



March 20th, 2023 - 1st Quarter

6:00 PM- Call Meeting to Order

6:05 PM - Members & Guest Present

6:10 PM - Confirm Meeting Minutes (Previous Meeting & Current Meeting Minute Record)

6:12 PM – Project Updates:

West Birch Creek Passage Projects

-Hascall

-Stanley Creek

Homer Diversion Design

6:15 PM- Old Business

Council Capacity Application (Pending)

6:20 PM- Current Business/Grants

Spring Grant Cycle Submissions

-S. Patawa 1 & 2

-Stakeholder Engagement - Passage Barrier Engagement & Morrow County Expansion

6:45 PM- New Business

Amazon & Solve Event Partnership (Last Week of August)

6:50 PM- Announcement

Annual River Cleanup - Earth Day (Saturday the 22nd of April at 9:00 AM)
Roy Riley Park in Pendleton

7:00 PM- Public forum

7:10 Treasure's Report (Confirm Quarterly Council Capacity Funding Request)

7:15 PM- 2nd Quarter meeting will be held on June 19th

7:20 PM- 1st Quarter Meeting Adjournment



Umatilla Basin WATERSHED COUNCIL

UMATILLA BASIN WATERSHED COUNCIL (“UBWC”) BOARD MEETING MINUTES 1st Quarter 2023

CALL TO ORDER

Doug Bennett called the meeting of the UBWC Board meeting to order at 6:00 p.m. on March 20, 2023.

Held virtually by Zoom.

Present:

Doug Bennett, President
Lowell Saylor, Vice-President
Sarah Anderson, Secretary-Treasurer

Regrets:

Carlisle Harrison
Ken Thompson?

Staff:

Michael Ward, Executive Director

Guests:

Kyle Wagoner

Quorum present: Yes

The Board agreed to approve the minutes from the previous meeting by email.

PROJECT UPDATES

Michael provided a verbal update on the West Birch Creek Passage Projects, noting that the Geo Tech investigation has been delayed due to the section 106 clearance not being received until mid-April. Aside from this, he reported that all other permits related to the project were in order.

Michael also reported that he was successful in the grant application from ODFW for a bridge project. It ranked highly, and as such, it will cover the cost of the bridge, staffing, project management and oversight, and the As-Built survey. Michael advised that he intentionally did not submit to Homer this time as he planned to save the application for the next grant cycle to cover implementation costs.

Regarding Homer Diversion Design, Michael reported that contracts and agreements with Tetra Tech and the tribes are in place, funding has been secured and that ground breaking is expected in the next few weeks. Michael screen shared the pictures used in the Homer Diversion Design application with the Board.

OLD BUSINESS

Michael advised that the Council Capacity application has been submitted and that the status is now pending. As background, he informed the Board that the Council Capacity was at risk of being discontinued, so several watershed councils provided the necessary information and statistics to make the case to keep the program.

A brief overview of the 2014 Action Plan was also presented. Michael suggested that this document be reviewed and updated this year.

CURRENT BUSINESS/GRANTS

For the Spring Grant Cycle Submissions, it was shared that South Patawa 1 and 2 design will be the focus as well as decision on the Stakeholder Engagement Grant for the Passage Barrier Engagement. Michael noted that the Morrow County Expansion submission was held back from the Council Capacity application due to workload, but there are plans to push this to May.

NEW BUSINESS

Michael advised the Board that, based on the success of last year, he will continue the Amazon & Solve Event Partnership this year at the end of August.

ANNOUNCEMENT

It was announced that the Annual River Cleanup will be held on Earth Day, on Saturday, April 22 at 9:00 a.m. at Roy Riley Park in Pendleton. Partners include Parks and Recreation, and Umatilla National Forest.

PUBLIC FORUM

There were no public comments.

Michael thanked Kyle for his support behind the scenes on projects and grant funds.

Kyle left the meeting at the conclusion of this topic.

TREASURER'S REPORT (CONFIRM QUARTERLY COUNCIL CAPACITY FUNDING REQUEST)

The Treasurer's Report was circulated to the Board by email. Sarah also provided an overview of the Treasurer's Report. The following activities and updates since September 2022 were provided:

- Ensured registration was up-to-date.
- Taxes completed.
- Switched accountants, from RBH to Barnett & Moro – Sarah advised that there was still some transition matters to sort through, which she took the lead on; however, taxes and payroll are caught up, and the intention is to ensure both Sarah and Michael are kept updated on financial matters.
- Set up of Direct Deposit is still in progress. Sarah advised that the bank requires handwritten signatures.
- Rent payments have been automated.
- For upcoming payments and purchases, money was transferred for the purchase of a computer for Michael. Michael added that they were awaiting receipt of a few cheques, in particular, there are two cheques that were received and ready to be deposited: one from C2IR and one from OWEB. He also noted that one payment will need to be made to Tetra Tech from C2IR.
- Next vehicle stipend to be processed next fall.

The Board reviewed planned expenses. Michael provided an overview of the following expenses and requested that adjustments be made accordingly:

- A Facebook outreach campaign will be done for clean ups.
- Monthly Fiverr expenses to be reduced to account for the quarterly meeting cadence.
- Go Daddy to be removed.
- QuickBooks to be added.
- Dropbox use to be reviewed and re-evaluated.

2ND QUARTER MEETING WILL BE HELD ON JUNE 19TH

It was agreed that the next meeting will be held on June 19, 2023.

1ST QUARTER MEETING ADJOURNMENT

The UBWC Board meeting was adjourned at 6:50 p.m. on March 20, 2023.

Board Chair

(Date of approval)

Prepared by: Michael Ward

Action Item(s):

- Michael to:
 - Email the draft minutes from the Q4 2022 meeting to the Board for approval by email.
 - Circulate the 2014 Action Plan for the Board to review.
 - Email Sarah the updated list of planned expenses.