

AGENDA COVER MEMO

Date: April 16, 2003

To: Lane County Board of Commissioners

Dept.: Public Works/Parks Division

Presenter: Rich Fay, Parks Manager

Agenda Item Title: In the Matter of Authorizing the County Administrator to Sign as Landowner the Oregon Watershed Enhancement Board Watershed Improvement Grant Agreement (Project No. 203-164) between the Friends of Buford Park & Mt. Pisgah and the Oregon Watershed Enhancement Board For the Purpose of Habitat Enhancement in the South Meadow Area of Howard Buford Recreation Area.

I. MOTION

Adopt Order authorizing the County Administrator to Sign as Landowner the Oregon Watershed Enhancement Board Watershed Improvement Grant Agreement Project No. 203-164 between the Friends of Buford Park & Mt. Pisgah and the Oregon Watershed Enhancement Board For the Purpose of Habitat Enhancement in the South Meadow Area of Howard Buford Recreation Area.

II. ISSUE OR PROBLEM

The Parks Division's capital improvement budget is inadequate to meet all park improvement, development and enhancement needs thus requiring the County to maximize funding from other sources.

III. DISCUSSION**A. Background**

The Board of County Commissioners on January 9, 2002 adopted a South Meadow Management Plan and authorized the Parks Division to collaborate with Friends of Buford Park & Mt. Pisgah to apply for grants to provide habitat enhancements to the South Meadow area of Howard Buford Recreation Area. The Board of Commissioners on March 13, 2002 approved acceptance of two separate grants for this project from Oregon Watershed Enhancement Board and the U.S. Fish and Wildlife Service. In a related decision, the Board of Commissioners on December 17, 2002 approved a contract between Lane County and Friends of Buford Park & Mt. Pisgah (FBP) for FBP to provide grant management services, Order Number 02-17-17-3. Under the contract, FBP solicits grant funding park enhancement projects, which Lane County has previously approved, such as the South Meadow project. OWEB has again awarded funds to implement enhancements at this project site.

B. Analysis

The South Meadow (aka South Pasture) area is an approximately 200-acre floodplain site located within Lane County's Howard Buford Recreation Area (HBRA) along the Coast Fork of the Willamette River. Lane County entered into a Landowner Agreement with the U.S. Fish and Wildlife Service and the Friends of Buford Park on November 30, 1998 for a period of ten (10) years and Amendment #1 was signed on February 14, 2000. The agreement in part states:

"I. South Pasture [Meadow] Project Area: ...Actions may include removal of exotic vegetation (such as scotch broom and blackberry), planting of native riparian forest trees, and the restoration of overflow channels (subject to the necessary permits and approvals). At the sole discretion of Lane County, low intensity educational and recreational use compatible with the HBRA Master Plan will continue in this area."

The South Meadow Management Plan has three goals:

- Goal A: Restore the ecological integrity of the floodplain.
- Goal B: Provide recreational opportunities compatible with ecological stewardship.
- Goal C: Provide educational opportunities compatible with ecological stewardship.

Under the auspices of the grant management services agreement, Friends of Buford Park & Mt. Pisgah has secured a grant from Oregon Watershed Enhancement Board for \$287,210 to implement enhancements called for in the adopted South Meadow Management Plan. More specifically, the grant will support.

- 1) Planting of native trees and shrubs on approximately five acres (25 acres have been planted to date at the South Meadow).
- 2) Final design/ engineering of measures to restore blocked side channels,
- 3) Selective excavation to reopen blocked inlets, outlets, of side channels,
- 4) Noxious weed control,
- 5) Project coordination/administration/reporting, and
- 6) Pre and post-project survey and monitoring.

Planting a diversity of native plant communities will provide enhanced habitat for larger populations of a greater number of native wildlife and plant species. This will provide enhanced recreational experience for the many visitors to the Howard Buford Recreation Area.

Restoration of historic river channels will yield multiple benefits including: 1) enhanced connectivity between the river's main (low flow) channel and its floodplain and side channels; 2) provision of critical habitat for threatened Spring Chinook salmon, other fish and other aquatic species, 3) flood detention and storage, and 4) enhanced water quality on the Coast Fork Willamette (a water quality limited stream for temperature, bacteria, and toxics)...

The grant from OWEB provides an opportunity to advance the goals of the South Meadow Management Plan. Below is a summary of the project partners committed to project implementation as of March 2003.

Funding Source	Cash	In-kind Match	Total Cash & In-kind
Oregon Watershed Enhancement Board	\$287,210		\$287,210
U.S. Fish & Wildlife Service*		\$100,000	\$100,000
Friends of Buford Park & Mt. Pisgah**	25,000	\$18,800	\$43,800
Lane County Parks Division***	0	\$2,000	\$2,000
TOTALS	\$312,210	\$120,800	\$433,010

* USFWS has committed excavation equipment and operators to implement channel restoration work and assistance with permitting. The value of this contribution is estimated at \$100,000.

** Friends of Buford Park & Mt. Pisgah had previously secured a \$25,000 grant from NOAA. FBP's has committed 900 volunteer hours at \$12/hr. and 150 skilled botanist/ecologist hours valued at \$40/hr. with a total in-kind value of \$43,800.

*** Lane County Parks Division's in-kind match of \$2000 would come from staff time devoted to project planning and implementation, maintenance mowing, and signage developed for educational purposes. Approximately \$2000 received from project area's enrollment in the U.S. Dept of Agriculture's riparian conservation program will defray the Lane County in-kind contributions.

Friends of Buford Park & Mt. Pisgah have committed to maintain the project (weed control, irrigations, plantings, etc) and monitor results for a period of three years.

