

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date July 17, 2018

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Darin McMichael called the meeting to order at 9:05 a.m.

INTRODUCTION AND ROLL CALL:

There were 15 people in attendance. There was not a quorum of Directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Vacant			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
Rusty Lininger	x		Vacant		
Kasey Hovik	X		Vacant		

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
		X	Walt Barton		X
Blair Nash	X		Vacant		
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 Eric Himmelreich Sandy Lyon Joe Carnes

APPROVAL OF MINUTES:

- There was **not** a quorum. The approval of minutes will have to wait till next month.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Dave G. wondered how many watershed councils in Oregon have participation from the wood products industry. PUR is doing a good job with the diversity of our board.

PRESIDENT'S REPORT: Darin McMichael

- Darin was unable to be at the meeting, he is on fires. Chris S. ran the meeting. The annual meeting went well.
- Jason R. was very appreciative of the Partner of the Year Award, he is very thankful for the Tribes partnership with PUR.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$18,913.44
Savings Account	\$52,037.95
Outstanding Bills	\$18,620.80
Funds Requested	\$80,191.69

 - Jason R. asked how the FR process was going with OWEB, Gilaine W. responded that it is going much faster than in previous years. Jason R. was happy to hear it has been getting better.
 - There was a PCSRF discussion with board and Jason R.

STAFF REPORTS: June 15, 2018 – July 13, 2018

- Eric Riley, Executive Director:
 - Prepared for and helped facilitate the PUR Annual Meeting. This year we met at the Douglas County Museum. After a short business meeting, in which the FY18/19 Operational Budget was reviewed and approved by the Board, we had a Gyo-taku Fish Printing demonstration from Bruce Koike. After the presentation the Board enjoyed BBQ from Smokin Fridays BBQ and Beverages from Two Shy Brewery. A good time was had by all.
 - Hosted an OWEB Regional Review Team project site visit to our Steelhead Creek Culvert Replacement and Instream Restoration project. This project is in partnership with the Medford Dist. BLM and a private timber company. The project is located in the headwaters of Elk Valley Creek, which is a tributary to West Fork Cow Creek. We are hoping to have this project fully funded for implementation next summer.
 - Participated in a coordination meeting with the Roseburg District BLM Fisheries staff. This is a monthly event to facilitate project work between PUR and the BLM. Major portion of the discussion revolved around contracting and logistics for projects this summer.
 - Terry and I had a call with Jill Fuglister from Meyer Memorial Trust to discuss a grant proposal that we had submitted the month prior. We were applying for capacity funding to facilitate a coastal project manager position. We were not invited to submit a full proposal, however MMT is interested in working with PUR to develop a train/professional development program for our staff and board around Diversity, Equity and Inclusion. MMT is offering to potentially fund a technical assistance grant to pay for facilitated training. We are working to develop a proposal to take advantage of this opportunity.
 - Had a call with the Rouge Drinking Water Partnership to learn about the effort that a group of water providers in the Rouge Basin have initiated. The DWP is meeting to collaboratively discuss issues, improve communication and developing a network to improve water quality and quantity efforts in the basin. They have applied for funding to develop capacity of the group. Interesting concept for sure.
 - Had a call with OWEB and Smith River Watershed Council to discuss PUR's participation in a project that OWEB is doing to better tell the story of watershed council efforts in Oregon. This project is to be completed in 2019+/- and one of the stories that they want to highlight is the work that has been done in the Smith River watershed and the long-term biological monitoring that has taken place in the watershed. I will be working with Smith River WC on this, as they are the lead.
 - Completed a mid-term update report of our OWEB Council Capacity Grant Workplan. This is done twice each biennium to give OWEB an update on where we are at with our deliverables. The update was accepted by OWEB and everything is on track with this grant. This grant is what pays for a portion of the Executive Director's time and our annual audit.
 - Prepared for and attended the Executive Committee meeting. The meeting focused on a discussion around our Operational Reserve, Liabilities and options for continuing to grow our reserve account. This has been a topic of discussion for several months and the committee decided to have the Finance Committee dig into this. I have been working closely with Gilaine, funders, our CPA and other Non-profit organizations to determine the best path forward.
 - Worked with Kim and Terry on contracting for project this summer. Tasks included budget reviews, confirming specifications and contract development.
 - Participated in a meeting with McKenzie River Trust (MRT) to discuss project deliverables and roles and responsibilities for the Leeds Island Project. We have a technical assistance grant to do a restoration and acquisition feasibility review. PUR will lead the restoration and MRT will lead the acquisition process.
 - Attended a meeting with Terry at Umpqua Soil and Water Conservation District's office in Reedsport. This meeting was a gathering of the Umpqua & Smith River Estuary Restoration Group that has been meeting

for a few years. Stakeholders in attendance included NOAA, ODA, PUR Umpqua SWCD and NRCS. It was a general update meeting to provide partner updates and discuss projects that are being developed currently.

- Worked to update project plans that will be part of the Strategic Action Plan that will be the outcome of the FIP effort. Team members are providing projects to be prioritized as part of the plan.
 - Enjoyed Independence Day with my wife.
 - Distributed the Fair signup sheet to the Board. We will have a discussion at the Board meeting regarding PUR's participation at the Fair.
 - Met with Terry to discuss a National Fish and Wildlife Foundation grant opportunity in their Coastal Resiliency program. We are looking at going to NFWF to help fund one of our project for 2019. I also sat in on a webinar with NFWF that talked about the grant opportunity; specifically about eligibility and what makes a strong grant proposal.
 - Worked with staff to identify potential candidates for the summer seasonal technician position that we have posted. We have a few candidates and look to hire someone in the next week or so.
 - Attended the Network of Oregon Watershed Councils Board meeting in Gates, OR. This was a two day meeting that focused on the approval of FY19 budget for the Network, final review and approval of the 2018-2021 Strategic Plan for the Network. I participated in day two by conference call.
- 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.
 - 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 on obtaining new BLM funding
 - Board meeting prep
 - Looked for potential office space
 - Prepared operating budget for FY 18-19
 - Worked with Kim to learn the website management
 - Prepared for Annual Meeting
 - Started prep for annual audit
 - Terry Burleson, Restoration Coordinator
 - Worked with Kim and Eric to prepare contracting documents for summer instream projects.
 - Completed and submitted grant application materials for Bring Back the Natives to fund helicopter log placement work in Butler and Lutsinger Creeks.
 - Reviewed budgets for contracting purposes.
 - Ordered culverts and a railcar bridge.
 - Coordinated with contractors across the board on setting up summer schedules.
 - Reported projects into ODF FERNS database.
 - Completed and sent additional materials needed for the ACOE permit review on French Creek.
 - Contacted DEQ to pay for the water quality certification permit for the French Creek instream project.
 - Coordinated and attended a site visit with a private landowner who owns property adjacent to PUR's project work in Lutsinger Creek. Found a native mussel in the creek and the owner let us report it to the mussel database that Xerces society maintains. Kim and I let them know they were doing a good job managing the land they had with regard to fisheries and riparian health.
 - Looked into the Coastal Resiliency Grant opportunity. Will likely apply for funds. Grants are due soon.
 - Coordinated with Kim across all projects preparing to divide and conquer the project inspection.
 - Worked with Eric to solicit a technician for summer field work help.
 - Attended and took notes for the Tidegate Working Group meeting. Attendees talked about the current status of tidegate and tidally influenced land restoration. ODA, NRCS, USWCD, NOAA, and PUR staff attended.
 - Talked with landowners up Olalla Creek, downstream of past PUR project work, to develop a technical assistance grant for culvert replacement and instream enhancement work. Thanks to Eric Himmelreich for setting this up with Kim initially.

- Coordinated with project partners to get logs staged to instream restoration sites.
 - Made contingency plans for projects that may be affected by fire restrictions (most of our projects).
 - Coordinated with Roseburg BLM partners for summer projects. Talking with them about the potential to log fire hazard trees to make fish logs.
 - Took monitoring photos at Tenmile Creek with Kim. The project looked amazing. The beavers are using our structures, and beaver sticks are collecting at downstream log and boulder sites.
 - Met with West Fork Cow Creek partners. Discussed project readiness across summer 2018 project work. Determined we still need logs staged for Elk Valley.
- Kimberly Stone, Watershed Technician
 - Worked in Wrike to help get organized for this summer's work.
 - Met with Gordon Hanek to access the possibility of a future culvert and instream project in Olalla and Byron Creeks.
 - Attended and helped set up Annual Watershed Council Meeting.
 - Attended Steelhead Creek OWEB Tour.
 - Attended a Roseburg BLM Coordination Meeting.
 - Attended Helicopter Safety Training that Search and Rescue hosted.
 - Attended Umpqua Chub Meeting at the ODFW Research Facility in Corvallis.
 - Prepared contact documents for this summer with Eric.
 - Attended McKenzie River Trust Meeting to talk about our Leed's Island Project.
 - Met with a landowner on Fitzpatrick Creek to discuss the possibility of a future project.
 - Met with Phil Strader and looked at the materials he has gathered for the French Creek project so far.
 - Sandy Lyon, Monitoring Coordinator:
 - Worked with Joe on usual monitoring runs, and Rice Creek Effectiveness Monitoring.
 - Worked on update and submitted an update to our Quality Assurance Project Plan with DEQ
 - Prepared all continuous temperature data from 2014 to 2017 for submittal to DEQ's call for data submission by June 29th
 - Helped Joe complete our monitoring run data for same DEQ call for data.
 - Attended Council Annual Meeting
 - Now back to working on next OWEB Grant Completion Report.
 - Joe Carnes, Asst. Coordinator/ IT
 - Conducted regular water quality (WQ) monitoring runs/ Audited Hobos;
 - 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
 - Filed, exported, compiled monitoring files, input data into DEQ submittal spreadsheet, and submitted data to DEQ 2015 thru 2017
 - Prepared for setup/worked annual board meeting
 - Took off part of a week for camping on the 4th of July

INDEPENDENT CONTRACTORS REPORT: June 15, 2018 – July 13, 2018

- Amy Pinson-Dumm, Grant Writer
 - Drafted monitoring reports to OWEB for restoration work in Harrington Creek and the Lower Umpqua.

STAFF UPDATES:

- Eric R.
 - PUR has hired Collier Williams as a temp for summer watershed tech assistance.
 - PUR is still looking for someone to hire for help over on the coast.
 - Eric R. will be off for Military duty some this summer.
 - Brian N. asked if contracts are in place, materials ordered, there is some concern with the heat and how it might affect projects getting done this summer.
 - There was a long discussion around the in-water work season, who sets it, how to work outside of it, waivers, permits, etc.

UNFINISHED BUSINESS:

- Article 2
 - There were not enough votes by the membership to amend article 2.
 - How do we engage our general membership more was a topic of discussion?
- At-Large Director
 - Abby M. received 15 out of 15 votes, she will continue on for another term as the Director At-Large.
- Fair Update
 - There were not enough volunteers to have a booth at the fair this year.

NEW BUSINESS:

- Officer Vote
 - Ballots were handed out, there is not a quorum so next meeting in Sept. we will hand out ballots to the directors not present today.
- Review of Updated Directors & Alternates List
 - The new list was circulated, if there need to be any changes please let Gilaine W. know.
- Directors training will be on August 28th, at the PUR office. All directors and alternates are welcome to join. PUR will provide lunch. There will be a meeting at the office and then after lunch a site visit.

COMMITTEE REPORTS:

- Executive Committee: Darin McMichael
 - There will be a meeting today.
- Technical Advisory Committee (TAC): Paul Heberling
 - NTR
- Education Committee:
 - NTR
- Outreach Committee: Devon Johnson
 - Pint Night in Oct/Nov.
 - No meeting in July
- Nominations Committee: Darin McMichael
 - NTR
- Finance Committee: Blair Nash
 - Meeting in the fall.
- Monitoring Committee: Bryan Nelson
 - NTR
- Policy and Procedure: Chris Strunk
 - No meeting in July

Presentation:

- No presentation this month.

Announcements:

- NTR

NEXT MEETING:

- Tuesday, Sept 18th at 9:00am. Meeting will be at the ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 10:42 am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries