

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date Dec 20, 2016

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:10 a.m.

INTRODUCTION AND ROLL CALL:

There were 19 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		
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		Vacant		
Dale Greenley		X	Chuck Schnautz		X

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Rhonda Black		X	Vacant		
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
Eric Himmelreich Blair Nash

APPROVAL OF MINUTES:

- The minutes and staff reports from the November 2016 meeting was approved, Ken C. made a motion to approve the minutes, Jason R. 2nd the motion. **The motion passed.**

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- We have a lot going on, trying to figure out how best to help the organization.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$30,570.05
Savings Account	\$29,005.59
Outstanding Bills	\$23,787.25
Funds Requested	\$95,542.99

STAFF REPORTS: November 12, 2016 – December 16, 2016

- Eric Riley, Executive Director:
 - Met with Jacob Holden of the Roseburg BLM to discuss Education and Outreach opportunities. We discussed the STEM program and how other natural resource based programs could be incorporated into PUR's program in partnership with the BLM. We also talked briefly about the Salmon Watch program that has been successful in other parts of Oregon. This may be something to look into in the future as our Education Committee continues to develop and add to the Education Program.
 - Wrote a letter to support Jason Robison's appointment to the Oregon Watershed Enhancement Board. The Cow Creek Tribe has nominated Jason to serve as the tribal representative on the Board. It will be nice to have Jason and some local representation on the OWEB Board.
 - Worked with Gilaine to finalize putting our organizational insurance (liability, workers comp., auto insurance, equipment insurance, etc.) all under the same agent. We have changed the agent that we are working with because of her familiarity with watershed councils and the work we do. She has worked with different insurance providers to get the appropriate coverage that council need to do the work that we do.
 - Attended the Executive Committee meeting. Walt and I were the only participants at the meeting. The discussion revolved around the board moving forward, Richard Chasm's resignation, policy and procedure committee, and the upcoming bylaw review by Sustainable Northwest.
 - Met with Jason Robison to have a discussion about the PUR/Tribe partnership and the West Fork Cow Creek collaborative effort. We discussed roles and responsibilities of the key partners for the WFCC project and how to keep everyone engaged and balanced, as everyone is over committed and busy.
 - Met with Terry and Steve Clark (Roseburg BLM) to discuss funding and project planning for the West Fork Canyon Creek project. This project is scheduled to be implemented in 2017. This is the project that involves the City of Canyonville as a new partner, with a new funding source. There are always challenges with a new funder and this particular sources is a new opportunity and PUR is one of the first grantees. It has been a good opportunity to form new partnerships.
 - Worked with Terry to identify, categorize and begin prioritizing all of the tasks associated with the projects that she manages. The list of tasks is extensive and with the development of this prioritized list, she can ensure that all of her deliverables for the projects are met and that the projects stay on track. This was an excellent exercise and I think that the tool that she has developed will be a good tool for others on staff to utilize this coming year.
 - Worked with Gilaine to update our internal budget tracker which has all of our grants and current levels of funds available. This was an iterative process because I asked her to add grants that we have been awarded but yet to have in a formal agreement. This allowed me to forecast funding levels out a bit for the entire staff. December-April is always our leanest time of year and I want to see how we stand on grant funding going into the winter.
 - Worked with Matt and OWEB to close out the Scholfield Creek Coastal Wetland Grant. This was a large project that included the purchase (by McKenzie River Trust) of 240 acres of tidally influenced wetlands from three landowners. PUR was then going to be responsible for the restoration and enhancement throughout the project area. Initially all three landowners were very interested and enthusiastic about the project and the benefits it could have to the Reedsport community, ultimately the City of Reedsport decided not to participated in the project due to some concerns from adjacent landowners. Concerns were largely based around the fact that community members did not feel that the tidal wetlands needed to be restored and preserved, especially by a land trust from outside the community. We are disappointed that

the project did not go through, even though we participated in many community meetings and we attended several city council meetings. We learned a lot in this process and have grown a strong partnership with the City of Reedsport and McKenzie River Trust.

- Worked on the PUR 5 Year Plan to get it updated for planning purposes for this winter. I have coordinated with some local partners to get their input and will add that information as it becomes available. This is an ongoing effort.
 - Participated in a meeting with Terry and Jeff McEnroe (Roseburg BLM) to discuss upcoming projects and closing grant agreements. Terry and I then worked together to gather information on three BLM contracts in order to close them out and provide feedback to the BLM.
 - Received and reviewed the Bylaw Review from Mike Gerel at Sustainable NW. Mike and I had a phone conversation to go over his recommendations and discuss some of the points in detail. Mike is prepared to come down for the PUR meeting in January to discuss his recommendations with the entire Board, answer any questions and provide additional feedback.
 - Met briefly with Tracy Pope (Riparian Specialist contractor) to discuss ongoing projects and get a general update. She is working with both Matt and Terry to develop and/or complete several projects. Projects range from invasive species removal only to full riparian restoration projects that include fencing, invasive species removal and planting of native vegetation.
 - Developed and distributed a DRAFT staff workplan to the entire staff and had a short staff meeting to discuss its use. The Staff and I have been discussing the concept for a while and this tool will be implemented starting in January. This tool is a weekly workplan that the Staff will submit each week to the E.D. It will be a tool to communicate weekly goals and objectives to me and afford me an opportunity to better follow up on specific items as is necessary. The intent of this tool is to ensure staff efforts are synchronized.
 - Met with Terry, several partners from the West Fork Cow Creek project, Dave Ward (HDR, Inc) and Jason Dunham and Krista Jones (USGS/Corvallis Researchers) to discuss the fish and habitat data that were collected this past summer. The data is going into a final report/action plan that will provide a prioritized list of potential restoration projects. Details of the data table and scoring model were discussed and next steps were identified. Additionally, the group talked about future research opportunities and identified some potential gaps in the data that was collected this last year.
 - Worked on an updated position description for Gilaine. I am working to broaden her position to include office manager and HR manager responsibilities. She is already doing much of this and I am trying to formalize it within her position description. This has been a work in progress. I am planning to get several other position descriptions updated by the first of the year. This is an effort to clearly define or redefine expectations and clarify duties and responsibilities as is needed.
 - Worked with Gilaine and Tracy Pope to initiate an interim project report for the Pollock Creek project. This is the first project that our Riparian Specialist assumed after contracting with her last spring. This has been a long standing project that was initiated by Douglas Soil and Water Conservation District several years ago. PUR received funding last year to complete the final phase of the project. Tracy has been working with Walt Barton from DSWCD to get the project completed. While some work is planned for this year, the bulk of this project phase will be completed next year.
 - Worked with Kelly Coates and Jason Robison from the Cow Creek Tribe to get two agreements in place. One agreement is a sole sourcing contract agreement between PUR and the Tribe for the West Fork Cow Creek Project. This is a large contract that will facilitate PUR to contract and manage the work on the project and then invoice the Tribe in order to pay for the work out of grant funding that the Tribe has in place. The other agreement is a general service agreement between the two entities for the Tribe to provide technical services to PUR. Specifically PUR is looking to get occasional GIS assistance and this particular agreement will enable a fee for service arrangement on an as needed basis.
 - Worked with Matt to complete and review three final project reports. This is the time of year that PUR works on closing out projects and submitting final reports. Completion reports are important because when they are finalized and approved we can then do final fund requests and close out grants.
- 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 with new insurance provider to get PUR insurance switched over.
- Terry Burleson, Project Planner:
 - Held coordination meetings with stakeholders for 2016 project wrap up and 2017 planning
 - Made a generalized plan for all 2017 projects. Working with Eric and partners to fill in details
 - Looked at potential hazard tree logging in Stouts Creek area
 - Coordinated with BLM and RRCo staff on materials acquisition for West Fork Canyon Creek and future fish passage work in the South Umpqua area
 - Closed out budgets and final bills for my projects
 - Worked with landowners in Days Creek on two fencing projects
 - Met several times with PUR riparian specialist to make plans for various ongoing restoration projects
 - Worked with BLM and CCBUTI staff to make progress on the West Fork Cow Creek action plan
 - Held final coordination meeting for the above action plan. Coupled this meeting with USGS research staff to discuss concurrent research in the West Fork Cow Creek area and other areas in the Umpqua
 - Asked for several grant extensions from OWEB for technical assistance and restoration projects
 - Took PUR engineer out to do a site survey for culvert replacement in West Fork Cow Creek
 - Reviewed research paper that coupled culvert replacement prioritization work with economic factors
 - Sandy Lyon, Monitoring Coordinator:
 - Attended two Safety Committee Meetings
 - Attended WaterWatch evening meeting at Library
 - Attended staff meeting
 - Attended Council Meeting
 - Attended HydroBreakfast on snow pack conditions and predictions
 - Took volunteer monitoring crew to lunch
 - Continued working on OWEB Report
 - Conference call with OWEB (Ken Fetcho and Audrey Hatch) and Joe to discuss data sharing and use
 - Attended WFCC planning and coordination meeting, as well as partners, Jason Dunham and Krista Jones (USGS/Corvallis Researchers) were present for brainstorming
 - Did water quality run in Rice Creek
 - Returned to Rice Creek two days later and took photos at our established photo points of a good high flow event
 - 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
 - Attended two Staff meeting/Budget Exercise
 - Attended Safety Committee meeting
 - Attended Council meeting
 - Attended Water Watch talk meeting at library
 - Meeting with Terry to coordinate monitoring and restoration
 - Conference call with OWEB (Ken Fetcho and Audrey Hatch) and Sandy to discuss data sharing and use
 - Meeting with Sandy and Terry
 - Attended WFCC planning and coordination meeting
 - Took "winter" photo point pictures of Rice Creek with Sandy
 - Took volunteer monitoring crew to lunch

- Matt Ruwaldt, Coastal Project Manager:
 - Took vegetation samples of the reference wetland at Steamboat Island with Jonathan Wright from the City of Reedsport for the mitigation final report.
 - Attended a presentation by Laura Brophy and Fran Reicht on sea level rise and its effect on Oregon' estuaries, with emphasis on the Umpqua.
 - Took Daniel Dietz from MRT to Leed's Island to familiarize him with the site.
 - Visited Lutsinger Creek and Camp Creek during high water periods to look at structures and access roads.
 - Called in to two PUR staff meetings.
 - Wrote numerous final and interim reports for OWEB, BLM, and FWS.

INDEPENDENT CONTRACTORS REPORT: November 12, 2016 – December 16, 2016

- Amy Pinson-Dumm, Grant Writer
 - Began coordination for Fish Eggs to Fry Program for 2017.
 - Reviewed a couple of grants to see if they were feasible for PUR to apply to in the future.
- Kimberly Frerichs,
 - Worked on the UBFAT data with Ann Kercher

STAFF UPDATES:

- Eric R.
 - Does anyone have any questions about the staff reports?

UNFINISHED BUSINESS: OWEB November Grant Submissions Synopsis:

- Eric R. went over the hand out for the OWEB Project synopsis.

NEW BUSINESS: President Elect:

- M.A. can we nominate someone who isn't a current director?
- Darin M. the bylaws don't indicate any nomination process.
- Walt G. the February meeting will be when the board needs to vote on the president elect.
- M.A. would like to nominate David Parker
- Darin M. would like to put his name in to be considered for president elect as well.
- David P. is willing to be on the ballot
- Walt G. February 1st is the deadline to receive bios and declarations of interest in president elect.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee is trying to figure out how to best help the organization to stay functioning.
- Technical Advisory Committee (TAC): Paul Heberling/ David Parker
 - NTR, work with Eric R to get a doodle poll out to schedule a meeting.
- Education Committee: Ken Carloni
 - Ken, if you have any ideas or suggestions please come to the meeting. The meeting will be the last week of the month instead of the first. A new doodle poll will go out to find the best day and time and level of interest.
- Outreach Committee: Acting Chair Alan Bunce
 - Alan, wants to do a doodle poll to see who is interested and best day and time. Still need to work on the charter. The next meeting will focus on the charter, other events, river cleanup, and fish derby.
- Nominations Committee: Darin McMichael
 - The charter is on hold until the board has its discussion with Mike Gerel of Sustainable NW.
 - Ken C. feels that priority 1 is how do we nominate? How to pick/ vote on directors.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Will work on scheduling a meeting

- Monitoring Committee: Bryan Nelson
 - NTR, will schedule a meeting for February
- Policy and Procedure:
 - NTR, Jason R. has agreed to be the chair for this committee

Presentation: Review of the Bylaw Recommendations from Sustainable Northwest

- No formal presentation will take place this month. This time will be utilized to review and discuss the review and recommendation from Mike Gerel at Sustainable NW. Mike **will not** be down for this meeting, as he plans to be at the January meeting. This will be an opportunity for Directors to review and discuss the recommendations.
 - Eric R. would like to know what the board feels the priorities for Mike G. are:
 - Ken C. top priority should be decision making process, and board member selection
 - Walt G. Voting process, % of directors to form quorum, consensus minus 1, majority?
 - Ken C. nomination process
 - Alan B. conflicts of interest
 - David P. treating others with respect
 - Ken C. Committee charters in bi-laws
 - Walt G. Director code of conduct
 - Chris S. every director needs to accept the past and move forward
 - Paul H. how do directors feel about less directors?
 - Aaron A. not in favor of less directors, there are all different stakeholders currently, we need to keep that.
 - Walt G. Mechanism for releasing directors for lack of attendance
 - Walt G. consensus and quorum
 - Darin M. more rules don't always make things easier
 - Walt G. please send any additional comments to Eric R.
- Eric R. how do the directors want Mike G. to interact with them?
 - Set up a framework
 - Facilitate
 - Set up the process to help make decisions.
 - January discussion will focus on Article 3, specifically:
 1. Director Nominations/Appointment Process
 2. Decision Making Process
 3. Quorum Requirements

Announcements:

- NTR

NEXT MEETING: Tuesday, January 17th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 12:20 am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries