

## **Title Page**

Title:

Hydrologic Restoration and Flow Improvement for Upper Willow Creek

Applicant Name:

Jefferson County Soil and Water Conservation District

*on behalf of*

Middle Deschutes Watershed Council

Project Manager:

Jenna Keeton, Watershed Coordinator

Applicant Address:

625 Southeast Salmon Avenue, Suite 6

Redmond, Oregon 97756

Applicant e-mail address:

districtmanager@jeffswcd.org

middlesdeschuteswc@gmail.com

Applicant telephone:

(541) 604-9444

## Table of Contents

Technical Proposal and Evaluation Criteria .....	3
Executive Summary .....	3
Project Location .....	3
Technical Project Description.....	6
Performance Measures .....	7
Evaluation Criteria .....	7
Project Budget.....	13
Funding Plan and Budget Narrative.....	13
Budget Proposal .....	14
Letters of Commitment .....	18
Environmental and Cultural Resources Compliance .....	19
Required Permits or Approvals .....	19
Documentation in Support of Applicant Eligibility .....	20
Letters of Support .....	22
Official Resolution .....	22

## Technical Proposal and Evaluation Criteria

### *Executive Summary*

11/14/2020

Jenna Keeton

Middle Deschutes Watershed Council  
Redmond, Jefferson County, Oregon

The Upper Willow Creek Hydrologic Restoration project will focus on removing Western Juniper from upland habitat to restore water connectivity between upland and in-stream habitats. Willow Creek is a tributary to the middle section of the Deschutes River in Oregon and exhibits watershed features characterized by the John Day ecoregion and the majority of residents in Upper Willow Creek are agricultural producers. A major watershed concern in this region is water quantity and seasonal in-stream flow reliability. Over the past 25 years, the flow in Willow Creek has become intermittent due in part to the vast expansion and encroachment of Juniper which hoard water resources and outcompete native grasses and shrubs, preventing water transport from upland areas to in-stream habitats. This project will promote the removal of Juniper trees across 460 acres using specialized excavators to ensure the removal of sub-surface roots. Spot removals will continue annually for 10 years and in-stream temperature loggers will record the effect of in-stream water return post-Juniper removal. The estimated work window is Fall 2021 – Summer 2023. This work is supported by the Willow Creek Watershed Analysis (2000), the Middle Deschutes Action Plan (2015), and the Middle Deschutes Agricultural Water Quality Management Plan (2020).

### *Project Location*

The Upper Willow Creek Hydrologic Restoration project is located in Jefferson County, Oregon, approximately 25 miles southeast of Madras, Oregon. The project will occur on two private properties; one property is located at Latitude/Longitude: 44.547323°, -120.917739°, and the other property is located at Latitude/Longitude: 44.521299°, -120.882335°. Both project sites are located in upland habitats, north of Willow Creek.

# Maps

Figure 1. Project sites within State of Oregon.

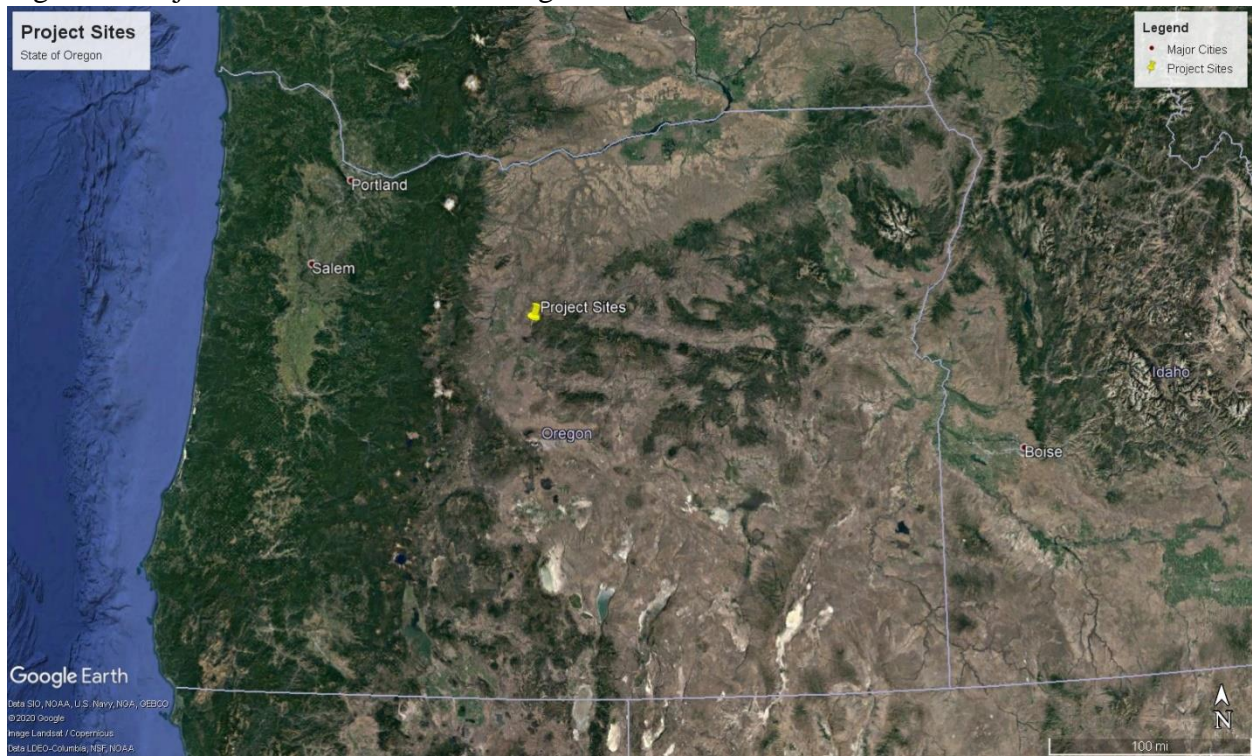


Figure 2. Project Sites within Jefferson County, Oregon.

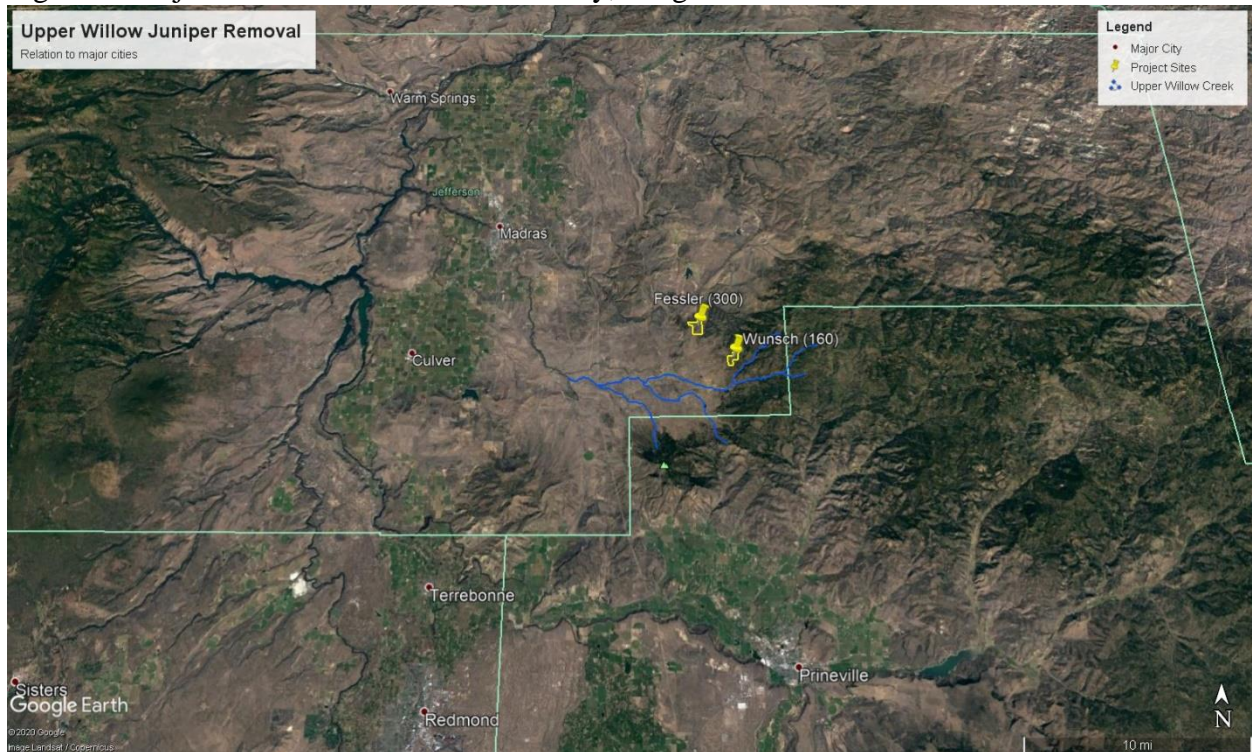


Figure 3. Project Sites (yellow pins) in relation to Upper Willow Creek (blue line).

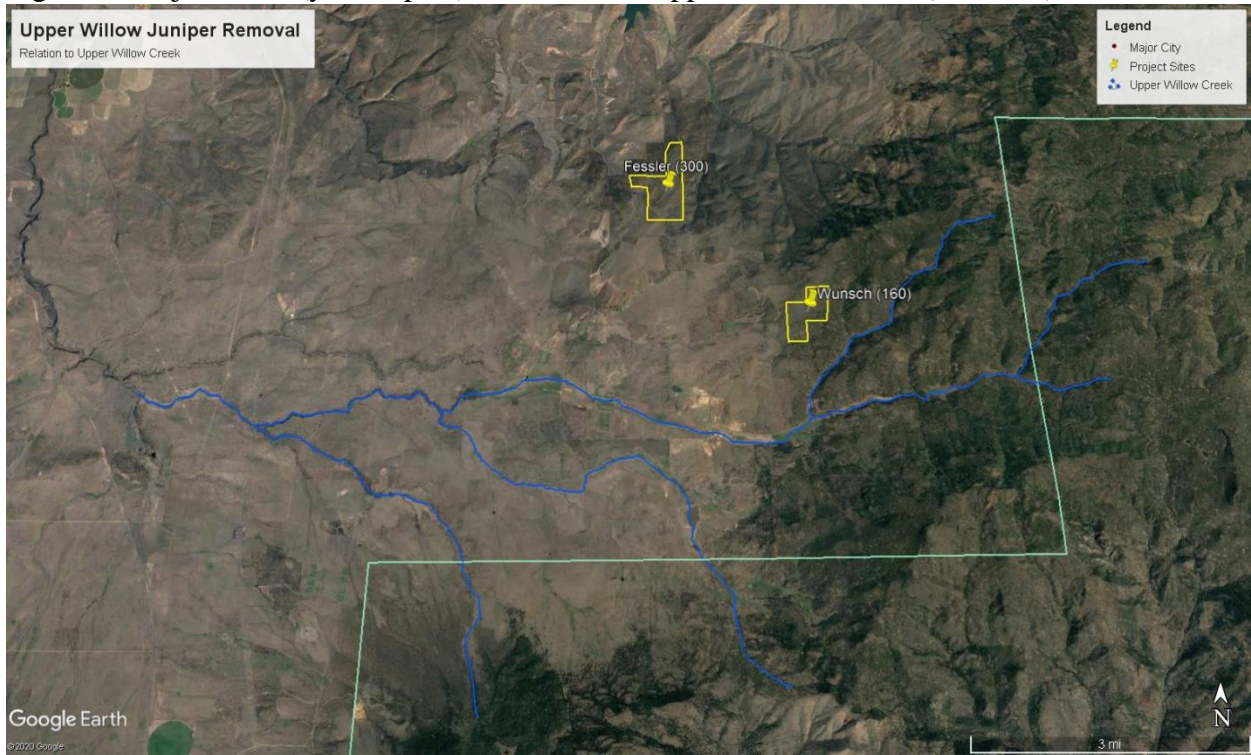


Figure 4. Wunsch Property Project site showing 160 total acres of Juniper to be cut, piled, and burned.

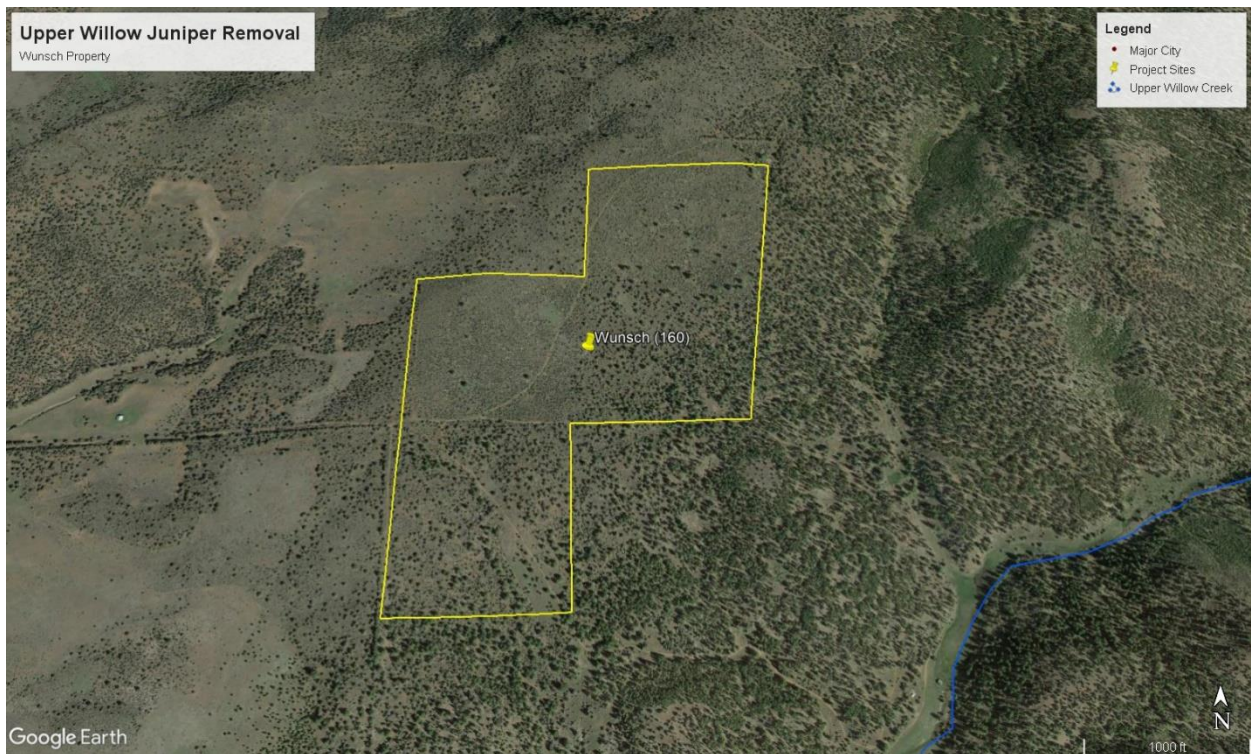
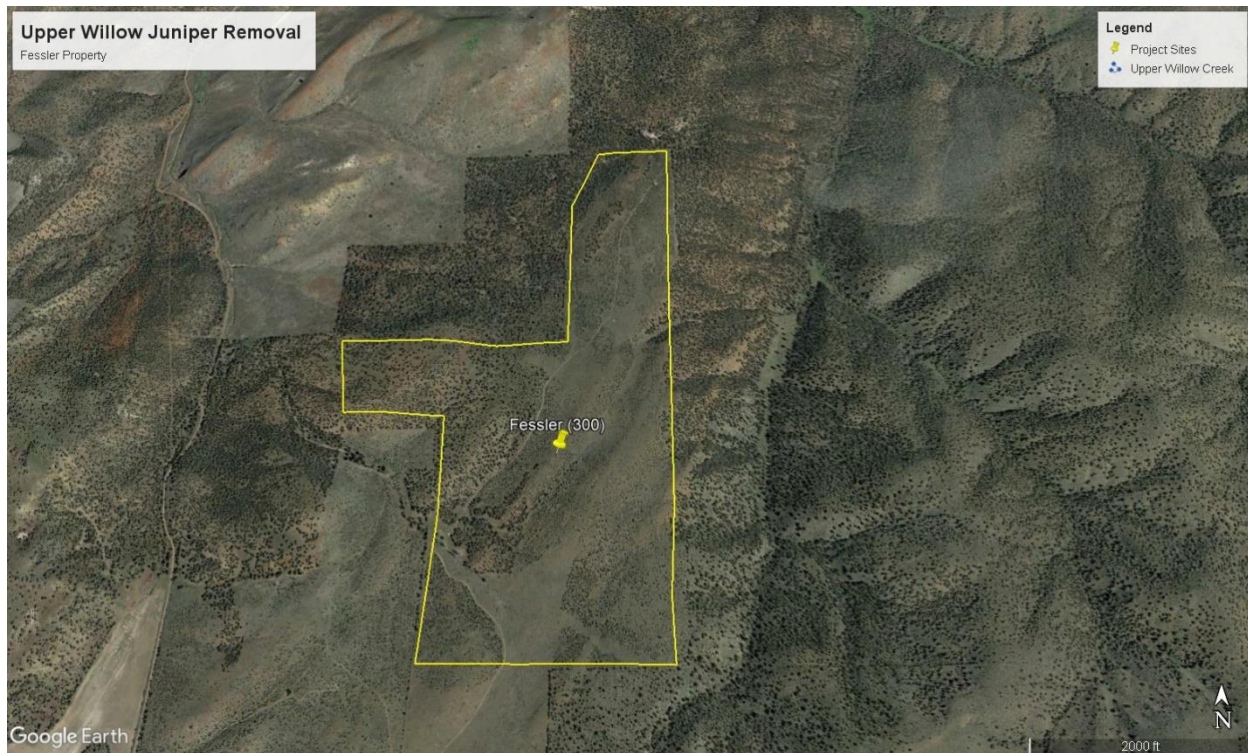


Figure 5. Fessler Property Project site showing 300 total acres of Juniper to be cut, piled, and burned.



### *Technical Project Description*

This project will address 460 acres of Stage 1 and 2 Western Juniper (*Juniperus occidentalis*). Juniper will be mechanically cut, piled, and burned on-site. The landowners own a Skidsteer and Shear attachment that is capable of cutting Juniper sub-surface, eliminating a majority of the tree stand. Landowners will begin following up with spot treatment two years after the cut and removal. The Skidsteer is a Caterpillar Inc. L35CA008, Model 279D: Loader, Front end, Tracked, 0.54 CY, 66” bucket. The Shear attachment is a Caterpillar Inc. H25CA057, Model S320B: Hydraulic Excavator, Attachment, Mobile Shears, Scrap, 16” Jaw Opening. Machinery was identified by the landowners through the use of the Army Corps of Engineers Construction Equipment Ownership and Operating Expenses Manual.

<https://www.publications.usace.army.mil/Portals/76/Users/182/86/2486/EP%201110-1-8%20Vo8.pdf?ver=ZOHh04AopszAEnmM263F7g%3d%3d>. Step 1 of this project includes removing Juniper with heavy machinery. Step 2 of this project includes piling downed Juniper on each property. Step 3 of this project includes burning piles of Juniper. Step 4 of this project includes landowner maintenance and surveys, removing any new Juniper growth.

## *Performance Measures*

The success of removing and burning Juniper will be measured through photo-points taken before and after work is implemented. At least two photo-points will be taken on each project site/property and will be taken from the same location at the same time of year and from the same aspect. Additionally, water flow and in-stream water temperature will be monitored in Willow Creek in one location directly downstream of each project site/property, and one location further downstream (for a total of three in-stream monitoring locations) to assess the impact of Juniper removal on water quantity and stream temperature. The Middle Deschutes Watershed Council has monitored water flow and in-stream water temperatures on one of the proposed properties and downstream of both properties since 2019 (two seasons of monitoring with three monitoring sites).

## *Evaluation Criteria*

### Project Benefits

This project will make more water available to upland, riparian, and in-stream ecosystems by eliminating the water needs of Juniper from 460 acres of the uplands of Upper Willow Creek. Additionally, removing Juniper from expansive zones of upland ecosystems will reconnect the natural water transport pathway throughout habitat units between upland and stream ecosystems. Stream flow can be directly impacted by the removal of encroached Juniper through increases in precipitation capture and storage. Uninhibited and slow water transport from upland ecosystems to neighboring riparian and in-stream ecosystems is critically important for maintaining a hydrologic regime that fish and wildlife are adapted to. A relationship between high Juniper density and low water quantity was exhibited in a paired watershed study in Central Oregon led by Deboodt et al. in 2008. The results of this study reported a 225% increase in late season spring flow, a 41-day increase in the number of days of groundwater availability, and a 0.76-meter increase in late season soil moisture depths in a watershed that experienced complete removal of Juniper less than 140 years old compared to a watershed that did not receive Juniper removal. We expect that removing Juniper at a large-scale in Upper Willow Creek will result in similar trends to the Deboodt study: increased late season spring flow, increased number of days of groundwater availability, and an increase in late season soil moisture depths. We will have the capacity to monitor late season spring flow with this project.

This project will result in long-term improvements to water quality. During storm events, streams in Juniper-dominated systems experience rapid inputs of water and sediment resulting in a higher risk of flooding and sediment loading (Fisher et al. 2008). Removing Juniper from upland ecosystems will rejuvenate and restore native vegetation communities, resulting in increased plant diversity and fewer areas of bare soil exposed to splash erosion and surface runoff resulting in increased soil water infiltration. The cumulative effect of removing Juniper from upland ecosystems is increased water quality in addition to increased water quantity.

This project will benefit aquatic/stream, riparian, and upland ecosystems within the Upper Willow Creek watershed. Juniper is very effective at capturing soil moisture through its complex root system; a deep taproot and lateral root system allows Juniper trees to capture and hold surface soil moisture in a very large area. Therefore, herbaceous vegetation and native perennial grasses and shrubs are effectively outcompeted by Juniper, resulting in lowered plant diversity and more areas of bare soil exposed to splash erosion and surface runoff resulting in reduced soil water infiltration. Removing Juniper from a large part of the Upper Willow Creek watershed will result in benefits to upland, riparian, and stream ecosystems including: decreased soil erosion, rejuvenation of native plant communities, decreased nutrient and water competition, increased soil water infiltration, increased forage production, and increased native plant diversity result in an overall increase in water transport to nearby springs, creeks, and rivers used by fish and wildlife.

This project will benefit a multitude of species that use upland, riparian, and stream habitats. Willow Creek is home to wildlife including big game such as Mule deer, cougar, black bear, elk, and fur-bearers such as river otter, and beaver. A multitude of other wildlife use Willow Creek such as upland game birds, waterfowl, raptors, owls, shorebirds, woodpeckers, songbirds, amphibians and reptiles use Willow Creek. Fish species found here include native Redband Trout, Bridgelip Sucker, Largescale Sucker, Longnose Dance, Northern Pikeminnow, and Chiselmouth. In summary, Upper Willow Creek hosts important species of restoration potential including Redband Trout and beaver.

This project will benefit multiple water uses within the watershed including environmental and recreation uses. A large-scale relief in water stress resulting from removing Juniper will result in increased water quantity and quality, which will benefit upland, riparian, and upland species. This increase in ecological function will have rippled effects into recreation uses. More in-stream flow will result in more water downstream. Willow Creek runs through the City of Madras, where there are many streamside parks and potential for recreation uses with increased streamflow and prolonged seasonal flow.

This project will benefit the private landowners of Upper Willow Creek by reducing streambank erosion, protecting their agricultural fields. This project will address multiple issues of concern within the watershed such as water supply and fish and wildlife habitat issues. There is a growing interest in restoring beaver habitat in Upper Willow Creek to promote aquatic biodiversity and slow in-stream water transport as well as increase water filtration downstream through natural processes such as beaver dams or beaver dam analogues.

### Watershed Restoration Planning

Middle Deschutes Watershed Council Watershed Restoration Action Plan, 2015

[https://caf896e3-ef8f-4923-a5a8-bb8bff8fd292.filesusr.com/ugd/a636d6\\_b79e057af9b044999a648286ded146ce.pdf](https://caf896e3-ef8f-4923-a5a8-bb8bff8fd292.filesusr.com/ugd/a636d6_b79e057af9b044999a648286ded146ce.pdf)

The MDWC Action Plan was prepared in 2015 to, “advance the Council’s mission to improve the health of the Willow Creek and Trout Creek watersheds while supporting a sustainable economy. The Action Plan is the strategic framework and roadmap to guide Council activities over the next five years. These activities include voluntary restoration



project planning and implementation, Council organizational development, building partnerships, community and landowner education and involvement, collecting information on watershed conditions, and evaluating the effectiveness of restoration actions.”

Willow Creek Watershed Analysis, 2000

[https://caf896e3-ef8f-4923-a5a8-bb8bff8fd292.filesusr.com/ugd/a636d6\\_8d165e9f84db4c0e9a62696680d1096e.pdf](https://caf896e3-ef8f-4923-a5a8-bb8bff8fd292.filesusr.com/ugd/a636d6_8d165e9f84db4c0e9a62696680d1096e.pdf)

The MDWC Willow Creek Watershed Analysis was prepared in 2000 to, “create some sound solutions to continual erosion problems... The analysis would help identify where, within the watershed, efforts could be focused to help restore natural processes and improve overall watershed health.”

The MDWC Action Plan (2015) addresses watershed management issues including: Impaired stream and riparian habitat connectivity from fish passage barriers and other factors; Altered stream and upland hydrology that affect low and high stream flows; Modified stream habitat; Impaired riparian and floodplain habitats and processes; Degraded water quality; Impaired upland habitats and processes; and A growing population and limited understanding of watershed issues and restoration opportunities by watershed residents.

The Willow Creek Watershed Analysis (2000) addresses 26 watershed management goals, including but not limited to: Improve soil quality and erosion control; Maintain and/or restore Redband trout populations and aquatic species; Meet minimum DEQ water quality and quantity standards; Increase late season stream flows; Maintain and/or improve vegetation condition on rangeland; Maintain and/or restore riparian zones so as to improve water quality, reduce soil erosion and flood hazards during peak flows; Maintain and/or restore viable populations of native wildlife; Support increased monitoring and improved coordination of monitoring efforts for critical natural resources in the watershed.

The Resource Issues and Concerns Affecting the Willow Creek Watershed include, but are not limited to: Water rights/quantity, for irrigation, livestock, fishery, recreation, municipal, residential, and industrial uses; Water quality, effects on fish and on public use of water (beneficial, potable, domestic, and recreation); Wetlands/Riparian preservation, restoration, and management; Accelerated soil erosion; Aesthetics and scenic qualities of natural landscapes; Forest health, condition and sustainability; Watershed Health. Of particular interest, this plan identifies Western Juniper as a watershed management issue citing increased storm run-off and a change in the hydrological cycle as a result of Juniper expansion.

Preparation of the MDWC Action Plan (2015) involved input from stakeholders during planning meetings and general correspondence. Stakeholders include: Jefferson County Soil and Water Conservation District, Ochoco National Forest, Conservation Reserve Enhancement Program – Tri County, Oregon, North Unit Irrigation District, Oregon Department of Environmental Quality, Natural Resources Conservation Service, Oregon Department of Fish and Wildlife, Oregon Watershed Enhancement Board, City of Madras, School District 509-J,

Portland General Electric, Oregon Department of Agriculture, Oregon Department of Forestry, Jefferson County, and Many landowners (ranchers, farmers). This Plan was prepared by Cascade Environmental Group. Funding for the development of the Action Plan was provided by an Oregon Watershed Enhancement Board Grant (# 214-4031-10992) and the MDWC contracted this to a known and reliable resource very familiar with Willow Creek.

Preparation of the Willow Creek Watershed Analysis (2000) involved input from stakeholders during planning meetings and general correspondence. Stakeholders include: Natural Resources Conservation Service, Willow Creek Watershed Council, Oregon Department of Fish and Wildlife, Oregon State University Extension, Landowners, Jefferson County Soil and Water Conservation District, Confederated Tribes of Warm Springs, US Forest Service, Oregon Department of Forestry, Oregon Department of Water Resources, City of Madras, and Jefferson County.

Both the MDWC Action Plan and the Willow Creek Watershed Analysis provide support for our proposed project because both plans identify that Juniper is an issue facing Willow Creek due to altered landscape hydrology and increased soil erosion. Additionally, both plans prioritize removing Juniper as a featured management action.

This project is supported by stakeholders who represent agricultural, environmental, and recreation uses. We acquired letters or support from: Natural Resources Conservation Service, Oregon Department of Agriculture, Oregon Department of Fish and Wildlife, Oregon Department of Forestry, US Forest Service, and North Unit Irrigation District. In addition, we are applying to Oregon Watershed Enhancement Board for cost-share contributions through the Small Grant Program within the Jefferson County region. North Unit Irrigation District is supporting this project serving as a project partner.

This project is supported by entities responsible for the management of land, water, recreation, or forestry within the watershed and is the project consistent with the policies of those agencies. This project will complement other ongoing watershed management activities by Federal and local Soil and Water Conservation Districts. The greater Middle Deschutes Watersheds (Trout Creek and Willow Creek) are experiencing Juniper removal on broad scales. NRCS approved a Conservation Implementation Strategy for Juniper Removal in Lower and Upper Trout Creek in 2020, and Juniper Removal is more widescale across Trout Creek through work done by the Jefferson SWCD. Removing Juniper in Upper Willow Creek will complement the work being done in Trout Creek, and the past Juniper removal work completed in Willow Creek since 2010. Additionally, through monitoring water flow and water temperature downstream of this project, we can provide further evidence of water quantity improvement around the Central Oregon area. Furthermore, this work is supported by the Middle Deschutes Agriculture Water Quality Management Plan (2020) as proposed by Oregon Department of Agriculture.

This project is not located on Federal land or a Federal facility. There is no known opposition to the proposed project.

Readiness to Proceed

Work may begin as soon as funding is approved in September 2021. Major tasks include, 1) removing Juniper with excavator, 2), piling Juniper, 3) burning Juniper, 4) spot treatment

<b>Task</b>	<b>Fall 2021</b>	<b>Winter 2021-22</b>	<b>Spring 2022</b>	<b>Summer 2022</b>	<b>Fall 2022</b>	<b>Winter 2022-23</b>	<b>Spring 2023</b>	<b>Summer 2023</b>
<b>Remove Juniper</b>	X		X	X	X			
<b>Pile Juniper</b>	X		X	X	X			
<b>Burn Juniper</b>	X		X	X	X			
<b>Spot Treatment</b>			X				X	X

There is one permit and agency approvals required for this project. This is a permit we will work with Oregon Department of Forestry to obtain once funding approval has been received. There is no engineering or design work required for this project. Middle Deschutes Watershed Council has access to the land and water source where the project is located on private property.

Performance Measures

The success of removing and burning Juniper will be measured through photo-points taken before and after work is implemented. At least two photo-points will be taken on each project site/property and will be taken from the same location at the same time of year and from the same aspect. Additionally, water flow and in-stream water temperature will be monitored in Willow Creek in one location directly downstream of each project site/property, and one location further downstream (for a total of three in-stream monitoring locations) to assess the impact of Juniper removal on water quantity and stream temperature. The Middle Deschutes Watershed Council has monitored water flow and in-stream water temperatures on one of the proposed properties and downstream of both properties since 2019 (two seasons of monitoring with three monitoring sites).

## Department of the Interior and Reclamation Priorities

### 1) *Creating a conservation stewardship legacy second only to Teddy Roosevelt*

This project uses the best available science to drive water conservation management practices, such as removing encroaching Juniper from the landscape. This project also builds on relationships between MDWC, landowners, and State and Federal Natural Resources Agencies.

### 2) *Utilizing our natural resources*

This project fosters the “healthy forests” lifecycle by restoring upland habitats to their pre-development hydrologic regime, allowing precipitation to slowly percolate into the soil and be filtered underground before it may join stream networks.

### 3) *Restoring trust with local communities*

This project helps build the working relationship between landowners in Upper Willow Creek and the MDWC staff members. Building this trust will help MDWC lead future projects and gain the reputation of a trustworthy watershed management group.

### 4) *Striking regulatory balance*

MDWC is a non-regulatory watershed management group. It is through this lens that we can work with landowners to resolve watershed issues before they reach a compliance issue with regulatory agencies.

This project addresses Bureau of Reclamation Priorities including increasing water supplies, storage and reliability and addressing ongoing drought. Removing encroaching Western Juniper on the landscape will relieve water stress in upland habitats and restore a more natural hydrologic regime in Upper Willow Creek.

## **Project Budget**

### *Funding Plan and Budget Narrative*

The non-Federal share of the project costs will be obtained through Oregon Watershed Enhancement Board funding, and in-kind from landowners and employees of Middle Deschutes Watershed Council and Jefferson County Soil and Water Conservation District.

The overall plan for this project is to leverage Oregon State funding from the Oregon Watershed Enhancement Board to pay for 80 acres of Juniper removal (40 acres per landowner). We request Bureau of Reclamation to cover 54% of the cost of Juniper removal in the remaining 380 acres of Juniper (120 acres on Wunsch's property, 260 on Fessler's property). We also request funding to purchase monitoring supplies in the form of three in-stream temperature loggers. Details are below.

The Oregon Watershed Enhancement Board provides "Small Grant" funds to be allocated to watershed and irrigation efficiency projects across Jefferson County, Oregon. Small Grants can be awarded up to \$15,000 and projects must be approved by employees of JSWCD, MDWC, and Board Members from each Board. These projects must also be approved by OWEB's Project Managers. JSWCD and MDWC have received many Small Grant awards in the past and we have discussed the Upper Willow Creek Juniper removal project with OWEB and have received positive responses. We submitted two Small Grants to OWEB (one per property) to compliment the Hydrologic Restoration and Flow Improvement in Upper Willow Creek Project (proposed here) on November 16, 2020. We typically receive funding within 6 weeks of submittal. We intend, and have good reason to believe, we will receive this funding prior to Fall 2021. Please see Table 2 for details: Each Small Grant application (two total, 40 acres each) includes \$480 for staff time, \$13,385 for Juniper removal, pile, and burn, \$112 for 3 site visits, \$40 for a Land Use Form, \$700 for Indirect Costs (Administrative costs), and \$200 to cover the time spent on a Year-Two Status Report. Per project, the total request to OWEB is \$14,918. The total in-kind for each landowner is \$2,839. The total in-kind for MDWC and JSWCD staff is \$1,000.

JSWCD and MDWC also pledge to donate \$2,500 in time spent conducting monitoring efforts, analyzing data, and creating outreach material. The two landowners involved in this project have agreed to donate \$67,820, collectively, in labor, time spent in unforeseen circumstances, performing machine maintenance, and providing insurance. This amount (\$67,820) reflects 44% of the total cost of cutting, piling, and burning 380 acres of Juniper. **Therefore, the total Non-Federal match is \$107,833.44.** This match can be used at any point as funds are already obtained.

We request funds from BOR to purchase 3 temperatures loggers (HOBO Water Temperature Pro v2 Data Logger - U22-001) at ~\$130 per logger. We request \$85,316 from BOR to cover 56% of the total cost of cutting, piling, and burning 380 acres of Juniper. We included a 5% Administrative cost of \$9,726.98 to set up the budget in QuickBooks with specific

categories and related funds, track staff time spent on the grant and process payroll accordingly (tagging the time to the grant). Any related expenses including mileage, contracted services, materials and supplies and indirect costs have to be tracked in QuickBooks along with associated benefits for our personnel. The JSWCD District Manager manages the district, and this cost includes her supervisory time as well as keeping track of all of our policies and ensuring that we operate within the parameters set forth in individual grant agreements. It is also her responsibility to keep the lines of communication open, stay within budget and process funds requests periodically. Additionally, we included a 5% cost for BOR of \$10,213.33 to meet compliance measures, including the entire cost of the project including Administrative cost. **Therefore, the total BOR request is \$106,568.** These calculations are expressed in Tables 1-5.

*Budget Proposal*

Table 1. Total Project Cost

SOURCE	AMOUNT
Costs to be reimbursed with the requested Federal funding	\$106,646.25
Costs to be paid by the applicant	\$4,500
Value of third-party in-kind contributions	\$103,333.66
<b>TOTAL PROJECT COST</b>	<b>\$214,479.91</b>

Table 2. OWEB Small Grant Budget Proposal, for one property only (two properties total).

Expense Category	No. of Units	Unit Cost	OWEB Funds	Match Funds
<b>Salaries, wages, and benefits</b>				
Project Management	40 hours	\$37	\$480	\$1,000
<b>Subtotal (1)</b>			\$480	\$1,000
<b>Contracted Services</b>				
Juniper removal, pile, burn	40 acres	\$405.62	\$13,385	\$2,839
<b>Subtotal (2)</b>			\$13,385	\$2,839
<b>Materials and Supplies</b>				
<b>Subtotal (3)</b>			\$ -	
<b>Travel</b>				
Site visits	195 miles	\$0.575	\$112	
<b>Subtotal (4)</b>			\$112	
<b>Other</b>				
Land Use form	1	\$40	\$40	\$ -
<b>Subtotal (5)</b>			\$40	\$ -
<b>Modified Total Direct Cost (MTDC)</b>			<b>\$14,018</b>	<b>\$3,839</b>
<b>Indirect Costs</b>				
Indirect Costs	Not to exceed 10% of MTDC		\$700	
<b>Post Grant</b>				
Year-Two Status Report			\$200	
Post-Project Plant Establishment			\$ -	
<b>Project Totals</b>			<b>\$14,918</b>	<b>\$ 3,839</b>

Table 3. BOR WaterSMART Budget Calculations

Table 3a. Army Corps of Engineers Machine Identification

<b>Army Corps Equipment Manual</b>						
<b>item</b>	<b>Cat</b>	<b>ID. No.</b>	<b>Model</b>	<b>Equipment Description</b>	<b>Total Hourly Rate (\$/hr)</b>	<b>Page</b>
Skidsteer	L35	L35CA008	279D	LOADER, FRONT END, TRACKED, 0.54 CY, 66" BUCKET	\$25.74	145
Shear	H2 4	H25CA05 7	S320B	HYDRAULIC EXCAVATOR, ATTACHMENT, MOBILE SHEARS, SCRAP, 16" JAW OPENING (ADD 20,000 LB HYDRAULIC EXCAVATOR	\$30.43	124

Table 3b. Estimated acres of Juniper cut per hour.

<b>Acres cut per hour</b>			
<b>acres</b>	<b>hr</b>	<b>acres/hr</b>	<b>hrs/acre</b>
1	3	0.33	3

Table 3c. Estimated cost per hour of Juniper Cut (based on Army Corps Manual).

<b>Cost per hour of Juniper cut (\$/hr)</b>			
<b>cost/hr</b>	<b>Skidsteer</b>	<b>Shear</b>	<b>Fuel</b>
\$69.17	\$26.74	\$30.43	\$12

Table 3d. Estimated cost per acre of Juniper cut.

<b>Cut (\$/acre)</b>		
<b>cost/acre</b>	<b>cost/hr</b>	<b>hrs/acre</b>
\$207.51	\$69.17	3

Table 3e. Estimated cost per acre of Juniper pile and burn in \$/acre. With labor at \$30/hr, this rate assumes 2 people working 3 hours per acre (\$180 total, + \$18.11 worth of fuel).

<b>Pile/Burn (\$/acre)</b>		
<b>cost/acre</b>	<b>cost/hr</b>	<b>hrs/acre</b>
\$198.11	\$66.03	3



Table 4. BOR WaterSMART Acreage Calculation

<b>Landowner</b>	<b># acres</b>	<b>Cost of Cut/acre</b>	<b>Cost of Pile &amp; Burn/acre</b>	<b>Total cost/acre</b>	<b>Total Cost</b>	<b>% of Project</b>
Fessler	260	\$207.51	\$198.11	\$405.62	\$105,461.20	68.42%
Wunsch	120	\$207.51	\$198.11	\$405.62	\$48,674.40	31.58%
<b>Total</b>	<b>380</b>				<b>\$154,135.60</b>	<b>100%</b>

Table 5. BOR WaterSMART Total Budget

<b>Description</b>	<b># Acres</b>	<b>Cost</b>	<b>Funding Source</b>
Small Grant - Fessler	40	\$14,918 \$2,389 \$1,000	Oregon Watershed Enhancement Board Landowner In-kind MDWC In-kind
Small Grant – Wunsch	40	\$14,918 \$2,389 \$1,000	Oregon Watershed Enhancement Board Landowner In-kind JSWCD In-kind
Project Management		\$2,500	MDWC/JSWCD In-kind
WaterSMART - Fessler	260	\$46,402.93	Landowner In-kind
WaterSMART – Wunsch	120	\$21,416.74	Landowner In-kind
<b><i>TOTAL NON-FEDERAL</i></b>		<b><i>\$107,833.66</i></b>	
WaterSMART – Fessler/Wunsch	380	\$86,315.94	Bureau of Reclamation
Temperature Loggers		\$390	Bureau of Reclamation
Administrative Cost (5%)		\$9,726.98	Bureau of Reclamation
<b>Project Cost</b>		<b>\$204,266.58</b>	
BOR Compliance (5%)		\$10,213.33	Bureau of Reclamation
<b><i>TOTAL PROJECT COST</i></b>	<b><i>460</i></b>	<b><i>\$214,479.81</i></b>	
<i>Non-federal cost share</i>		<i>50.28%</i>	

### Letters of Commitment

Please find letters of support from the landowners involved in this project, as well as Project Manager Middle Deschutes Watershed Council attached to this application.

## **Environmental and Cultural Resources Compliance**

Per proposal guidelines, we included 5% of the total cost of the project in our project budget (Table 5).

## **Required Permits or Approvals**

No approvals are required for this project. A Permit for “Power Driven Machinery and the Use of Fire” will be required by the Oregon Department of Forestry before work begins. The plan for obtaining this permit is to begin once funding approval has been received. We will work with C. Duncan, who wrote a letter of support for this project, to complete the permit.

## Documentation in Support of Applicant Eligibility

### *Watershed Group name*

Middle Deschutes Watershed Council (MDWC)  
[www.middledeschuteswatershedcouncil.org](http://www.middledeschuteswatershedcouncil.org)

### *Fiscal Agent name*

Jefferson Soil and Water Conservation District (JSWCD)  
[www.jeffswcd.org](http://www.jeffswcd.org)

### *Explanation of relationship between Watershed Group and Fiscal Agent*

The Jefferson County Soil and Water Conservation District serves as a fiscal sponsor, administrator, and contracting agency for Middle Deschutes Watershed Council projects, grants, and other sources of funding (covered by Oregon Tort Claims Act General Comprehensive General Liability Insurance), following all financial policies adopted by the SWCD Board of Directors. MDWC and JSWCD work very closely together and often collaborate on projects and grant proposals.

### *Mission Statement*

Involving local people to enhance and protect the natural resources of the Middle Deschutes Watershed Council.

### *List of Members*

- Jenna Keeton, MDWC Watershed Coordinator
- Staci Merkt, JSWCD District Manager
- Victoria Fischella, JSWCD Conservation Reserve Enhancement Program
- Jon Burchell, Board Member
- Guy Chittenden, Board Member
- Theresa DeBardelaben, Board Member
- Lloyd Form, Board Member
- Lisa Windom, Board Member
- Robert Marheine, Board Member
- Jon Kochersberger, filling in for Board Member
- Tom Norton, Board Member
- Jeff Rasmussen, Board Member
- Lars Santana, NRCS

## *Articles of Incorporation and Bylaws*

Please find in attachments:

- 1) Middle Deschutes Watershed Council By-laws
- 2) Middle Deschutes Watershed Council Operating Policies and Procedures
- 3) Memorandum of Understanding between Jefferson County Soil and Water Conservation District and Middle Deschutes Watershed Council, including details on JSWCD serving as MDWC's fiscal agent.

## *Meetings*

The Middle Deschutes Watershed Council holds at least six regular meetings per year, on the fourth Tuesday of every other month. Meeting minutes can be found:

<https://www.middledeschuteswatershedcouncil.org/council-meeting-minutes>

## *Watershed Management and/or Restoration Plan*

- Willow Creek Watershed Analysis (2000)
- Middle Deschutes Watershed Council Action Plan (2015)
- Middle Deschutes Agricultural Water Quality Management Plan (2020)

These documents may be found:

<https://www.middledeschuteswatershedcouncil.org/technical>

## **Letters of Project Support**

Please find letters of support from North Unit Irrigation District, Natural Resources Conservation Service, Oregon Department of Agriculture, Oregon Department of Forestry, and United State Forest Service attached to this application as an appendix.

## **Official Resolution**

The Jefferson County Soil and Water Conservation District is meeting on December 1, 2020 and will produce an official resolution to commit the applicant (MDWC and JSWCD) to the financial and legal obligations associated with receipt of a financial assistance. We plan to submit this to the Bureau of Reclamation's WaterSMART program shortly after this meeting.



**MEMORANDUM OF UNDERSTANDING**  
**between**

**JEFFERSON COUNTY SOIL AND WATER CONSERVATION DISTRICT**  
**and**

**MIDDLE DESCHUTES WATERSHED COUNCIL**

**PURPOSE**

The purpose of this Memorandum of Understanding (MOU) is to define the roles and working relationships of the Jefferson County Soil and Water Conservation District (District) and the Middle Deschutes Watershed Council (Councils) as they work collaboratively to support watershed improvement activities in Jefferson County. Work activities include, but are not limited to, public education/outreach, watershed assessment and action planning, conservation planning with individuals, water quality monitoring and project design and implementation of watershed restoration projects. The Parties will proceed with a voluntary, locally driven, and non-regulatory approach to improve the health of the watershed. This MOU will facilitate efficiencies to maximize watershed improvements with the limited resources and staff available. Roles and responsibilities are defined herein but these lists are not exclusive of other activities individual entities may wish to undertake.

**COMMON VISION**

The Middle Deschutes Watershed Council has their own unique mission statement, which is slightly different from the mission of the District. However, the Councils and the District share a common vision for improving watershed health and land stewardship in Jefferson County.

## **ROLES AND RESPONSIBILITIES**

### **THE PARTIES MUTUALLY AGREE:**

- To identify and prioritize resource concerns and generate complementary long range plans.
- To work collaboratively, in order to enhance and implement their respective programs.

### **THE DISTRICT WILL:**

1. Serve as a fiscal sponsor, administrator, and contracting agency for Watershed Council projects, grants and other sources of funding (covered by Oregon Tort Claims Act General Comprehensive General Liability Insurance), following all financial policies adopted by the SWCD Board of Directors.
2. Respond to landowner referrals for technical assistance from the watershed councils, as staff and resources allow, and provide technical assistance to private landowners for conservation planning, project design, implementation and follow-up including maintenance and monitoring, as needed.
3. Provide representation at watershed council meetings, as needed.
4. Participate on the Council's Coordinating Board as a non-voting member.
5. Provide input to watershed action plans and incorporate elements of the council work plans into the District's Annual Plan of Work.
6. Serve as the employer, in accordance with District personnel policies and Oregon employment laws, for a Watershed Coordinator and administer payroll and reporting, subject to available funding for that position. May also serve as employer for other Council positions contingent upon available funding.
7. Provide office space, equipment, and supplies to the Watershed Coordinator, as available.
8. Provide input to the Council's Coordinating Board for the Coordinator's annual performance evaluation, as needed to meet grant reporting requirements.
9. Provide technical assistance to Council and its Coordinator, as requested, if available.
10. Dedicate space on the District's website and in the bi-monthly newsletter for the Councils.

### **MIDDLE DESCHUTES WATERSHED COUNCIL WILL:**

1. Make decisions regarding the general operation of the Councils.
2. Provide guidance and supervision of Council Coordinator, and keeping the SWCD informed of directives.
3. Convene a diversity of interests and work together to accomplish voluntary actions to enhance watershed health.
4. Lead local citizens and involve stakeholder partners, including the SWCD, in watershed assessments and watershed action plans that identify problems, priorities, restoration, and other activities that the Councils seek to address.
5. Provide networking among landowners and land managers.
6. Prioritize projects and determine program goals.
7. Serve as a forum for conflict resolution and the building of community, trust and partnerships.
8. Act as an advisory body to decision-makers (City, County, State, Federal & Legislature) as deemed appropriate.
9. Provide recommendations for training and work priorities of the Council Coordinator to the



District Manager.

10. Through staff and partner agencies, perform maintenance and monitoring on completed restoration projects.
11. Conduct restoration projects with a wide variety of partners, including the SWCD.
12. Evaluate the Coordinator's performance annually and provide results to the District Manager for use in employee evaluation.
13. Conduct education and public awareness activities to promote watershed health, as resources allow.
14. Seek grant funding opportunities and prepare grant applications for Council-related projects.
15. Provide content to the SWCD for making updates to the Councils' website.
16. Provide Council activity updates bi-monthly for inclusion in District newsletter.

## DURATION

This MOU becomes effective upon signature by all parties and can be modified or terminated at any time by mutual consent of all parties. Either party may terminate their involvement by giving 60 days written notice to the other party (See Appendix for current contact list).

The parties will review this MOU annually to ensure that it continues to meet the needs of all parties.

## SIGNED:

<u><i>Staci A. Markt</i></u>	<u>11/12/2020</u>
<i>Jefferson County Soil and Water Conservation District Manager</i>	<i>Date</i>
<u><i>Jenna Keeton</i></u>	<u>11/13/2020</u>
<i>Middle Deschutes Watershed Council Watershed Coordinator</i>	<i>Date</i>

APPENDIX

**CONTACT LIST**

**MIDDLE DESCHUTES WATERSHED COUNCIL' OFFICERS**

Tom Nelson (ODFW)

Jennifer Mickelsen/Jason Gritzner (Ochoco NF)

Jon Burchell (City of Madras)

Kirk Holcomb (North Unit Irrigation District)

Jeff Rasmussen (Jefferson County)

Tom Norton (Willow Creek Landowner)

Beth Ann Beamer (Willow Creek Landowner)

Lloyd Forman (Trout Creek Landowner)

Robert Marheine (Trout Creek Landowner)



625 SE Salmon Ave., Suite 6  
Redmond, Oregon 97756  
(541) 604-9444  
middleschuteswc@gmail.com  
middleschuteswatershedcouncil.org

November 14, 2020

To Whom it May Concern,

This document serves as official intent for the Middle Deschutes Watershed Council to commit \$2,500 in in-kind support to the Hydrologic Restoration and Flow Improvement for Upper Willow Project. This funding, in the form of staff time, can be provided immediately upon project approval.

Sincerely,

*Jenna Keeton*

Jenna Keeton  
*Middle Deschutes Watershed Council Coordinator*

Brent Fessler  
7881 SE Haycreek RD  
Madras, OR 97741  
1-541-279-1449

Middle Deschutes Watershed Council  
Jefferson County Soil and Water Conservation District  
625 SE Salmon Avenue Suite 6  
Redmond, OR 97756

To Whom it May Concern,

I own Property near Willow Creek at the upper end near Grizzly, Oregon. I have had a small cattle operation in the area for the last 2 years. The primary use of the land is for cattle grazing. There are many issues with shortages of water in the area, many wells are going dry. Continued drought conditions have restricted surface water for livestock, and wildlife to drink. I am in strong support of continued enhancement projects in the area to increase water availability for cattle, and wildlife.

My family has worked with the Jefferson County Soil and Water Conservation District in years past with great results. The juniper tree incursion situation is growing rapidly as soil conditions allow. The native grasses have no room to grow and are being suffocated, due to the high density of trees. Decreasing juniper tree population has many beneficial effects to the surrounding landscape and animal populations.

I want to express my gratitude, and willingness to continue to be partners in any efforts to address short and long term conditions of juniper tree incursion. Together I know we can accomplish our goals, of being great stewards of the land for generations to come. I look forward to working together to accomplish our common goals for years to come.

Sincerely,

Brent Fessler

Mark Wunsch  
12274 SE Grizzly Rd  
Madras, OR 97741  
(541) 419-9944

Middle Deschutes Watershed Council  
Jefferson County Soil and Water Conservation District  
625 SE Salmon Avenue Suite 6  
Redmond, OR 97756

To Whom it May Concern,

I am the land manager for James Monroe and his property along Coon Creek, a tributary of Willow Creek. We have been working together on a land management project on his property for 10 years. We have used cattle grazing to manage grasses and forbes along with select chemicals in localized areas to reduce invasive noxious weeds. With the grazing management plan we have implemented it has increased grasses and forbes in the lower bottom ground as well as within the timber. The last 8-10 years has been a significant below average rainfall and have struggled to increase forage populations and density. The next step that we have discussed and our next management step is to decrease the population of juniper trees to help release some of the water for forage production. The reduction of juniper trees will also increase water flows in the coon creek and onto willow creek. James would like to work towards getting his property more productive and better for wildlife like it used to be 60+ years ago when he was a young boy.

We have worked with the Jefferson County Soil and Water Conservation District on stream flow issues in the past. A lot of the work we have done in the past has made this 10 year drought bearable but there is much more work to be done to improve the situations for wildlife and stream flows in these difficult years. with the hope we get back into a more average rainfall in the future we can have year long stream flows abundance for forages and increase in timber growth every year.

We want to express our willingness to continue to be partners in any efforts to address the long term water quality and quantity along Coon Creek and Willow Creek. We are committed to being good stewards of the land and improve many aspects of the land for years to come. We greatly appreciated the team of support we have to accomplish the many goals we have.

Sincerely,

Mark Wunsch  
Land Manager for James Monroe



# Oregon

Kate Brown, Governor

## Department of Forestry

Central Oregon District

Prineville Unit

PO Box 670

3501 NE 3<sup>rd</sup> St.

Prineville, OR 97754

PHONE: 541-447-5658

FAX: 541-447-1469

[www.ODFcentraloregon.com](http://www.ODFcentraloregon.com)

November 3, 2020



"STEWARDSHIP IN FORESTRY"

Middle Deschutes Watershed Council  
Attn: Jenna Keeton  
625 SE Salmon Ave, Suite #6  
Redmond, OR, 97756

Re: Upper Willow Creek Hydrologic Restoration Project

Dear Ms. Keeton-

I am writing today to extend the Oregon Department of Forestry's support of the Upper Willow Creek Hydrologic Restoration Project in Jefferson County. I am pleased to know that you are working towards restoration efforts within the Willow Creek Watershed that will include western juniper treatment. ODF is committed to collaborating with our natural resource partners who are dedicated to restoring watersheds not only within our Central Oregon District, but statewide!

We look forward to this opportunity to continue our collaboration with our partners, agencies, and private landowners!

Sincerely,

Chase D. Duncan  
Stewardship Forester  
Prineville-Sisters Unit  
Central Oregon District  
Oregon Department of Forestry



United States Department of Agriculture

Natural Resources Conservation Service  
High Desert and Deschutes Basins  
625 SE Salmon Ave, Suite 4  
Redmond, OR 97756

Telephone: (541) 923-4358

<http://www.or.nrcs.usda.gov>

[Lars.Santana@usda.gov](mailto:Lars.Santana@usda.gov)

Date: 11/02/2020

Subject: Bureau of Reclamation Grant for the Upper Willow Creek Hydrologic Restoration Project

To: Jenna Keeton and the Middle Deschutes Watershed Council  
625 SE Salmon Ave  
Redmond, OR 97756

To Whom it May Concern,

As the District Conservationist for the USDA Natural Resources Conservation Service (NRCS) covering Jefferson and Deschutes counties, I would like to express my gratitude for the Watershed Council's continued conservation efforts in Jefferson County. The request for a grant of this nature is consistent with ongoing NRCS conservation efforts in Jefferson County.

Landowner properties in the Willow Creek area are large acreage and the need to implement conservation systems in order to maintain ecological balance is of common interest between the NRCS and the Watershed Council. The proposal directly compliments the objectives of a neighboring NRCS conservation implementation strategy for the greater Trout Creek Watershed. The objective of this NRCS Conservation Implementation Strategy is to restore the natural hydrologic regime of the Trout Creek watershed by removing Western Juniper while enhancing perennial grasses, shrubs, and forbs. Like the Trout Creek watershed, the flow in Willow Creek has become intermittent due in part to the vast expansion and encroachment of Juniper which impair water resources and outcompete native vegetation.

This proposal aligns with the goals and mission of the NRCS and supports ongoing, and already implemented, conservation projects in the planned area. The NRCS has ongoing conservation projects in the area and continues to have strong stakeholder support and NRCS support into the future. It is great to see the Watershed Council pursuing grants like this to further all the coordinated conservation efforts in Jefferson County.

Sincerely,

A handwritten signature in black ink, appearing to read "Lars Santana", with a long horizontal flourish extending to the right.

Lars Santana  
District Conservationist  
United States Department of Agriculture  
Natural Resources Conservation Service



United States Department of Agriculture

Natural Resources Conservation Service  
High Desert and Deschutes Basins  
625 SE Salmon Ave, Suite 4  
Redmond, OR 97756

Telephone: (541) 923-4358

<http://www.or.nrcs.usda.gov>

[Lars.Santana@usda.gov](mailto:Lars.Santana@usda.gov)

Date: 11/02/2020

Subject: Bureau of Reclamation Grant for the Upper Willow Creek Hydrologic Restoration Project

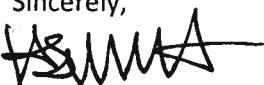
To: Jenna Keeton and the Middle Deschutes Watershed Council  
625 SE Salmon Ave  
Redmond, OR 97756

To Whom it May Concern,

As the District Conservationist for the USDA Natural Resources Conservation Service (NRCS) covering Jefferson and Deschutes counties, I would like to express my gratitude for the Watershed Council's continued conservation efforts in Jefferson County. The request for a grant of this nature is consistent with ongoing NRCS conservation efforts in Jefferson County.

Landowner properties in the Willow Creek area are large acreage and the need to implement conservation systems in order to maintain ecological balance is of common interest between the NRCS and the Watershed Council. The proposal directly compliments the objectives of a neighboring NRCS conservation implementation strategy for the greater Trout Creek Watershed. The objective of this NRCS Conservation Implementation Strategy is to restore the natural hydrologic regime of the Trout Creek watershed by removing Western Juniper while enhancing perennial grasses, shrubs, and forbs. Like the Trout Creek watershed, the flow in Willow Creek has become intermittent due in part to the vast expansion and encroachment of Juniper which impair water resources and outcompete native vegetation.

This proposal aligns with the goals and mission of the NRCS and supports ongoing, and already implemented, conservation projects in the planned area. The NRCS has ongoing conservation projects in the area and continues to have strong stakeholder support and NRCS support into the future. It is great to see the Watershed Council pursuing grants like this to further all the coordinated conservation efforts in Jefferson County.

Sincerely,  


Lars Santana  
District Conservationist  
United States Department of Agriculture  
Natural Resources Conservation Service





**OREGON  
DEPARTMENT OF  
AGRICULTURE**

*Protect. Promote. Prosper.*

635 Capitol St NE, Salem, OR 97301-2533  
503.986.4550 | Oregon.gov/ODA

November 6, 2020

Bureau of Reclamation  
Financial Assistance Operations  
Attn: Mr. Edmund Weakland  
P.O. Box 25007, MS 84-27814  
Denver, CO 80225

This letter is in support for the Upper Willow Creek Hydrologic Restoration project proposed by the Middle Deschutes Watershed Council (WC). The WC works closely with the agricultural community to identify and design projects with objectives that address the Middle Deschutes Agricultural Water Quality Management Area Plans (Area Plan) goals, and follows with securing funding to implement projects. The restoration application grant would result in improved water quality and quantity in Upper Willow Creek watershed by removing Western Juniper from upland habitat to restore water connectivity between upland and in-stream habitats.

Juniper density has increased dramatically over the past 90 years. The increase in juniper has reduced the uplands' ability to collect and store precipitation. The potential for recovering rangeland vegetative cover exists if practical ways can be found to control soil erosion. The proposed grant outlines various activities to support the reduction of soil erosion, increase water quantity, and seasonal in-stream flow.

The grant fully supports the Area Plan. The Area Plan outlines strategies and objectives to improve agricultural water quality throughout the Basin. The proposed project supports the following strategies that are outlined in the Area Plan to improve water quality:

- Flow modification: encourage efficient irrigation; improve the ability of uplands to capture, store, and beneficially release water.
- Sediment: keep soil on the land and out of streams (minimize soil erosion and amount of soil laden runoff; maintain adequate riparian and upland vegetation).

The ODA applauds the WC, landowners, and all other partners for working together to improve agricultural water quality.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Page".

Stephanie Page  
Natural Resources Program Area  
Oregon Department of Agriculture



2024 NW Beech Street  
Madras, Oregon 97741

(541) 475-3625  
(541) 475-3652  
Fax (541) 475-3905  
nuid@northunitid.com

November 5, 2020

RE: North Unit Irrigation District letter of support for Middle Deschutes Watershed Council  
Juniper Removal Project

Dear Bureau of Reclamation WaterSMART Cooperative Watershed Management Phase II

On behalf of North Unit Irrigation District (NUID), I am pleased to express support for the proposal set forth by the Middle Deschutes Watershed Council (MDWC) to clear junipers in Upper Willow Creek. Funding this project is critical for the immediate and long-term water quantity and quality in the Deschutes River basin which is essential to aquatic restoration efforts throughout Central Oregon. As an organization that works collaboratively to implore water conservation opportunities for the community, NUID enthusiastically supports the removal of invasive junipers in the head waters of the Upper Willow Creek.

NUID has a long history working alongside the MDWC to improve the health of the watershed in which our district thrives. Clearing invasive junipers in this arid region has returned flow to dried streams and made way for native species to thrive. The Upper Willow Creek is one of many streams that struggle to sustain flow year-round because of the encroachment of invasive junipers. We agree that Upper Willow Creek is not only a well-chosen location to focus our resources, but its benefits reach beyond clearing invasive plants. The project will increase water quantity and quality for the region and provide sustainable habitat for displaced species in this region.

I look forward to continuing the partnership that NUID has developed with the MDWC, and I recommend funding this project in its entirety. Please feel free to contact Lisa Windom at 541.475.3625 with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Britton", is written over a light blue horizontal line.

Mike Britton



**File Code:** 2520  
**Route To:**

**Date:** November 6, 2020

**Subject:** United States Forest Service Letter of Support for the Middle Deschutes Watershed Council's proposed Upper Willow Creek Hydrologic Restoration Project

**To:** Whom It May Concern

Water quantity and quality has been a topic of interest in the Deschutes Basin for many years. Climate change predictions from a 2019 vulnerability study for South-Central Oregon highlight the continuing challenge within the region to help landscapes become more resilient to the effects of a changing climate. The Middle Deschutes Watershed Council (MDWC) collaborated with the USFS in recent years to implement an upland and riparian enhancement project on the Crooked River National Grassland, downstream of the proposed Upper Willow Creek project. This past project treated 1,850 acres, removing encroaching junipers as well as introducing prescribed fire back on the landscape along with riparian planting. There has been a noticeable improvement in water quantity within Willow Creek since this project was implemented and the project area is recovering as predicted with a significant reduction in fuels and reduced risk of catastrophic wildfire.

The Upper Willow Creek Hydrologic Restoration project will focus on removing Western Juniper from upland habitat to restore water connectivity between upland and in-stream habitats, in line with past efforts in the watershed. This work is supported by the Willow Creek Watershed Analysis (2000) and the Middle Deschutes Action Plan (2015). The USFS supports this proposed project on many levels as it reinforces a strategic goal of focusing efforts in the future on whole-watershed restoration within an area where the agency manages many resources and works in collaboration with several entities.

Projects such as this, where multiple efforts throughout a watershed complement each other, are key in supporting public and private lands and aid in our combined efforts to improve overall watershed health. The USFS and the MDWC have been working together for years within the Deschutes Basin, and the USFS recognizes that partnerships such as this are necessary for achieving our shared watershed management and restoration goals.

SLATER R. TURNER  
District Ranger



# **Middle Deschutes Watershed Council By-Laws**

## **ARTICLE I**

### **NAME**

The name of this volunteer organization shall be **Middle Deschutes Watershed Council (MDWC)**.

## **ARTICLE II.**

### **PURPOSE and MISSION**

The Purpose and Mission of the MDWC is to involve local people to enhance and protect the natural resources of the Middle Deschutes Watershed. The MDWC will assess and evaluate natural resources, promote awareness and education about watershed functions, develop common watershed goals and plans, facilitate watershed improvement projects. The MDWC is a voluntary local organization intended to function as a voluntary local watershed council consistent with the provisions of ORS 541.91 which state:

**541.910 Voluntary local watershed councils; protection against liability.** (1) Local government groups are encouraged to form voluntary local watershed councils in accordance with the guidelines set forth in subsection (2) of this section. The Oregon Watershed Enhancement Board may work cooperatively with any local watershed council that may be formed. Requests from local watershed councils for state assistance shall be evaluated on the basis of whether the requesting organization reflects the interests of the affected watershed and the potential to protect and enhance the quality of the watershed in question.

(2) Local watershed councils formed under subsection (1) of this section shall consist of a majority of local residents, including local officials. A watershed council may be a new or existing organization as long as the council represents a balance of interested and affected persons within the watershed and assures a high level of citizen involvement in the development and implementation of a watershed action program. A local watershed council may include representatives of local government, representatives of nongovernment organizations and private citizens, including but not limited to:

- (a) Representatives of local and regional boards, commissions, districts and agencies;
- (b) Representatives of federally recognized Indian tribes;
- (c) Public interest group representatives;
- (d) Private landowners;
- (e) Industry representatives;
- (f) Members of academic, scientific and professional communities; and
- (g) Representatives of state and federal agencies.

(3) If more than one watershed council exists in a county, each watershed council shall periodically report the activities of the council to the county governing body.

(4) The Oregon Department of Administrative Services may provide to voluntary local watershed councils and their officers, employees and agents acting within the scope of their

employment or duties, protection against liability as part of the insurance provided to the Oregon Watershed Enhancement Board pursuant to ORS 278.120 to 278.215. The Oregon Watershed Enhancement Board, after consulting the Oregon Department of Administrative Services and local watershed councils, shall establish guidelines for liability coverage and limits of coverage. The Oregon Department of Administrative Services shall determine any additional contributions to be apportioned to the Oregon Watershed Enhancement Board for extending insurance to voluntary local watershed councils, and the Oregon Watershed Enhancement Board shall pay the assessments from such moneys as may be available for those assessments. [Formerly 541.388]

**Note:** See note under 541.890.

### **ARTICLE III.**

#### **WATERSHED COUNCIL MEMBERSHIP**

**Section I.** Council membership shall consist of landowners, natural resource land managers and persons who have an interest in promoting, enhancing or restoring Middle Deschutes watershed health.

The Membership shall make recommendations to the Board of Directors.

### **ARTICLE IV.**

#### **BOARD OF DIRECTORS**

**Section I. Board of Directors (Board):**

- 1.1 The MDWC shall be governed by a nine (9) member Board of Directors. Each Director shall have one vote. .
- 1.2 The MDWC membership may nominate members to be considered for election to the Board. A quorum of the Board will take all names into consideration and identify to the membership those to be placed on the ballot.
- 1.3 The Board shall be elected by the membership and current Directors in attendance at a regularly scheduled meeting of the Middle Deschutes Watershed Council.
- 1.4 The board will represent the primary interests and sub-basins of the watershed as follows:
  - **1 Natural Resource State Representative**
  - **1 Federal Representative**
  - **1 City of Madras Representative**
  - **1 Irrigation District Representative**
  - **1 County Representative**
  - **1 Willow Creek Landowners**
  - **2 Trout Creek Landowners**
  - **1 At Large Representative**

Each of these primary positions may list multiple alternates who will participate as a voting member of the Board when the primary member is unable to attend.

**Section II. Officers of the Board (“Officers”):**

- 2.1 The Officers shall be elected from and by the Board.
- 2.2 The Officers shall consist of a Chairperson and a Vice-Chairperson. The Board is the decision making body of the council according to its mission and values identified in Article II. Directors will inform their respective interest and sub basin groups about the work of the committee and will bring concerns of their groups to the Board and members.
- 2.3 The Chairperson shall preside at all meetings and have general supervision of the affairs of the MDWC.
- 2.4 The Vice-Chairperson shall exercise all functions of the office of the Chairperson in the absence of the Chairperson or as delegated by the Chairperson.
- 2.5 The duties of the Secretary and Treasurer shall be filled by the staff of the MDWC. The MDWC staff will maintain Generally Accepted Accounting Practices (GAAP) financial records and minutes of meetings of the MDWC, issue reports and perform other duties as required or directed by the Board o.

**Section III. Powers of the Board of Directors:**

- 3.1 To establish policies and make business decisions of the MDWC.
- 3.2 To adopt and amend bylaws.
- 3.3 To set membership requirements.
- 3.4 To elect Officers of the Board of Director.
- 3.5 To refer, at its discretion to the membership for advisory opinions or binding decisions on amendment or repeal of bylaws or other aspects of MDWC business.
- 3.6 To form standing or ad hoc advisory groups.
- 3.7 To assist in the formation of, or seek advice from, committees representing other watersheds.
- 3.8 To adopt and carry into effect such measures as are deemed proper and expedient to promote the objectives of the MDWC.

**Section IV. Terms of Office:**

- 4.1 Directors will serve four year terms.
- 4.2 Officers will be elected to serve two year terms.
- 4.3 Officers shall be elected on the first meeting date of the new calendar year.

**Section V. Removal:**

- 5.1 A Director may be removed from service for any action that is detrimental to the best interest of the MDWC; for failure to actively support MDWC purposes; failure to actively participate in Council activities; or for failure to meet the requirements needed to serve as a Director.
- 5.2 Removal shall require a majority vote of Directors.
- 5.3 In the event that such a removal is contemplated, that Director shall be notified, in writing, of the reasons for the proposed action. Such notice shall be given not later than ten days prior to the meeting of the Board at which time removal is being considered. A Director shall be entitled to appear at such a meeting and respond to the stated reasons for removal.

**Section VI. Vacancies on the Board of Directors.**

6.1 The Board shall appoint a person to fill the vacated. The appointment shall be until the next regularly scheduled date for elections.

**ARTICLE V.**  
**MEETINGS**

**Section I. Membership and Board:**

1.1 The Board of Directors and general membership shall meet on a regular basis, at least every other month.

**Section II. Special Meetings:**

- 2.1 Special meetings of the membership, for any purpose, may be called at any time by the Board. The time and place to be determined by the Board.
- 2.2 Written notification of any Special Meeting will be sent to all interested persons at least ten days prior to the special meeting. These special meetings may be called to conduct business pertaining to:
- a. overturn or modify any action of the Board.
  - b. recall or replace any officer or member of the Board.
  - c. establish policy and make binding decisions on any aspect of MDWC business

**Section III. Notice of Meetings:**

- 3.1 Written notice stating date, time, place, hour and purpose of meeting to the public shall be issued not less than ten days before meeting is to take place.
- 3.2 Notification of meetings shall be made by the MDWC, in person, email or by mail using the current address in the files and by publishing the notice of the meeting in the local Newspaper.

**Section IV. Quorum/Decision Making:**

- 4.1 A quorum shall be 5 members of the Board of Directors, for all Board actions.
- 4.2 A quorum is required for all official Council business.
- 4.3 Any proposed action by the Board, with the exception of Board Member elections/appointments, must be approved by a simple majority of the quorum.
- 4.4 For the purposes of electing Directors, a decision shall be made by a majority of all those in attendance.

**ARTICLE VI.**

**ADMINISTRATIVE**

**Section I. Financial Records –**

1.1 The financial and administrative record keeping will be the responsibility of the Jefferson County SWCD until such time as the MDWC determines other arrangements are needed.

JCSWCD shall keep current and complete books and records of account, minutes of Board of Directors and committees having the authority of the MDWC.

- 1.2 All records shall be open to, and may be inspected by any member of the MDWC, or any member of the public, for any purpose, at any reasonable time.

#### **ARTICLE VII.**

#### **PROJECT MANAGEMENT**

- 1.1 Project ideas generated from the MDWC will be brought before the Board for consideration.
- 1.2 All projects will be reviewed by the MDWC and prioritized.
- 1.3 After acceptance by the Board, project funding will be sought for implementation.

#### **ARTICLE VIII.**

#### **RESOLUTION FOR THE RESPECT OF PROPERTY RIGHTS**

The **Middle Deschutes Watershed Council** affirms its respect for and intent to protect private property rights in the planning and implementation of projects to improve watershed health and productivity. The MDWC will only engage in a project with the written permission of the landowner/manager. Any commitments the landowner/manager makes will be clearly defined and strictly voluntary. Adequate language will be added to agreements to assure property owners/managers that no hidden claim will result from the implementation of a project.

#### **ARTICLE IX.** **GOALS**

**Section I.** Goals shall be assessed as to the health of the watershed as a whole. These shall be as follows but not exclusive of added future goals.

- Assess watershed resource needs
- Place emphasis on priority areas.
- Develop an Action Plan for implementing projects
- Encourage landowner/land manager participation in watershed issues.
- Emphasize on-the-ground accomplishments which restore and enhance watershed health.
- Work cooperatively with the SWCD and support their Long Range Plan.
- Work closely with the Watershed Coordinator
- Seek funding sources
- Develop a working relationship with City, County, State, Federal, Tribal and Landowner entities.
- Promote tours and educational forums

#### **ARTICLE X.**

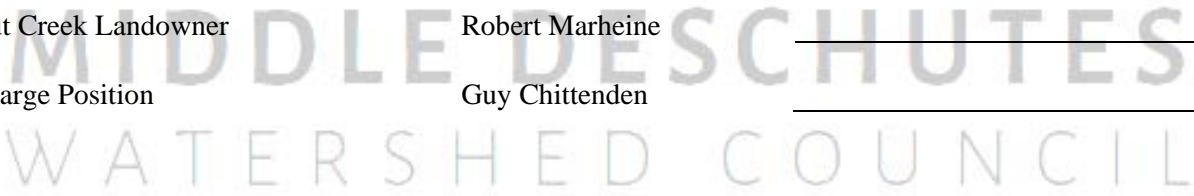


AMENDMENTS TO BYLAWS

Amendments to these Bylaws shall be proposed in writing to the Board. If the change is substantial, a presentation to the Council of the proposed amendments(s) by the person submitting the change(s) will be required. A vote on proposed amendments shall be scheduled to take place at the next regularly scheduled joint General Member and Board meeting. Initially, proposed amendments shall be approved by consensus of the members present. In the event that consensus cannot be achieved, a super majority vote of members present shall suffice for approval of a proposed action.

**We the undersigned, acting as the current Board of Directors of the Middle Deschutes Watershed Council, do hereby adopt these bylaws for the Middle Deschutes Watershed Council this 28th Day of June, 2016**

<b>Position</b>	<b>Director</b>	<b>Signature</b>
Natural Resource State Representative	Tom Nelson, Vice-Chair	_____
Federal Representative	Jenn Mickelson	_____
City of Madras Representative	Jon Burchell, Chair	_____
Irrigation District Representative	Kirk Holcomb	_____
County Representative	Jeff Rasmussen	_____
Willow Creek Landowner	Tom Norton	_____
Trout Creek Landowner	Lloyd Forman	_____
Trout Creek Landowner	Robert Marheine	_____
At Large Position	Guy Chittenden	_____



# Middle Deschutes Watershed Council Operating Policies and Procedures

Approved by MDWC Board on November 6, 2014

## I. OFFICE LOCATION AND CONTACT INFORMATION

- A. Address: 625 SE Salmon Avenue #7, Redmond, OR 97756
- B. Telephone: 541-923-4358 X 101
- C. E-mail: [debbe.chadwick@oacd.org](mailto:debbe.chadwick@oacd.org)
- D. Website: None at this time.
- E. Minutes and Official Records: On file at the above location. Council membership lists are also available at this location and by e-mail. Minutes and publications will also be posted on the website when the site is up and running.

## II. MEETINGS AND COUNCIL ACTIVITIES

- A. The Council will meet the 4<sup>th</sup> Tuesday of each month and make its meeting schedule publicly available.
- B. The Council will advertise meetings and council activities using locally appropriate methods.
- C. Council meetings include agendas, sign-in sheets, and minutes.
- D. The Council will make available, upon request, meeting agendas and minutes and will publish them on its website.
- E. General Board meetings are open to the public.

## III. NON-LITIGATION POLICY

- A. The Council does not and will not rely on litigation to compel regulatory enforcement as a means to implement its mission.

## IV. FISCAL POLICIES

- A. Budget Period: The Council follows the State of Oregon's fiscal year, July 1 to June 30. An annual budget will be prepared by the Council Board and Fiscal Administrator and eventually the Council Coordinator for ratification by the Board by July 1<sup>st</sup> of each year.
- B. Funds Management: All Council funds will be managed by a single Fiscal Sponsor, except as necessary on a temporary basis to address extraordinary circumstances. Council funds are managed by the Jefferson County SWCD as the Fiscal Sponsor. The Council will require its Fiscal Sponsor to follow Generally Accepted Accounting Principles (GAAP). Funds are derived from grants from the Oregon Watershed Enhancement Board grants, Soil and Water Conservation Districts, Cities, Foundations, donations and fund raising drives.
- C. Financial reports: The Treasurer will provide a monthly financial report to the Council. An annual financial report will be presented at the close of the fiscal year.
- D. Authorized Signers: Authorized Signers shall have the authority to sign contracts and proposals approved by the Board on behalf of the Council, and to authorize payment for work approved by the Board and consistent with the Council's charter. Authorized signers are the Board's Treasurer, Chair, Secretary, and Vice Chair to be approached for a signature in that order, subject to availability.
- E. Audit: An Audit Committee will be established by the Chair under the leadership of the Treasurer for the purpose of reviewing and making recommendations for Board approval at the close of the fiscal year.
- F. Conference and Workshop Policy: The Council will consider providing financial support for Council contractors to attend conferences and/or workshops that are directly related to operations of watershed councils *per se* and are of substantial, direct, demonstrable benefit to the Council (for example, the biennial OWEB Conference, or the biennial Network of Oregon Watershed Councils conference) if funds are available in the Council budget; the Council does

not provide financial support for Council contractors to attend conferences and/or workshops that are substantially for the education or professional development of the contractor. The Steering Committee has authority to approve funding requests from a contractor for up to \$600 to attend a conference/workshop, but requests greater than \$600 must be approved by the Board. The Steering Committee will report on any such approvals at the next regular Board meeting. The contractor approved to attend the conference/workshop will provide a written summary of important information he/she learned and potential applications to the Council.

G. Authorization for Expenditures for Professional Services: The Steering Committee may approve expenditures of up to \$600 for a management contractor to obtain professional services that support Council projects and objectives. Expenditures greater than \$600 for those services require authorization from the Board. The Steering Committee will report on any such approvals at the next regular Board meeting.

H. Payment of Invoices and Reimbursements.

## 1. Procedures

### a. For work performed under Management Contract:

- i. Management Contractor prepares invoice; assigns grant, budget category, and description of expense; prepares check request; sends e-copies of invoice, any receipts, and check request to appropriate Contract Officer for approval, with copies to Fiscal Sponsor and Treasurer (or other Authorized Signer, should the Treasurer be unavailable); and sends original of invoice and any receipts to Council Coordinator for filing.
- ii. Contract Officer verifies, in consultation with appropriate Management Contractor that deliverables have been completed, and sends approval to Treasurer (or other Authorized Signer, should the Treasurer be unavailable.)
- iii. Treasurer (or other Authorized Signer) reviews invoice against budget, reviews check request to ensure grant, budget category and description of expense are correctly assigned, verifies that Fiscal Sponsor has been sent e-copies of invoice and any receipts, signs check request, and submits check request to Fiscal Sponsor via email, with a copy to Council Coordinator for Council files (and Treasurer if other Authorized Signer has processed invoice.)
- iv. Fiscal Sponsor processes checks.

### b. For work performed under Other Contract or by Vendor not under contract

- i. Contractor or vendor sends invoice and any receipts to appropriate Management Contractor or to the Council; if the Council receives invoice, Council Coordinator forwards invoice and receipts to appropriate Management Contractor.
- ii. Management Contractor assigns grant, budget category, and description of expense; prepares check request; sends e-copies of invoice, receipts and check request to appropriate Contract Officer for approval, with copies to Fiscal Sponsor and Treasurer (or other Authorized Signer, should the Treasurer be unavailable.); and sends original of invoice and any receipts to Council Coordinator for filing.
- iii. Contract Officer verifies, in consultation with appropriate Management Contractor that deliverables have been completed, and sends approval to Treasurer (or other Authorized Signer, should the Treasurer be unavailable.)
  - iv. Treasurer (or other Authorized Signer) reviews invoice against budget, reviews check request to ensure grant, budget category and description of expense are correctly

assigned, verifies that Fiscal Sponsor has been sent e-copies of invoice and any receipts, signs check request, and submits check request to Fiscal Sponsor via email, with a copy to Council Coordinator for Council files (and Treasurer if other Authorized Signer has processed invoice.)

v. Fiscal Sponsor processes checks.

**c. For Board member, Employee, or Management Contractor seeking reimbursement:**

i. Before expenditure is made, (a) Board member checks with Treasurer (or other Authorized Signer) to ensure that proposed expenditure is allowed on grant, that funds are available and that proposed budget category is correct; or (b) Management Contractors ensures that proposed expenditure is allowed on grant, that funds are available and that proposed budget category is correct, checking with Treasurer (or other Authorized Signer) if necessary.

ii. Person seeking reimbursement sends receipts, grant number, budget category and description of expense to Council Coordinator.

iii. Council Coordinator prepares check request; sends e-copies of receipts and check request to appropriate to Treasurer (or other Authorized Signer, should the Treasurer be unavailable) with copy to Fiscal Sponsor; and files original of invoice and any receipts.  
Note: (a) the person seeking the reimbursement cannot be the Authorized Signer; (b) the check request shall request payment directly to the person who incurred the expense (not to a third party who then reimburses the person who incurred the expense.)

iv. Treasurer (or other Authorized Signer) reviews invoice against budget, reviews check request to ensure grant, budget category and description of expense are correctly assigned, verifies that Fiscal Sponsor has been sent e-copies of invoice and any receipts, signs check request, and submits check request to Fiscal Sponsor via email, with a copy to Council Coordinator for Council files (and Treasurer if other Authorized Signer has processed invoice.)

v. Fiscal Sponsor processes checks.

**2. Time Expectation**

**a. Routine Approvals.**

For routine approvals, a response time of 1 day is expected: approver is expected to check email at least once a day and to respond within one day with one of the following actions: (i) approve and forward to next step in approval process; (ii) send any questions related to approval to appropriate party; (iii) request more time from Management Contractor; or (iii) forward to a designated alternate who has authority to approve in absence of the primary approver.

**b. Payment Schedule.**

Council should be aware of the Fiscal Sponsor's payment schedule to avoid unnecessary delays in issuance of checks. In general, the Fiscal Sponsor will prepare checks weekly.

**V. GENERAL MEMBERSHIP**

- A. The Council's general membership body (the participating stakeholders) must include broad and diverse representatives of the range of geographic and natural resource interests in the watershed, as well as public and private landowner interests.
- B. The participating stakeholder membership category is open to anyone with an interest in the watersheds and the Council and will be unlimited in number.

**VI. BOARD MEMBERSHIP**

The Board membership shall include broad and diverse representatives of the range of geographic and natural resource interests in the watershed, as well as public and private landowner interests. The Board shall seek representation from the following positions:

- 1) Trout Creek Watershed Resident
- 2) Willow Creek Watershed Resident
- 3) Agriculture
- 4) SWCD and/or local / regional boards, commissions, and agencies
- 5) Education
- 6) Timber Interests
- 7) Environment, wildlife, conservation interests
- 8) Tribes
- 9) Industry / Commerce
- 10) Small Farms and Forest
- 11) Water resources, scientific, research, professional communities
- 12) Local/State/federal agencies
- 13) At Large

## VII. STANDING COMMITTEES AND RESPONSIBILITIES

The Council recognizes two categories of Committees: the Standing Committees which are permanent and Ad Hoc Committees which are formed and disbanded on an as-needed basis.

**Steering Committee** consists of the Board officers and Standing Committee Chairs, and only Board members may serve on this committee. The primary purpose of the Steering Committee is to monitor progress toward the Council's mission and goals, and to ensure continuity among Council activities. The Steering Committee may authorize expenditures as described in Fiscal Policies. The Steering Committee reports to the Council on their discussions and recommendations. The Board may delegate authority for particular decisions to the Steering Committee. In case of an emergency requiring a Board vote or decision, Board members will be contacted by e-mail or telephone. Steering Committee meetings are open to other Council members if they wish to attend as observers.

**Education and Outreach Committee (EOC)** consists of at least two Board members and other participants, and is responsible for recruiting members and volunteers and interns as needed. The purpose of this committee is to work with watershed residents to foster better stewardship of natural resources and to improve understanding of biodiversity in the Middle Deschutes Watershed. The committee works with the Education and Outreach Coordinator to develop fundraising activities or projects. The committee shares its recommendations, progress and activities with the Council at monthly meetings.

**Project Review Committee (PRC)** consists of four voting Board members and additional non-voting technical advisors as needed. The PRC works with the Project Manager to develop effective projects and will advise the Project Manager as projects are implemented. While all PRC members may make recommendations, only the voting members are able to recommend a project to the Board for further action.

During project development, the committee must approve the initial project idea, and the preliminary concept. The committee will review and make recommendations on project design as the Project Manager develops the final project proposal. Upon approval by the committee of the final project proposal, a PRC member – not the Project Manager – will present the project to the Board for final approval.

During project implementation, the committee will receive progress reports from the Project Manager and will ensure that the project is being carried out as intended. The committee may make recommendations to help the Project Manager implement the project more effectively and/or efficiently.

**Council Support Committee (CSC)** consists of at least two Board members and additional advisors as needed. The CSC works with the Council Coordinator to pinpoint appropriate foundations or other sources of funding and to develop effective fundraising strategies and grant proposals. The CSC approves draft foundation grant proposals and fundraising projects and reports progress to the Council.

## **VIII. Contract Policies**

**A. Statements of Work in Contracts.** The work of the Council is administered by both Council Staff and independent contractors. The statements of work for the Staff Job Description and Contracts shall reflect relevant deliverables in the projects funding the contracts and relevant tasks in the Council's periodic work plans.

**B. Types of Contracts.** The Council's needs for contracted services will vary and include both contracts for overall management of Council activities ("Management Contracts") and other contracts for technical, field or other services ("Other Contracts.")

### **1. Management Contracts**

**a. Types of Management Contract Services.** Services for which Management Contracts may be required can be generally classified as Council Coordinator services, Project Manager services, and Education and Outreach Coordinator services. While it is convenient to classify services according to these types, these classifications are not in any way restrictions on how or by whom these services are provided.

**b. Contract Officers.** Contract Officers act as liaison between the Contractors and the Council for contract related issues. The Board shall assign one of its members to serve as Contract Officer for each Management Contract.

**c. Responsibilities of Contract Officers.** Contract Officers will act as liaison between the Contractor and the Council for contract related issues such as monitoring of progress against the contract scope of work, relevant deliverables in projects funding the contract, and relevant tasks in the Council's periodic work plans; determination of upcoming work priorities; updating of the Contract's Scope of Work, and review of the budget for the projects. Contract Officers are responsible for ensuring that Contract Reviews are held at least annually.

**d. Contract Reviews.** Contract reviews will be conducted as requested by the parties to the contract, but at least annually. Participants in contract reviews will be the Contractor, the Council's Contract Officers for that contract, and representatives of the Fiscal Sponsor managing the contract. Review topics include the Contractor's accomplishments, including progress against the contract scope of work, relevant deliverables in projects funding the contract, and relevant tasks in the Council's periodic work plans; determination of upcoming work priorities; updating of the Contract's Scope of Work; and review of the budget for the projects. The Council will be notified of upcoming contract reviews and invited to submit signed comments related to contract performance (email is acceptable) to the Contract Officers. The Contract Officers will present the results of the review to the Council at the monthly meeting following the review.

**e. General Description of Services that could be provided under Management Contracts.** The following list of services is intended to be a checklist against which actual statements of work in management services contracts can be compared. The actual statement of work for a particular

contract should address the needs of the Council, mixing and matching these services as appropriate.

**i. Council Coordinator services may include (council Staff):**

- a) Plan and facilitate Council sponsored meetings. Assist the Council and its committees in setting priorities, developing biennial work plans and an action plan, and implementing strategies. Prepare agendas and correspondence for Council activities and meetings.
- b) Develop, with input from Officers, and implement the biennial work plan.
- c) Research, write and manage grant proposals. Coordinate local fundraising campaigns.
- d) Serve as primary contact for the Council and hold regular communication with local community leaders and staff.
- e) Sustain and develop partnerships with local community groups, schools and other regional organizations and watershed councils.
- f) Assist Fiscal Sponsor and track funding received by the Council and its obligated grant deliverables. Prepare fund disbursement requests and track expenditures in cooperation with Council's Fiscal Sponsor.
- g) Manage contracts for additional Council services, in accordance with and in cooperation with Council's Fiscal Sponsor.
- h) Provide coordination of work plan delivery with other Council contractors, interns and members.
- i) Provide administrative support for Council committees and attend Council meetings.
- j) Prepare and submit written and oral reports on watershed and Council activities to the Council, and others as requested.
- k) Maintain up-to-date Council and Committee meetings files and other publications and reports in the Council office and on the Council server.

**ii. Project Manager services may include**

- a) Develop and manage restoration and technical assistance projects with the assistance of the Project Review Committee (PRC)
- b) Conduct site visits with targeted landowners to understand their stewardship objectives and to assess ecological needs of the sites.
- c) Develop and present project concepts for PRC and Council consideration.
- d) Prepare and provide project-related technical content and budget requirements for future project grant proposals to fund Council approved project concepts or designs (grant proposals shall be prepared, submitted, accepted and signed by others).
- e) Develop project designs to meet ecological goals and landowner interests, with or without additional technical resources as appropriate.
- f) Obtain permits from all necessary Federal, State, Tribal, and local entities, as appropriate for the project type.
- g) Implement projects by selecting field contractors, consultants, materials and supplies using Council-approved selection criteria and by writing the contract scopes of work or purchase orders necessary to complete the work. Oversee the work of hired field contractors and consultants and inspect materials to ensure quality product for the cost.
- h) Monitor project(s) both pre- and post implementation. Prepare as-built drawings/GIS files of completed projects. Prepare project completion reports as required.
- i) Upon receipt of final signed and funded project grant agreement, maintain all project files in the Council office and on the Council server including: grant proposals, grant agreements, contracts and invoices for field contractors, consultants, materials and supplies, grant financial records, progress reports, permits, maps, photos, final reports and other pertinent documents.
- j) Write restoration grant progress reports, interim reports, final reports and submit to sponsors by stated deadlines.

**iii. Education and Outreach Coordinator services may include**

- a) Develop and manage education and outreach activities with the assistance of the Education and Outreach Committee.
- b) Implement the public information, outreach, and education program to increase public awareness and knowledge about watershed issues.
- c) Inform the local community about the presence of the Council and engage individuals and organizations in Council activities by building trust and robust working relationships
- d) Coordinate implementation of a public outreach work plan including annual events. Encourage more citizens in the watershed to participate in the Council or develop stewardship projects.
- e) Develop public outreach written and media materials to communicate Council activities including website.
- f) Recruit and manage volunteers Coordinate local fundraising activities, including securing sponsors for events.
- g) Assist with identifying priority properties and encouraging landowners to participate in Council restoration and conservation projects
- h) Maintain a database of citizen interest, contact information, donor giving and sponsorship, and work with Project Manager to keep landowners informed about Council projects.
- i) Write education and outreach grant progress reports, interim reports, final reports and submit to sponsors by stated deadlines.

**2. Other Contracts**

**a. Services for which Other Contracts are required.**

Services for which Other Contracts may be required include technical, field or other non-management services:

- i. If the costs of the services exceed \$600, a contract between the Council and the Vendor who provides the services is required.
- ii. If the costs of the services do not exceed \$600, a written Work Agreement (but no formal contract) is required.
- iii. Management Contractors may assign services provided under their Management Contracts to a third party, provided they have the written agreement of both the Council and the Fiscal Sponsor; in this case, the Management Contractor retains full responsibility for delivery of the services, and no further agreement between the Council and the third party is required.

**b. Contract Officer and Management of Other Contracts and Work Agreements.**

- i. Routine management of Other Contracts and Work Agreements (e.g., preparation of statement of work, progress vs. statement of work, cost, review, etc.) falls within the scope of work of the appropriate Management Contract.
- ii. However, because Other Contracts and Work Agreements are between the Council and the Contractor, the Council will have a Contract Officer for any contract related issues that require direct intervention of the Council.
- iii. The Contract Officer who is responsible for the relevant Management Contractor will also be the Contract Officer for the Other Contracts and Work Agreements overseen by that Management Contractor.



**c. Contract Development Process.**

i. Board or Steering Committee authorizes Management Contractor to set up Other Contract or Work Agreement. This authorization may already be a part of an overall budget approval. Time expectation: Management Contractor initiating contract should plan, if possible, to allow enough time for Board or Steering Committee approval at monthly or bimonthly meetings, and then up to three weeks for the subsequent drafting and approval process.

ii. Relevant Management Contractor will work with vendor to agree on Scope of Work, schedule and payment amount and submit to Contract Officer. Time expectation: Management Contractor should be mindful that subsequent steps for a major contract may take up to three weeks and plan accordingly.

iii. Contract Officer will approve Scope of Work, schedule and payment amount and send to Fiscal Sponsor. Time expectation: one day.

iv. Fiscal Sponsor will prepare a contract using their standard contract form (previously agreed with Council) and send to relevant Management Contractor and Contract Officer. Time expectation: 10 working days maximum.

v. Contract Officer will review contract with relevant Management Contractor and approve contract via email to Treasurer (or other Authorized Signer if Treasurer not available). Time expectation: one day.

vi. Treasurer (or other Authorized Signer if Treasurer not available) will verify availability of funds and email approval of contract to Fiscal Sponsor. Time expectation: one day.

vii. Fiscal Sponsor will create three copies of contract and send all three to Vendor for signature. Time expectation: one day.

viii. Vendor will sign and send to Council; Council Coordinator will notify Treasurer (or other Authorized Signer if Treasurer not available) for signature. Time expectation: 3 days.

ix. Treasurer (or other Authorized Signer if Treasurer not available) will sign on behalf of Council and submit to Fiscal Sponsor. Time expectation: one day.

x. Fiscal Sponsor will sign and create .pdf copies of signed agreements and send to Council Coordinator (with copy to Treasurer) and retain original. Time expectation: one day.

xi. Council Coordinator will file contract attached to relevant grant. Time expectation: three days.

**d. Expectation for Response Time in Contract Development Process.**

The contract development process has many steps. It is important that each step be executed expeditiously to ensure that contracts are completed in a timely manner.

For routine approvals, a response time of 1 day is expected: approver is expected to check email at least once a day and to respond within one day with one of the following actions: (i) approve and forward to next step in approval process; (ii) send any questions related to approval to appropriate party; (iii) request more time from Management Contractor; or (iv) forward request to a designated alternate who has authority to approve in absence of the primary approver.

**e. Template for Contracts.** The Fiscal Sponsor will maintain a contract template agreed upon with the Council.

**f. Template for Work Agreements.**

Agreement between [Contractor] and Middle Deschutes Watershed Council

PROJECT: [Project Name]

CONTRACTOR: [Name and address]

DATES OF CONTRACT:

SOURCE OF GRANT:

PROJECT MAXIMUM:

PROJECT OBJECTIVE:

[Brief description of objective of project]

SCOPE OF SERVICES:

1. Scope & Assumptions. The project estimates are based on the following assumptions:

a. [List any assumptions]

b. [List of key tasks to be accomplished]

2. Project Steps, Schedule

Work Task	Target Completion Date	Unit for payment	Unit Price	# of Units	Total Cost	Deliverable	Notes

**g. All agreements in writing**

All Contracts and Work Agreements, and any modifications thereof, shall be in writing and approved by all parties.

**h. Costs of travel and mileage**

The costs of any travel and mileage should be included in the base cost of the contract and not separated as a reimbursable expense.