

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date June 20, 2017
Place Backside Brewery

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 3:18 p.m.

INTRODUCTION AND ROLL CALL:

There were 32 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		
Paul Heberling	X		Vacant		
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		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			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
M.A. Hansen	X		Diane Phillips		X

OTHERS PRESENT:

Gilaine Wright	Eric Riley	Sandy Lyon	Cory Sipher	Scott Lightcap
Terry Luecker	Eric Himmelreich	Jen Bailly	Joe Carnes	Kim Stone
Steve Clark	Kathy Love	Guy Kennerly	Lee Russell	Dave Sigfridson
Joe Blanchard				

APPROVAL OF MINUTES:

- There was a quorum, Paul H made a motion to approve the minutes for the May meeting. Dave G. 2nd the motion. The motion passed.

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- Walt thanked everyone for coming. Next month will be the, "Changing of the Guard" Darin McMichael will be the next PUR Board President.

TREASURER'S REPORT: Blair Nash

- Walt G. gave the Treasurer's Report;
- Treasurers Report:

Checking Account	\$30,106.87
Savings Account	\$41,012.95
Outstanding Bills	\$7,772.22
Funds Requested	\$69,545.05

STAFF REPORTS: May 12, 2017 – June 16, 2017

- Eric Riley, Executive Director:
 - Participated in a partner meeting for the West Fork Cow Creek project. The meeting covered a general update from all partners and sub-groups, with a follow up on action items from the last meeting. Timelines for 2017 and 2018 were discussed. The group is planning on implement one project in the watershed this summer in Elk Valley Creek. In 2018 the team is working to coordinate another two projects in the watershed. The group is working on an MOU among the partners. Additional items of discussion included potential beaver research in the watershed and fundraising.
 - Met with Terry and Rhonda Black to discuss Glover Tidegate and Tidal Channel Reminder project which is currently under development. We are currently in the developmental and fundraising stage for this project. Initial surveys have been completed and the project team/partners is working together with the landowner to refine the project scope and leverage partner opportunities. PUR has submitted two grants for this project, to date, and we are looking to partner with National Marine Fishery Service and Natural Resources Conservation Service on additional funding opportunities next year. This is PUR's first tidegate project and it is going to be a multiyear process to get funding, permitting and design completed. The Umpqua/Smith River Estuary Working Group has been meeting for a couple of years and this is the first project that the group has pushed forward for development.
 - Worked with staff to develop and review Umpqua Fishery Enhancement Derby grant applications. PUR submitted four applications: Fish Eggs to Fry 2018, McGee Creek Invasive Removal, Waggoner Creek Logs, and West Fork Canyon Creek Log Haul. Derby results will be in later this month.
 - Worked with Walt Gayner and Gilaine to prepare for the Annual Meeting.
 - Attended the Executive Committee Meeting. The meeting was focused on preparing for our interview with OWEB regarding the secondary review of our Council Support application.
 - Traveled to Salem for the OWEB Interview for the Council Support Secondary Review. On April 12, 2017 PUR received a letter from OWEB stating that it was determined that PUR did not meet all of the Merit Criteria for our Council Capacity grant application. We were given the opportunity to respond to OWEB's questions and concerns by providing specific requested information (Meeting Minutes and a list of Directors/Officers and then to participate in a panel interview in Salem. Walt Gayner, Darin McMichael and myself attended the interview in Salem. The interview panel consisted of two OWEB Staff members (Courtney Shaff and Mark Grenbemer), Dana Dedrick (Former Long Tom WC Executive Director), Eric Nusbaum (Oregon Department of Agriculture), and Marie Simonds (Wild Rivers Coast Alliance). The panel's questions were focused on organizational structure and systematic improvements that have been in progress over the last couple of years, with specific reference to our OWEB Workplan. Additionally, several questions were focused on our current outreach and marketing efforts. Overall, the line of questions were not quite we expected and the dialog was more of a general discussion about PUR and how the organization heading forward. It was a very positive discussion. Walt, Darin and I left the meeting feeling optimistic about the outcome. Final OWEB funding recommendations will be made available by July 7, 2017 and the OWEB Board will make final funding decisions at its meeting on July 25-26, 2017.
 - Attended a Fred Pryor seminar in Salem. The training workshop was titled: *Leadership, Team-Building and Coaching Skills for Managers and Supervisors*. The class was informative and provided some specific insight on different techniques for managers to utilize. Some key topics of the seminar included, Negativity in the Workplace, Communication and Delegation.

- Initiated Contracting for 2017 projects. Working with PUR Staff and partners, prepared bid books, project specifications and schedule of items for each project. I coordinated and facilitated a Contractor Site show to three projects that we are putting out for bid this year. PUR is working to implement nine projects this season, with a total of 12-15 contracts that will be administered. To date all bid books and specifications have been completed and DRAFT Contracts are prepared, pending final bids and quotes from contractors.
- Attended the Education Committee meeting. Discussion this month focused around funding, potential future program opportunities and internship opportunities with UCC and local high schools. We also discussed looking into the potential of having an AmeriCorps VISTA member joining PUR to help develop our Education Program (Outreach Program is also an option). The next Education Committee Meeting will be on Thursday, 29 June 2017 at 4:30 PM at the PUR Office.
- Attended a "Special" Outreach Meeting to discuss the Fair this coming August and other upcoming events. The group focused on the fair and the theme/message for our booth. We are looking into having our own booth at the fair this year. The group agreed that a good theme for the booth would focus on our identity (Who), the work we do (What) and who we work with (Partners). The details for the fair were worked out at our regularly scheduled monthly meeting. The committee is looking into establishing a "watershed quiz" with potential prizes for fairgoers who answer all the questions correctly. We are looking into having a fish tank with juvenile steelhead in it to draw folks in to discuss what we are about and what we do. The committee also discussed updating our trifold flyer and printing of watershed specific materials to hand out. Several action items were recorded.
- Had a restoration coordination meeting with Terry and Kim to review upcoming projects, update task lists, review budgets, and forecast for 2018. It was a good meeting and is planned to become a regular coordination effort between the E.D. and Restoration Coordinator.
- Met with Evan Leonetti (ODFW), Kim and Amy PD to discuss the Fish Eggs to Fry Program results from this year and looked at next year's program. The program continues to be a huge success in local schools and there is growing interest. Schools that have typically only had one class involved in the program are asking to expand to additional classrooms and new schools are asking to participate. This year's field days were a success and the group is looking forward to next year's program. PUR may be extending from 11 to 13 classrooms next year.
- 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.
 - 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
 - Meet with contractors to go over invoices and cut checks
 - Meet with BLM to go over timelines
 - Worked on obtaining new BLM funding
 - Board meeting prep
 - Updated OWRI
 - Meet with Saif
 - Created a quarterly work plan
 - Lots of annual meeting prep
- Terry Burleson, Project Planner:
 - Worked on reports for monitoring past project work.
 - Completed and submitted a final report for work done in Harrington Creek, in the Rock Creek watershed.
 - Completed and submitted a permit for summer 2017 work in Rice Creek on a private ranch.
 - Coordinated with Umpqua SWCD staff on the tidegate replacement and channel project up Smith River.
 - Attended and took notes for a partner meeting for the West Fork Cow Creek watershed restoration planning project.
 - Worked with contractors to answer questions for summer 2017 project work.

- Coordinated with Eric and other PUR staff weekly or more often to prepare for summer contracting including gather specifications for work.
 - Coordinated with private landowners for access onto their properties for project scoping.
 - Attended a very cool tour of a channel meander project on the Fivemile arm of Takenitch Lake.
 - Worked with City of Canyonville to correct and revise a grant application/agreement for work in West Fork Canyon Creek.
 - Coordinated with BLM staff for project work across three districts (Coos, Roseburg, and Medford).
 - Attended the Umpqua Beaver Working Group meeting and discussed the upcoming beaver research project that USGS, OSU, and BLM are supporting.
 - Worked with PUR staff and contractors to write and submit grants to the Derby.
 - Prioritized work with the Watershed Technician on a weekly basis.
 - Attended the Umpqua SWCD meeting in Reedsport and updated the Board on the tidegate replacement project. The project landowner is also a SWCD Board member.
 - Attended and answered questions at the contractor bid show tour. Provided information for follow up questions.
- Sandy Lyon, Monitoring Coordinator:
 - Attended Council Meeting
 - Joe and I Placed Rice Creek Temperature Loggers
 - Joe and I worked with Terry and Kim to mark sites for Rice Creek restoration structures
 - Joe and I did Rice Creek Monitoring Run
 - Dave, M. A., Joe and I did Macroinvertebrate sampling on Rice Creek
 - Joe and I did this year's Habitat Survey on Rice Creek
 - Attended Denis Dammann's Temperature presentation at Hydro Breakfast
 - Did the Calapooya Monitoring run with Joe and placed Temperature Data Loggers
 - Worked on Creating a Handbase file for recording Photo Point information in the field on an iPad
 - Joe Carnes, Asst. Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for
 - o Lower South Umpqua 5th Field Run
 - o South Umpqua 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
 - Setup and configured Handheld for Sonde (loaner handheld from YSI ours died)
 - Emailed with Onset to return a nonfunctional Tidbit
 - Collected Macros in Rice Creek with Sandy and Volunteers
 - Updated/Changed computer components/software, conducted new hardware research
 - Conducted Habitat Surveys with Sandy in Rice Creek
 - Attended Hydrology breakfast
 - Worked with Sandy to order new buffers for Sonde calibration
 - Finalized some information for final report 212-2062
 - Worked on budgets to come up with replacement handheld funds
 - Ordered 3 hobos for long term deployment stating this summer
 - Data filing/processing catch up
 - Attended a field day coordination meeting in Rice Creek with Terry, Sandy and Kim
 - Audited Hobos that were placed in Rice Creek
 - Placed Hobos in the creeks on the Lower South Umpqua Run
 - Wrote a thank you letter to Autzen
 - Obtained and uploaded DEQ confirmation of data submitted for OWEB final report
 - Conducted PSP run with head of DEQ Water Quality Monitoring
 - Deployed Hobos for the Calapooya

INDEPENDENT CONTRACTORS REPORT: May 12, 2017 – June 16, 2017

- Amy Pinson-Dumm, Grant Writer
 - Drafted applications to the Umpqua Fisheries Enhancement Derby for restoration work in Waggoner Creek and Eggs to Fry projects in local schools.
 - Worked on OWEB monitoring report for West Fork Smith River restoration.

- Prepared and delivered an in-class activity focused on fish habitat to three 2nd grade classrooms at Hucrest Elementary.
 - Prepared and delivered an in-class activity focused on salmonid life cycles to two 3rd grade classrooms at Melrose and three 4th grade classrooms at Winchester.
 - Organized and worked with Kim Stone, Alice Frerichs, and Nancy Geyer to help Melrose 3rd grade and Hucrest 1st grade with their Eggs to Fry field trips.
 - Organized and helped Winchester Elementary, Geneva Academy and Saint Paul Church and School with Eggs to Fry field trips with Kim and Alice.
 - Took apart, cleaned and stored Eggs to Fry equipment.
 - Drafted monitoring report to OWEB for work done in Brush Creek.
- Kimberly Frerichs,
 - Went to Rice Creek with Sandy and did the Rice Creek Monitoring Run and prepared E.coli samples.
 - Did the South Umpqua Reference Run and prepared E.coli samples.
 - Did the Calapooya Monitoring Run and prepared E.coli samples.
 - Eggs to Fry in class activities.
 - Book mark activity at Melrose Elementary in two classrooms.
 - Candy habitat activity at Hucrest Elementary in three classrooms.
 - Book mark activity at Winchester Elementary in three classrooms.
 - Eggs to Fry release day; helped with setting up, conducting various activities, and cleaning up.
 - Helped Amy clean tanks, gravel, chillers, and nets to put Eggs to Fry equipment in storage.
 - Went to Court House to have various permits signed by the planning department.
 - Helped Terry with Derby Grants.
 - Helped Terry gather and finish bid books for various instream projects.
 - Mehl Creek landowner site visit. Went out and prepared the site for instream work this summer and talked with landowners to make sure we had the same understanding on the project.
 - Went to Costco and DC Coop for OFF Spray, sledge hammer, paint pen, and wasp spray.
 - Made PUR an Instagram and a Hootsuite account to better manage Facebook and Instagram.
 - Prepared for the Contractor Site Show by printing out all necessary papers and organizing them.
 - Restoration Planning Meeting with Eric and Terry.
 - Went into the field with Eric Himmelreich and got monitoring photos of 3 different phases of Camp Creek.

STAFF UPDATES:

- Eric R.
 - The Contracts are going out to contractors for this summer's work. Supplies and materials are being purchased. We are looking to implement 9 projects this summer.
 - The meeting with OWEB to review our eligibility for the council support went well.

UNFINISHED BUSINESS: Board Director Appointments:

- Walt G.
 - We have 5 directors who are up for re-appointment. Karen R., Bryan N., Chris S., Ken C., and Dave G. All 5 have expressed interest in continuing for a 2nd term.
 - Chuck S. made a motion to appoint all 5 directors for a 2nd term. Paul H. 2nd the motion. **The motion passed.**

NEW BUSINESS: FY 17-18 Operating Budget:

- Eric R.
 - The draft of the FY 17-18 operating budget was handed out. Eric R. went over the budget, focusing on any notable changes from the previous year.
 - Thomas G. made a motion to approve the FY 17-18 operating budget. Dave G. 2nd the motion. **The motion passed.**

COMMITTEE REPORTS:

- NTR, No committee reports were given at the Annual Meeting.

Presentation: Director Appreciation:

- M. A. H. was recognized for her many years of service on the PUR Board as an outgoing director.
- All the board Directors/Alternates in attendance were recognized for their service and dedication to the PUR Board.

Announcements:

- NTR

NEXT MEETING: Tuesday, July 18th at 9:00 a.m. to the ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 4:02 pm.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries