

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date June 15, 2010

Place ODFW Conference Room, 4192 N. Umpqua Highway, Roseburg OR

CALL TO ORDER:

The PUR president, Stanley Petrowski, called the meeting to order at 9:00 a.m.

INTRODUCTION AND ROLL CALL:

There were twenty-four people in attendance. There was a quorum of directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Jan Tetreault		X	M.A. Hansen	X	
Stanley Petrowski (President)	X		Vacant		
Paul Heberling		X	¹ Huebner ² Swingley		X

Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Darin McMichael	X		Dave Russel	X	
Mark Kincaid	X		Jake Gibbs		X
Dave Archambault	X		Carol Whipple		X
Mike Flewelling	X		Bill Rice		X

Fishing, Recreation & Conservation	Present	Absent	Alternate	Present	Absent
Jim Yingst		X	¹ Frankenstein ² Brochu		X
David Parker		X	Claude Sterling		X
Cindy Haws	X		Craig Burns		X
Ken Ferguson		X	Stan Vejtasa	X	

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Tracy Pope (Treasurer)	X		Richard Chasm	X	
Blair Nash		X	Vacant		
Vacant			Rich Grost		X

County	Present	Absent	Alternate	Present	Absent
Tom Manton	X		Nathan Reed		X

Tribes	Present	Absent	Alternate	Present	Absent
Steve Rondeau		X	John Schaefer	X	

Members at Large	Present	Absent	Alternate	Present	Absent
Alan Bunce	X		Janice Green		X

OTHERS PRESENT:

Sandy Lyon	Debbie Thornton	Jake Winn	Matt Ruwaldt	Harold Ettelt
Michael Brown	Tom Williams	Brian Swift	Laura Smith	Bob Kinyon

APPROVAL OF MINUTES: The minutes and staff report from the May 18th, 2010 watershed council meeting were approved via consensus with a motion from Stan Vejtasa and a second from Mark Kincaid.

GENERAL DISCUSSION AND PUBLIC INPUT: None

PRESIDENT'S REPORT: Stanley Petrowski

- Stan read the entire OCC document from NOAA regarding the status of Oregon coastal coho. The fish will remain listed. We are now in the open comment period. Douglas County is mentioned several times in the document.
- An executive session for directors and alternates will be held at the end of the board meeting. Stan Vejtasa will chair the session.
- Kris Lyon wants your articles for the PUR newsletter, *Fish Tales*, by Monday, June 21st. Send to him at kris@UmpquaRivers.org.

TREASURER'S REPORT: Tracy Pope:

- Tracy provided the following financial report:

Description	\$ Previous Month	\$ Current Month
Bank Accounts	103,923.40	101,952.29
Outstanding Bills	234.99	715.46
Cash on Hand	103,688.41	101,236.83
Unrestricted Funds	157,797.34	158,670.55
Funds Requested	105,870.93	71,824.00

STAFF REPORT:

- Bob Kinyon, Coordinator:
 - Received 12 resumes for the grant writer position. Interviewed six candidates. Had a second interview for the top three. Jennifer Beagle was selected for the position. She declined the job after the first day of work. Amy Pinson Dumm was selected to replace Jennifer. Amy has already showed her worth by reviewing and editing RAC grant applications. She is a very talented writer.
 - Worked on generating, editing and signing various state, federal and local agreements.
 - Discussed construction schedule with ODFW on the fishway at Rock Creek.
 - Attended May 18th WC meeting. Made contact with DTO on the issue regarding Stanley's signature on a document. All parties were not satisfied with Stanley's retraction statement, however, the issue did not impact award of Derby grants to PUR. The Partnership was awarded \$12,500 for four projects.
 - Hired Brendan Karr, who lives at Toketee, as a seasonal employee through Cardinal Services, Inc. for the invasive aquatic boat wash project at Diamond and Lemolo Lakes. Funding for this project is through the USFS.
 - Met with Jake Winn, Eric Riley, Walt Barton, Jen Bailey and Lee Russell at the Whitehorse Café in Sutherlin to discuss distribution of a Douglas SWCD RAC grant for education/outreach and technical assistance. Some of this funding will be allocated to PUR to be used to pay for the Master Watershed Stewardship training to be held next spring. This will remove the need to use prudent reserve funding per the motion at the May 18th WC meeting.
 - Reviewed Brian Swift's hours, mileage and per diem with Leo Naapi, treasurer of the Smith River WC.
 - Attended a Scholfield Creek pre-tour meeting with Matt, Eric and Don Porior.
 - Met with the PUR Executive Committee in Canyonville to bring them up to date on Partnership activities.
 - Attended OWEB Regional Review Team tour of Scholfield and W. Fork Smith River projects. Awarded the AFS Riparian Challenge award plaque to Mark Grenbemer for OWEB's participation in the Wolf Creek restoration project.
 - Revised the PUR ED job description for the "succession" subcommittee to review.
 - Assisted with editing various BLM RAC grant applications for Coos Bay and Roseburg BLM.
 - Working with the Network of Oregon Watershed Councils to evaluate project tracking software. Currently a group of coordinators are working with Basecamp to determine its applicability for council use.
 - Attended first Coos Bay BLM RAC meeting on May 28th. There is \$1.1 million in Title II funds to allocate for Douglas County. The committee elected Bob Kinyon chair and Sharon Waterman vice chairperson. The committee will meet in early July to allocate funding for Coos, Curry and Douglas County proposals. The Partnership submitted four applications.

- Attended meeting of planning committee for an October FERC emergency exercise for Galesville Dam.
 - Attended Technical Working Group (TWG) meeting at Lemolo Lake Lodge. Tui chub trapping numbers are starting to pick up as the lake water warms.
 - Laura Brophy, author of the Umpqua Basin estuary plan in 2005, has accepted an invitation to be guest speaker at the July 20th PUR annual meeting at the Big K Ranch in Elkton. She and two other scientists just formed the Estuary Technical Group, under the auspices of the Institute for Applied Ecology in Corvallis.
 - Attended United Communities AmeriCorps Supervisor's Training at the UCAN office. PUR will share an AmeriCorps volunteer with Phoenix Charter School to do outreach/education work. Funding for the volunteer's stipend comes from a recently approved Title III grant from the Douglas County Board of Commissioners.
 - With Stan Petrowski, discussed a possible PUR fisheries biologist position on the South Umpqua with Kelly Crispen, a recent Masters graduate from the University of Montana. This may end up being a shared position with the Pacific Rivers Council (PRC) who has hired Kelly to manage the organization's Legacy Rivers program. PRC has also applied to the National Fish and Wildlife Foundation for a grant to implement a project on Canton Creek, a tributary to Steamboat Creek. Details of this shared position are still being worked out.
 - Worked with Rich Grost on a fish survey on the N. Umpqua near Idleyld Park.
 - Met with Amy, consulting grant writer, to develop work plan for seeking grant funding for PUR.
 - Spoke at the DTO breakfast meeting on June 10th. I showed slides of our estuary program.
- Debbie Thornton, Fiscal and Data Manager:
 - Prepared payroll
 - Finished getting moving into Bob's old office
 - Paid bills
 - Worked on some problem areas of fund requests for the DEQ
 - Worked with Rachael on fiscal procedures
 - Went to eastern Oregon for a week
- Eric Riley, Restoration Coordinator:
 - Returned to work at the Council as the Restoration Coordinator on 17MAY10
 - Participated in 2nd Interviews of the three finalist for the Grant Writer position
 - Attended 18 May 2010 Watershed Council Meeting
 - Went to Hall Ranch with Terry, Matt and Brian Swift to observe the delivery and unloading of railcar bridges for upcoming project
 - Met with Jake Winn, Walt Barton, Jen Bailey, Lee Russell and Bob in Sutherlin to discuss the future of funding allocation for a BLM RAC Education/Outreach grant that I wrote while at DSWCD.
 - Meet with Matt Ruwaldt on 20MAY10 at Dean Creek Wetland Project to inspect some of the work done last summer/fall. Tree survival looks to be fairly high and the logs are settling in nicely.
 - Visited Scholfield Creek Wetland/Instream Project site on 24MAY10 with Bob, Don Porior in preparation for the OWEB Regional Review Team (RRT) Tour
 - Attended the RRT Tour with Bob, Terry, Don, Matt and three members from the RRT. We looked at Scholfield Creek and West Fork Smith River project sites.
 - Visited Dean Creek Instream (Phase I) with Matt, Dan Jenkins and Randy Smith on 3JUN10. We looked at all 11 sites on the mainstem, as well as the sites on the two tributaries. The log structures turned out excellent (actually better than designed) and juvenile coho were observed at every structure. We discussed initial coordination requirements for Dean Creek Instream Phase II and the Charlotte/Luder Instream projects that will be implemented this upcoming field season. We established a task list and tentative timeline for the next couple of months
 - Worked with Bob, Terry, Matt, and Kasi Weaver to finish Coos RAC grant proposals. All proposals were submitted and received on time and accepted by Glenn Harkleroad. Four applications were submitted: West Fork Smith River Restoration, Scholfield Creek Wetland/Instream Restoration, Lower Umpqua Wetland Investigation, PUR Technical Assistance. We also assisted Brian Swift with the submission of two proposals for SRWC
 - Established a Field Season 2010 Work Effort Prioritization List. This document is intended to be used by the staff to coordinate and synchronize restoration project efforts this summer and fall
 - Worked with Terry, Bob, Don Porior to get fish passage design drawings finalized and prepared in order to distribute to contractors. Drawings and design specifications will be handed out to contractors on 10JUN10.
 - Attended a UBFAT meeting with Walt Barton, Ann Kercher, Jen Bailey, Lee Russell and Heidi Kincaid. We discussed updating the UBFAT Plan, adjusting the model to account for improved/restored culverts and the need to convene a formal UBFAT Committee meeting. PUR plans to use contracted surveyors to collect data in the Smith River Watershed. I am working with Ann and Bob to establish an MOA with DSWCD to get this work done

- Worked on permitting for projects that have a BLM nexus for this summer's implementation.
- Made contact with Columbia Helicopters to set a tentative plan for upcoming work in Dean Creek, Charlotte Creek and Luder Creek
- Terry Burleson, Planner:
 - Met with landowners on Melqua Road who have lost their beavers to trapping, and have consequently dealt with the stream cutting down 4-5 feet. This caused failing streambanks. A county culvert is in poor condition at the bottom of the property. I am pursuing instream, fish passage and possibly beaver restoration.
 - Met with rancher off of Dawson Road who is dealing with a culvert that is failing and nearly squashed down in the middle. The culprit looks like a poor installation done before the landowner bought the property and now the site is a total loss. I am pursuing a culvert replacement with a pre-cast bridge.
 - Wrote Roseburg and Coos Bay RAC grants for three weeks.
 - Met with Tom Hansch, out-of-town landowner on Fitzpatrick Creek. I am pursuing a riparian restoration project to combine with a CREP project already in the works. More possible beaver restoration.
 - Spoke with Bill Wynkoop, SJTC, about possible fish passage culvert work up Hardscrabble Creek.
 - Spoke with many of my summer project landowners in anticipation of writing and awarding contracts, to give them a heads up that we are finally moving along.
 - Took Eric, Matt, and Brian to see some railcars getting unloaded at the Hall Ranch. The big log loader did a great job unloading the cars.
 - Worked to get logs ordered for the summer instream projects. We are not done with this yet.
 - Attended OWEB tour for PUR's West Fork Smith River project and Scholfield Creek Restoration. Spoke about each project to the team.
 - Sent off the OWEB Small Grant Team application paperwork.
 - Prepared purchase orders for all PUR culvert projects.
 - Wrote landowner agreements for two new grants.
 - Worked with Eric and Bob to get all culvert replacement projects together and correct. Handed out plans to contractors. Bids will be opened July 1st.
- Sandy Lyon, Monitoring Coordinator:
 - Writing Quality Assurance Plan for the Cow Creek monitoring for the Tribe.
 - Began year of monitoring the Cow Creek watershed for the Tribe, have done two runs.
 - Monitored Coast Run
 - Monitored Elk Creek/S Umpqua Run
 - Monitored Myrtle Creek Run
 - Monitored South Umpqua Run
 - Spent day with Steve Hanson, the head of the DEQ Volunteer Monitoring Program, brainstorming monitoring and then doing split samples
- Matt Ruwaldt, Wetland Project Manager:
 - Met with Cory Cross and the City of Reedsport regarding a potential project. We are anticipating replacing a culvert with a bridge to restore hydrology to a 20 acre tidal wetland.
 - Toured Dean Creek Wetlands and Upper Dean Creek phase 1 with Eric -Toured the Scholfield Creek restoration and West Fork Smith River projects with Eric, Bob, Terry, Don, and the OWEB RRT.
 - Toured Dean Creek Phase 1 with Eric, Dan Jenkins, and Randy Smith -Attended the Smith River Grange meeting.
 - Finished writing grants for the Coos RAC.
 - Acquired a new phone. My new number is: (541) 662-0049
- Brian Swift, Smith River Watershed Council Coordinator:
 - Applied for two grants through the Coos BLM RAC, North Sisters Instream Restoration (2.5) miles and a Technical Assistance project.
 - Navigated the grants.gov website and filled out the necessary paperwork for our assistance agreement with Coos BLM.
 - Hosted Alethea Gallman with the Network of Oregon Watershed Councils at the May SRWC monthly board meeting, she facilitated a "council self-assessment" process which identified areas for our council to improve.
 - Excited to help out with PUR projects during this year's instream work window.
- Kris Lyon, Technical and Monitoring Associate
 - Started working the beginning of June
 - Helped with preparing Coos RAC grant applications

- Made duplicate contractor packets
 - Monitored twice
 - Began the next newsletter
 - Took Stan's portraits for the newsletter
 - Took photos of M. A. Hansen and Sandy monitoring
 - Setup laptop for Sandy in lab
 - **I'm still looking for articles and events to go in the newsletter. Please e-mail written articles or upcoming events to publicize before June 21st to kris@umpquarivers.org.**
- Nancy Geyer, Education and Outreach Program Manager
 - Completed a BLM-Roseburg RAC grant, "PUR Education and Outreach Partnership Development."
 - Attended the May Board meeting and secured back-up funding for the MWS training.
 - Gave a 1.25-hour presentation at Mrs. Debby Russell's 3rd grade class at Fullerton IV Elementary.
 - Met with Debbie Thornton about PUR's annual meeting in Elkton; visited Big K Ranch and finalized details.
 - Wrote and submitted an article about the AFS Riparian Challenge Award to the N-R and submitted an article to DTO about the Fate Creek project.
 - Submitted additional information to the Derby about our PUR Education and Outreach Materials grant proposal.
 - Amy Pinson Dumm, Grant Writer:
 - Reviewed RAC grant applications for West Fork Smith River Instream Restoration, Lower Umpqua Wetland Restoration Investigation, North Sisters Instream Restoration, and Smith River Stream and Estuary Restoration Prioritization projects.
 - Met with Terry, Eric and Matt and reviewed RAC grant application for Scholfield Creek Restoration project as a team.
 - Met with Bob and went over information on funding sources. She prepared to start researching grant providers.
 - Other items not mentioned in the staff report:

Bob quoted from a recent Ecosystem Workforce Program study for the OWEB board that discussed the positive contributions of restoration work to local economies in Oregon.

The shared AmeriCorps volunteer position for PUR/Phoenix School is now open. People interested in this position should contact Bob Kinyon at PUR or Thomas McGregor at Phoenix School.

NEW BUSINESS: None

UNFINISHED BUSINESS: Stanley Petrowski discussed an opportunity to hire Kelly Crispen part time – a shared position with the Pacific Rivers Council – to work in the Upper South Umpqua. Kelly's Masters Thesis, recently completed at Montana State, involved fisheries and water quality research on the South Umpqua. Having a PUR consulting fisheries biologist in the Tiller area could be an alternative to the SURCP group forming a subcommittee under the PUR umbrella. Other alternatives besides hiring PUR staff were discussed.

PRESENTATION(S):

- Claudine Rehn introduced the council to the Tillamook Estuary Partnership (TEP), one of 26 national estuary programs in the U.S. She showed slides of the vast wetland areas in the Tillamook Basin. Similar to the Partnership in staff size, budget and scope of work, the TEP receives funding from grants and has a small grant program of its own. Water quality degradation from human-caused pollution and from sedimentation is a big problem in the estuary. Claudine discussed a low-cost loan program through the county to assist landowners to replace failing sewer systems.
- Julie Chick, a TEP staff person, showed slides of the Tillamook County Water Trails program. This project is a proactive attempt to encourage a safe and clean boating experience for recreationists. Julie handed out two maps, one for the Tillamook Bay Watershed and one for the Nehalem watershed. These maps identify launch areas on both whitewater and flatwater streams. A third handout was the *2010 Tillamook Bay Watershed Health Report*.

After the presentation, Jake Winn indicated that recreation staff at Roseburg BLM had been throwing around the water trails concept for a while. Jake thought this presentation could be the genesis of an effort to develop a Douglas County water trails program.

COMMITTEE REPORTS:

- Technical Advisory Committee (TAC): Eric Riley has assumed the role of chair of the TAC. Eric is reviewing past policy papers on the role and structure of the TAC.
- Finance Committee: Tracy Pope – The committee will review staff health care allowances next month.
- Nominations Committee: Alan Bunce – Alan has proposed that Janice Green move to the agriculture category as Stanley's alternate; Diane Phillips be an alternate for the At-large position; and Grant Ruhlman of Phoenix School serve as director in the "Other" category for education. The board will take up these and other nominations at the July annual meeting.
- Events Committee: Richard Chasm
 - Richard and Kristen Chiesna are working to get a suitable photo for the Annual River Cleanup poster. Richard also mentioned that the River Appreciation Day will be held at Whistler's Bend Park on July 17th. There was unanimous consent that the PUR should have a booth at the event. There will be several PUR members at the event. Nancy will be asked to participate, or at least put together a display for the event.
- Education Committee: Nancy Geyer
 - Nancy was unable to attend today's meeting so Stanley read a description of Nancy's recent activities from the staff report. Stan also noted that we should convene an Education/Outreach and Events Committee meeting prior to the July annual meeting.

ITEMS FOR NEXT MEETING AGENDA: Bob announced the July annual meeting will be on the 20th at 1:00 p.m. at the Big K ranch. The business meeting will adjourn at 3:00 p.m. There will be finger food and local wines during the social event after the board meeting.

UPCOMING MEETING ANNOUNCEMENTS:

- Richard Chasm has been attending the BLM Collaborative Forestry Pilot Project meetings along with other PUR members. The next meeting will be June 24th at BLM from 4:00 – 6:00 p.m.

NEXT MEETING: PUR Annual Meeting: Big K Ranch, 20029 Hwy 138 W., Elkton, OR. The board meeting is from 1:00-3:00 p.m., followed by a social event at 3:00 p.m. with local wines and hors d'oeuvres. Laura Brophy of GreenPoint Consulting, who authored the Umpqua and Smith River estuary plans, will be the guest speaker.

EXECUTIVE SESSION: At 11:12, the membership was asked to leave the room so the Board could convene an executive session to discuss staff personnel matters.

Summary of Executive Session
June 15, 2010

An executive session was convened after the June Partnership for the Umpqua Rivers Board of Directors meeting to summarize actions related to the succession transition for the Executive Director position of PUR.

The meeting was convened. Formalities were addressed and Stan Vejtasa initiated a review of meetings and actions leading up to the June 15th meeting.

In particular there was a concern regarding the procedures and propriety of appointing Eric Riley to succeed Bob Kinyon as Executive Director for PUR in previous sessions. This issue was addressed by Stan Vejtasa by reading a letter of legal counsel from lawyer Paul Nolte.

Paul Nolte assuaged any concern on the Board by affirming that it was perfectly acceptable to designate Eric from "within house" as long as there wasn't a violation of discrimination laws in his appointment.

Further discussion ensued regarding the formulation and recording of procedures for successions and hiring in PUR's methods and procedures manual. It was agreed that Stan Vejtasa would craft the section of the manual that pertained to succession planning and hiring procedures.

Further dialog relating to hiring of the staff followed. It was decided that there needed to be clarification for the Board of Directors with regard to hiring and appointment practices.

Stanley Petrowski then did a cursory review of Eric Riley's resume.

Having vetted the above President Stanley Petrowski solicited for a motion to appoint Eric Riley as Executive Director.

Mark Kincaid moved that Eric Riley succeed Bob Kinyon as Executive Director. Alan Bunce seconded the motion. Stanley Petrowski called for a discussion. There being none he made request for any dissenting votes. There being none the Board of Directors unanimously confirmed Eric's appointment as Executive Director.

Further discussion ensued regarding the necessity for the Restoration Coordinator position. It was tentatively agreed that the position would remain open based on Stanley Petrowski's dialog regarding this issue with Bob Kinyon. This needs to be further clarified and confirmed by Bob with Darin and Mark.

Board members in attendance were:

- Stanley Petrowski
- Darin McMichael
- Tracy Pope
- Stan Vejtasa
- Tom Manton
- Mark Kincaid
- Dave Archambault
- Mike Flewelling
- Alan Bunce
- M A Hansen
- Cindy Haws

ADJOURN The meeting was adjourned at 12:15 p.m.

/S/ Bob Kinyon
PUR Secretary

/S/ Stanley Petrowski
PUR President