

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date October 17, 2017

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

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner	X		Vacant		
Paul Heberling	X		Guy Kennerly		X
Karen Roberson		X	Vacant		

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, President	X	
Kelly Guido		X	Vacant		

Fishing, Recreation & Conservation	Present	Absent	Alternate	Present	Absent
Dave Grosjaques		X	Mike Brochu		X
Vacant			Vacant		
Alan Bunce	X		Kasey Hovik		X
Dale Greenley	X		Chuck Schnautz		X

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Rhonda Black		X	Walt Barton		X
Blair Nash	X		Vacant		
Ken Carloni		X	Thomas McGregor		X

County	Present	Absent	Alternate	Present	Absent
Chris Boice		X	Dominic Carollo		X

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

Members at Large	Present	Absent	Alternate	Present	Absent
Abigail McEnroe	X		Vacant		X

OTHERS PRESENT:

Gilaine Wright Eric Riley

Jack Riley

APPROVAL OF MINUTES:

- There was a quorum, Blair N. made a motion to approve the minutes from September of 2017 as amended, and Paul H. seconded the motion. The motion was approved.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Fire season has been dropped in Douglas County.

PRESIDENT'S REPORT: Darin McMichael

- Darin talked about the colder weather.
- Darin talked about the P&P meeting that has taken place.
- Darin talked about the executive meeting that had happened.
- Darin then talked about the staff meeting he had attended at PUR.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$124,876.10
Savings Account	\$52,017.76
Outstanding Bills	\$1,150.89
Funds Requested	\$40,917.24

- The operating budget was handed out, there was a comparison of what had been approved in July and what has been spent in the first quarter. The board was free to ask any questions about the budget and see where PUR is financial.
- The PUR vehicles were discussed. We have retired the 2 trucks that PUR currently owns. We will be putting them up for sale, they have become unreliable for the staff to use. We have enough money in the savings account that Eric R. is going to start looking to replace 1 vehicle.

STAFF REPORTS: Sept 15, 2017 – October 13, 2017

- Eric Riley, Executive Director:
 - Held a staff meeting. Primary topic of the staff meeting was the updated Employee Handbook. The documents had been updated and distributed to staff for review. This meeting was an opportunity to provide feedback and discuss changes. No major changes were made in this update, more refinement and clarification throughout. We also discussed Board Meeting presentations and how there is a need and desire to begin hosting monthly presentations again. With much of the Board work happening at committee meetings, we can once again focus on presentations from staff and other partners/stakeholders.
 - Attended the PUR Board meeting.
 - Worked with Terry on finalizing and adjusting contracts as needed to complete our instream work for 2017. A total of five restoration contracts were completed this summer. Four other contracts are on the shelf and ready for execution in 2018. These contracts are being pushed to the 2018 season due to the delays caused by the extreme fire season.
 - Spent a day in the field at the Rice Creek Instream Restoration project with Terry, Kim and Eric Himmelreich of ODFW. It was good to be out to see this project getting implemented. It is the result of several years' hard work. I look forward to check in on this project in years to come.
 - Coordinated and facilitated an Umpqua Basin Partnership meeting with the Focus Investment Capacity Building Group. This was primarily a meeting to check in with partners, as the group has not met for some time and our facilitator is no longer able to work as closely with the group. The meeting focused on where we have come to this point and we began a discussion on where we want the effort to go. The group has, for lack of a better term, stalled out a bit and we wanted to get folks together to confirm that we are headed in the right direction. Key items of discussion included: Action Plan and GIS status, governance documents, facilitator status and need, other funding opportunities, and future direction of the effort; including the development of working groups, facilitator search and next steps. I left the meeting feeling that all of the partners and stakeholders present were still very interested in working to make this partnership a success.
 - Had several update discussions with the Restoration Coordinator on program developments and direction. Terry and I have been endeavoring to meet regularly to keep each other informed as we work through this first season of instream work with the new structure in the Restoration Program.
 - Attended the Executive Committee Meeting with Darin McMichael, M.A. Hansen, and Chris Strunk (call in). The focus of the meeting was the evaluation of the Executive Director's performance for 2016 to present. Detailed items of the discussion will be shared at the October Board Meeting.

- Worked with Jason Robison and Chris Strunk to prepare for and attend the Policy and Procedure Meeting. This meeting focused on the transition Chris into the Chair position for the committee. Other topics of discussion included the future meeting schedules, committee priority and the nominations process. Future P&P meetings will be held on the Wednesday the week following the PUR Board Meeting from 4-6PM at the Cow Creek Tribal Offices in Roseburg. The committee priorities discussed were to continue working through the Bylaws to recommend any more updates prior to having them reviewed by legal services. Follow on priorities will include drafting a Code of Conduct/Ethics and Conflict of Interests policies for the Board followed by a review and update of the Board Policy and Procedure Manual. The Nominations Chair, Darin McMichael, was there to discuss the nominations process as it pertains to the updated Article 3 of the bylaws. The intent was to ensure that as the Nominations Committee moves forward with refining its Charter and DRAFT Nominations Process Policy that it is in accordance with the updated Article 3.
 - Meet with Terry to discuss Restoration Program staffing. In particular we reviewed the Restoration Coordinator and Watershed Technician position descriptions, we discussed salaries and the future of the Program.
 - On Monday, 2 November I offered Kim Stone, our Watershed Technician, a permanent position with PUR, effective 26 September. Kim has been a wonderful addition to the staff (employed through Cardinal Services) over the last year and a half. She is a self-starter and has picked things up here at PUR extremely quickly. This past spring and summer she was invaluable in helping with restoration project coordination. She has also helped the monitoring staff and has been lead in utilizing our Facebook page and updating the website. We look forward to Kim's continued growth here at PUR over the next few years.
 - Worked with Terry and partners to help coordinate in water work extensions as needed. Due to the heavy fire season a couple of projects were delayed and required extensions.
 - Spent a day on the Mehl Creek Instream Restoration project outside of Elkton. This project involved cutting and pulling large trees in to the stream. The project also had 9 trees that were pulled in with their rootwads. This project is part of a larger effort on Mehl Creek and is the second year working in the watershed. Future project work will include the replacement of a culvert and more instream restoration.
 - Re-initiated looking for a new work vehicle for PUR. Met with Randy Leming at DFPA to discuss options and spoke with the Executive Committee regarding my plan. I am looking to sell both of the PUR work trucks (we will not get much for them) and then use some of our savings account funds to purchase one newer used, yet reliable vehicle.
 - Worked on the PUR Relocation Plan/Analysis in preparation for a Board discussion in October. The staff has been continuing to look for a location to move our office. DFPA still has the building for sale and although there are no current buyers, the staff has continued to look for options.
 - I have started to reach out to some of our partners to set up coordination meetings. The general intent of these meetings are to keep up good communications with those that we collaborate with, discuss ways to better leverage resources and to discuss upcoming strategic opportunities. Over the next two months I intend to continue these meetings with our partners.
 - Work on developing a list of Foundations that may be interested in partnering with PUR. I am working on an introduction letter and hope to get that finished and out to several of these organizations in November. In an effort to diversify our funding portfolio, I have been looking into this for some time. I have spoken with a couple of other organizations that have successfully partnered with foundations in the past. I have a meeting tentatively scheduled in early November to meet with the Rouge Basin Watershed Council Executive Director to discuss foundation options and potentially talk about a regional strategy.
 - Worked on finalizing a plan to deal with an extended absence of the Executive Director. My service in the Army National Guard could require me to be gone for an extended period of time to assist with national disasters or deploy overseas. The Staff and I have discussed this at recent staff meetings/discussions and I have talked about it with the Executive Committee over the past few years. This draft plan will be reviewed by the Executive Committee at its next meeting and then be presented to the Board. This planning is simply precautionary and preemptive in nature, to ensure that if an extended absence, especially an unplanned and sudden departure, occurs, the organization is prepared.
- 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
- Meet with contractors to go over invoices and cut checks
- Worked on obtaining new BLM funding
- Board meeting prep
- Started prepping for the annual audit
- Closing out last fiscal year documents
- Had the in-house portion of our yearly audit
- Looked for potential office space
- Meet with insurance agent

- Terry Burleson, Restoration Coordinator
 - Worked with ODFW and NMFS to get Rice Creek instream restoration project work waived for an instream work extension.
 - Coordinated ODFW and the Rice Creek operator to get the project work implemented. Added willows to many of the sites and plan to go back and add more this winter.
 - Worked with ODFW and NMFS to get log placement work on Mehl Creek waived for instream work period extensions.
 - Coordinated ODFW and Blue Ridge Timber to get 40 trees placed into Mehl Creek and complete the work on the private property. Managed several days of project work.
 - Met with other West Fork Cow Creek team members to get meeting agenda items planned, and to coordinate current planning team/implementation team communication and information needs.
 - Worked with self-loader to move logs into the Big Tom Folley area to stage for 2018 placement.
 - Worked with Roseburg BLM staff on a plan to get fish logs moved from a stockpile off of Hwy 138 and to staging locations for placement.
 - Requested changes to PUR's access permit onto Seneca Jones Timber lands.
 - Worked with PUR staff to organize the fall OWEB grant writing into our project management software.
 - Coordinated grant writing with all PUR staff and assigned tasks and duties.
 - Set up coordinating meetings with ODFW and BLM districts.
 - Preparing for the West Fork Cow Creek partners meeting.
 - Set up field tour dates with partners to look at past and future project areas.

- Kimberly Stone, Watershed Technician
 - Went out to Rice Creek to cut down willows with Rusty from Source One Serenity to plant them underneath the boulders that were being placed on Rice Creek.
 - Went out to Fortune Branch to help get logs staged and moved to the correct place with Mike Nixon.
 - Worked on calculating E.coli MPN and getting them into the server.
 - Helped supervise placement of rock and logs into Rice Creek, and took some video to add to the website.
 - Set up photo points out in Mehl Creek and made sure contractors could mobilize out there after the rain we received.
 - Helped Joe and Sandy with a cross section in Rice Creek.
 - Ran some of the PSP monitoring runs for Joe.
 - Went out to Mehl Creek to help supervise the line puller.
 - Went out to Ashur Creek with Vanessa Petro to help out with the beaver surveys.
 - Helped get Wrike organized and ready for writing grants.
 - Worked on the website and updated some of the broken links and descriptions.
 - Worked on several grants to get them ready to turn in November 6th.

- Sandy Lyon, Monitoring Coordinator:
 - Attended board meeting and gave short presentation on Blue/Green Algae and Rice Creek
 - Did Rice Creek monitoring run
 - Joe and I established 18 cross-section locations in Rice Creek around newly placed structures.
 - We have performed cross-section analysis on 6 of them and pebble counts at 3. We are working to beat the weather to complete all of them before high water sets in as these will serve as the "pre" data. These will be repeated next year to see if bedload has changed around the structures
 - Joe and I did the Calapooya Monitoring run and retrieved Hobos.
 - Joe and I did the Upper Umpqua Monitoring run and retrieved Hobos as well as the Dissolved Oxygen logger that we had placed off Alan Bunce's property on the Umpqua.

- Joe Carnes, Asst. Coordinator/ IT
 - Conducted regular monitoring runs, QA checks and Hobo audit for
 - o Lower South Umpqua 5th Field Run
 - 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 Effectiveness Monitoring.
 - o PSP Monitoring Run

INDEPENDENT CONTRACTORS REPORT: Sept 15, 2017 – October 13, 2017

- Amy Pinson-Dumm, Grant Writer
 - Worked on grant applications for November OWEB offering

STAFF UPDATES:

- Eric R.
 - OWEB grant applications are due in the beginning of November, we are submitting 2 TA grants this offering. We are not submitting any restoration applications. Eric R. spoke with Mark G. from OWEB and he encouraged us to apply for TA grants.
 - Eric R. has been working diligently to research foundations to expand our funding picture. We will be sending out letters to foundations soon.
 - Eric talked about the importance of partner connections.
 - Eric gave an update on what's happening with the FIP currently.
 - Eric announced the Kim Stone, who has been a contract employee for the past year was brought onto staff as a full time employee, as of September 26, 2017

UNFINISHED BUSINESS: Charter reviews.

- Outreach Committee Charter, Walt G. made a motion to approve the charter, Paul H. 2nd the motion. Walt modified the motion to add the standard language regarding the chairs responsibilities. There was 1 no vote, after further discussion the vote was changed to a yes and the motion passed.
- Monitoring Committee Charter, Bryan N. made the changes to the charter that were requested last month. Blair N. made a motion to approve the charter, Walt G. 2nd the motion. The motion passed.

NEW BUSINESS: Relocation:

- Eric went over the relocation analysis that was done a couple years ago, he shared that the staff has looked at a number of office spaces but we haven't yet found what meets our needs.
- It was decided that there was no need to form an ad-hoc committee yet, but that the staff would report to the board every other month the status of the relocation.

COMMITTEE REPORTS:

- Executive Committee: Darin McMichael
 - Darin, the committee meet and completed Eric R. annual evaluation. The committee also discussed the priorities of the committees as well as the relocation efforts by the staff.
- Technical Advisory Committee (TAC): Paul Heberling
 - NTR
- Education Committee: Ken Carloni
 - NTR, meetings are held the 4th Thursday at 4:30 at the PUR office.
- Outreach Committee: Devon Johnson
 - Meetings are held the 2nd Thursday at 4:30 at the PUR office, please consider attending.
 - We are looking into doing a membership drive, "Pint Night"
 - Fair update; location was good, size of space was good, we need new banners, game worked well, the prizes were great. Would like to see more diverse participation from board members. Need to have a clearer message of who and what we are, more unified message.
 - River cleanup in the spring of 2018 is something for PUR to look into.

- Nominations Committee: Darin McMichael
 - There was a meeting with the P&P committee to see where the nominations committee needs to focus.
 - The nominations committee will be meeting quarterly.
 - The next nomination committee meeting will be November 21st directly after the board meeting.
- Finance Committee: Blair Nash
 - We still need a new building and a new truck.
- Monitoring Committee: Bryan Nelson
 - Bryan, charter was approved today.
 - Blue green algae issue, what should PUR be involved in, what are the legal ramifications?
 - FYI there is no county health dept. to report to anymore.
- Policy and Procedure: Chris Strunk
 - Chris the committee worked on a prioritized plan
 - Plan to start work on articles 2 and 4
 - Want to work on the policy manual
 - Meetings are held the 3rd Wednesday of each month from 4-6 at the tribal offices.

Presentation: There was no presentation this month.

- No presentation this month.

Announcements:

- There will be an Executive Session immediately following the Board Meeting today.

NEXT MEETING:

- Tuesday, November 21st at ODFW Conference room at 9:00am

ADJOURN:

- The meeting was adjourned at 11:04am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries