

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** January 16, 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 22 people in attendance. There was not 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		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	
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	M. A. Hansen	Rusty Lininger	Kim Stone
Eric Himmelreich	Joe Carnes	Joe Blanchard	Jeff McEnroe	Sandy Lyon
Terry Luecker				

**APPROVAL OF MINUTES:**

- There was not quorum, the approval of minutes must wait till the next board meeting in February.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- Umpqua Fisherman's Derby is coming up at the end of January. PUR staff will helping with the banquet dinner set-up and check in, PUR will also purchase a table for any board members that want to attend, and Gilaine will send an email to gage interest.
- Dave Grosjaques has been appointed to the R&E review board.

**PRESIDENT'S REPORT:** Darin McMichael

- Things have been quiet at PUR with the holidays. Darin did attend the PUR staff meeting and the Ex-Com meeting.

**TREASURER'S REPORT:** Blair Nash

- Gilaine Wright gave the Treasurer's Report;
- Treasurers Report:
 

Checking Account	\$21,756.69
Savings Account	\$60,030.35
Outstanding Bills	\$1,925.00
Funds Requested	\$73,254.32

- PUR is in the process of purchasing a new truck.

**STAFF REPORTS: December 8, 2017 – January 12, 2017**

- Eric Riley, Executive Director:
  - Held two monthly staff meeting. The primary focus on the first meeting was to get updates from the staff and share some things that I am working on. Of particular note from the staff was an update on reports and planning activities. Sandy and Joe facilitated a discussion about a DEQ 319 grant opportunity and how best to put together a proposal. We also looked at our updated Website platform and discussed a plan to make the full transition this winter. We also had a lengthy discussion about the in-water work period and some of the implications that it has on project work and how partner relationships are a very important part of the equation. I gave the staff an update on the Outreach Committee's efforts on growing membership. The second staff meeting primarily focused getting the staff caught up after the holiday season. Darin McMichael attended the meeting and gave the staff an update on some of the things that the Board (Executive Committee) has been working on.
  - Prepared for and attended the PUR December Board Meeting. I gave the Board an update on work that was accomplished during the 2017 summer/in-stream work season.
  - Prepared for and attended the PUR Nominations Committee Meeting. The focus of the meeting was to discuss establishing Director Category definitions. The DRAFT set of definitions was sent out the entire Board for input on 12/13/17. Input will be compiled and used for definition refinements at the next meeting (01/16/18).
  - Worked with Terry and Kim and various partners at several meetings in strategizing and coordinating 2018 work efforts. We have a large workload for 2018 due to some setbacks from last year's fire season. On top of all of the work scheduled for 2018, we have 4 projects that are hold-overs from last season. While this is not an impossible workload, it is certainly requiring an extra emphasis on planning and coordinating. It is shaping up to be an exciting year!
  - Prepared for and attended the PUR Outreach Committee meeting. The focus of this meeting was to discuss membership drive opportunities. The bulk of the discussion was around coordinating a "Pint Night" type event to initiate an outreach/membership campaign. More work is to follow on this topic. The committee also discussed the idea of an outreach effort to partners and stakeholders to receive organizational feedback. Abby McEnroe is working with Eric to establish a list of questions for a Survey Monkey type poll.
  - Prepared for and attended the PUR Policy and Procedure Meeting. The focus of this meeting was to continue through the PUR Bylaw articles. The committee completed its initial review of the bylaws and will present proposed updates to the PUR Board at the January meeting.
  - Worked with Amy Pinson Dumm to prepare and send out 5 additional letters to foundations. To date, we have reached out to 10 foundations. We have received a response from two organizations. We are planning to send out an additional 15-20 letters in the January/February timeframe. I have also been in

contact with Brian Barr from the Rouge River WC to discuss foundations and approaches to build relationships with them. He has significant experience working with foundations and has been very valuable in me in this effort.

- Kim and I attended a landowner town hall meeting in Coquille. The meeting was focused on tidegates and tidegate restoration. This was a good opportunity to hear from landowners about their concerns and issues as it relates to tidegates, their replacement and maintenance. As PUR moves forward with its first tidegate project, understanding landowner perspectives are one of the most important things that we can do. We have good relationships with agencies, but at the end of the day, it is the landowners who own the properties and it is their project. The better we can understand the situation from their point of view, the more successful PUR will be moving forward with these types of projects.
  - Worked on the Executive Director extended absence plan. I am in the process of working with the Executive Committee in developing a plan that covers the E.D.'s responsibilities if there was a planned or unplanned long-term absence. This draft plan is in its second round of revisions and will be presented to the Board this winter.
  - Attended a meeting with Terry and Kim, Don Porior (our engineer), Rhonda Black from Umpqua Soil and Water Conservation District, and Cliff Glover (landowner) at Don's office in Hauser. PUR is working w/ Rhonda and the Mr. Glover on a project that will replace two failing tidegates, improve tidal connectivity on the property, enable better pasture and grazing management and improve fish access to the property during high water events. The meeting was intended to have the project leads and our engineer sit down with our landowner and discuss project details to ensure that we were all on the same sheet of music as we move forward and that the landowner was 100% comfortable with the project and where we are headed. This was an excellent opportunity to ensure that the landowner understood that he was in the driver's seat for the project and that he is the one that sets the pace and tone for the project. I feel that every party left the meeting with a clear understanding of where we have been and where we are going with this project. This is an exciting project and will be a good one to watch in the coming years.
  - Along with the Staff, attended the PUR Staff Christmas Luncheon. The staff went to lunch at The Parrott House this year. Elephant gifts were exchanged and stolen according to standard PUR Christmas Party Regulations. The food was excellent, the mood merry, and Sandy got a wonderful apron for future holiday baking adventures.
  - I enjoyed the week of Christmas with my family and friends. It was a great opportunity to recharge my batteries. Lots of food and football, with a little bit of hunting sprinkled in, made for an enjoyable break.
  - Prepared for, coordinated and attended an Umpqua Basin Partnership meeting for the FIP Capacity Building effort. The focus of this meeting is to continue with our efforts to complete the initial strategic action plan and work towards establishing governance procedures for the group. The hope is to have the action plan completed the coming June. The team is also working on looking at developing a financial plan and looking into long-term facilitation to keep the group active and relevant.
- 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
    - Meet with insurance agent
    - Worked with Kim to learn the website management
  - Terry Burleson, Restoration Coordinator
    - Helped coordinate Co-ho-ho Christmas tree staging and placement planning. Worked with private landowners to secure placement sites.

- Contracted with Blue Ridge Timber to pull over and stage trees for work on BLM lands in West Fork Canyon Creek.
  - Ran project coordination meetings to keep on track for summer 2018 work.
  - Worked with Kim on PUR's five year restoration planning documents to utilize partner input for a thorough update.
  - Worked with PUR's contract engineer to prepare for a meeting focused on tidegate project specifics.
  - Provided information to OWEB to request extensions on several grants.
  - Worked with BLM staff to understand and assess the effect of the land ownership change in West Fork Canyon Creek.
  - Facilitated a meeting between PUR's contract engineer and Roseburg BLM engineering staff to discuss alternatives for fish passage projects in Rice Creek.
  - Prepared for watershed council meeting presentation.
  - Worked with Oregon American Fisheries Society executive committee members to submit my information for running for a position in the chapter.
  - Volunteered to moderate a session at the Oregon AFS meeting in March in Eugene.
  - Budgeted for winter, spring and summer 2018 work.
  - Reached out to project partners to create preemptive plan for instream work timing for spring and summer 2018 projects.
  - Contracted Blue Ridge Timber to move stockpiled hazard tree logs off of Marvin Hill (Hwy 138) and into staging sites along Big Tom Folley Creek.
  - Worked with Kim to get her set up with taking a GIS class.
  - Attended staff meetings.
  - Worked on OWEB final reports.
  - Coordinated future field reconnaissance dates with project partners for future project scoping and to assess effectiveness of past work.
- Kimberly Stone, Watershed Technician
    - Attended Staff Meetings
    - Attended BLM Partner Meetings
    - Attended West Fork Cow Creek Monitoring Meeting/Planning
    - Attended a Tidegate Meeting with Eric R. in Coquille
    - Helped Terry plan and organize to get prepared for this summer's restoration work
    - Worked on the new website and trying to get it ready to show the board before making it public
    - Attended a landowner and partner meeting for the Glover Tidegate project at Don Porior's office
    - Helped Joe with calculating MNP's for E.coli
    - Helped Terry with Final Reports
    - Attended Coho Ho Ho Christmas Tree meetings
    - Helped Jonas with design work in Elk Valley
- Sandy Lyon, Monitoring Coordinator:
    - Did Upper Umpqua run with Joe
    - Joe and I wrote and submitted a grant for DEQ319 Funding
    - Did scouting run with Joe and Dave for our new 5th field watershed sites in the Lower North Umpqua
    - Attended staff meetings
    - Attended DFPA Safety Committee Meeting
- Joe Carnes, Asst. Coordinator/ IT
    - Conducted regular water quality (WQ) monitoring runs;
      - 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 WQ Effectiveness Monitoring.
    - Performed scouting for monitoring sites in the Lower North Umpqua Watershed
    - Attended Staff Meeting
    - Filled out an OWEB survey for open solicitation monitoring grants
    - Recovered a DO logger that was thought to have been lost due to a high-water event
    - Had a conference call with DEQ to discuss possibilities for a 319 Grant application
    - Attended Hydro Breakfast
    - Worked with Sandy to write, review and submit a DEQ 319 Grant application
    - Updated Map for the Lower North Umpqua

- Worked on data processing/compiling for OWEB report

### **INDEPENDENT CONTRACTORS REPORT: December 8, 2017 – January 12, 2017**

- Amy Pinson-Dumm, Grant Writer
  - Worked with Eric on a strategy for reaching out to new funding partners
  - Updated and compiled contact information for potential new funders and drafted letters of introduction

### **STAFF UPDATES:**

- Eric R.
  - Terry will give a presentation today on the restoration program, this is an excellent time to ask any questions you may have.
  - Monitoring has just scouted a new run on the North Umpqua
  - Terry and Kim are working hard to get everything ready for next summer.

### **UNFINISHED BUSINESS: Insurance update & truck purchase:**

- NTR

### **NEW BUSINESS: Article 2 recommendations review:**

- Policy and Procedure committee has reviewed all of article 2, they have made a number of recommended changes. Eric read through all of the suggested changes and the directors present has no issues. There was not a quorum so the changes have not yet been approved for sending to a vote of the membership.

### **COMMITTEE REPORTS:**

- Executive Committee: Darin McMichael
  - Darin, the committee meet in December on the 18<sup>th</sup>, the committee did the executive director evaluation. There will be an executive session during the February board meeting to go over that evaluation. The rest of the committee meeting was spent discussing the extended absence plan.
- Technical Advisory Committee (TAC): Paul Heberling
  - Paul is working on a charter, he will share the charter with the board at the February board meeting.
  - David Parker is no longer interested in being involved with the technical committee.
- Education Committee: Ken Carloni
  - NTR, Ken was not at the meeting, there will be an education meeting next week.
- Outreach Committee: Devon Johnson
  - Meetings are held the 2<sup>nd</sup> Thursday at 4:30 at the PUR office, please consider attending.
  - The committee just had a meeting, membership is at 40, and we have gained 4 in the last 2 months.
  - Eric has meet with local pubs to talk about "Pint Night".
  - The committee is looking into prospective member packets, bumper stickers, derby dinner.
- Nominations Committee: Darin McMichael
  - There will be a meeting today, directly after board meeting. Focus will be on calendar and definitions of interest groups.
- Finance Committee: Blair Nash
  - We still need a new building.
  - Gilaine is working with Blair on a charter.
- Monitoring Committee: Bryan Nelson
  - Bryan, meeting in March.
- Policy and Procedure: Chris Strunk
  - Committee meet last month.
  - Committee presented their recommendations for article 2 changes earlier today during new business.

### **Presentation: Terry Luecker, Restoration Program Update:**

- Terry gave the board a comprehensive update on the restoration program.

**Announcements:**

- NTR

**NEXT MEETING:**

- Tuesday, February 20<sup>th</sup> at ODFW Conference room at 9:00am

**ADJOURN:**

- The meeting was adjourned at 11:30 am

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries