

**Winema and Fremont Resource Advisory Committee**  
**Minutes for February 25, 2002**

Present: Chuck Wells  
Fred Rasmussen  
Don Gentry  
Anita Ward  
Hank Mroczkowski  
Steve West  
Bill Duke  
Susan Baker-Schloth  
Gary Johnson  
Pete Talbot  
Jane O'Keeffe  
Craig Dittman  
Clair Thomas  
Mary Baker  
Alan Withers  
Rick Brown via phone from Portland

Absent: Shem Radtke

Guests:	Rowena DeMartin	Winema National Forest
	Carol Howard	Winema National Forest
	Bill Blind	GHR Resources
	Marni Porath	OSU/Lake County Extension Office
	Matt Franklin	Lakeview SCD
	Craig Bienz	The Nature Conservancy
	Bob Squires	Lakeview, OR
	Richard Hart	Ashland, OR

**Introductions:**

RAC members made introductions to replacement member Fred Rasmussen. Public was introduced to RAC members.

**Review and Approval of Minutes of First Meeting:**

Minutes from last meeting January 31- February 1 were approved and accepted.

**Adoption of Bylaws and Operating Guidelines:**

See Proposed Bylaws of Winema / Fremont RAC and Winema /Fremont Operating Guidelines

Discussions and Decisions:

- Bylaw #7 Chairperson and Replacement Members. A sentence will be inserted ,to read as follows:  
An attempt shall be made to maintain the diversity and balance of the RAC whenever a new replacement member is being recruited.
- Concern that replacement members replacing members could skew the balance of the sub groups within the committee. RAC would like to see replacement member for group B come from Klamath County.
- Bylaw #8 Project Approval Procedure 8(a) and 8(b). Discussion about balance of interests within a quorum. Decided not to change wording in Section 8.
- Vote was made to approve and accept Bylaws with changes in section 7. Vote was made to approve and accept Operating Guidelines as proposed. DFO will send revised bylaws to chairperson for signature. No reason for another review with other RAC members.

**Project Overhead Rate Proposal:**

See handout Winema /Fremont RAC Overhead Budget Proposal.

Discussions and Decisions:

## Project Overhead Rate Proposal continued:

- Contracting Officer (CO) Rowena DeMartin joins discussion about overhead budget; she believes not enough money shown in proposed budget for contracting time.
- RAC members would like Contracting Officers to track their time and staff time.
- CO DeMartin thinks between Lake and Klamath county projects, the contracting shop will be spending 2/3s of their time working on RAC projects. Certain costs will be higher than \$65,000 shown in budget.
- RAC travel and per diem costs could be higher next year. No facilitator was hired this year. DFO and clerical help are federal employees. Their time is not charged to the RAC budget.
- Discussion of Webmasters' cost and his responsibilities to RAC web site.
- Forest Service is asking RAC for \$5000 for training for COs. Forests' budget does not have money for necessary enhanced training.
- Suggestion made to make a flat budget of 5% for overhead costs.
- CO DeMartin believes it will take 5 full time employees in the contracting shop to put out projects contracts for FY2002 and FY2003.
- RAC is looking at paying only part of the cost of CO time, with the Forest Service picking up the rest. Extra cost is already appropriated for in Forest Service cost pool.
- Concern that there could be a delay in getting projects started because of the contracting shops' workload. DFO stated that Forest Supervisor has instructed the contracting shop and ranger districts that first priority work is to be RAC projects.
- CO DeMartin thinks CO costs could be as high as \$180,000. Contracting will have a better break down after first year's time and costs are tracked.
- DFO tells RAC members that the proposed budget of 3.78% is low in comparison of other RAC overhead budgets. Average overhead budgets are running higher than 10%.
- Vote on motion for 5% overhead budget fails. RAC members voted to accept proposed overhead budget of 3.78%.

## Revision to Agency Proposals:

Revised long forms for project proposals were handed out at start of meeting.

Discussion as follows:

- DFO asked Ranger Districts to review costs of proposals and include more details on monitoring plans in revised long forms for proposals.
- If RAC accepts culvert replacement project from Paisley there is possible matching funds. OWEB is matching dollars to work with private owners. Forest Service will do engineering work on culverts on private lands.
- Paisley projects proposals, culvert replacement and Chewaucan improvements the project costs have been reduced as shown in revised long form for proposals.
- DFO informs RAC that Dairy Creek bridge replacements costs have increased \$115,000.
- RAC members review spreadsheet DFO has created showing project ranking and costs.
- Discussion about splitting out costs on multi year projects. This will give the RAC the ability to fund more projects this year.
- DFO would like feedback from RAC members on revised long form for proposals.
- RAC would like better quality maps in proposals. Decide to have Webmaster create a map available on the web site. Map will show where projects are located in relationship to the area the watershed they reside in. Also would like to see project location in relationship to other activities going on around the area such as timber sales, roads, and campgrounds.

## Evaluation of New Proposals:

RAC members broke into sub-groups to evaluate three new external proposals for about a half an hour. Decided not to rank out new proposals until after they had a chance to ask questions to project sponsors after lunch.

## Agenda and date for next RAC meeting Summer Field review:

Field Trip Dates: June 28<sup>th</sup> and August 16<sup>th</sup>

A sub- committee of Thomas, Aney, O'Keeffe will meet to make arrangements for field trips.

Agenda continued:

- RAC want field trips to try to visit sites and see projects in progress. Also would like to see proposed projects sites for FY2003.
- Field trips are voluntary, but members are encouraged to attend.

Next official RAC Meeting Date: July 19<sup>th</sup> 2002

Meeting will be in Klamath Falls at the courthouse. Tentative start time of 9:30 AM. Steve West will confirm date and time.

**Evaluation of New Proposals- continued after lunch:**

**Questions for Proponents:** Review of external project proposals with project sponsors, Hart, Bienz, and Squire. Notes for questions from RAC members and answers are available from DFO.

**Public comments regarding proposals:** There were no public comments made.

**Group Prioritization of Proposals:** Vote by RAC members on external projects.

Chewaucan Watershed Monitoring 20

The Nature Conservancy Sycan Monitoring 22

Water Resource Monitoring 4

Discussion about new proposals:

- Water Resource Monitoring project not well presented. Information on stream flow may already be available, though data is not collected on water temperature.
- The Chewaucan Watershed Project has strong support from Sustainable Northwest Group. This Project has the possibility to bring together a diverse work group from Lake County. Project could have national landmark interest.
- There is support for Sycan Monitoring Project from RAC members. Interest in reintroduction of fire and the impacts it has on nesting cavity birds. The Nature Conservancy is also proposing to take off commercial products versus hands off approach on their lands.
- Discussion of fiscal responsibility on these private projects. RAC could decide to use a Cooperative Agreement to maintain some control. Contracting Office could draw up the agreements.

**Evaluation of New Priority List:**

- Consensus of RAC to move forward on prioritization of projects, even though members have not had a chance to review long form of project proposals.
- DFO needs to know from RAC how they are going to fund multi- year projects so he can build a new spreadsheet showing the prioritization of projects and the costs on a year by year basis.
- Multi-year projects –Several projects were multi-year projects with funding requested in out years to complete the project. The RAC has the choice of funding all years of these projects with FY02 money or paying year by year. The RAC chose the latter approach, and will commit to funding only the FY02 work with FY02 dollars. Funding a project in this way is a strong indication that the RAC intends to fund subsequent years, but they will make that decision later, after having a satisfactory progress report. Monitoring work is an exception –the RAC agreed to fund out years’ monitoring with the same years’ funding as the project itself.
- RAC members would like to see a progress report on multi- year projects. They would like to visit sites of projects in this summers’ field trips.
- Discussion about contract dollar amount. If contract can’t be done for amount shown on proposal, money could be returned to fund another project.
- Contracting work should be done with the same prioritization as the ranking is shown on spreadsheet.
- RAC will commit 1<sup>st</sup> years funding with the strong assumption that the next years funding will be there unless there is some sort of failure with the project.
- Vote was made to follow the same principle in both Lake and Klamath County. Principle will be to fund FY02 work with FY02 dollars and commit funding for future years work with those years’ dollars.

End of meeting

RAC will next meet July 19<sup>th</sup> 2002 in Klamath Falls. Field trips dates will be June 28<sup>th</sup> 2002 and August 16<sup>th</sup> 2002.