

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

The Board of Directors met on February 20, 2024.

The meeting was held at the Oregon State University 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, Steve Pappas, Jackie Markin, Greg Short, Lillian Dick, Hilary Doulos, and Chuck Gehling. Alexis Vaivoda 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 at least six directors on the Board were present for the entire meeting.

Chuck Gehling, Board Chair, called the meeting to order at 4:06pm.

- I. Welcome, Agenda, & Minutes
 - a. Introductions
 - b. Additions or Corrections to the Agenda – Annual Statement of Activity and Balance Sheet will be delayed until next meeting, and a decision to sign the Bureau of Reclamation (BOR) grant agreement and letter of commitment will be added to the agenda.
 - c. Review and Adopt December Meeting Minutes – Greg moved, Sam seconded, and the board resolved to approve the December minutes.

- II. Officer Elections & Committees
 - a. 2024 President, Vice President, Secretary, Treasurer
 - i. Slate: President – Chuck Gehling, Vice President – Greg Short, Secretary – Jackie Markin, Treasurer – Sam Doak
 - ii. Lillian moved, Hilary seconded, and the board resolved to approve the officer slate as presented.
 - b. Financial Oversight Committee formation – Cindy explained that a Financial Oversight Committee is required in the bylaws, so the board needs to formally vote to form the committee. The committee needs to have at least one non-board member, and Sam Doak and Chuck Gehling have agreed to sit on the committee. A request went out to the newsletter mailing list for recruitment of a non-board committee member.
 - i. Hilary moved, Jackie seconded, and the board resolved to form the Financial Oversight Committee.

- III. Financials
 - a. December and January Expenses – The board reviewed expenses for December and

January.

- b. Treasurer report on December and January bank and November and December credit card reconciliation reports – Sam explained that he met with Cindy to review reconciliation reports and become familiar with how the financial oversight process has been conducted so far. He noted that some processes will be refined within the financial policies. He noted that everything looked fine on the reconciliation reports.
- c. Annual (2023) ‘Statement of Activity’ & ‘Balance Sheet’ – postponed to April board meeting. Cindy may share via email prior to the meeting date.
- d. 2023 Budget to Actuals – Cindy walked the board through the 2023 budget to actuals. The net income for 2023 was \$193,394, which provides a cushion for paying larger invoices prior to reimbursements and to build a reserve fund.
- e. 2024 DRAFT Projected Budget – Cindy walked the board through the draft budget; the Financial Oversight Committee will need to review the budget prior to board adoption.
 - i. The carryover needs clarification based on a discrepancy between Quickbooks and 2023 budget to actuals.
 - ii. The budget line for the audit may need to be increased.
 - iii. Hilary asked on the timing of the Oregon Watershed Enhancement Board (OWEB) Focused Investment Partnership award – Cindy explained that the ranking from the technical expert review team will be released on Friday, February 23rd. The interview will be on March 12th. The board will make a final vote in April.

IV. Personnel

- a. Additional Sick Leave for Executive Director – Chuck noted that he had corresponded with other board members regarding granting 40 additional hours of sick leave to the Executive Director due to extenuating health issues.
 - i. Jackie moved, Steve seconded, and the board resolved to approve 40 additional hours of sick leave for the Executive Director.
- b. Watershed Technician Position Posting & Anticipated Timeline – Cindy is working on a draft and hopes that the new hire will start in April.

V. 2024 Work Plan & Projects

- a. Cindy explained that most of the work plan hours were based on the time tracking software used to track/bill time on all projects and funding sources. The 2023 final hours were used to inform the 2024 projected work.
- b. Cindy walked the board through the work plan, highlighting the projected tasks and hours for the expected new hire.
- c. Greg suggested tallying the percentage of time spent across the categories (active restoration, operations, monitoring, etc.).

VI. Project Updates

- a. Bonneville Power Administration (BPA) FY24 Contract for CTWS Project Funding
 - i. Cindy reviewed with the board that in the past, HRWG has been a subcontractor under the Confederated Tribes of the Warm Springs (CTWS) BPA contract. This

year, due to CTWS staff shortages, HRWG will contract directly with BPA for the 2024 contract only.

- ii. Cindy noted that she signed the contract in January. The board agreed that there is no need to hold a vote after the contract has been signed.
- b. Neal Creek Phase 3 Instream Habitat Enhancement project – Alix provided an update on the project. The design is at 60%, and permitting applications are now underway. Contracting for the helicopter and ground-based construction work is in process, with both Request for Proposals (RFP) released.
- c. Baldwin/Lower East Fork project – Alix provided an update on the project. The Baldwin design is at 30%, moving towards 60%. The cultural resources survey was just completed. The Lower East Fork Phase 2 & 3 projects are at the conceptual design stage. These projects will be constructed in 2025.
- d. Bear Cr. Fish Passage project – Cindy provided an update on the project. The project is fully designed, and the construction RFP will be released on Friday, February 23rd. A downpayment has been made on the prefabricated bridge. Implementation will occur this summer.
- e. Powerdale Restoration Feasibility Study – Alix provided background on the Powerdale Feasibility Study and explained that an RFP was released in early January. Four firms submitted proposals, all of which were strong. Proposals were reviewed and scored by Cindy, Alix, and Kate Conley from Columbia Land Trust. The project was awarded to Inter-Fluve and contracting is underway. The kickoff meeting and site visit will take place on March 8th.
- f. BOR Grant – Decision to sign agreement with Oregon Department of Fish & Wildlife (ODFW) and letter of commitment to BOR
 - i. Alix explained that HRWG was awarded a BOR Aquatic Ecosystems grant that was submitted in partnership with ODFW. ODFW will manage the grant administration and reporting and pass all the funding through to HRWG. The funding will go towards designing four restoration projects, as well as project outreach, monitoring, and the development of the basin monitoring plan.
 - ii. The agreement is being developed and should be ready for signatures in March. The board is asked to vote to approve the Executive Director signing the agreement and a letter of commitment.
 - iii. Sam moved, Hilary seconded, and the board resolved to approve the Executive Director signing the agreement with ODFW and signing a letter of commitment for the BOR Aquatic Ecosystems grant.

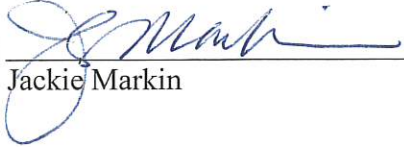
VII. HRWG/Watershed Draft Comic/Graphic Story – Cindy provided an update to the board on the development of a comic that will highlight the history of the watershed and the Hood River Watershed Group. Cindy and Alix have been working closely with Dr. Leslie King and Ryan Alexander-Tanner on the comic development and will share the comic draft with the board when it is at an appropriate stage.

- a. Cindy will add funding into the 2024 budget for printing the comic/graphic story for distribution of hard copies.

VIII. Staff Reports & Director Updates

- a. Staff Reports – Included with board packet.
- b. Director updates – Greg announced that the Rocky Mountain Elk Foundation will hold their annual celebration on April 27th.
- c. Directors that were present signed the 2024 conflict of interest statements.

There being no further business, the meeting was adjourned at 5:55pm.

Signature of Secretary:  Date: 4/16/24
Jackie Markin