

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date February 20, 2018

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Darin McMichael called the meeting to order at 9:07 a.m.

INTRODUCTION AND ROLL CALL:

There were 16 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

Cory Sipher

APPROVAL OF MINUTES:

- There was quorum, a motion was made by Blair N. and 2nd by Aaron A. to approve the minutes from the January Board Meeting. **The motion passed.**

GENERAL DISCUSSION AND PUBLIC INPUT:

- Jason R. The Connect Conference is in March, Jason and Eric R. will be doing a presentation on partnerships.

PRESIDENT'S REPORT: Darin McMichael

- Darin did attend the Ex-Comm, Outreach, Education, and meet with Eric a number of times this past month.
- Ken C. resigned from the board and his alternate Thomas M. has stepped into the role of director.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$25,092.73
Savings Account	\$62,030.35
Outstanding Bills	\$10,548.98
Funds Requested	\$36,587.94
- PUR is in the process of purchasing a new truck.

STAFF REPORTS: January 12, 2017 – February 16, 2018

- Eric Riley, Executive Director:
 - Coordinated and facilitated an Umpqua Basin Partnership (Focused Investment Partnerships Capacity Building effort) meeting on 12 January. The meeting focused on the following items; 1) Capital Improvement Plans (CIP). These plans are to be provided by the stakeholders and partners and will provide the backbone for our Strategic Action Plan (SAP). The plans identify future projects by type, location and estimated value and will be categorized and prioritized in the final SAP. 2) Working Groups. The Partnership is in the process of creating working groups to facilitate more efficient work by the group as a whole. The current working groups that are being established include, Aquatic, Upland/Terrestrial, Socio-Economic, and Governance. 3) Governance. The Partnership is working to establish basic governance principles, to include a simple Memorandum of Understanding (MOU) and a general Governance Principles to establish general agreement on what the group is committed to working on and how we intend be structured and operate as a collaborative group. 4) Facilitator Update. The Partnership has been without a dedicated facilitator for some time. Our original contractor moved out of State. We have reestablished a contract with the original facilitator to complete the plan and then the group will be seeking the service of a more local facilitator to care the group into the future. The Partnership has also put together and submitted a grant to hire a financial planner to help with developing a long range funding strategy for the group and the pending SAP. Additionally, the group has prepared and submitted an application for funds to contract with a local contractor to ensure continued progress into the future. 4) The group requested and was awarded an extension on the original grant that will carry the funds to July of 2019. The Partnership hopes to have its initial SAP complete this summer and then hire a financial planner and long-range facilitator in the fall of 2018. I have been in contact with a couple of individuals that do contract facilitation and have experience working with watershed groups and collaborative efforts like the UBP.
 - Prepared for and attended the PUR January Board Meeting.
 - Prepared for and attended the Nominations Committee meeting. The meeting focused on Category Definitions. The Committee is working on defining Director Categories to assist in vetting future Director and Alternate Nominees.
 - Initiated outreach to several local business establishments to determine interest in participating in the Outreach Committee's "Pints with PUR" outreach effort and membership ship drive. This particular outreach focused on contacting several local breweries (Loggers Tap House, O'Tooles, Old 99, Backside Brewing Co., North Forty, Drapers, and Two Shy Brewing). To date I have heard back from six of the seven and all seven are interested in partnering in an outreach event. The Committee continues to work on developing the idea and is planning on an event this spring. More to follow!
 - Prepared for and attended the January Policy and Procedure Committee Meeting on 17 JAN. The focus of this meeting was to review recommended changes to Article and go through Article 1 for the first time. Article 2 will be brought to the PUR Board at the February meeting for review. The Board cannot approve a change to Article 2 (as per Article 11.2) but can approve that it is appropriate to bring to the membership for a vote. The committee also initiated a discussion on the development of a Code of Conduct and Ethics

- for Directors. This has been a topic of discussion and the group wanted to begin having discussions around the development of a policy for the organization. A draft policy was prepared for the discussion, but it was tabled until the committee has a chance to review the draft.
- Participated in a partner meeting with the Roseburg District BLM Aquatics Staff. Topics of discussion where refining strategies for upcoming project work, 5 Year Plan, funding and funding strategies. The BLM as an agency has updated its organizational priorities and this an overarching them surrounding our discussion. We are unsure how the new priorities will, if at all, affect our work with the local BLM Districts but we are looking into the possibilities.
 - Participated in a webinar about AmeriCorps and the RARE (Resource Assistance for Rural Environments) program. I have been researching possibilities to find help in developing capacity in our Education and Outreach programs. This has been an area that PUR is lacking in funding and capacity in. The RARE Program has a significant expense (\$23,500), but it provides an AmeriCorps member full-time for an 11 month period. The thought is that a RARE AmeriCorps member could be hired to develop a robust Education and Outreach Program and find funding to ensure that the program has a paid position/contractor to maintain and further the program. This is very preliminary, but has been discussed in both the Education and Outreach Committees.
 - Prepared for and attended the Executive Committee meeting on 22 JAN. This meeting focused on my evaluation for 2017, which will be shared with the Board at the February meeting. Additional meeting topics included the preparation of a Board Resolution, 2018 Executive Director Evaluation Criteria and the review of the Finance Committee Charter. The Committee has asked me to draft a Resolution that designed to grant certain authorizations to the Executive Director, specifically, contracting and check signing authority. The intent is for the Board to approve and sign this document on an annual basis to ensure that the proper authorities are in place for the Executive Director. 2018 Executive Director Evaluation Criteria will be updated for the coming year. The current criteria is very general and the committee wants to look at updating the process a bit. The thought is to refine the current criteria that is utilized and to add an external section that is utilized by the staff. This will give the Board and the Executive Director a more well-rounded evaluation and provide an internal (Board) and external (Staff) perspective. A DRAFT Finance Committee Charter has been developed and refined and will come to the Board at the February meeting for review and approval.
 - Conducted Staff Evaluations. I sat down with Terry, Sandy and Gilaine and had an excellent discussion with each one of them. Terry and Sandy are now evaluating Kim and Joe respectively.
 - Met with Jason Robison for lunch to discuss PUR's relationship with the Tribe. Our discussion focused on current partnership initiatives that we are working on currently and opportunities for future collaborative efforts.
 - I participated in the Network of Oregon Watershed Councils (NOWC) Board meeting. This quarterly meeting was a standard business meeting. We were introduced to the new Oregon Association of Conservations Districts (OACD) Executive Director, John Keith. We also discussed NOWC services and deliverables. The biggest discussion was around the growing conservation partnership between NOWC, OACD, the Coalition of Oregon Land Trusts (COLT), and the Oregon Conservation Education & Assistance Network (OCEAN). The intent of the partnership is to bring efficiencies to the work we do, enabling the building of a statewide relationship to bring more attention to collective conservation efforts.
 - I attended one day of the 2 Day Oregon Watershed Enhancement Board (OWEB) quarterly meeting in Florence, OR. Meeting agenda items that I was focused on were; 1) OWEB's literature review of tide gate restoration (removal and replacement) and monitoring; 2) Volunteer Water Quality Equipment; and 3) Coordinated Streamside Management Monitoring (Dept. of Ag. Strategic Implementation Areas). One agenda item that I was not originally interested in was the topic of Organizational Shared Space. The concept is that organizations that have similar or intersecting missions share offices space. While having "roommates" can have its challenges, there are many benefits and efficiencies that can be realized when co-located with other organizations. It is an interesting concept that, as we continue to look into moving the PUR office, I think is worth looking into.
 - Worked on developing capacity in the coastal/estuary are of the basin. I have been strategizing with Terry on how to grow capacity in our estuary. As tide gate projects continue to develop around the state and increasing emphasis in estuary health, sea level rise and climate change, the Umpqua has a need for capacity in this area. PUR is part of the larger Umpqua Estuary working group and we are collaborating on several projects. There is a definite need to grow capacity in this area, with opportunities for partnering and funding. We are looking into several opportunities to see if this is feasible. Terry and I have had a conference call with Meyer Memorial Trust to look into feasibility of funding an estuary position. We have talked with partners about the need for this capacity. I have drafted a position description/job announcement to help us identify the specific needs and qualifications required to fulfill this type of position.
 - I replaced the faucet in the PUR kitchen. It was leaking/dripping and the fixtures were not working properly.

- Followed up on various Board/Committee tasks. Completed the Draft Executive Director extended absence plan for the Executive Committee. This plan is intended to be a guide for the Board in the case that the Executive Director has a plan or unplanned extended absence. It has been a good exercise in discussion Board and Staff roles.
- 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
 - Spoke at the January PUR Board meeting about the restoration program.
 - Met with Medford BLM staff to coordinate summer project work and five year planning. Created budgets for projects that have been designed already.
 - Worked on West Fork Cow Creek project planning for the PCSRF grant planning with BLM and CCBUTI staff. This is an opportunity the Cow Creek Tribe will pursue.
 - Went to the field with BLM staff to look at fire logs for instream project work. Also worked on designs and materials for project work in West Fork Cow Creek.
 - Arranged and attended a site visit with McKenzie River Trust Staff to Leeds Island, located in Reedsport.
 - Worked with Kim on planning out winter and spring work needed for the summer 2018 project work.
 - Attended Hydro Breakfast to see Steve Denny speak about the Winter Lake project. Connected with Steve to set up a site visit to that project with a landowner who is considering a similar project.
 - Worked on budgeting restoration staff time over a four year period based on five year planning documents.
 - Met with BLM engineering staff and PUR's consulting engineer to work on culvert designs needed in Rice Creek.
 - Had annual review with Eric.
 - Met with Christmas tree fish habitat group and laid out a plan for next year's project after some communication issues.
 - Volunteered at the Derby at check in.
 - Met with PUR contractors to talk about prospective summer work and schedules.
 - Looked into cull log purchase.
 - Worked on grant writing planning for all of 2018.
 - Worked with BLM partners to quickly follow up on a grant opportunity for ODOT fish passage funding.
 - Submitted ODOT fish passage grant for Rice Creek culvert replacement work.
 - Attended a conference call with Eric to talk to Meyer Memorial Trust staff about supporting capacity building work in the Lower Umpqua area.
- Kimberly Stone, Watershed Technician
 - Attended the January Watershed Council meeting.
 - Attending GIS classes at UCC.
 - My mom and I volunteered at the Derby check in.
 - Worked with Terry on
 - Budgeting for grants
 - Grant writing
 - Report prioritization
 - Planning for project work

- Site visit to Leeds Island
 - Managing partner relationships and providing timely communication
 - Assisted project partners with site designs in West Fork Cow Creek's Bear Creek.
 - Helped with site designs for Steelhead Creek, also located in West Fork Cow Creek.
 - Led Christmas tree placement on a private ranch in Rice Creek. Also assisted with trees on BLM land up the road on BLM land.
 - Made maps for projects, including for the ODOT grant application.
 - Worked with ODFW to get monitoring photos taken and formatted for OWEB project reporting.
 - Arranged to attend a site visit with the CREP technician to the Glover Ranch tidegate project
- Sandy Lyon, Monitoring Coordinator:
 - Did Rice Creek run with Joe
 - Attended staff meeting
 - Attended DFPA Safety Committee Meeting
 - Attended Council Meeting
 - Delivered two years of Macroinvertebrate collections from Rice Creek to Portland for analysis
 - On the way back attended the Oregon Lakes meeting on Blue Green Algae at OSU
 - Had annual evaluation from Eric
 - Had annual evaluation of Joe
 - Attended Hydro Breakfast with Steve Denney speaking on the Winter Lake and China Camp tide gate project in the Coquille estuary
 - Helped work check-in at the Derby
 - Working on Rice Creek Temperature data
 - 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 Lower North Umpqua 5th field run (First)
 - o Upper Umpqua 5th Field Run
 - o Calapooya 5th Field Run
 - o Rice Creek WQ Effectiveness Monitoring.
 - Attended Staff Meeting
 - Attended council meeting
 - Updated map and site list for the Lower North Umpqua
 - Created HandBase database for data collection on the Lower North Umpqua
 - Contacted landowner for permission to use property to monitor
 - Met with landowner to have land use and data use permission form signed
 - Attended Hydro Breakfast with Steve Denney speaking on the Winter Lake and China Camp tide gate project in the Coquille estuary
 - Proofed Autzen final report
 - Labeled bottles and filled in form for macro lab analysis (Rice Creek)
 - Had my annual evaluation conducted by Sandy
 - Setup check-in devices for Derby and ran check-in
 - Started to compile Rice Creek water quality data (for report and board presentation)
 - Continued compiling data for Final OWEB Report

INDEPENDENT CONTRACTORS REPORT: January 12, 2017 – February 16, 2018

- Amy Pinson-Dumm, Grant Writer
 - Continued work with Eric to identify potential new funding partners.
 - Contacted teachers about Fish Egg to Fry participation and started preparing for classroom projects.

STAFF UPDATES:

- Eric R.
 - Terry and Kim are working hard to get everything ready for next summer.
 - Staff is getting ready to start writing grants
 - There are conferences coming up in March, Connect and AFS
 - There is also a FIP Gathering
 - Thank you to all the directors and board members for all their hard work in getting the committees up and running.

UNFINISHED BUSINESS:

- Review and Approve the Finance Charter. The board went over the charter, there were a number of suggested revisions. The charter will be brought back to the board next month for approval.
- Board review of the article 2 changes, Walt G. made a motion to approve taking the recommendations to the membership for a vote as amended. Dominic C. 2nd the motion. **The motion passed.**

NEW BUSINESS:

- Education Committee, with Ken C. resignation we no longer have a chair for this committee. Devon J. who is the chair for the Outreach Committee has agreed to fold the education committee into the outreach committee on a temporary basis until there is someone ready to fill the Education Committee chair.
- 2018 Board Resolution, Walt G. made a motion to approve the resolution as amended, Thomas M. 2nd the motion. **The motion passed.**
- Quarterly Budget Review, there was a handout given that showed the quarterly estimate vs the actual.
- Earth Day, Jason R. made a motion to donate \$250.00 to the Earth Day Fair. Abby M. 2nd the motion. **The motion passed.**
- Earth Day, Jason R. made a motion to participate at the Earth Day Fair if we have the needed volunteers. Dominic C. 2nd the motion. **The motion passed.**

COMMITTEE REPORTS:

- Executive Committee: Darin McMichael
 - Darin gave updates from the last meeting, the ED evaluation, the board resolution, the ED absence plan.
- Technical Advisory Committee (TAC): Paul Heberling
 - NTR
- Education Committee:
 - With Ken's resignation, Education will be folded into Outreach temporarily.
- Outreach Committee: Devon Johnson
 - Meetings are held the 2nd Thursday at 4:30 at the PUR office, please consider attending.
 - Eric has meet with local pubs to talk about "Pint Night".
 - The committee is looking into prospective member packets, bumper stickers.
 - Sportsman show
 - Fair
 - Jason, how do we get the general membership more involved? They decided at the next outreach meeting they would discuss options on getting more participation.
 - Dominic C. should we pay for someone to help with the fair booth? Nancy Geyer maybe?
 - Devon J. rebranding, business vs individual memberships / associate vs sponsorship?
- Nominations Committee: Darin McMichael
 - There will be an email notifying everyone of pending vacancies.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Gilaine is working with Blair to finalize the charter.
- Monitoring Committee: Bryan Nelson
 - Bryan, meeting in March.
- Policy and Procedure: Chris Strunk
 - Committee meet last month.
 - Committee working on code of conduct, legal review with Dominic C.

Presentation: In lieu of a presentation there was an Executive Session:

- There was an Executive Session from 12:04-12:47.

Announcements:

- NTR

NEXT MEETING:

- Tuesday, March 20th at ODFW Conference room at 9:00am

ADJOURN:

- The meeting was adjourned at 12:49 pm

/S/ Gilaine Wright/Eric Riley
PUR Secretaries