

LUCKIAMUTE WATERSHED COUNCIL MINUTES

May 10, 2012

6 p.m. – Education/Outreach Committee at Crush

7 p.m. – General Council Meeting, Monmouth Volunteer Hall

CALL TO ORDER

Chair Suzanne Moellendorf called the meeting to order. Present were: Mari Anne Gest, Bob Lamb, Craig Coleman of Itemizer Observer, a WOU student, OSU Student Karin Nembach, Terry Masterson, Ed Miller, Pat Wheeler, Peter Guillozet, John Westall, Jerry Weisensee, Corby Chapelle, George Grosch, Steve Trask, Randy Osman, Michael Cairns, Phil Larsen, Ron Nestlerode, Kirk Shimmel, Peggy Nelson, Kathie Foisie, Erin Burns, Rob Burns, Bruce Stuwe, Rebecca McCoun, ACTION: Motion to approve the April 2012 minutes. APPROVED. Sign-up sheet circulated.

SPECIAL PROGRAM

Rapid Bio-Assessment Report. – Steve Trask, Project Contractor

Trask and his crew snorkeled 12,000 miles of stream in Oregon to inventory fish, which will help the LWC make decisions on behalf of successful system functions. He described the mechanics of the survey. See PowerPoint (website) describing objectives, migration patterns and the history of the count (it began in 2002 on Forest Capital land). The baseline data will provide foundations for LWC decisions about restoring habitat for wild winter steelhead.

Trask surveyed the whole basin in 2008, but in last two years, focused on places where fish were found. The entire report is at www.luckiamutelwc.org/rapid-bio-assessment-fish-survey.html

Trask suggested the former helicopter log placement project on the Upper Luckiamute would be a good place for future field trips. Suggested: additional wood treatments above and below that project, because of the increase of cutthroat after log treatment. Other suggestions for treatments appear to be Teal Creek, Waymire Creek and Dutch Creek cutthroat – all “well-functioning.” Other hot spots: Main stem Luckiamute, Pedee Creek and Teal Creek, for coho. Trask also talked about area geology (sedimentary, basaltic), slopes (providing gravel resources), impact of rainfall, priority reaches and agricultural impact in the watershed including tiling, irrigation, chemical runoff, super-heated water flows through bare land, narrow stream buffers, unfiltered sediment, and failing culverts on roads, etc.

Goals could include conserving and enhancing key places identified in this study, protecting genetic diversity (even in small tributaries), minimum summer flows, partnerships with landowners and agencies.

Strategies: Intensify focus on projects in the Upper Luckiamute. Develop recovery plans for Ritner, Pedee, Maxfield and Price creeks. Big efforts yield big results (ie; helicopter log placement).

Outreach needed to promote these. For cutthroat: Protect and enhance the Upper Little Luckiamute, above the falls, and Berry Creek, Teal and Dutch creeks.

Q-A about temperature, log placement, dams, etc.

REPORTS

Steering Committee

Contractor search – Advertising begins for both Outreach and Coordinator contractors. Peter has offered to take over those duties until July 1, when we hope to have a new coordinator.

Coordinator’s report – OWEB’s listening session is in June. Report on expanded insurance to cover property coverage, volunteers, etc. Insurance payment may be reduced. Volunteer coverage extended. Submitted three more grants for restoration work, LSNA, Benton SWCD \$1,000

contribution. **ACTION** – Miller moves, Ron seconds approval of volunteer insurance coverage. **APPROVED.**

Treasurer report – Hollis reports: We need to spend funds on time (SIP and MMT). We've made an ambitious bid for LSNA. We should spend more on projects, pre-work, assessments, etc. For example, we have funds for project implementation, plants and contracted services, studies and analysis. About fiscal administration: We are putting together an RFP for fiscal sponsorship, possibly providers other than CPRCD.

Board membership – Discussion about the role of members and officers. We need: vice chair, project review committee, and a new treasurer in July. Jerry, Dan and George have indicated an interest in board membership.

Dan is a graduate of PSU, math degree. Water issues on Ash Creek drew him into Ash Creek Water Control District, but that board's mission is limited. He is interested in learning about the watershed, water resources and supply. Jerry is interested in helping the board, representing small farm/forest. George asks to represent Kings Valley in the at-large position. Karin Nemach is a student at Oregon State University, wants to volunteer to help.

ACTION -- Gail moves, Ed seconds a nomination for all four new board members. **APPROVED**
Needed: Description of new members. Orientation for new members.

Project Report

Peter Guillozet presents overview of what we've done in the watershed in the past few months including planting and maintenance, bridge pier project review, proposal for flood plain reconnection project, June 7 meeting with OWEB. He also met with Forest Capital about conifer thinning in the riparian area. Update on the knotweed treatment.

Adjournment

The next regular meeting is at 7 p.m. Thursday, June 14, at Monmouth Volunteer Hall, 144 Warren St., Monmouth. The Education/Outreach Committee meets at 6 p.m. at Crush, at the corner of Main and Warren streets, Monmouth.



Agenda

Luckiamute Watershed Council

May 10, 2012, 7 p.m.

[Education/Outreach Committee meeting](#) – 6 pm at Crush, on the corner of Main St & Warren St. in Monmouth.

Introductions:

7:00-7:10 Call to order – *Chair, Suzanne*
Introductions – Guests and Council Members
Minutes – Proposed Action: Approve Minutes from April 12, 2012.
Time and attendance sheets

Business:

7:10-8:00 Speaker: Steve Trask, Bio-Surveys, LLC
Results of the multi-year rapid bio-assessments of native fish populations in the Luckiamute Watershed

8:00-8:20 Steering Committee Report *Suzanne, Mari Anne*
Coordinator's Report
Coordinator contractor and Outreach contractor search
Interim Coordinator and Plan
Insurance coverage for volunteers
Proposed Action: Vote on insurance coverage for volunteers

8:20-8:30 Treasurer and Budget Committee *Hollis*
Budget report
Fiscal Administration Discussion

8:30-8:45 Board Membership *Suzanne*
Board positions open
Officer and committee positions open:
Vice-Chair, Treasurer (July 1), Project Review Committee Chair
Proposed Action: Vote on new board members
Board recruitment

8:45-8:50 Projects Update *Peter*

8:50-8:55 Education/Outreach Committee Update *Gail*

8:55-9:00 LWC member reports and public comments *All present*

Coordinator Report

April 15 through May 15, 2012

Outreach 25%

- Drafted and emailed press and stakeholders in the Luckiamute about Steve Trask presentation – Fish Tell Their Story. Prepared and sent Press Release. Created Flyer. Model Watershed.
- Coordinated with Polk Co. for Buena Vista Road Clean up. Organized and implemented event May 5.
- Updated website.

Board Support/Administration 50%

- Provided orientation for two new board members.
- Prepared packets for orientation
- Worked on new LWC insurance agreement for June 25, 2012 through June 2013
- Budget Review for insurance
- Participated in discussions over Cascade fiscal fee and in Cascade Task Force on fiscal services. Report attached.
- Updated Petty Cash log.
- Steering Com. mtg. meeting. Prep and follow-up performed.
- Prepared reports and organized speakers for monthly council meeting.
- Scanned and filed reports in drop box.
- Checked emails and phone messages and performed follow-up work.
- Organized files and assembled passwords for transition to new coordinator.
- Responded to board member requests.

Grant Development 25%

- Submitted grant application to OWEB for restoration work (Berm removal) for \$75,000.
- Reviewed and signed Oregon Weed Grant agreement for \$20,000.
- Submitted grant application for LSNA to OWEB/MMT.
- Revised letter and received steering board approval to send letter to Benton Co. Soil and Water Conservation District for \$1,000 contribution.

Cascade Pacific RC&D Fiscal Task Force meeting April 26, 2012

Mari Anne Gest in attendance for LWC.

Models of Fiscal Sponsorship

Cascade met with David Atkins an attorney to review different models of Fiscal Sponsorship. Cascade currently operates as a hybrid between several models but wants to move to “grantor/grantee model”. This is what LWC is operating under now. In order to fit in this model, Watershed Councils must register with the state to become a legal entity. LWC is in compliance. North Santiam is not and will have to file with the state to be recognized as a legal entity.

Cascade recognizes that there is an opportunity to cut costs by allowing each council to write their own contracts. The Council must be a legal entity. Cascade does not have to be a party to the contract. Cascade can continue to pay the bills and file IRS forms etc. without being a party to the contract.

Fiscal Sponsorship – What services are provided and how much does each cost?

Cascade handed out a list of Fiscal Administrative Services. Cascade recently had a federal audit, which approved Cascades overhead rate at 16.8%. Keli does not believe Cascade should lower their fiscal costs less than what is their federally negotiated operating rate. They would be losing money. Keli said: “Cascade is already losing money on the LWC because we are not spending the money we have. “

Keli said there is “no business model to track financial services and costs”. This is new territory. Cascade will have to buy new software to begin tracking and collecting data in order to give us this information. They estimate this will take up to 2-years. It was suggested that Cascade develop both fixed costs and variable rates. Keli said that right now they “do not have a way to measure cost or assign percentages.” This may be a long process.

Keli plans on meeting with OWEB Deputy Director to discuss fiscal costs on April 27.

Contract Templates

Cascade has been using one size fits all contracts. They are working on different templates depending on what type of contract is needed. It was broken down to different contract templates for:

1. Watershed Support Services (Coordinator, outreach etc.)
2. Vendors (contractors, pesticide application, dirt movers etc.)
3. Professional services (engineers, hydrologists, fish people)
4. Suppliers (plants, gravel and culverts etc.)

LWC Project Manager Report, April 2012

Grant/Expense Category	Project Task	Contract Deliverable	1st Quarter Unused Hrs	Estimated 2nd Quarter Hrs (Apr-Jun)	Hours Billed (Apr 1-May 5)	April Notes
LSNA MMT 10080217 (PM)			1.0	33.0	25.0	
Project Management	Ensure ongoing commitment from OPRD to support enhancement efforts	Ongoing financial and logistical support of LWC work on site	0.0	2.0	2.0	Maps for Steve
Project Management	Meet with OPRD quarterly	Meetings held	1.0	3.0	1.0	Email communications with Steve D. about SIP proposal
Project Management	Monitor staff plates during high water events for one water year to determine site inundation frequency and duration	Record staff plate readings in central data system as monitored	0.0	20.0	20.0	Compiled flow data, re-marked floodplain points, data collection subcontracted to RDG
Other activities	As requested by Council and accepted by Contractor		0.0	4.0	2.0	Website photos and narrative per MMT request
LSNA OWEB 208-3090-8417			3.0	61.0	15.0	
Project Management	Maintain communications with funders and represent Council at requested meetings	Adequate communications maintained, meetings attended		3.0	1.0	Communication with Eric Jones and Ken Bierly
Project Management	Develop prescriptions and budget for site work and revise as necessary	Site prescriptions and budget resulting in signed contract(s)		10.0	6.0	Revised prescriptions and budget for SIP application
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	4.0	6.0	2.0	Communications with RDG on inundation analysis scope, revisions to D. Franco tasks based on site conditions
Project Management	Evaluate site conditions	Site conditions evaluated	0.0	8.0	2.0	April 17 site visit
Project Management	Guide and check contractor work	Contractor work checked	0.0	10.0	4.0	Scheduled treatments, April 20 site visit
Model Watershed MMT 11030689 (PM)			22.5	93.0	22.0	
Collaboration Meetings	Participate in up to 6 collaborative meetings of the model watershed partners for peer learning and coordination of group endeavors	Attend collaborative meetings as appropriate for topic	1.5	8.0	1.0	Doodle poll and email to schedule summer collaboration meetings
Project Management	Represent Council in communications with funders and at requested meetings	Adequate communications maintained and meetings attended	2.5	5.0	2.0	Email communications re: Upper Luckiamute Review Team site visit with Wendy Hudson, provided directions, maps and photos
Project Management	Track riparian revegetation per grant requirements	Project GIS maps and documentation of planting in year end report	4.0	4.0	2.0	Map updates for Franco and BEF
Project Management	Contribute relevant information to OWEB grant for Bridge Piers Phase II grant proposal	Grant proposal content accepted by Council for submittal	7.0		7.0	Site visit and coordination of RDG work (unused hrs. from previous quarter)
Project Management	Contribute relevant information to other grant proposals	Grant proposal content accepted by Council for submittal	5.5	10.0	10.0	MW grant proposal technical information
Model Watershed MMT 11030689 (Outreach)			0.0	30.0	5.0	
Education and Outreach	Build relationships with landowners in SIP project area and keep them adequately informed about project activities	Provide documentation of contact attempts and interactions in database, keep landowners informed via telephone, email and/or mail contact (activities coordinated and/or shared with Council Coordinator or other contractor)	0.0	20.0	5.0	Communications with landowners prior to April treatments, attempted meeting with Gerald Bush (no show)
Model Watershed MMT 11030689 (Database)			0.5	10.0	1.0	
		Council work flow and contact information is entered in database				Discussion with Jill and check request
Model Watershed OWEB 208-3090-8415 (PM)			10.0	54.0	7.0	
Project Management	Prepare and track revegetation and technical services contracts	Contracts prepared and executed within budget	0.0	4.0	2.0	Coordination of RDG field work and discussions
Project Management	Evaluate site conditions	Site conditions evaluated	4.0	10.0	5.0	Site visits prior to treatments
Contract Total			Totals	39.0	323.0	75.0
212-058 OWEB Council Support	LSNA SIP proposal	Prepared grant proposal documents and attachments				18.0
212-058 OWEB Council Support	MW Restoration Grant Proposal	Prepared grant proposal documents and attachments				10.0
Additional Duties Total			Totals			28.0

LWC Budget Report Apr, 2012

I. Expenses paid during past month

April 30, 2012						
Funder	Grant Number	Grant Name	Approved Budget	Actuals to Date	% Exp Comp	% Grant Comp
MMT	10080217	LSNA	\$124,600.00	\$96,027.36	77.07%	79.17%
MMT	11030689	Model WS YR 2	\$100,000.00	\$54,453.41	54.45%	100.00%
MMT	12030692	Model Watershed Program	\$60,000.00	\$-	0.00%	8.33%
Subtotal MMT			\$284,600.00	\$150,480.77		
OWEB	208-3090-8415	Model WS SIP/Up LR Enhance	\$156,400.00	\$61,820.02	39.53%	70.37%
OWEB	208-3090-8417	LSNA SIP	\$136,287.00	\$98,686.31	72.41%	38.46%
OWEB	209-3081	RBA 2	\$109,914.00	\$97,986.32	89.15%	87.80%
OWEB	211-3012	Bridge Piling Removal	\$36,658.00	\$30,323.38	82.72%	78.26%
OWEB	212-058	Council Support	\$108,775.00	\$33,735.81	31.01%	41.67%
OWEB	212-3999-9415	Upper Luckiamute River Enhancement - Phase 2	\$98,712.00	\$-	0.00%	16.67%
OWEB	212-3999-9483	Upper Luckiamute River Enhancement - PE	\$70,200.00	\$-	0.00%	4.76%
Subtotal OWEB			\$716,946.00	\$322,551.84		
OCF	#2011-03481	LSNA Planting	\$2,500.00	\$2,500.00	100.00%	83.33%
BLM	L10AC 20207	RBA 2	\$5,540.00	\$5,540.00	100.00%	100.00%
LWC	Local Match	Council Operations	\$3,789.90	\$-	N/A	N/A
Combined LWC Grants & Funds			\$1,013,375.90	\$481,072.61		