

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** July 18, 2017

**Place** ODFW Conference Room

### **CALL TO ORDER:**

The PUR Board President, Darin McMichael called the meeting to order at 9:07 a.m.

### **INTRODUCTION AND ROLL CALL:**

There were 19 people in attendance. There was a quorum of Directors present.

### **DIRECTORS AND ALTERNATES:**

<b>Agriculture &amp; Livestock</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Walt Gayner	X		Vacant		
Paul Heberling	X		Vacant		
Karen Roberson	X		Vacant		

<b>Timber, Aggregate, Construction &amp; Mining</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Bryan Nelson		X	Dave Archambault	X	
Aaron Aasen	X		Devon Johnson	X	
Chris Strunk		X	Darin McMichael, President	X	
Kelly Guido		X	Vacant		

<b>Fishing, Recreation &amp; Conservation</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Dave Grosjaques		X	Mike Brochu		X
Vacant			Vacant		
Alan Bunce		X	Kasey Hovik	X	
Dale Greenley	X		Chuck Schnautz		X

<b>Cities, Special Districts &amp; Public Utilities</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Rhonda Black		X	Walt Barton		X
Blair Nash	X		Vacant		
Ken Carloni	X		Thomas McGregor		X

<b>County</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Chris Boice		X	Dominic Carollo	X	

<b>Tribes</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Jason Robison	X		Heather Bartlett	X	

<b>Members at Large</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Abigail McEnroe	X		Vacant		X

### **OTHERS PRESENT:**

Gilaine Wright

Eric Riley

Sandy Lyon

Cory Sipher

**APPROVAL OF MINUTES:**

- There was a quorum, Blair N. made a motion to approve the minutes from June of 2017, Jason R. seconded the motion. The motion was approved.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- Jason R. Welcome Abby to the PUR board, it's good to have you here. Walt thank you for your service as president the last 2 years and Darin welcome, we look forward to having you as the new PUR board president.

**PRESIDENT'S REPORT:** Darin McMichael

- I apologize for missing the annual meeting, but I have heard it went very well.
- I am excited to be the new president.

**TREASURER'S REPORT:** Blair Nash

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

Checking Account	\$33,804.70
Savings Account	\$43,012.95
Outstanding Bills	\$3,866.84
Funds Requested	\$11,285.38

**STAFF REPORTS: June 17, 2017 – July 14, 2017**

- Eric Riley, Executive Director:
  - Prepared for, coordinated and attended the PUR Annual Meeting. The meeting was held at Backside Brewery in Roseburg. We had a great attendance this year and awarded our first landowner and partner of the year awards. Landowner of the Year went to Guy Kennerly for his outstanding partnering with the council on the Rice Creek Project. The Partner of the Year went to the Roseburg District BLM for their years of dedication and devotion to PUR and everything we do.
  - Worked with Terry and Kim to coordinate projects for this summer. My main contribution has been in the Contracting arena this year. Terry has done an excellent job picking up all of the projects and coordinating partners, contractors, landowners and materials acquisition. It is going to be a busy summer, but everything is coming together nicely. Contracting is almost complete and work in the streams will soon commence.
  - Coordinated with Rusty Lininger and Seth Ewing of Mission Continues and Jeff McEnroe (Rsbg BLM) to develop a volunteer post-project monitoring protocol. We have established a data sheet and discussed possible options for data collection. The intent is to visit completed projects to monitor site locations and verify effectiveness. This is a developing volunteer opportunity that we hope will grow in the next year. Rusty and I made a quick trip to Brush Creek to conduct an orientation to the project site. Rusty and Seth then made their first field trip to Brush Creek verify initial assumptions and begin collecting data.
  - Participated in Darin McMichael's first Executive Committee Meeting as our new President. This meeting was focused on transition of presidents and the way ahead for the ExCom.
  - Met with Jeff McEnroe and Steve Clark (Rsbg BLM) and the entire ODFW Fishery Staff, including Tim Walters to discuss In-Water Work Extensions and their implications. This has been an ongoing discussion over the years and with more severe fire seasons and implementation restrictions, the period to do work in the streams is often reduced, often making project completion difficult. There was good dialog and the group will continue to be in communication as the summer goes on.
  - Spent the week of the 4<sup>th</sup> of July with my family on the coast to celebrate Independence Day, a high school graduation and several birthdays.
  - Traveled to Salem to meet with HDR, Inc. (the consultant that we hired to collect physical and biological data as part of the West Fork Cow Creek whole watershed planning effort) to discuss how project work went and where HDR and PUR might be able to partner in the future. After meeting at the HDR office, I traveled with them to the ODFW headquarters to discuss mutual interests. I was only present to represent a previous client, but was able to participate in an excellent discussion on tidegates and their importance to coastal infrastructure and how the topic is gaining momentum throughout the state. Tidegates are really becoming a hot topic on the Oregon Coast and I see PUR involvement growing in tidegate projects in the next few years.
  - Attended and helped host the Network of Oregon Watershed Council's quarterly Board Meeting and Board Retreat. The Board is working on updating its Strategic Plan, which was the focus of the retreat. The meeting was held over two days here in Roseburg at The Ford Family Foundation campus. I took the Board out to a couple of local establishment to show them some of what Roseburg has to offer. Fun was had by all.

- 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
  - Started prepping for the annual audit
  - Closing out last fiscal year documents
  
- Terry Burleson, Project Planner:
  - Attended the PUR annual meeting
  - Worked on coordinating materials staging for summer projects
  - Took time off to visit family
  - Monitored West Fork Smith River project work with Kim
  - Coordinated monitoring report work and submission for all project monitoring
  - Worked with Eric to complete contract documents and to award project work for this summer
  - Worked with contractors to prepare for staging and implementation of instream and culvert replacement work
  - Met with out of state landowner on the Mehl Creek project
  - Worked with West Fork Cow Creek team members and OSU researchers to coordinate beaver research work
  - Coordinated with timber company staff for access onto their lands
  - Submitted ODF notifications for all project work this summer
  
- Sandy Lyon, Monitoring Coordinator:
  - Attended board meeting and annual party
  - Finished data entry form on iPad for photo points
  - Did photo points for Rice Creek Effectiveness Monitoring with Joe
  - Did Calapooya run and temperature logger placement with Joe
  - Did Rice Creek monitoring run, sinuosity recording and Flir photographing with Joe
  - Calibrated and placed DO loggers in the Umpqua and South Umpqua for summer recording
  - Placed a temperature logger for over winter deployment in the Umpqua
  - Took a week vacation
  
- Joe Carnes, Asst. Coordinator/ IT
  - Conducted regular monitoring runs, calibration and QA checks and Hobo deployment 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
  - Hobo Temperature calibration audit
  - Attended Board meeting
  - Photo points in Rice Creek
  - Worked on setup of new computer
  - Rice Creek Sinuosity mapping

- Calibration and deployment of continuous DO loggers
- Scouting for long term continuous temperature logger deployment sites

### **INDEPENDENT CONTRACTORS REPORT: June 17, 2017 – July 14, 2017**

- Amy Pinson-Dumm, Grant Writer
  - Worked on monitoring reports for OWEB.
  - Started final report to OWEB for 2016-2017 Fish Eggs to Fry project funding.
  - Working on updating PUR's list of potential funding sources.
- Kimberly Frerichs Stone,
  - Worked on the Department of State Lands Permit Guide.
  - Helped with set up for the Annual Meeting.
  - Worked on Camp Creek 2016 Final Report.
  - Attended a Restoration Meeting with Terry and Eric.
  - Helped Terry make spreadsheets for the West Fork Cow Creek Action Plan.
  - Went out to Rice Creek with Terry and Guy Kennerly to set up a staging plan and flag the creek.
  - Went with Joe to help with the South Umpqua Reference Run and Hobo Placement.
    - o Prepared E.coli samples to be read the next day.
  - Worked on the Camp Creek 2016 OWRI Report.
  - Prepared to go to West Fork Smith River and to Rock Creek to take monitoring photos.
  - Went to WFSR and took monitoring photos and looked at a structure in Weatherly Creek with Terry.
  - Went to Mehl Creek to set up where boulders are going to be placed for instream work and to the Yoncalla Rock Pit with Terry.
  - Went to talk to a potential project landowner in Rice Creek and took Tenmile Monitoring photos.
  - West Fork Canyon Creek site design with Terry and Steve Clark from the BLM.

### **STAFF UPDATES:**

- Eric R.
  - Been working on permits and contracts. 3 contracts have already been awarded. With the first project starting in a couple of weeks.
  - The new director training will be in a few weeks, the end of August
  - Fall OWEB grants is coming soon
  - We received 4 grants this past week.

### **UNFINISHED BUSINESS: Board Officers Vote:**

- Darin McMichael
  - The ballots are being handed out to the Directors to vote for the new PUR Board Officers. One you complete your ballot please return to Gilaine for counting.
  - Chris Strunk is our new President Elect with 10 votes
  - Blair Nash is continuing as our treasurer with 11 votes
  - M. A. Hansen is the new secretary with 9 votes.

### **NEW BUSINESS: FY 16-17 Fiscal Review:**

- Eric Riley
  - Handed out the FY 16-17 year in review, went over how many grants we had total in 16-17, how much money was spent and how much money was reimbursed.
- Devon J.
  - The fair sign-up sheet is going around. Please sign up for at least one shift.

### **COMMITTEE REPORTS:**

- Executive Committee: Darin McMichael
  - Darin, the committee has been talking about OWEB, and vacancies on the board
- Technical Advisory Committee (TAC): Paul Heberling/ Chris Strunk
  - NTR
- Education Committee: Ken Carloni
  - Ken, With OWEB no longer funding education we have been talking about how to fund the education here at PUR
  - We have talked about the Fish eggs to fry program

- How to build capacity, and internships
- K-12 vs higher education, AmeriCorps?
  
- Outreach Committee: Devon Johnson
  - FAIR FAIR FAIR
  - Next meeting on Aug 1<sup>st</sup> Tuesday @ 4:30 to discuss Fair.
  
- Nominations Committee: Darin McMichael
  - With elections just happening we are good till spring.
  
- Finance Committee: Blair Nash
  - We still need a new building.
  
- Monitoring Committee: Bryan Nelson
  - Sandy, next meeting will be at the end of summer
  
- Policy and Procedure: Jason Robison
  - Jason, the bylaw review is today.
  - Jason will be transitioning out as chair for P&P and Chris S our new president elect will become the chair.

**Presentation: The Policy and Procedure Chair, Jason Robison, will lead the Board through a working session of the recommended Article 3 Bylaw updates.**

- Jason took the board through the entire article 3, going over all of the changes that were being recommended.
- The board took each section of article 3 to a vote to adopt the changes that were recommended and discussed.
- 3.1 Blair N. and Dale G. made motion. Motion Passed.
- 3.2 Jason R. and Paul H. made motion. Motion Passed.
- 3.3 Jason R. and Blair N. made motion. Motion Passed.
- 3.4 Blair N. and Aaron A. made motion. Motion Passed.
- 3.5 Dale G. and Jason R. made motion. Motion Passed.
- 3.6 Ken C. and Aaron A. made motion. Motion Passed.
- 3.7 Jason R. and Ken C. made motion. Motion Passed.
- 3.8 Ken C. and Jason R. made motion. Motion Passed.
- 3.9 Blair N. and Jason R. made motion. Motion Passed.
- 3.10 Blair N. and Jason R. made motion. Motion Passed.
- 3.11 Ken C. and Paul H. made motion. Motion Passed.
- 3.12 Jason R. and Ken C. made motion. Motion Passed.
- 3.13 Jason R. and Dale G. made motion. Motion Passed.
- 3.14 Jason R. and Ken C. made motion. Motion Passed.
- 3.15 Ken C. and Jason R. made motion. Motion Passed.
- 3.16 Jason R. and Abby M. made motion. Motion Passed.

**Announcements:**

- No meeting in August

**NEXT MEETING:** Tuesday, Sept. 19<sup>th</sup> at ODFW Conference room at 9:00am

**ADJOURN:**

- The meeting was adjourned at 12:08 pm.

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries