

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date Sept 20, 2016

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:08 a.m.

INTRODUCTION AND ROLL CALL:

There were 18 people in attendance. There was **NOT** a quorum of Directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner (President)	X		Vacant		X
Vacant					
Karen Roberson		X	Paul Heberling	X	

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	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
Vacant					
Ken Carloni		X	Thomas McGregor		X

County	Present	Absent	Alternate	Present	Absent
Susan Morgan		X	Dominic Carollo		X

Tribes	Present	Absent	Alternate	Present	Absent
Jason Robinson		X	Heather Bartlett		X

Members at Large	Present	Absent	Alternate	Present	Absent
M.A. Hansen	X		Diane Phillips		X

OTHERS PRESENT:

Eric Riley Jack Riley Denise Dammann Gilaine Wright
 John Colby Eric Himmelreich Blair Nash

APPROVAL OF MINUTES:

- The minutes and staff reports from the July 2016, meeting could not be approved, there was not a quorum.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Richard C. there is a very important library vote coming up.
- Dave G. attended the PUR tour and board training, was excellent!
- Ann C. agreed with Dave the tour and training were well worth the time.
- David P. there is clearcutting happening near his home.

PRESIDENT'S REPORT: Walt Gayner

- Thanks for coming out, save his report for committee report time.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$63,477.98
Savings Account	\$23,003.01
Outstanding Bills	\$100,881.00
Funds Requested	\$147,912.28

STAFF REPORTS: July 15, 2016 – September 12, 2016

- Eric Riley, Executive Director:
 - Held regularly scheduled Staff Meetings as needed
 - Prepared for and attended PUR July Board Meeting
 - Prepared for and attended Executive Committee meeting. Primary Focus: Consultant hiring and scope of work
 - Prepared for and hosted PUR Director Training Day. The training was attended by 8 Directors and Alternates. Although attendance was less than expected or hoped for, I felt the day was very productive. The program included a brief overview of the contents of the Board Member's Manual, discussion on; PUR's Strategic Plan, Grant Management and Tracking of Project Funds, Project Timelines (from start to finish) and a tour to a completed project to discuss the good, the bad and the ugly of project development, implementation and monitoring.
 - Administered the Upper Elk Creek project with BLM Biologist. I got to spend a day and a half on the project with the contractor and BLM staff. This project is in the Elk Creek watershed in North Douglas County and was completed entirely on BLM lands. The project was interesting in that whole trees were selected from within the project area along the creek. The trees were directionally felled or pushed over with the excavator and cut to project specific lengths before being placed. This technique, although not a completely new concept, allowed for natural local materials to be placed with minimal disturbance to the riparian areas, as access disturbance was minimal.
 - Had lunch with Jason Robison to discuss his role on the PUR Board and to explore ways to continue to grow the PUR/Cow Creek relationship and to identify
 - Attended the first Smith River/Umpqua Dunes Stewardship Group meeting. I was invited to attend the meeting as a basin stakeholder group representative. There are several of groups like this that have formed in the state. As part of the Northwest Forest Plan this program, through Stewardship Contracting, is a way that the National Forest can work collaboratively with local stakeholders to better leverage funds and achieve mutual goals and objectives. Although, the focus is in Smith River, the organizers thought that it would be good to include PUR in the initial meetings to see where opportunities might exist. I was not able to make the second meeting, but think that it is a positive opportunity for PUR to be part of something that brings this group of stakeholders together on the coast.
 - Continued participation in the OWEB Insurance Panel. The group had its final discussion on future insurance requirements for organizations that receive funds from OWEB. Over the past several months, OWEB has engaged several organizations (watershed councils, soil and water districts, land trusts, and other non-profits) to participate in discussions on what is the proper level of insurance for different types of actions/programs that the different stakeholders administer. The result of the discussions will be an OWEB recommended level of insurance for particular practices and programs. This was an interesting set of discussions. OWEB will be publishing their "insurance guidance" soon and I will work with the staff to ensure that the organization has the appropriate coverage that is needed for the type of work we do.
 - Continued my participation in the planning for the 2016 West Coast Salmon Summit this September 26-29. This is shaping up to be a great event. Several PUR partners and staff will be presenting at the Summit. For more information on attending and general summit information you can go to the following link:

<http://www.salmonsummit.org/> . As part of the preparation for the summit, Jeff McEnroe, Cory Sipher (both from Roseburg BLM) and I went to Pass Creek in the Steamboat Crk watershed. Part of the summit will include a tour up to Pass Creek to discuss the past and what the future holds for the watershed and wanted to do a pre-summit run of the tour route and confirm locations and talking points.

- Meet with Attorney Dan McKinney to get a legal interpretation of Article 3, Section 3.15; *Decisions of the Board*. In light of the disagreements that the Board has had over the organizations decision making process, I felt it prudent to look to an outside source for an interpretation of what our bylaws state.
 - As instructed by the PUR Board, I initiated a consultant search to identify a list of potential candidates for an outside entity to review and make recommendations for possible amendments to Article 3 of the PUR Bylaws. I contacted Paul Hooybar of Watershed Initiatives, Mike Gerrel of Sustainable Northwest and Tatiana Bredikin of Meeting Mastery. I had three very in-depth discussion to ensure that the scope of the request was understood and that any clarifying information was identified/discussed. All three consultants provided a quoted for their services and a proposed scope of work. I shared the proposals with the Executive Committee and the Board will hear the committee's recommendation at the September meeting.
 - Meet with Scott Lightcap and Jake Winn (on separate occasions) of the Roseburg BLM to discuss partnership opportunities, roles and responsibilities, and ways to better communicate as our partnership continues to mature. The Roseburg BLM and PUR has developed an incredibly strong partnership over the years and is often used as an example of "what right looks like". It is a relationship that the Staff has invested a lot of time in over the years and I feel it is important to keep the relationship strong and growing it whenever it is possible and appropriate.
 - Visited Lutsinger Creek, Fitzpatrick/Sawyer Creek and Mehl Creek (2 times) projects with Matt to inspect work in progress and discuss contract administration with our contractors. All three of these project have been completed and we look forward to monitoring their success in years to come.
 - Visited the Elk Valley Creek project on two separate occasions with Terry to review work in progress, discuss contract administration with the contractor, ensure fire restriction waivers were in place, discuss future project work and in general see how the project was coming along. This project is a line pulling project that utilizes a yarder to cable logs in to the creek. This project is part of the whole watershed restoration effort that was started in Elk Valley Creek in 2014. We look forward to many more projects like this in the future in the watershed.
 - Worked with Staff to start an early discussion on the upcoming OWEB Grant Cycle this fall, update the 5 Year Plan and start to strategize for project work in 2017 and 2018.
 - Attended the Network of Watershed Councils (NOWC) quarterly Board Meeting in Springfield. Key topics of discussion were: New Executive Director updates, General Business, OWEB Insurance Discussions, Board structure and Board/ED relationship. As NOWC transitions with its new E.D., the board is largely focused on the way ahead and, in particular, the relationship between NOWC, Oregon Association of Conservation Districts (OACD) and OWEB.
 - Worked in final contract development on Panther Creek, Olalla Creek projects and meet with Terry to review budgets and project requirements for all projects that PUR is partnering with the Medford BLM on.
 - Took a week (4 days) off to attend a planning conference and drill for the Military.
- 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 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.
 - 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
 - Met with Small Grant Team for re-organization
 - Terry Burluson, Project Planner:
 - Coordinated with Elk Valley Instream Placement project partners and did weekend inspection.

- Worked with HDR staff to coordinate crew time for the West Fork Cow Creek fish and habitat surveys that will be done in July and August.
 - Went out with HDR crews and assisted with habitat and fisheries surveys across West Fork Cow Creek.
 - Helped get the HDR crew and truck out of the woods after three tires were blown.
 - Learned about eDNA sampling for the West Fork Cow Creek project. Thanks to Kelly Coates we were able to incorporate this new technology into our survey efforts.
 - Reviewed RAC grants for Big Tom Folley and West Fork Canyon Creek instream restoration projects, submitted by Roseburg BLM partners.
 - Took monitoring photos and worked on monitoring reports for OWEB projects.
 - Worked with partners on five year planning and grant application strategy for RAC and OWEB grants.
 - Managed relationships with landowners and partners in tandem with many visits to the field.
 - Worked with agency partners to update five year planning information and to plan future grant writing for the proposed projects.
 - Closed out Elk Valley contract with final inspection.
 - Kept close communication with contractors to make sure bills were being submitted regularly for payment.
 - Reviewed HDR preliminary report for fish and habitat surveys in West Fork Cow Creek.
 - Worked to get bids and contracts in place for work in Olalla Creek slated to begin September 20th.
 - Made staging plan for Olalla project.
 - Did weekend inspection in Panther Creek.
 - Coordinated and contracted with S.A. Schuyler and Sons to move fire cull logs to a stockpile location on Rattlesnake Ridge. Coordinated with log truck driver for future movement of the logs to the Bobby Creek stockpile location.
 - Counted that the stockpile contains about 200 larger pieces and 100 additional small diameter or short pieces. These logs will all be used for 2017 project work in Bear and Elk Valley Phase 2 projects.
 - Attended the Native Fish workshop for the Oregon chapter of the American Fisheries Society. Networked with fisheries professionals about the opportunity to involve West Fork Cow Creek in studies of the native and endemic Umpqua chub, Umpqua dace, and Umpqua pikeminnow.
- Sandy Lyon, Monitoring Coordinator:
 - Continued working on OWEB Report
 - Attended Board Meeting
 - Attended staff meetings
 - Did Rice Creek run with Joe
 - Completed and submitted 2 RAC proposals
 - Attended OWEB training in Medford for online grant proposal submissions.
 - Joe and I completed “wet/dry” mapping and estimated pool fish counts in Rice Creek
 - Attended two Safety Committee Meetings at DFPA
 - Attended PSPP Meeting at Tribal Office
 - Joe and I completed stream bank mapping in Rice Creek
 - Joe, Amy and I completed and submitted a grant application for monitoring to the Collins Foundation. PUR has never sought funding before from this foundation
- Joe Carnes, Asst. Monitoring Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for: Conducted twice
 - 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
 - o Rice Creek Effectiveness Monitoring
 - Setup replacement computer for Matt (old one died)
 - Worked w/Sandy to write/submit 2 RAC grants
 - Attended a board
 - Deployed thermistors on Upper Umpqua run
 - Audited all deployed hobos
 - Worked with Kimberly on Website
 - Took post project monitoring photos in Bilger Creek
 - Attended Staff meetings
 - Attended OWEB Training (new online submission)
 - Worked with Sandy on Collins grant writing/proofing/revising
 - Rice Creek stream bank mapping

- Attended a PSPP meeting
- Attended 2 safety committee meetings
- Matt Ruwaldt, Coastal Project Manager:
 - Attended PUR board meetings.
 - Did a considerable amount of work on the Mehl Creek project
 - Met with the landowner to discuss access roads;
 - Held multiple meetings with the caretakers and contractors;
 - Staged boulders;
 - Cut and staged logs;
 - Placed all log and boulder sites;
 - Began fencing planning; worked with ODFW and NMFS to obtain fish passage clearance;
 - Worked with Eric, Gilaine, and OWEB to receive funding.
 - Also worked extensively on Lutsinger Creek
 - Finished staging boulders;
 - Placed all log and boulder sites;
 - Coordinated with ODFW and BLM staff to fill in when I was working on other projects.
 - Completed the City of Reedsport mitigation on Steamboat Island.
 - Went out and took monitoring photos and will assist with the final report as time allows.
 - Submitted a RAC grant for McGee Creek.
 - Finished staging boulders at Camp Creek. We will be starting at both Camp Creek and Sawyer Creek on Monday, 8-15.
 - Completed excavator-based log and boulder placements at Mehl Creek.
 - Completed all log and boulder placements on Lutsinger Creek Phase II.
 - Completed all log placements on Sawyer and Fitzpatrick Creeks.
 - Completed all log and boulder placements on Camp Creek.
 - Began bridge placement on Mehl Creek.
 - Capped off a busy instream season with a vacation to the Yukon and SE Alaska with my wife.

INDEPENDENT CONTRACTORS REPORT: July 15, 2016 – September 12, 2016

- Nancy Geyer, Education and Outreach Consultant
 - Finalized Fish Egg to Fry program tasks for 2016
- Amy Pinson-Dumm, Grant Writer
 - Worked on monitoring reports due to OWEB.
- Kimberly Frerichs,
 - Worked on the Website
 - Received logs at Camp Creek
 - Helped Joe check on temperature loggers and water quality monitoring
 - Helped Gilaine file paperwork
 - Went to OWEB In-Person Training in Medford
 - UBFAT data entry and correction into ArcMap
 - Collected eDNA with Terry in West Fork Cow Creek

STAFF UPDATES:

- Eric R.
 - OWEB April cycle, 1 of 4 was funded. There was a good group discussion surrounding the OWEB funding situation.

UNFINISHED BUSINESS: Article # Review & Executive Committee Charter

- There was NOT a quorum so neither action item could be voted on.
- Richard C. made a motion that PUR accepts the bid from Sustainable Northwest, Mike Gerel. There was not a quorum so the motion did not go to vote.
- The board members in attendance did agree that the recommendation from the executive committee to hire Sustainable Northwest for the Article 3 review.
- Richard C. was very unhappy about the lack of quorum!!
- There was a discussion about the importance of directors being present as meetings, so as not to waste the time of those who do make it and so that council business can move forward in a timely manner.
- The review of the executive committee charter was not reviewed due to the lack of quorum.

NEW BUSINESS:

- No new business to report.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee does meet monthly. They are working on their charter.
- Technical Advisory Committee (TAC): Paul Heberling
 - Paul is working on the charter with David P. if anyone has any input please contact him.
- Finance Committee: Blair Nash
 - Still looking for new building!! Please let Eric R. or Walt G. know if you have any leads on this!!
- Nominations Committee: Darin McMichael
 - Committee meeting directly after today's board meeting to discuss the committee charter.
- Education Committee: Ken Carloni
 - NTR
- Outreach Committee: Acting Chair Alan Bunce
 - This Committee still needs a chair!
 - Still working on the charter.
 - River cleanup was missed this year, Alan feels this event is better suited to the spring.
 - The Oct 6 meeting has been moved to Oct 20th, at PUR.
- Monitoring Committee:
 - NTR
 - 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, will send out an email.
 - 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. There was a nomination committee meeting immediately following the regular board meeting.

Announcements:

- NTR

NEXT MEETING: Tuesday, October 18th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned 10:28 am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries