

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date April 18, 2017

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 10:27 a.m.

INTRODUCTION AND ROLL CALL:

There were 21 people in attendance. There was a **not** 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 Jeff McEnroe Sandy Lyon Blair Nash
 Jack Riley Eric Himmelreich

APPROVAL OF MINUTES:

- There was not a quorum so minutes were not approved.

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- Encourage everyone to participate in committee meetings, the more input we have at the committee level the better off we are for the Board as a whole. Encouraging folks to participate.
- Karen Roberson asked for a committee schedule to be sent out to the Board
- Eric will provide

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$32,776.32
Savings Account	\$37,005.59
Outstanding Bills	\$2,775.57
Funds Requested	\$38,749.74

STAFF REPORTS: March 18, 2017 – April 14, 2017

- Eric Riley, Executive Director:
 - Prepared for and attended the PUR March Board Meeting
 - Prepared and led staff meeting
 - Meet with contractors
 - Meet with Executive Committee
 - Had multiple meeting with staff members to get updates and coordination
 - Meet with partners
 - Military Duty
- 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
 - Board meeting prep
- Terry Burleson, Project Planner:
 - Worked on developing a tidal channel restoration and tidegate replacement project details and specifications for submission to three grant funding opportunities.
 - Coordinated the watershed technician's time to work with the ODFW biologist and to complete PUR monitoring runs.
 - Coordinated with Medford BLM staff on NEPA specifications and contract language for summer 2017 project work in Fortune Branch and Elk Valley creeks.
 - Met with PUR's riparian project design contractor to discuss riparian projects that are already running as well as still in the planning phase.
 - Met with landowners in the Elkton area to get riparian brush control projects initiated.
 - Coordinated project work in three streams in the Elkton area: Waggoner, McGee, and Mehl.

- Worked with all three BLM districts to continue project planning and to coordinate fundraising timelines.
 - Met with Coos BLM staff to mark trees for harvest to make fish habitat logs for the Cedar Creek project.
 - Coordinated private landowner access for archeology survey crew on Waggoner Creek. This work is needed in order to use the federal programmatic permit when implementing fish habitat improvement projects.
 - Coordinated with several project partners to meet in May and develop work implementation plans for all summer instream work as well as technical assistance projects.
 - Provided budget information to the City of Canyonville for the cooperative project we are pursuing.
 - Worked with Gilaine and NFWF staff on grant agreement preparation.
 - Reviewed five year plan information with project partners and PUR staff. This included the fundraising plan for the listed projects.
- Sandy Lyon, Monitoring Coordinator:
 - Met with Bryan Nelson to discuss Monitoring Committee
 - Attended Council Meeting
 - Attended Staff Meeting
 - Took 2 ½ weeks' vacation to flowers and sunshine (Anza Borrego Desert)
 - Listened to the NWQMC Webinar: Volunteer Monitoring: Starting Strong
 - Participated in Join.me online meeting with Jenn Bailey, Lee Russell and David Waltz discussing DNA/Bacteroides tracking study in Elk Creek Watershed as well as possible sedimentation study
 - Numerous email follow-ups including Kevin Masterson, PSP Program, Janine Salwasser, OSU about getting Data available online.
 - Preparation for Monitoring Committee Meeting on the 17th.
 - Joe Carnes, Asst. Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for (Training Kim on Monitoring activities)
 - 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.
 - o PSP Monitoring Run
 - Office computer updates
 - Attended Staff meeting
 - Attended grant opportunities meeting (Douglas County Library) Meyer Memorial Trust, Ford Family Foundation, Oregon Community Foundation.
 - Meeting w/Brian N. for monitoring committee formation
 - Attended HAB's training in Corvallis
 - Created and worked on DEQ Final Report
 - Priced out new thermistors
 - Created an updated scope of work for OWEB
 - Printed "Tree School" posters
 - Compiled Data for OWEB report
 - Organized current and pending grants
 - Updated Databasin map for PUR monitoring sites
 - Updated budget for DEQ Final Report
 - Setup computer for "R" training
 - Updated monitoring HandBase database files/ monitoring maps
 - Attended "R" Training in Redmond

INDEPENDENT CONTRACTORS REPORT: March 18, 2017 – April 14, 2017

- Amy Pinson-Dumm, Grant Writer
 - Drafted OWEB project completion report for Camp Creek 2016.
 - Met with Terry to discuss grant writing/five year plan.
 - Updated yearly list of grant deadlines and researched new opportunities.
 - Attended webinar for WCS Climate Adaptation Fund.
 - Drafted OWEB application for McCullough Creek Instream project.
 - Worked on application to MMT Healthy Environment.
 - Set up incubators for Eggs to Fry projects with Kim at Geneva Academy, Saint Paul Lutheran School, Hucrest Elementary, Melrose Elementary, Winchester and Glide schools.

- Kimberly Frerichs,
 - Helped Joe with Monitoring Runs and PSP run.
 - Eggs to Fry preparation and setting up tanks at various schools with Amy.
 - Gathered information for French Creek.
 - Helped Terry organize upcoming projects.
 - Attended a Cyanobacteria Workshop at OSU.
 - Helped organized upcoming projects with Terry, McEnroe and Eric.
 - Went out and did site visits at Mehl and McGee creeks.
 - Took monitoring pictures at Brush creek with Terry.
 - Worked on filling in the 5 year plan spreadsheet.
 - Taking monitoring pictures of West Fork Smith River with Eric Himmelreich.
 - Site visit with Eric Himmelreich at Deer creek.

STAFF UPDATES:

- Eric R.
 - I was out for military duty for the last two weeks, so my staff report was a bit light.
 - A lot of focus on staff reorganization
 - The office starting to gear up for summer work (contract specifications, permitings).
 - OWEB grant season is upon us with a May 1 deadline.
- Sandy L.
 - Sandy addressed #4 in David Parkers letter to the board and OWEB, Sandy stated that "I have no idea of which he speaks and I wish he would have come to me to discuss this before put something like this out there. I would like to say that in 14 years of PUR, I have never but once felt there was verbal mistreatment and that verbal mistreatment came from Cindy Haws stating that the PUR Staff was unethical and that burned me badly. So let's get together here people. I love PUR, I've worked hard for PUR and feel I work well with both sides of PUR. I care passionately about monitoring and fish, so let's bring this together.

UNFINISHED BUSINESS: President Elect Vacancy:

- Walt G. current President Elect
 - Darin McMichael is the only candidate for the position, seeing as we do not have a quorum to vote, I appoint Darin McMichael to the position of President Elect. We will have an official vote once there is a quorum.
- Walt G. next term President Elect.
 - We are looking for candidates for the July1, 2017 – June 31, 2019 term.
 - Deadline for expressing interest and submitting a bio to the board for review is May 1, 2017.
 - Chris Strunk stated that he is willing to serve as the next term President Elect and that he will submit a bio

NEW BUSINESS: Ann Chamberlain Resignation:

- Walt G.
 - With Ann's resignation, we are without a secretary. We have gone many years without one, but if you are interested in the position please notify and submit a bio to the board by May 1. We will be voting in June for President Elect, Treasure, and Secretary.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee will be meeting next Monday, they still need to do Eric R. evaluation soon.
- Technical Advisory Committee (TAC): Paul Heberling/ Chris Strunk
 - Chris S has agreed to help Paul with the direction and charter.
- Education Committee: Ken Carloni
 - Ken, Meetings will now be the 4th Thursday of each month. The Meetings will be at the PUR office at 5:30pm. The next meeting will be April 27th, with the discussion of, "where are we headed?"
- Outreach Committee: Acting Chair Alan Bunce
 - Alan was not at the board meeting, but Earth Day is this Saturday. We need volunteers!!
 - The DC fair is only 4 months away.... We need to make some decisions.
 - River appreciation day is also soon.

- Nominations Committee: Darin McMichael
 - Meeting will be immediately following the board meeting today, Tuesday, April 18th.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Will have a meeting in the spring.
- Monitoring Committee: Bryan Nelson
 - Had a meeting yesterday, Monday April 17th. Sandy and Joe gave a good overview of the current program. The committee looked at the strategic plan for monitoring, and started working on the charter.
 - The next meeting will be Monday May 15th at 4:00 pm at the PUR office.
- Policy and Procedure: Jason Robison
 - Jason has cancelled the April meeting and instead will have the proposed Article 3 changes emailed out to the board for review and suggestions. There will be a meeting in May to review the suggestions from the board.

Presentation: There is no presentation this month.

- There was an Executive session immediately before the regularly scheduled board meeting.

Announcements:

- NTR

NEXT MEETING: Tuesday, May 16th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 11:17 pm.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries