

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date March 20, 2018

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Darin McMichael called the meeting to order at 9:08 a.m.

INTRODUCTION AND ROLL CALL:

There were 23 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 Michael Madson Sandy Lyon Joe Carnes
 Terry Luecker Dave Swartzlander Kim Stone Rusty Lininger

APPROVAL OF MINUTES:

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

GENERAL DISCUSSION AND PUBLIC INPUT:

- Darin M. gave a quick update that the pipeline is still being pursued, the company has a plan to be pretty aggressive in getting everyone to sign up. They want to get moving forward.

PRESIDENT'S REPORT: Darin McMichael

- Darin did attend the Ex-Comm, and PUR staff meeting, and meet with Eric a number of times this past month.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$27,419.87
Savings Account	\$64,030.35
Outstanding Bills	\$11,950.00
Funds Requested	\$36,396.50

- PUR is in the process of purchasing a new truck. The DFPA has purchased the truck from the Forest Service, we will be buying it from them in the next week or two. We did sell our 2 trucks at the I-5 auction. We should receive a check from them soon, so we will know how much they sold for.

STAFF REPORTS: February 16, 2018 – March 16, 2018

- Eric Riley, Executive Director:
 - Prepared for and attended the PUR January Board Meeting.
 - Participated in the monthly Nominations Committee Meeting. Meeting focused on was on Director Category Definitions and discussed Process timeline for upcoming nominations for Directors that are completing their term this June.
 - Prepared for and attended the Policy and Procedure Committee meeting. The meeting focused on a legal discussion on several articles (7-11). Dominic Carollo provided insight and perspective for the discussion. We also reviewed and refined the initial DRAFT of the Director Code of Conduct and Ethics Policy.
 - Participated in a coordination meeting with Roseburg District BLM Aquatics Staff and Management. This was an excellent opportunity for the District and Area Managers to gain a better understanding of the PUR/BLM relationship and for PUR staff to get some insight to District priorities and the future direction of the BLM. Collaboration, Cooperation and Leveraging Opportunities was the theme of the meeting.
 - Devon Johnson and I visited the owners of Backside Brewing Co. to discuss the potential to host the first "Pint Night with PUR". They are very interested and have reserved the date of May 19 for our first event. The Outreach Committee is working on developing the program for this first event.
 - Followed up on all tasks from the PUR Board Meeting and Committee Meetings.
 - I met with Amy Pinson Dumm, Nancy Geyer and Terry to discuss the details of submitting a grant proposal to the Meyer Memorial Trust to grow organizational capacity on the coast. We have several project and collaborative opportunities in the Umpqua Estuary that we need to have more staff time dedicated to the development of relationships, projects and various partnership opportunities that exist. We are looking to raise enough funds to hire a project manager to move estuary and tidegate initiatives forward. We currently have two projects under development, a working group that we are participating in and we are discussing the potential of growing or developing a south coast regional collaborative. Estuary and tidegate restoration is becoming more and more of an emphasis in the restoration community.
 - I met with Terry to get an update on all things restoration. This is going to be a busy in-water work season and the planning and coordinating is in full swing.
 - Worked with Amy PD and Nancy Geyer to develop a draft budget for the upcoming Meyer Memorial Trust grant opportunity that opens 15 March, 2018.
 - Prepared for and attended the Executive Committee Meeting. The meeting focused on a discussion and review of the updated Executive Director Extended Absence Plan and a review of the proposed updated E.D. Evaluation Criteria. The Absence Plan will be presented to the Board at the March meeting for their review. The Committee also had a discussion on Director participation in conferences.
 - Attended the OWEB Technical Assistance Grant Rules Advisory Committee Meeting in Salem. OWEB is currently revising their statutory rules around their grant offerings and was asked to be a member on the rules committee the Tech. Assistance. As OWEB is going through a strategic planning process, they are

looking at how grants are governed and how specific grants are to be offered. It is an honor be part of this effort, which will last through this spring.

- Worked with Tracy Pope, Gilaine, Terry and the USFWS to compete an interim report for our Pollock Creek project. This project is a project that PUR assumed a couple of years ago and has been working with Douglas Soil and Water Conservation District and our Riparian Specialist, Tracy Pope to complete.
 - Sat in on a meeting with Steve Denny (formerly of The Nature Conservancy), Terry and Kim to learn about the Winter Lake Restoration project. This was a project that restored tidal influence on several hundreds of acres agricultural lands. Tidegates project development and landowner/stakeholder engagement was the key focus of the discussion. This was an excellent opportunity to learn some important aspects of developing projects in the estuary.
 - Coordinated and facilitated a meeting with Terry and Sandy. This meeting was designed to coordinate efforts between the Restoration and Outreach Programs. This is going to become a monthly meeting to synchronize and allocate resources.
 - Prepared both PUR (old) trucks for sale and delivered them to the I-5 Auction. Trucks were to be auctioned off on the 11th of March. We are still waiting on the process to complete transferring the new truck from the federal system to the state system. We hope to have the new truck this month and a check for the two old ones in the next week.
 - Working with Terry and Sandy to develop a position description for season technician position. We are very seriously looking at hiring a seasonal technician to help facilitate all of the project work that we have this year. I have started drafting a position announcement and will have that complete this week. This individual will be hired through Cardinal Services and work through the summer.
 - Met with Terry, Kim and Ken Phippen (NOAA), with Jim Muck (NOAA), Rhonda Black (Umpqua SWCD) and Don Porior (Engineer) to discuss the Coastal Resiliency Grant opportunity and strategize about the development of capacity on the coast and a south coast regional estuary and tidegate collaborative.
 - Met with Kasey Hovik (Board Alternate) and Allen Branscomb (Landowner) about a project in the Elkton area. While the project is not something that PUR can take on at this time, I was able to provide some insight and will be following up with some contact information to the landowner.
 - Attended the OWEB Focused Investment Partnership Gathering. This conference convened several of the FIP grant recipients over the last two years to discuss how the program is going, learn about partnership development strategies and share lessons learned. It was a worthwhile 1 ½ day event.
 - Attended the 2018 American Fisheries Society Conference in Eugene.
- 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
 - Worked with Eric to develop my concept of a regional approach at estuary project development and implementation.
 - Updated Eric on restoration program activities.
 - Met with BLM fisheries staff and Roseburg BLM management to talk about the cooperative nature of the long standing relationship and how to maintain stability in uncertain times ahead.
 - Met with Steve Denney to learn more about the Winter Lake project and how to incorporate lessons learned from that project into PUR's tidally influenced project areas.
 - Checked in with McKenzie River Trust staff on the Leed's Island project.

- Met with PUR's engineer, NOAA and USWCD staff to talk about the feasibility of a coastal resilience grant. This is a good program to support our work, In one year, the group will likely be able to apply for funds.
- Looked at project work in the Upper Umpqua area for monitoring.
- Prepared for the American Fisheries Society annual chapter meeting in Eugene.
- Working to finalize designs for instream and culvert replacement projects needed for spring OWEB grant applications.
- Attended the 54th meeting of the Oregon Chapter of the American Fisheries Society.

- Kimberly Stone, Watershed Technician
 - Attending GIS classes at UCC.
 - Worked on getting Monitoring Reports done and turned into OWEB.
 - Attended meetings with the BLM Staff.
 - Attended meeting with Tracy Pope about Pollock Creek and plant orders.
 - Worked on adding documents to the new website.
 - Worked on getting Final Reports and getting them ready to turn in.
 - Attended meeting with Steve Denney to talk about his Winter Lake Project and how it relates to our tidegate projects.
 - Phone conference with staff at McKenzie River Trust about Leed's Island.
 - Attended Staff Meeting.
 - Attended American Fish Society Conference in Eugene.
 - Worked with Terry on planning for summer work and planning for OWEB grant submissions in April.
 - Managing Partner relationships.
 - Attended site visit at Glover with Rhonda, Cliff and Crep Technician Georgina.

- Sandy Lyon, Monitoring Coordinator:
 - Did Rice Creek run with Joe
 - Attended 2 staff meetings
 - Attended 2 DFPA Safety Committee Meeting
 - Attended Refresher Training of Pesticide Stewardship Partnership Webinar
 - Met with Eric and Terry for Restoration/Monitoring Staff Meeting
 - Participated in a phone call with Eric from Chrysten Lambert Oregon Director for Trout Unlimited to talk about possibilities for help in maintaining instream water for fish
 - Participated in the OWEB Open Solicitation Monitoring Grants: Focus Group with Grantees Webinar
 - Worked on analysis and graphing of monitoring data in Rice Creek
 - Worked on Rice Creek presentation for the Council Meeting next Tuesday
 - Attended the Oregon AFS Annual Meeting in Eugene

- 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
 - o Upper Umpqua 5th Field Run
 - o Calapooya 5th Field Run
 - o Rice Creek WQ Effectiveness Monitoring.
 - Conducted a PSP sampling collection
 - Attended Staff Meeting
 - Filed, process and setup Rice Creek sinuosity/stream bank mapping data
 - Created GIS layer of Rice Creek data
 - Attended all area BLM meeting
 - Worked to update Wrike with current activities
 - Worked with Sandy on Rice Creek board presentation
 - Attended a conference call with OWEB and other grantees to discuss OWEB's monitoring application
 - Attempted to collect "high flow" photo points in Rice Creek (flow dropped out)
 - Processed data for OWEB report

INDEPENDENT CONTRACTORS REPORT: February 16, 2018 – March 16, 2018

- Amy Pinson-Dumm, Grant Writer
 - Began working with Eric Riley and Nancy Geyer to develop a proposal for MMT Healthy Environment.
 - Researched funding opportunities with Oregon NRCS for work in estuary.
 - Met with Evan, Fabian and Nancy to discuss this year's Eggs to Fry projects.
 - Preparing for Eggs to Fry projects to start this April in 14 classrooms.
 - Prepared monitoring reports to OWEB for projects in Camp Creek and West Fork Smith River.
 - Started monitoring reports to OWEB for work in Lutsinger, Fitzpatrick and Sawyer Creeks.

STAFF UPDATES:

- Eric R.
 - Terry and Kim are working hard to get everything ready for next summer.
 - Most of the staff is at AFS this past week.

UNFINISHED BUSINESS:

- Board review of the articles 4 & 5 changes and the Finance charter.
- Paul H. made a motion to approve the changes to article 4, with the deletion of 4.3.3 as amended. Blair N. 2nd the motion. **The motion passed.**
- Jason R. motioned to approve article 5 with the addition of the 75% language from 4.6.3-1. Walt G. 2nd the motion. The motion was amended to remove the 30 day notice clause. **The motion passed.**
- Walt G. made a motion to approve the Finance Committee Charter. Chris S. 2nd the motion. **The motion passed.**

NEW BUSINESS:

- Eric R. handed out the Executive Director Extended Absence Plan, this is a much more extensive plan than we have ever had. There were a couple small changes to wording suggested.
- The Director Category Definitions and Vetting Criteria was handed out, there was some discussion on this.
- Lastly, the new Director Evaluation form and process was handed out for the board to review.

COMMITTEE REPORTS:

- Executive Committee: Darin McMichael
 - Darin gave updates from the last meeting, the ED evaluation, and the ED absence plan.
- Technical Advisory Committee (TAC): Paul Heberling
 - NTR
- Education Committee:
 - See Outreach.
- 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" looking to hold Pint Night in May.
- Nominations Committee: Darin McMichael
 - There will be a meeting immediately following the board meeting today.
 - There are 2 bios to review, and a few openings still.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Charter approved.
 - Meeting in April to review next year's operating budget.
- Monitoring Committee: Bryan Nelson
 - NTR
- Policy and Procedure: Chris Strunk
 - Meeting tomorrow.
 - Committee working on code of conduct, getting article 2 ready to send to the membership, and review of article 7.

Presentation: Rice Creek Effectiveness Monitoring:

- PUR's very own Sandy Lyon and Joe Carnes gave the Board an update on our Rice Creek Effectiveness Monitoring Project. This project is monitoring sites pre and post instream restoration on the Kennerly Ranch.

Announcements:

- NTR

NEXT MEETING:

- Tuesday, April 17th at DFPA Conference room at 9:00am

ADJOURN:

- The meeting was adjourned at 12:02 pm

/S/ Gilaine Wright/Eric Riley
PUR Secretaries