

Partnership for the Umpqua Rivers

MONTHLY MEETING MINUTES

Date July 19, 2016

Place ODFW Conference Room

CALL TO ORDER:

The PUR Board President, Walt Gayner called the meeting to order at 09:07 a.m.

INTRODUCTION AND ROLL CALL:

There were 25 people in attendance. There was a quorum of Directors present.

DIRECTORS AND ALTERNATES:

Agriculture & Livestock	Present	Absent	Alternate	Present	Absent
Walt Gayner (President)	X		Vacant		X
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		Richard Chasm	X	
Dale Greenley		X	Chuck Schnautz	X	

Cities, Special Districts & Public Utilities	Present	Absent	Alternate	Present	Absent
Rhonda Black		X	Vacant		X
Sean Negherbon		X	Blair Nash	X	
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 Robinson	X		Heather Bartlett	X	

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

OTHERS PRESENT:

Brian Jenkins	Eric Riley	Alvaro Cortes	Matt Ruwaldt	Gilaine Wright
John Colby	Joe Carnes	Sandy Lyon	Eric Himmelreich	

APPROVAL OF MINUTES:

- The minutes and staff reports from the June 2016, meeting was approved; Ken Carloni made the motion, Ann Chamberlain seconded. Motion Passed.

GENERAL DISCUSSION AND PUBLIC INPUT:

- NTR

PRESIDENT'S REPORT: Walt Gayner

- Thanks for coming out. Walt handed out a document on decision making, how consensus minus one works.
 - Richard C. was very concerned about PUR being a consensus system, this is a minority rules system and not healthy.
 - Darin believed that the document was accurate to what the bi-laws say.
 - **Ken made a motion that, "PUR will engage an outside facilitator to review and propose revisions to the bi-laws relative to article 3".**
 - Ann C. seconded the motion.
 - Karen R. stated that to her this seems like a process issue, so we need to fix the process.
 - Alan B. agrees this is a process issue.
 - Chuck S. agrees this is an issue that needs to be resolved, PUR can't move forward without a functioning board.
 - Bryan N. thinks we should also look at what the caucuses are.
 - Walt called for the vote.
 - **The motion passed.**
 - There was then a number of names given as potential facilitators.
 - Eric will start the process by contacting a number of the names given and get the ball rolling.

TREASURER'S REPORT:

- Gilaine Wright gave the Treasurer's Report;
- Treasurers Report:

Checking Account	\$40,093.30
Savings Account	\$19,003.01
Outstanding Bills	\$6,500.00
Funds Requested	\$84,287.33

STAFF REPORTS: May 13, 2016 – July 15, 2016

- Eric Riley, Executive Director:
 - Held regularly scheduled Staff Meeting
 - Prepared for and attended PUR May Board Meeting and June Annual Meeting
 - Prepared for and attended Executive Committee meetings (May and June)
 - Prepared for and attended a Finance Committee meeting; focused on final draft of FY 16-17 Operating Budget
 - Met with a QuickBooks consultant to review accounting procedures and develop specific reports that will better show how income and expenses are tracked.
 - Prepared DRAFT contracts for upcoming field season and coordinated and prepared for a contractor site show. Three contractors visited four project sites to review project materials and specifications. Awarded contracts to all four projects and contracts were signed before June 6th.
 - Worked with Mark Grenbemer on several budget amendments for pending grant awards. These amendments were needed to ensure that project budgets items were aligned in the appropriate categories to meet OWEB Fiscal standards.
 - Worked with Amy Pinson Dumm to submit a capacity building grant the Meyer Memorial Trust. PUR was not awarded funds for this extremely competitive offering. 160 applications requesting over \$21.7 million were submitted, with only \$2.6 million available.
 - Met with Terry, Mike Crawford and Jonas Parker (both from Medford BLM) to discuss West Fork Cow Creek habitat and fish surveys and the HDR, Inc. contract, 2016 instream work in Elk Valley Creek and Panther Creek, and generally get caught up on all things collaboration between PUR and the Medford BLM.
 - Met with Walt Barton of Douglas SWCD to discuss details of three existing projects in order to identify collaboration opportunities.
 - Met with Dave Ward of HDR, Inc., and other "West Fork Cow Creek Team" members to discuss contracting and finalize the habitat and fish survey scope of work for the data collection in WF Cow Creek this summer. This meeting was primarily an opportunity to meet the contractor, discuss the "Team's"

objectives and goals for action plan development in WF Cow Creek and to hammer out enough details to ensure that the contract would be within the budget.

- Coordinated and co-facilitated a Focused Investment Partnership Capacity Building. This meeting was held to make a final review of the updated scope of work and draft contract with Kendra Smith from Bonneville Environmental Foundation (BEF). The group that was in attendance approved the refined scope and contract parameters.
 - Worked with Amy Pinson Dumm and PUR Staff to prepare and submit four grants to the Umpqua Fisheries Enhancement Derby. Project grants were submitted for our Camp and Mehl Creek projects and two equipment grants were submitted for the Fish Eggs to Fry program and for dissolved oxygen data loggers for the Monitoring Program. Three of the four requests were approved and funded in full (\$15,095). The data loggers grant was not funded.
 - Coordinated and participated on an OWEB Regional Review Team project tour on French Creek at the Strader Ranch. This project will include the placement of logs and boulders in 2.25 miles of stream.
 - Coordinated and attended the Umpqua Basin Partnership (FIP Capacity Building) Kickoff meeting. The meeting was led by Kendra Smith of BEF and consisted of reviewing the scope of work and planning for a Basin Gather of stakeholders to start the process of communicating what the UBP is working on and building local/basin support. The Basin Gathering will be held on the 22nd of July. Invitations have been sent to stakeholders and plans for the meeting continue to be developed.
 - Worked with Staff to tie up any and all loose ends prior to my departure for two weeks of Army training at Ft. Leavenworth, KS. In case anyone was wondering, I was working on the side of the base that was opposite the federal military penitentiary. Was in Kansas June 6th through the 17th.
 - Worked with Staff to prepare for summer project work. Confirmed materials needs, staging plans, project implementation timing, permitting, grant funding availability, contractor updates (as needed) and general follow after being gone for two weeks.
 - Completed and submitted a progress report for our current OWEB Council Support grant. This report is submitted twice during the each biennium.
 - Met with Jason Robison and Kelly Coates from the Cow Creek tribe and Rob Walton from NOAA to discuss collaborative Umpqua Basin restoration opportunities and strategies in light of the new/pending Coho Recovery Plan. The discussion revolved mainly around how to keep the Umpqua a vital part of the recovery plan and included a discussion about potential opportunities to get involved with the Coho Business Plan and other initiatives.
 - Spent two days in the field in West Fork Cow Creek. Both days were focused in Elk Valley Creek, with one day consisting of contract/project inspection and one day taking a tour of the watershed with the HDR, Inc Consultant to confirm data survey parameters and survey timelines. The Elk Valley Creek project is being implemented by Blue Ridge Timber Co. and involves line pulling cut logs into the creek with a cable yarder across 36 sites.
 - Enjoyed celebrating Independence Day
 - Worked with Matt and Jonathan Wright (City of Reedsport Manager) to establish the details for a "Fee for Service" Contract to pay Matt to provide technical oversight of a mitigation project on Steamboat Island. This project came about because the City needed some technical insight as they, along with Wahl Marine conducted mitigation work for a project that upgraded a boat ramp and included a building expansion at Wahl Marine. "This project is a good example of a watershed council partnering with a municipality, private industry, and state/federal agencies. The end result will be much better than the small amount of marginal habitat that was impacted by the development. Additionally, the development (boat ramp and expansion of boat-building facilities) will help the community through increased jobs and recreational opportunities. This is exactly the sort of thing we should be encouraging in our coastal communities." Statement from Matt Ruwaldt.
 - Attended a West Coast Salmon Summit steering committee meeting. The planning for this conference is coming along nicely. Speakers are being arranged and the conference is really shaping up. The conference will be held 26-29 September, 2016 in Canyonville.
 - Worked with OWEB to get October 2015 grant agreements in place.
- 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
- Worked on Small Grant Team re-organization
- Worked with BLM partners to identify inventory and where it's housed
- Meet with Eric Geyer
- Attended finance committee meeting

- Terry Burleson, Project Planner:
 - Worked with project Partners and Staff on developing and coordinating projects
 - Worked with WF Cow Creek team to establish contract for fish and habitat surveys and conducted project/contact inspection
 - Team meetings
 - Contractor meeting
 - Facilitated contractor site shows and assisted with developing contracts
 - Coordinated with Eric on summer workload and priorities
 - Provided information for various monitoring and progress reports

- Sandy Lyon, Monitoring Coordinator:
 - Worked on preparing for Collins Grant Application
 - Set up for PUR Annual Meeting picnic
 - Did Upper Umpqua run with Joe, and placed temperature loggers
 - Did Rice Creek run with Joe and performed temperature logger audits
 - Attended Hydro Breakfast – great talk by Jason Dunham
 - Attended afternoon part of West Fork Cow Creek monitoring planning session
 - Continued working on OWEB Report
 - Gathered information and photos for PUR Website

- Joe Carnes, Asst. Monitoring Coordinator/ IT
 - Conducted regular monitoring runs, calibration and QA checks for: **2X**
 - 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
 - Placed Thermistors in watersheds being monitored:
 - o Lower South Umpqua 5th Field
 - 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
 - o Calapooya 5th Field
 - o Rice Creek Effectiveness Monitoring (EM) Project area
 - Collected macroinvertebrate samples in Rice Creek EM area
 - Conducted Sinuosity Survey of Rice Creek EM area
 - Conducted Habitat survey of Rice Creek EM area
 - Compiled and Created charts from data collected in Middle South Umpqua Watershed over the last 10 years, for OWEB Final report, large report encompassing two OWEB reports.
 - Worked on writing Collins grant
 - Attended staff meetings
 - Applied for a Derby Grant
 - Conducted UBFAT Surveys/ Training of Kimberly
 - Created housing for/ Deployed Continuous DO loggers (2) in Rice Creek EM area
 - Attended Hydro Breakfast
 - Attended WFCC Meeting w/ HDR
 - Worked on PUR's website, assisting Kimberly with updates to it

- Matt Ruwaldt, Coastal Project Manager:
 - Attended two PUR board meetings.
 - Attended an Engineered Log Jam tour down on the West Fork Millicoma with Coos Watershed Assoc. and Oregon Dept. of Forestry.
 - Prepared contracts for this summer's projects.
 - Led contractor's site shows on my projects.
 - Led a tour of Camp Creek.
 - Designed several reaches of Mehl Creek, totaling about 5 miles.
 - Led a meeting with NRCS and the caretakers of Mehl Creek to determine if CREP was a good fit for them.
 - Met with Eric to discuss a workplan while he was on military duty.
 - Met with Jonathan Wright from the City of Reedsport to discuss the possibility of PUR assisting with a mitigation restoration project on Steamboat Island. We decided to assist with implementation and monitoring, with a fee-for-services arrangement. Implementation began on July 11th and will continue until July 20th or so.
 - Designed about 1 mile of McGee Creek, and began writing a RAC grant with assistance from Amy.
 - Began staging rocks at Camp Creek.
 - Attended a City Council Meeting with MRT to discuss the future of the Scholfield Tidal Wetlands project.
 - Met with Dave Sigfridson at Mehl Creek to look at the bridge site and begin planning the project timeline.

INDEPENDENT CONTRACTORS REPORT: May 13, 2016 – July 15, 2016

- Nancy Geyer, Education and Outreach Consultant
 - Finalized Fish Egg to Fry program tasks for 2016
- Amy Pinson-Dumm, Grant Writer
 - Worked on monitoring reports due to OWEB.
 - Worked on Derby and RAC grant application
 - Worked with Eric on the Meyer Memorial Grant application
 - Coordinated with Joe and Sandy on developing a grant application for the Collins Foundation
 - Worked with Matt to initiated a Bring Back the Natives Grant for Mehl Creek work
- Kimberly Frerichs,
 - Macroinvertebrate collection at Rice Creek with Joe and Sandy.
 - UBFAT culvert surveys in Middle and Upper Cow Creek.
 - Worked on a PowerPoint presentation for an OWEB budget meeting.
 - Habitat Quality Surveys at Rice Creek with Joe and Sandy.
 - Hobo placement with Joe.
 - Worked on the website.

STAFF UPDATES:

- Eric R.
 - Staff is busy, summer work has already started.

UNFINISHED BUSINESS: Executive Committee Charter & Officer Nominations

- Decided to hold off the review and approval of Executive committee charter.
- There was a vote on the Ann Chamberlain running for Secretary and Blair Nash running for Treasurer.
- Ann received 9 votes and was nominated Secretary.
- Blair received 8 votes and was nominated Treasurer.
- Chuck Schnautz and Alan Bunce both received 1 vote each.

NEW BUSINESS: August tour and Director training

- Eric R. will do a director training for any new directors and anyone else interested. The training and the tour will be combined.

COMMITTEE REPORTS:

- Executive Committee: Walt Gayner
 - Walt, the executive committee does meet monthly. They are working on their charter.
- Technical Advisory Committee (TAC): Paul Heberling
 - Walt, Paul H. has agreed to be the chair for this committee, he is working on the charter.
- Finance Committee: Blair Nash

- Blair Nash was elected the Treasurer, he will now be the chair of this committee.
- Still looking for new building!! Please let Eric R. or Walt G. know if you have any leads on this!!
- Nominations Committee: Darin McMichael
 - Committee meet in June, The charter is in the works. They will meet again immediately following the Sept board meeting.
 - **Chuck S. made a motion to accept Kelly G. to the timber/ aggregate director position. Aaron A. 2nd the motion.**
 - **Motion Passed.**
 - Darin M. stated he would change his vote to a “No” on Blair’s nomination at the June meeting, if that would allow the process to move forward.
- Education Committee: Ken Carloni
 - NTR
- Outreach Committee: Alan Bunce
 - This Committee still needs a chair!
 - Still working on the charter.
 - Alan proposed that PUR pull out of the fair for this year. He doesn’t feel prepared to attend the fair.
 - Ann C. agrees with Alan. There are not enough volunteers signed up.
 - Ann C. made a motion to pull out of the fair, Darin M. 2nd the motion. M.A. Hansen voted no. After some discussion on why she was voting no and having had her views heard, M.A. changed her vote and **the motion passed. PUR will not be at the fair this year.**
 - Reminder the meetings are held at PUR on the first Thursday of each month at 5 pm.
- Monitoring Committee:
 - NTR
 - Need a chair for this committee, Heather B. and Bryan Nelson have expressed interest in being the chair. They will meet with Eric R. and Sandy L. to devise a plan for this committee.
- Policy and Procedure: Richard Chasm
 - Richard C. there needs to be another meeting, will send out an email.
 - Richard C. has been reading up on other watersheds and how they handle this committee
 - Working on the grievance policy

Presentation:

- There was no presentation this month. There was an executive session immediately following the regular board meeting.

Announcements:

- NTR

NEXT MEETING: Tuesday, Sept 20th, 9:00 a.m. ODFW Conference Room.

ADJOURN:

- The meeting was adjourned 11:24 am, Executive Session to begin immediately after.

/S/ Gilaine Wright/Eric Riley
PUR Secretaries