

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date Feb 21, 2017

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:11 a.m.

INTRODUCTION AND ROLL CALL:

There were 17 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 Robison	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

Cory Sipher

Eric Himmelreich

APPROVAL OF MINUTES:

- The minutes and staff reports from the January 2017 meeting was approved, Jason R. made a motion to approve the minutes, Dave G. 2nd the motion. **The motion passed.**

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- Attended the Derby Banquet, was a good evening. We have a lot of topics to go over today.

TREASURER'S REPORT: Blair Nash

- Gilaine Wright gave the Treasurer's Report;
- Treasurers Report:

Checking Account	\$14,442.81
Savings Account	\$33,005.59
Outstanding Bills	\$21,160.23
Funds Requested	\$101,299.01

STAFF REPORTS: January 13, 2017 – February 17, 2017

- Eric Riley, Executive Director:
 - Prepared for and attended the PUR January Board Meeting
 - Worked with Jeff McEnroe from Roseburg BLM, Rusty Lining from Source One Serenity and Terry to develop volunteer opportunities and establish a Veterans for Conservation group that is focused on volunteering in restoration projects in the Umpqua Basin. PUR is sponsoring two veterans in the Mission Continues fellowship program. This program puts enables veterans to continuing to serve within their community in a helpful and productive way. PUR is working with the BLM and ODFW to make this effort a success.
 - Prepared for and facilitated a meeting with the OWEB Regional Review Team. The team visited the office to get an overview of the projects that proposals had been submitted on and then the group went out to see the McGee Creek project site. It was a good visit and great opportunity for the Review Team to ask questions on all of the projects. The McGee Creek landowners were able to be at the project site and the team was able to meet them as well. All in all it was a great visit. The grant cycle received quite a few applications, so funding is going to be very competitive. The Review Team met this last week to deliberate and prioritize all of the applications. We will find out later in the spring (March/April) on how the PUR applications shook out in the mix.
 - Participated in a conference call with Dave Ward of HDR, Inc. and Terry to discuss the West Fork Cow Creek Action Plan. The contract with HDR, Inc. has been completed and the final inputs for the action plan are going to be delivered to Terry. This plan will be used to provide guidance and direction for future project work in West Fork Cow Creek. The plan is a living document and the WF Cow Creek Team will add to the plan as is needed as the project moves forward.
 - Spoke with Mark Trenholm from the Wild Salmon Center to discuss the option of bring the Coho Business Plan to the Umpqua Basin. The Coho Business Plan is a funding opportunity that targets coho restoration and recovery. It is population specific, meaning that the Umpqua has the opportunity to establish four plans for our individual populations in the basin. I am proposing that we look at establishing a coho specific plan for all four of our populations at the same time. Mark is interested in continuing the discussion in this coming year.
 - Meet with South River Resource Area Management Team and other Roseburg District BLM staff to discuss partnership challenges and opportunities. We discussed our recent partnership efforts in the Days Creek watershed and look at ways to make our partnership better. While the partnership between the two organizations is a very strong partnership, we are always looking at ways to improve relationships. This meeting looked at ways to grow our relationship.
 - Prepared for and attended an Executive Committee Meeting. Meeting notes were distributed to the entire Board.
 - Worked with Jason Robison to prepare for the Policy & Procedure Meeting. This was a productive meeting. The focus of the meeting was on finishing the committee charter and prepare a draft Dispute Resolution Policy for review and possible approval at the February board meeting. Both documents will be sent out to the Board for review prior to the next Board meeting.
 - Worked with Gilaine to complete three annual reports for BLM assistance agreements that PUR holds. These reports are required annually and include progress updates for all of the project that have BLM funds associated with them.

- Work on and completed the first year report for the FIP Capacity Building grant. This grant is a little different than other capacity grants, so the reporting is slightly different. Because it is a new OWEB Program, there has been a learning curve on the administrative side of this project.
 - Participated in a two day Network of Oregon Watershed Councils (NOWC) Board Meeting. Big topics from the meeting included the upcoming NOWC Membership Drive and OWEB Capacity Grant increases for the coming biennium. Additionally, we discussed some upcoming conferences that the Network sponsors (CONNECT and The Gathering 2018) and the upcoming legislature.
 - Terry and I met with Mike Rundell, Maryanne Reiter and Chris Strunk from Weyerhaeuser Co. to discuss the West Fork Cow Creek Project. This is the beginning of a new relationship with the company. The intent of the meeting was provide an overview of PUR, the project and identify the best strategy to move forward in developing this new relationship. It was a very positive meeting and I look forward to working closer with them.
 - Spoke with Daniel Dietz of McKenzie River Trust regarding their current strategic planning efforts and he asked if PUR would be willing to participate/be informed/contribute where appropriate as they move forward. It is an excellent opportunity to continue building our relationship with the trust and work together collaboratively. I told him that I am definitely interested in collaborating as is thing move forward and Daniel said that he will keep me informed as they continue their process.
 - Spoke with Jennifer Arnold, a consultant, about the Focused Investment Partnership process. OWEB has hired an outside organization to do a concurrent review of the FIP Capacity Building process as we go through the first cycle of capacity building efforts. We had a good opportunity to discuss the current effort here in the Umpqua Basin and find commonalities amongst other groups.
 - Met with Tracy Pope, our contracted Riparian Specialist, to get an update on the projects that she has been working on for PUR. It was a good meeting and we were able to make progress on continuing to develop this newer contract relationship.
 - Worked with Gilaine to finalize and prepare for submission our first fund request for the FIP Capacity Building Grant.
 - Completed a Coastal Oregon Resource Advisory Committee grant application for increased capacity in contracted staff, specifically for our Riparian Specialist and our Watershed Technician. If successful, this grant will provide increased opportunities to get more work accomplished in the lower end of the Umpqua Basin.
 - Completed Staff Evaluations.
 - Along with other staff members helped and participated at the Umpqua Fishery Enhancement Derby Dinner and Auction. This was a great event and a good time was had by all.
 - Participated in meeting with the West Fork Cow Creek Team. The meeting was focused on refining roles and responsibilities for the group, looking at work completed and discussion future project work that is ongoing.
- 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 new insurance provider to get PUR insurance switched over.
 - Did PUR's registration with SAM
 - Board meeting prep
 - Followed up with Audit and getting filed with the Federal Clearing house.
 - Started income tax prep
 - Sent out W-2's and 1099's

- Terry Burleson, Project Planner:
 - Planned out spring grant writing
 - Set up site visits with new landowners
 - Viewed coastal wetland and tide gate projects with PUR's engineer
 - Updated and worked through main list of project planning activities
 - Looked at Elk Valley restoration project to determine effectiveness of 2016 project work
 - Attended West Fork Cow Creek Action Plan meeting. Followed up with participants by sending out meeting notes and the list of roles and responsibilities
 - Prepared talk for OR American Fisheries Society meeting
 - Facilitated contact between OSU researchers looking to study beaver and fish in the Umpqua Basin
 - Worked with PUR watershed technician on technical assistance completion planning
 - Met with PUR's grant writer to complete my list of unfunded grant applications
 - Worked on instream design of French Creek instream project
 - Worked on strategic planning for 2017 and 2018 restoration work

- Sandy Lyon, Monitoring Coordinator:
 - Attended Safety Committee Meeting
 - Attended Council meeting
 - Did Rice Creek run with Joe
 - Completed OWEB Final Report and submitted online. We will let you know when it is accepted by OWEB, at this point we can post it to PUR's Website where it will be publically available. It summarizes our monitoring back to 2004.
 - Attended Hydro Breakfast – Amy Rusk from Tiller talked about the test forests above Tiller.
 - Had performance evaluation
 - Helped with registration at the Derby
 - With Joe, wrote and submitted a grant proposal to the Coastal RAC Participated
 - Participated in a conference call with the Pesticide Stewardship Partnership Pilot program planning next round of sampling this spring
 - Participated in a Web Meeting with Janine Salazar at INR at OSU demonstrating functionality of the Oregon Explorer and accessing the Old "Umpqua Explorer" which is now within the Oregon Explorer. There is a lot of new information available on the Explorer and we will try to have a presentation soon on how to us it.
 - Worked on developing our workplan for the rest of the year.

- 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.
 - Attended Hydro Breakfast – Amy Rusk from Tiller talked about the test forests above Tiller.
 - Had performance evaluation
 - Helped with registration at the Derby
 - With Sandy, wrote and submitted a grant proposal to the Coastal RAC Participated
 - Helped complete OWEB Final Report and submitted online.
 - Participated in a conference call with the Pesticide Stewardship Partnership Pilot program planning next round of sampling this spring
 - Participated in a Web Meeting with Janine Salazar at INR at OSU demonstrating functionality of the Oregon Explorer and accessing the Old "Umpqua Explorer" which is now within the Oregon Explorer.
 - Catching up on data entry that had to wait while we finished the current report.

INDEPENDENT CONTRACTORS REPORT: January 13, 2017 – February 17, 2017

- Amy Pinson-Dumm, Grant Writer
 - Drafted OWEB project completion report for Harrington.
 - Met with Eric to discuss work plan.
 - Looked into grant opportunities with NOAA, NFWF, Ford Family Foundation, and Oregon Water Resources Department (OWRD).
 - Attended webinar about OWRD grant opportunity.
 - Met with Kim and Evan from ODFW to discuss 2017 Fish Eggs to Fry projects.

- Contacted teachers about this year's Eggs to Fry projects.
- Kimberly Frerichs,
 - Gathered owner information for the Rice Creek TA
 - Made a soil map of the Rice Creek area
 - Helped Terry organize upcoming projects
 - Worked on website
 - Started organizing for a meeting at the Kennerly Ranch for the Rice Creek TA

STAFF UPDATES:

- Eric R.
 - I was on vacation last week, my wife and I went on a cruise for our late honeymoon.
 - The office starting to gear up for summer work.
 - OWEB next grant season has a May 1 deadline.

Executive Session: Matt Ruwaldt

- Eric R.
 - Matt Ruwaldt was terminated on February 3, 2017 due to policy violations.
 - There were verbal, and written warnings given.
 - This was an unfortunate situation, but the decision was made with PUR's best interest in mind.

UNFINISHED BUSINESS: President Elect Vacancy:

- Walt G.
 - If we have a quorum today we are scheduled to vote for President Elect.
 - There is some question about David Parker's interest in running.
 - The decision was made to wait till the March meeting to vote due to David P. not being present to confirm in intention of running.

NEW BUSINESS: Review and Discuss Mike Gerel's notes:

- Eric R.
 - What are the board's thoughts on Mike's notes?
 - Jason R. the P & P is now set up to handle this. The committee can debate and come back to the board with recommendations.
 - Ann C. this should be sent to committee.
 - Dave G. if you have thoughts or ideas get ahold of the chair.
 - Walt G. please attend the meeting of the committee if you want to be involved, or send thought to chair if unable to attend the meeting.
 - Jason R. if unable to attend the meeting, please send your thoughts and ideas to me by COB Monday February the 27th.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee will be doing Eric R. evaluation soon.
- Technical Advisory Committee (TAC): Paul Heberling/ David Parker
 - NTR, working on charter.
- Education Committee: Ken Carloni
 - Ken, Meetings will now be the Thursday following the PUR board meetings each month. The Meetings will be at the PUR office at 4:30pm.
- Outreach Committee: Acting Chair Alan Bunce
 - Alan, Meetings will now be the 2nd Thursday on each month, at the PUR office at 4:30pm.
 - Upcoming events: Earth day, SOLVE beach cleanup.
- Nominations Committee: Darin McMichael
 - The charter is on hold until the board has its discussion with Mike Gerel of Sustainable NW.
- Finance Committee: Blair Nash
 - We still need a new building.

- Will have a meeting in the spring.

- Monitoring Committee: Bryan Nelson
 - Sandy and Joe have finished a massive multiyear report.
 - Now that the report is submitted they will schedule a meeting for spring.

- Policy and Procedure: Jason Robison
 - Charter is complete. Dave G. made a motion to approve the P&P charter. Ken C. 2nd the motion. Motion passed.
 - Dispute resolution policy is complete. Dave G. made a motion to approve the dispute resolution policy with the 4 changes suggested during the meeting. M.A. H. 2nd the motion. Motion passed.
 - Jason R. is very satisfied with the progress.
 - Ann C. made a motion for Jason R. to stay as the P&P chair until July 1, 2017. Dave G. 2nd the motion. Motion passed.

Presentation: There is no presentation this month.

- NTR

Announcements:

- NTR

NEXT MEETING: Tuesday, March 21st, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 11:11pm.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries