

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date Nov 15, 2016

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:08 a.m.

INTRODUCTION AND ROLL CALL:

There were 25 people in attendance. There was a quorum of Directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner (President)	X		Vacant		X
Vacant					
Karen Roberson	X		Paul Heberling		X

Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Bryan Nelson	X		Dave Archambault	X	
Aaron Aasen	X		Devon Johnson		X
Chris Strunk	X		Darin McMichael	X	
Kelly Guido	X		Joy Smith		X

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

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Rhonda Black		X	Vacant		X
Vacant					
Ken Carloni	X		Thomas McGregor		X

County	Present	Absent	Alternate	Present	Absent
Susan Morgan		X	Dominic Carollo		X

Tribes	Present	Absent	Alternate	Present	Absent
Jason Robinson	X		Heather Bartlett		X

Members at Large	Present	Absent	Alternate	Present	Absent
M.A. Hansen	X		Diane Phillips		X

OTHERS PRESENT:

Eric Riley	Gilaine Wright	Joe Carnes	Sandy Lyon	Steve Clark
John Colby	Eric Himmelreich	Blair Nash	Denise Dammann	

APPROVAL OF MINUTES:

- The minutes and staff reports from the July 2016, September 2016, & October 2016 meetings were approved, Ken C. made a motion to approve the minutes from all 3 months, Dave G. 2nd the motion. **The motion passed.**

GENERAL DISCUSSION AND PUBLIC INPUT:

- David Parker sent a letter that he asked Ann C. to read. He expressed his concern over the results of the election and the environmental future of Douglas County.
- Darin McMichael requested that the PUR board review how PUR's name is being used by members of the board in public forums.
- Richard C. gave a statement, resigning from the PUR board as President Elect. His letter of resignation was distributed via email to the Board of Directors for PUR by Eric Riley.
- M.A. H. announced that there would be a group standing in front of Fred Meyer today at 11:00 in support of the Standing Rock Sioux, who are protesting a pipeline.
- M.A. H. was also very saddened to see Richard C. resign from the board.

PRESIDENT'S REPORT: Walt Gayner

- We have a quarm today, eager to move forward.

TREASURER'S REPORT: Blair Nash

- Blair Nash gave the Treasurer's Report;
- Treasurers Report:

Checking Account	\$29,156.94
Savings Account	\$27,005.29
Outstanding Bills	\$2000.00
Funds Requested	\$79,064.58

STAFF REPORTS: October 15, 2016 – November 11, 2016

- Eric Riley, Executive Director:
 - Prepared for and attended monthly PUR Board Meeting
 - Participated in regularly scheduled Staff Meetings
 - Presented PUR projects at the SW Oregon Resource Advisory Committee meeting in Medford.
 - Worked with staff and partners to prepare and submit seven OWEB grant applications. PUR submitted two monitoring, one technical assistance, three restoration and one outreach applications.
 - Worked with Gilaine to review and update PUR liability insurance. OWEB has updated its insurance requirements for organizations that they fund. PUR will require a slight update to its insurance coverage for basic liability and we are looking at consolidating our coverages in one package. We have been working with Lyn Omev who has extensive experience working with watershed councils across the state.
 - Spoke with Rob Warren from the Bonneville Environmental Foundation (BEF). BEF is gathering feedback from all of the groups that received Focused Investment Partnership Capacity Building funding. Because this is a new program, OWEB is reviewing the program during initial implementation, as opposed to post-implementation, to better achieve program success.
 - Prepared for and attended monthly Executive Committee Meeting
 - Prepared for and attended monthly Policy & Procedure Meeting
 - Met with Phil Strader, French Creek (N. Umpqua tributary) landowner. PUR is working the Strader family to implement an instream restoration project on their ranch. My meeting with Phil was to discuss where we are at in the development and fundraising for the project and to generally check in to give the landowner an update.
 - Meet with Phil Adams, Devon Johnson, Aaron Aasen and Erwin Hackett, all from Roseburg Resources Co. (RRCo.) to discuss project planning efforts in the Canyon Creek watershed.
 - Participated in a field tour in West Fork Cow Creek with the Medford BLM District Manager, the Grants Pass BLM Field Manager and Assistance Manager, and other project partners including, Jonas Parker and Mike Crawford (Medford BLM), Kelly Coates and Travis (Cow Creek Tribe). The purpose of this meeting was to give the Medford District BLM management a tour of project work completed this past summer, look at future project work being developed, and most importantly, discuss the partnership that has been developed with the BLM, Tribe and PUR; looking at ways to continue to leverage resources among the partners and how to tell the story of collaboration and partnership.
 - Joe, Terry and I attended a watershed restoration prioritization workshop in Coos Bay. The workshop was hosted by Oregon State University and OSU Extension and was presented in a hand on format. The prioritization process that was presented looked at social and ecological factors in identifying restoration priorities. Jon Souder and Guillermo Giannico were the workshop presenters. I think this workshop would

be an excellent thing to bring to the Umpqua Basin. I spoke with Jon Souder about the potential of presenting at a future PUR meeting or at a meeting of technical experts here in the basin.

- Worked on contract with Sustainable Northwest for a review of Article 3 in the PUR Bylaws. I have a draft contract prepared that will go back to Mike Gerel for final review and signature. I believe that Mike will be able to do the review in November and provide written feedback for the Board for review in December. I would like to have him down to Roseburg to present and answer questions in January.
 - Meet with Grace Goodson to discuss the STEM program here in the Umpqua and talk about possible future opportunities to partner as the PUR Education Program grows in the future.
 - Met with Terry, Gilaine and Roseburg BLM project partners, Jeff McEnroe, Steve Clark and Joe Blanchard. The intent of the meeting was to review current assistance agreements and ensure that each project is on track and has a plan to be completed before funding expires. The group also conducted an in depth review of the projects that were completed this past summer, identified the successes and challenges that each project had and discuss ways to improve our work/partnership next year. This after action review is conducted annually with partners in order to improve our partnerships and collaborative efforts.
 - Participated in a FIP Capacity Building Umpqua Basin Partnership. The group was meeting to continue it effort in the development of a Strategic Action Plan for the Umpqua Basin. The team is currently developing Vision, Goals and Objectives and collecting data help in developing the assessment.
 - Attended a two day Oregon Coast Resource Advisory Committee (RAC) meeting in Coos Bay. This was a formation meeting for new and previous RAC members to better understand roles and responsibilities of the RAC and plan out our meeting schedule for the upcoming year. I have been appointed by the Secretary of Interior to serve a three year term on the Oregon Coast RAC.
- Gilaine Wright, Fiscal Manager:
 - Prepared numerous fund requests for OWEB, BLM, DEQ, R&E, and NFWF
 - 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 Staff meetings
 - 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.
 - Did lots of ordering of supplies and materials
 - Updated budgets
 - Updated internal spreadsheets staff use.
 - Did bank reconciliations
 - Worked with BLM partners to get budgets worked out
 - Meet with contractors to go over invoices and cut checks
 - Meet with BLM to go over final reports and timelines
 - Worked on obtaining new BLM funding
 - Worked with auditor on annual financial audit
 - Worked on annual insurance update for staff
 - Terry Burleson, Project Planner:
 - Worked on project budgets and wrapping up where final bills were paid from.
 - Coordinated with Medford BLM on West Fork Cow Creek future planning and meeting needs.
 - Set up coordination meetings for Roseburg and Medford BLM fisheries and hydrology staff.
 - Committed to run for the American Fisheries Society (AFS), Oregon Chapter, treasurer position.
 - Worked on abstracts for AFS for both oral and poster presentations.
 - Worked with HDR staff to commit to co-presenting at the AFS meeting. Topics focus on current and future fish distribution surveys in a managed landscape in West Fork Cow Creek.
 - Worked to start technical assistance grant application for fish survey work in the Canyon Creek watershed. Partners needed more time to help develop the plan and the project application was pulled until a higher level of coordination was reached. All partners appreciated that we stopped development until all partners were present and supportive of a developed plan. Then an application will be developed.
 - Worked on and submitted an OWEB grant for instream enhancement on the French Creek Ranch.
 - Coordinated with Porior Engineering to develop designs for fish passage culverts in Little Wolf Creek and a tributary of Elk Valley Creek.
 - Reviewed several grant opportunities, but ultimately decided that they did not fit our needs for project funding.
 - Facilitated an after action review meeting of the 2016 project work PUR and Roseburg BLM accomplished. Identified positive aspects of the summer work as well as areas where issues popped up during or before

project work began. Tasks were identified for follow up. The summer was an overwhelming success and all project work that was proposed was completed due to the high level of coordination between partners and regulating agencies. Work waivers were needed to deal with both fire and wildlife restrictions.

- Worked with BLM staff to make a spending plan for agreements that are planned to end this year.
 - Coordinated with the CREP technician to provide information on the Rice Creek project. Her portion of the project includes stock water development, fencing, and planting. My portion is instream enhancement, livestock crossings, and instream willow plantings.
 - Received fire perimeter information from DFPA on the Canyon Creek fire.
 - Visited Stouts Creek to take photos of instream structures located in the middle of the fire area to inform myself on the effect of the fire on those specific structures.
 - Worked with HDR staff member who was a technician for PUR this summer and is pursuing a masters degree through University of San Francisco. Committed to mentor him and assist in his thesis project design, aiming to develop a testable hypothesis in the West Fork Cow Creek watershed.
 - Attended a watershed prioritization workshop in Coos Bay. My West Fork Cow Creek project was used as an example for my group and we worked on several exercises to work through the process developed by OSU extension.
 - Began work on a team of the year award application for the West Fork Cow Creek leadership team to be submitted to the Oregon chapter of AFS.
 - Monitored instream work implemented this summer after the first rains of the season. Everything is looking amazing and partners are pleased with the work.
- Sandy Lyon, Monitoring Coordinator:
 - Worked on OWEB Grant Application with Joe
 - Started processing 2016 temperature data
 - Back to working on big final report
 - Attended staff meetings
- Joe Carnes, Asst. Monitoring Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for
 - o Lower South Umpqua 5th Field Run
 - o Reference Run (this includes sites from five 5th field watershed that previously were conducted as their own more comprehensive monitoring runs)
 - o Upper Umpqua 5th Field Run
 - o Calapooya 5th Field Run
 - o Rice Creek Effectiveness Monitoring.
 - Compiled charts for OWEB report
 - OWEB Grant, planned, strategized, wrote, proofed, edited, submitted
 - o Created Maps/ Tables and planning documents
 - o Developed Budget & Budget narrative
 - o Wrote initial text of grant (Sandy and I)
 - o Revised grant (watershed change)
 - o Proofed Grant
 - o Updated and Edited
 - o Shopped grant around for Office review, made final changes
 - o Submitted Water Quality Monitoring Grant Application online
 - o Helped others on OWEB apps were possible
 - Attended restoration prioritization strategy meeting in Coos Bay
 - Attended Staff meeting
- Matt Ruwaldt, Coastal Project Manager:
 - Attended a Tidegate Working Group meeting
 - Submitted three OWEB grants--Leed's Island TA, McGee Creek Instream Restoration, and Butler/Lutsinger Instream Restoration
 - Met with Rhonda Black from Umpqua SWCD to prepare a RFQ for tidegate surveys
 - Met with Rhonda and Don P. on-site at two tidegates
 - Attended an OWEB Acquisition grant meeting with Siuslaw WC and MRT on the North Fork Siuslaw. I will be serving as a member of their review team.
 - Worked with the rest of the PUR staff on our benefits package
 - Met with MRT staff at Leed's Island
 - Took a week and a half off to visit family in Wisconsin.

INDEPENDENT CONTRACTORS REPORT: October 15, 2016 – November 11, 2016

- Amy Pinson-Dumm, Grant Writer
 - Worked with staff on OWEB grant applications
- Kimberly Frerichs,
 - Worked on the Website
 - Helped Terry type up a few documents

STAFF UPDATES:

- Sandy L.
 - Losing Richard C. is a huge loss for PUR and this board.
- Eric R.
 - Attended the Coastal RAC last week, he is very honored to be a part of the RAC, excited about the direction the RAC is going.

UNFINISHED BUSINESS: Review of Executive Committee Charter, Director Vacancies, & Article 3 update.

- Jason R. makes a motion to approve the executive committee charter. Dave G. 2nd the motion. **The motion passed.**
- Jason R. made a motion to approve Blair Nash as a director.
- Chris S. 2nd the motion.
- Ken C. makes a statement that he will block any new directors to the PUR board until the facilitator has worked with PUR. Ken wants to see a new process in place before any new directors are added to the board.
- Walt G. the PUR board still needs to function until a new process has been developed, and even when the board comes up with a new process it will have to be approved using the old process.
- Darin M. the facilitator will only give recommendations, he's not going to fix the board.
- Karen R. looking at the big picture, it is hard to elect new directors in the midst of all this turmoil.
- Walt G. calls for the vote. 3 no votes. Ann C., Ken C., and Dale G. The motion did not pass.
- Eric R. gave an update on the Article 3 review. He has been in communication with Mike G. Eric is hoping to have a review from Mike for the board to review at the Dec board meeting.
- Jason R. we are getting very hung up on process. PUR needs to be able to function while new processes are developed.

NEW BUSINESS:

- Education charter, M.A. H. made a motion to approve the education charter, Ann C. 2nd the motion.
- Jason R. should we add some standard language to all the charters with regard to the meetings being open to all board members?
- Darin M. would like to commend Ken C. for all his work on this charter.
- **The motion passed with the addition of inclusion language.**
- Outreach charter, Alan isn't here, this charter still needs some work done but Alan wanted to let the board have a look at where it is now. The committee will continue to work on it.
- Nominations charter, Darin says the committee is still working on the charter, with the facilitator looking at article 3 the committee feels that they should wait until after that review before they continue.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee did not meet this past month.
 - With Richard C. resigning, the board will need to elect a new President Elect & P&P chair.
- Technical Advisory Committee (TAC): Paul Heberling/ David Parker
 - NTR
- Education Committee: Ken Carloni
 - Ken is happy to announce that the charter has been approved by the board!
- Outreach Committee: Acting Chair Alan Bunce
 - Alan not present, please look over the draft charter and send any questioning to Alan.
- Nominations Committee: Darin McMichael
 - The charter is on hold until the facilitator comes back with his ideas.

- Please be thinking about President Elect, they will only have 6 months to get up to speed.
 - Darin expressed concern that during the last nominations meeting Alan B. made a statement that no new directors would be appointed, which would mean as of July 1, 2017 the board would not ever have a quorum again.
 - Ken C. stated we could solve this by changing the quorum to 2/3 sitting directors.
 - Chris S. we are at a stale mate! We need to get past this!
 - Dale G. made a statement, he is very unhappy with what happened at the Annual Meeting. He feels that Walt acted illegally, and needs to fix it.
 - **Walt G. took the meeting to Executive Session to discuss this accusation and dismissed anyone in attendance that was not a director. The rest of the agenda was tabled until next month.**
- Finance Committee: Blair Nash
 - NTR
 - Monitoring Committee:
 - NTR
 - Policy and Procedure:
 - NTR

Presentation:

- There was no presentation this month.

Announcements:

- NTR

NEXT MEETING: Tuesday, December 20th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 11:20 am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries