

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** February 16, 2016

**Place** ODFW Conference Room

**CALL TO ORDER:**

The PUR Board President, Walt Gayner called the meeting to order at 9:08 a.m.

**INTRODUCTION AND ROLL CALL:**

There were 23 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 (President)	X		Vacant		
Cindy Haws		X	Stanley Petrowski	X	
Karen Roberson	X		Paul Heberling		X

<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		Vacant		
Chris Strunk	X		Darin McMichael	X	
Kelly Guido	X		Joy Smith		X

<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
Ann Chamberlain	X		David Parker	X	
Alan Bunce	X		Richard Chasm	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	Vacant		X
Sean Negherbon	X		Blair Nash		X
Ken Carloni	X		Thomas McGregor		X

<b>County</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Susan Morgan		X	Dominic Carollo	X	

<b>Tribes</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
John Schaefer		X	Heather Bartlett	X	

<b>Members at Large</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
M.A. Hansen	X		Diane Phillips		X

**OTHERS PRESENT:**

Eric Geyer

Eric Riley

John Colby

Dave Swartzlander

**APPROVAL OF MINUTES:**

- The minutes and staff reports from the January 2016, meeting was approved; Aaron Aasen made the motion, Kelly Guido seconded. Motion Passed.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- Richard Chasm: Tenmile Community Mtg, there was real progress and good discussion with Susan Morgan and Gary Groth. Worked with community to develop positive resolution and way ahead, especially with regards to paper mulch vs spray.
- David Parker: Jefferson Fish Society Mtg attendance, discussed fishery history and hatchery stock.

**PRESIDENT'S REPORT:** Walt Gayner

- Walt talked about the Derby dinner and what a good event it was.
- Working group mtg theme
  - Productive outcome to the goal
  - Future workshops to come
  - New director trainings

**TREASURER'S REPORT:** Eric Geyer

- Eric Geyer gave the Treasurer's Report;
- Treasurers Report:
 

Checking Account	\$33,538.30
Savings Account	\$9,000.26
Outstanding Bills	\$5,787.24
Funds Requested	\$46,921.03

**STAFF REPORT: Jan 16, 2016 – Feb 11, 2016**

- Eric Riley, Executive Director:
  - Held regularly scheduled Staff Meeting
  - Attended PUR Board Meeting
  - Signed checks and reviewed monthly bank statements/reconciliation reports
  - Reviewed and signed timesheets for Staff as part of monthly payroll
  - Conducted Staff evaluations for 2015
  - As a member on the steering committee of the West Coast Salmon, Tim Vredenburg and I met with Frank and Jeanie Moore to discuss the possibility of establishing an annual award in their name to be presented at the West Coast Salmon Summit. Had a great discussion with the both of them and they are very excited and honored to be recognized. The award will be a bronze casted sculpture of the two of them and be in recognition of their amazing achievements in conservation and restoration efforts. I am working with Kelly Coates to establish award criteria for future recipients. I was unable to attend this month's steering committee meeting so I prepared a written report to the group.
  - Worked with Nancy Geyer and Alan Bunce to prepare for an Education & Outreach meeting. I worked with Alan to prepare the agenda and with Nancy to discuss curriculum display for current Education & Outreach Programs. I also prepared for and facilitated the meeting.
  - I worked with Staff to review and refine four grant applications to the Coastal RAC (one monitoring and three restoration applications). I also prepared and submitted a grant to the RAC to increase organizational capacity in the lower Umpqua Basin. This application specifically seeks funding for the E.D., Project Manager and a Riparian Restoration Specialist to work with willing landowners to develop and design projects. All five of these proposals are consistent with the guidance set forth in the PUR 2014-19 Strategic Plan.
  - Attended the first day of OWEB's quarterly Board Meeting. I traveled to the meeting with Lee Russell for the Elk Creek Watershed Council. The main purpose of attending the meeting was to be present when the Board approved the first Focused Investment (FIP) Implementation and Capacity-Building proposals. The Umpqua Basin Partnership (UBP) was awarded \$149,748.00 in Capacity-Building funds. These funds will be administered by PUR and be used to develop a Strategic Action Plan for the entire basin. This large endeavor will bring together natural resource professionals from the entire basin to achieve a prioritized restoration plan that is holistic in nature, looking at watershed scale restoration opportunities. I was interested in learning the process and procedures of the FIP for future applications. Because this is a new program, it was evident that the OWEB Board is still getting comfortable with this initiative. I was also able to network with OWEB Staff and other Councils, which is always productive. I am in the process of coordinating a meeting with UBP members to discuss next steps.

- Met with Jason Robison, Cow Creek Tribal Natural Resource Director, to discuss the tribal board position. PUR has been working much closer with the Tribe in the last two years and our discussion included how to better partner in current and future projects. Jason is going to attend the March Board meeting to introduce himself and give the Board an update on current Cow Creek Band of Umpqua Tribe of Indian natural resource initiatives. I look forward to growing our partnership and see positive momentum in this, especially within the West Fork Cow Creek Project.
- Prepared for and attended two Executive Committee Meetings. The purpose of the meeting were to complete my annual evaluation.
- Hosted a staff meeting at my home to break the monotony of in office staff meetings. My wife, Laurie, made a wonderful batch of chili and cornbread. The meeting was an excellent break from the normal staff get together.
- Worked with Nancy Geyer and Audrey Barnes to assist with the set up for the 2016 Umpqua Fishery Enhancement Derby. For the last few years PUR has taken a more active role in helping at the Derby. We prepared a Mason Bee house from a nice wood round provided by Ann Chamberlin. Joe and I set up the computers for the check-in table. PUR donates the use of our laptops for the event and this year we provided four of the five computers needed for the event. Sandy, Terry, Gilaine, my wife Laurie, Joe and I also volunteered at the event, checking in guests for the evening. Sandy and I were responsible for recovering all of the PUR equipment that was used for the event.
- Worked with Gilaine to update one of our Government accounts (Grants.gov) to ensure that fiscal operations continue uninterrupted. This process is done periodically to make sure grant agreements and fiscal points of contact are up to date.
- Accompanied Terry at a meeting at ODOT to discuss contract specifications for a hazard tree removal project on Hwy 138 just west of Sutherlin in Gallagher Canyon. This is a joint project between ODOT, Roseburg BLM and PUR. The BLM logs from this project will be eventually used on the Big Tom Folley Creek Restoration Project. The logs will be donated to the project. The only cost to the project partners will be the cutting and hauling costs. Log deals don't get much better than this! I completed this contract and sent off to the contractor (Valley View Logging & Cutting, Inc.) for review and signature.
- Worked with Terry and Mike Crawford (Medford BLM) to delegate Contracting Officer Representative authority to Mike on the log staging project for 2016/17 West Fork Cow Creek restoration efforts. We have contracted Blue Ridge Timber Cutting, Inc. out of Coos Bay, OR. This portion of the project involves the gathering of hazard trees in the BLM portion of the Douglas Complex Fire. This is a big endeavor, but is another cost effective method of acquiring materials for future restoration efforts. The cost for the logs is only in the collection and hauling, as logs themselves will be donated by the BLM.
- Met with Lee Russell and Jen Bailey from the Elk Creek Watershed Council to discuss mutual interests, current projects, and future opportunities. Specifically, we discussed a BLM project in upper Elk Creek, in which PUR is administering the BLM Funds and Elk Creek WC is working with private landowners to add to the project. This is a unique opportunity to work together with Elk Creek WC and I feel a good step toward working more collaborative with other councils in the basin.
- Continued working to identify available funding to hire a contract Riparian Restoration Specialist. PUR has funding in several projects for this effort, but lacks the staff capacity to accomplish these components of the projects. I have prepared a draft position description and have been working with Gilaine and staff to go over funding levels and grant deliverables that need accomplished. I hope to have a draft contract together by the end of the month.
- Along with Matt, participated in a conference call with Juniper Davis from OWEB to discuss the current status of the Scholfield Wetland Project. The acquisition portion of the project is still being worked out with McKenzie River Trust, Douglas County, Roseburg Resources Co., and the City of Reedsport. The city has been the one landowner who has yet to come to a final decision. Matt has been attending city council meetings and other public meetings to answer questions. The restoration/enhancement portion of this project will not begin until the acquisition portion of the project is hammered out.
- Went to the field with Terry, Mark Villers (Blue Ridge Timber Cutting), Steve Clark (Rsbg BLM) and Mike Crawford. We looked at future BLM Project in the Olalla/Thompson Creek area. We discussed materials acquisition, log staging, project design/implementation and NEPA considerations. From here we went to the Douglas Fire Complex to observe and inspect the log acquisition project in progress. Blue Ridge Timber Cutting is working efficiently and safely. This is an impressive, first time collaborative effort with the Medford BLM. I am hopeful that this work will not only solidify the Medford BLM partnership, but open door for continued collaboration well into the future.
- Emailed and talked with Cody Smith to discuss possible collaboration on county culverts that fall within the UBFAT priority list. The two of us plan to get together in the next couple of weeks to review possible partnership opportunities.

- Meet with Amy Pinson Dumm to update her contact. Amy is our grant writer and has been doing an excellent job for PUR for several years now. This year's contract included a new task. Amy will be working with Staff to prepare final and monitoring reports for completed projects.
- Met with Matt and Terry to establish their annual workplan. 2016 Is the first year that I am having staff prepare individual workplans. This effort is designed to improve efficiency, manage expectations, and be more productive in our efforts. As the requirements for each project seem to keep increasing, time is the one thing that we cannot write into a grant!
- Attended the Umpqua Basin Beaver Working Group meeting at the Roseburg BLM. The group reviewed its mission statement and strategic plan.
- Gilaine Wright, Fiscal Manager:
  - Prepared numerous fund requests for OWEB, BLM, and DEQ
  - 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
  - Attended Board Meeting
  - 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
  - Prepared end of the year tax forms for staff and contractors
  - Had my yearly evaluation with Eric
  - Attended special Staff meeting at Eric's house
  - Helped with prep for Derby Dinner
  - Worked check in at the derby dinner
  - Attended derby dinner
  - Worked with Eric to update our federal government accounts
  - Worked with Eric to identify existing money for Riparian work
  - Updated budgets
  - Updated internal spreadsheets staff use.
  - Worked with DEQ on new reporting requirements
  - Did bank reconciliations
  - Worked with BLM partners to get some special ordering done
  - Stayed home for a week when both my daughter and I were sick
  - Attended a field trip with my daughter, watched her dissect a squid!
- Terry Burlison, Project Planner:
  - Coordinated with Mike Crawford, Eric Riley, and Blue Ridge Timber to contract and begin work line-pulling logs and hazard trees from units affected by the Douglas Complex fires.
  - Production in the first three days of work was 62 total pieces staged and ready to load with the self-loader and delivered to the stockpile location up Bobby Creek in West Fork Cow Creek.
  - Coordinated site visit with Blue Ridge Timber, Steve Clark, and Eric Riley for a pre-bid meeting to pull and cut standing trees in the Olalla area and stage them for hauling to instream placement sites. Work needs to end by March 1<sup>st</sup> due to bird restrictions.
  - Coordinated with a former classmate who is a professor in North Carolina. I used my phone and Face Time to interact with students from a project site, in real time. For about 15 minutes I told them about the watershed council and salmon migration. The feedback was really positive and I hope to do this again in the fall.
  - Attended a staff meeting at Eric's house and worked through the employee handbook to make any pertinent updates.
  - Worked with ODOT and BLM, who were removing hazard trees from Hwy 138, near Gallagher Canyon Road. The watershed council is receiving the logs, on site, and trucking them to a staging location. The contract is with the winner of the ODOT contract and has all possible logging equipment to work with some very large pieces that will be produced from 60" trees. These logs are then staged for eventual instream placement in Big Tom Folley Creek.
  - Volunteered to work the check in at the Derby banquet.
  - Attended a site visit on lower Cow Creek to look at an erosion problem on private property. We discussed a range of options on how to proceed. Then we looked around for the pond turtle that nests on the leaf-litter strewn hill next to the washout. She was not home.

- Worked with Eric Himmelreich several times to go out to look at West Fork Cow Creek logs and get to know the potential project work in that watershed.
- Worked with Grants Pass BLM engineering staff to begin a partnership where the watershed council can contract certain fish passage blocking culverts for redesign, and have the BLM review the designs. They are still dealing with many issues from the fires and the culvert work is not a high priority.
- Sandy Lyon, Monitoring Coordinator:
  - I am continuing to work on a large monitoring report that fulfills two of our last OWEB Grants Final Reports. This report will summarize all of the data that the volunteer monitoring group has collected since 2004. Joe and I are working to present the data in a clear, easily understandable way. It will identify streams that would most benefit from projects employing best management practices.
  - Attended January Council Board Meeting
  - Had performance review with Eric
  - Attended two staff meetings
  - Helped with check-in and clean-up at the Derby
  - With Joe, wrote and submitted a grant request to the Coastal RAC for our next monitoring runs which would monitor from Elkton to Winchester Bay.
  - Attended February Safety Committee Meeting at DFPA
  - Packaged and shipped temperature equipment to DEQ for annual calibration verification
- Joe Carnes, Watershed Technician/ IT Support
  - Conducted regular monitoring runs.
    - 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
  - While Calibrating the Sonde for the Calapooya run the pH probe failed its QC at calibration. Due to a failing calibration I called my volunteer to cancel the run for the day. After cancelling I proceeded to remove the pH probe from the Sonde, soak it in 1 part water one part bleach for around an hour (This was what I was informed to do last time our pH probe was having difficulties calibrating). After waiting the hour for the probe to soak I rinsed it off with distilled water several times, reinstalled it in the Sonde and tried to recalibrate it. This time the probe only threw a warning QC score (at warning level the probe is still useable). This probe is only a few months old, it should not be having difficulties calibrating already, these probes are supposed to have a life of at least 18 months.
  - Following the happenings listed above I called a YSI technician about difficulties with pH probe calibrating at a warning QC score, I left a message and am awaiting a call back from him.
  - Attended a PUR Staff meeting at Eric's house to discuss our PUR Employee Handbook.
  - Worked on formatting of our OWEB Final Report.
  - Compiled and organized past monitoring data collected for reporting and summarization.
  - Created Charts for data collected for almost 2 years in Days Creek and tributaries for on OWEB summarization report.
  - This month Sandy and I wrote, reviewed, revised, and submitted a Coastal Oregon Resource Advisory Committee (RAC) grant. In addition to writing the grant we created a photo page to be attached and also a GIS based location map for the project area showing potential site locations. This grant was written with the intent to help fund our next fifth-field watersheds, the Middle and Lower Umpqua.
  - Sandy and I created a work plan timeline outlining major workload tasks and when these tasks are to be completed and by who.
  - Attended my annual staff evaluation with Eric. We discussed my performance over the last year, and ways Eric could further support the staff.
  - Translated work plan into my calendar for day to day use.
  - Sandy and I shipped our NIST certified equipment to the DEQ Lab for recertification.
  - Sandy and I discussed, and started our planning for writing a Collins Foundation grant.
- Matt Ruwaldt, Coastal Project Manager:
  - Attended the PUR board meeting
  - I have been spending a bit of time working on gathering presentations, and biographies for the sessions I am moderating at the AFS meeting in March. I have 9 talks so far, and have reached out to each presenter personally. This has been a great experience and will help keep PUR at the level that we are expected to be in the state: a leader.

- Eric Himmelreich (ODFW) and Jen Feola (BLM) and I have been out on several field design days over the last month. We designed 2 miles on Lutsinger Creek, with several more miles to go. This will be a helicopter show, with logs, trees, and rootwads incorporated into various sites. We also scoped out Heddin Creek, where we will be designing a project in a few weeks. Finally, we designed 1 mile of Butler Creek, also a helicopter job.
- I wrote, with assistance from Eric and Amy, three RAC grants for the Coos RAC. They are: Waggoner Phase II, Mehl Creek Phase II, and Lutsinger/Butler Helicopter. All projects are on BLM or RRCO lands, with the exception of a small private piece on Waggoner Creek. This fits in nicely with our five-year plan and fulfills the deliverable identified in two technical assistance grants.
- Attended the PUR staff and board meeting
- Assisted Eric Himmelreich with his presentation for the AFS conference. He will be speaking about Camp Creek Phases I-III; this is another example of the publicity the Umpqua Basin has and will be receiving due to our excellent partnerships.
- Attended a tidegate permitting workshop
- Attended a Beaver Working Group meeting. I am going to try to be more involved in this group.
- Continued working with MRT on the Scholfield tidal Wetlands project. Not much to report there.
- Worked on my yearly workplan with Eric. It was a good experience and will be helpful throughout the year.
- Sat down with Eric to go over my evaluation.

### **INDEPENDENT CONTRACTOR REPORT: Jan 16, 2016 – Feb 11, 2016**

- Nancy Geyer, Education and Outreach Consultant
  - Helped with the Umpqua Fishery Enhancement Derby on PUR's behalf;
  - Co-lead the Invasive Species station at the February 2nd UFA Fish Release in Canyonville;
  - Attended and Education and Outreach Committee meeting February 4th; and
  - Communicated with Eric Riley and other PUR staff and contractors about our late winter/spring E/O projects (Fish Eggs to Fry, UFA Fish Release) and discussed possible future grant opportunities.
- Amy Pinson-Dumm, Grant Writer
  - Met with Eric to discuss report writing opportunities to help facilitate staff administrative procedures.
  - Began working on reports and upcoming grant applications.

### **STAFF UPDATES:**

- Eric R.
  - The FIP is moving forward. Eric gave an update on where the process is and that the OWEB Board has approved the Umpqua Basin Partnership's Capacity Building application. Next steps will be to hire a facilitator and begin the Strategic Action Planning process.

### **UNFINISHED BUSINESS:**

- Earth Day: No new information provided.

### **NEW BUSINESS:**

- County Fair 2016: There was extensive discussion with regards to the fair and if PUR should have a presence there or not.

### **COMMITTEE REPORTS:**

- Executive Committee:
  - Walt, Eric R. was given his year evaluation
- Technical Advisory Committee (TAC):
  - No progress has been made, there was an intentional delay to get committee role and function hammered out.
- Finance Committee: Walt Gayner
  - Still looking for new building!! Please let Eric R. or Walt G. know if you have any leads on this!!
- Nominations Committee: Darin McMichael
  - There will be a meeting directly after the board meeting today.
  - Darin, time to start thinking about who is going to be on the board next year.
  - Don't forget to think about your alternates.

- Education Committee: Alan Bunce
  - Eric R.: Gave an update of the agenda and what was accomplished at the meeting. The Committee was provided with a curriculum demonstration for current program initiatives and potential new initiatives was discussed.
- Monitoring Committee:
  - NTR
- Policy and Procedure: Richard Chasm
  - Richard C.: Feel like there are 3 main issues:
    - Membership
    - Watersheds
    - Committee Function
  - There will be a P&P meeting at Backside Brewing Thursday 18 February, 2016. This will be a general discussion to identify issues.

**Presentation: There will be no formal presentation this month.**

- The Board President would like to continue the Board discussion on committees and their role/function.
- Where it resides, Bylaws or P&P, this was not decided.
- How chairs are appointed, refer to bylaws
- President chairs the Executive committee
- President Elect chairs the P&P committee
- Treasurer chairs the Finance committee
- There was a lot of good discussion with regard to membership, directors, and consensus.

**Announcements:**

- NTR

**NEXT MEETING:** Tuesday, March 15<sup>th</sup>, 9:00 a.m.

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

**ADJOURN:**

- The meeting was adjourned 11:34 am.

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries