

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date March 21, 2017

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:09 a.m.

INTRODUCTION AND ROLL CALL:

There were 15 people in attendance. There was a **not** 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 John Colby Sandy Lyon Blair Nash

APPROVAL OF MINUTES:

- There was not a quorum so minutes were not approved.

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- President Elect candidate election is today. David Parker has withdrawn his bid for the position.

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$28,069.29
Savings Account	\$35,005.59
Outstanding Bills	\$1,500.00
Funds Requested	\$80,112.89

STAFF REPORTS: February 17, 2017 - March 17, 2017

- Eric Riley, Executive Director:
 - Prepared for and attended the PUR January Board Meeting
 - Prepared and led staff meeting
 - Meet with contractors
 - Attended FIP meeting
 - Submitted OWEB council support grant
 - Talked with Mike Gerel
 - Participated in the RAC
 - Meet with Executive Committee
 - Submitted the Autzen report
 - Had multiple meeting with staff members to get updates and coordination
 - Attended a Tidegate meeting
 - Attended the UBP Gathering
 - Meet with partners
 - Attended the P&P meeting
 - Attended a BLM meeting in Grants Pass
- 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
 - Board meeting prep
- Terry Burluson, Project Planner:
 - Attended the 2017 State of the Beaver Conference in Canyonville
 - Had a phone conference with Jason Dunham from OSU about current research interests and future planned work in the West Fork Cow Creek area
 - Prepared for and presented a talk about collaboration in West Fork Cow Creek at the Oregon Chapter of the American Fisheries Society meeting in Bend

- Attended two FIP meetings and see a good fit in that group for my role as PUR's restoration coordinator
 - Coordinated meetings for Umpqua Soil and Water Conservation District staff and PUR's engineer to get started on laying out a plan for what steps are needed to submit a grant application for a tide gate replacement and channel meander project in the lower Smith River
 - Coordinated and led a meeting with PUR and BLM staff to look at cooperative project work over the next three years
 - Set up site visits with Coos BLM staff to continue project preparation for summer 2017 installation on Waggoner and Cedar creeks
 - Worked on grants with our grant writer
 - Coordinated tasks and work for the watershed technician
 - Worked on coordinating grant application timing with the projects in the PUR five year plan
 - Attended tide gate funding strategy and technical assistance update meeting at the NRCS
 - Set up and attended a site visit with a landowner with a potential tide gate replacement project. Went on a field trip to a completed project in the Coos Bay area to get an idea of what their project may look like. Went back to their place to talk on the ground specifics and upcoming grant applications.
- Sandy Lyon, Monitoring Coordinator:
 - Attended several presentations at the Beaver Conference
 - With Joe, wrote and submitted a grant proposal to the Autzen Foundation
 - Communicated with the Pesticide Stewardship Partnership Pilot program planning next round of sampling this spring
 - Met with Joe and Terry to work out a proposed staff responsibility flow chart
 - Participated in PUR staff planning session for the future with Eric
 - Attended the Annual Harmful Algal Bloom Meeting at OSU
 - Completed monitoring's general workplan for the rest of the year
 - Working on Joe's Job Description
 - Worked on Draft Charter for Monitoring Committee
 - Attended all day FIP Meeting
 - Participated in GoToMeeting with Myrica McCune, GIS Analyst with Institute of Natural Resource about possibility of getting monitoring data onto the Umpqua Explorer
 - Joe Carnes, Asst. Monitoring Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for (Training Kim on Monitoring activities)
 - 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.
 - o Conducted PSP Monitoring Run
 - Office Data Management/Storage upgrade research
 - Attended Beaver Conference
 - Creation/Planning for Staff Org. Chart
 - Attended Staff meeting
 - Attended a webinar on "R"
 - Meeting with Myrica about "Oregon Explorer"

INDEPENDENT CONTRACTORS REPORT: February 17, 2017 - March 17, 2017

- Amy Pinson-Dumm, Grant Writer
 - Drafted OWEB project completion report for Harrington.
 - Met with Eric to discuss work plan.
 - Looked into grant opportunities with NOAA, NFWF, Ford Family Foundation, and Oregon Water Resources Department (OWRD).
 - Attended webinar about OWRD grant opportunity.
 - Met with Kim and Evan from ODFW to discuss 2017 Fish Eggs to Fry projects.
 - Contacted teachers about this year's Eggs to Fry projects.
- Kimberly Frerichs,
 - Gathered information for Rice Creek TA
 - Helped Terry find information for Rice Creek Permit
 - Helped Joe with Monitoring Runs

- Eggs to Fry preparation
- Took post project photos of Harrington Creek for final report
- Went out to Camp Creek with Eric Himmelreich for post project photos
- Identified and flagged restoration sites in French Creek with Eric Himmelreich
- Gathered information for French Creek
- Helped Terry organize upcoming projects

STAFF UPDATES:

- Eric R.
 - I was out sick last week so my staff report was a bit light.
 - Oregon Coastal RAC happened last week, approved funding for 23/26 projects. PUR did well, both the projects we submitted were funded.
 - The FIP gathering happened last week, the action plan is starting to take shape. I will give the board an update/presentation soon.
 - The office starting to gear up for summer work.
 - OWEB next grant season has a May 1 deadline.
- Sandy L.
 - Sandy gave a Beaver Conference update.

UNFINISHED BUSINESS: President Elect Vacancy:

- Walt G. current President Elect
 - David Parker has withdrawn his interest in running.
 - Darin M. feels we need to wait on the vote due to lack of quorum.
 - Blair N. would like to see Walt G. use his authority as current President to appoint Darin M. to the position of President Elect.
 - Chris S. would prefer to wait for the quorum as well.
 - Walt G. if there is not a quorum next month I will appoint then.
 - Paul H. would like to have missing directed called for their vote.
 - Walt G. would like to wait another month, is there any objection? Hearing none, we will wait.
- Walt G. next term President Elect.
 - We are looking for candidates for the July1, 2017 – June 31, 2019 term.
 - Deadline for expressing interest and submitting a bio to the board for review is May 1, 2017.

NEW BUSINESS: Staff Restructuring:

- Eric R.
 - Drew a picture of the new PUR staff structure, and explained how the new model looks and works. What the roles and responsibilities have changed for current staff. He explained how the new "Restoration Coordinator" fits in the model.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee will be doing Eric R. evaluation soon.
- Technical Advisory Committee (TAC): Paul Heberling/ David Parker
 - NTR, working on charter.
- Education Committee: Ken Carloni
 - Ken, Meetings will now be the Thursday following the PUR board meetings each month. The Meetings will be at the PUR office at 4:30pm.
- Outreach Committee: Acting Chair Alan Bunce
 - Alan, Meetings will now be the 2nd Thursday on each month, at the PUR office at 4:30pm.
 - Upcoming events: Earth day, SOLVE beach cleanup.
- Nominations Committee: Darin McMichael
 - Next meeting will be immediately following the next board meeting on Tuesday, April 18th.
- Finance Committee: Blair Nash
 - We still need a new building.
 - Will have a meeting in the spring.

- Monitoring Committee: Bryan Nelson
 - Next meeting will be Monday, April 17th at 4:00pm at the PUR office.
- Policy and Procedure: Jason Robison
 - Jason and Eric attended the last meeting, they worked on bylaw review changes, Jason will have a meeting with the committee to review the suggested changes.

Presentation: There is no presentation this month.

- NTR

Announcements:

- NTR

NEXT MEETING: Tuesday, April 18th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned at 11:15pm.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries