

**MINUTES OF THE
BOARD OF DIRECTORS OF
HOOD RIVER WATERSHED GROUP**

The Board of Directors met on March 28, 2023.

The meeting was held at the OSU Extension Center Conference Room, 2990 Experiment Station Drive, Hood River, OR.

The meeting was called by the Board of Directors.

The notice for the meeting was given more than seven days in advance in writing via email.

The directors present for the meeting were Les Perkins, Felipe Mendez, Sam Doak, Greg Short, Alexis Vaivoda, Hilary Doulos (via zoom), and Chuck Gehling (via zoom). Chuti Fiedler joined the meeting at 5:30. Lillian Dick was absent.

The other people present at the meeting were Cindy Thieman, Executive Director, and Alix Danielsen, Restoration and Outreach Project Manager of the Hood River Watershed Group. Megan Saunders and Patrick Hayden joined the meeting at 5:30pm.

A quorum was present because seven directors on the Board were present for the entire meeting.

Sam Doak, Board Secretary, called the meeting to order at 4:31pm.

I. Welcome & Introductions

II. Agenda & Minutes

- a. Additions or Corrections to the Agenda – none
- b. Review and Adopt February Meeting Minutes - Les moved, Greg seconded, and the board resolved to adopt the February meeting minutes as amended.

III. Financials

- a. February expenses were reviewed. There were no questions.
- b. The Treasurer said the bank/credit card reconciliation for January and February looked normal and he had no questions.
- c. 2023 Budget Amendment Request
 - i. Cindy reviewed changes to the originally approved budget, including additional income/expenses from 2022 carryover, reserve funds from the SWCD, CTWS contract for Tony Creek implementation, Jubitz Foundation request, ODFW Tony Creek implementation funds, County Evans Creek maintenance, OWEB Neal Creek Phase 2, salary adjustments, contracted services (website in Spanish), and insurance and supplies increases.
 - ii. Cindy proposed using \$10,000 of the carryover funds and \$10,000 from foundation funds for the monitoring plan development. This \$20,000 will be used as match for an OWEB monitoring grant to be submitted in May.
 - iii. Greg moved, Alexis seconded, and the board resolved to approve the amended budget.
- d. Draft 990 Review and Approval

- i. The draft 990 from the accountant was not available at the time of the board meeting for review. Sam noted that HRWG's financial policies and procedures do not require board approval of the 990. Per the policy it was decided that the board will have an opportunity to review it and the board president will give the approval to file the 990.

IV. Personnel

a. Form Personnel Committee

- i. Cindy explained that the primary task of the personnel committee would be to conduct the executive director annual review, in addition to hiring an executive director as necessary and any other personnel issues that might arise throughout the year. The committee will be a standing board committee with up to three members.
- ii. Chuck and Alexis agreed to be on the committee. Other members may be added in the future.
- iii. Les moved, Greg seconded, and the board resolved to appoint Chuck and Alexis to the personnel committee.
- iv. The first task for the committee will be to approve an updated executive director job description; Cindy will provide a draft. Cindy will also work with the committee to schedule the 2023 ED annual review.

V. Contracts & Agreements

- a. ODFW Tony Creek implementation grant agreement– Cindy explained that we don't have the grant agreement in hand yet but shared the specific federal agreement details shared by ODFW. The board discussed approving the agreement in advance but will still review the contract following approval. Chuck moved, Les seconded, and the board resolved to approve the grant agreement.
- b. Tony Creek Construction Contract– Alix and Cindy shared the contracting process and the proposal from Aquatic Contracting. Les moved, Alexis seconded, and the board resolved to accept Aquatic's proposal and authorize the Executive Director to negotiate the not-to-exceed amount and execute the contract.
- c. Green Diamond Land Use Management Permit for Tony Cr. Project (information item) – Cindy explained that she had our lawyer review the draft land use management permit. Green Diamond will not agree to mutual indemnification. Cindy will share the permit language with the board for reference.
- d. Budget amendment to Tony Creek Design contract with Wolf Water Resources (information item) – Cindy explained that the amendment will cover the construction oversight for the project engineer with additional funding secured from CTWS.
- e. Monitoring Plan Development by Cramer Fish Sciences (information item) – Cindy will share the updated estimate from CFS with the board when she receives it.

VI. HRWG 2023-25 Workplan Overview for OWEB Council Capacity Grant

- a. Cindy gave an overview of the work plan that was included in the OWEB Council Capacity grant, including education and outreach, communication materials, restoration projects (Tony Creek fish passage, Lower East Fork projects, an Upper West Fork project, possible Bear and Evans Creek projects), partnership convening, and others.

VII. Staff updates

- a. Tony Creek Fish Passage – Alix has been working with project partners and the design engineer to develop the 60% permit-level design. HRWG received notice that we will receive the ODFW implementation funding for Tony Creek (\$414,000). The Construction RFP was released, a pre-bid visit was conducted, and one bid was received from Aquatic Contracting. Alix has been working on materials sourcing and logistics coordination, the Green Diamond Cooperative Agreement, and permit applications.
- b. The OWEB 2023- 2025 Council Capacity application was submitted March 14th for \$131,465 & Jubitz Family Fund application was submitted March 15th for \$25,000.
- c. Upcoming grant applications:
 - i. May 1: OWEB-Watershed restoration monitoring plan development (monitoring), Eastside Lateral Sublateral Modernization (restoration)

VIII. Board updates

- a. Chuti reported that the Mt. Hood Forest has significant funding but has capacity challenges. They are looking into opportunities to contract out the work.
- b. Megan reported that FID started spray water and is working on fixing leaks.
- c. Greg reported that he attended the Ducks Unlimited Gorge Chapter banquet, and the Rocky Mountain Elk Foundation banquet will likely be coming up in June.
- d. Les reported that a communications contractor drilled through HDPE pipe in the Dee Irrigation District, so they are working on fixing those leaks.
- e. Felipe and Alexis just got back from vacation!
- f. Chuck reported that he attended the Powerdale Lands Advisory Committee meeting with Columbia Land Trust. The group visited the Powerdale Corridor with the railroad owner and discussed the legal components of reconnecting the floodplain over or under the railroad.

Next Board Meeting: April 25th, 4:30 to 6:00 pm (presentation - 6:15 – 7:15pm)

There being no further business, the meeting was adjourned at 6:01pm.

Signature of Secretary:  Date: May 12, 2023
Sam Doak