

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** December 12, 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 22 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	X		Vacant		
Paul Heberling	X		Guy Kennerly		X
Karen Roberson		X	Vacant		

<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		Devon Johnson	X	
Chris Strunk	X		Darin McMichael, President	X	
Kelly Guido	X		Vacant		

<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	
Vacant			Vacant		
Alan Bunce	X		Kasey Hovik		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	Walt Barton		X
Blair Nash	X		Vacant		
Ken Carloni	X		Thomas McGregor		X

<b>County</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Chris Boice		X	Dominic Carollo	X	

<b>Tribes</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Jason Robison	X		Heather Bartlett	X	

<b>Members at Large</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Abigail McEnroe	X		Vacant		X

### OTHERS PRESENT:

Gilaine Wright      Eric Riley                      M. A. Hansen                      Cory Sipher  
Eric Himmelreich

**APPROVAL OF MINUTES:**

- There was a quorum, Jason R. made a motion to approve the minutes from November of 2017, and Aaron A. seconded the motion. The motion was approved.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- NTR

**PRESIDENT'S REPORT:** Darin McMichael

- There were no meetings at PUR this past month that Darin attended.

**TREASURER'S REPORT:** Blair Nash

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

Checking Account	\$73,335.62
Savings Account	\$58,023.39
Outstanding Bills	\$7,857.00
Funds Requested	\$56,268.89

**STAFF REPORTS: November 17, 2017- December 8, 2017**

- Eric Riley, Executive Director:
  - Held monthly staff meeting. Primary focus of the meeting was to discuss scheduling of work post-OWEB grant applications through the holidays. Specifically we discussed conducting partner coordination meetings, grant extensions, reports (OWEB and BLM) and April OWEB applications. We are also in the process of transitioning to new website software. This will be an ongoing project throughout the winter.
  - Prepared for and attended the PUR November Board Meeting.
  - Went with Kim to meet with the Mehl Creek Project land managers to discuss the outcome of the project, inspect structure placements and discuss next steps. We also planted some native grass seed in a couple of areas where large trees were pulled over and left a large open earth scar.
  - Enjoyed the Thanksgiving Holiday with family and friends.
  - Participated in an all partners meeting for the West Fork Cow Creek project in Canyonville. The focus of the meeting was to take stock of where the project stands, provide working group updates and make plans for the winter and spring months in preparation for 2018 work season.
  - Attended the Umpqua Basin Coho Ho Xmas Tree Restoration Project meeting at the Roseburg District BLM. This project works with local fish biologists, Phoenix School (and other local students), Douglas County, local contractors and past project landowners to collect spent Xmas trees, deliver them to past project sites and then work with students to place them into stream habitat structures to augment their function. This project is growing momentum in the county and is a great way to get kids out into the streams.
  - Worked with Amy Pinson Dumm to complete and send several Letters of Introduction to local, state and regional foundations. The intent is to introduce PUR to potential partners outside of our usual list of associates. The hope is that we can establish new relationships and partnerships in an effort to diversify organizational relationships.
  - Attended the Douglas County Local Working Group meeting hosted by David Chain and the Natural Resource Conservation Service. This was a good opportunity to learn/share with local partners and stakeholders. The focus was on all things Umpqua, but we did discuss other happening outside of the basin, South Coast and Willamette in particular. This meeting is held annually and offers a good tie into the agricultural community and other large collaborative efforts.
  - Participated in several partner and contractor coordination meetings to discuss upcoming workloads, in-water work period challenges, budgets, 5-year planning, 2018 projects, etc. This time of year is always a good time to meet with partners and regroup before going into the Holidays.
- 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
    - Prepared contract documents for log staging work in West Fork Canyon Creek.
    - Worked with BLM and Blue Ridge Timber to complete work to pull and stage hazard trees for instream fish habitat enhancement work scheduled to happen in summer 2018.
    - Worked with PUR staff to continue updating Five Year Plan documents.
    - Met with ODFW biologist to work on summer 2018 project planning and work schedules.
    - Helped coordinate meeting for biologists to meet about in water work periods in the Umpqua.
    - Worked on West Fork Cow Creek strategic planning by scheduling project design work with ODFW biologists.
    - Worked with Umpqua SWCD to get next tidegate meeting set up.
  - Kimberly Stone, Watershed Technician
    - Went out to Mehl Creek to talk with landowners and spread out BLM seed in areas that were disturbed by the tree puller.
    - Attended Staff Meeting
    - Partner Meeting with Steve Clark from BLM.
    - Worked on West Fork Canyon Creek Tree pulling contractor bid documents with Steve, Eric and Terry.
    - Attended a West Fork Cow Creek Partner meeting with Eric and Terry.
    - Helped coordinate and supervise hazard tree pulling out in West Fork Canyon Creek with Terry and Steve.
    - Worked on filling our E.coli paperwork for Joe and Sandy.
    - Attended a Coho Ho Ho Christmas Tree Meeting with Terry and Eric.
    - Worked on the new website.
    - Partner Meeting with Eric Himmelreich.
  - Sandy Lyon, Monitoring Coordinator:
    - Did Rice Creek monitoring run
    - Attended PUR Board Meeting
    - Attended Staff Meeting
    - Joe and I performed a cleanup of our office and lab
    - Started on next final report to OWEB for 3 years of the Lower South Umpqua Watershed and the first reporting of our South Umpqua multi 5<sup>th</sup> field Reference run
    - Took several weeks of medical leave
  - 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.
    - Attended Staff Meeting
    - Sandy and I performed a cleanup of our office and lab
    - Started on compiling all final report data for next OWEB report due for 3 years of the Lower South Umpqua Watershed and the first reporting of our South Umpqua multi 5<sup>th</sup> field Reference run (3 years of data)
    - Reviewed OWEB comments on our most recently funded OWEB grant (starting to use funds)
    - Conducted a split sample with DEQ ambient monitoring crew, went well all parameters met criteria within duplicate ranges.

- Sandy and I discusses two potential grant opportunities, a forest service grant opportunity, and DEQ 319 funds.

### **INDEPENDENT CONTRACTORS REPORT: November 17, 2017- December 8, 2017**

- Amy Pinson-Dumm, Grant Writer
  - Worked with Eric on a strategy for reaching out to new funding partners
  - Updated and compiled contact information for potential new funders and drafted letters of introduction

### **STAFF UPDATES:**

- Eric R.
  - Will give a report during the presentation time slot.
  - Monitoring going well.
  - Terry and Kim are working hard to get everything ready for next summer.
- Gilaine W.
  - I have handed out the audit from 2016, was a very smooth and successful audit this year.

### **UNFINISHED BUSINESS: Insurance update & truck purchase:**

- NTR

### **NEW BUSINESS: Partner survey:**

- Abby M. would like to see PUR have partners and landowners participate in an end of the season survey. Getting the input from everyone on how we are doing, what is going well and what needs to be improved upon is valuable information we currently aren't getting. Survey monkey is a completely anonymous way to receive the information.
- Jason R. this is a really great idea, we will want to make sure we have really well thought out questions.

### **COMMITTEE REPORTS:**

- Executive Committee: Darin McMichael
  - Darin, the committee is not meeting in November. Next meeting will be in December on the 18<sup>th</sup>.
- 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 will schedule a meeting soon.
- Outreach Committee: Devon Johnson
  - Meetings are held the 2<sup>nd</sup> Thursday at 4:30 at the PUR office, please consider attending.
  - There will be a meeting tonight, focus will be on the membership drive.
- Nominations Committee: Darin McMichael
  - There will be a meeting today, directly after board meeting. Focus will be on calendar and definitions of interest groups.
  - There was a meeting last month after the board meeting.
  - Alan B. would like to nominate Rusty Lininger for the vacancy in Fishing, Recreation, and Conservation. We do have his Bio.
- Finance Committee: Blair Nash
  - We still need a new building.
- Monitoring Committee: Bryan Nelson
  - Bryan, meeting in March.
- Policy and Procedure: Chris Strunk
  - Committee meet last month.
  - Next meeting will be Wednesday the 13<sup>th</sup> of December from 4-6 at the tribal offices. Continuing to work thought the Bylaws.

### **Presentation: Eric Riley; Season in Review.**

- Eric gave the board an update on this season's In-stream and monitoring work.

**Announcements:**

- There will be an executive session immediately following today's regular board meeting agenda items.

**NEXT MEETING:**

- Tuesday, January 16<sup>th</sup> at ODFW Conference room at 9:00am

**ADJOURN:**

- The meeting was adjourned at 11:15am

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries