

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** January 19, 2016

**Place** ODFW Conference Room

**CALL TO ORDER:**

The PUR Board President, Walt Gayner called the meeting to order at 9:07 a.m.

**INTRODUCTION AND ROLL CALL:**

There were 24 people in attendance. There was a quorum of Directors present.

**DIRECTORS AND ALTERNATES:**

<b>Agriculture &amp; Livestock</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Walt Gayner (President)	X		Vacant		
Cindy Haws		X	Stanley Petrowski	X	
Karen Roberson		X	Paul Heberling	X	

<b>Timber, Aggregate, Construction &amp; Mining</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Bryan Nelson	X		Dave Archambault		X
Aaron Aasen	X		Vacant		
Chris Strunk		X	Darin McMichael	X	
Kelly Guido	X		Joy Smith		X

<b>Fishing, Recreation &amp; Conservation</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Dave Grosjaques		X	Mike Brochu	X	
Ann Chamberlain	X		David Parker	X	
Alan Bunce	X		Richard Chasm	X	
Dale Greenley		X	Chuck Schnautz	X	

<b>Cities, Special Districts &amp; Public Utilities</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Rhonda Black		X	Vacant		X
Sean Negherbon		X	Blair Nash		X
Ken Carloni		X	Thomas McGregor		X

<b>County</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Susan Morgan		X	Dominic Carollo		X

<b>Tribes</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
John Schaefer		X	Heather Bartlett	X	

<b>Members at Large</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
M.A. Hansen	X		Diane Phillips		X

**OTHERS PRESENT:**

Eric Geyer	Eric Riley	Jack Riley	Gilaine Wright	Sandy Lyon
Matt Ruwaldt	Lee Russell	Eric Himmelreich	Tim Gofourth	

**APPROVAL OF MINUTES:**

- The minutes and staff reports from the December 2015, meeting was approved; Ann Chamberlain made the motion, MA Hansen seconded. Motion Passed.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- MA was sad to notify everyone that Jim Long had passed away. There was agreement that PUR should get a card and send it to the family from the Board.
- MA is also interested in any extra or freezer burnt fish that people had, she would like to feed it to her cat.

**PRESIDENT'S REPORT:** Walt Gayner

- Walt thanked everyone for being there and said he would talk more during the committee report time.

**TREASURER'S REPORT:** Eric Geyer

- Eric Geyer gave the Treasurer's Report;
- Treasurers Report:
 

Checking Account	\$39,782.10
Savings Account	\$7,000.12
Outstanding Bills	\$0.00
Funds Requested	\$71,105.34

**STAFF REPORT: Dec 12, 2015 – Jan 15, 2016**

- Eric Riley, Executive Director:
  - Held regularly scheduled Staff Meeting
  - Attended PUR Board Meeting
  - Signed checks
  - Reviewed and signed timesheets for Staff as part of monthly payroll
  - Attended the PUR TAC Formation meeting after the December Board Meeting. This meeting was designed to have an open discussion on what the TAC should be, its role and function within the organization and next steps. David Parker brought historic TAC documents to use as point of future discussions on the role of the TAC. The documents were scanned and burned to a CD for distribution. After the meeting I reviewed the documents and will make them available prior to the next Board Meeting.
  - Worked with Sidney Post from the Roseburg BLM to establish Stouts Creek Emergency Stabilization and Rehabilitation Boulder Hauling and Instream Restoration Specifications and Contracts. Clint Hatfield Trucking was chosen to haul boulders for the project and a contract was signed on the 6<sup>th</sup> of January. The boulders are coming from a pit in the Dompier Crk drainage and will be staged along the road in the project area. Kevin Saylor Excavating was chosen to place the boulders and woody materials in Stouts Creek. Kevin signed a contract on the 14<sup>th</sup>. Work was scheduled to begin in early January, but has been slowed by weather conditions. Work will be ongoing as weather permits.
  - Gilaine and I met with Sidney Post, Roseburg BLM, to review project budgets that he is the project manager for and establish a spending/project plan to complete the projects in 2016 before the grant agreements end.
  - Worked with Staff to coordinate and attend a Staff Christmas Party. The luncheon was held at O'Tooles Pub and was enjoyed by all. The White Elephant Gift exchange was conducted with limited hullabaloo and the level of strategic burglary was held to a minimum.
  - Enjoyed some time off around Christmas and New Years with my family and friends.
  - Met with Dominic Carrillo to discuss staff and board functions and operational procedures within the organization. It was a good opportunity to meet with a new Board member and give some historic context to where the organization is now and how we got to where we are. Breakfast a Brix was outstanding as usual.
  - Prepared for and attended the Executive Committee Meeting. The Committee reviewed the E.D. workplan and discussed 2016 E.D. workplan and annual evaluations. Additionally, the committee discussed an Annual Calendar for meetings and regular events, the committee's role and function, the establishment of a UBWC/PUR archive or library to house critical organizational documents, and finally we discussed the PUR website and current efforts to improve the quality of the site.
  - Worked with Gilaine to review project agreements and budgets to identify available funding for the hiring of a Riparian Specialist. PUR has several grants that have funding in them specifically for riparian work (invasive removal, native planning, fencing, etc.). In the last two years our project partners have increasing expressed the desire to include riparian restoration into the work we do. This aspect of restoration is

starting to be included into our project designs and is becoming a feasible opportunity in many instances. My goal is to hire a part-time person this spring to manage the riparian aspects of our projects to promote a holistic approach to our restoration efforts to improve overall stream conditions.

- Prepared for and hosted an OWEB Regional Review Team tour of our Mehl Creek Instream Restoration project, just outside of Elkton. It was a good opportunity to introduce our Regional Program Manager Mark Grenbemer to the proposed project. Staff is excited about this project because there are few landowners in the drainage and the landowners that we are working with are extremely motivated to see habitat improvements and have been excellent to work with. Design work for a second phase (potentially 2017) to the project has begun working with the Coos Bay BLM and ODFW.
- Attended the OWEB Focused Investment Partnership (FIP) Subcommittee Meeting in Salem with Lee Russell of the Elk Creek Watershed Council. It was a good opportunity to get caught up with another E.D. from another Council in the basin. We were able to discuss ideas and possible future collaborative opportunities among Councils in the Umpqua. I attended the meeting to hear the committee deliberate over the proposed FIP Implementation and Capacity-Building applications. The process for deciding the committee recommendation for implementation proposals was arduous at best. Being a new program, there is no precedent in place to base process and decisions on. The OWEB Staff recommendations for the funding of nine Capacity-Building was approved by the committee and will be their recommendation to the entire OWEB Board at their quarterly board meeting at the end of the month. The Umpqua Basin Partnership's proposal was in the top nine proposals out of 23, and will move forward for approval at the end of the month. I have spoken with OWEB to discuss revising the budget to reflect new budget categories correctly and reduce one line item. OWEB will convene a conference call with successful FIP Capacity-Building applicants in late February, after the Board makes its final approval. Congratulations to the Umpqua Basin Partnership and I would like to thank all of those involved for your efforts and assistance in getting to where we are now in the mammoth effort.
- Met with Nancy Geyer, PUR Education and Outreach Coordinator, to prepare for the upcoming Education & Outreach Committee meeting. We reviewed the DRAFT meeting agenda and current program efforts. We also talked about potential future projects and partnership opportunities. Finally we discussed funding opportunities and feasibility of getting funded for future program endeavors.
- Attended the Salmon Summit Steering Committee meeting at the local Tribal Natural Resource office. The committee is planning the next Salmon Summit for September 26-29, 2016. The conference will be held at Seven Feathers and will be an excellent opportunity for salmonid professional to meet and discuss current opportunities, challenges and activities in the world of salmonids, particularly in the northwest. The committee is in the process of organizing the logistics of the event, lining speakers, and coordinating the program. The conference will tentatively include opening event, four sessions themes (Working Landscapes, Funding, The Value of Salmon, and Restoration), and possibly a tour.
- I began Annual Evaluations for the Staff which will be completed by the 21<sup>st</sup> of January.
- Met with Amy Pinson Dumm to discuss upcoming OWEB report writing. Over the past few years the administrative requirements for the work that we do has increased. This has become a challenge for the staff in balancing other responsibilities and commitments with our partners. OWEB does not allow funding agreements to move forward when there are outstanding reports that are due. Even when reports are submitted early and in a timely matter, they have to go through a rigorous three step OWEB approval process (OWEB Project Manager, OWEB Administrator, OWEB Fiscal reviews). Amy is going to assist the staff with this increased burden by preparing draft Final and Monitoring OWEB reports. Each grant application includes funding for report writing, so the financial side of this is not an issue. Amy is an excellent grant writer and has been a valuable asset to the organization. Utilizing Amy's writing skills in meeting OWEB reporting requirements will improve efficiency, balance workload and ensure that the flow of OWEB funding is uninhibited.
- Worked with Alan Bunce and Nancy Geyer to prepare for the Education and Outreach meeting on the 14<sup>th</sup> of January. This was a beneficial meeting in that reviewed current efforts of the program, discussed the role of the committee and its charter, identified some potential new opportunities and program direction, reviewed the current contractual arrangement with the Coordinator and discussed other possible employment options (Staff member and Temporary Hire) and briefly discussed the PUR website and volunteers. The committee decided to hold regular monthly committee meetings on the first Thursday of every month from 5:00-7:00 PM at the PUR office. The next meeting is on February 4<sup>th</sup>.
- Gilaine Wright, Fiscal Manager:
  - Prepared numerous fund requests for OWEB, BLM, NFWF, and DEQ
  - Paid the monthly bills as well as any project bills that came in.
  - Prepared monthly payroll, entering time sheets, running the payroll, distributed paychecks
  - Attended a meeting with the partners from BLM to discuss, budgets, timelines.
  - Attended Staff meetings

- Attended Board Meeting
- Prepared board meeting minutes
- Prepared annual and quarterly reports for BLM and DEQ
- Prepared final reports for OWEB, BLM, and DEQ
- Lots of filing of bills and receipts, check stubs.
- Help Nancy with her Final Report to OWEB
- Did lots of ordering of supplies and materials
- Worked with Banner Bank to get the savings account opened.
- Prepared end of the year tax forms for staff and contractors
- Enjoyed Christmas in Disneyland with my daughter and Friends.
- Terry Burleson, Project Planner:
  - Worked on West Fork Cow Creek Poster for Oregon American Fisheries Society Meeting.
  - Met with BLM biologists from my three districts to coordinate project planning for summer 2016 work.
  - Met with landowners on the South Umpqua River and in Myrtle Creek to look at flood damage and to plan repair actions.
  - Took BLM biologists out to a line pulling project site on Olalla Creek for a technical review of some of the tree pulling needed.
  - Worked on West Fork Cow Creek Team of the Year award for Oregon AFS
  - Worked on reports for culvert work in Sibold Canyon, Tenmile Creek, and Rice Creek.
  - Viewed projects in South County after high water events.
  - Made plans to visit Mildred Kanipe Park with a friends of the park group to look at some proposed trail work.
  - Met with ODFW biologists to work on the plan to survey fish and habitat in West Fork Cow Creek.
  - Communicated with an OSU researcher on incorporating beaver survey work into the action plan for West Fork Cow Creek.
  - Did budget planning for 2016 project work to plan what bills will come and how they will be paid.
  - Worked on and implemented contracts for line pulling logs and using a self-loading log truck to stage logs for future implementation.
- Sandy Lyon, Monitoring Coordinator:
  - I am continuing to work on a large monitoring report that fulfills two of our last OWEB Grants Final Reports. This report will summarize all of the data that the volunteer monitoring group has collected since 2004. Joe and I are working to present the data in a clear, easily understandable way. It will identify streams that would most benefit from projects employing best management practices.
  - I attended the Hydro Breakfast meeting. The presentation was by Ryan Sandler, Warning Coordination Meteorologist and Spencer Higginson, Hydrologist, both with the National Weather Service (NOAA) in Medford. It is always fascinating as they discuss the current weather conditions and what seems to be causing them, as well as forecasting what we yet see this year. These meetings are particularly important for networking with others in the basin who do monitoring.
  - Joe and I have met twice this month with Jen Bailey and Lee Russell of the Elk Creek Watershed Council. We are being paid by their Council to advise them on water quality monitoring.
  - Joe and I also attended the DFPA Safety Committee Meeting where new OSHA rules were discussed. Their letting us be part of their committee keeps us abreast of current safety regulations as well as meeting OSHA requirements of holding safety meetings. The new regulations have to do with timeline and severity of when accidents need to be reported to OSHA.
  - I attended our staff meeting later that day and presented the information to all staff. We discussed our current procedure for check out and check in at the end of the day for all personnel who are out in the field.
  - Joe and I performed a building inspection and filed the report with DFPA. We also checked the buildings electrical output and grounding at sockets and made recommendations for changing where two computers were plugged in.
- Joe Carnes, Watershed Technician/ IT Support
  - Conducted regular monitoring runs
  - Prepared material for presentation at council meeting
  - Attended and presented at council meeting
  - Attended staff meeting
  - Attended staff Christmas Party
  - Worked with Sandy on OWEB final report
  - Reviewed effective monitoring grant application for OWEB regional review tour
  - Attended OWEB tour

- Attended Hydro breakfast meeting
  - Attended meeting with Elk Creek WC to discuss strategy for the E.coli/DNA study
  - Processed back monitoring data
  - Created charts for OWEB final report
  - Took a couple days off for my birthday
- Matt Ruwaldt, Coastal Project Manager:
    - Attended the PUR board meeting
    - Attended the TAC meeting and gave feedback to board members.
    - Spent four days in the field with Coos BLM and ODFW staff. We are becoming more active in the Elkton area, with seven tributaries identified as high-priority. We designed a half-mile on Waggoner Creek, a mile on Butler Creek, and another mile on Mehl Creek. We also scoped out Heddin Creek. These projects will have grants submitted in April 2016 and October 2016.
    - Attended the PUR staff Christmas party; good times were had by all.
    - Attended the OWEB Regional Review Team meeting. I spoke about Camp Creek 2016, and led a tour to Mehl Creek. I also met with Eric Himmelreich on Mehl Creek the day prior to the tour and determined where we would be visiting with the landowner.
    - Attended the Siuslaw Watershed Council "Tech Team" meeting. I live in Florence, so it was a quick drive to their office in Mapleton. I took notes and learned more about their team and how the lessons might be applied to our TAC.
    - Attended a PUR staff meeting and updated everyone on what I have been up to.
    - Met with landowners on McGee Creek, another Elkton-area trib. We had a very nice visit and they are very interested in doing a project of a scale similar to Mehl Creek.
    - Met with Jeff McEnroe from the Roseburg BLM and discussed McGee Creek. He is interested in partnering on the BLM portions of McGee.
    - Met with Tim Truax, RRCO, to discuss upcoming projects.
    - Took a couple of weeks off during the Holidays to travel with my wife.

#### **INDEPENDENT CONTRACTOR REPORT: Dec 12, 2015 – Jan 15, 2016**

- Nancy Geyer, Education and Outreach Coordinator
  - Responded to the Umpqua Fishermen's Association's call for instructors for the 2016 UFA Fish Release season. I will instruct at the Invasive Species booth on PUR's behalf February 2nd and 23rd, March 15th and April 5th.
  - Communicated with Eric Riley about Ed/Outreach established activities and possible future activities in preparation of the January 14th Ed/Outreach meeting I cannot attend because of a prior commitment
- Amy Pinson-Dumm, Grant Writer
  - Met with Eric to discuss report writing opportunities to help facilitate staff administrative procedures

#### **STAFF UPDATES:**

- Eric R.
  - The FIP is moving forward. The OWEB Board will be voting next week.

#### **UNFINISHED BUSINESS:**

- Eric R. asked for a final head count on Derby tables/seats.

#### **NEW BUSINESS:**

- NTR

#### **COMMITTEE REPORTS:**

- Executive Committee:
  - Walt, Eric R. will be having his yearly evaluation with month.
  - Walt, committee having many discussions on how committees should be functioning.
- Technical Advisory Committee (TAC):
  - Walt, Please refer to the presentation discussion
- Finance Committee: Walt Gayner
  - Still looking for new building!!! Please let Eric R. or Walt G. know if you have any leads on this!!

- Nominations Committee: Darin McMichael
  - Darin, time to start thinking about who going to be on the board next year.
  - Next meeting will be immediately following the February Board meeting.
  - Don't forget to think about your alternates.
  
- Education Committee: Alan Bunce
  - Alan, there was a meeting held.
    - Reviewed current programs
    - Thomas McGregor is interested in chairing the Ed/Out Committee
    - Meeting time and date for future meetings is the First Thursday of every month from 5-7pm
    - Discussed the committees purpose and function
    - What should be the programs direction in the future
    - Next steps
    - Website
  - MA, Earth Day. April 16<sup>th</sup> Saturday. MA motioned for \$500 for earth day, David Parker 2<sup>nd</sup>. Motion did not pass.
  - Alan made a motion for \$300 for Earth day, Stan Petrowski 2<sup>nd</sup>, Motion Passed.
  - Paul H., can we get an update on how the money was spent?
  - Ann C., She is willing to help organize but cannot be present on the actual day to help with the running of the booth.
  
- Monitoring Committee: Sandy Lyon
  - NTR
  
- Policy and Procedure: Ken Carloni
  - Richard C., is considering chairing this committee.
  - We currently have a basic template policy, but it needs to be updated and customized to PUR's needs.

**Presentation: There will be no formal presentation this month.**

- The Board President would like to start the year off with a Board discussion and overview for 2016. Topics of the discussion will include: Committees and their role/function, Organizational Chart, FIP Update, Strategic Plan Update and other topics as appropriate.
- Walt, handed out a PUR organizational chart. There was good discussion on how it was set up and why.
- Stan P. motioned PUR adopt the new organizational chart. Paul H. 2<sup>nd</sup> the motion. The motion passed.

**Announcements:**

- NTR

**NEXT MEETING:** Tuesday, February 16<sup>th</sup>, 9:00 a.m.

- ODFW Conference Room, 4192 N. Umpqua Highway, Roseburg

**ADJOURN:**

- The meeting was adjourned 11:42 am.

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries