

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** Sept 18, 2018

**Place** ODFW Conference Room

### **CALL TO ORDER:**

The PUR Board President, Darin McMichael called the meeting to order at 9:00 a.m.

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

There were 12 people in attendance. There was not 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>
Vacant			Vacant		
Paul Heberling		X	Guy Kennerly		X
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
Rusty Lininger	X		Vacant		
Kasey Hovik	X		Vacant		

<b>Cities, Special Districts &amp; Public Utilities</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Vacant		X	Walt Barton		X
Blair Nash		X	Vacant		
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                      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:**

- NTR

**PRESIDENT'S REPORT:** Darin McMichael

- Darin missed the July meeting due to fires, he came by the PUR office to sign checks and check on staff during Eric's military leave.

**TREASURER'S REPORT:** Blair Nash

- Blair Nash was unable to attend, Gilaine W. gave the Treasurer's Report;
- Treasurers Report:
 

Checking Account	\$24,673.32
Savings Account	\$56,037.95
Outstanding Bills	\$6,645.50
Funds Requested	\$21,345.85

**STAFF REPORTS: July 14, 2018 – Sept 14, 2018**

- Eric Riley, Executive Director:
  - Prepared for and attended July PUR Board Meeting
  - Military Training Camp Roberts and Ft. Hunter Liggett, California 18 July – 12 August
  - Helped with project implementation and inspection for the French Creek Instream Project and the Mehl Creek Culvert Project. Project work is still in full swing and will give a more detailed update at the council meeting.
  - Prepared for and facilitated the annual PUR Director Orientation Day. This year we had 3 mid-term Directors, 1 new Director and 1 pending new alternate attend. We had an excellent meeting, largely discussing PUR technical and fiscal operations. The group went out to Rice Creek to observe past instream project work, discuss effectiveness monitoring and look at a recently (this summer) replaced culvert. It was an excellent opportunity to see our operations discussions from the office in action in the field. It was discussed about potentially holding future Orientation Days on the 3<sup>rd</sup> Tuesday in August, as we do not hold an official business meeting in the month of August. I have also talked with a couple of Directors that could not make the 28<sup>th</sup> meeting, but would be interested in a "make-up" meeting.
  - Worked with Staff and Partners to coordinate possible in-water work extensions for projects that may need to continue past 15 September. Worked with Terry and project partners to develop logical and facts based requests to inform approving agency biologists.
  - Worked with Nancy Geyer and Amy Pinson-Dumm to develop and submit a grant to Meyer Memorial Trust for funding to develop a training/professional development program for our staff and board around Diversity, Equity and Inclusion. Four separate contractors/facilitators were interviewed and quotes received throughout this grant proposal process. If funding is awarded, this training and implementation will take place in early 2019.
  - Along with Kim, conducted a landowner site visit to look at a potential low-water crossing project on a ranch in Coles Valley. This landowner was referred to PUR by Georgina Kennedy, the Douglas County Conservation Reserve Enhancement Program Technician from the Natural Resource Conservation Service (NRCS). She is working with the landowner on developing a project and coordinated the meeting to potentially involve PUR in the project.
  - Prepared for and attend the monthly Executive Committee meeting. The meeting was intended to serve as a general update to the committee due to there not being a meeting in the month of August. The topics of the meeting included: PUR Office Relocation, E.D. Updates on Military, Director Orientation Day, Finances, PUR Server, and Committee Updates. Of significant note, PUR Staff has continued to look at buildings to move into. The staff and interested ExCom members scheduled a tour of a building location on Harvard Avenue after the meeting. This building has real potential and will be discussed more. I gave the Committee an update on my military training, Director Orientation Day and PUR Finances. We discussed the PUR Server, that crashed during the time I was away for military training and I shared the steps that were being taken to get the system back up and functioning. We had a brief discussion about Committees and the next set of scheduled meetings.
  - Worked with Committee Chairs to plan the next set of meetings in August – October.
  - Worked with coastal partners to begin the coordination of a South Coast Tide Gate Meeting. There has been some discussion about trying to coordinate a South Coast specific tide gate collaborative group to better get a handle of the future of tide gate projects. The idea, is that if we all work together collaboratively, we can be more effective in our on watersheds as we move forward with developing these types of projects.
  - Met with David Ferguson, NRCS District Conservationist for Douglas County, to discuss mutual opportunities and see where PUR and NRCS can potentially work together. David is new to the area and this was the first opportunity that we got to sit down and have a face to face talk about all things Umpqua. I look forward to working more with David in the future.

- 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.
  - 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
  - Worked on obtaining new BLM funding
  - Board meeting prep
  - Looked for potential office space
  - Worked with Eric to learn the website management
  - Started prep for annual audit
  - Updated Board Manual
  - Updated ED Manual
  
- Terry Burleson, Restoration Coordinator
  - Ran and inspected a culvert replacement project on Mehl Creek. Work was completed on time and the culvert looks very nice. Ensured that access was available for adjacent landowners to manage their livestock while the road was temporarily closed.
  - Coordinated log moving on Big Tom Folley Creek and Elk Valley creeks to have projects staged.
  - Coordinated with partners and contractors to get Big Tom Folley and Elk Valley instream projects started and completed.
  - Worked across agencies and landowners to comply with fire regulations and request waivers for work past 1:00 pm during IFPL 3.
  - Attended Steelhead Creek design review with partners. Medford BLM engineering, fisheries, and hydrology staff were present to suggest minor changes to the project and to make an implementation plan in the event that the project is funded by OWEB.
  - Assisted BLM biologist with fish salvage at the Rice Creek culvert project.
  - Arranged for boulder purchase and delivery to West Fork Canyon Creek instream project. Set Kim in charge of getting the trucks and rocks to the correct areas.
  - Received timber faller names from industrial timber contacts to cut trees into the creek in tributaries to West Fork Cow Creek.
  - Contracted with Columbia Helicopters to place logs in tributaries to West Fork Cow Creek.
  - Worked on five year planning documents and created a list of future grants to write.
  - Contacted partners to begin grant writing for OWEB funded projects.
  - Connected daily with PUR staff, contractors, and partners via phone, email, and text after regular work hours to keep projects on track.
  - Supervised the two best people: Kim our project manager and Collier our technician who are devoted and reliable as the day is long. And the days were very long!
  
- Kimberly Stone, Watershed Technician
  - Worked in Wrike and organized information.
  - Met contactors in Mehl Creek to look at how the Mehl Creek culvert replacement was going.
  - Met with contractors in Fortune Branch to check in with how the project was going.
  - Went to Elk Valley to mark logs for Elk Valley and Bobby Creek.
  - Met with self-loader and got logs staged for Elk Valley Helicopter work.
  - Went to Elk Valley to check on progress of contactors.
  - Went to Grants Pass for a BLM meeting on West Fork Cow Creek Restoration.
  - Met BLM Road Engineers at Steelhead Culvert for a meeting.
  - Helped Steve Clark shock the Rice Creek culvert to remove fish for culvert replacement.
  - Went out to Big Tom Folley to check on progress of work.
  - Worked in Wrike to organize for OWEB Grant writing.
  - Went out to Rice Creek Culvert to check on progress of work.
  - GIS meeting with Jonas and Travis to get some data from Jonas.

- Helped stage and mobilize boulders for our West Fork Canyon Creek project.
- Sandy Lyon, Monitoring Coordinator:
  - Attended staff meeting
  - Joe and I wrote new grant to the Autzen Foundation
  - Joe and I wrote letter of intent to apply for grant if accepted to the Burning Foundation
  - Attended two Hydrologists Breakfasts
  - Attended two Safety Committee Meetings
  - Writing away on our OWEB final report that is due the end of October
  - Working on ideas for our next OWEB Grant Submission due the end of October.
  - Participated in 3 webinars all water quality related
  - Received notice that we received \$10,000 granted by the Autzen Foundation
- Joe Carnes, Asst. Coordinator/ IT
  - Conducted regular water quality (WQ) monitoring runs;
    - 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 5<sup>th</sup> field run (Deployed Hobos where possible, flows allowing)
    - o Upper Umpqua 5th Field Run
    - o Calapooya 5th Field Run (Deployed Hobos where possible, flows allowing)
    - o Rice Creek WQ Effectiveness Monitoring. (Deployed Hobos)
  - Worked on data processing for OWEB report

#### **INDEPENDENT CONTRACTORS REPORT: July 14, 2018 – Sept 14, 2018**

- Amy Pinson-Dumm, Grant Writer
  - Worked with Terry on a grant application to NFWF
  - Worked with Eric and Nancy on a Technical Assistance application to MMT
  - Drafted monitoring reports to OWEB for restoration work completed in Camp and Tenmile creeks
- Nancy Geyer, Contractor
  - Helped Eric Riley and Amy Pinson Dumm research and write a grant to Meyer Memorial Trust.
  - Started the process of inventorying PUR's educational supplies. Some supplies have been temporarily relocated to Nancy's home.

#### **STAFF UPDATES:**

- Eric R.
  - PUR is seeking a grant from the MMT foundation for Diversity, Equity, and Inclusion training.
  - We still have a couple more in-stream projects happening this fall. We completed 7, 2 are most likely moving to next summer, will update the board next month.
- Joe C.
  - Our server crashed. We had to have our data recovered, and purchase a new server/backup hardware. We now have a cloud backup as well as hard drive physical backup.
- Gilaine W.
  - I have been updating the Board Manuals, if you would like me to update yours, please drop it by the office.

#### **UNFINISHED BUSINESS:**

- Fair Update
  - There were not enough volunteers to have a booth at the fair this year. Having multiple vacancies on the board, it is hard to fill volunteer spots.
- Officer Vote
  - Ballots were handed out, there is not a quorum so next meeting in Oct. we will hand out ballots to the directors not present today.

#### **NEW BUSINESS:**

- Office Relocation
  - We have looked at and are interested in an office space on Harvard. Eric asked if there was any objection or issues with a past board member being one of the owners of the new building. There were no objections or issues expressed.
- Strategic Plan
  - It is time to start thinking, and planning for our next plan, the current one ends in 2019.

- Bylaw Revision Updates and Approval
  - There was not a quorum so no action was taken.
  - New article 7 addresses the Executive Director. There was previously no article that directly addressed the ED.
  - Article 9, has a few changes.
  - Article 10, 11 have no changes.
  - Adding the article 7 will require re-numbering the articles after it.
  - Article 1 is all that is left, it will be the topic at the next P&P meeting.

**COMMITTEE REPORTS:**

- Executive Committee: Darin McMichael
  - There was a meeting. Topics include; office relocation, Director training, ED time away, Eric's chance of deployment, PUR server.
- Technical Advisory Committee (TAC): Paul Heberling
  - NTR
- Education Committee:
  - NTR, Eric will talk with Kasey H.
- Outreach Committee: Devon Johnson
  - Devon is hunting, next meeting is Thursday, Sept 27<sup>th</sup> at 4:40 at the PUR office.
- Nominations Committee: Darin McMichael
  - Need to work on filling vacancies, waiting on a couple bios.
- Finance Committee: Blair Nash
  - Meeting on Oct. 2<sup>nd</sup> at 2:00.
- Monitoring Committee: Bryan Nelson
  - NTR, there will be an informational meeting on Oct 15<sup>th</sup> at 4:00 at the PUR office.
- Policy and Procedure: Chris Strunk
  - Article 1 and Code of Conduct will be discussed at the next meeting. Wed Sept 26<sup>th</sup>.

**Presentation:**

- No presentation this month.

**Announcements:**

- NTR

**NEXT MEETING:**

- Tuesday, Oct 16<sup>th</sup> at 9:00am. Meeting will be at the ODFW Conference Room.

**ADJOURN:**

- The meeting was adjourned at 10:52 am

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries