

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date Oct 18, 2016

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:11 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 Gilaine Wright
 John Colby Eric Himmelreich Blair Nash

APPROVAL OF MINUTES:

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

GENERAL DISCUSSION AND PUBLIC INPUT:

- Walt G. We need to discuss the lack of quorum the past two months. What should we do?
- Eric R. Are monthly meetings too much? Should we go to quarterly or bi-monthly?
- Walt G. If we have less board meetings, would the committees be able to get more done? Could they function better with more time between board meetings?
- Jason R. What would be the down sides to less board meetings?
- Chris S. Committees are not currently functioning properly, without monthly board meeting would council business get done?
- Ann C. Once the committees are functioning properly, then I could support fewer board meetings.
- M.A. H. Have we considered changing the number of directors present to create a quorum?
- Richard C. We do not currently have functioning committees. Is the restoration of the streams and fisheries important? The board needs to re-focus on the fish! The board has been sidetracked with non-restoration issues.
- Dave G. Instead of changing the number of meetings, change the required number of directors to create the quorum.
- Chris S. If we went to bi-monthly meetings, could the off month be set aside for committee meetings?
- Jason R. Really liked Chris's idea of committee meetings being set for the off month.
- Ken C. Likes the idea of set committee meetings that would help them function properly. Not sure about lowering the number of directors to meet quorum. Ken does feel that PUR board is heading in a better direction.
- Ann C. What if instead of having the bi-laws state a set number of directors, we listed a 2/3% of appointed directors? That way when we have vacancies we aren't short.
- David P. What we are currently doing is not working. So why not try the 2/3% and bi-monthly meetings? We can always go back.
- Alan B. With everyone connected electronically these days, why can't we vote by email?
- Richard C. He does not like the bi-monthly meetings, people will forget which month we are on and we will end up with even less attendance. He does like the 2/3% of appointed directors to make a quorum. We need to make the rules/bi-laws work for us. They are our rules, we should not be allowing them to hang us up. If the rules are not working then we need to change them. And or create a way to by-pass them.
- Jason R. Does like the 2/3 appointed directors idea. The board also needs to consider setting monetary limits and other boundaries that we are comfortable delegating decisions to the executive director. That's why the board hired him. The board should not be getting hung up on less than \$5,000 to \$10,000 decisions.
- Karen R. Are we saying that PUR can't move forward with the hiring of a facilitator because we don't have the quorum to authorize the expenditure to hire the facilitator? UGH! We need the facilitator to help move the board in a positive direction.
- Devon J. Dismissing the rules, or trying to find a work around without going through the proper steps is a very slippery slope and one he is not comfortable doing. The rules were created for a reason, if we want to change them, it needs to be done the proper way.
- Chris S. Agrees with Devon.
- Ken C. We need to look into electronic voting, the current system is not working.
- M.A. H. Why aren't we encouraging people to call in? She used to call in regularly, when she would call in, she would vote as if she were in attendance.
- Karen R. The board has already voted to hire a facilitator, so the holdup is who to hire?
- Blair N. His board does allow directors to call in and vote.
- Alan B. Eric Riley can you give the directors present a quick back ground on the facilitator?
- Eric R. Went over the process of obtaining bids from 3 different facilitators and submitting those to the executive committee. The Ex Committee chose 1 and gave their recommendation to the board. Eric then gave some background on Mike Gerel, the facilitator the Ex Committee recommended.
- Jason R. The board needs to allow Eric R. to make the decisions we have hired him to make. This is a less than \$1000 decision. The Executive director should have the authority to make this decision.
- M.A. H. Can we call one of the missing directors to get their vote? Wouldn't that solve the lack of quorum issue for today?
- There was a discussion that if the board approves Blair N. nomination to director, then there would be a quorum present and the council business could be taken care of.
- Jason R. Made a motion to approve Blair N. as a director.

- Ann C. 2nd the motion.
- Walt G. Opened the floor up to discussion with regard to Blair's appointment.
- Alan B. Was not open to approving new directors to the board with the current situation the board is in.
- Jason R. Withdrew his motion.
- Jason R. Made a motion to hire Mike Gerel as the bi-law review facilitator.
- Ken C. 2nd the motion.
- The motion passed with the 10 directors present.
- Walt G. called Kelly G. so that he could vote on the motion.
- Kelly G. voted in favor of the motion by phone at 10:13am. Kelly was on speaker, so that all directors could hear his vote.
- The motion passed to hire Mike Gerel.
- Walt G. did report that Kelly was willing to leave his job site to come to the meeting to vote in person. It was determined by the board through discussion that it was not necessary for Kelly G. to leave his job site.

PRESIDENT'S REPORT: Walt Gayner

- We are way behind schedule, NTR at this time.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$33,891.08
Savings Account	\$25,005.29
Outstanding Bills	\$00.00
Funds Requested	\$17,815.55

STAFF REPORTS: September 13, 2016 – October 14, 2016

- Eric Riley, Executive Director:
 - Held regularly scheduled Staff Meetings as needed
 - Prepared for and attended PUR September Board Meeting
 - Prepared for and attended Executive Committee meeting. Primary Focus: Nominations Process and New Directors, Grievance Policy, New Treasurer Duties/Role
 - OWEB Online Grant Training in Coos Bay. OWEB has gone to an online application process for the Fall 2016 cycle. While the application process is very similar, there will be some growing pains as the bugs are worked out of the new system.
 - Presented to the Provincial Interagency Executive Committee (PIEC) at the U.S. Forest Service Supervisors Office in Roseburg. The PIEC is comprised of the supervisors from the three BLM Districts, two National Forests, the National Marine Fisheries Regional Oregon Coast Branch Lead, and other Federal agency representatives from the SW Oregon region. I was asked to come talk with the group to discuss partnership opportunities and how collaborative efforts are developed and nurtured. This was a good opportunity to talk with the senior leadership of several partner agencies. The discussion was very informative and created better understanding across amongst the agencies and the PUR and I hope opened the door to future opportunities.
 - Conducted and helped coordinate OWEB project monitoring reporting. Worked with the PUR Staff and Amy Pinson-Dumm to get photos and prepare reports to meet reporting requirement deadlines. Projects reported on include: South Fork Deer Creek, Tenmile Creek, Rock Creek and Bilger Creek.
 - Participated and help publicize (organize the West Coast Salmon Summit. The Summit was held at Seven Feathers and was a success. We had two full days of presentations on policy, restoration, funding and collaboration. The event was capped off with a tour to Pass Creek with Frank Moore to discuss the past, present and future. The trip ended with a stop at the Big Bend Pool to observe wild steelhead and talk with Lee Spencer. A special day for sure! The conference had about 50-60 folks in attendance and many of the attendees were also presenters. I think that for the next Summit that PUR might be able to help promote the event in order to get a wider range of participants from the various stakeholder groups represented on our board.
 - Spoke with Daniel Dietz from McKenzie River Trust (MRT) to continue the discussion on ways how MRT might be able to better provide services in the Umpqua Basin, if there is a place for a land trust organization, and how collaborative efforts in the future might develop.
 - Met with Sandy, Joe, Denise Dammann, Mary Burleson and Susan Douthit (the new Douglas County Watermaster) to discuss the future of the Counties Flow and Temperature Monitoring Program. PUR has worked with the Watermaster for years to help facilitate the program the grant funding and fiscal oversight.

As the funding picture continues to be a challenge, we met to discuss ways to best apply for funds to keep the 20 program going.

- Prepared a letter of support for the Lookingglass Olalla Water Control District's proposed feasibility study. The study is designed to look at the current structural integrity of the Ben Irving Reservoir Dam to identify if upgrades need to be made and if increasing the capacity of the reservoir is possible and appropriate.
 - Spent a day assisting with the implementation of the North Fork Big Tom Folley Creek. This project was a small two day project that placed large wood at 14 sites on BLM lands. This project is part of a multi-phased project that will include more work on BLM and private lands in the coming years.
 - Met with Mike Crawford to discuss the past summer's work in West Fork Cow Creek projects, future project work and funding strategy as we move forward. This was a good opportunity to share the PUR 5-Year Plan with Mike and strategize about future work and workloads.
 - Worked with Gilaine to begin reviewing current PUR insurance policies in order to compare them with new upcoming OWEB insurance requirements, look at additional options and seek quotes.
 - Reviewed the DRAFT report from HDR, Inc. on this summer's survey work done in West Fork Cow Creek to evaluate habitat and fish populations to help with prioritizing work throughout the 5th field watershed. This is the first step in the development of a prioritized action plan for the watershed. The partnership between PUR, Medford BLM, Cow Creek Tribe and others continues to grow and has really gained momentum this summer. I am excited to see how the effort continues to flourish.
 - Worked with the Rocky Mountain Research Station to establish a contract to analyze environmental (water) samples for fish species presence in West Fork Cow Creek. eDNA analysis of the samples will help the team develop the West Fork Cow Creek action plan.
 - Met with Terry and Jeff McEnroe to talk strategy for future project work, look at the funding picture with Roseburg BLM associated projects and plan for a Roseburg District BLM post implementation/summer after action review to look at the good, the bad and the ugly of this past summer's work.
 - Met with Walt Barton (Douglas Soil and Water) and Tracy Pope (PUR's Contract Riparian Specialist) at Pollock Creek outside of Oakland to review past project work and future project work options. This is a Partners for Fish and Wildlife Program project that has been an ongoing effort to improve the riparian habitat at the site. PUR was granted funding to finish the work that had been started in previous years. The project will include the removal of invasive species and the planting of native species where appropriate. There may also be an opportunity to improve some of the instream habitat.
 - Along with Sandy and Joe, presented at the Southwest Oregon Resource Advisory Committee meeting. PUR submitted 5 grant applications and partnered on 3 other applications. The focus of our presentations was on two monitoring, one restoration proposal and a PUR capacity building proposal. Proposals were submitted back in August 2016.
- 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
 - Prepped for annual financial audit
 - Worked with auditor on annual financial audit
 - Terry Burleson, Project Planner:
 - Attended Oregon Chapter of the American Fisheries Society Native Fish meeting in Tiller. Umpqua chub, dace and pikeminnow were the featured species for this statewide gathering of the top professionals in fishery biology. Snorkeled the South Umpqua River as part of the activities.
 - Followed up with several contacts made at the fisheries society meeting on how to incorporate research into my future large-scale restoration projects.

- Prepared specifications and worked with contractors to have bids in place for the start of the Olalla Creek Instream Restoration project.
 - Provided information to ODFW for instream work waivers needed to do work in Olalla and Big Tom Folley Creeks.
 - Managed the Olalla Creek Instream project in tandem with Steve Clark, BLM.
 - Attended the Salmon Summit in Canyonville, OR. Networked with fisheries professionals from across the state and beyond. Made a contact with the Yurok Tribe and plan to follow up on a site visit with their engineer to see how hydraulic modeling was used to inform instream restoration design. The engineer also uses a program to take photos of sites to create 3D models.
 - Worked with BLM biologist Jeff McEnroe to see some of the Big Tom Folley project be implemented. This project had a late start due to wildlife restrictions and we were fortunate to get it done before the rain started.
 - Worked on prioritization of future project work in order to update five year planning documents.
 - Went through summer 2016 project budgets to close out grant work and get ready to write final reports.
 - Met with Eric on work prioritization and also on task identification for all the grants I manage at PUR (30 total).
 - Worked on summarizing research potential in West Fork Cow Creek after attending the two fisheries meetings. Included new information learned from great contacts made at these events.
 - Reviewed West Fork Cow Creek draft report and summary of the data collected from this summer's fish and habitat monitoring work.
 - Coordinated with PUR monitoring staff to make sure monitoring needs were being met in watersheds where project work is currently occurring and also where future projects are planned.
- Sandy Lyon, Monitoring Coordinator:
 - Continued working on OWEB Report
 - Attended staff meetings
 - Did Rice Creek run with Joe
 - Did Calapooya 5th Field Run with Joe
 - Attended 2016 Nongame Native Fish Workshop – this was an awesome workshop and overnight campout with professionals/professors from OSU. Great time around the campfire for networking and instream trainings the next day
 - Attended Salmon Summit in Canyonville
 - Met with Denise Dammann and the new Watermaster Susan Douthit who replaced Dave Williams
 - Started working on OWEB Grant Application for support for our water quality monitoring program, there is a new way of submitting applications totally online.
 - We heard from the Collins Foundation that our grant proposal was received and moved on to be considered during their December round.
- Joe Carnes, Asst. Monitoring Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for: (All Runs, Thermistors retrieved after all summer long deployment)
 - 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.
 - Attended Non Game Native Fish Conference (2-day training)
 - Compiled charts for OWEB report
 - Met with Eric to discuss planning
 - Reprogrammed Spot (safety device)
 - Had a meeting with the new Water Master, and Denice (contractor) and partnerships and grants.
 - Updated Software on office computers, routine maintenance etc.
 - Water Quality Monitoring Data filing
 - Attended SWOR to give input on our grant proposals
 - Worked with Sandy on planning and started OWEB grant proposal
- Matt Ruwaldt, Coastal Project Manager:
 - Attended an OWEB training seminar for the upcoming grant cycle
 - Finished the bridge placement at Mehl Creek
 - Worked with the contractor and caretakers at Mehl Creek to clean up and prepare the sites for seeding

- Met with Brian Jenkins, SRWC, to discuss our joint presentation at the West Coast Salmon Summit
 - Attended the West Coast Salmon Summit and presented with Brian Jenkins on our work at West Fork Smith River
 - Met with McKenzie River staff and the landowner to discuss a potential estuary restoration project in Reedsport
 - Attended a tidegate working group meeting to discuss tidegate prioritizations and potential grant funding from NOAA
- Began writing several OWEB grants for submission on November 1st.

INDEPENDENT CONTRACTORS REPORT: September 13, 2016 – October 14, 2016

- Amy Pinson-Dumm, Grant Writer
 - Drafted OWEB monitoring reports for Bilger Creek, Tenmile Creek, Rock Creek 2014 and South Fork Deer Creek.
 - Attended staff/contractor's meeting at PUR office to discuss upcoming OWEB grant applications.
 - Started online applications for French Creek, Mehl Creek, Butler/Lutsinger and West Fork Canyon Creek restoration projects and started looking into Eggs to Fry.
- Kimberly Frerichs,
 - Worked on the Website
 - Worked on entering UBFAT data that had been collected in June and July
 - Log Staging in Tom Foley

STAFF UPDATES:

- Eric R.
 - Gave an update on the Salmon Summit, was an excellent conference. Eric would like to see the conference attended by more landowners and non-agency people.

UNFINISHED BUSINESS: Article # Review & Executive Committee Charter

- There was NOT a quorum so the executive committee charter was not reviewed or voted on.
- The board members in attendance did agree that the recommendation from the executive committee to hire Sustainable Northwest for the Article 3 review and called Kelly G. to obtain the necessary votes to move this issue forward.
- Richard C. was very unhappy about the lack of quorum again!!
- There was a discussion about the importance of directors being present at 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.
- Richard C. please review the executive committee charter so that it can be voted on next month.

NEW BUSINESS:

- Nomination committee homework for all directors, see below.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee does meet monthly.
 - Homework assignment for all directors: Please take a few minutes to write down what you think criteria should be for a director in your category. You only need to evaluate your own category.
 - There was some discussion about what categories are and what directors should be.
 - Jason R. asked if it was possible to get a list of who the chair is and who's on each committee?
 - M.A. H. reiterated that we need to change the number of directors required to make a quorum and that calling in to the meetings should be an option.
- Technical Advisory Committee (TAC): Paul Heberling
 - Paul is working on the charter with David P. if anyone has any input please contact him.
 - Alan B. requested that Eric give an update on what projects PUR was working towards.
 - Eric filled the board in on what projects PUR was currently seeking funding for, and the time frame. He will provide a more in-depth overview of each project after the OWEB grants have been submitted. Eric suggested that maybe it would be a good idea to review the PUR 5-year plan with the entire Board on an annual basis. Project development is an ongoing process that takes several months and this annual look at what is being worked on might be more informative and give the Board a better understanding of the things the staff is working on. He also let the board know to be expecting 3 separate presentations from the staff with regard to this past summers in stream work as well as updates on current projects.

- Finance Committee: Blair Nash
 - NTR
- Nominations Committee: Darin McMichael
 - NTR
- Education Committee: Ken Carloni
 - Has been working on charter, he will send the draft to Eric R. to email out to the directors.
- Outreach Committee: Acting Chair Alan Bunce
 - This Committee still needs a chair!
 - Still working on the charter.
 - The Oct 6 meeting has been moved to Oct 20th, at PUR.
- Monitoring Committee:
 - NTR
- Policy and Procedure: Richard Chasm
 - Richard C. the P&P meetings are now set for the following Tuesdays after board meetings (the 4th Tuesday of the month usually), at McMenamins from 4-6.
 - Working on Executive Committee charter.
 - Working on the grievance policy

Presentation:

- There was no presentation this month.

Announcements:

- NTR

NEXT MEETING: Tuesday, November 15th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned 11:29 am

/S/ Gilaine Wright/Eric Riley
PUR Secretaries