

# Partnership for the Umpqua Rivers

## MONTHLY MEETING MINUTES

**Date** September 19, 2017

**Place** ODFW Conference Room

### **CALL TO ORDER:**

The PUR Board President, Darin McMichael called the meeting to order at 9:04 a.m.

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

There were 21 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		
Ken Carloni		X	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                      Sandy Lyon                      Cory Sipher                      M. A. Hansen  
 Joe Carnes

**APPROVAL OF MINUTES:**

- There was a quorum, Jason R. made a motion to approve the minutes from June of 2017, and Kelly G. seconded the motion. The motion was approved.

**GENERAL DISCUSSION AND PUBLIC INPUT:**

- NTR

**PRESIDENT'S REPORT:** Darin McMichael

- Darin talked about the fires and how they were going and how they have affected the local area including PUR.
- Darin reminded everyone that the New Director Training had been postponed to today directly following the board meeting.
- Darin talked about the eclipse and had a couple board members share their stories of where they were when the eclipse happened.
- Darin then talked about the fair and thanked everyone who volunteered their time.

**TREASURER'S REPORT:** Blair Nash

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

Checking Account	\$132,280.27
Savings Account	\$45,017.76
Outstanding Bills	\$3,082.00
Funds Requested	\$127,795.30

**STAFF REPORTS: July 14, 2017 – Sept 15, 2017**

- Eric Riley, Executive Director:
  - Attended the Policy and Procedure Committee Meeting to review the updated Article 3 in preparation for the July Board Meeting.
  - Prepared for, coordinated and attended the PUR Annual Meeting. The meeting highlight was the review of an updated Article 3 of the PUR bylaws. The Board worked together to review each and every sub-article and approved the Policy and Procedure Committee's recommended updates/changes.
  - Participated in a strategic planning effort hosted by McKenzie River Trust. The intent of the planning effort was to bring natural resource professionals from the Umpqua Basin together to identify natural resource strongholds areas within the basin, identify potential opportunities to connect or expand the strongholds, and to identify natural resource focus areas.
  - Attended the Oregon Watershed Enhancement Board (OWEB) Region Review Team project site visit at the Glover Ranch in the Reedsport area. This is a tidegate project that PUR applied for and the review team visited to ask questions and see the site. The visit was very informative and well attended.
  - Worked throughout the period on contracting for summer projects. This involves working with PUR staff, partners and contractors to develop and refine project specifications, developing a schedule of items for the contract and drafting contracts.
  - Participated in the Rice Creek instream restoration project implementation on the upper part of the watershed on BLM lands. This project include the placement of logs in the stream to improve habitat conditions and hydrologic function.
  - Participated in a conference call with OWEB and all of the Focused Investment Partnership Capacity Building grantees. The intent of the call was to provide a quarterly update on the progress of each grant recipient and identify challenges and opportunities for each of the programs.
  - Worked closely with Devon Johnson to coordinate, establish and work at the PUR Fair Booth. The booth was a success in that it made a connection with several people visiting the fair. The Outreach Committee is planning to do a review of the booth this coming fall.
  - Participated in the Little Wolf Culvert replacement project. This project replaced an undersized and failing culvert with a properly sized culvert that will improve fish passage into a salmon barring tributary to Little Wolf Crk.
  - Work on and completed the PUR Annual Report. This report is a requirement of OWEB and is done at the end of each fiscal year. The report was distributed to the Board, Douglas County Commissioners and members of the organization.
  - Worked with Gilaine to complete the PUR Council Support Final Report. This report is due at the end of the fiscal year at the end of each biennium. The funding for the grant is for two years.
  - The fires this summer has hampered some of our project work. The staff is working with partners to get as many projects completed, however, we will most likely not get all of the projects completed that we had anticipated. The delay in work due to extreme heat and fire danger has delayed our contractors in

completing work, resulting in our projects being delayed. PUR staff will work to identify projects that can be implanted this summer and make plans for projects that need to be delayed.

- 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
  - Meet with contractors to go over invoices and cut checks
  - Worked on obtaining new BLM funding
  - Board meeting prep
  - Started prepping for the annual audit
  - Closing out last fiscal year documents
  
- Terry Burleson, Project Planner:
  - Scoped West Fork Canyon Creek for project potential and spoke with private owners about future potential project work.
  - Attended a beaver habitat clinic at Willingham Creek. Talked about and looked at beaver habitat with biologists from several agencies as well as OSU.
  - Coordinated logs to be moved from a stockpile to Fortune Branch Creek for placement.
  - Worked with landowner out Rice Creek to prepare for project installation on his property.
  - Coordinated with ODFW biologist Eric Himmelreich to have him help with the placement at Cedar Creek.
  - Worked on getting project management software in use and adding the current projects and tasks into the system.
  - Worked out access onto private land in Cedar Creek.
  - Worked with Kim to submit notifications for work to ODF.
  - Coordinated the Rice Creek BLM project implementation. Ran traffic control on Rice Creek road during project work.
  - Went with Kim to monitor past work completed in Tenmile Creek.
  - Inspected culvert replacement work on Little Wolf Creek.
  - Coordinated culvert replacement design work on Rice Creek on two sites on BLM land.
  - Met at Leeds Island with McKenzie River Trust and USWCD staff to talk to the landowner and see the project site.
  - Managed work to cut and stage trees at Cedar Creek.
  - Met with NMFS staff about permitting work needed for a tidegate replacement project.
  - Held a coordination meeting for the West Fork Cow Creek Implementation Team.
  - Coordinated closely with Kim throughout the summer as we divided and conquered to keep multiple projects and tasks happening at once.
  
- Sandy Lyon, Monitoring Coordinator:
  - Attended board meeting
  - Did two Rice Creek monitoring runs
  - Returned to Rice and took FLIR photos and NIST temperature of an interesting feature Joe and I found where the creek splits for about 200 feet then comes back together. Near the confluence, we detected as much as a 10°F difference between the two. We believe that the upper one (about 1' higher than the lower one at about the middle point) was subbing through the gravel to the lower one which was at the greatest 8' apart.
  - Did Rice Creek Sinuosity mapping with Joe
  - Attended staff meeting
  - Checked and submitted 3 post project monitoring reports to OWEB
  - Took some vacation time to go view total eclipse in eastern Oregon

- There have been a few updates on toxic Blue/Green Algae (BGA) that I would like to share the links with those interested in keeping up on this subject. The first is from the Oregon Lakes Association **Lake Wise Newsletter** September 2017. It should be available soon online at: <http://www.oregonlakes.org/page-1775453>. It discusses the death of 31 cattle over three days in June of this year near Lakeview, OR. The other is a more general discussion about understating the occurrence of BGA's. This comes from an industry newsletter Water Quality Products: [http://mydigimag.rrd.com/publication/?i=433301&ver=html5&p=18#{"page":18,"issue\\_id":433301}](http://mydigimag.rrd.com/publication/?i=433301&ver=html5&p=18#{)  
Also on page 14 of this newsletter is an interesting article on emerging contaminants on the waters of the U.S.
- Joe Carnes, Asst. Coordinator/ IT
  - Conducted regular monitoring runs, QA checks and Hobo audit for
    - 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
  - Setup new computer
  - Went out to Rice Creek to take FLIR pictures
  - Researched Project management software for PUR use
  - Attended staff meetings
  - Pulled Hobo on Rice Creek BLM land while implementing then replace after completed
  - Attended meeting for Wrike project management software
  - Worked on data collection form (Volunteer data collection)
  - Attended Hydro Breakfast
  - Contacted YSI about KOR data software (not released when it should of been)
  - Emailed Marc Stewart about future potential data collection
  - Setup new contract for continued PSP monitoring funds
  - Went to Barrett Creek for tour of hatchery
  - Setup two new iPads for data collection
  - Updated GIS software, and attended GIS webinar
  - Attended coordination meeting with Restoration staff
  - Setup Wrike management software
  - Called Steve Hanson to discuss water quality/sample collection
  - Took time off for a vacation with family
  - Conducted Wet/Dry mapping in Rice Creek and pool count/characterization

#### **INDEPENDENT CONTRACTORS REPORT: July 14, 2017 – Sept 15, 2017**

- Amy Pinson-Dumm, Grant Writer
  - Completed work on OWEB monitoring reports for restoration projects due September 30<sup>th</sup>.
  - Completed work on final report to OWEB for 2016-2017 Fish Eggs to Fry project funding.
  - Updated ongoing list of potential grant deadlines and shared with Eric and Terry.
  - Sat in on staff meeting about WRIKE at PUR office.
- Kimberly Frerichs Stone,
  - Went out to West Fork Canyon Creek with Steve Clark from the BLM to design future instream work.
  - Worked on multiple monitoring reports that were due. This included taking the pictures, organizing the pictures, adjusting the cost page, and proofing the final report before sending.
  - Finalizing access points on Mehl Creek.
  - Measuring and counting decked logs up Rattlesnake Ridge.
  - Helped implementing our Rice Creek BLM project for Steve Clark.
  - Taking in recycling.
  - Helped with implementing the Little Wolf Creek culvert.
  - Went to a landowner meeting with McKenzie River Trust for our Leed's Island project.
  - Helped with implementing structures on Cedar Creek.
  - Went to Staff Meetings.
  - Helped set up and organize new management software Wrike.
  - Did a PSP Monitoring run for Joe.
  - Did the Lower South Umpqua Monitoring Run for Joe.

- Helped with log staging at Fortune Branch.
- Went out with Terry and Jonas Parker from the BLM to design structures in Gold Mountain Creek.
- Helped with staging and implementation of our Private Rice Creek Project.

**STAFF UPDATES:**

- Eric R.
  - Project work has been slowed or stopped due to the fires, we are out today working on an instream project. We will soon need to make some decisions about what projects we can complete this year and what projects will need to be done next year.
  - Fall OWEB grants are due November 1.

**UNFINISHED BUSINESS: Nothing this month.**

- NTR
- Dave G. wanted to take a moment and give a huge Thanks to Walt for all the hard work he put in during his time as president. He also wanted to welcome Darin and thank him for stepping up on short notice to be our new President.
- Darin thanked Bryan for his comments and congratulated the board for the work they got done on the article 3 bylaw changes.

**NEW BUSINESS: Monitoring Program:**

- Sandy Lyon
  - Sandy gave a very informative presentation about blue green algae and some interesting data she and Joe collected in the Rice Creek area.
- Bryan N.
  - Bryan handed out the monitoring committee charter, there was discussion about standardizing some of the wording on all the charters. The committee is going to meet on Monday the 16<sup>th</sup> of October to discuss the feedback received from the board.

**COMMITTEE REPORTS:**

- Executive Committee: Darin McMichael
  - Darin, the committee will be doing Eric R's performance review this month. Next month after the regular board meeting there will be an executive session to review the evaluation.
- Technical Advisory Committee (TAC): Paul Heberling
  - NTR
- Education Committee: Ken Carloni
  - NTR, meetings are held the 4<sup>th</sup> Thursday at 4:30 at the PUR office.
- Outreach Committee: Devon Johnson
  - NTR, meetings are held the 2<sup>nd</sup> Thursday at 4:30 at the PUR office.
  - Alan, thank you to everyone who worked the fair.
- Nominations Committee: Darin McMichael
  - Will be joining with the P&P committee at their next meeting to see where the nominations committee needs to focus.
  - The nominations committee will be meeting quarterly.
  - The next nomination committee meeting will be November 21<sup>st</sup> directly after the board meeting.
- Finance Committee: Blair Nash
  - We still need a new building.
- Monitoring Committee: Bryan Nelson
  - Bryan, next meeting is Monday October 16<sup>th</sup> at 4:30 at the PUR office.
- Policy and Procedure: Jason Robison
  - Jason, transitioning the chair position of P&P to Chris Strunk.
  - The next meeting will be Tuesday September 26, at the Tribal Office
  - The meeting on the 26<sup>th</sup> will be a joint meeting of nominations and P&P.
  - Future meetings will be on Wednesdays, instead of Tuesdays.

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

- No presentation this month.

**Announcements:**

- There was a New Director Training immediately following the board meeting.

**NEXT MEETING:**

- Tuesday, October 17<sup>th</sup> at ODFW Conference room at 9:00am

**ADJOURN:**

- The meeting was adjourned at 11:11am

/S/ Gilaine Wright/Eric Riley  
PUR Secretaries