

**Minutes of the meeting for the
South Fork John Day River Watershed Council**

The South Fork John Day River Watershed Council met on the 16th day of November 2018.

The meeting was called to order at 12:05 pm, by Joanne Keerins at the Izee Schoolhouse in Izee, Oregon.

In attendance for regular session:

Phil St. Clair	Joanne Keerins	Jeff Maben	Amy Stiner	Kirk Ausland	Amy Charrette
Richard Nelson	Scott Hess				

Quorum was present because there are currently 7 directors on the board and 5 were represented at this meeting.

I. Action Items

- a. October Meeting Minutes: Phil moved to approve as mailed, Richard 2nd, motion passed
- b. October Staff Time: Phil moved to approve, Richard 2nd, motion passed
- c. Staff Reimbursement Requests: Phil moved to approve, Richard 2nd, motion passed
- d. New Hire: Mallory Davies, watershed technician. Job description and resume sent in email
 - i. Phil moved to hire Mallory, Scott 2nd, motion passed
- e. Payroll Service
- f. Accounting Service: Phil moved to use Quickbooks as our accounting service. Scott 2nd. Discussion: Richard ask where that \$27K cost saving departing from Cascade Pacific would be able to be used, Amy replied that it can be used for Council administrative and in-house expenses. Richard ask about the time for the Council Coordinator to perform all of the administrative duties, and the need to add this to the Coordinator’s job description. Amy will update the job description. Motion Passed.
- g. Benefits: The Board reviewed the draft personnel policy, and the paid time off, Holiday leave schedule, and Simple IRA match policies within the personnel policy. Phil moved to approve the personnel policy, Scott 2nd, motion passed. Note: the personnel policy will be updated once the Board approves a Health benefit package.

II. Agency Reports

- a. **Amy Charette, Confederated Tribes of the Warm Springs Reservation of Oregon:** They are wrapping up their statement of work for 2019. They will be focusing on Middle Fork for next couple of years but continue to work on other smaller projects throughout the Basin. The John Day Basin Partnership (JDBP) went to Salem for interview with OWEB subcommittee, for the Focused Investment Partnership OWEB application. The JDBP ranked #1 and recommended for full \$12M over the next 6 years. The focus watersheds will be the Upper North Fork, Upper Middle Fork, and Butte/30-mile watersheds. Any fish habitat work in these Basins will have to go through FIP. Joanne asked how does \$2M get on the ground. Amy C: JDBP tech committee, decides on awards. The funding should be awarded July of 2019.
- b. **Kirk Ausland, Oregon Department of Forestry (ODF):** ODF, personnel change in John Day unit, Ryan Miller, the Unit Forester, will be on detail to Prineville. Janet Peterson will be filling behind him until June or July 1st. ODF is having to report smoke management, air quality as result of burning. When people want to burn machine piles, industrial logging, juniper work, they will need a burn permit from ODF, and also register with smoke management. When burning is finished, they will need to turn in an accomplishment report. Burning needs to be tied to notification for use of fire. All machine piles need to be tied in with notification with ODF. Joanne asked about when her family goes out to burn handmade piles, would they need a permit? Kirk: only need to report if machine piled. For more information folks can contact Kirk Ausland, 541-575-1139.

III. Staff Report

- a. Project Updates
 - i. Snow Mtn (Kee) site tour and Bid Solicitation: We received no bids, Elise will directly contact contractors to complete the scope of work.
 - ii. Big Flat Site Tour: Held a pre-application site tour with Sue Greer, and decided to move to a Juniper removal funding request, and request funding from private foundations for the well’s watering system.
 - iii. Flat ck & Widows Creek (West Fork Dry Creek) bid tours will be held November 29th.

- iv. Rosebud Allotment, Dry Soda spring development complete
- b. Grant Reports
 - i. Submitted Big Flat Juniper Removal to OWEB
 - ii. RMEF application submitted for Snow Mtn
- c. Partnerships/Outreach/Education
 - i. October 10th, 2018: BLM tour, tour notes were sent by email to Directors.
 - ii. Beaver Restoration Assessment Tool (BRAT) meeting, October 24th
 - 1. Phil received a forward from Maria Snodgrass, from the Crooked River Watershed Council regarding Beaver Restoration project tracking, he will send it on to Amy.
 - iii. JDBP, ATLAS scoping and mapping for South Fork John Day, Joanne asked when we could get final results. Amy C. responded that we could get it soon, and that records of the ATLAS meetings are available on the JDBP dropbox. ATLAS fills out a score for each reach and provides a prioritization framework for the partners.
 - iv. November 7th, Murderers Creek Tour with Bureau of Reclamation, ODFW, and BPA to look at the design plans that BOR has developed for restoration in Murderers Creek on the State lands.
 - v. Joanne commented that in reading the Blue Mountain Eagle, she noticed that we were not listed under the Non-Profit organizations. Amy S. replied that until just recently we weren't actually a Non-Profit, but that we should let the paper know, so we can be included in the future.

IV. Discussion

- a. Fiscal Policy: The Board reviewed a first draft of the fiscal policies.
- b. Successfully completed obtaining our own OGMS account with OWEB
- c. Set up Bank Account: We now have a bank account at Bank of Eastern Oregon with Amy and Joanne on it, we have checks and a debit card
- d. Set up Automatic Deposits with the State of Oregon: We can now receive direct deposits from OWEB when we request funds
- e. Submitted and received our System of Award Management (SAM) Registration
- f. Researched and received quote for Worker's Compensation Insurance through SAIF with WSC Insurance
- g. Set a Deadline to officially cease agreement with CPRCD: Phil moved to terminate agreement with CPRCD Dec 31st, 2018. Scott 2nd, motion passed.

V. Coming Up

- a. Water Resource Commission Meeting, Salem, Nov. 15th-16th
- b. Big Flat Juniper Removal Site Tour, November 20th
- c. BLM Upper South Fork Tour, November 27th
- d. Amy paid time off: Nov 21st – 25th (Thanksgiving) & Dec 17th – Jan 6th

VI. Adjourn, Next meeting date: Monday, December 10th 2018.