

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date June 19, 2018

Place Douglas County Museum

CALL TO ORDER:

The PUR Board President, Darin McMichael called the meeting to order at 3:08 P.M.

INTRODUCTION AND ROLL CALL:

There were 28 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		
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:

Terry Luecker	Eric Riley	Eric Himmelreich	Sandy Lyon	Rusty Lininger
Alice Frerichs	Dave Swartzlander	Jack Riley	M.A. Hansen	Joe Carnes
Kim Stone				

APPROVAL OF MINUTES:

- There was a quorum. Blair N. made a motion to approve the minutes from both the May 2018 meetings. Paul H. 2nd the motion. The minutes were approved.

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Darin McMichael

- NTR

TREASURER'S REPORT: Blair Nash

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

Checking Account	\$7,611.13
Savings Account	\$50,037.95
Outstanding Bills	\$10,292.17
Funds Requested	\$47,993.76

STAFF REPORTS: May 11, 2018- June 15, 2018

- Eric Riley, Executive Director:
 - Worked with the Outreach Committee to coordinate and host "Pints with PUR". The event was held at the Backside Brewing Co. The event was intended to increase awareness of PUR and grow membership. Nancy Geyer MC'ed a watershed trivia game, with some pretty tough questions. We had a raffle with prizes, coloring and games for kids and membership packages available. Fifteen new membership sign-ups and close to 45 people attend with a good time had by all. Special thanks to Backside Brewing Co. for hosting our event.
 - Prepared for and attended the May Board Meeting. The meeting focused on a review and vote on updated bylaw Articles 6-8 and an approval of the Nomination Committee recommendations for new Directors. All recommended bylaw updates were approved by the Board, with limited discussion. Kasey Hovik and Rusty Lininger were recommended to be up for appointment at the June Annual Meeting. Additionally, I provided an update on our recent OWEB applications for the spring of 2018. Finally, 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.
 - Wrote the DRAFT Membership Letter that goes out each year. We plan to send this out by the end of June to members, past members and other stakeholders and partners. This year, I intend to send the letter out to a more varied group of local businesses and individuals. In the past we have only sent it out to our normal email list and in an attempt to increase awareness and membership I will look to cast the net a bit farther and wider this year.
 - I helped Nancy and Amy with a Fish Eggs to Fry field trip at River Forks Park. I was in charge of the "Nature Scavenger Hunt" station. A good time was had by all and the kids were very much into having an opportunity to release the fish that they raised. I was impressed with their eagerness to go from station to station to learn something new about the salmon life cycle and different associated topics (fish passage, habitat requirements, etc.). I also visited one classroom lesson with Nancy, Amy and Alice Frerichs (Kim's Mom). This was a second grade class that was being taught different habitat requirements for aquatic species, with an emphasis on salmon and steelhead. The lesson ended with the kids building a graham cracker habitat scene, complete with boulders, logs, vegetation, predators, spawning fish and redds. The best part was to hear the kids explain in great detail the aspects of their habitat creation. Another successful year for the Fish Eggs to Fry Program.
 - Worked with Terry and Kim to look at updates to the 5-year plan so that I could submit information to the Umpqua Basin Collaborative (Focused Investment Partnership group - FIP) so that PUR projects could be added to the Umpqua Basin Strategic Action Plan that is being developed.
 - Prepared for and attended the Policy and Procedure meeting. The meeting focused on the development of a NEW Article 7 for the bylaws, reviewing updates to the DRAFT Directors Responsibilities and Code of Conduct Policy and next steps for Bylaw updates. The committee is working on a new Article 7 to be possibly added to the bylaws. This Article 7 defines the Executive Director and the role that the E.D. plays in the organization. The new Directors Responsibilities and Code of Conduct Policy is in its third revision at the committee and will soon be proposed to the Board for review and approval. The meeting closed with a brief discussion on the next steps for Bylaw updates at the July Board Meeting and an overview of the current Board Policy Manual and the updates that need to be made after the bylaw updates are complete.
 - Prepared for and attended the Umpqua Basin Collaborative meeting. The meeting was focused on the establishment of a MOU for all of the stakeholders to sign, showing commitment to this collaborative effort. We also discussed the need for hiring a facilitator and reviewed a draft Request for Proposals. The meeting was not well attended and turned into more of a working session verses a meeting. We also

- talked about the Strategic Action Plan mapping efforts. The Tribe is working with partners/stakeholders to build the resiliency map that will help us prioritize projects.
- Prepared for and attended the monthly Executive Committee Meeting. The meeting focused on several items. The Committee discussed the need to complete an organizational assessment as required by one of our funding sources. The group talked through the plans for the Annual Meeting and how to get the vote/ballot out to the membership. This will be done in conjunction with a vote at the Annual Meeting for members that attend. A lengthy discussion was had about the PUR Savings Account. Organizational liabilities and annual savings goals were discussed. This discussion primarily focused on identifying organizational liabilities and identifying ways to continue to save money to meet our savings goals. The Committee also discussed Board policy needs, the FY18/19 DRAFT Budget, and the 2018 E.D. Workplan.
 - I attended a talk by Dr. Gordie Reeves at the USFS Supervisors Office. The presentation was entitled "A Spatially Explicit View of Climate Change Effects on the Umpqua NF and Surrounding Area". It was an excellent presentation.
 - I participated in USFS Restoration Assistance Team (RAT) assessment of a future BLM project site in Rock Creek. The team is made up of Fisheries Biologist and Hydrologist from the US Forest Service and was requested to come to Rock Creek to assess and discuss restoration options. The project site is in the mainstem of Rock Creek where flows can be extremely powerful in the winter and spring months. The project reach has a campground adjacent to the creek and there are several side channels throughout on both sides of the creek. The main Rock Creek Road runs through the valley bottom, making this project site extremely challenging to design. I was impressed with the RAT's knowledge and experience of working in bigger water streams. Several project design options were discussed and the team will submit a report later this summer or next fall.
 - I attended and participated in a DEQ Water Source Protection Workshop. The intent of the workshop was to bring drinking water providers together to discuss challenges and opportunities to work more collaboratively. The group worked on identifying areas where collaboration might be most appropriate and advantageous. Scott Lightcap (BLM) and I gave a presentation on partnerships and collaborative project opportunities. Finally, the group took a tour of the City of Roseburg's Water Plant at Winchester Dam. It was an interesting workshop with an excellent opportunity to network and connect with local stakeholders.
 - Worked with the staff and contractors to submit five Derby Grants. This year we submitted four restoration grants and one for the Fish Egg to Fry Program. These grants are primarily for supplies and materials for projects.
 - Coordinated and attended a meeting with the PUR Staff and Dan Shively from the US Forest Service. Dan is the National Fisheries Program Manager and was in Roseburg on a short detail at the Umpqua Supervisors Office. We focused our discussion on how watershed councils can better partner with the Forest Service. The Forest Service has an updated national fish and aquatic strategy and we talked about opportunities to grow/strengthen partnerships and working across ownership boundaries. It was a great opportunity to meet with Dan and hear his perspective on what we are doing in the Umpqua.
 - Worked with Gilaine to prepare and finalize FY 18/19 Budget proposal for the Board to review and approve at our annual meeting.
 - I attended the local Beaver Working Group meeting at the BLM office. The meeting had a presentation of recent beaver dam surveys conducted in West Fork Cow Creek. The group also discussed current consultation going on between National Marine Fishery Service and the US Dept. of Agriculture, Wildlife Services regarding problem beavers.
 - Attended a Contract Site Show with Terry and Kim and contractors to four project sites. We visited one instream project at Big Tom Folley Creek and three fish passage projects at Mehl, McGee and Rice Creeks. Contracts will be awarded in the next week.
 - Participated in Fishing Access working group meeting, hosted by the Roseburg BLM. This was the initial meeting of the group to discuss potential fishing access projects. While this is not a focus of PUR, I felt that it was appropriate to participate as a local stakeholder and as an outreach opportunity.
 - I participated in a site visit to our Pollock Creek Riparian Project along with Tracy Pope, Walt Barton and our funder, the US Fish and Wildlife Service. It was a good opportunity to meet with the landowner and discuss where the project is at and what the next steps are. We have requested an extension on the funds to carry the project out two more years. This will enable us to complete two more invasive species treatment and potentially get in two native species planting.
 - Worked with Gilaine and other staff to prepare for the annual meeting.
 - I had lunch with Dominic Carrillo to discuss ways that PUR could better engage with the County Commissioners and in the community. It was a good discussion and Dominic is going to try to facilitate a meeting with the Commissioners to talk over ways to work collaboratively where our mission intersects county business. Specifically, we focused our discussion on fish passage project opportunities.

- Went Douglas County Planning Department to get Land Use Compatibility forms filled out for two projects. OWEB requires that we ensure that our projects are compatible with current land use regulations before they will distribute funds.
- Reviewed and signed two OWEB Grant Agreements for the Glover Tidegate Tech. Assistance and the Burke Creek Tech. Assistance grants. We will be developing these projects in the coming year and these grants will help pay for project development time and contracted services.
- Had a short meeting with Jim Muck from the National Marine Fisheries Service (NMFS) to discuss the PUR/NMFS relationship and future tidegate project opportunities. We also discussed funding opportunities
- I sent emails to Peter DeFazio, Jeff Merkley and Ron Wyden in support of the Pacific Coast Salmon Recovery Fund. My emails reminded them of the importance of these funds in the budget and how they not only are critical to the work that we do here at PUR, but are an important part to the local economy.
- Meeting with Darin McMichael and Chris Strunk to discuss final preparations for the annual meeting and the PUR Savings Account.

- 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
 - Prepared operating budget for FY 18-19
 - Worked with Kim to learn the website management
 - Prepared for Annual Meeting
 - Started prep for annual audit

- Terry Burleson, Restoration Coordinator
 - Attended a family reunion in Missouri.
 - Wrote contracting documents for two instream projects, two culvert replacements and one bridge placement.
 - Held bid shows for all five projects for bid.
 - Revised bid documents and added addenda as needed.
 - Reviewed bid documents for instream projects and awarded the bids.
 - Used Wrike project management software to organize summer project preparation work.
 - Worked with Emily Blevin from the Xerces Society, a specialist in native freshwater mussels, to visit an instream project with a significant amount of freshwater mussel beds. Facilitated her and Kim to meet the landowners for a walk through the creek.
 - Attended a fish release for the fish eggs to fry program.
 - Attended a meeting with Dan Shively, USFS national fisheries lead.
 - Attended a presentation from Gordie Reeves on the potential to affect stream water temperature through riparian restoration. Began working with agency partners to use this data to target and prioritize riparian projects.
 - Went over project details with agency partners for summer project preparation.
 - Attended a meeting focused on beaver working group meeting. Saw Vanessa Petro speak on the West Fork Cow Creek beaver population study she conducted last year.
 - Saw presentations on large stream restoration as part of a planning effort for restoration in mainstem Rock Creek.
 - Began working on a Bring Back the Natives grant to fund project work in Butler and Lutsinger creeks.

- Kimberly Stone, Watershed Technician
 - Worked in Wrike to help get organized for this summer's work.
 - Conducted monitoring for Harrington Creek. Submitted monitoring report to OWEB.
 - Worked on PUR's website to update information and pictures.
 - Led PUR/BLM restoration meeting while Terry was out of town.
 - Attended Gordie Reeves presentation on riparian restoration.
 - Helped prepare contract documents and maps for site shows.
 - Looked over project bids with Terry.
 - Attended site shows for all contracts for bid.
 - Met a new landowner with Eric Himmelreich. Arranged for Terry to attend a second site visit and look at the culverts the owners are wanting to replace.
 - Conducted the PSP water monitoring run.
 - Worked with the self-loader operator to schedule time to move logs in West Fork Canyon Creek.
 - Attended a meeting with Dan Shively, USFS lead fish biologist.
 - Attended the BLM large stream restoration workshop in Rock Creek.
 - Went out with Emily Blevins to look at mussels in a project area.
 - Helped agency partners get gear together for the restoration workshop.
 - Submitted paperwork for the French Creek instream restoration project permits.

- Sandy Lyon, Monitoring Coordinator:
 - Worked with Joe on usual monitoring runs, PSP sampling and Rice Creek Effectiveness Monitoring.
 - Attended staff meeting
 - Attended Council Meeting

- 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 5th 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

INDEPENDENT CONTRACTORS REPORT: May 11, 2018- June 15, 2018

- Amy Pinson-Dumm, Grant Writer
 - Drafted monitoring report to OWEB for restoration work in Sawyer and Fitzpatrick Creeks.
 - Started monitoring report to OWEB for restoration work in Harrington Creek.
 - Scheduled classroom activities and field trips with Fish Eggs to Fry teachers.
 - Worked with Nancy to put together a grant application to the Umpqua Fisheries Enhancement Derby.
 - Prepped materials for classroom activities with Green 1st, Melrose 3rd, Hucrest 1st and Glide 5th graders.
 - Worked with Nancy and Alice to complete classroom presentations on life cycle and habitat and fish release field trips.
 - Collected and cleaned Eggs to Fry equipment.

STAFF UPDATES:

- Eric R.
 - Staff is finalizing contracts and permits.

UNFINISHED BUSINESS: Incoming/Continuing Director Appointments

- The Nominations Committee puts forward the following proposal for new and continuing Directors (with Alternates) for appointment. The Committee has reviewed individual biographies of new Director Candidates and has vetted all individuals according to current process in committee.
- **Director Appointments and At-Large Vote**
 - o New Directors (to be appointed)
 - Rusty Lininger – Fishing, Recreation, & Conservation
 - Kasey Hovik - Fishing, Recreation, & Conservation

- Continuing Directors and Alternates (to be appointed)
 - Aaron Aasen – Timber, Aggregate, Construction & Mining; Alternate: Devon Johnson
 - Chris Boice – County; Alternate: Dominic Carollo
- Blair N. made a motion to approve the new directors and the continuing directors, Paul H. 2nd the motion. The motion passed.
 - At-Large Director Vote
 - Abby McEnroe has agreed to continue on as the At-Large Director if elected.
 - The ballots have been distributed.
 - Vote results will be reviewed at July Board Meeting
- **July Elections will be for the officers**
 - Blair N. has agreed to continue on as the Treasurer
 - M. A. Hansen has agreed to continue on as the Secretary.

NEW BUSINESS:

- FY 18-19 Budget Review and Approval
 - Walt G. discuss how do we show total funds the organization hold vs what we plan for the year. Adjustments will be made in the next fiscal budget after the Finance Committee has reviewed and discussed.
 - Thomas M. made a motion to approve the FY 18-19 operating budget, Abby M. 2nd the motion. The motion passes.
- Article 2 Change, Membership Vote: Paid Members Only
 - Chris Strunk explained the changes and that only the paid member will vote on this change to this article. Votes will be accepted by email until COB 10 July, 2018. Vote results will be discussed at the July Board Meeting.
- Outgoing Director Recognition
 - Walt G. was in attendance and received his plaque.
 - Ken C., Alan B., Dale G., and Richard C. were not there, their plaques will be mailed to them.
- Director Appreciation
 - All directors and alternates in attendance received a small token of the staff appreciation for the work they do all year.
- Volunteer Appreciation
 - PUR recognized our tireless volunteers who give so freely of their time all year.
 - M. A. Hansen, Dave Swartzlander, Rusty Lininger THANK YOU!!
- Partner of the Year
 - PUR recognized The Cow Creek Band of Umpqua Tribe of Indians for their dedication and devotion to stream restoration and watershed stewardship.
- Landowner of the Year
 - PUR recognized Audi Taylor (landowner) Duane and Pam Madison (land mangers) for their dedication and devotion to stream restoration and watershed stewardship.

COMMITTEE REPORTS: As Needed: Meeting Announcements

- NTR

Presentation: Bruce Koike, Gyotaku Artist

- Bruce Koike, gave a demonstration of the traditional Japanese method of printing fish. Dating back to the mid-800s, Gyotaku was originally used by fishermen to record catches and has become a beautiful art form of its own.

Announcements:

- Concert on Sunday, June 24th at Old Soul Pizza
- Fly Fishing Boot Camp in July

NEXT MEETING:

- Tuesday, July 17th at 9:00 a.m. ODFW Conference Room,

ADJOURN:

- The meeting was adjourned at 4:31p.m.

/S/ Gilaine Wright/Eric Riley, PUR Secretaries