

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date April 17, 2018

Place DFPA Conference Room

CALL TO ORDER:

The PUR Board President, Darin McMichael called the meeting to order at 9:06 a.m.

INTRODUCTION AND ROLL CALL:

There were 18 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 Sandy Lyon
 Terry Luecker Emily Blevins Rusty Lininger

APPROVAL OF MINUTES:

- There was NOT quorum, the minutes were not approved.

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Darin McMichael

- Darin did attend the Ex-Comm, and PUR staff meeting, and meet with Eric a number of times this past month.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$37,143.52
Savings Account	\$56,037.95
Outstanding Bills	\$5,926.00
Funds Requested	\$21,253.15

- PUR has purchased a new truck. We sold our 2 older trucks at the I-5 Auction.

STAFF REPORTS: March 16, 2018 – April 13, 2018

- Eric Riley, Executive Director:
 - Prepared for and attended the PUR March Board Meeting.
 - Participated in the monthly Nominations Committee Meeting. Meeting focused vetting of potential candidates (Kasey Hovik and Rusty Lininger). This was the first time that the committee used the newly adopted category definitions and vetting criteria to evaluate potential new Directors. The committee also reviewed the list of Directors that are timing our and the upcoming Officer vacancies. The meeting ended with a review of the nominations process timeline.
 - Worked with the entire staff to update procedures and review our project management software (Wrike). This software is still a relatively new item for the staff and we are working together to maximize its benefits.
 - Prepared for and attended the Policy and Procedure Committee meeting. The meeting focused on reviewing and updating a Director Responsibilities and Code of Conduct Policy. This is still in draft form and will go through at least one more committee review before coming to the Board. A short explanation of the proposed amendment to Article 2 of the Bylaws was prepared and reviewed. This will go out to the Membership, along with the proposed amendment, for a vote at the annual meeting. Additionally, a draft "NEW" Article 7 was created. This NEW Article is regarding the Executive Director position. This Article was suggested as an addition by Mike Gerel in his final analysis report of our Bylaws.
 - Attended a BLM and PUR staff project coordination meeting. This meeting was intended to synchronize project work for this summer. Project specifications, contracting, materials staging, and project timing were discussed.
 - Prepared for and attended the Outreach Committee Meeting. The focus of this meeting was to refine the details for the upcoming "Pints with PUR" event this coming May. The date of the event has been changed to the 12th of May due to a conflict with other events. Event planning is coming along nicely. Devon Johnson and I meet again with the owner of Backside Brewing Co. to discuss details and the date change. We are still working on a few of the details, but things are coming together. More detailed information will be shared at the next Board meeting.
 - Participated with Nancy Geyer and Amy Pinson Dumm in webinar for Meyer Memorial Trust grant opportunity that we are working on the build organizational capacity on the coast. The grant application is due on the 18th of April. We are seeking funds to hire a full time position on the coast with an emphasis in estuary and tidegate restoration.
 - Prepared for, attended and facilitated a meeting of the Umpqua Basin Partnership (Focused Investment Capacity Building). The meeting focused on the remaining items needed to finish the initial draft strategic action plan for the Umpqua. The group also agreed to change its name to the Umpqua Basin Collaborative. This will hopefully reduce any confusion with other groups. The group also discussed the establishment of a Memorandum of Understanding, where all partners are simply agreeing to work together in this effort. A draft has been prepared. Finally, the group discussed options for the hiring of a new facilitator. This is a few months out, but a topic that needs to be addressed in the near future.
 - Completed the following Board Meeting action items:
 - Updated the E.D. evaluation form
 - Updated Director category definitions and vetting criteria
 - Updated the Executive Director extended absence plan

- Made final update to the Finance Committee charter
- Made approved updates to Articles 4 and 5
- Confirmed a Finance Committee meeting for 2PM on 23 April at the ODF Conference Room
- Contacted Abby McEnroe and MA Hansen to confirm interest in continuation in the At-Large and Secretary positions
- Got MA Hansen's signature on the Resolution of the Board
- Worked with Gilaine to complete an annual report for the BLM. This report is due annually for each Assistance Agreement that we have with the BLM. This particular report included about 15 projects that needed reporting.
- Worked with Staff to develop details around hiring a seasonal technician. With the upcoming project workload, it has been identified that we are going to need some technician level help to accomplish everything this summer. The staff is in the process of refining a position description for this work. We have also started the analysis of funding for this position. Our plan is to hire an individual for the busy summer months through Cardinal Employment Services.
- Met with Gilaine to initiate planning for this year's annual meeting. We are looking into several venues for our meeting. This year's meeting will be very similar to last year's meeting. We are looking for a special guest to present to the Board, more to follow.
- Met with Dave Loomis to discuss the Umpqua Fishery Enhancement Derby. This meeting was intended to go over this year's event and discuss PUR's participation at future events. I have volunteered to be on the Derby Committee this next year. The event this year was a success and the PUR Staff and family's assistance at the check in table was very much appreciated. We also discussed priorities for the upcoming Derby grant applications. While the Derby priorities have not changed, Dave encourage PUR to put in as many projects that we have to apply for.
- Prepared for and attended the Executive Committee meeting. The meeting focused on general updates from me regarding the PUR truck, Board Policy Manual, the 2018-19 Budget and the PUR Savings account.
- We received the new truck. I spent some time (two trips) at the DMV to get the new PUR truck ready for use. The truck needed a VIN Certification and new registration. The truck is now registered and insured and is ready for use.
- I gave a presentation at the Oregon Coast Anglers group in Winchester Bay. The presentation was a great opportunity to share about PUR and what we do to some folks on the Coast. There were over 35 people in attendance at the meeting and only 5 of them had heard of or about the Partnership for the Umpqua Rivers.
- Participated in a teleconference webinar with OWEB and several other watershed council directors to refine and update the OWEB Technical Assistance Grant Rules. I have been participating on a statewide committee to review and update the rules.
- 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
 - 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
 - Moderated a session on Fisheries Genetics at the American Fisheries Society, Oregon Chapter Annual Meeting, held this year in Eugene.
 - Attended a fish printing workshop associated with the fisheries meeting.

- Met with landowners in Days Creek to talk about adding additional riparian fence to their ranch.
 - Worked in the project management software to update project task lists.
 - Met with private landowners on McGee and French Creeks to prepare for summer restoration work.
 - Coordinated with PUR's engineer and agency engineers to finalize details for summer fish passage project specifications.
 - Prepared bid documents for three fish passage projects.
 - Worked with ODFW and agency partners to finalize details for summer instream restoration project designs.
 - Worked with Kim to start the French Creek restoration permitting.
 - Coordinated with project partners and Columbia Helicopters to prepare for summer/fall log placement work.
 - Met with federal partners to talk about Umpqua Chub survey efforts and how to best use remaining chub funds.
 - Met with landowners to talk about planting and fencing on their ranch. Supplied them with 200 trees to plant in areas where blackberry and scotch broom were mowed.
 - Had conference call with West Fork Cow Creek partners to talk about progress on helicopter instream work.
 - Looked at McCullough Creek to check on log staging areas.
 - Scoped Windy Creek for future instream restoration work.
 - Updated Eric on restoration program activities.
- Kimberly Stone, Watershed Technician
 - Attending GIS classes at UCC.
 - Worked on getting Monitoring Reports done and turned into OWEB.
 - Attended meetings with the BLM Staff.
 - Attended the last day of AFS and attended a fish print workshop
 - Went to Days Creek and had a meeting with Kathy and Tim Ryan about their fencing project.
 - Went to Watershed Council Meeting
 - Helped Joe and Sandy and did a PSP monitoring run.
 - Went on a tour of Big Tom Folley with Jeff McEnroe and Eric H.
 - Picked up trees from BLM for Mehl Creek project
 - Went to McCullough Creek with Randy Smith to look over project and talk about staging
 - Went out to McGee Creek to go over the project with the landowners and talk about their bridge
 - Went out to French Creek to go over the project with the landowner and talk about materials for staging
 - Project tour of Butler Lutsinger with Jen Feloa and Eric H.
 - Went to West Fork Cow Creek and met with Dave Horrax and Jonas Parker to go over helicopter staging for Bear and Elk Valley
 - Went out to West Fork Canyon Creek with Steve Clark to redesign the project work for excavator
- Sandy Lyon, Monitoring Coordinator:
 - Did Rice Creek run with Joe
 - Attended staff meeting
 - Attended DFPA Safety Committee Meeting
 - Conducted PSP sampling collection with Joe
 - Attended AFS meeting in Eugene
 - Prepared presentation for Board Meeting
 - Attended and presented at board meeting
 - Attended Summer low flows workshop in Corvallis
 - Attended Hydro Breakfast
 - Off two weeks on vacation
 - Many email communications about various projects
- Joe Carnes, Asst. Coordinator/ IT
 - Conducted regular water quality (WQ) monitoring runs;
 - o South Umpqua Reference Run (this includes sites from five 5th field watersheds that previously were conducted as their own more comprehensive monitoring runs)
 - o Lower North Umpqua 5th field run
 - o Upper Umpqua 5th Field Run
 - o Calapooya 5th Field Run
 - o Rice Creek WQ Effectiveness Monitoring.
 - Worked on data processing for OWEB report

- Conducted PSP sampling collection
- Wrote report for PSP funding\inquired about new agreement
- Attended Staff Meeting
- Attended AFS meeting in Eugene
- Met with Sandy to work on board presentation
- Setup conference room computer
- Worked on planning in Wrike
- Attended and presented at board meeting
- Took part of a week off to visit family
- Attended Summer low flows workshop in Corvallis with Sandy
- Attended Hydro Breakfast
- Planned out work schedule for next several months (summer busy)
- Attended planning meeting for summer workloads

INDEPENDENT CONTRACTORS REPORT: March 16, 2018 – April 13, 2018

- Amy Pinson-Dumm, Grant Writer
 - Worked with Nancy and Eric on MMT inquiry.
 - Worked with Nancy to prepare classroom equipment for Fish Eggs to Fry Projects.
 - Coordinated equipment setup times with Fish Eggs to Fry teachers.
 - Set up three Fish Eggs to Fry incubators at Winchester Elementary with Nancy.

STAFF UPDATES:

- Eric R.
 - Terry and Kim are working hard to get everything ready for next summer, contracts should be going out soon.
 - OWEB grants are due beginning of May, we are submitting 2.
 - Building update, DFPA has put our building up for sale, 12-18 months is the expected timeframe.
 - Getting plans together for the Annual Meeting in June.

UNFINISHED BUSINESS:

- Board review of the articles 6-8 will be put on hold until we have a quorum.
- How should we address the lack of quorum?
- Should we open up the call in option?
- Darin will send an email out reminding Directors of their responsibility to the board, to attend meetings, notify their alternate if they can't attend, to make arrangements to call in if that works for them, etc.

NEW BUSINESS:

- The 3rd quarter operational budget review was handed out. Overall we are on track with our budget, any big variances had already been discussed. There are a couple of line items that hadn't been used at all yet, Gilaine explained that those line items are billed near the end of the fiscal year for the entire year.

COMMITTEE REPORTS:

- Executive Committee: Darin McMichael
 - Darin gave updates from the last meeting, the truck purchase, website, annual meeting, ED work plan, savings account, extended absence plan, and the desire to put all the polices in one place.
- Technical Advisory Committee (TAC): Paul Heberling
 - NTR
- Education Committee:
 - Fish Eggs to Fry tank are being installed in classrooms, eggs arrive a week later, we have 11 classrooms this year. Nancy and Amy are running this program.
- Outreach Committee: Devon Johnson
 - Meetings are held the 2nd Thursday at 4:30 at the PUR office, please consider attending.
 - "Pint Night" is happening on May 12th at Backside Brewery. There will be a team trivia game hosted by PUR, a number of raffle items, pint glass specials, membership specials.
 - The Outreach committee is still hoping to have each director bring in 2 new members.
 - Earth day fair is coming soon.

- Nominations Committee: Darin McMichael
 - There will be a meeting immediately following the board meeting today.
 - March 15th was the deadline for new Bio's.
 - Walt G. nominated Abby M. for a 2nd term as Director at Large.
 - Eric will send out the Director Appointments email for the June Meeting.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Meeting in April on the 23rd from 2-4.
 - Items to go over during meeting, savings account, Operating budget for FY 18-19, how they want the quarterly budget review to look.
- Monitoring Committee: Bryan Nelson
 - NTR
- Policy and Procedure: Chris Strunk
 - Meeting tomorrow on Thursday April 19th.
 - Committee working on code of conduct, getting article 2 ready to send to the membership, new article, policy manual.

Presentation: Emilie Blevins, Conservation Biologist, Xerces Society.

- Emily will be giving a presentation on freshwater mussels. Her presentation will cover an overview of freshwater mussels and the work that the Xerces Society. She will also share information on mussel identification and where they have been reported in the Umpqua.

Announcements:

- NTR

NEXT MEETING:

- Tuesday, May 15th at ODFW Conference room at 9:00am

ADJOURN:

- The meeting was adjourned at 11:52 am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries