

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

The Board of Directors met on December 12th, 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, Greg Short, Lillian Dick, Chuti Fiedler, Hilary Doulos, Chuck Gehling, Alexis Vaivoda, and Felipe Mendez. Les Perkins 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.

A quorum was present because at least six directors on the Board were present for the entire meeting.

Chuck Gehling, Board Chair, called the meeting to order at 4:37pm.

I. Welcome, Agenda, & Minutes

- a. Additions or Corrections to the Agenda – none
- b. Review and Adopt October Meeting Minutes – Chuti moved, Greg seconded, and the board resolved to approve the October minutes.

II. Financials

- a. October and November Expenses – The board reviewed expenses for October and November. Cindy noted the significant expenses in the past two months, including Tony Creek project costs, a down payment on the comic development, project design costs, etc.
- b. Treasurer report on October and November bank and September and October credit card reconciliation reports – Les was absent; Cindy will ask Les to provide a report to the board via email on his review of the reconciliation reports.

III. Project Updates

- a. BPA FY24 contract for CTWS project funding
 - i. Cindy explained that in the past, HRWG has been a subcontractor under the CTWS BPA contract. This year, due to CTWS staff shortages, HRWG will contract directly with BPA for the 2024 contract only.
 - ii. Cindy reviewed the contract details with the board and explained that CTWS has approved the contract, and it will become effective as of 1/1/24.
- b. Neal Creek Phase 3 Instream Habitat Enhancement Project
 - i. LWD purchase order – Cindy and Alix explained wood needs for the project and the process for soliciting quotes for rootwad logs. Cindy decided that a purchase order would be more appropriate than a contract since HRWG is purchasing goods and not services. The purchase order will be with Wyeast Timber Services and includes wood for the Baldwin Creek project as well. Since the cost is greater

- than \$50,000, board approval is required. Sam moved, Greg seconded, and the board resolved to approve the purchase order as written.
- ii. Design contract amendment – Cindy explained that the original design contract with Inter-Fluve had a not-to-exceed amount for tasks 1-6. The amendment will include task 7 and 8 costs, bringing the contract up to the full amount included in the Inter-Fluve proposal. Sam moved, Greg seconded, and the board resolved to approve the amendment, with the correct contractor listed.
 - iii. Cultural resource survey – An RFP has been released and will close on 12/22. The consultation process has been initiated through BPA, and the survey work should begin in January.
- c. Baldwin Creek
- i. Design contract amendment – Cindy explained that this is the second amendment for this contract. The first amendment covered costs through the end of 2023 and included an increase in total project cost because the pre-existing LiDAR data was not sufficient for model development, requiring the contractor to add survey work. The second amendment will extend work through the remainder of the contract, pending additional funding, and includes the full project costs. Sam moved, Felipe seconded, and the board resolved to approve the amendment as written.
 - ii. Cultural resource survey – An RFP has been released and will close on 12/22. The consultation process has been initiated through BPA, and the survey work should begin in January.
- d. Lower East Fork project
- i. Design contract amendment – Cindy explained that this is the second amendment for this contract. The first amendment covered costs through the end of 2023 and included an increase in total project cost due to changes in the timing of work requested by HRWG. The second amendment includes all project costs, and will extend work through the full project timeline, pending funding. Sam moved, Greg seconded, and the board resolved to approve the amendment as written.
- e. Bear Cr. Fish Passage project
- i. River Design Group contract – Cindy signed a contract with RDG for approximately \$35,000 to finalize the design and provide construction oversight.
 - ii. The construction RFP will go out January 15th, and bids will be due February 9th.
- f. Islands Fund & HRWG/Watershed Comic
- i. Proposal to Islands Fund was awarded (\$30,000); funding will mostly be spent on HRWG comic development. A text version of the comic will be sent to board members next week.
- g. Hood River Forest Collaborative Jubitz grant – HRWG fiscal sponsorship
- i. The Hood River Forest Collaborative is receiving \$10,000 from the Jubitz Foundation (\$5K website design, \$4K Andrew’s time for website and community engagement; \$1K HRWG fiscal), and HRWG will serve as the fiscal sponsor.
- h. NOAA Transformational Habitat Restoration grant application

- i. Alix provided an overview of the grant, explaining that the proposal includes implementation costs for three Lower East Fork restoration projects, a new fish screen at the EFID diversion, improvements at the FID mainstem diversion, and a feasibility and community engagement project in the Odell Creek Watershed. The proposal funding request is for approximately \$6,011,000. Awards will be made next October.

IV. Board Elections

- a. Board candidate election: Greg Short, Sam Doak, Steve Pappas, Jackie Markin
 - i. Sam moved, Felipe seconded, and the board resolved to re-elect Greg Short as a board director. Hilary moved, Lil seconded to, and the board resolved to re-elect Sam Doak as a board director. Sam moved, Felipe seconded, and the board resolved to elect Steve Pappas as a board director. Sam moved, Felipe seconded, and the board resolved to elect Jackie Markin as a board director.
- b. Officer's Election
 - i. The board decided to vote on officers when the new directors begin their terms at the February board meeting. Chuck and Sam will maintain their officer positions through the February meeting, and Sam will review and reconcile the financials until a new treasurer is elected.
 - ii. The board discussed possible roles – Greg is open to serve as chair (preference to serve as vice chair first), Chuck is open to continue as chair, or to serve as secretary or treasurer, and Sam is open to continue as secretary, or to serve as treasurer.

V. Powerdale Lands Update

- a. HRWG role in Powerdale Lands Easement – HRWG is one of five conservation easement holders for the Powerdale Lands conservation easement. As such, any changes to the conservation easement must be approved by HRWG and the other easement holders.
- b. PacifiCorp request for additional powerline easement across Powerdale Corridor – Cindy will share an update with the board via email to allow board members to decide if they have any concerns or questions before Columbia Land Trust drafts language for a conservation easement modification. The board will vote on the amended easement language once the Land Trust provides it.
 - i. Greg asked about the potential impact on migratory birds.
 - ii. Felipe asked what mitigation PacifiCorp is offering.
 - iii. Sam suggested that the HRWG should align with Columbia Land Trust.
 - iv. There was general consensus that PacifiCorp should provide some form of mitigation.

VI. Annual Celebration Recap

- a. Financials – Cindy reviewed the financial summary for the event. Total expenses were \$4,028.83, total ticket sales were \$3,510, and total donations were \$6,992. The total net income (without accounting for staff time) was \$6,473.17.

b. Feedback

- i. More pies (maybe 6) and possibly more raffle items; great food and venue.
- ii. Board members liked the program and the videos, and suggested being more specific about why HRWG needs individual and business donations.
- iii. Chuck mentioned securing volunteer and board help earlier in the year so there is less work for staff.

VII. Staff Reports & Director Updates

- a. October-December staff reports – Cindy will share staff reports with the board via email.
- b. Chuck and the board thanked Chuti for her board service.

There being no further business, the meeting was adjourned at 6:20pm.

Signature of Secretary: _____

Jackie Markin

Date: _____

3-5-24