Land Management Division is coordinating with Park staff and FBP to oversee the application of any required permits. The implementation of the entire project is subject to the necessary permits and the approval of the Board.

C. Alternatives and Options

You have at least the following options with regard to this matter:

1. Authorize the County Administrator to sign as Landowner the Oregon Watershed Enhancement Board Watershed Improvement Grant Agreement to fund habitat enhancements in the South Meadow area of Howard Buford Recreation Area.
2. End further consideration of the grant.
3. Direct staff to provide additional information for consideration at a future date.

D. Recommendation

The Parks Advisory Committee and Parks staff recommends Option #1.

E. Timing

If approved, the grants will be processed.

IV. IMPLEMENTATION/FOLLOW UP

If approved, project implementation will proceed subject to necessary permits and funding, volunteer labor and other resources mobilized through the Parks Division's grant management services contract with Friends of Buford Park & Mt. Pisgah.

V. ATTACHMENTS

Board Order
Agreement

IN THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

) IN THE MATTER OF AUTHORIZING
) THE COUNTY ADMINISTRATOR
) TO SIGN AS LANDOWNER THE
) OREGON WATERSHED
) ENHANCEMENT BOARD
) WATERSHED IMPROVEMENT
) GRANT AGREEMENT PROJECT NO.
) 203-164 BETWEEN THE FRIENDS OF
) BUFORD PARK & MT. PISGAH
) AND THE OREGON WATERSHED
) ENHANCEMENT BOARD FOR THE
) PURPOSE OF HABITAT
) ENHANCEMENT IN THE SOUTH
) MEADOW AREA OF HOWARD
) BUFORD RECREATION AREA.

WHEREAS, the Howard Buford Master Plan (1994) identified Goal #2 as "Protect sensitive and significant resource areas and restore degraded habitat"; and

WHEREAS, Lane County Parks Division has a long history of coordinating and cooperating with volunteer groups whose goals are complementary to those of the Howard Buford Recreation Area Master Plan; and the Friends of Buford Park & Mt. Pisgah were selected to provide Grant Management Services for Howard Buford Recreation Area; and

WHEREAS, the Friends of Buford Park & Mt. Pisgah have applied and been awarded an Oregon Watershed Enhancement Grant for \$287,210 to implement habitat enhancements in the South Meadow Area of the Howard Buford Recreation Area; and they are prepared to provide the required matching cash or in-kind services, as well as administer the grant; and

WHEREAS, the Parks Division's capital improvement budget is inadequate to meet all park improvement, development and enhancement needs thus requiring the County to maximize funding from other sources and that such proposed projects could not be completed without the assistance of volunteer groups; and

NOW, THEREFORE, IT IS HEREBY ORDERED that the County Administrator be authorized to Sign as Landowner the Oregon Watershed Enhancement Board Watershed Improvement Grant Agreement (Project No. 203-164) between the Friends of Buford Park & Mt. Pisgah and the Oregon Watershed Enhancement Board for the purpose of habitat enhancement in the South Meadow Area of Howard Buford Recreation Area in substantially the form of the contract agreement attached.

DATED this _____ day of _____, 2003.

APPROVED AS TO FORM

Date 4-7-03 lane county



OFFICE OF LEGAL COUNSEL

Peter Sorenson
Chair, Lane County Board of Commissioners

JAN 31 2003

OREGON WATERSHED ENHANCEMENT BOARD
WATERSHED IMPROVEMENT
GRANT AGREEMENT

This grant agreement is between the Oregon Watershed Enhancement Board, hereafter called "Board," and Friends of Buford Park & Mt. Pisgah, hereafter called "Grantee," in consideration of the mutual covenants contained herein. This agreement consists of the following, in descending order of precedence: this agreement less all exhibits; attached Exhibits A, B, C, D, E, F, and G; and the grant application approved by the Board. All are incorporated here by reference.

A. Authorization

This grant is authorized by ORS 541.351 to 541.401 and is subject to Oregon Administrative Rules 695-001-0000 to 695-030-0030 as such rules may periodically be amended by the Board.

B. Grant Award

Grantee agrees to perform the work described in the grant application the **South Meadow/BPA Parcel Floodplain Enhancement Project III Project**. In return, the Board agrees to provide up to a total of **\$287,210.00** according to the *Schedule For Release of Funds*, attached as Exhibit A.

Grantee agrees that funds provided by the Board shall only be used for the purposes specified in the grant application or as detailed in Exhibit A.

The funding source for this grant may be federal funds (Catalogue of Federal Domestic Assistance Number 11.438). Grantee may be subject to the federal single audit act requirements in OMB Circular A-133.

C. Funding Conditions

The Board certifies that at the time this agreement is written, sufficient funds are authorized for expenditure within the Board's current appropriation or limitation. Should a reduction in Oregon State Lottery revenues result in reduced funding to OWEB, this grant may also be reduced in accordance with Oregon Law. If grant funds are not disbursed prior to June 30, 2003, funding is contingent upon legislative approval of the Board's 2003-2005 biennial expenditure limitation.

As a condition for the disbursement of any Board funds, Grantee agrees:

- (1) To provide a sign on the project site and notice on any technical, educational or informational material produced through this project that funding was provided by the Board.

- (2) To provide draft and final copies of any technical, educational or informational materials produced through the project for review by the Board's Program Manager prior to publication.
- (3) Prior to release of Board funds, to submit written evidence that all applicable permits and licenses from local, state or federal agencies or governing bodies have been obtained or are not needed (see Exhibit B, *Permits and Licenses*).
- (4) To provide compliance monitoring of the project as described in Exhibit D.
- (5) Prior to release of Board funds, to provide copies of landowner maintenance agreement (see Exhibit B).
- (6) To complete an Oregon Plan Watershed Restoration Project Reporting (Exhibit G).
- (7) To comply with the **Oregon Aquatic Habitat Restoration Guideline under the Oregon Plan for Salmon and Watersheds**.
- (8) To inform the Board's Project Manager of any address changes.
- (9) To adhere to the Project Implementation Conditions as described in Exhibit E.
- (10) To submit verifiable receipts and other accounting records throughout the project to document expenditure of grant fund installments, and to account for all other funding, in-kind contributions and donations in the project completion report.
- (11) To use funds disbursed to Grantee by the Board under this grant award only for "capital expenditures," as that term is defined ORS 541.351 (4) (Exhibit F).
- (12) To provide evidence satisfactory to the Board that the non-OWEB matching funds identified in the grant application have been received or secured.

D. Term of Agreement

This agreement shall become effective upon signature by all parties. Project completion/grant expiration shall be June 30, 2004. The completion report is due within 60 days following project completion. Monitoring is required for 5 years.

E. Accounting for Funds Distributed

Grantee shall account for funds distributed by the Board using generally accepted accounting practices sufficient to account for the income and expenses related to this project. Grantee shall also account for all other funds expended, as well as in-kind services and donated materials. Grantee further agrees to make such accounting records available to the Board, the Oregon Secretary of State's Office or their agents upon request.

F. Amendments

Any modifications of this agreement must be mutually agreed to in writing by both parties. Exhibit A, budget elements only, may be approved for change upon signature of the Board's Project Manager.

G. Assignment

Grantee shall not assign or transfer its interest in this agreement without prior written approval from the Board.

H. Access to Project Sites

Grantee, upon prior request and at a mutually agreeable time, shall allow Board members and their representatives access to the project site to periodically monitor or evaluate the project.

I. Project Completion

Within 60 days after the completion of the project, Grantee shall submit to the Board a final project report. The report will include the items included in *Project Completion Report Requirements* attached as Exhibit C.

J. Long-Term Maintenance of Project; Evaluation Reports

Projects funded by the Oregon Watershed Enhancement Board are intended to provide long term benefits to the watershed. Grantee will provide necessary and normal maintenance to sustain the value of the project once it is completed. Grantee shall submit evaluation reports to the Board on the performance of the project each year for a period of five (5) years, with the first report due one year after submission of the project completion report. These reports will be in accordance with the *Monitoring Requirements*, attached as Exhibit D.

K. Termination of Funding

The Board may terminate this agreement:

- (1) At any time by mutual written consent of both parties;
- (2) Upon written notice to Grantee for Grantee's failure to perform any provision of this agreement;
- (3) Upon 30 days' written notice to Grantee for any other reason specified in writing;
- (4) Upon failure to provide a signed agreement within 12 months of the date of approval; or
- (5) At any time, upon written notice by the Board, should Board funding be reduced. The Board shall be responsible for determining project reductions.

Within 30 days of termination, Grantee shall return to the Board any unspent funds provided by the Board under this agreement.

The Board shall reimburse Grantee for authorized services performed and expenses incurred prior to termination under this agreement.

L. Compliance With Applicable Law

Grantee and Landowner shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement.

M. Tax Compliance Certification

The individual signing on behalf of Grantee hereby certifies and swears under penalty of perjury that s/he is authorized to act on behalf of Grantee, has authority and knowledge regarding Grantee's payment of taxes, and to the best of her/his knowledge, Grantee is not in violation of any Oregon tax laws.

N. Indemnity

Grantee and Landowner shall save and hold harmless the State of Oregon and the Board, its officers, agents, employees and members, from all claims, suits, or actions of whatsoever nature resulting from, or arising out of, the activities of the Grantee, its agents or employees under this agreement. Landowner's obligation is subject to the limitations of the Oregon Constitution, Article XI, Section 10, and the Oregon Tort Claims Act. In any action to enforce this agreement, the prevailing party shall be entitled to reasonable costs and attorney fees.

Project Manager for the Grantee:

Chris Orsinger
Friends of Buford Park & Mt. Pisgah
PO Box 5266
Eugene, OR 97405
(541) 344-8350


Project Manager for the Board:

Vivienne Torgeson
Oregon Watershed Enhancement Board
775 Summer St. NE
Salem, OR 97301
(503) 986-0185

THIS AGREEMENT, INCLUDING ALL MATERIALS INCORPORATED HERE BY REFERENCE, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES ON THIS SUBJECT. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HERE REGARDING THIS AGREEMENT. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THE FAILURE OF THE BOARD TO ENFORCE ANY PROVISION OF THIS AGREEMENT SHALL NOT CONSTITUTE A WAIVER BY BOARD OF THAT OR ANY OTHER PROVISION. GRANTEE, BY EXECUTING THIS AGREEMENT, HEREBY ACKNOWLEDGES THAT GRANTEE HAS READ THIS AGREEMENT, UNDERSTANDS IT AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

AGREED:

FOR THE GRANTEE:


Chris Orsinger, Friends of Buford Park

2/5/2003
Date

FOR THE BOARD:


Roger Wood, OWEB Grant Program Manager

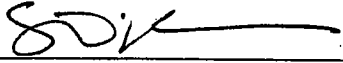
1/31/03
Date

FOR THE LANDOWNER:

Lane County Parks Division

Date

**(If the grant is for more than \$100,000)
APPROVED FOR LEGAL SUFFICIENCY:**


Assistant Attorney General, Oregon Department of Justice

1/30/03
Date

EXHIBIT A

SCHEDULE FOR RELEASE OF FUNDS

Total funds granted: \$287,210.00

Note: 10% of the total grant funds will be withheld until submission of the final report [required by OAR 695-20-090 (5)]

Funds will be distributed as follows:

All fund requests must be submitted using a Grantee's Request for Release of Funds Form signed by the project manager for the Grantee. Normally, funds are released upon presentation of receipts, invoices or bills for purchases or work accomplished. Funds can also be released in advance based on a detailed estimate of expenses. Receipts/invoices and an expense tracking spreadsheet must be submitted to document all funds received from OWEB for this project within 120 days of the date of the check. Failure to comply will delay new grants from being issued and will delay other grant payment requests. Authorized travel expenses shall be reimbursed at State of Oregon rates. Receipts for lodging are required for reimbursement. Direct personnel costs include: gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance. Indirect costs (e.g.: administration, accounting, human resources, purchasing, budgeting, etc.) are not considered as direct personal service costs. Indirect costs are included in the amount allowed for administration and overhead costs of the grant.

The project budget consists of the elements listed below:

Expense Category	Amount
Project Coordinator	6,000.00
Restoration Coordinator	28,000.00
Restoration Assistant	14,000.00
Volunteer Coordinator	3,000.00
FBP Seasonal Labor Crew	36,000.00
Mileage	2,100.00
Contracted Services	83,000.00
Supplies and Materials	57,410.00
Permits	2,400.00
Signage	1,200.00
Equipment Lease/Purchase	22,000.00
Subtotal	255,110.00
Administration	25,511.00
Monitoring	6,589.00
Total	\$287,210.00

The final 10% of the grant (\$28,721.00) will be retained until completion of the project and will only be released to Grantee upon receipt of all project expense documentation and acceptance by the Board of the project completion report.

Project Completion Date

June 30, 2004

EXHIBIT A
SCHEDULE FOR RELEASE OF FUNDS

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The project budget consists of the elements listed below, as reflected in the attached revised budget dated 3/7/03.

Expense Category	Amount
Project Coordinator	6,000.00
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Restoration Assistant	14,000.00
Volunteer Coordinator	3,000.00
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Project Completion Date

June 30, 2004

EXHIBIT C

PROJECT COMPLETION REPORT REQUIREMENTS

Within sixty days following completion of the project, Grantee shall submit a Project Completion Report that includes but is not limited to:

- (1) A narrative description of the project including:
 - a. background on the problem which generated the project,
 - b. a description and explanation of any changes to the original proposal,
 - c. lessons learned from the project; and
 - d. recommendations for more effective implementation of similar projects
- (2) Documentation that the project complies with the Oregon Aquatic Habitat Restoration and Enhancement Guide.
- (3) Slides or photographs of the project areas before and after the project completion taken at pre-set photo points as described in the publication, "Photo Plots Guide," (October 1993).
- (4) Exhibit G: The most current version of Oregon Plan Watershed Restoration Reporting Form completed and submitted with the required map to OWEB regional program representative and 28655 HWY 34, Corvallis, OR 97333
- (5) An accounting of the expenditures of Board monies and all other funding in the project, including a final accounting of all in-kind contributions, donations and the **required non-OWEB 25% match funds.**

Note: Grant agreements for new projects will not be entered into by the Board if any reports on previous projects are past-due.

EXHIBIT D

COMPLIANCE MONITORING REQUIREMENTS

For monitoring purposes, Grantee shall provide photos of all elements of the project (i.e., fencing, planting or structures) taken before and after implementation and each subsequent year. Photo points shall be set up and photographs taken prior to beginning work, at the completion of the work and again each year to show changes occurring as a result of implementation of the project. Photographs should be taken with the same focal length lens at the same time of year.

Monitoring Report Guidelines:

Monitoring photographs are intended to show the compliance of the project with the Board funding decision. In addition, Grantee shall provide any additional information collected during the **five (5) year period** immediately following the completion of the project which document other conditions in the project area as specified in the application. The Monitoring Report should also include the following:

- (1) A description of any maintenance performed.
- (2) An accounting of any costs associated with maintenance and monitoring.
- (3) An assessment of whether the project continues to meet the goals specified in the grant agreement.
- (4) A summary of any public awareness or educational activities related to the project, including identification of any tours or presentations and copies of newspaper or other media coverage about the project.
- (5) A description of the condition of the project as it relates to the original proposed design and any modifications made during the implementation.

EXHIBIT E

PROJECT IMPLEMENTATION CONDITIONS

During the implementation of the project, Grantee shall notify the Board's Project Manager when:

- (1) Final project design is developed and initial construction is scheduled.
- (2) Initial construction is scheduled for a site review with the contractor.
- (3) Any change or modification of the project is proposed.

Final completion review of the project is required. The Board's Project Manager will approve project completion including the review and approval of all documents, permits, invoices, etc. The Board's Project Manager may inspect the project site and request a written notification that project components are installed according to the appropriate local, state, and federal agency standards and guidelines.

EXHIBIT F

STATUTORY DEFINITION OF "CAPITAL EXPENDITURE"

- (4) 'Capital expenditures' means direct expenses related to:
- (a) Personal property of a non-expendable nature including items that are not consumed in the normal course of operations, can normally be used more than once, have a useful life of more than two years and are for use in the enforcement of fish and wildlife and habitat protection laws and regulations; or
 - (b) Projects that restore, enhance or protect fish and wildlife habitat, watershed functions, native salmonid populations or water quality, including but not limited to:
 - (A) Expenses of assessment, research, design or other technical requirements for the implementation of a project;
 - (B) The acquisition of determinate interests, including fee and less than fee interests, in land or water in order to protect watershed resources, including appraisal costs and other costs directly related to such acquisitions;
 - (C) Development, construction or implementation of a project to restore, enhance or protect water quality, a watershed, fish or wildlife, or riparian or other habitat;
 - (D) Technical support directly related to the implementation of a project; and
 - (E) Monitoring or evaluation activities necessary to determine the actual effectiveness of a project.

EXHIBIT G

The Oregon Watershed Restoration Reporting Form 2002

General Directions

NOTE:

- Fill out this form for ALL watershed restoration projects, NOT just OWEB funded projects.
- You DO NOT need to fill out ALL pages of this form. Only fill out the FIRST PAGE and the SECTION(S) that apply to your project.
- DO NOT report more than once! Check with your project partners to make sure project has not already been reported. If you are updating a previously reported project, only report NEW information.
- This form is required for projects funded by OWEB and ODFW R & E grant programs, and projects under the US ACOE Regional General Permit (RGP).
- ATTACH A MAP to your project form.

WHY REPORT?

All over Oregon, people are involved in restoration projects to help improve habitat and water quality conditions in their watersheds. These restoration projects are a vital component of the Oregon Plan for Salmon and Watersheds. Private landowners, government agencies, watershed councils, SWCD's and other groups are reporting their projects to the Oregon Watershed Restoration Inventory so that Oregon can track its accomplishments in watershed restoration. The inventory also provides information to local groups for restoration planning, and will help to determine the effectiveness of Oregon's salmon recovery effort.

PROJECTS TO REPORT

Watershed restoration projects included in this inventory must be:

- activities designed to restore aquatic, riparian, estuarine, wetland, upland, or overall watershed conditions or functions.
- completed or in-progress; DO NOT report planned projects.
- activities above and beyond normal maintenance or management procedures in cases such as road and culvert improvements, erosion control, and so on.

FILLING OUT PROJECT REPORTING FORMS

The form generally takes 20 to 30 minutes to complete. For multi-year projects, use a different form for each year. Fill out the first page of the attached reporting form for ALL restoration projects. Then fill out the section(s) of the form that apply to your project:

- Section A: Instream Activity
- Section B: Riparian Activity
- Section C: Wetland Activity
- Section D: Upland, Grazing and Irrigation Management
- Section E: Road Activity
- Section F: Fish Passage Improvements
- Section G: Urban Impact Reduction Activity
- Section H: Project Monitoring Activity

The survey form is designed for site-level information to establish *what type* of restoration work was done and *where* it was done. YOU MUST INCLUDE A MAP with each form (for example, photocopy of a 1:24,000 scale topographic map or Oregon Department of Forestry map). Indicate on the map the location of restoration activities. Label each location with the activity type.

RETURN TO ADDRESS BELOW:

1. THE FIRST PAGE OF FORM
2. THE SECTION(S) THAT APPLY TO YOUR PROJECT
3. A PROJECT LOCATION MAP

Bobbi Riggers
Oregon Watershed Enhancement Board
28655 Hwy 34
Corvallis, OR 97333
Phone: 541/757-4263 ext. # 235
Fax: 541/757-4102
e-mail: Bobbi.Riggers@orst.edu

The 2002 Oregon Watershed Restoration Reporting Form is available in electronic format on the Web at <http://www.oweb.state.or.us> under Monitoring (click on Restoration Inventory Forms).

Thank you for your participation!

The Oregon Watershed Restoration Reporting Form 2002

10/16/02

Read the General Directions. This form is for reporting completed projects (or completed phases of projects), not planned projects. For multi-year projects, complete a separate form for each year. You must include a map of the project. See the *Oregon Aquatic Habitat Restoration and Enhancement Guide* for descriptions of restoration treatments. Call the number below if you have questions.

- 1) DATE: _____ 2) This report is an UPDATE for a multi-year project Yes No

3) Participant and funding information fill in the appropriate boxes. Under organization name, list grant programs, watershed councils, local, state, or federal agencies, NWOs, conservation or sporting groups, job or volunteer programs, other private landowners, etc. Under funding amount, write participant's cash (C\$) and/or in-kind (IS) contributions to the project. IS = estimated value of donated materials, labor & equipment. *Use a separate sheet if the participant's funding amounts cover more.*

your organization name	your name	phone number	funding amount	
			C\$	IS
your e-mail address: _____				

landowner name	contact person	phone number	funding amount	
			C\$	IS

organization name or grant program	grant number (if applicable)	contact person	phone number	funding amount	
				C\$	IS
				C\$	IS
				C\$	IS
				C\$	IS
				C\$	IS

4) TOTAL COST (This should equal the sum of all contributions as well as the sum of restoration activities reported in sections A-G of the form. Do not include costs for monitoring on this cover sheet):	C\$	IS
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Restoration Project Location – Attach a project location map. Highlight treatment areas and label activities.

- 5) STREAM NAME _____
 TRIBUTARY OF: _____ BASIN _____
- 6) TOWNSHIP _____ RANGE _____ SEC _____ COUNTY _____
- 7) DOMINANT LANDUSE TYPE: forest range/pasture cropland wetland urban industrial/commercial
 urban residential rural residential other (specify) _____

Restoration Project Information

- 8) PROJECT NAME: _____
- 9) PROJECT DATES: Start (mo) _____ (yr) _____ Completion (mo) _____ (yr) _____ (do not report planned projects)
- 10) SPECIES: Does this project intend to benefit specific fish or wildlife species? Yes No
 If YES: Which ones? _____
- 11) PROJECT SITE SELECTION: How was restoration project selected/prioritized? (check one box & answer associated questions)
 Watershed Assessment/Action Plan
 Name _____ Conducted by _____ Year _____
 Other (describe how restoration need was identified, and why project location and activity were chosen) _____
- 12) Will the EFFECTIVENESS of the restoration project be MONITORED? Yes No If YES, see next question
- 13) Are you participating in the Oregon Dept. of Forestry Monitoring Program for this project? Yes No If NO, fill out Section H

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Section B: RIPARIAN Activity

Instructions: Check (x) project goals and fill in project costs. In the table, check each appropriate project activity box and fill in all details requested for that activity. Leave blank any questions that do not apply to your project. If project activity is not listed, describe the project under "Other". Mark and label clearly on a map the location of each treatment area.

1. PROJECT GOALS

future LWD recruitment to stream streambank stabilization/protection run-off contaminant input
 future stream shading decrease erosion/stream sedimentation livestock access to stream
 other goals _____

2. COST: Cash \$ _____ Inkind \$ _____

ACTIVITY	TREATMENT AREA
<i>L = length in linear stream miles; setback = fence distance from high water mark (list range if necessary)</i>	
<input type="checkbox"/> Riparian Planting <input type="checkbox"/> conifer <input type="checkbox"/> hardwood <input type="checkbox"/> both	(if part of hardwood conversion, report below- ODF 8) L _____ mi riparian acres planted _____ acres
<input type="checkbox"/> Riparian Fencing [for other fencing (e.g. pasture, cross-fencing) go to Section D]	L _____ mi setback _____ ft riparian acres protected _____ acres stream characteristics where fence was constructed (list range if necessary) bankfull width: _____ ft bank height _____ ft
<input type="checkbox"/> Other (specify) _____	describe:

ODF Harvest Measures

Use a separate form for each harvest unit. Use Treatment Area 1, 2, 3 for separate stream treatment areas within each harvest unit. For each Treatment Area, check (X) the measure applied and answer all questions in that row. If there are more than 3 Treatment Areas, attach another Section B and label Treatment Area 4, Area 5, etc.

ODF62 = no harvest in RMA; ODF19 = max 25% harvest of excess BA; ODF20 = retain snags/wood along small N streams; ODF22 = re-allocate in-unit leave trees to RMA: a) 25% of leave trees, b) 100% of leave trees, c) 75% conifer component

Treatment Area 1 ODF <input type="checkbox"/> 62 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> ODF 22 <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c	stream type: <input type="checkbox"/> N <input type="checkbox"/> F stream size: <input type="checkbox"/> sm <input type="checkbox"/> med <input type="checkbox"/> large stream sides treated: <input type="checkbox"/> one <input type="checkbox"/> two	trees retained along _____ miles of stream average width of leave tree area per side _____ ft leave tree area _____ acres
Treatment Area 2 ODF <input type="checkbox"/> 62 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> ODF 22 <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c	stream type: <input type="checkbox"/> N <input type="checkbox"/> F stream size: <input type="checkbox"/> sm <input type="checkbox"/> med <input type="checkbox"/> large stream sides treated: <input type="checkbox"/> one <input type="checkbox"/> two	trees retained along _____ miles of stream average width of leave tree area per side _____ ft leave tree area _____ acres
Treatment Area 3 ODF <input type="checkbox"/> 62 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> ODF 22 <input type="checkbox"/> a <input type="checkbox"/> b <input type="checkbox"/> c	stream type: <input type="checkbox"/> N <input type="checkbox"/> F stream size: <input type="checkbox"/> sm <input type="checkbox"/> med <input type="checkbox"/> large stream sides treated: <input type="checkbox"/> one <input type="checkbox"/> two	trees retained along _____ miles of stream average width of leave tree area per side _____ ft leave tree area _____ acres
<input type="checkbox"/> ODF 8: Riparian Conifer Restoration (formerly hardwood conversion)	stream type: <input type="checkbox"/> N <input type="checkbox"/> F stream size: <input type="checkbox"/> sm <input type="checkbox"/> med <input type="checkbox"/> large	(in conversion blocks only) conifer restoration along _____ miles of stream acres of conifer restoration _____ acres

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Section C: WETLAND Activity

Instructions: Answer all the questions in the top section. In the table, fill in the row(s) that best describe your project. Mark and label clearly on a map the location of each treatment area.

DSL Permit Number: _____ or ODF Notification Number: _____

1. PROJECT GOALS: to increase

- | | |
|---|---|
| <input type="checkbox"/> storage capacity of wetland
<input type="checkbox"/> net area of wetland
<input type="checkbox"/> vegetation to filter runoff
<input type="checkbox"/> vegetation to provide shade
<input type="checkbox"/> vegetation for flood control
<input type="checkbox"/> vegetation for food, cover or nesting | <input type="checkbox"/> water to stream during low flows
<input type="checkbox"/> connection to adjacent natural area
<input type="checkbox"/> the number of wetland types at site
(i.e., meadow, forest, open water)
<input type="checkbox"/> fish habitat: <i>specify</i> rearing, winter, summer, etc. _____
_____ other _____ |
|---|---|

2. Is project site protected by a CONSERVATION EASEMENT? Yes No

3. Project site is CONNECTED TO:

- stream or river
 lake or reservoir
 other fresh waters
 ocean or estuary
 no other water body

4. Land/wetland type in project area BEFORE TREATMENT:

- | | | |
|---|--|--|
| <input type="checkbox"/> non-wetland | <input type="checkbox"/> grass/herb meadow wetland | <input type="checkbox"/> open water wetland (>6ft. deep) |
| <input type="checkbox"/> agricultural wetland | <input type="checkbox"/> shrub or forest wetland | |

5. COST: Cash \$ _____ Inkind \$ _____

ACTIVITY (conditions after treatment)	DESCRIPTION of treatment
_____ acres of filled or drained wetland returned to: <input type="checkbox"/> grass/herb meadow wetland <input type="checkbox"/> shrub or forest wetland <input type="checkbox"/> open water wetland (>6ft. deep)	
_____ acres of non-wetland created into: <input type="checkbox"/> grass/herb meadow wetland <input type="checkbox"/> shrub or forest wetland <input type="checkbox"/> open water wetland (>6ft. deep)	
_____ acres of existing wetland improved: <input type="checkbox"/> grass/herb meadow wetland <input type="checkbox"/> shrub or forest wetland <input type="checkbox"/> open water wetland (>6ft. deep)	
Other (describe) _____	

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Section D: UPLAND, GRAZING, and IRRIGATION MANAGEMENT

Instructions: Report upland, grazing, and irrigation projects designed to reduce erosion, improve water quality, increase stream flow, promote native riparian vegetation growth, and other watershed benefits. Check (x) project goals and fill in project costs. In the table, check (x) the management category on the left. Fill in the type(s) and units of conservation practices applied. If project activity is not listed, describe the project under "Other". Mark and label clearly on a map the location of the project activity.

1. PROJECT GOALS: *to increase or improve* _____ *to decrease* _____
- upslope soil stability
 streambank stability
 LWD recruitment to stream
 future shading to stream
 native plant species composition
 upland water storage capacity
 stream flow by _____ cu ft/sec
 - erosion/stream sedimentation
 run-off contaminant input to stream
 stream temperature
 livestock access to stream

 other _____

2. COST: Cash \$ _____ Inkind \$ _____

MANAGEMENT CATEGORY	TYPE of System or Practice Applied	UNITS System or Practice Applied to	
<input type="checkbox"/> Grazing Management - off-channel livestock watering	type 1:	# of water developments	
	type 2:	# of water developments	
	type 3:	# of water developments	
	type 4:	# of water developments	
<input type="checkbox"/> Other grazing management practices <i>Report riparian fencing to restrict livestock stream access in Section B</i>	type 1:	acres	
	type 2:	acres	
	type 3:	acres	
	type 4:	acres	
<input type="checkbox"/> Irrigation systems for improved water conservation	type 1:	acres	
	type 2:	acres	
	type 3:	acres	
	type 4:	acres	
<input type="checkbox"/> Erosion control systems/practices	type 1:	acres	
	type 2:	acres	
	type 3:	acres	
	type 4:	acres	
<input type="checkbox"/> Conservation buffers	type 1:	miles	acres
	type 2:	miles	acres
	type 3:	miles	acres
	type 4:	miles	acres
<input type="checkbox"/> Other (specify)	describe: _____		

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Section E: ROAD Activity

Instructions: Report projects designed to decrease risk of road failure and reduce chronic sediment input from existing roads (not new roads). For Fish Passage Improvements, go to Section F. Do not report any repairs required by the Oregon Department of Forestry, new road construction, or routine road maintenance including surface grading, berm removal, spot rocking, essential ditch cleaning, culvert cleaning, or water bars. Do not double count activities. If project activity is not listed, describe the project under "Other activities". Mark clearly on a map the length of road or location on the road where improvement work was completed. Road inventories may be summarized by 4th or 5th field watersheds (e.g., Siletz, McKenzie, N Fork John Day). A map is not necessary for road inventories. 1 Station = 100 ft

ODF Notification Number: _____

1. PROJECT GOAL

- | | |
|-----------------------------|---|
| _____ upslope stability | _____ erosion/stream sedimentation |
| _____ road/upslope drainage | _____ run-off contaminant input to stream |
| _____ flood/slide repair | _____ road access _____ road density |
| _____ other _____ | _____ washout/diversion potential at stream crossings |

2. COST: Cash \$ _____ Inkind \$ _____

IMPROVEMENT ACTIONS

1. Road Inventory = _____ miles of road surveyed using ODF Road Hazard Inventory Protocol or equivalent
2. Peak Flow Passage Improvements at Stream Crossings (for Fish Passage improvements, go to Section F)
 - a) _____ # of log fills/culverts removed, not replaced (if reported in fish passage section, do not repeat here)
 - b) _____ # of structures replaced to meet 50+ year flow requirements (if reported in fish passage section, do not repeat here)
 - c) _____ # of structures modified by improving inlet condition (if reported in fish passage section, do not repeat here)TOTAL # of Stream Crossings Improved for Peak Flow Passage _____ (Do Not Double Count)
3. Surface Drainage Improvements (does not include water bars)
 - a) _____ # of permanent cross-drains added above stream crossings
 - b) _____ # of culverts added at locations other than above stream crossings
 - c) _____ # of existing culverts with outlet erosion protection addedTOTAL # of Non-Stream Crossings Improved for Surface Drainage _____ (Do Not Double Count)
 - d) _____ # of stations of quality hard road rocking prior to haul
 - e) _____ # of stations of rocking down-cutting ditchTOTAL # of Stations Improved by Rocking for Surface Drainage _____ (Do Not Double Count)
4. Sidecast/Landslides
 - a) _____ # of stations pulled back and stabilized
 - b) _____ # of large landslides stabilized
5. Road Relocation or Vacating
 - a) _____ # of stations obliterated, decommissioned, or vacated as per OAR 629-625-650
 - b) _____ # of stations effectively closed to public use *(do not duplicate 5.a)*
 - c) _____ # of stations relocated outside RMA or stream banks
 - d) _____ # of stations relocated to reduce washout potential *(do not duplicate 4.b or 5.c)*
6. Grass Seeding
 - a) _____ # of miles of grass seeding and mulching
7. Other Activities: _____

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Section F: FISH PASSAGE Improvements

Instructions: This Section should be used for all Fish Passage Improvement projects that address a migration barrier problem. *Only report projects that provide both juvenile and adult passage.* If project activity is not listed, describe the project under "Other activities". Mark and label clearly on a map the location of the fish passage project.

DSL Permit Number: _____ or ODF Notification Number: _____

FISH PASSAGE INFORMATION

1. Target Fish Species: coho steelhead chinook cutthroat other (specify) _____
2. Have the target fish species historically inhabited the area upstream of the barrier(s)? Yes No
3. Fish habitat extended due to this fish passage project (If you do not have this information, consult local ODFW office)
____ miles of habitat opened that were previously *inaccessible* for both adults and juveniles
____ miles of habitat opened that were previously *inaccessible* for juveniles, *accessible* for adults
____ miles of habitat that were previously *accessible* for both juveniles and adults- access was improved
4. COST: Cash \$ _____ In-kind \$ _____

PROJECT ACTIVITIES

1. Road/Stream Crossings Improved for Juvenile and Adult Fish Passage
 - a) _____ # of culverts/structures removed and not replaced
 - b) _____ # of culverts/structures replaced with bridge
 - c) _____ # of culverts/structures replaced with open bottom arch culverts
 - d) _____ # of culverts/structures replaced with culverts placed embedded or flat
 - e) _____ # of culverts/structures replaced with weir/baffle culverts
 - f) _____ # of culverts/structures retrofitted [e.g., adding roughness (weirs, baffles, etc.) into existing culverts]
 - g) _____ # of culverts with rock or log weirs installed below outlet**TOTAL # of Road/Stream Crossings Improved for Fish Passage _____ (Do Not Double Count!)**
2. Other Fish Passage Improvements (fish ladders, tidegate replacements, push-up dams retired, etc.)
 - a) _____ # of culverts/structures installed to allow side channel access
 - b) _____ # of fish ladders installed
 - c) _____ # of fish ladders improved
 - d) _____ # of push-up dams permanently removed; replaced with _____
 - e) _____ # of irrigation diversions with fish screens installed
 - f) _____ # of _____ modified with _____
(type of diversion) (type of modification)
3. Additional Details: _____

4. Other Activities: _____

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Section G: Urban Impact Reduction Activity

Instructions: Report projects designed to reduce erosion, improve water quality, and enhance aquatic habitat. *For Riparian restoration activities, go to Section B. For Fish Passage Improvements, go to Section F.* Under "Project Activities", check (x) the activity on the left and enter the relevant information that quantifies the activities and the significance (% urban area or % watershed affected). If project activity is not listed, describe the project on the blank spaces provided or under "Other Projects". Costs for construction where required by code should not be included.

New Section G for reporting Urban Projects!!

TOTAL COST for Urban Activities Listed Below: Cash \$ _____ Inkind \$ _____

PROJECT ACTIVITIES:

1. Water Quality Projects:

Activity	Number or Area (please label units)	% Urban Area Affected	Cost	
<input type="checkbox"/> Bioswales	#		Cash \$	Inkind \$
<input type="checkbox"/> Wet Detention Facility	#		Cash \$	Inkind \$
<input type="checkbox"/> Storm & Sanitary Sewer Separation	linear feet		Cash \$	Inkind \$
<input type="checkbox"/> Street sweeping	miles		Cash \$	Inkind \$
<input type="checkbox"/> Catch Basin Cleaning	#		Cash \$	Inkind \$
<input type="checkbox"/> Pesticide Use Reduction	acres		Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$

2. Water Quantity Projects:

Activity	Number or Area (please label units)	% Watershed Area Affected	Cost	
<input type="checkbox"/> Off Channel Flood Storage			Cash \$	Inkind \$
<input type="checkbox"/> Detention Facility			Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$

3. Other Projects:

<input type="checkbox"/> Other			Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$
<input type="checkbox"/> Other			Cash \$	Inkind \$

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Section H: Project Monitoring Activity

Use this section to describe the type of monitoring used to evaluate the progress and effectiveness of your project. Fill out all questions in the top section. Please omit monitoring costs from cover sheet totals and instead include them under this section. In the table, check (X) the boxes that apply, identify the monitoring methods or protocols used, and the frequency and duration of monitoring before and after the project was implemented. (example 1: frequency = once per year, duration = 20 years; example 2: frequency = 2 times per month, duration = 3 years; example 3: frequency = once every five years, duration = 25 years)

Monitoring Objectives: _____

Monitoring Implemented by Which Organization(s): _____

Best Contact Person for Monitoring Information (with phone number): _____

Monitoring Funded by Which Organization(s): _____

Monitoring Cost per Year: \$ _____ Amount Spent to Date: \$ _____

Monitoring Type	Monitoring Method/Protocol Used	Pre-Treatment		Post-Treatment	
		Frequency	Duration	Frequency	Duration
Physical Measures					
<input type="checkbox"/> instream habitat					
<input type="checkbox"/> -channel morphology					
<input type="checkbox"/> -substrate					
<input type="checkbox"/> -woody debris					
<input type="checkbox"/> -other					
<input type="checkbox"/> riparian vegetation					
<input type="checkbox"/> upland vegetation					
<input type="checkbox"/> stream flow					
Biological Measures					
<input type="checkbox"/> adult fish sampling					
<input type="checkbox"/> juvenile fish sampling					
<input type="checkbox"/> macroinvertebrates					
<input type="checkbox"/> other					
Water Quality Measures					
<input type="checkbox"/> temperature					
<input type="checkbox"/> suspended sediment					
<input type="checkbox"/> dissolved oxygen					
<input type="checkbox"/> chemistry					
<input type="checkbox"/> fecal coliform					
<input type="checkbox"/> other					
Other Measures					
<input type="checkbox"/> fish passage effectiveness					
<input type="checkbox"/> slope stability					
<input type="checkbox"/> project inspection					
<input type="checkbox"/>					

Briefly describe results to date: _____