

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** May 16, 2017

**Place** ODFW Conference Room

### **CALL TO ORDER:**

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

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

There were 25 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 (President)	X		Vacant		
Vacant					
Karen Roberson	X		Paul Heberling		X

<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	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
Vacant					
Ken Carloni	X		Thomas McGregor		X

<b>County</b>	<b>Present</b>	<b>Absent</b>	<b>Alternate</b>	<b>Present</b>	<b>Absent</b>
Susan Morgan		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>
M.A. Hansen	X		Diane Phillips		X

### **OTHERS PRESENT:**

Gilaine Wright      Abby McEnroe      Sandy Lyon      Blair Nash      Cory Sipher  
 Courtney Shaff      Eric Himmelreich

**APPROVAL OF MINUTES:**

- There was a quorum, Aaron A. made a motion to approve the minutes from February, March and April of 2017, Chris S. seconded the motion. The motion was approved.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- Darin M. announced that Jake Gibbs is the new CEO and President of Starker Forests.

**PRESIDENT'S REPORT:** Walt Gayner

- Ann Chamberlain passed away this past month.
- M. A. H. Talked about Ann and gave some insight into the kind of woman Ann was.
- Ken C. spoke about Ann as well. Ken gave some info as to the kind of teacher Ann was.
- Sandy L. read Ann's bio and talked about all the things Ann had done in her life.

**TREASURER'S REPORT:** Blair Nash

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

Checking Account	\$49,796.17
Savings Account	\$39,005.59
Outstanding Bills	\$2,660.00
Funds Requested	\$40,193.99

**STAFF REPORTS: April 14, 2017 – May 12, 2017**

- Eric Riley, Executive Director:
  - Prepared for and attended the PUR April Board Meeting
  - Worked with Devon Johnson to prepare for and set up the PUR booth for Earth Day. We borrowed the Douglas Soil and Water Conservation District's stream trail for our booth again this year. Booth volunteers included; Devon Johnson, Aaron Aasen, and Darin McMichael: Thank You! The booth was set up with posters on several projects and had handouts available for folks to take home. The trailer was a great thing for the kids to see and get a hands on experience, however, I think we could have utilized the trailer a little bit differently to get some adult interaction. Additionally, we desperately need to update our flyers and handouts as soon as possible. The information is outdated. This is an excellent opportunity for the Outreach Committee to create a useful tool for our community.
  - Met with Rusty Lininger Seth Ewing, our Mission Continues veteran volunteers. They are currently working on a project (or two) with Steve Clark from Roseburg BLM. In late May or early June we are going to meet again to establish a work plan for the entire summer. Projects will include stream reach surveys to identify potential restoration project sites, collecting data previously implemented projects, planting willows in established project structures, assisting with staging of materials for 2017 projects, and much more.
  - Attended the PUR Monitoring Committee Meeting. Good meeting giving an overview of the Monitoring Program's current and future plans.
  - Participated in the Executive Committee Meeting. Topics of discussion were Director Behavior and Code of Conduct, Board vacancies and the upcoming PUR Staff and Officer interview with OWEB on 24 May regarding our ineligibility for Council Capacity in the upcoming biennium. The meeting with OWEB will discuss why we were found ineligible based on specific merit criteria during the initial review of our application. We will have the opportunity to describe how the Council is working to evaluate and take action to improve our organization, specifically around board governance, operations and policies. Results from this second review process will be available in early July.
  - Worked with the Staff to complete and submit three OWEB Grant applications. We submitted restoration applications for French Creek Instream, McCullough Creek Instream and the Glover Ranch Tidegate and Channel Re-meander Project. An application synopsis and discussion will be available at the Annual Meeting.
  - My wife and I attended Melvin Thornton's retirement on the 29<sup>th</sup> of May. The event was a great tribute to someone that served our community for several decades. His work over the years was highlighted in a very heartwarming presentation. Over 300 people attended the event, which spoke volumes for how many people he affected in a positive way over the years.
  - Worked with Gilaine to establish a quarterly workplan for the upcoming busy season. We actually put together two quarterly plans to get us through October. This should be a helpful tool for both of us as the instream season is upon us and staff will be going in multiple directions at once.
  - I met with Terry several times to coordinate tasks associated with our summer projects for 2017. We currently have nine (9) projects that we are preparing for this summer. We have begun preparing contracts and working on permits and materials will start being staged this month. Summer fun is here!

- Worked with Mark Grenbemer from OWEB and Gilaine to update information on the OWEB project portal for projects that are being awarded funding. OWEB Board met in late April and funded the following PUR Projects:
 

- McGee Crk Instream	\$223,353.00
- Umpqua Basin Collaborative Monitoring 2017-19	\$216,431.00
- Umpqua Basin Stream Flow and Temperature Monitoring	\$60,401.00
- Leed's Island Technical Assistance	\$49,975.00
- Met with Denise Dammann, Laura Duncan and Susan Douthit to discuss funding and planning for the hire of the stream flow and temperature monitoring project (Douglas Co. Watermaster project) that we have participated for several years. This year we continue to support this project by facilitating the hire of the summer technician through Cardinal Employment Services.
- Met with Terry and Janelle Evans of the City of Canyonville to discuss funding and contracts for next year's West Fork Canyon Creek Project. PUR is partnering with the Roseburg BLM, City of Canyonville to do a 2 mile instream restoration project in WF Canyon Creek. We have funding through the Drinking Water Source Protection grant. This grant was awarded last year and is funded by DEQ and the BLM. This is a new funding source for PUR and we are working with the City of Canyonville to develop this new relationship.
- 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.
  - Prepared final reports for OWEB, BLM.
  - 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 timelines
  - Worked on obtaining new BLM funding
  - Board meeting prep
  - Helped with OWEB Applications
  - Updated OWRI
  - Meet with Saif
  - Prepared invoices for USWCD
  - Created a quarterly work plan
  - Attended a training in Eugene
  - Created a tracking spreadsheet for contracts and special grant conditions
  - Updated QuickBooks
- Terry Burlison, Project Planner:
  - Took Kim and met landowners at Waggoner Creek project site. Laid out plans and expectations for summer 2017 work.
  - Worked with Amy PD to complete a grant application for Meyer Memorial Trust for the Glover Tidegate project.
  - Coordinated the writing and submission of OWEB grants for French Creek (resubmitted due to being ranked just below the funding line), McCullough Creek (ODF and BLM partnership to do work on ODF lands), and Glover Tidegate (tidal channel work plus a tidegate replacement). Thanks to the whole PUR team for getting these completed and submitted.
  - Worked with Medford BLM district fish biologist and hydrologist to coordinate project implementation work in Fortune Branch and Elk Valley creeks.
  - Worked with Kim to take care of field work needed by PUR and ODFW so I could stay in the office and write grants. Check out PUR's Facebook page for photos and cool links Kim has been posting for us.
  - Pulled all the information together for a permit to do instream enhancement work in Rice Creek.
  - Met with Blue Ridge Timber to get bids in place for summer 2017 work.

- Met with BLM and OSU partners to continue developing the “beaver blitz” in West Fork Cow Creek and come up with research ideas that inform our restoration work.
- Coordinated final and monitoring reports for four projects.
- Attended a conference call for the West Fork Cow Creek Planning Team.
- Met with City of Canyonville Staff and Eric to discuss the funding for the West Fork Canyon Creek project.
- Worked with PUR’s engineer to modify a permit for small dam removal project.
- Attended the Jefferson Fish Society Meeting.
- Coordinated work with Coos and Roseburg BLM for summer instream work and contracting needs.
  
- Sandy Lyon, Monitoring Coordinator:
  - Attended Monitoring Committee gave presentation on summary of all PUR’s monitoring history
  - Attended Council Meeting
  - Spent a week helping with OWEB grant writing
  - Met with Elk Creek Watershed Executive Committee to discuss their monitoring work
  - Placed Rice Creek temperature data loggers with Joe
  - Created summary of 2017 monitoring sites and what we monitor for OWEB and INR who are developing a data base for the state
  - Prepared for next monitoring committee, wrote up minutes, etc.
  - Attended Hydro Breakfast and the Jefferson Fish Society Meeting
  
- Joe Carnes, Asst. Coordinator/ IT
  - Conducted regular monitoring runs, calibration and QA checks for (Training Kim on Monitoring activities)
    - o Lower South Umpqua 5th Field Run
    - 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 Upper Umpqua 5th Field Run
    - o Calapooya 5th Field Run
    - o Rice Creek Effectiveness Monitoring.
    - o PSP Monitoring Run
  - Office computer updates
  - Attended monitoring committee meeting
  - Completed DEQ Final Report
  - Considered Pacific Power Grant
  - Meeting with Mark G. about OWEB
  - Planning meeting with Terry and Sandy
  - Created GIS maps for OWEB grants
  - Worked on OWEB applications
  - Attended Connect Conference in Pendleton
  - Scheduled a meeting/Monitoring Day with DEQ WQM Staff member
  - Updated WQM maps for iPad
  - Attended Safety committee meeting
  - Attended Elk Creek WC meeting
  - Created Excel file for Ken F. from OWEB
  - Compiled data for DEQ for OWEB report
  - Attended JFS meeting
  - Worked on Scheduling volunteers to help with Habitat Surveys and Macroinvertebrate collections in Rice Creek
  - Updated RAC budget info
  - Worked to fix/troubleshoot Sonde handheld (quite working) with YSI tech
  - Communicated with local sales rep about options for handheld upgrade and discount
  - Setup New (loaner) handheld for Sonde (Sales Rep was nice enough to loan us one till we can figure out what to do next)

#### **INDEPENDENT CONTRACTORS REPORT: April 14, 2017 – May 12, 2017**

- Amy Pinson-Dumm, Grant Writer
  - Worked on application to MMT Healthy Environment for tide gate removal project.
  - Worked on OWEB applications for instream restoration projects.
  - Delivered winter steelhead eggs with Kim to Geneva Academy, Saint Paul Lutheran School, Hucrest, Melrose, Winchester and Glide schools.
  - Delivered an in-class activity focused on fish habitat to 2<sup>nd</sup> grade students at Geneva Academy.

- Started applications to the Umpqua Fisheries Enhancement Derby.
- Started a monitoring report to OWEB for the West Fork Smith River Instream project.
- Set up in-class activities and field trips with Hucrest and Melrose Elementary for their Eggs to Fry projects.
- Kimberly Frerichs,
  - Went out to West Fork Smith River with Eric Himmelreich and took monitoring photos.
  - Met with the owners of Waggoner Creek and did some project planning with them and Terry.
  - Gathered the office recycling and took it to Sunrise Recycling Center.
  - Helped Joe with Monitoring Runs; Calapooya and the Lower South Umpqua Run.
    - o Also read E.coli samples
  - Worked on filing in the 5 year plan spreadsheet.
  - Delivered eggs to classrooms.
  - Went to an OWEB meeting with Gilaine.
  - Checked out a potential future project in Burke Creek with Eric Himmelreich.
  - Helped with OWEB grant writing.
    - o Entered in Glover and McCullough budgets
    - o Worked on McCullough photo page
  - Went to Waggoner Creek with Eric Himmelreich to finalize creek designs and flag sites.
  - Went to Cedar Creek with Eric Himmelreich to finalize creek designs and flag sites.
  - Updated all deliverables pages so they are complete and look similar.
  - Site visit with Eric Himmelreich to a tributary off of Tenmile Creek.
  - Site visit to Fortune Branch with Karl Villers and Terry to finalize creek designs and flag excavator access trails.

#### **STAFF UPDATES:**

- Sandy L.
  - The Sonde handheld, which is an essential piece of equipment in water quality monitoring, died this past week. Joe has contacted the representative from the company, was able to get a loaner and is negotiating a reduced price on a replacement.

#### **UNFINISHED BUSINESS: Board offices and director vacancies:**

- Walt G. current President Elect
  - Darin McMichael is the only candidate for the position, seeing as we did not have a quorum to vote last month I appointed him, this month we do have a quorum so we did have the vote of the directors.
  - The ballots were passed out, there were 13 directors present, there were 10 yes votes and 3 directors chose to abstain. **Darin McMichael is our new president Elect.**
- Walt G. 2017 board nominations for June appointment.
  - Karen Roberson for the Agriculture director
  - Bryan Nelson for the Timber director
  - Chris Strunk for the Timber director
  - Dave Grosjacques for the Fishing, Rec director
  - Ken Carloni for the Education director
  - Abby McEnroe for the Director at Large
- Walt G. we have 2 open directors position, Blair Nash for the Cities and Special Districts and Paul Heberling for the Agricultural position.
  - **Dave makes a motion for Paul H. to be appointed as the ag director. Aaron A. seconded the motion. The motion passed.**
  - **Dave makes a motion for Blair N. to be appointed as the other, special districts director. Jason R. seconds the motion. The motion passed.**

#### **NEW BUSINESS: Adjustment to Quorum:**

- Walt G.
  - The floor is open to discuss changing the quorum.
  - Darin M. I have always defended the set # of directors needed for the quorum, but we have seen that set # used against us recently.
  - Walt G. the issue of having vacancies, having vacancies can be a problem when trying to reach a set number of directors for quorum.
  - Ken C. I would support going to 2/3 of sitting directors.
  - Jason R. made a motion to amend the bylaws 3.14.1 to at least 2/3 of sitting directors to achieve a quorum. Ken C. 2<sup>nd</sup> the motion. **The motion passed.**

**COMMITTEE REPORTS:**

- Executive Committee: Walt Gayner
  - Walt, Want to introduce Courtney Shaff from OWEB is here today. She is here today to get a feeling in person of how we, the PUR board, is doing. There have been a number of emails sent directly to OWEB from past board members and OWEB felt it was important to check in on us.
- Technical Advisory Committee (TAC): Paul Heberling/ Chris Strunk
  - Chris S has agreed to help Paul with the direction and charter.
- Education Committee: Ken Carloni
  - Ken, the last meeting was good. Where do we want to go? How do we get K-12, college kids involved with PUR, is there a place for interns? Where the topics discussed.
- Outreach Committee: Acting Chair Alan Bunce
  - Alan, Earth Day, we had good volunteer turnout. Thank you Darin, Devon, Aaron, and Eric. Walt came by with food for the volunteers.
  - Alan will send the board the charter to review.
  - We need to update our display materials.
  - July 15<sup>th</sup> is River Appreciation Day.
  - Aug is county fair.
  - River clean up, do we want to be involved?
  - Next meeting on May 30<sup>th</sup> Tuesday @ 4:30 to discuss Fair.
- Nominations Committee: Darin McMichael
  - June meeting we will have 5 directors up for re-appointment and Director at Large to be voted on.
  - July meeting we will be voting on President Elect, Chris Strunk has agreed to run, Treasurer, Blair Nash has agreed to run, and Secretary, M.A. Hansen has agreed to run.
- Finance Committee: Blair Nash
  - We still need a new building.
  - Will have a meeting in the spring.
- Monitoring Committee: Bryan Nelson
  - Bryan, the charter will be sent out to the board for review.
- Policy and Procedure: Jason Robison
  - Jason, next meeting will be May 23<sup>rd</sup> @ 4-6 Tribal Office.
  - Last month the board discussed having Eric R. draft a letter to OWEB that we are heading in a positive direction. Do we still want that to happen now that we have a quorum?
  - Alan B. I would not support a letter to OWEB, I don't feel like the board is moving forward.
  - Walt G. as a board we are making progress. 18 months or more ago, the board got together and made a list of issues. The board has been working through that list.
  - Sandy L. the strategic plan does state all of the things PUR is to do, and the board does vote on it.
  - Jason R. I do think it is important that we let OWEB know that we are working thought the issues.
  - Dominic C. the point of the letter was to acknowledge that the board does not support individual board members contacting OWEB.
  - Blair N. made a motion to send a letter to OWEB.
  - Dominic C. 2<sup>nd</sup> the motion.
  - Ken C. the board would need to approve the letter before it was sent.
  - Dale G. I agree with Ken.
  - Karen R. we don't need a letter, our action speak for themselves. We hired a facilitator, committees are functioning better.
  - Bryan N. Courtney you have received our meeting minutes, correct?
  - Courtney S. yes I have received and reviewed all of PUR's minutes.
  - Walt G. How about we put a statement in the minutes that says, "The concerns expressed to OWEB by Mr. Parker were not endorsed by the Board"
  - Blair N. amended his motion to the statement that Walt suggested be put in the minutes instead of a letter being sent.
  - **The motion passed.**

**Presentation: There is no presentation this month.**

- There were no presentations this month.

**Announcements:**

- Hydro breakfast June 1 at 8am Thursday at Elmers.

**NEXT MEETING:** Tuesday, June 20<sup>th</sup> at Backside Brewing from 3-6 for our annual meeting.

**ADJOURN:**

- The meeting was adjourned at 11:45 pm.

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries