

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** May 14, 2018

**Place** ODFW Conference Room

### **CALL TO ORDER:**

The PUR Board President, Darin McMichael called the meeting to order at 9:06 a.m.

### **INTRODUCTION AND ROLL CALL:**

There were 18 people in attendance. There was a quorum of Directors present.

### **DIRECTORS AND ALTERNATES:**

<b>Agriculture &amp; Livestock</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Walt Gayner	X		Vacant		
Paul Heberling		X	Guy Kennerly		X
Karen Roberson	X		Vacant		

<b>Timber, Aggregate, Construction &amp; Mining</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Bryan Nelson	X		Dave Archambault	X	
Aaron Aasen	X		Devon Johnson		X
Chris Strunk	X		Darin McMichael, President	X	
Kelly Guido	X		Vacant		

<b>Fishing, Recreation &amp; Conservation</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Dave Grosjaques	X		Mike Brochu		X
Vacant			Vacant		
Alan Bunce		X	Kasey Hovik		X
Dale Greenley		X	Chuck Schnautz		X

<b>Cities, Special Districts &amp; Public Utilities</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Rhonda Black		X	Walt Barton	X	
Blair Nash	X		Vacant		
Thomas McGregor	X				

<b>County</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Chris Boice		X	Dominic Carollo	X	

<b>Tribes</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Jason Robison	X		Heather Bartlett		X

<b>Members at Large</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Abigail McEnroe		X	Vacant		X

### **OTHERS PRESENT:**

Gilaine Wright      Eric Riley      Eric Himmelreich      Sandy Lyon      Rusty Lininger

### **APPROVAL OF MINUTES:**

- There was a quorum. Blair N. made a motion to approve the minutes from both the March and April 2018 meetings. Jason R. 2<sup>nd</sup> the motion. The minutes were approved.

### **GENERAL DISCUSSION AND PUBLIC INPUT:**

- NTR

**PRESIDENT'S REPORT:** Darin McMichael

- Darin did attend the Ex-Comm, PUR staff meeting, and Pint Night. Fire season is coming soon.

**TREASURER'S REPORT:** Blair Nash

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

Checking Account	\$12,702.11
Savings Account	\$58,037.95
Outstanding Bills	\$4,576.00
Funds Requested	\$29,779.23

**STAFF REPORTS: April 13, 2018 – May 11, 2018**

- Eric Riley, Executive Director:
  - Prepared for and attended the PUR April Board Meeting
  - Facilitated a staff meeting. Primary topics of discussion included the current status of the PUR Office, upcoming contracting, monitoring reports and general updates. The furnace was having so issues, causing an odd smell in the office. After shutting the system down and having technician diagnose the problem, we were informed that the furnace has a crack in boiler and then fan is no longer operational. The furnace requires significant repairs/replacement and will not be fixed in the near future. The fan in the system has been repaired and the air conditioning will still work when needed. I authorized the purchase of 4 space heaters for individual offices and work areas. This will get us through the spring and summer, but if we are still in the building this next winter, we will have an issue keeping the building warm enough. Contracting season is upon us and the Restoration Program is busy preparing for summer projects. We have several projects that will go out to bid this month.
  - Worked with Nancy Geyer and Amy Pinson Dumm to complete a grant to Meyer Memorial Trust. We are seeking one and a half years of funding to hire a staff position on the coast to focus on the estuary and tidegate work. We have built momentum in this part of our restoration program and need to grow capacity in that portion of the watershed. We are working with two landowners currently on large scale projects in the Umpqua and have begun developing a network on the south coast, that requires more focus and time on the ground to fully develop. This position will be built around tidegate and estuary restoration and growing a collaborative network on the south coast.
  - Attended the Nominations Committee Meeting. This meeting focused on preparations for the upcoming annual meeting and Director nomination for the May board meeting. The Committee will prepare a proposal for nominated Directors that are to be approved at the June Annual Meeting.
  - Attended one day of the Connect Conference in Seaside, OR as a presenter. I sat on a panel with Jason Robison, Heather Bartlett and two other individuals to share about Tribal/Watershed Council relationships. This panel was intended to share how relationships are fostered and nurtured between Tribes and Councils. We shared specifics of how both entities interact and how to start new collaborative ventures.
  - Participated in a coordination meeting with the Roseburg District Fish Biologist and the PUR Restoration Program Biologists to continue summer work planning. Specific discussions were centered on project contracting and upcoming field visits to get ready for summer projects. Additionally, we discussed the potential have the local Beaver Working Group work with a landowner and Douglas County to help solve a problem beaver situation in a non-lethal way. The group is going to meet at the site and discuss options.
  - Worked with Gilaine on several occasions to prepare a draft budget for FY18/19. The Board will review and approve the budget at the Annual Meeting in June. The Finance Committee will review the budget and make final adjustments prior to the Annual Meeting.
  - Prepared for and attended the Policy and Procedure Committee meeting. The focus of this meetings was on the development of a new article for the PUR Bylaws. The new article that is being drafted is *Article 7 – Executive Director and Authorities*. This new article is not intended to replace any articles in our current bylaws, rather be in addition to what already exists. The current set of PUR Bylaws does not have any provision or section explaining the role of the Executive Director. This new bylaw was recommended by the consultant that reviewed our bylaws and made recommendations. Additionally, the Committee reviewed the DRAFT Director Responsibilities and Code of Conduct Policy which is currently being worked on by the Committee.
  - Attended the beaver problem site (twice) with Beaver Working Group Members, NOAA Fisheries, U.S. Department of Agriculture-Wildlife Services, a contractor, Douglas County Road Crew, the landowner and PUR Staff. This site is a likely candidate to have a "beaver deceiver" devise installed to prevent further plugging of a county road culvert and a side drainage culvert. The group is working to achieve a non-lethal solution to the situation that meets, both the needs of the landowner and Douglas County.

- Prepared for and worked with Devon Johnson to set up the PUR Earth Day Fair booth at Douglas County Fair Grounds. The booth this year was informational and set up much like our fair booth last summer. We did have a coloring contest for kids and the winners will be announced at the PUR Pint Night at Backside Brewing Co. on 12 May, 2018. We had three age categories and received several entries. Winners will receive a salmon and trout poster.
- Prepared for and attended the PUR Finance Committee meeting. The focus of the meeting was on the FY18/19 Operating Budget. We also reviewed the PUR Grant Tracker which has all of our grants and their status listed. The Committee also had a discussion on operating capital and monthly cash flow. This discussion facilitated a better understanding by Board members on how funding levels ebb and flow on a monthly and quarterly basis, depending on the time of year. We discussed liabilities and the PUR savings account and confirmed goals and objectives to ensure we are saving prudently. Finally, the Committee discussed the new PUR truck and replacement plan options and usage policy. We do have a usage policy in place and we discussed periodic reviews of the policy.
- Worked with Staff to finalize the Position Description and Announcement for a Seasonal Watershed Technician. Give the current workload and projected workload requirements, we are looking to hire a seasonal technician to help with project implementation this summer. We have looked into the possibility of a college intern and will look into that further for 2019 project work.
- Prepared for and attended the Executive Committee Meeting. This meeting focused on a general update on other committees and their status, the annual meeting plans and the status of the PUR Building and the potential of moving.
- Worked with Gilaine to start updating the Executive Director Manual. As part of the E.D. Absence Plan that the Executive Committee has been working on, I am working to update the manual. This manual is a "how to" guide on the day to day tasks that the E.D. is involved with. This document was prepared as a transition tool when Bob Kinyon retired. It is slightly outdated at this point and is a good item to have in conjunction with the absence plan. Gilaine will be doing the heavy lifting on updating the sections of the manual.
- Worked with Staff to review and submit two restoration grant applications to OWEB for their spring offering. One application is a resubmit proposal (previously recommended for funding but fell below the funding award line) for a helicopter log placement project on Butler and Lutsinger Creeks. The second application is for instream restoration and a culvert replacement on Steelhead Creek in West Fork Cow Creek. I will have a project proposal synopsis handout at the May Board meeting.
- Throughout the month I have worked closely with Devon Johnson and the Outreach Committee in preparation for the first PUR pint night and trivia event at Backside Brewing Co. on 12 May from 4-6PM. We are excited to host this new outreach event and see where it takes us in the future.
- Attended a "Stage 0 Restoration" project tour (with Terry, Kim and Jeff McEnroe) at Staley Creek in the Middle Fork Willamette Watershed. Stage 0 restoration is a relatively new technical approach to restoration that looks at geomorphic and ecological components of a system that is incised and works to reconnect floodplains and the water table, diversifying habitats and flow regimes and reduce overall water velocity and energy throughout a project reach. This approach seeks to return a project reach to a pre-constructed or degraded state and enable natural hydrologic process and channel evolution restore the system to a more resilient state. More information is being published on this seemingly aggressive approach to restoration and I will endeavor to get a presentation at a future board meeting. This restoration approach is a paradigm shift to current restoration techniques and it will be interesting to learn more as information becomes available. More to follow on this topic!
- 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 on collecting bid documents for solicitation for summer 2018 projects.
  - Attended a meeting with members from the Steamboaters at Roseburg BLM to learn more about current a future restoration in the North Umpqua on BLM managed lands.
  - Directed log staging for McCullough Creek.
  - Worked on summer project coordination with Roseburg BLM staff and Kim.
  - Worked on grant budgets with partners and finalized project details for OWEB grants.
  - Helped prepare and submit OWEB grant applications.
  - Attended a meeting for the Umpqua Chub working group at the USFWS office.
  - Helped coordinate Kim's time to divide and conquer multiple meetings and site visits while getting grant work done.
  - Attended PUR staff meeting.
  - Attended a tour of a restoration project in the Middle Willamette with a new restoration protocol that is very extensive, very effective, and appears to be applicable to parts of the Umpqua.
  - Attended a meeting about future beaver research that is focused on the Umpqua basin.
  - Helped coordinate getting the Fish Eggs to Fry program to Green Grade School.
- Kimberly Stone, Watershed Technician
  - Went to Connect Conference with Joe in Seaside.
  - Attended a problem beaver site to determine if a possible project is there and if a beaver deceiver device will work for the site and landowner.
  - Worked on writing grants for OWEB.
  - Went to McCullough Creek to stage logs for this summer's work.
  - Went to Grants Pass to meet with Viller's to schedule out projects for this summer.
  - Went to West Fork Canyon Creek with Viller's and Steve Clark to look at excavator access possibilities.
  - Went to a site tour of Staley Creek to see a 0 Stage restoration project.
  - Worked on contracting documents with Terry.
  - Worked in Wrike to help get organized for this summer's work.
- Sandy Lyon, Monitoring Coordinator:
  - Did Rice Creek run with Joe, Eric and Zak Himmelreich, it was take your child to work day and we had the honor of Eric and Zak helping us
  - Attended staff meeting
  - Attended Council Meeting
  - Conducted PSP sampling collection with new volunteer Russ Lyon
  - Performed temperature logger "calibration" check with Joe and Denise Dammann.
  - Placed started placing temperature loggers in Rice Creek
  - Conference call with David and Jacquie from DEQ about cut EPA funding for a 319 Grant for which we were approved.
  - Attended Umpqua Beaver Research Meeting given at BLM by Steve Clark and Jason Dunham.
  - Working on getting continuous temperature logger data processed for upload to DEQ as well as in form for an OWEB Grant report.
  - Helped with restoration grant writing
  - Worked on updated QAPP for DEQ
  - Attended DEQ Webinar on new database that we will be submitting to in the future
- Joe Carnes, Asst. Coordinator/ IT
  - Conducted regular water quality (WQ) monitoring runs;
    - o South Umpqua Reference Run (this includes sites from five 5th field watersheds that previously were conducted as their own more comprehensive monitoring runs)
    - o Lower North Umpqua 5<sup>th</sup> field run (Deployed Hobos where possible, flows allowing)
    - o Upper Umpqua 5th Field Run
    - o Calapooya 5th Field Run (Deployed Hobos where possible, flows allowing)
    - o Rice Creek WQ Effectiveness Monitoring. (Deployed Hobos)
  - Worked on data processing for OWEB report
  - Conducted PSP sampling collection
  - Attended Connect conference in Seaside (4-day event)

- Met with staff to discuss things learned at Connect
- Attended Hydro Breakfast
- Conference call with David and Jacquie from DEQ about cut EPA funding for a 319 Grant for which we were approved
- Attended webinar on AWQMS (DEQ's new database)
- Assisted with reviewing and finalizing OWEB grants
- Attended Umpqua Beaver Research Meeting given at BLM by Steve Clark and Jason Dunham

### **INDEPENDENT CONTRACTORS REPORT: April 13, 2018 – May 11, 2018**

- Amy Pinson-Dumm, Grant Writer
  - Worked with Nancy and submitted MMT pre-proposal.
  - Set up Fish Eggs to Fry classroom incubators in 14 classrooms with Nancy and Alice.
  - Volunteered with ODFW to deliver steelhead eggs to classrooms.
  - Drafted monitoring report to OWEB for restoration work in Scholfield Creek.
  - Started monitoring reports to OWEB for restoration work in Sawyer, Fitzpatrick and Lutsinger Creeks.
  - Scheduled classroom activities and field trips with Fish Eggs to Fry teachers.
  - Prepped materials for classroom activities with Winchester 4<sup>th</sup> graders and Saint Paul 3<sup>rd</sup>-5<sup>th</sup> graders.
  - Helped Nancy Geyer with classroom presentations at Winchester Elementary (3 classrooms) and Saint Paul School (1 classroom).

### **STAFF UPDATES:**

- Eric R.
  - Terry and Kim submitted 2 grants to OWEB, both restoration.
  - Staff is finalizing contracts and permits.
  - Building update, DFPA has put our building up for sale, 12-18 months is the expected timeframe.
  - Getting plans together for the Annual Meeting in June.
  - Looking into an intern or seasonal help for the summer in-water work season.

### **UNFINISHED BUSINESS:**

- Board review of the articles 6-8
  - Article 6; Blair N. made a motion to approve article 6, Dave G. 2<sup>nd</sup> the motion. Motion passed.
  - Article 7; Walt G. made a motion to approve article 7, Dave G. 2<sup>nd</sup> the motion. Motion passed.
  - Article 8; Walt G. made a motion to approve article 8, Dave G. 2<sup>nd</sup> the motion. Motion passed.
- New Article
  - The P&P committee would like to add a new article to address the Executive Director, there are currently no articles addressing the ED. The committee will finalize a draft and bring it to the Board at the July meeting.
- Nomination Committee recommendations
  - Rusty L. and Kasey H. were recommended to be appointed.
  - Chris B. and Aaron A. were recommended to be appointed to a 2<sup>nd</sup> term.
    - Dominic C. and Devon J. were recommended to be appointed as alternates.
- Annual Meeting update
  - 2018 will be held at the Douglas County Museum at 3:00pm, on Tuesday June 19<sup>th</sup>.
  - Smokin Friday BBQ and Two Shy Brewery will be served.

### **NEW BUSINESS: OWEB Grant Applications**

- Steelhead Creek, culvert replacement and instream restoration.
- Butler / Lutsinger Creek, helicopter log placement.

### **COMMITTEE REPORTS:**

- Executive Committee: Darin McMichael
  - Darin gave updates from the last meeting, what does the staff need? Annual meeting, finance committee review, and building update.
- Technical Advisory Committee (TAC): Paul Heberling
  - NTR
- Education Committee:
  - Fish Eggs to Fry tank are being installed in classrooms, we have 11 classrooms this year. Nancy and Amy are running this program.

- Outreach Committee: Devon Johnson
  - Meetings are held the 2<sup>nd</sup> Thursday at 4:30 at the PUR office, please consider attending.
  - “Pint Night” was a success! Thank you to everyone that made it out.
  - The Outreach committee is still hoping to have each director bring in 2 new members.
- Nominations Committee: Darin McMichael
  - Already presented during the unfinished business time.
- Finance Committee: Blair Nash
  - We still need a new building.
  - There was a meeting, went over FY operational budget, truck replacement, and savings account.
- Monitoring Committee: Bryan Nelson
  - NTR
- Policy and Procedure: Chris Strunk
  - Committee working on code of conduct, new article, policy manual.

**Presentation: Chrysten Lambert, from Trout Unlimited.**

- Chrysten Lambert, from Trout Unlimited gave a presentation about TU and shared some of the activities they have been involved in around the state. Chrysten and Trout Unlimited have been part of the Umpqua Basin Collaborative FIP process and we have discussed potential partner opportunities between PUR and TU.

**Announcements:**

- NTR

**NEXT MEETING:**

- Tuesday, June 19<sup>th</sup> at 3:00pm. Meeting will be at the Douglas County Museum.

**ADJOURN:**

- The meeting was adjourned at am

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries