

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date May 19, 2015

Place ODFW Conference Room 4192 N. Umpqua Highway, Roseburg

CALL TO ORDER:

The PUR Board President, Paul Heberling called the meeting to order at 9:05 A.M.

INTRODUCTION AND ROLL CALL:

There were 24 people in attendance. There was a quorum of Directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner	X		Vacant		
Cindy Haws		X	Stanley Petrowski		X
Karen Roberson	X		Paul Heberling (President)	X	

Timber, Aggregate, Construction & Mining	Present	Absent	Alternate	Present	Absent
Bryan Nelson	X		Darin McMichael	X	
Dave Russel		X	Aaron Aasen	X	
Chris Strunk		X	Dave Archambault		X
Kelly Guido	X		Mike Flewelling		X

Fishing, Recreation & Conservation	Present	Absent	Alternate	Present	Absent
Dave Grosjaques		X	Mike Brochu	X	
Ann Chamberlain	X		David Parker		X
Alan Bunce	X		Richard Chasm		X
Dale Greenley		X	Chuck Schnautz		X

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Deborah Yates		X	Rhonda Black		X
Sean Negherbon		X	Blair Nash	X	
Ken Carloni	X		Thomas McGregor		X

County	Present	Absent	Alternate	Present	Absent
Joe Laurance		X	Tom Manton		X

Tribes	Present	Absent	Alternate	Present	Absent
John Schaefer	X		Heather Bartlett		X

Members at Large	Present	Absent	Alternate	Present	Absent
M.A. Hansen	X		Diane Phillips		X

OTHERS PRESENT:

Matt Ruwaldt	Eric Riley	Terry Burleson	Joy Smith	Donna Fouts
Denise Dammann	Gilaine Wright	Eric Himmelreich	Nathan Reed	Pete Baki

APPROVAL OF MINUTES:

- The minutes and staff reports from the March 17th, 2015 and April 21st, meetings were approved; Blair Nash made the motion, Bryan Nelson seconded. Motion Passed.

GENERAL DISCUSSION AND PUBLIC INPUT:

- Donna Fouts has taken a new position, Walt Barton at Douglas Soil and Water is taking applications to fill her old position.

PRESIDENT'S REPORT: Paul Heberling

- Paul was really happy with the Macro training that happened.

TREASURER'S REPORT: Eric Geyer

- Gilaine Wright gave report.
- Treasurers Report:

Bank Account	\$42,639.93
Outstanding Bills	\$0.00
Cash on Hand	\$42,639.93
Funds Requested	\$103,291.84

STAFF REPORT: April 13, 2015 – May 14, 2015

- Eric Riley, Executive Director:
 - OWEB Grants submitted
 - Attended PUR Board Meeting
 - Earth Day booth setup and manning
 - Worked with PUR Personal Service Contractors to update contracts
 - Attended two day OWEB Board meeting in Salem
 - Held two Staff Meetings
 - Facilitated an Executive Committee Meeting
 - Coordinated and attended communication training w/ the Staff and Glaser & Associates
 - Worked with Staff and Partners to develop 2015 Project Contracting Documents
 - Attended NOWC Board meeting in Salem
 - Worked with Treasurer and Gilaine on DRAFT FY15-16 Operating Budget
 - Worked on Project Permitting for 2015 Projects
 - Met w/ Jason Robinson and Kelly Coates to outline potential FIP Capacity Application/Umpqua Basin Action Plan
 - Set Bid Packets out to Contactors
- Gilaine Wright, Fiscal Manager:
 - Prepared fund requests
 - Paid bills
 - Prepared payroll
 - Attended PUR board meeting
 - Worked on PUR budget
 - Attended Connect Conference
 - Worked on small grants
 - Attended Glaser Workshop
 - Attended Staff meetings
 - Prepared BLM agreements
- Terry Burleson, Project Planner:
 - Met with BLM staff for project planning.
 - Completed and submitted grant applications for instream restoration in Rice Creek and Rock Creek.
 - Met with landowners on Lookingglass, Flournoy, and Porter creeks to assess fish passage and potential project opportunities.
 - Worked with contractor and group of landowners to make a plan to replace a culvert that washed out this winter and is the mainline access road for timber and home owners.
 - Coordinated with ODFW to look at a culvert on Rock Creek. They are moving ahead with ODF.
 - Worked on Derby grants.
 - Attended Glaser training.
 - Wrapped up a small project on Jerry Creek with a final report and list of receipts.

- Sandy Lyon, Monitoring Coordinator:
 - Attended PUR Board Meeting
 - Attended staff meetings
 - Arranged and attended all day Macroinvertebrate Training with DEQ
 - Attended Glaser Workshop
 - Established study reaches in Rice Creek with Joe
 - Worked out Joe's summer work plan
 - Completed three post project implementation monitoring reports
- Joe Carnes
 - Did regular weekly monitoring runs and data entry
 - Worked with Sandy to Write/Create Work plan/Work Plan Timeline/Budget for OWEB Effectiveness Monitoring Grant
 - Created Charts for OWEB Grant Report (Still in progress)
 - Conducted two PSP Monitoring Run
 - Attended Board meeting (Lamprey presentation)
 - Attended Connect Conference
 - Attended Macroinvertebrate training w/ DEQ
 - Attended Glaser Workshop/Training
 - Established study reaches in Rice Creek w/ Sandy
 - Conducted preseason thermistor calibration w/ Sandy
- Matt Ruwaldt, Coastal Project Manager:
 - Attended the PUR board meeting
 - Called in to a PUR staff meeting
 - Finished the Camp Creek Phase 4 OWEB grant
 - Assisted Brian Jenkins, SRWC with their OWEB grant
 - Took monitoring photos and submitted monitoring reports for Big/Sagabeard and WFSR Phase 2
 - Went fish seining with ODFW in the estuary
 - Toured the Smith River with Umpqua SWCD and NRCS staff to look at potential tidegate projects
 - Attended a Tidegate Working Group meeting
 - Worked with MRT staff on the upcoming Scholfield Wetlands acquisition
 - Attended the OWEB board meeting in Salem with Eric
 - Prepared paperwork for the Coos BLM for our upcoming projects
 - Prepared forms for a NFWF grant
 - Submitted a permit application for Camp Creek Phase 3

INDEPENDENT CONTRACTOR REPORT: April 13, 2015 – May 14, 2015

- Nancy Geyer, Education and Outreach Consultant
 - Fish Eggs to Fry facilitation
- Amy Pinson-Dumm, Grant Writer
 - Researched grant opportunities and sent information to staff on upcoming applications.
 - Fish Eggs to Fry facilitation

STAFF UPDATES:

- Eric R.
 - The coastal wetlands grant was approved by OWEB
 - Contracts are being awarded, work is starting
 - Staff will be attending trainings and conferences this month

UNFINISHED BUSINESS: PUR Officer Nominations:

- Richard Chasm as been nominated for the President Elect position, Eric Geyer is willing to stay on as treasurer, both Ann Chamberlain and Cindy Haws have expressed interest in being the secretary. These positions will be voted on at the annual meeting, to be held in June.

NEW BUSINESS:

- Eric explained the focused investment from OWEB, PUR is not ready to try for one of these grants yet. Eric would like to try for a capacity grant in conjunction with partners for updating the Umpqua Basin Action Plan.
- Operating budget draft was handed out, board will vote on this in June.

- Annual Meeting will be held on June 16th at Henry Estates Winery.

PRESENTATION(S): Pete Baki, ODFW Fish Screen Coordinator:

- Pete gave the Board an overview of the ODFW Fish Screen Cost Share Program and an update on the work that they do.

COMMITTEE REPORTS:

- Technical Advisory Committee (TAC):
 - NTR
- Finance Committee: Walt Gayner
 - Handed out the Operating Budget Draft for the board to look over.
 - Walt wanted to set the levels and new names of what was previously considered the “prudent reserve” \$125K for Operating capitol, \$30K for Liabilities, and \$45K for Operating reserves, which is a goal number. There will be a separate bank account for the operating reserves.
 - M.A. Hansen made a motion to accept the levels, definitions and amount for the 3 separate categories. Kelly Guido 2nd the motion. Motion passed.
- Nominations Committee: Darin McMichael
 - Darin reminded everyone that there will be new directors needed in June, so please be thinking about who your caucus wants to nominate.
 - Don't forget to fill your alternate position if it is not currently filled.
 - Deborah Yates has stepped down, her alternate Rhonda Black is interested in position.
 - Secretary/ treasurer positions are voted on at annual meeting.
- Education Committee: Nancy Geyer
 - Eric and Alan are going to discuss plans for a future meeting
- Monitoring Committee: Sandy Lyon
 - NTR
- Policy and Procedure: Ken Carloni
 - There will be a policy and procedure meeting held immediately after the board meeting today.

Announcements:

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NEXT MEETING: Tuesday, June 16th, 2015 **PUR ANNUAL MEETING**

- Henry Estates Winery, Umpqua Oregon 2:00pm

ADJOURN:

- The meeting was adjourned at 11:20 P.M.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries