

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date December 14, 2010

Place ODFW Conference Room, 4192 N. Umpqua Highway, Roseburg

CALL TO ORDER:

The PUR president, Stanley Petrowski, called the meeting to order at 9:00 a.m.

INTRODUCTION AND ROLL CALL:

There were thirty-two people in attendance. There was a quorum of directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Jan Tetreault	X		M.A. Hansen	X	
Stanley Petrowski (President)	X		Dianne Phillips		X
Paul Heberling		X	¹ Huebner ² Swingley		X

Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Darin McMichael	X		Dave Russel		X
Mark Kincaid	X		Jake Gibbs		X
Dave Archambault	X		Carol Whipple		X
Mike Flewelling		X	Bill Rice		X

Fishing, Recreation & Conservation	Present	Absent	Alternate	Present	Absent
Jim Yingst	X		¹ Frankenstein ² Brochu		X
David Parker		X	Claude Sterling	X	
Cindy Haws	X		Craig Burns		X
Ken Ferguson		X	Stan Vejtasa	X	

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Tracy Pope (Treasurer)	X		Richard Chasm	X	
Blair Nash		X	Vacant		
Rich Grost		X	Vacant		

County	Present	Absent	Alternate	Present	Absent
Tom Manton		X	Nathan Reed		X

Tribes	Present	Absent	Alternate	Present	Absent
Vacant			John Schaefer	X	

Members at Large	Present	Absent	Alternate	Present	Absent
Alan Bunce	X		Janice Green		X

OTHERS PRESENT:

Jake Winn	Jeff McEnroe	Scott Lightcap	Jerry Solley	Sally McKain
Sandy Lyon	Debbie Thornton	Terry Burselon	Eric Riley	Matt Ruwaldt
Ross Greedy	Nancy Geyer	Ann Kercher	Kelly Crispen	Heather Bartlett
Brian Swift	Harold Ettelt	Bob Kinyon		

APPROVAL OF MINUTES: The minutes and staff report from the November 23rd meeting were approved via consensus with a motion from Mark Kincaid and a second from Jim Yingst.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Richard Chasm – commented on how many recreational fishing boats were on the Umpqua River between the bar and Gardiner. He conjectured that the large number of salmon in the river was a direct result of the Partnership's restoration efforts. Harold Ettelt added, "And from the efforts of other local groups".
- Harold Ettelt – Indicated that he and his neighbors living on Lutsinger Road near Scottsburg were excited that the main Lutsinger Creek culvert washout was going to be repaired. Terry Burleson corrected Harold by saying two smaller tributary streams that flow under Lutsinger Road were proposed for replacement by Roseburg Resources Co. with grant assistance from PUR. RR Co. has no intention of replacing the main Lutsinger Creek crossing.
- Nancy Geyer – Was told by Amy Amoroso that Amy has been offered the Natural Resources Program Manager position at the Cow Creek Band of Umpqua Tribe of Indians; a position she held several years ago. She will start the first week of January. For those who don't know Amy, she was a past President of the Partnership in 2008 and 2009.
- Kris Lyon will be on vacation from Lewis and Clark College the end of the week. Kris will be working on the newsletter and needs input from anyone who has an article to offer.

PRESIDENT'S REPORT: Stanley Petrowski: None

TREASURER'S REPORT: Tracy Pope:

- Tracy Pope provided the following financial report:

Description	\$ Previous Month	\$ Current Month
Bank Accounts	89,989.87	119,635.26
Outstanding Bills	87,540.98	913.49
Cash on Hand	2,444.89	118,721.77
Unrestricted Funds	159,150.56	159,164.16
Funds Requested	217,861.00	201,539.41

STAFF REPORT:

- Bob Kinyon, Coordinator:
 - Continued assembly of an ED Guide with 15 chapters for Eric's use during the Executive Director transition period
 - Conducted a new director orientation for Mike Flewelling using a newly-organized *Board Manual*. Eric was in attendance for on-the-job training
 - Attended the WC meeting at DFPA
 - Attended strategic plan working group meeting at the PUR office after the WC meeting
 - Scheduled a policy/procedures committee meeting for December 13th at 1:00 p.m. at the PUR office. Topics will be *conflict of interest* and *the consensus-minus-one* decision making model
 - Developed a *vehicle use policy* to be used for three used pickups that PUR will purchase from DFPA in December. Wrote a letter to Melvin Thornton/DFPA Board, thanking them for the opportunity to purchase the above vehicles. Signed a MOU between DFPA and PUR for fuel use and maintenance.
 - Worked with Amy Pinson Dumm and the office staff on OWEB Council Support application edits. The proposal is due to OWEB on January 18th.
 - Attended a working lunch with Eric, Paul Utz and Joe Moll (ED – McKenzie River Trust) to discuss easement opportunities in the Umpqua Basin.
 - Listened to a presentation on Rock Creek restoration opportunities by Aaron Bleisner, fisheries tech, at the BLM office.
 - Submitted edits to Daniel Newberry for Goal 1 of the Strategic Plan
 - Attended Events/Education Committee meeting at PUR office
 - Participated in conference call with Eric and Sandy to the Institute for Natural Resources and OWEB
 - Continuing to respond to requests from PUR lawyers for information on the Rock Creek claim
- Debbie Thornton, Fiscal and Data Manager:
 - Prepared payroll

- Paid bills
- Prepared many fund requests
- Attended council meeting at DFPA
- Worked with Rachael on the Fiscal Policies
- Purchased mileage logs, insurance, license plates & tags for vehicles

- Eric Riley, Restoration Coordinator:
 - New Director orientation with Bob and Mike Flewelling
 - November Council Meeting
 - Met with Amy Pinson-Dumm and staff to work on and coordinate the Watershed Council Support Grant
 - Strategic planning with Daniel Newberry and Staff (23 NOV and 2 DEC)
 - Project Development: Briggs Ranch (Canyonville), Troy Michaels and associated leases (South Umpqua/Days Creek), BLM Projects (Wolf Creek PH III and Rock Creek) and Davis Ranch (Bilger Creek; N. Myrtle Crk)
 - Met with Paul Utz and Joe Moll from the McKenzie River Trust to discuss mutual interest. It was a good meeting and they are still interested in partnering with PUR in the future.
 - Met with Terry and Steve Hall (Hall Ranch) to review project progress and establish a tentative schedule of work for 2011
 - Continued worked on draft Strategic Plan and WC Support Grant
 - Conference call with INR staff, Kent Smith, Bob and Sandy to discuss the Umpqua Explorer and some of the issues with the ability to view some of the WQ Data and UBFAT Data. INR is working with Sandy and Kent resolve the WQ Data issue and I will be working with Ann Kercher to get the UBFAT Database updated
 - Prepared for Regional Review Team (RRT) Tour of Wolf Creek and Six Tribs. potential project sites. The RRT is looking at project proposals from OWEB's October grant cycle
 - Finished closeout and filling of all 2010 contracts project information: QUITE A YEAR!!!
 - Worked on 2010 Accomplishments presentations for upcoming Council Meeting

- Terry Burleson, Planner:
 - Went with Eric to visit possible riparian projects on the South Umpqua River and Days Creek ranches.
 - Met with Eric and Jerry Briggs on Small Creek. We looked at two cattle crossing sites.
 - Inspected a revetment project installed by Kevin Saylor on Norton Creek. The project looked great. Extra trees hauled to the street will be used to stabilize an existing gully in the adjacent field.
 - Took some time off around Thanksgiving.
 - Met with the Roseburg BLM biologists and coordinated future plans for Wolf Creek and Rock Creek.
 - Worked with the core group on the strategic plan process.
 - Went with Eric to visit the Hall Ranch and coordinate summer 2011 project work.
 - Worked on council support grant questions.

- Sandy Lyon, Monitoring Coordinator:
 - Working/Researching 319 Grant Application
 - Did two Cow Creek Runs with Heather
 - Worked with staff on OWEB Council Support application
 - Attended Strategic Planning – Goal setting working group meeting
 - Developed tasks for Goal #3
 - Participated in telephone conference with Bob, Eric, Kent Smith, Marc Rempel and Renee Davis-Born of INR about Umpqua Explorer
 - Heather and M.A. did the South Umpqua run; Heather did the Myrtle Creek run

- Matt Ruwaldt, Wetland Project Manager:
 - Accepted the Spirit of the Oregon Plan Award on behave of Dan Van Slyke at the OWEB conference in Pendleton
 - Gave an update to the Reedsport City Council on our Lower Umpqua and Six Tribs Technical Assistance Grant
 - Attended the PUR board meeting
 - Participated in the second Strategic Planning meeting
 - Provided feedback on our draft plan
 - Have been spending some quality time with my father, he is visiting Dec 1-12th

- Kris Lyon, Technical and Monitoring Associate
 - We have reached the deadline and need to get articles and article ideas to Kris for the winter newsletter forwarded to Kris@umpquarivers.org ASAP

- Brian Swift, Smith River Watershed Council Coordinator:
 - UBFAT update: sent out the survey access permission letters to private landowners in the Smith River Basin.
 - I have been talking to people in the Reedsport area (and beyond) about the upcoming Umpqua Water Trail project. There is considerable support brewing and much excitement! Keep an eye out for an article soon in The Umpqua Post describing the project.
 - Took Reedsport School District board member Terry Plotz on a tour of Lower Smith River. I will be included on an upcoming meeting to develop an outdoor education class for the high school students.
 - Met with illustrator/artist Mia Nolting and she is very interested in working with us on the Umpqua Water Trails.
- Nancy Geyer, Education and Outreach Program Manager: No report
- Ross Greedy, AmeriCorps Participant: No report
- Ann Kercher, Culvert Inventory Specialist
 - Continued work with both Heather and Brian on data collection, downloading and management.
 - Two tree revetments successfully placed and planted in Norton Creek.
 - Clarks Branch project site visit with Terry to assess bank erosion.
 - Hired Kasi Weaver as an additional culvert surveyor and began training in Lower Smith River.
- Amy Pinson-Dumm, Grant Writer:
 - Worked with staff, as a group, on the OWEB Council Support Grant Application.
 - Attended workshop for Oregon Dept. of Parks & Recreation (ODPR) Recreation Trails Grant Program in Salem for Umpqua Water Trail project.
 - Typed notes from ODPR Recreation Trails grant workshop and sent to Brian Swift.
 - Worked on/continued research for Recreation Trails Program Grant Application.

UNFINISHED BUSINESS: None

NEW BUSINESS: None

PRESENTATION(S): Staff: Bob Kinyon, Eric Riley, Terry Burleson, Sandy Lyon, Debbie Thornton and Nancy Geyer *PUR Accomplishments for 2010.*

- Bob: Organization structure and growth
- Debbie: Approved grants and funding received
- Eric & Terry: Capital projects, both instream and fish passage
- Sandy: Monitoring (including kudos for volunteer monitor M.A. Hansen, who received recognition from Sandy and the membership for her many hours of volunteer service). She received a gift of an insulated water bottle with encouragement from Sandy to stay hydrated.
- Nancy: Fish sculptures, hiring Ross (AmeriCorps); OSU co-sponsored Master Watershed Stewardship training; Fullerton grade school event; Earth Day and River Appreciation Day events; and rebirth of the *fish toss* game.

Brian Swift also provided an update on activities of the Smith River Watershed Council. Brian mentioned that he has had a great learning experience, working with the PUR staff. Brian will be leading the charge on the *Umpqua water trails* project. Brian's emphasis is on developing community in the Smith River sub-basin.

Daniel Newberry presented the latest draft of the PUR Strategic Plan 2011-2014 to the membership. Key elements were:

- The strategic plan will be for a three year period
- It will have a similar format to the 2008-2011 plan
- There are four goals for this three-year period
- Daniel read the vision statement developed by the strategic plan working group
- A SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis was completed
- The plan will be two documents, the *Executive Summary* and the *Implementation Plan*
- The four goals are:
 - Goal 1: Improve fish habitat and water quality
 - Goal 2: Maintain and build a vibrant organization
 - Goal 3: Monitor aquatic conditions
 - Goal 4: Outreach and education

Daniel discussed objectives associated with each goal. Daniel built in a periodic review of the plan for two times per year.

After a little tweaking by the Directors, the following motion was put forth by Jan Tetreault – “approve the goals and objectives of the *Strategic Plan 2011-2014* as amended at the December 14, 2011 PUR Board meeting.” Mark Kincaid seconded the motion, which was approved by consensus.

COMMITTEE REPORTS:

- Technical Advisory Committee (TAC): Eric Riley – Eric has tentatively planned a January meeting of the TAC. He will attempt to tighten up the scope of the committee with an emphasis on making Partnership projects better.
 - Finance Committee: Tracy Pope - None
 - Nominations Committee: Alan Bunce – Will check to see if Amy Amoroso will be the Cow Creek representative on the Board.
 - Events Committee: Richard Chasm: There was a discussion regarding the pros and cons of having a separate events committee and education committee, or should they be combined. After discussion, Alan Bunce made a motion to combine the two committees. Tracy Pope seconded the motion which was approved by consensus.
 - Education Committee: Nancy Geyer
 - See Nancy’s notes above in PRESENTATION(S):
 - Nancy and Richard discussed having a fundraising event in 2012. Nancy spoke eloquently about the need to have an early start on the planning; learn from others who plan large annual fundraisers; and get commitment from the Board and Members to contribute to the effort. There will be an event planning workshop on February 10th at UCC. PUR will pay the \$35 registration fee from an existing outreach grant for each attendee. Those who signed up are Ross Greedy, Heather Bartlett, Alan Bunce, Cindy Haws, Richard Chasm, Zory Hill, M.A. Hansen, Nancy Geyer, Sally McKain and Debbie Thornton. It was suggested that perhaps two teens should attend as well. Ross will see if there is interest at the Phoenix Charter School.
 - Policy/Procedures Committee: Stan Vejtasa
 - The committee met yesterday. Those in attendance were: Debbie Thornton, Blair Nash, Jim Long, Jan Tetreault, Eric Riley, Stanley Petrowski, Darin McMichael, Sally McKain, Sandy Lyon, Stanley Vejtasa and Bob Kinyon.
 - Members discussed *Conflict of Interest* and *Consensus minus one*.
 - Several nuggets that emerged from the discussion were:
 1. When a potential conflict arises, convene the policy/procedures committee as soon as practical. Head off the problem early.
 2. It was recommended that committees use the *consensus minus one* decision making model.
 3. The committee was reticent to draft policy as they didn’t want to get bogged down with strict procedures.
 4. A list of committee members will be sent to Directors as a written record as required in the bylaws.
- Stan will write up the meeting notes which will be circulated to the PUR membership.

ITEMS FOR NEXT MEETING AGENDA:

- The January 18th meeting will feature presentations from Eric Riley and Ann Kercher on the UBFAT culvert survey project and from Denise Dammann on *Umpqua Basin Stream Temperature 2010 Update*.

UPCOMING MEETING ANNOUNCEMENTS: None

NEXT MEETING: Tuesday, January 18th at 9:00 a.m. at the ODFW conference room, 4192 N. Umpqua Highway.

ADJOURN The Board meeting was adjourned at 10:58 a.m.

EXECUTIVE SESSION

An end-of-year bonus was approved for staff with a motion from Mark Kincaid and a second from Jan Tetreault.

/S/ Bob Kinyon
PUR Secretary