

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

The Board of Directors met on July 23, 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, Hilary Doulos and Chuck Gehling. Alexis Vaivoda, Lillian Dick and Felipe Mendez were absent.

The other people present at the meeting were Cindy Thieman, Executive Director, Alix Danielsen, Restoration and Outreach Project Manager, and Bernadette Dangelo, Watershed Technician 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 4:30pm.

- I. Welcome, Agenda, & Minutes
 - a. Introductions
 - b. Additions or Corrections to the Agenda
 - c. Review and Adopt April Meeting Minutes – Sam questioned what the financial oversight committee would do in regards to reviewing/explaining the balance sheet (2cV). Cindy explained that the balance sheet is not very intuitive, and she thought it would be helpful to explain the balance sheet objectives to the board. Sam also noted that the last statement in the minutes (“The board decided to convene an Executive Committee meeting instead of a full board meeting.”) should be changed to “the officers” instead of “Executive Committee”. Sam moved, Greg seconded, and the board resolved to approve the April minutes.

- II. Financials
 - a. April, May and June Expenses – The board reviewed expenses for April, May and June. Cindy explained that there have a lot of expenses for plants, herbicide treatments, monitoring plan development by Cramer Fish Sciences, invoices for development of comic translation to Spanish, and permit fees. Twin Creeks Timber hired a bridge inspector for their bridge at Tony Creek. We paid for half of the inspection because of the bridge crossings with heavy equipment that occurred during the Tony Creek Fish Passage project. We also had statewide membership organization annual dues – given our budget size the cost increased this year. We also paid for refreshments for meetings, volunteer events, equipment, office expenses, new computers for Bernadette and Alix, and a new field tablet.
 - b. Treasurer report on April, May and June bank and April through June credit card reconciliation reports – Sam reviewed and reported everything looked in order. Cindy noted that Sam also reviews and initials reconciliation reports.

- i. Cindy noted HRWG’s financial position at end of March and end of June.
 - ii. Sam stated total equity was most meaningful.
 - c. Quarter 2 financial reports: ‘Statement of Activity’ & ‘Balance Sheet’- Cindy reviewed the ‘Statement of Activity by Class’, which encompasses all funding sources that we have received and expended in the first 6 months of the year. Cindy asked if Board wants to continue seeing this detailed version (i.e., all funding sources) of expenses/revenue. Board agreed they do.
 - d. Operating Reserve Fund Policy (board decision)- Cindy met with officers to discuss short-term and long-term goals. Cindy asked about adding “Reserve Funds” to Financial Policy and Sam proposed we include this in the next Financial Policy update. Chuck and other board members agreed. Sam proposed to fund the reserve account with 3 months’ worth of operating expenses now. A longer-term goal will be to have 6 months’ worth of operating expenses in the Reserve Funds once HRWG has sufficient accumulated unrestricted funds. Sam moved, Greg seconded, and the board resolved to initiate the reserve fund as described above.
 - e. Kern & Thompson – 2023 financial review: Kern & Thompson was selected to conduct a financial review for 2023. This firm specializes in non-profit accounting and provided the best proposal to complete the requested scope of work. This will prepare HRWG for its upcoming 2024 single federal audit.
- III. Executive Committee authorization: board resolution to form an Executive Committee to help set board meeting agendas, guide ED with organizational planning, and discuss arising issues
 - i. Chuck explained purpose of Executive Committee.
 - ii. Sam moved, Jackie seconded, and the board resolved to form an Executive Committee.
- IV. Projects
 - a. Focused Investment Partnership (FIP) award update –the Hood River Watershed Group and ODFW developed grant applications for projects this summer. A 6-member grants Technical Review Team (TRT) for the Hood River Basin Partnership FIP was formed in early summer. The TRT gave recommendations for changes they would like to see in HRWG’s and ODFW’s grant applications. During our recent meeting in July with the FIP partners we ironed out different decision-making steps. Alix mentioned we need to adjust the FIP work plan as things become clearer. Our next grant application window will be in October.
 - b. Bear Cr. Fish Passage project – We didn’t have enough Forest Service funding to implement the project this year, so HRWG applied for an OWEB grant. Review team did a tour last week. Bear Creek was ranked first and so the project will likely be funded and implemented next year.
 - c. Lower East Fork project – Alix provided a progress update on the project.
 - d. Spotlight on Projects – Alix presented a slideshow of plans and pre-project conditions for the Neal Creek Phase 3 and Baldwin Creek restoration projects.

V. Staff Reports & Director Updates

a. Staff Reports – highlights and questions.


- i. There will be a design amendment to Powerdale Dam Project working with Tribes and Columbia Land Trust.
- ii. We have developed a digital monitoring survey with the Tribes (Survey123) so we no longer need to use paper for data collection which has already greatly improved our data collection process.

b. Director updates

c. Board Updates

- i. Steve with EFID explained that they are working on controlling the Neal Creek spill amounts. They are continuing to work on sublateral updates.
- ii. Hilary updated Forest Service, has Gibson thinning aspen they are proposing to do treatments on. Discussion if fencing is needed to prevent grazing and will be putting out cameras to see.

There being no further business, the meeting was adjourned at 6:16pm.

Signature of Secretary:  _____ Date: 10/14/24
Jackie Markin