

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

The Board of Directors met on April 25, 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 Sam Doak (via zoom), Greg Short, Alexis Vaivoda, Hilary Doulos, Chuti Fiedler, Lillian Dick, and Chuck Gehling. Les Perkins and Felipe Mendez were 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.

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

Chuck Gehling, Board Chair, called the meeting to order at 4:34pm.

I. Welcome & Introductions

II. Agenda & Minutes

- a. Additions or Corrections to the Agenda – none
- b. Review and Adopt March Meeting Minutes - Alexis moved, Chuti seconded, and the board resolved to adopt the March meeting minutes.

III. Financials

- a. Cindy announced that she received the 501(c)3 determination letter, so HRWG is officially a 501(c)(3)!
- b. March expenses were reviewed. There were no questions.
- c. The Treasurer report was skipped due to his absence.
- d. 2023 Budget Amendment Request
 - i. Cindy reviewed a correction to the staff salaries. In the original budget, payroll taxes were not included. The updated version includes the full staff salary costs.
 - ii. Sam also noted several discrepancies in the addition of several columns in the budget. Cindy will review and make any needed changes.
 - iii. Hilary moved, Lillian seconded, and the board resolved to approve the amended budget.
- e. Quarterly Statement of Activity & Budget to Actuals
 - i. Cindy explained that this quarterly statement does not reflect certain accrual practices that would show fund requests submitted or outstanding, so there is a negative net revenue. Cindy and the bookkeeper have put in place a plan going forward to submit and record fund requests before the end of each quarter.

- ii. Sam asked about the credit for project supplies reflected in the statement. Cindy explained that the credit is for supplies paid for in 2022 for a county project but were not reimbursed until 2023.
 - iii. Cindy walked the board through the budget to actuals.
- f. Draft 990 Update
 - i. Chuck reviewed the 990 and provided one edit (HRWG is a conservation easement holder at Powerdale). All final edits were sent to the accountant, and the 990 will be filed by May 15th. The 990 is the tax statement for a non-profit organization.

IV. Summer Intern

- a. Chuti asked when the intern would start. Cindy explained that they would start in mid-June and work for approximately eight weeks; there has been interest from a couple of candidates already.
- b. The intern would assist with monitoring, the forest roads inventory, data entry, and other activities.
- c. Cindy will share the position description with the board and will have the application open through the middle of May. It will be advertised on the OWEB listserve, GorgeNet classifieds, the newspaper, and shared with partners and through the HRWG newsletter.

V. Contracts & Agreements

- a. Bear Creek Fish Passage Challenge Cost Share Agreement with USFS
 - i. The Bear Creek culvert is an undersized culvert and a partial barrier. Cindy explained that this project was designed with Forest Service money and there is now money available through the Forest Service to implement it. The Forest Service will pass through this money to HRWG to implement the project in 2024.
 - ii. HRWG has requested a match reduction to 7% (instead of 20%). The 7% will be covered by matching a portion of the total fiscal overhead HRWG is entitled to receive.
 - iii. Alexis moved, Greg seconded, and the board resolved to approve the Bear Creek Fish Passage Challenge Cost Share Agreement with the USFS.

VI. Community Engagement

- a. Form community engagement committee: Annual Celebration planning & other upcoming community events (STEM fair, The Ruins Tuesday concert series)
 - i. Cindy asked if any board members would be interested in joining the community engagement committee. Greg agreed and the membership will be asked as well. The board expressed interest in the annual celebration taking place in early November.
 - ii. Sam moved, Alexis seconded, and the board resolved to form a community engagement committee, with Greg Short as a board committee member.
- b. Potential clean-up event of abandoned garbage at camps along the Hood River on Port and County land

- i. Cindy provided the board with background on the issue and gaged the board's opinion on whether HRWG would be the appropriate entity to assist in this process. The board discussed possible avenues for moving forward, stressing small, strategic steps.

VII. Staff updates

- a. Cindy explained the Corps has funding to conduct radio tagging of smolts that CTWS has released (and other fish caught in the traps) to study movement of fish near the mouth of the Hood River.
- b. Cindy noted that she testified to OWEB this morning in support of increased council capacity funding.
- c. Alix provided information on the Lower East Fork CTWS RFP.

Next Board Meeting: May 23rd, 4:30 to 5:45 pm (HRWG meeting/presentation - 6:00 – 7:30pm)

There being no further business, the meeting was adjourned at 5:45pm.

Signature of Secretary:  Date: May 27, 2023
Sam Doak

HRWG Meeting:

- I. Project update: Tony Creek Fish Passage
- II. Upcoming grant applications: OWEB-1) Watershed Restoration Monitoring Plan Development, 2) Eastside Lateral Sublateral Modernization, 3) Baldwin Creek Instream Habitat & Fish Passage Design
- III. Upcoming community engagement: Annual Celebration planning committee
- IV. Introductions and announcements from HRWG board & members