

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date Jan 17, 2017

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 20 people in attendance. There was a quorum of Directors present.

DIRECTORS AND ALTERNATES:

| Agriculture & Livestock | Present | Absent | Alternate | Present | Absent |
|------------------------------------|----------------|---------------|------------------|----------------|---------------|
| Walt Gayner (President) | X | | Vacant | | |
| 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 | | Vacant | | |
| Dale Greenley | X | | Chuck Schnautz | | X |

| Cities, Special Districts & Public Utilities | Present | Absent | Alternate | Present | Absent |
|---|----------------|---------------|------------------|----------------|---------------|
| Rhonda Black | | X | Vacant | | |
| 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 Robison | X | | Heather Bartlett | X | |

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

OTHERS PRESENT:

Eric Riley Gilaine Wright Steve Clark Sandy Lyon Mike Gerel
 Eric Himmelreich

APPROVAL OF MINUTES:

- The minutes and staff reports from the December 2016 meeting was approved, Jason R. made a motion to approve the minutes, Ken C. 2nd the motion. **The motion passed.**

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- We have a lot going on, trying to figure out how best to help the organization.

TREASURER'S REPORT: Blair Nash

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

| | |
|-------------------|-------------|
| Checking Account | \$72,557.32 |
| Savings Account | \$31,005.59 |
| Outstanding Bills | \$15,321.20 |
| Funds Requested | \$65,574.62 |

STAFF REPORTS: December 16, 2016 – January 13, 2017

- Eric Riley, Executive Director:
 - Prepared for and attended the PUR December Board Meeting
 - Worked with Staff to close out a couple of BLM Assistance Agreements. These were long-term agreements with the BLM encompassed several projects.
 - Worked with Tracy Pope (Riparian Specialist), Walt Barton (Douglas SWCD) and Gilaine to prepare and submit a progress report for the US Fish and Wildlife Service funded Pollock Creek Riparian Restoration Project. This project is a multi-phased project that PUR is partnering with the landowner, DSWCD, and the USFWS to complete. The primary focus of the current phase is invasive species removal (Himalayan blackberry and English Hawthorne), which will be followed with the planting of native plant species
 - Met with DC Law lawyer, Dan McKinney to discuss Roberts Rules for a quorum to ensure that PUR was properly following our current set of bylaws and see what options might be available in future meetings when a quorum is not present.
 - Worked contracted Staff to update UBFAT data and provided information to Dave Ward of HDR, Inc. as part of the West Fork Cow Creek Action Plan development effort. The data provided will be incorporated into the final prioritized plan.
 - Met with Mark Grenbemer from OWEB to get caught up and talk over projects, grants, Board, FIP, etc. I try to meet with Mark regularly to give him updates and feedback and in general, just try to stay in close communication with one of our main funders.
 - Met with Terry to review her current projects and associated tasks. She has developed an impressive by-project task list that has become an excellent tool to prioritize her workplan. It has been so helpful that I intend to utilize it with other staff members this coming year.
 - I enjoyed a wonderful Christmas and New Year's Holiday with my family. I took several days off during the holiday season to spend time with family and recharge my batteries for 2017. I got to do a little duck hunting with my father and made a trip to the Diamond Lake area to enjoy the snow for a day.
 - Worked with Terry and other Staff to prepare for an upcoming meeting with Weyerhaeuser Co. regarding the West Fork Cow Creek Project. With the purchase of Plum Creek Timber Company, Weyerhaeuser has become a new partners in our largest restoration effort. PUR has done limited work over the years with the company and we want to ensure that the company has an excellent understanding what PUR is about, what the project is about and create a shared understanding of where we as want to go as partners in the future.
 - Worked with Alan Bunce to cancel the Outreach Meeting scheduled for the 5th of January due to weather.
 - Prepared for and attended the Umpqua Basin Partnership meeting. This is the Focused Investment Partnership Capacity Building effort. The group continues to make progress on the Umpqua Basin Strategic Action Plan. This meeting focused on reviewing the updated Vision, Goals and Objectives, the plan's conceptual model that outlines the limiting factors associated with the objectives and identifies potential actions and/or opportunities, reviewed the updated organizational niche analysis and discussed the GIS data collection and current gaps. The plan is templated to be completed in June 2017.
 - Participated in a FIP Capacity Building Call with OWEB and other FIP grant recipients. The focus of the call was to have a one year "Lessons Learned" discussion. It was interesting to hear that most groups feel things are moving slower than originally expected. Additional common themes included the importance of transparency, relationship building and roles and responsibilities. We have an annual progress report due this month.

- Meet with Audrey Barnes to discuss the Derby and PUR's participation. Working with Derby a committee member on preparing a slide show for the event and will try to incorporate PUR information for a possible display.
 - Talked at length with Mike Gerel in preparation for the upcoming board meeting discussion on his recommendations, focused on Article 3.
 - Gilaine and I worked with Lynn Omev from WSC Insurance to update our organizational insurance. We are putting all of our liability (Auto and Directors/Officers) with the same company. We will be saving almost \$1000 per year by consolidating with WSC and our coverage will be better than before.
 - Followed up on several monthly Board tasks and prepared for the January meeting.
- 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
 - Worked with new insurance provider to get PUR insurance switched over.
 - Did PUR's registration with SAM
 - Board meeting prep
 - Followed up with Audit and getting filed with the Federal Clearing house.
 - Started income tax prep
 - Terry Burleson, Project Planner:
 - Met Miles Davis, owner of the Stouts Creek debris flow/channel re-route and gave him names of ODF, ODFW, BLM, SURCP staff to get help with cleanup and permitting
 - Met with Tracy Pope: discussed specific projects to visit on 12/23/16; discussed my idea of a general plan and timing versus the reality of what we are looking at for riparian restoration projects
 - Coordinated and attended the West Fork Cow Creek partners/OSU researchers meeting held here at PUR
 - Spoke with Rusty from Source One Serenity, the veteran's group coordinator, about potential work coming up with planting and monitoring
 - Got the final 2016 bills wrapped up
 - Worked with our engineer to get the Steelhead Creek culvert surveyed
 - Wrapped up DEQ grant with Days Creek landowners. Got fence ordered for two properties
 - Monitored Panther Creek instream sites and found a giant cougar scat, indicative of a local dominant male. Structures were ok, but need more fine materials added in to be effective to improve fish habitat

 - Monitored structures at Elk Valley for a little bit, left due to slick conditions, finished up day at Olalla. Big winner there with very little loss of structures even with very high flows
 - Followed up on RRCo./BLM meeting about projects across the South Umpqua area
 - Get text approved by Mark Villers for Derby banquet auction print
 - Wrote email to OSU extension's Souder and Giannico to have them facilitate a planning process with some of my partners in a small group setting. This is a follow up to a seminar I took from them last year dealing with large scale planning efforts
 - Sandy Lyon, Monitoring Coordinator:
 - Took volunteers to lunch at the Lighthouse as a thank you
 - Attended Safety Committee Meeting
 - Conducted our building inspection, filed report
 - Did Rice Creek run with Joe, made new landowner contact
 - Worked on OWEB Final Report.

- Joe Carnes, Asst. Monitoring Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for
 - 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.
 - Compiled charts for OWEB report
 - Took volunteers to lunch at the Lighthouse as a thank you
 - Worked with Sandy on OWEB Final report text and formatting
 - Took a week off for eye surgery

INDEPENDENT CONTRACTORS REPORT: December 16, 2016 – January 13, 2017

- Amy Pinson-Dumm, Grant Writer
 - Began coordination for Fish Eggs to Fry Program for 2017.
 - Reviewed a couple of grants to see if they were feasible for PUR to apply to in the future.
- Kimberly Frerichs,
 - Worked on the UBFAT data with Ann Kercher

STAFF UPDATES:

- Eric R.
 - Does anyone have any questions about the staff reports?
 - Gilaine and I have been working with Lynn an insurance agent out of the Portland area, we are switching all our insurance needs to her. She is very knowledgeable about watershed councils and how to get the best coverage for us. She has saved us some money on premiums already.
 - I have been working with Jeff McEnroe to develop a veteran's volunteer group.

UNFINISHED BUSINESS: President Elect Vacancy and Timeline Review:

- Walt G. We need all interested parties to notify Eric R. or Walt G. by February 1, 2017. We will be voting at the February board meeting.

NEW BUSINESS: Beaver Conference Donation:

- Eric R. the conference is February 22-24. PUR has been contacted with a request to donate to the event to cover operating costs.
- Ken C. made a motion to allocate \$1,500 to the State of the Beaver Conference and \$500 to the Earth Day Fair this spring. Dave G. 2nd the motion. The motion passed.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee next meeting will be Jan 23, at 1:00pm
- Technical Advisory Committee (TAC): Paul Heberling/ David Parker
 - NTR, working on charter.
- Education Committee: Ken Carloni
 - Ken, Please respond to the email regarding times and dates, need to schedule a meeting.
- Outreach Committee: Acting Chair Alan Bunce
 - Alan, please respond to the email regarding times and dates, upcoming events: Derby banquet, Beaver conference, earth day, river appreciation day, fair.
- Nominations Committee: Darin McMichael
 - The charter is on hold until the board has its discussion with Mike Gerel of Sustainable NW.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Will have a meeting in the spring.

- Monitoring Committee: Bryan Nelson
 - NTR, will schedule a meeting for March.
- Policy and Procedure: Jason Robison
 - Jason, next meeting will be Jan 24, 4-6. Will send out an email with agenda.

Presentation: Mike Gerel from Sustainable Northwest

- Mike Gerel was down for the meeting to facilitate the bylaw review/ recommendations discussion with the board. He focused on article 3, director nomination/appointment process, decision making process, and quorum requirements.

Announcements:

- NTR

NEXT MEETING: Tuesday, February 21st, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 12:03pm.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries