

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date April 19, 2016

Place ODFW Conference Room

CALL TO ORDER:

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

INTRODUCTION AND ROLL CALL:

There were 26 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		
Cindy Haws	X		Stanley Petrowski	X	
Karen Roberson	X		Paul Heberling		X

Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Bryan Nelson		X	Dave Archambault	X	
Aaron Aasen	X		Vacant		
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		Richard Chasm	X	
Dale Greenley		X	Chuck Schnautz		X

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Rhonda Black		X	Vacant		X
Sean Negherbon	X		Blair Nash		X
Ken Carloni	X		Thomas McGregor		X

County	Present	Absent	Alternate	Present	Absent
Susan Morgan		X	Dominic Carollo	X	

Tribes	Present	Absent	Alternate	Present	Absent
John Schaefer		X	Heather Bartlett		X

Members at Large	Present	Absent	Alternate	Present	Absent
M.A. Hansen	X		Diane Phillips		X

OTHERS PRESENT:

Tom Koler Eric Riley John Colby Jason Robinson
 Eric Himmelreich Matt Ruwaldt Gilaine Wright

APPROVAL OF MINUTES:

- The minutes and staff reports from the March 2016, meeting was approved; Kelly Guido made the motion, Chris Strunk seconded. Motion Passed.

GENERAL DISCUSSION AND PUBLIC INPUT:

- M.A. Hansen thanked Cindy Haws for working the Earth Day booth for PUR, She worked very hard and looked like she was having a great time!
- Alan Bunce 2nd M.A.'s comment
- Dave Grosjacques gave an update on the Umpqua Fisherman's activities.

PRESIDENT'S REPORT: Walt Gayner

- Will give updates during the committee reports

TREASURER'S REPORT: Eric Geyer

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

Checking Account	\$25,233.74
Savings Account	\$13,000.58
Outstanding Bills	\$0.00
Funds Requested	\$62,278.27

STAFF REPORT: Mar 10, 2016 – April 14, 2016

- Eric Riley, Executive Director:
 - Held regularly scheduled Staff Meeting
 - Attended PUR Board Meeting
 - Phone call with Rachel Hershey, a University of Oregon researcher, who is working on a research project conducted by the Ecosystem Workforce Program at the University on rural community-based organizations. The goal of this project is to identify and understand these organizations in the western US, including what key strategic areas organizations work in, how they are structured, and how they use their networks to accomplish different tasks. I asked her to follow up with me when the research results are compiled.
 - Participated in a conference call with OWEB, the Pacific Coast Salmon Recovery Fund (PCSRF) and the Cow Creek Band of Umpqua Tribe of Indians to discuss and delineate reporting requirements for the Tribe and PUR on two supporting grants for strategic planning in West Fork Cow Creek.
 - Continued working on Scope of Work (SoW) for the contracting of a Riparian Specialist. The SoW is nearly complete and in April we should be ready to draft a contract and begin work. This SoW has taken a little longer than expected, as a couple of the projects are ones the PUR is taking over and defining project requirements has been tedious. I met with Cindy Bright, BLM Biologist and former Project Manager for these project to go over the details and get a better understanding of the scope and key project components.
 - Worked on updating the Employee Handbook. This has been an ongoing effort this winter. Final updates will be completed this month. The critical component to the handbook update was addition of PUR safety procedures and protocols.
 - Continued working on updating the PUR Website. Focus for March was updating the Restoration Tab. Although not complete, this tab should be updated in April and will feature more information about current and future projects. I also hope to update the Staff and Board pages with biographies and photos.
 - Met with Audrey Barnes to discuss PUR's participation in the 2016 Fair. The DTO tent has room for PUR this and we should be able to expand our footprint a little bit. We have been habitually cramped for space in previous years. This year will be a good opportunity to look at ways to improve our fair display.
 - Attended a meeting with Terry and other project partners in Canyonville to discuss the progress and next steps on the West Fork Cow Creek action planning and whole watershed restoration effort. This was an excellent meeting which resulted in positive steps to begin surveying the watershed this spring/summer to facilitate the development of an action plan, the development of a PCSRF grant application for restoration work in one of the tributary watersheds, and the establishment of a 5-Year Restoration Plan for watershed. This is an outstanding partnership that has developed, which includes PUR, the Tribe, Medford BLM, the USFS, ODFW, Weyerhaeuser, Roseburg Resources Co. and a couple of other smaller landowners. It is very unique that the entire 5th Field Watershed has relatively few landowners and they are all working together to develop and holistic approach to watershed restoration.
 - Met with Kendra Smith from Bonneville Environmental Foundation and the Umpqua Basin Partnership (UBP) team to discuss facilitation methods and approach to the development of a Basin-wide Strategic

- Action Plan. The meeting enabled a very good, down to earth discussion with Kendra and enabled the UBP to get a better feel for Kendra's facilitation style. The group was very impressed with what Kendra can offer and bring to the table and made a decision to move forward with contracting her to facilitate the UBP's Focused Investment Capacity-Building effort. I will be working with Kendra over the next couple of weeks to develop a contract and continuing to move the project moving forward.
- Prepared for and participated an Executive Committee Meeting. The meeting focused on a review of my progress on my 2016 Workplan, areas to focus on in 2016 based on Director Feedback and the Executive Committee Charter.
 - Had a conference call with Oregon Department of Environmental Quality and the Geos Institute to discuss the grant administration of a grant that we have been awarded for work in West Fork Canyon Creek. The grant, Drinking Water Providers Partnership, is funded with State (DEQ) and Federal (BLM) funds and the state funds must be administered by a local drinking water provider or municipality. PUR has been working with the City of Canyonville to establish a partnership to administer the DEQ funds. I have been working closely with the City Administrator to establish the administrative requirements and define roles, responsibilities for the administration of those funds. I will be attending the next City Council meeting to answer any questions and work to establish a Memorandum of Understanding between PUR and the City of Canyonville.
 - Met with Terry to go over and prioritize her workload for the upcoming year. We are working to update the PUR 5 Year Plan and this was an essential first step. Terry has several large projects/collaborative efforts in the works and this was a good opportunity for me to get a better context of her current and pending workload.
 - Worked with Roseburg BLM on contracting Boulder Hauling for the completion of work in Harrington Creek (Rock Creek Watershed) this summer. A contract was established to haul rocks and stage at the project site. Last summer not all of the work was completed and we have worked this winter to extend funding to enable the entire project to be completed this year. PUR is partnering with ODFW, BLM FIA Timber and RRCO. on this project.
 - Met with Kim Frerichs to discuss possible survey work in West Fork Cow Creek and culvert surveys throughout Cow Creek. She is a biologist that is moving back to town (home) from Corvallis and is looking for work. She seems to be a very good fit for some of the contract survey work that we have coming up.
 - Met with Jason Robison, Director of Natural Resources at the Cow Creek Tribe to discuss GIS work needs of PUR and possible office rental options. I am working to establish a working relationship with the Tribe to meet some of PUR's GIS mapping needs. The discussion was very productive and we identified ways that an arrangement might be established to meet both organization's needs. I will be following up with Jason on this and the rental options in late April after OWEB grants are submitted.
 - Worked with Staff to review and submit payroll documents.
 - I spent another week at beautiful Fort Leavenworth, Kansas preparing for a large exercise that my National Guard unit is participating in this summer (June).
 - Prepared for and participated in a Finance Committee Meeting. The meeting focused on establishing and updating a continuous budget tracking system, review of the look ahead/ look back spreadsheets, an update on discretionary funds and a review of the DRAFT 2016-17 Operational Budget.
 - I have been asked to participate in a three part OWEB discussion on insurance coverages for watershed councils. OWEB currently has specific insurance requirements of watershed councils, but they are very limited in nature. The discussion of this first meeting revolved around the current types of coverages that different organizations carry, contracting insurance requirements and the Department of Administrative Services Risk Tool. This meeting was a good opportunity to identify some of other types of coverage that groups may need. I left the discussion feeling that PUR has sufficient coverage for the work that we (Staff and Board) and that the contracting requirements that I require of our heavy equipment operators is sufficient and provides PUR with the necessary coverage. My hope is that the coverage goes a little deeper into the relief of liability to Councils for the restoration work that we do.
 - Met with Matt, Rhonda Black of Umpqua Soil and Water Conservation District, Alayna DuPont of McKenzie River Trust and a private landowner, to discuss a potential wetland project on Leeds Island. This project is very early in its development, but has potential to be a significant project.
 - Attended the West Coast Salmon Summit Steering Committee monthly meeting. The meeting was focused on reviewing work in progress. My focus for the group is working on incorporating restoration work into the conference and working to establish the Frank and Jeanne Moore Achievement Award. The conference will take place 26-29 September 2016 in Canyonville. The Conference, "*Restoring our Future*" will have sessions on Recovery, Restoration, Legislation and Economy/Funding.
 - Worked with the entire staff to draft and submit OWEB applications for the April 2016 offering. PUR is submitting four restoration grants in this cycle. All four grant applications are follow up applications to successfully funded RAC applications. I will provide handouts and facilitate a discussion on these projects at the April PUR Board Meeting.

- 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
 - 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.
 - Worked with DEQ on new reporting requirements
 - Did bank reconciliations
 - Worked with BLM partners to get some special ordering done
 - 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 on Small Grants final reports
 - Worked on my work plan
 - Worked with BLM partners to identify inventory and where it's housed
 - Filed quarterly tax reports
 - Attended finance committee meeting
 - Enjoyed spring break with my daughter and friends at Mt. Hood
 - Attended Hobbit Day at my daughter's school.
- Terry Burleson, Project Planner:
 - Mike Crawford, Grants Pass BLM, and I took OSU beaver research specialist, Vanessa Petro, and two student interns to West Fork Cow Creek to look at beaver complexes found during culvert survey work.
 - Inspected a gate repair near Panther Creek on West Fork Cow Creek when a piece of a hazard tree broke off and smashed it. Worked with BLM engineering staff to communicate work completed to Weyerhaeuser road staff. The fix seems adequate.
 - Watched the Blue Ridge Timber crew cut down a large hazard tree that we hope to place into West Fork Cow Creek this year.
 - Met with hydrology, fisheries and engineering BLM staff in the Grants Pass office to talk about future work planning in the West Fork Cow Creek watershed. Pulled out hand-marked maps of fish presence, prepared by a former BLM biologist, and compared them to current information from ODFW. The two agencies had very different fish distributions.
 - Worked with Eric on Five Year Plan documents and mapping needs.
 - Met in Canyonville with the West Fork Cow Creek team to share a short update on the project status and to plan for the next round of federally funded Pacific Coastal Salmon Recovery Fund (PCSRF) grant applications. This is a grant opportunity that the Tribe is eligible for. The strong partnerships in the WFCC team have made fundraising very strategic, and this has resulted in a high success rate for funds that have been applied for.
 - Walked through the Elk Valley instream project with the BLM staff and Blue Ridge Timber crew for two days to measure what size of logs are needed at each site.
 - Worked on prioritization of tasks with Eric to prepare for OWEB grant writing and summer 2016 instream work.
 - Met in Medford with the Cow Creek Tribe's Water and Environmental Resources Program Manager and BLM hydrology and fisheries staff at the Cow Creek Tribe's office. Prioritized potential restoration work in WFCC, based on new fish distribution data that Medford BLM had digitized. Created an outline for a five year plan.
 - Met at ODFW with Tribe and BLM staff to hash out fish distribution in West Fork Cow Creek and base it on field surveys and observations from each agency as well as from timber company surveys.
 - Worked with Eric and Gilaine on which budgets to bill for recently received bills.
 - Took BLM specialist staff to the French Creek Ranch to start NEPA survey work needed to spend federal RAC funds.
 - Worked with Amy PD and Joe Carnes on an OWEB grant for instream work across over two miles of French Creek, a tributary to the North Umpqua River.

- Worked with Jen Bailey from Elk Creek Watershed Council to develop the “Headwaters Elk Creek” restoration project. The two councils are working together to connect several private ownerships to a BLM parcel and accomplish fish passage and instream habitat restoration.
- Sandy Lyon, Monitoring Coordinator:
 - Continued working on big monitoring Final Report for OWEB and DEQ
 - Attended staff meetings
 - Helping with PUR OWEB Grant submissions
 - Attended DFPA Safety Committee Meeting
- Joe Carnes, Asst. Monitoring Coordinator/ IT
 - 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
 - Compiled and Created charts from data collected in Myrtle Creek Watershed over the last 10 years, for OWEB Final report, large report encompassing two OWEB reports.
 - Attended two staff meetings
 - Coordinated with Sandy on plan for the next several weeks.
 - Restocked supplies for regular monitoring maintenance (DI water, white vinegar, bleach)
 - After determining that there was nothing more I could do with our pH probe that had been working at a subpar standard I sent it off to YSI for it to be analyzed for issues.
 - Ordered new pH probe (analysis of the other probe could take weeks)
 - Took two days off for an extended weekend
 - Installed and calibrated new pH probe (worked great, very stable calibration)
 - Collaborated with Eric Terry and Sandy to complete a DEQ report.
 - Worked with Terry discussing the creation of a 5 year plan map (GIS)
 - Assisted Terry with shp. files for her Tenmile reporting
 - Collaborated with Sandy and Terry to created subjected changes to Staff Handbook
 - Worked with Terry and Matt, assisting with the creation of Maps (GIS), Design Pages (Word doc.), Photo Pages (Word doc.), Materials List (Excel doc.) and Budget (Excel doc.) for OWEB grants April 2016 round.
- Matt Ruwaldt, Coastal Project Manager:
 - Completed design work on Lutsinger Creek with assistance from Coos BLM and ODFW staff. We designed more than 4.3 miles of the mainstem and tributaries on BLM and RRCO land. This project will be primarily helicopter-based, with a small section of excavator-based placements.
 - Attended the PUR board meeting
 - Attended a meeting with McKenzie River Trust and the City of Reedsport staff to discuss the Scholfield Creek project. Also looked at a potential estuary project with MRT.
 - Attended the Coos BLM RAC meetings. I spoke in favor of the three instream restoration projects that I submitted: Butler/Lutsinger, Mehl II, and Waggoner II. All three projects were fully funded! I also spoke in favor of Sandy and Joe’s monitoring grant, which was funded at about 50%. I am happy to report also that SRWC was successful with their RAC grant.
 - My wife and I met Mizu Burress, my counterpart at the Siuslaw Watershed Council, for dinner one evening. We discussed the Waite Ranch project that SWC has, and how lessons learned there might be helpful for us on our Scholfield Wetland and other future projects.
 - Spent almost a full week in Roseburg writing OWEB grants, as well as countless hours from home preparing them. I am submitting the same three that I submitted to the RAC in the fall.
 -

INDEPENDENT CONTRACTOR REPORT: Mar 10, 2016 – April 14, 2016

- Nancy Geyer, Education and Outreach Consultant
 - Hosted the invasive species booth at the March 15th and April 5th Canyonville Fish Release;
 - Coordinated with Evan Leonetti, Eric Riley and Amy Pinson Dumm regarding the 2016 Fish Eggs to Fry season;
 - Corresponded with participating teachers about the Fish Eggs to Fry program;
 - Secured eight new tank/chiller/pump sets from Atlantis Pet Supply (5 for ODFW and 3 for PUR);
 - Purchased additional tank equipment (such as clamps);
 - Pre-assembled tanks with Amy Pinson Dumm;

- Set up tanks at the PUR office (1), Hucrest (3), Melrose (2), Geneva Academy (1) St. Paul Lutheran Church and School (1), Glide (1) and Winchester (3).
 - Delivered steelhead eggs to classrooms of delighted children and equally gleeful watershed professionals at the above locations; and
 - Met with Amy, Eric and Mike Brochu (in his dual role as a UFA member and as a retired school administrator) to discuss options for making Fish Eggs to Fry less labor-intensive for PUR contractors.
- Amy Pinson-Dumm, Grant Writer
 - Worked on monitoring reports due to OWEB.
 - Attended staff meeting at PUR office.
 - OWEB grant writing support.
 - Helped Nancy Geyer with the set up and delivery of equipment and eggs for the eggs to fry project.

STAFF UPDATES:

- Eric R.
 - Distributed a handout with the OWEB grant info on our recently submitted grants.
 - Announced how PUR did in the BLM RAC, PUR was awarded 5 grants from the Roseburg RAC and 4 from the Coastal RAC.

UNFINISHED BUSINESS:

- Director Nominations, Darin McMichael went over the guild lines again and reminded everyone who was terming out and please have your nominations ready for the May meeting.
 - Timber nominated Kelly Guido
- Annual Meeting
 - June Meeting the 21st.
 - Coastal location?
 - South County?
 - **Cindy H. made a motion that we hold the annual meeting for 2016 in June not in July. Ann C. 2nd the motion. Cindy H. amended the motion to include the appointment of Directors and Election of At Large Member to the June meeting as well. Ann C. 2nd the amendment.**
 - **Both the motion and amendment passed.**

NEW BUSINESS:

- County Fair 2016, Audrey did ok PUR to be in the DTO tent again this year. David P. and Eric R. will get together to discuss plans.

COMMITTEE REPORTS:

- Executive Committee:
 - Walt, handed out the list of concerns the board created last year with an update on each point, if the concern had been fixed, improved or not.
- Technical Advisory Committee (TAC):
 - Walt, we need a chair for this committee. Paul H. is interested as well as David P.
- Finance Committee: Walt Gayner
 - Still looking for new building!! Please let Eric R. or Walt G. know if you have any leads on this!!
 - There was a meeting, working on the operating budget that the board approves.
- Nominations Committee: Darin McMichael
 - Darin, time to start thinking about who is going to be on the board next year.
 - Don't forget to think about your alternates.
 - The May board meeting is when names need to be brought before the board.
 - There will be a meeting immediately following the board meeting.
- Education Committee: Alan Bunce
 - NTR
 - Reminder, this committee meets the 1st Thursday of every month at 5pm at the PUR office.
- Monitoring Committee:
 - NTR

- Need a chair for this committee, Heather B. has expressed interest.
- Policy and Procedure: Richard Chasm
 - Richard C. there needs to be another meeting
 - Richard C. has been reading up on other watersheds and how they handle this committee
 - Working on the grievance policy

Presentation: Dr. Koler, Geologist.

- Dr. Koler gave the board a presentation on the geomorphology of the Myrtle Creek Watershed.

Announcements:

- The annual meeting will be June 21st.
- DC Fair is August 10-13th

NEXT MEETING: Tuesday, May 17th, 9:00 a.m.

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

ADJOURN:

- The meeting was adjourned 11:36 am.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries