



**UMATILLA BASIN WATERSHED COUNCIL ("UBWC")
BOARD MEETING MINUTES
4th Quarter 2023**

CALL TO ORDER

Doug Bennett called the meeting of the UBWC Board meeting to order at 6:00 p.m. on October 30, 2023.

Held virtually by Zoom.

MEMBERS & GUEST PRESENT

Present:

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

Regrets:

Carlisle Harrison
Ken Thompson

Staff:

Michael Ward, Executive Director

Guests:

N/A

Quorum present: Yes

CONFIRM MEETING MINUTES

The minutes from the last meeting were not discussed.

PROJECT UPDATES

Michael provided a verbal update on the West Birch Creek Passage Projects, noting that it has been delayed to next year as it did not pass the cultural review with the BPA and the tribes. He indicated a lot of projects got held up this year by delays in cultural reviews, due to workload, etc. He also provided an overview of relationship and funding impact and advised that he will apply for an extension, which won't be billed until next summer. An update will be provided at the next meeting. The Board was advised that Mike Lambert is available to answer questions, provide letter, and/or discuss learnings for the future projects, help explain the situation to OWEB.

It was further reported that the ODFW contract was delayed due to the Department of Justice changing grant payouts. Michael has signed the agreement but it got returned for a missing signature, so waiting on finalizing that very soon.

Homer Diversion Design project is progressing well, but doing a project extension there, too.

OLD BUSINESS

Michael shared that he has one person interested in joining the Board to do outreach related activities and reiterated the importance of Board recruitment. Board members were each asked to find someone interested in joining the Board. Board asked about specific directions for Board recruitment, upcoming events.

He advised that he will also work on putting meeting agendas and minutes on the website and advertise on the newspaper. The Board noted that the website is currently still in progress and would need to be completely finished before traffic can be directed to the website. Michael confirmed that website completion is on this to do list and invited Board members to provide any feedback. Has committed to updating it.

Michael advised that checks will be coming over the next month, likely around Thanksgiving. Michael asked about automatic payments. Treasurer clarified that can start that process again, but won't be in effect for these. Michael shared that he will plan to be available for the payments expected in the mail in the next several weeks.

CURRENT BUSINESS/GRANTS

It was reported that SWC is hiring a position for the Stakeholder Engagement Grant.

The discussion around the Spring 2024 Grant Cycle Submissions was deferred to the next meeting.

NEW BUSINESS

Michael advised that moving into winter, he will be reducing his hours and regrouping in the spring, including reviewing the possibility of redirecting funds to obtain administrative assistance. He clarified there will be no changes to his position and salary through the end of the calendar year, and that the hours will not be reduced until the new year.

The Board was also advised that, for financial and safety reasons, the office needs to be relocated to either the old location at a discounted rate or the Pendleton Professional Building. The current landlord is aware of the possible move, so there are no concerns with providing notice, etc.

The Board discussed the two possible locations, including layout, costs, and space requirements. Michael suggested relocating by the end of the year. The Board agree to move offices and authorized Michael to proceed with associated next steps, including emailing the necessary information so that the Board may vote by email.

Sarah noted that the address will need to be updated in various places, so that it does not impact renewals, especially SAM renewal, etc.

Michael advised that he will need to be issued a new work phone as the current one is broken. He doesn't think it will cost much money, but he will confirm with Sarah, especially if anything is tight.

ANNOUNCEMENT

There were no announcements.

PUBLIC FORUM

There were no public comments.

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

The Treasurer's Report was not provided; however, Sarah committed to providing the Treasurer's Report to the Board by email.

In terms of upcoming expenses, Michael provided an overview of upcoming cheques. He advised that as soon as the larger cheques have been received, they will need to pay for the bridge.

The quarterly funding requests are slightly behind but generally on track. Michael reported that two should be completed by the end of the year.

NEXT MEETING – NOVEMBER 20TH AT 6:00 PM

It was agreed that the next meeting will be held on November 20, 2023 at 6:00 p.m.

OCTOBER MEETING ADJOURNMENT

The UBWC Board meeting was adjourned at 7:02 p.m. on October 30, 2023.

Action Item(s):

- For the next meeting, Michael to:
 - Organize content files for website.
 - Clean up website (review templates, etc.) by next meeting.
 - Share website log-in with Board members.
- Michael also to:
 - Send photos, information and sample lease for the Pendleton Professional Building regarding the new office location to the Board.
 - Send the Homer Diversion 15% Design and ODFW signed contract to the Board.
 - Obtain letter and meeting presence to CTUIR to go over cultural review and receive assurances for next year.
- Board members to find individuals to join the Board.