creek.

Council Coordinator

Jen Bailey reviewed the Coordinator's Report (*see attached*). Key points:

- The board confirmed that the council will hire Walt Barton as an independent contractor to provide technical assistance for projects he's been involved in, budgeted for.
- Applegate Wildlife Pond – James Mast stressed that ODFW sign-off is needed to assure that bryozoans are not accidentally released into Elk Creek.
- Big Tom Folley – The technical assistance grant was not recommended for funding. Lee Russell will talk to John Runyon about the raw data and how to get information to Seneca.

Executive Director

Lee Russell reviewed the Executive Director's report (*see attached*). Key points:

- Jamie will review the new Action Plan with Lee.
- Lee reviewed the OWEB work plan. We need to be generating larger projects to generate revenue.
- The Education/Outreach goal is revised to include public meetings and a focus on specific watersheds.

Board of Directors

James Mast expressed concern that there are no new large restoration projects in development, and that Lee and Jen are not working together. The Board will meet at 6:00 PM before the June board meeting to evaluate their performance.

Old Business

Approval of Action Plan is pending.

Adjournment

Elk Creek Watershed Council

Council Coordinator Report

May 19, 2020

Restoration

1. Jack and Hardscrabble Creeks Restoration
 - Completed planting, tubing, 1st herbicide treatment, expanding number of conifers, native shrubs and willows planted. Most extra plants were donated by the nurseries.
 - Herbicide crew inadvertently used Westar on upland riparian area, resulting in 100% incense cedar fatality. Will replant conifers next year.
 - The landowner is planning the off-channel watering system.
2. Clover Creek Livestock Water Improvement
 - OWEB project reporting will be done (sorry for delay)
3. Turkey Crick Livestock Water
 - OWEB project reporting will be done (sorry for delay)
4. Kennerly Stream Protection
 - Setting up site visit with landowners and Walt Barton, to ensure this project gets done this summer.
5. Lower Jack Creek Livestock Water
 - This project will happen this summer. The landowners have been working on riparian restoration.
6. Buck Creek Fish Passage
 - Re-scheduling electroshocking with ODFW, delayed due to shutdown.
7. Ellenburg Creek Habitat Improvement
 - While the OWEB Regional Review Team recommended this project, it fell below the cut-off line for available funding. Resubmitting application by new deadline of July 27th, incorporating latest RRT feedback. Sadly, one landowner recently passed away; his widow supports ongoing restoration work on their land.
 - Re-scheduling electroshocking with ODFW, delayed due to shutdown.
8. Van Epps Off-Channel Livestock
 - Submitted OWEB small grant application to install an off-channel livestock watering system in conjunction with a CREP project.
9. Bennet Creek Livestock Crossing

- This project does not currently qualify for OWEB small grant funding in conjunction with the CREP project, as there is no comprehensive plan to exclude livestock from the creek.

10. Applegate Wildlife Pond

- Helping Susan Applegate and team to develop a project to drain her pond to remove invasive species harming the western pond turtle, with Yoncalla Oil Spill funds. Coordinating contractor work.

11. Jack Creek Restoration, Phase 2

- Planning new restoration project (due July 27th) with some combination of Johney Creek culvert #2 replacement, Johney Creek culvert #4 repair/replacement, Johney Creek instream restoration, Middle Elk Creek riparian fencing.

12. OWEB Small Grants 2019–2021 – pending June 11th OWEB board meeting

- Clover Creek Riparian Fencing – Working with landowner on another OWEB small grant for this property.
- Turkey Crick Riparian Fencing – Working with rancher and landowner on another OWEB small grant for this property.
- Elk Creek Willow Riparian Planting – Already started, landowner outreach
- Headwaters Elk Creek Culvert Removal
- Elk Creek Off-Channel Winter Habitat

13. Big Tom Folley Restoration

14. Sand Creek Instream Restoration

15. Rock Creek Instream Restoration

16. BLM East Elk Harvest Opportunities

Council Support

1. Policies & Procedures Manual – Needs to be updated with fiscal oversight policy

Communications and Outreach

1. Our Communications and Outreach strategy needs to be reevaluated in light of COVID-19 and budget cuts. This includes the web site, Facebook page and brochure.

Executive Director Report

19 May 2020

OWEB Watershed Council Support:

I.) OWEB Council Support Grant (2019-2021):

- The third OWEB payment (\$17,520.39) was received.
- The Directors and Officers Insurance premium (\$811.00) was paid online and billed to my credit card.
- The General Liability Insurance premium (\$524.00) is due in June. It will be automatically billed to my credit card.

Watershed Council Planning:

I.) Strategic Planning:

- The Strategic Restoration Action Plan (June 2019) documents the process and rationale that was used to prioritize restoration actions in the subwatersheds of the Elk Creek 5th-field for the next few years.
- The Council also needs an intermediate level of planning that will establish the strategies, and define the objectives, that will achieve the Council's goals in the areas of organizational improvement and landowner outreach, which are included in the OWEB Work Plans.

II.) OWEB Work Plan:

- The OWEB Work Plan includes each of the projects that the Council has identified for action in the biennium. It organizes these projects into four major categories:
 - Community Engagement (Outreach and Education)
 - Monitoring and Assessment
 - Organizational Development and Management
 - Restoration
- Within the description of each project in the Work Plan are "quantifiable objectives," (deliverables) that the Council expects to accomplish in the biennium.
- OWEB's evaluation of the Council will be based on its success in achieving the objectives in each of these categories contained in the Work Plan, and which are reported in the Council's grant completion reports.
- The Council's 2019-2021 Work Plan includes twenty-three (23) projects. I've assembled a list of the projects from the Work Plan, along with a summary of the deliverables from each, and the current progress toward meeting the deliverables.

III.) Elk Creek Watershed Council 2020 Action Plan:

- OWEB requires that each council submit an action plan every two years with its council support application. The Action Plan organizes and prioritizes the projects and deliverables from the OWEB Work Plan.
- The Council's Action Plans are organized by Goals, which correspond to the general categories of the OWEB Work Plan, and to which I've added Watershed Planning.

- Within each Goal are Strategies that will contribute to achieving those Goals, and within each Strategy are the Actions (projects) that the Council will work on during the biennium.
- Most of the action items (projects) that were included in the Council's 2018 Action Plan have been completed, or are in the process of being completed.
- I drafted a new Action Plan for 2020. This was sent out in the email with the March Board of Director packets.

IV.) Elk Creek Watershed Council Education Program:

- In reviewing the OWEB Work Plan, and updating the Council's Action Plan, it was apparent that as current projects were completed and removed from the Action Plan, there was no strategy identified to actively generate new projects.
- Since nearly all the Council's projects involve private landowners, this strategy should be included within the "Watershed Outreach and Education" Goal of the Action Plan (#3), with the objective to identify landowners that are willing to work with the Council to implement projects on their properties.
- Currently the two (2) Strategies in this category are simply aimed at improving "awareness of watershed processes," and at increasing "public awareness of the Council." The only Actions identified are the Free Lunch Program, the website and Facebook page, and the Education Program which was originally part of a Title III grant.
- I've rewritten the Watershed Outreach and Education section so that the Education Program is elevated from a medium priority Action to a separate, high priority Strategy with the objective of developing new restoration projects. When it is included in the next update of the OWEB Work Plan, the deliverables can be expressed in terms of public meetings, landowner meetings, or projects developed.

Watershed Council Programs & Fiscal Management:

V.) Douglas County CREP (2018-2019):

- The online completion report for the 2018-2019 biennium has been submitted and approved. The final invoices have been submitted and payment received.
- The final balance from grant administration, \$1,692.83 was transferred to the General Fund.

VI.) Douglas County CREP (2020-2021):

- The application for the 2020-2021 biennium was approved for \$170,060.
- OWEB grant agreements have been received and signed.
- Georgina Kennedy is currently on maternity leave, but she submitted her data for the first quarter before she left. I completed the report and submitted it to OWEB.
- The report was a little more complicated than usual because OWEB made some changes in how some of the tasks in the report were documented, but that was resolved.
- The first fund request has been prepared, but can't be submitted until I get an invoice from Douglas SWCD. I've talked with Troy Clark, who is now managing the SWCD's books, and sent him a copy of a previous invoice. As soon as that is received, I will submit for payment.

VII.) Oregon Weed Board Grants (2019):

- The 2019 Weed Board work was completed last fall. The SWCD was making no progress on the online completion report so I got what data I could from ODA and completed the report myself.
- The completion report needed a GIS shapefile showing treated areas to be uploaded into the report. I did manage to get that from Chrissy Morgan.
- I was able to complete the required OWEB Metrics Form from the ODA data.
- Unless OWEB has some other requirement that I'm not aware of, all I need to get are some before and after photos of the work to upload into the completion report which is due June 30th.
- When all the pieces of the report are submitted we'll get the final \$12,144.00.

VIII.) Oregon Weed Board Grants (2020):

- Application for the 2020 Weed Board grant was submitted in December and approved for \$53,654.00. The grant agreement has been signed and returned.
- The first fund request is being held up until I get a signed Match Form from ODA. The one I submitted used the amount from last year's grant, but ODA wouldn't sign off on more than what was put into the grant application. When that's accepted, OWEB will approve the first fund request: \$26,827.00.
- ODA and the Douglas SWCD crew have started work on this year's spraying.
- To try and avoid some of the problems with last year's completion report, I've requested that Douglas SWCD submit all their spray reports directly to me at the end of each week. In the past, I've received nothing except copies of the reports that were submitted to OWEB by Walt and Chrissy. Since the Watershed Council is responsible to OWEB for the requirements of the grant agreement, I want more control over the reports that are submitted and how the grant is administered.

IX.) NRCS Farm Bill Assistance:

- This grant expired at the end of February and it won't be renewed.
- The final accounting has been completed, and the online completion report was submitted, but OWEB required a specific Metrics Form. I got the data printouts from NRCS (since Georgina is still on maternity leave), and put together the form. It has been accepted and the final payment request approved. \$1,485.00.

X.) Umpqua Basin Focused Investment Partnership:

- PUR's application to OWEB for a capacity-building grant to fund the development of a "Coho Business Plan" that would focus on coho restoration in the Umpqua Basin was not recommended for funding. The main concern of reviewers was that the Partnership has not completed the strategic plan that was the purpose of the original grant.
- Even with the extension that moved the completion date to June 30th, there is probably no way that the plan will be completed, at least by the original partners that signed on to the MOU.
- PUR has been coordinating meetings of the Oak Woodland group, and calling it a subcommittee of the Umpqua Focused Investment Partnership, but there have been no meetings of the main group, or of the Aquatic Subcommittee.

- Since it looks like the grant is going to expire, I've billed PUR for my time which was part of the grant agreement budget.
- This looks like the end of the Umpqua's chance to get an OWEB Focused Investment Implementation grant.

OWEB Small Grant Program

XI.) Umpqua Basin Small Grant Team:

- The documents establishing the Umpqua Basin Small Grant Team for the 2019 to 2021 biennium have been completed and returned to OWEB.
- PUR has resolved the issue with its overdue completion reports, so the documents have been approved.
- Due to the uncertainty of OWEB revenue because of the coronavirus, OWEB is not signing any new grant agreements. They will probably have some guidance after the OWEB Board is presented with updated financial estimates at their June meeting.

XII.) Current OWEB Small Grant Projects:

- Kennerly Stream Protection:
 - Funded
 - Due to be implemented summer 2020
 - Completion Date: 4/20/2021
- Lower Jack Creek Livestock Water:
 - Funded
 - Due to be implemented summer 2020
 - Completion Date: 12/19/2020
- Turkey Crick Livestock Water:
 - Funded
 - Project Completed; Completion Report required
 - Fund Balance: -(\$13,665)
- Clover Creek Livestock Water:
 - Funded
 - Project Completed; Completion Report required
 - Fund Balance: -(\$13,665)
- Jacobsen Livestock Crossing:
 - CREP Project
 - In Development; Not funded
- Van Epps Livestock Water:
 - CREP Project
 - In Development; Not funded