

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date May 17, 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 24 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:

Eric Geyer

Eric Riley

Cory Sipher

Matt Ruwaldt

Gilaine Wright

APPROVAL OF MINUTES:

- The minutes and staff reports from the April 2016, meeting was approved; Blair Nash made the motion, Ann Chamberlain seconded. Motion Passed.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Richard Chasm gave a pipeline update.
- David Parker reminded everyone to get out and vote!

PRESIDENT'S REPORT: Walt Gayner

- Will give updates during the committee reports

TREASURER'S REPORT: Eric Geyer

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

Checking Account	\$19,799.92
Savings Account	\$15,001.20
Outstanding Bills	\$0.00
Funds Requested	\$37,425.17

STAFF REPORT: April 14, 2016 – May 13, 2016

- Eric Riley, Executive Director:
 - Held regularly scheduled Staff Meeting
 - Attended PUR Board Meeting and Nominations Committee Meeting
 - Worked with Staff to turn in four OWEB restoration applications for projects in French Creek, Butler and Lutsinger Creeks, Mehl Creek and Waggoner Creek. Total grant ask was over \$639,000 for these projects. All four of these projects were successful applicants in this last year's Resource Advisory Council application round.
 - Worked with M.A. Hansen to gather information and materials for the Earth Day Fair.
 - Made a presentation to the Canyonville City Council in an effort to support a project in West Fork Canyon Creek. The Council was very supportive of the project and agreed to support our efforts. This project will be an instream restoration effort over several years. The City of Canyonville will be a key partner in the project in that some of the funding will be administered through the City because it is from a Drinking Water Sources Provider grant.
 - Help Joe on a Calapooya Creek Watershed Monitoring Run. I had not been on that run before and wanted to get a better sense of the watershed and possible restoration opportunities in the future.
 - Attended a Meyer Memorial Trust information meeting on pending grant opportunities. Amy Pinson Dumm and I have been working on drafting an official inquiry for their Environmental Grant offering. This opportunity has the potential to be a good raise some additional funds for capacity building. The focus of our efforts thus far have been to identify funding needs and establish the appropriate basis for a full proposal. Next steps include establishing a budget and finalizing the initial inquiry.
 - Met separately with AJ Donnell, Scott Lightcap, and Jonas Parker of the BLM to discuss partnership relationships and collaborative opportunities. These meetings are part of an established task in my workplan to reach out to partners in an effort to strengthen ongoing partnerships and develop new one.
 - Worked with Gilaine on preparing the DRAFT FY 16-17 Operational Budget. An updated draft has been sent to the Treasurer for review. Final revisions will be made for presentation to the Board in June.
 - Worked with Kendra Smith of Bonneville Environmental Foundation to establish a contract for the Focused Investment Partnership Capacity Building Grant. Kendra has been selected by the Umpqua Basin Partnership Team to facilitate the Umpqua Basin Strategic Action Plan development. She has provided the team with an updated proposal, timeline and DRAFT contract. We hope to have a contract in place in early June.
 - Prepared for and attended a Finance Committee Meeting. The focus of the meeting was the review of the DRAFT FY 16-17 Operational Budget and tracking grant income and expenses through QuickBooks.
 - Worked with Tracy Pope to finalize a contract for the Riparian Specialist position. Tracy and I signed a contract on 11 May 2016. She will start working with PUR Staff to identify, develop, and complete riparian restoration projects.
 - Met with Ryan Dippel, Contractor, to discuss mutual interests and to identify if his services could be used in future restoration work. His company contracts out riparian and survey type work. He may be a good contact to call on as riparian projects start to increase.
 - Worked with PUR Staff to update the 5-Year Plan. We are looking at upgrading our project tracking system into more of a database to increase our ability to capture and report data on individual projects. This effort

- is still in its beginning, but we are looking to incorporate GIS into the planning so that we can better see and communicate restoration planning and timelines.
- Met with BLM Staff to discuss the development of a new Assistance Agreement for the most recent Resource Advisory Council applications that were awarded funding. This will be a large agreement that will cover restoration work throughout the basin.
 - Contacted consultants Dave Ward of HDR, Inc. and Dale Johnson of FishWaterWildlife to discuss contracting options for the development of the West Fork Cow Creek Action Plan. This will be a large survey that covers the entire 5th field and over 50 miles of stream. The resulting action plan will prioritize restoration efforts in a holistic manner across the entire watershed. Coordinated meeting with partners to review and discuss contract options and contractor suitability.
 - Continued my participation in the OWEB Insurance Working Group. This is an ongoing discussion of insurance requirements for councils and districts and is seeking to establish a baseline for how organizations are insured, how they identify and mitigate risk, and identify best management insurance practices for non-profit organization.
 - Coordinated and attended an Education and Outreach Meeting. The group discussed the establishment of a committee charter and the idea of splitting the committee into two bodies; Education Committee and Outreach Committee.
 - Spent a day in the field with Terry in Cow Creek. We met with ODF and BLM to discuss partnership opportunities on McCullough Creek outside of Glendale. ODF is currently planning a timber sale and wants to incorporate restoration activities in the plan. This will be a great opportunity to leverage ongoing management activities to find efficiencies and opportunities in restoration.
 - Met with Chris Foster, Supervisory Natural Resource Specialist at the Roseburg BLM to discuss project specific contract coordination to ensure that PUR contracting guidelines are understood and being adhered to. Because PUR and the BLM do so much work together I wanted to make sure that contracting requirements are clear and understood by all partners.
 - Met with Sandy, Joe, Dave Williams and Denise Dammann to discuss future funding options for the Flow and Temperature Monitoring Program administered by the Water Resources Department. This has been a long term monitoring effort and we are trying to find ways to keep the project funded. The group discussed different grant and partnering opportunities at length.
 - As part of my West Coast Salmon Summit Committee, I traveled with Tim Vredenburg, Cow Creek Tribe, to visit with Frank and Jeanne Moore. This is part of our ongoing effort to establish and award in the Moore's honor to recognize lifelong conservation achievements.
 - Worked with Staff to create and establish contract bid documents for upcoming Contractor Site Shows. We are putting four contracts out for bid this summer. The projects include Camp Creek, Mehl Creek, Big Tom Folley Creek and Upper Elk Creek Instream Restoration. Met with a QuickBooks consultant to identify potential ways to better track grant funding and provide more detailed reports.
- 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 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 on Small Grant Team re-organization
 - Worked with BLM partners to identify inventory and where it's housed
 - Filed quarterly tax reports
 - Filed tax info with the state
 - Attended finance committee meeting
 - Enjoyed a long weekend at Great Wolf Lodge with my daughter and 4 other families.

- Terry Burleson, Project Planner:
 - Worked with Joe and Eric to refine a database that will link project information with project locations.
 - Updated five year plan information into a spreadsheet that is similar to what the database will be.
 - Met with partners to talk about new funding agreements with the BLM.
 - Asked all my BLM partners for additional information on funds held at PUR. Worked with them to produce a scope statement and a budget updated for each project.
 - Took Eric Himmelreich, ODFW, to West Fork Cow Creek for restoration scoping on private land pieces.
 - Monitored previous project work in Brush Creek for OWEB reporting.
 - Surveyed culverts for fish passage in West Fork Cow Creek. A new fish presence layer was created as part of the WFCC project and the GIS exercise to find possible fish passage barrier culverts will be done again, to see if any were missed when the old layer was used.
 - Met with Matt and Eric for five year planning exercise. Also talked about the database and how we can use and keep it up to date.
 - Took several days to work with BLM staff on NEPA surveys and clearance needed for work on a private ranch outside of Glide, French Creek. RAC funds were received for the project.
 - Worked with Steve Clark, BLM, to measure trees in Olalla for instream placement. Also looked over staging and access routes into the sites.

- Sandy Lyon, Monitoring Coordinator:
 - Continued working on big monitoring Final Report for OWEB and DEQ
 - Attended staff meetings
 - Met with Dave Williams and Denise Dammann to discuss continued funding options for the Water Flow and Temperature Monitoring Program.
 - Went with Joe on Calapooya Creek Watershed Monitoring Run.
 - Joe and I established Rice Creek Effectiveness Monitoring photo points.
 - Worked with Joe and Denise Dammann to calibrate and set temperature loggers.

- 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, Eric Riley attended
 - Compiled and Created charts from data collected in Myrtle Creek and Middle South Umpqua Watershed over the last 10 years, for OWEB Final report, large report encompassing two OWEB reports.
 - Worked with Sandy on plans for next OWEB grant
 - Assisted staff with OWEB grants
 - Attended 5 year planning meeting
 - Attended MMT meeting to understand there funding
 - Attended BLM funding meeting
 - Worked with Sandy to plan out Work for May and June
 - Contacted Volunteers and partners about upcoming work and there role
 - Attended a meeting with Sandy Lyon, Denise Damman, Steve Hanson, and DEQ Vol. Monitoring Coordinator, to touch base on how things are going and what DEQ is up to.
 - Worked in Rice Creek effectiveness monitoring area establishing and collecting photo point data with Sandy
 - Created a Database for the photo point data w/Sandy
 - Attended a safety committee meeting at the DFPA
 - Attended a meeting with Dave Williams, Denise Damman, Eric Riley and Sandy Lyon to discuss potential funding opportunities for the flow and temperature monitoring programs.
 - Attended a conference call with Eric Riley and Mark Grenbemer, Program Rep., to discuss funning options through OWEB
 - 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)

- Matt Ruwaldt, Coastal Project Manager:
 - Submitted three OWEB restoration grants. They are: Waggoner Creek Phase II, Mehl Creek Phase II, and Butler/Lutsinger Helicopter. These are all great projects with lots of partners.
 - Met with the landowners at McGee Creek. Eric Himmelreich and I walked the creek through about 1.5 miles of lower ranch lands. The landowners are very interested in working with us. We will be designing a project there this coming summer, for submission to OWEB in October.
 - Met with the landowners and caretakers at Mehl Creek. We identified access corridors and tree sources for this summer's work.
 - Met in Roseburg with the rest of the PUR staff to discuss our 5-year plan, and this summer's work.
 - Began planning a tour to Camp Creek on May 20th.
 - Attended the PUR board meeting.
 - Updated bid packets for contractors for this summer's work.
 - Began partner coordination for this summer's work.
 - Met with Carrey Weatherly to discuss an erosion issue he is having in his field.

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

- Nancy Geyer, Education and Outreach Consultant
 - Purchased materials and supplies for the Fish Eggs to Fry lesson with Amy Pinson Dumm;
 - Presented the Edible Habitats lesson at Geneva Academy (15 students);
 - Presented the Salmon Lifecycle Book mark lesson at Melrose Elementary (50 students) and Glide Elementary (55 students);
 - Planned in-class lessons for Hucrest and Winchester;
 - Scheduled field trips field trip for Hucrest, Winchester, Melrose, Geneva and St. Paul;
 - Checked on fish as requested at Winchester and Melrose; and
 - Corresponded with PUR staff, contractors, ODFW and partner teachers about the Fish Eggs to Fry program
- 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.
 - Met with Eric to discuss Meyer Memorial Trust grant opportunities.

STAFF UPDATES:

- Eric R.
 - Staff is busy getting ready for summer work season.
 - There will be a contractor site show on Thursday.
 - We are continuing to look at other foundations for other funding opportunities.

UNFINISHED BUSINESS:

- Director Nominations, Darin McMichael went over the guild lines again and reminded everyone who was terming out and please be prepared to confirm all new directors at the June meeting.
 - Timber nominated Kelly Guido
 - Ag was not ready to make a nomination
 - Conservation nominated Ann Chamberlain
 - City/ other was not ready to make a nomination
 - The Tribes were not ready to make a nomination.
 - Stan Petrowski nominated M.A. Hansen to the Member at Large position and she accepted the nomination.
- Annual Meeting
 - June Meeting the 21st.
 - Will be in Rock Creek.
- Fair:
 - PUR will be the in the DTO tent; Ann C. will make a schedule for volunteers
 - The Outreach Committee is working on the fair plan. David Parker will work with Eric to coordinate.

NEW BUSINESS:

- Richard C. brought up the Annual River Clean Up, we need to start thinking about this.
- Alan B. The 3rd Saturday in July is River Appreciation.

COMMITTEE REPORTS:

- Executive Committee:
 - Walt, the executive committee does meet monthly. They are working on finding chairs for all the other committees. They will also present the charter for the executive committee at the next board meeting.
- Technical Advisory Committee (TAC):
 - Walt, we need a chair for this committee. Paul H. is interested as well as David P. They will get together and come up with a plan for leading this committee.
- Finance Committee: Eric Geyer
 - 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 June board meeting is when we will vote/confirm new directors.
 - Next meeting will be in the fall.
- Education Committee: Alan Bunce
 - Reminder, this committee meets the 1st Thursday of every month at 5pm at the PUR office.
 - Committee met and had a productive meeting.
 - The committee would like to have this committee split into 2 separate committees.
 - There was a lot of discussion around this idea and what it would look like.
 - **Alan B. made a motion to split the committee into 2 committees. Stan P. 2nd the motion. The motion passed.**
 - Ken C. will be the chair of the Education Committee and Alan B. will be the interim chair of the Outreach/marketing committee.
 - The June meeting will be a joint meeting of the 2 committees.
- Monitoring Committee:
 - NTR
 - Need a chair for this committee, Heather B. and Bryan Nelson have expressed interest in being the chair. They will meet with Eric R. and Sandy L. to devise a plan for this committee.
- Policy and Procedure: Richard Chasm
 - Richard C. there needs to be another meeting, June 8th Wednesday @ 5:00pm at Backside Brewing Co.
 - Richard C. has been reading up on other watersheds and how they handle this committee
 - Working on the grievance policy

Presentation:

- There was no presentation this month.

Announcements:

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

NEXT MEETING: Tuesday, June 21st, 9:00 a.m.

- This the PUR annual meeting and will take place at Rock Creek. The PUR business meeting will be held at the Rock Ed building at the ODFW Hatchery and we will meet at the Mill Pond Pavilion for some food and have an opportunity to enjoy each other's company. .

ADJOURN:

- The meeting was adjourned 11:03 am.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries