

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date November 18, 2014

Place ODFW Conference Room 4192 N. Umpqua Highway, Roseburg

CALL TO ORDER:

The PUR Board President, Paul Heberling called the meeting to order at 9:08 A.M.

INTRODUCTION AND ROLL CALL:

There were 21 people in attendance. There was a quorum of Directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner	X		Vacant		
Cindy Haws	X		Stanley Petrowski		X
Paul Heberling (President)	X		Stan Huebner		X
Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Bryan Nelson	X		Darin McMichael		X
Dave Russel		X	Aaron Aasen		X
Chuck Strunk		X	Vacant		X
Kelly Guido		X	Mike Flewelling		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			Chuck Schnautz	X	
Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Deborah Yates		X	Rhonda Black		X
Sean Negherbon	X		Blair Nash		X
Ken Carloni	X		Vacant		X
County	Present	Absent	Alternate	Present	Absent
Joe Laurance		X	Tom Manton		X
Tribes	Present	Absent	Alternate	Present	Absent
John Schaefer	X		Heather Bartlett		X
Members at Large	Present	Absent	Alternate	Present	Absent
M.A. Hansen	X		Diane Phillips		X

OTHERS PRESENT:

Evon Leonetti Eric Riley John Colby Eric Geyer Debbie Thornton
 Fabian Carr Dave Swartzlander

APPROVAL OF MINUTES:

- The minutes and staff reports from the October 21st, 2014 were approved; Ken Carloni made a motion to pass the minutes, Walt Gayner 2nd the motion. The motion passed.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Richard Chasm gave an update on the pipeline. Draft has been released. When EIS is released there will be 90 days to comment.
- Mike Brochu Derby Dinner will be held on January 30th.

PRESIDENT'S REPORT: Paul Heberling

- Paul attended FSA meeting, handed out flyer.

TREASURER'S REPORT: Eric Geyer

- Eric Geyer gave report.
- Treasurers Report:

Bank Account	\$70,422.70
Outstanding Bills	\$962.77
Cash on Hand	\$69,459.93
Funds Requested	\$52,520.55

STAFF REPORT: October 16, 2014 – November 13, 2014

- Eric Riley, Executive Director:
 - Attended PUR board meeting
 - Worked with Staff to complete and submit OCT 14 OWEB applications
 - Executive Committee meeting
 - Facilitated two staff meetings
 - Attended OWEB Board Meeting in Grants Pass
 - Attended Roseburg BLM coordination meeting
 - Worked on Executive Director Workplan items
 - Worked with Debbie to gather OWEB Capacity Grant eligibility materials for submission in November
 - Worked with Amy PD to write and submit an Autzen Foundation grant for staff equipment
 - Attended NOWC-OACD Conference in Redmond
 - Hosted a Strategic Planning meeting
- Debbie Thornton & Gilaine Wright, Fiscal and Data Manager:
 - Attended PUR board meeting
 - Attended Finance Committee meeting
 - Prepared more fund requests
 - Paid bills
 - Prepared payroll
 - Worked on OWEB Council Capacity submissions
 - Worked with finance committee on new budget format
- Terry Burleson, Senior Project Manager/Hydrologist:
 - Submitted grants to OWEB for technical assistance in West Fork Cow Creek and to do an instream fish habitat and livestock crossing project in Tenmile Creek.
 - Attended the West Fork Cow Creek partner meeting in Canyonville. Partners shared what work and monitoring they were interested in pursuing in the watershed. A follow up site visit was made by the group to Quines Creek to see previously completed instream work on BLM lands.
 - Attended the West Coast Salmon Summit in Coos Bay. Networked with ODFW and BLM employees from multiple districts and areas to collaborate on future project work and monitoring.
 - Worked with landowner to finalize plan and cost for riparian fence construction along Days Creek.
 - Went to the field to assess streams in the South Umpqua as part of a technical assistance project.
 - Wrote final reports for summer 2014 project work in Brush and Rock creeks.
- Sandy Lyon, Monitoring Coordinator:
 - Completed and submitted OWEB Monitoring Application
 - Did one pesticide collection run with Joe
 - Attended two staff meetings
 - Working on data submittal for summer temperature loggers
 - Prepared timeline/tasks for Monitoring Program

- Began organization for DEQ final report writing.
- Joe Carnes
 - Did regular weekly monitoring runs and data entry
 - Did two pesticide collection runs and shipped samples
 - Attended two staff meetings
 - Entering Sonde data for submittal to DEQ
- Matt Ruwaldt, Coastal Project Manager:
 - Submitted two OWEB grants
 - Took MRT, City of Reedsport, and Umpqua SWCD staff on a boat tour of Scholfield Creek
 - Began writing a NFWF grant for Scholfield Wetlands
 - Attended a PUR staff meeting
 - Attended the Salmon Summit
 - Attended a symposium on Cascade Heads Scenic Reserve in Lincoln City
 - Submitted the final report for Camp Creek I, began the report for Camp Creek II
 - Took a week off to visit family in Wisconsin

INDEPENDENT CONTRACTOR REPORT: October 16, 2014 – November 13, 2014

- Nancy Geyer, Education and Outreach Consultant
 - Working on Fish Eggs to Fry;
- Ann Kercher, Culvert Inventory Specialist
 - Nothing to report
- Amy Pinson-Dumm, Grant Writer
 - Worked on OWEB applications with PUR staff.
 - Attended staff/contractor meeting at PUR office.
 - Worked with PUR staff on a proposal to the Autzen Foundation.
 - Started working with Matt on a grant to NFWF.

STAFF UPDATES:

- Eric R. – Attended OWEB Board Meeting
- Eric R. – All 5 grants were approved from last April.
- Eric R. – Spoke about focused investments.

UNFINISHED BUSINESS: Strategic Plan

- Eric R. – Passed out his ED work-plan and discussed what it was.

NEW BUSINESS:

- Walt G. – Asked about getting fry released in a particular site.
- Eric R. – Gave PSP update.

PRESENTATION(S): Executive Session:

- This month there was an executive session for the Directors only, which took place after the business meeting.
- Alan B. made a motion for the Executive Session. Walt G. 2nd the motion. Motion passed.
- Executive Session Notes:

The Board met in executive session to discuss grievances that were brought up at the October 21, 2014 Board Meeting. The Board emphasized several critical elements that are necessary for PUR's future success, including the importance of good faith in the organization, positive communication, working collaboratively for the resource and the importance of landowner support. The Board also discussed staff's role in the Myrtle Creek project and concluded that improved procedures and communication tools (as listed below) would help to address policy concerns by providing mechanisms for appropriate Board interaction. The following recommendations were proposed:

- 1) A Policy & Procedure Committee should review current PUR policies and work with the Board and Staff to establish a Board Policy and Procedure Manual. Priority items for initial discussions could include:

- 1) Grievance Policy
- 2) Conflict of Interest Policy
- 3) Consensus Policy
- 4) Code of Ethics
- 5) Code of Conduct
- 6) Fiscal Policy
- 7) Board Roles, Responsibilities and Expectations

- 2) Reestablish the Technical Advisory Committee (TAC)
 - a. Define/identify the roles and responsibilities of the TAC
 - b. Determine the appropriate structure of the TAC
 - c. Determine appropriate TAC membership

COMMITTEE REPORTS:

- Technical Advisory Committee (TAC): Terry Burleson
 - NTR
- Finance Committee: Walt Gayner
 - NTR
- Nominations Committee: Darin McMichael
 - NTR
- Education Committee: Nancy Geyer
 - NTR
- Monitoring Committee: Sandy Lyon
 - NTR
- Strategic Planning Committee: Paul Heberling
 - NTR

ITEMS FOR NEXT MEETING AGENDA:

- PSP update from Monitoring Staff
- Jason Dunham, USGS presentation

UPCOMING MEETING ANNOUNCEMENTS:

- November 25th at 7:00pm Umpqua Fisherman's Assn. Annual Fundraiser at Round Table Pizza.

NEXT MEETING: Tuesday, December 16th, 2014

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

ADJOURN:

- The meeting was adjourned at 10:30 A.M.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries