

# Elk Creek Watershed Council

## Policies and Procedures



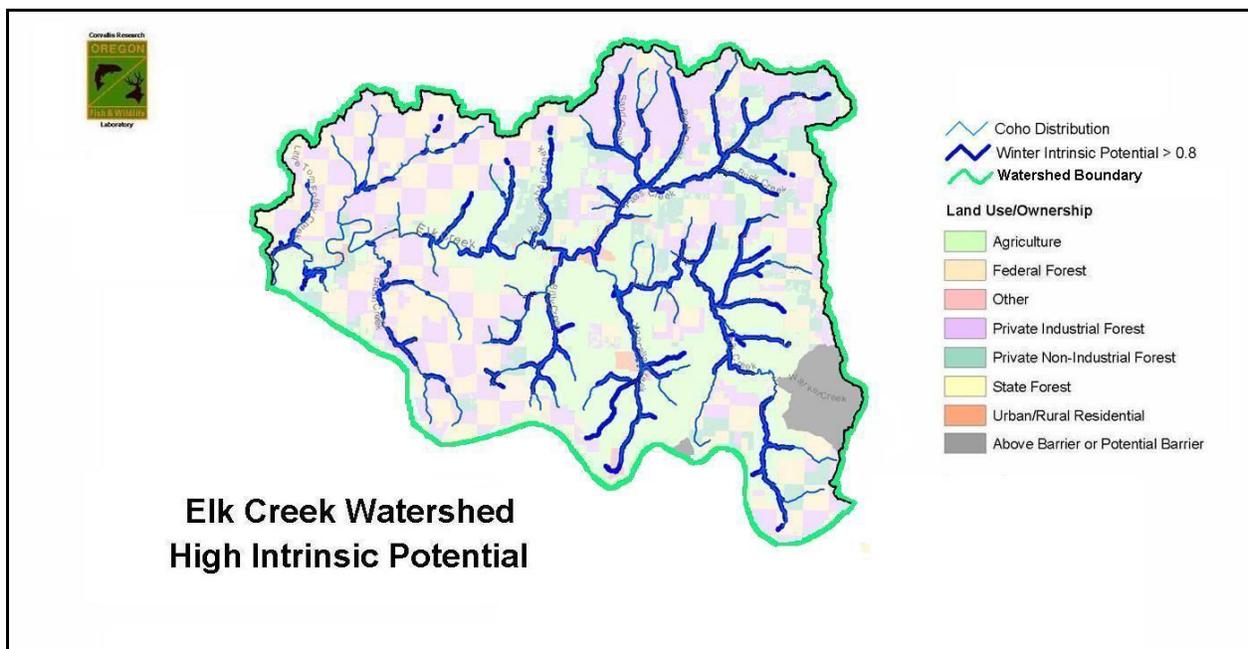
**Elk Creek Habitat Improvement Project - July 2010**

[As Amended: 21 October 2014]

## THE ELK CREEK WATERSHED

The Elk Creek Watershed comprises 187,000 acres in North Douglas County. The watershed is sparsely populated, with a population of approximately 5,000. There are two (2) incorporated cities within the watershed, Drain and Yoncalla, each with a population of approximately 1,100. The majority of the land in the watershed is privately owned (76%), the other 24% is O&C land managed by the Roseburg District BLM. The primary land use is forestry (73%), and of this forest land, 46% is industrial timber and 54% is small woodland owners. The remainder of the land (27%) is used for agriculture, predominately for raising cattle and sheep.

The Elk Creek Watershed is important habitat for coho salmon. The watershed contains more miles of High Intrinsic Potential coho habitat than any other fifth-field watershed in the Umpqua Basin. Of the 248 miles of anadromous fish habitat in the watershed, 172 miles are High Intrinsic Potential for coho. The majority of this habitat is in the lower reaches of the tributaries on privately owned agricultural land.



## THE ELK CREEK WATERSHED COUNCIL

The Elk Creek Watershed Council is a 501(c)(3) non-profit corporation. The council was formed in 2002 to engage and inform landowners in the watershed about conditions in the watershed, and about how their land management actions affect the watershed, and especially the habitat of anadromous fish. The council is actively engaged in developing and implementing voluntary watershed restoration and improvement projects with willing landowners.

## **PURPOSE**

The primary *purposes* of the Elk Creek Watershed Council are:

- To prepare and implement a watershed action program for the Elk Creek Watershed pursuant to ORS 541.388;
- To improve environmental integrity and economic stability in the Elk Creek Watershed;
- To foster community understanding and appreciation of watershed processes; and
- To develop, implement, and monitor practices beneficial to the watershed health, recognizing that human and livestock use is an important part of the equation.

Elk Creek Watershed Council Bylaws (Amended: 11/19/2013)

## **GOALS**

The primary *goals* of the Elk Creek Watershed Council are:

- To provide public participation in the preparation and implementation of a watershed action program for the Elk Creek Watershed;
- To encourage landowners to recognize and accept responsibility for that portion of the watershed under their stewardship and to take voluntary action in the interest of the watershed;
- To foster public awareness of watershed processes, activities, and opportunities to take responsibility for, and contribute positively to, the watershed;
- To foster scientific understanding through a program of watershed information and activities;
- To serve as a clearinghouse for watershed information and activities;
- To operate in a manner which supports economic stability and environmental integrity (using statistically valid science) within the Elk Creek Watershed; and
- To encourage cities and their residents to recognize and accept responsibility for their individual and collective impacts on the Watershed.

Elk Creek Watershed Council Bylaws (Amended: 11/19/2013)

## **PRINCIPLES**

The primary *principles* of the Elk Creek Watershed Council are:

- It is possible to achieve both economic stability and environmental integrity within the Elk Creek Watershed and Douglas County using statistically valid sciences;
- The natural product and process of the Watershed are indicators of Watershed health and are important to the economy and vitality of communities;
- The actions of persons residing or working within the Elk Creek Watershed can affect the stability of the watershed and related economy (livestock, logging, farming, etc.);

- Land management and other human activities have a legitimate place in the Watershed;
- Coordinated planning and action for watershed health are important, and are most effectively achieved by the persons who reside and work within the watershed;
- Watershed-scale perspective improves the ability of persons to sustain the health of the watershed and related economic activities;
- Fish are important to the economic, recreational, ecological, and cultural values of persons and communities within the watershed;
- This council shall have no regulatory authority over any private property or publicly owned or managed lands; and
- This council shall respect private property rights during the implementation of projects designed to improve watershed productivity and health. This council will participate in a project only with the voluntary cooperation of the owner of the land on which the project is located.

Elk Creek Watershed Council Bylaws (Amended: 11/19/2013)

## **POLICIES**

### **I.) ORGANIZATIONAL POLICIES:**

In the conduct of its business, it shall be the *policy* of the Elk Creek Watershed Council to:

- Encourage the public to attend council meetings, and to participate in council activities.
- Conduct the business of the council in an open and transparent manner. This shall include public announcements of regularly scheduled council meetings and access to agendas and minutes of council meetings.
- Include a broad representation of community interests on the governing board of the council. These interests shall include representatives of the primary land uses in the watershed, *i.e.* agriculture, forestry, and urban.
- Include representatives of state and federal land management agencies that operate within the watershed in all activities and decisions of the council, *i.e.* Douglas Soil and Water Conservation District, Oregon Department of Fish and Wildlife, and Roseburg District Bureau of Land Management.
- Respect private property rights during the implementation of projects designed to improve watershed productivity and health. The council will participate in a project only with the voluntary cooperation of the owner of the land on which the project is located.
- Not use litigation as a means to achieve the council's ecological goals. The Elk Creek Watershed Council is *not* a regulatory agency, and has *no* regulatory authority.

## II.) CONFLICT OF INTEREST POLICIES:

- Statement of Potential Conflict of Interest: Occasionally, the council will consider a decision that involves a member of the Board of Directors. If the Board's decision may have a financial impact, either on the Board Member, his/her immediate family, or on a company that the Board Member or his/her family has a financial interest in, there may be a conflict of interest. If a Board Member feels that there may be a potential conflict of interest, he/she shall immediately bring the potential conflict to the attention of Board of Directors. The Board Member will disclose to the Board all details of the potential conflict of interest.
- Conflict of Interest: If a member of the Board of Directors declares that there is a conflict of interest, the Board Member with the conflict will not participate in any further discussion, or any votes on the matter being considered, by the Board.

## III.) FISCAL POLICIES:

It shall be the *policy* of the Elk Creek Watershed Council to:

- Ensure that the highest standards of accountability are maintained, and that internal controls over financial records reflect generally accepted accounting procedures (GAAP);
- Maintain council financial records in a QuickBooks accounting system. The system shall be available for review by any member of the Board of Directors upon request;
- Require that all council expenditures be reviewed and approved by a majority vote of the Board of Directors. Approval may be by a vote at a regularly scheduled council meeting, or by a phone poll of the Board;
- Require that all council checks be reviewed and signed by two (2) officers of the Board of Directors.
- Duties of the Executive Director:
  - Enter bills (accounts payable) and checks (accounts receivable) into the QuickBooks system;
  - Reconcile the monthly bank statement with the QuickBooks system and submit the reconciliation report to the Treasurer;
  - Prepare and submit a report of accounts payable and accounts receivable to the Treasurer before each monthly meeting.
- Duties of the Treasurer:
  - Review the monthly reconciliation report, accounts payable, and accounts receivable, and prepare a written report for the Board of Directors before each monthly meeting;
  - Present the Treasurer's report, including bank reconciliation, accounts payable, and accounts receivable to the Board of Directors at each monthly meeting. The Treasurer's report will be accepted by a majority vote of the Board of Directors.

#### **IV.) PERSONNEL POLICIES:**

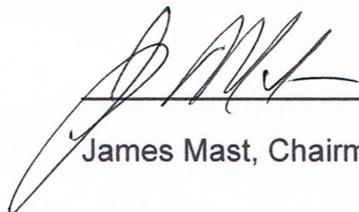
- Contracted Services: It is the policy of the Elk Creek Watershed Council to secure the services necessary for managing the operations of the council, and for managing the projects and programs of the council, through contracts with qualified, independent contractors.
- Coordinator/Executive Director Evaluation: The OWEB Council Support Grant requires that the council complete an evaluation of the coordinator at least every biennium. It is the policy of the Elk Creek Watershed Council to complete an evaluation of the coordinator/executive director annually. The evaluation will be part of the process to review and update the council's Action Plan. The evaluation will be reviewed by the Executive Committee and the schedule of the review will be announced at the regular monthly council meeting. All Directors will be invited to attend.
- Non-discrimination: It is the policy of the Elk Creek Watershed Council, that in the process of securing services from independent contractors, the council does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

#### **V.) COUNCIL ACTION PLAN:**

- Watershed Council Action Plan: It is the policy of the Elk Creek Watershed Council to review and update its Action Plan annually. The Action Plan will be reviewed by the Executive Committee and the schedule of the review will be announced at the regular monthly council meeting. All Directors will be asked for input and invited to attend. Recommendations of the Executive Committee, and a draft of the updated Action Plan, will be presented at the next monthly meeting. Acceptance of the Action Plan will be by a majority vote of the Board of Directors.
- Self-Evaluation: The OWEB Council Support Grant requires that the council complete a self-evaluation at least every two (2) years. It is the policy of the Elk Creek Watershed Council to review and update its self-evaluation annually. The self-evaluation will be part of the process to review and update the council's Action Plan. The self-evaluation will be reviewed by the Executive Committee and the schedule of the review will be announced at the regular monthly council meeting. All Directors will be asked for input and invited to attend. Recommendations of the Executive Committee will be included in the draft of the updated Action Plan. Acceptance will be by a majority vote of the Board of Directors.

**SIGNATURE PAGE:**

The Elk Creek Watershed Council - Policies and Procedures (2014) is hereby accepted and adopted by the Board of Directors of the Elk Creek Watershed Council.

A handwritten signature in black ink, appearing to read 'J. Mast', is written over a horizontal line.

James Mast, Chairman

October 21, 2014