

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date November 21, 2017

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Darin McMichael called the meeting to order at 9:04 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		
Paul Heberling	X		Guy Kennerly		X
Karen Roberson		X	Vacant		

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, President	X	
Kelly Guido		X	Vacant		

Fishing, Recreation & Conservation	Present	Absent	Alternate	Present	Absent
Dave Grosjaques	X		Mike Brochu	X	
Vacant			Vacant		
Alan Bunce	X		Kasey Hovik		X
Dale Greenley		X	Chuck Schnautz		X

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

County	Present	Absent	Alternate	Present	Absent
Chris Boice		X	Dominic Carollo		X

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

Members at Large	Present	Absent	Alternate	Present	Absent
Abigail McEnroe	X		Vacant		X

OTHERS PRESENT:

Gilaine Wright Eric Riley M. A. Hansen Cory Sipher David Parker
 Eric Himmelreich Sandy Lyon Rusty Lininger

APPROVAL OF MINUTES:

- There was a quorum, Blair N. made a motion to approve the minutes from October of 2017, and Bryan N. seconded the motion. The motion was approved.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Mike B. The Derby is coming soon, January 31 through February 2nd. The banquet will be held on the 2nd of February.
- Mike B. also gave a report on the Oregon Hatchery Research Center's work on developing an "odor" to facilitate attracting hatchery fish back to hatcheries. This might be an interesting topic for a future presentation.

PRESIDENT'S REPORT: Darin McMichael

- Darin attended the Ex-Com meeting, discussed the extended absence plan for the Executive director should he need to be gone for a length of time, discussed the committee plans and priorities, and finally the office relocation.
- Darin also attended the P&P meeting.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$77,983.03
Savings Account	\$56,023.39
Outstanding Bills	\$291.45
Funds Requested	\$16,116.44

STAFF REPORTS: October 13, 2017 – November 17, 2017

- Eric Riley, Executive Director:
 - Held a staff meeting. Primary topic was a discussion with our insurance agent on Health Insurance. We have switched insurance agents and are now with a local company. Each fall we look into our health benefit plan and make changes as appropriate or as required. Additionally, the staff discussed website updates and transferring website responsibilities within the staff, office relocation and building search updates, and OWEB Grants and grant writing updates. OWEB applications were due on 6 November, so this was a good opportunity to get the whole staff synchronized.
 - Prepared for and attended the PUR October Board Meeting.
 - Coordinated and hosted an Umpqua Basin Partnership (Focused Investment Partnership Capacity Building - FIP) meeting. This meeting focused on looking at governance of the group, scope of work for the partnership, group facilitation and an update on OWEB opportunities. The Umpqua Basin Partnership started meeting informally in the spring of 2014 and once formalized, the group focused on establishing our vision and ecological goals and objectives. Now that the group has matured and as the strategic planning progresses, it necessary to ensure that the group establishes the framework to make this effort a long lasting endeavor in the Umpqua Basin. We have now drafted our initial set of Governance Documents. While not complete, these documents will serve as guiding principles on how the group is structured, makes decisions and will implement the final strategic action plan. We talked about group structure and are in the process of developing working groups to facilitate progress between meetings. We have a ways to go on this, but it is encouraging that we are at this point. The group is really starting to gain some momentum. We also discussed where we are at with reference to our GIS mapping and Capital Improvement Plans (CIP - projects that will be part of the final action plan). We have completed our first iteration of running the resiliency model (19 different parameters modeled) to see where our most resilient watersheds map out in the basin. The CIPs range in size from a single instream project to large program projects like CREP and forest collaborative projects. We are still in the early stages of putting these (CIPs) together, but they will serve as the framework for a prioritized action plan. We are still without a facilitator, however Kendra Smith (our initial facilitator) has agreed to contract to finish the mapping and initial action plan. This is good news! We discussed potential facilitator options and we are in the process of making contact with a couple of candidates. Cascade Pacific RC&D is on possible option and I will be talking with their executive director in the coming weeks. OWEB has established a funding opportunity for FIP groups like ours to develop a funding plan to accompany the strategic action plan. The group is looking into this and I spoke with OWEB to get the details. We are eligible and will look to submit an application. Finally, we are at the two year mark on this project (officially) and I have requested and been granted an extension on our OWEB grant which will take us into 2019.

- Participated in a conference call with OWEB and other FIP Capacity Building groups. The call focused on financial planning for FIP groups.
- In an effort to reach out to partners and stakeholders in the Umpqua Basin, this month I initiated meetings with several partners. The intent is to meet one on one with partners to identify ways to better work together, leverage resources and review past and pending work efforts, and in general get caught up. To date I have had three meetings with 1) Greg Huchko, ODFW District Fish Biologist; 2) Joe Blanchard and Bob Nichols, Umpqua National Forest; 3) David Chain, NRCS District Conservationist. The meetings have turned out to be an excellent outreach tool to maintain and grow partnerships. I plan to continue this effort in December and into the New Year.
- Prepared for and attended two Policy and Procedure Committee Meetings. The committee is making good progress. To date, the Articles 2, 4, and 5 have been reviewed and draft recommendations prepared. The committee will continue reviewing articles over the next few months. In December or January the committee will present the recommended changes to the entire Board for review, comment and ultimately approve updates. The committee is nearly half way through the bylaws at this point.
- Made contact with Jordan Jungwirth of AmeriCorps to discuss potential options for hosting an AmeriCorps member to help facilitate Education and Outreach activities of the Council. This has been a topic of discussion in Education Committee meetings recently. There is no longer a local AmeriCorps Vista program, however the program is still in Oregon. I plan to look more into options with AmeriCorps in January. The Education Committee has not met for a couple of months, but the committee will have an opportunity to follow up on this topic in December/January.
- Worked with Terry and other staff to help with OWEB Grant writing efforts. Terry has taken over all of the Restoration Program grant writing responsibilities in her role as the Restoration Coordinator. She was responsible for coordinating and facilitating all grant writing efforts this cycle and she did an excellent job getting everything together and submit on time. We submitted two Technical Assistance applications this cycle. These applications are geared toward developing and designing a tidegate restoration project and a culvert replacement project. We did not submit any restoration applications this cycle for several reasons, specifically because of our workload already funded for 2018. According to your 5 Year Plan and projects that we had to push forward due to last year's fire season, we will have 9-10 projects to implement in 2018.
- Worked with Amy Pinson Dumm, Grant Writer, to develop a Letter of Introduction in order to reach out to several foundations. We have been working to research several foundations (approx. 30) that might be interested in working with PUR. The foundations that we have researched are interested in funding various areas of PUR's program efforts, ranging from education to environmental restoration/stewardship to conservation and acquisition initiatives. I plan to start sending out letters latter this fall and hope to make contact with several foundations starting in January. I am excited to see where this effort goes, as it is an initiative that I feel is important to diversifying our funding portfolio and make us more competitive across the board.
- Worked with staff and Walt Gayner to continue searching for a new office location. This effort is not moving as fast as we would like, but we are starting to get familiar with office/commercial rental options in the Roseburg area. This has become a weekly effort for me and Walt Gayner has committed to continue helping staff look for possible rental opportunities.
- Helped coordinate and attended an Outreach Committee meeting. The committee is focused on establishing a PUR Membership Drive in 2018. The Committee is working to plan a Membership Drive Kick Off event and setting goals for the organization for the remainder of FY17-18.
- In preparation for the November Board Meeting, I reviewed the PUR 2014-19 Strategic Plan and updated the Strategic Plan Management Tool. An update will be given at the November meeting.
- Participated in a webinar training focused on Cultural Resources Protection Compliance. This is something that is important for our staff to understand when doing project work, especially work that requires permits. Better understanding the process enables us to stay compliant with regulator statutes when developing our projects.
- Gilaine Wright, Fiscal Manager:
 - Prepared numerous fund requests for OWEB, BLM.
 - 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.
 - Prepared final reports for OWEB.
 - 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
- Worked on obtaining new BLM funding
- Board meeting prep
- Looked for potential office space
- Meet with insurance agent
- Worked with Kim to learn the website management

- Terry Burleson, Restoration Coordinator
 - Coordinated grant writing with all PUR staff and assigned tasks and duties.
 - Drafted TA Grant applications with staff and Amy.
 - Proofed grant applications before submitting.
 - Coordinated meetings with Tidegate group for input on Glover Tidegate TA.
 - Set up coordinating meetings with ODFW and BLM districts.
 - Preparing for the West Fork Cow Creek partners meeting.
 - Set up field tour dates with partners to look at past and future project areas.
 - Met with the Mehl Creek Landowners to do a final walk through of this summer's work.
 - Partner meeting with Steve Clark from BLM.

- Kimberly Stone, Watershed Technician
 - Worked on organizing, writing, compiling, and submitting two Technical Assistance Grants to OWEB.
 - Project inspection of Mehl Creek with Landowners.
 - Read E.coli samples for Joe.
 - Went to Brush Creek to get monitoring photos completed.
 - Went to Elk Valley with Jonas Parker to monitor sites put in summer of 2016.
 - Partner meeting with Steve Clark from BLM.

- Sandy Lyon, Monitoring Coordinator:
 - Did Rice Creek monitoring run
 - Rice Creek Cross sections
 - o Cleared brush at cross section locations
 - o Established rebar on both sides of creek at 18 cross section
 - o Collected cross section data at 18 cross sections
 - o Collected pebble count data along the 18 cross section locations
 - Collected post restoration Rice Creek photo point pictures
 - Attended Staff meeting
 - Attended Monitoring Committee meeting
 - Proofed grant applications for Terry
 - Started to clean up basement w/Joe
 - Attended DEQ Webinar meeting about their new WQ data repository database

- Joe Carnes, Asst. Coordinator/ IT
 - Conducted regular water quality (WQ) monitoring runs;
 - o Lower South Umpqua 5th Field Run
 - o South Umpqua 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 WQ Effectiveness Monitoring.
 - Rice Creek Cross sections
 - o Cleared brush at cross section locations
 - o Established rebar on both sides of creek at 18 cross section
 - o Collected cross section data at 18 cross sections
 - o Collected pebble count data along the 18 cross section locations
 - Worked to compile all Rice Creek data collected over the last several months
 - Collected post restoration Rice Creek photo point pictures
 - Stated processing data for upcoming OWEB Report 215-2046
 - Attended Staff meeting
 - Attended Monitoring Committee meeting

- Worked on Grant application maps for restoration TA's
- Proofed grant applications with Kim and Terry
- Started to clean up basement w/Sandy
- Attended DEQ Webinar meeting about their new WQ data repository database
- Watched Webinar from the River Network about the WQ portal data repository database

INDEPENDENT CONTRACTORS REPORT: October 13, 2017 – November 17, 2017

- Amy Pinson-Dumm, Grant Writer
 - Worked on grant applications for November OWEB offering
 - Worked with Eric on a strategy for reaching out to new funding partners
 - Drafted monitoring report for Brush Creek 2014 restoration project

STAFF UPDATES:

- Eric R.
 - Working on a letter of introduction to foundations, Amy Pinson-Dumm helping to researcher what foundations are out there that might be willing to fund us, looking to diversify our funding.
- Sandy L.
 - Joe and Sandy finished the pebble counts and cross sections in Rice Creek before the water rose.
 - Huge Thank You to Rusty, who has been very helpful in completing the work in Rice Creek!

UNFINISHED BUSINESS: Insurance update & truck purchase:

- There is no specific insurance available to cover us with regard to blue/green algae and talking with the public. Our general liability is what we have to cover us if someone found fault with something we said or did.
- The monitoring committee will work with the staff to develop a script for the staff to use if/when someone calls regarding blue/green algae.
- We are looking to replace our current 2 trucks with 1 newer truck, the current trucks are no longer reliable for staff to be using.
- Blair N. made a motion for the Executive Director to purchase a new vehicle up to \$10,000 without prior board approval, while keeping the Ex-Com. in the loop. Walt G. 2nd the motion. **The Motion passed.**

NEW BUSINESS: December Meeting, Membership Drive, OWEB, & Nominations Charter:

- Eric would like to move the December meeting from the 19th to the 12th due to the Holiday season, there is concern about meeting quorum due to everyone's availability during December.
- Blair N. made a motion to move the December Board meeting to the 12th. Paul H. 2nd the motion. **The motion passed.**
- The outreach committee is looking at putting together a membership drive. They would like to see each director and alternate bring in 2 new members. They are looking into a kickoff event, "Pints with PUR". Bumper stickers, maybe a video... The board was in general support of the idea and encouraged the committee to continue developing the concept.
- OWEB grant submissions, we submitted 2 TA grant applications, and we did not submit any restoration grant applications. Looking at what we already have funded and what is on the books for the next couple of instream seasons it didn't make sense for us to be applying for restoration this cycle.
- Blair N. made a motion to approve the Nominations Committee Charter with the words Director/ Alternate added. Dave G. 2nd the motion. **The motion passed.**

COMMITTEE REPORTS:

- Executive Committee: Darin McMichael
 - Darin, the committee is not meeting in November. Next meeting will be in December on the 18th.
- Technical Advisory Committee (TAC): Paul Heberling
 - Paul is working on a charter, will send to the board electronically, there will be a meeting in January.
- Education Committee: Ken Carloni
 - NTR, Ken is teaching a class this term during the PUR board meetings, he hopes to return soon.
- Outreach Committee: Devon Johnson
 - Meetings are held the 2nd Thursday at 4:30 at the PUR office, please consider attending.
 - We are looking into doing a membership drive, "Pint Night"
 - River cleanup in the spring of 2018 is something for PUR to look into.

- Nominations Committee: Darin McMichael
 - The charter was approved today.
 - There will be a meeting today, directly after board meeting.
- Finance Committee: Blair Nash
 - We still need a new building and a new truck.
- Monitoring Committee: Bryan Nelson
 - Bryan, meeting in March.
- Policy and Procedure: Chris Strunk
 - Committee meet last week
 - Reviewed articles 2, 4, & 5.
 - Still need to review articles 6, 7, & 8.
 - Next meeting will be Wednesday the 13th of December from 4-6 at the tribal offices.

Presentation: Eric Riley; Strategic Plan update.

- Eric gave the board an update on where we are at with accomplishments in our 2014-2019 Strategic Plan. There was a slide show and hand out.

Announcements:

- There will be a Nomination Committee meeting immediately following the Board Meeting today.

NEXT MEETING:

- Tuesday, December 12th at ODFW Conference room at 9:00am

ADJOURN:

- The meeting was adjourned at 11:51am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries