

**Hood River Soil & Water Conservation District
Minutes from October 5, 2017 District Board Meeting**

Present: Directors: Brian Nakamura, Rick Ragan, Cindy Collins (left early), John Joyer (late)
Associate Directors: Chuck Gehling
District and NRCS Staff: Jordan Kim, Kris Schaedel, Cindy Thieman, Megan Saunders, and Carly Heron
Visitors: Eric Nusbaum (ODA), Theresa DeBardelaben (ODA), Heidi Hartman(DSL), Clinton Whitton (NRCS), Alexander Ross (PSU graduate student)

Brian welcomed everyone. The group introduced themselves. Alexander is researching hydrologic systems and practices throughout the state. Heidi updated the group on enforcement actions in the valley. The Ryan case has a consent agreement for certain restoration actions including removing the liner that had been placed in the ditch and planting of ditches. The VonFlotow case has not yet been resolved. A Consent Agreement is in place for the Von Flotow enforcement case. A mitigation plan is being developed by Von Flotow’s consultant for DSL’s review and approval. The contested case hearing was scheduled for Oct. 4-5 but a setover was granted to allow for possible settlement. Theresa reported that she is back from maternity leave and wanted to check-in and get updated on recent activities. She mentioned that future funds for the SIA areas would include more funding towards technical assistance.

Consent agenda – Cindy moved and Rick seconded:

- To approve the minutes of September 7th as written.
- To accept the September 2017 Profit & Loss statements and the September 30, 2017 Balance Sheet as distributed. As of September 30th, the balance in the bank accounts (including the CD) was \$157,002.62. Income of \$19,016.96 included: \$385.00 from a donation from the Hess Family Foundation for Whiskey Creek restoration, \$8,000.00 from MFID for HRWG support, \$8,140.50 from CTWS for the Interfluve design work for the Neal Creek Denton-Doherty LW project, and \$2,491.50 from OWEB for the Waucoma Forest Collaborative project.
- Expenses were those authorized at the September meeting.
- To approve payment of bills #5061-5078 and the bank transfers to the Internal Revenue Service, Oregon Dept. of Revenue, Vanguard, and Wells Fargo as follows:

	Bills to be Paid	October 5, 2017	
Check No.	Payee	Account	Amount
5061	Anne Saxby	Financial Manager wages	\$1,068.99
5062	Jordan Kim	District Manager wages	\$2,150.89
5063	Megan Saunders	Watershed Project Manager wages	\$2,414.92
5064	Kris Schaedel	Conservation Technician wages	\$2,198.33
5065	Cindy Thieman	Watershed Coordinator wages	\$3,111.47
5066	MCAREC	office rent	\$975.00
ET	Internal Revenue Service	federal employment taxes	\$3,263.21
ET	OR Dept. of Revenue	state employment taxes	\$813.00
5067	Mid-Columbia Janitorial	office cleaning	\$69.50
5068	Century Link	Office phone service	\$155.60
5069	Anne Saxby	misc. expenses reimbursement	\$47.43
5070	Jordan Kim	misc. expenses reimbursement	\$28.17
5071	Megan Saunders	misc. expenses reimbursement	\$183.00
5072	Kris Schaedel	misc. expenses reimbursement	\$39.99
5073	Cindy Thieman	misc. expenses reimbursement	\$225.65
ET	Vanguard	SIMPLE IRA	\$2,004.02
ET	Wells Fargo Vendor Services	copier lease	\$73.31
5074	Craig Office Supply	copies	\$7.14

5075	US Bank	clicktime, google, office supplies	\$69.85
5076	Interfluve	CTWS-Neal Creek enhancement design	\$1,269.50
5077	Donna Silverberg Consulting	OWEB-HR Collaborative Stewards	\$1,784.50
5078	SDAO	2018 dues	\$135.00
		Total	\$22,088.47

The motion passed unanimously. Bills for this month included: \$1,269.50 to Interfluve for the Neal Creek Denton-Doherty LW project, \$1,784.50 to Donna Silverberg for Forest Collaborative facilitation, and \$135.00 for the 2018 SDAO dues.

Old Business – Jordan passed out revised copies of the summary of the District’s unrestricted ending fund balance over time, **health insurance** options, and copies of the draft **reserves policy**. Jordan provided a brief recap of these subjects for the visitors. Jordan then went over changes to the draft reserves policy. She added a fifth item to the purpose and changed the minimum operating reserve from five months of average operating expenses to four months per the discussion at the September board meeting. The updated ending fund balance summary included unrestricted ending fund balance after funding the reserves required for four months of operational expenses and unpaid leave earned. She also updated the anticipated health insurance costs and reminded everyone that health insurance rates generally increase 7-9% annually. Jordan asked Eric about the district’s ability to provide a stipend to employees who opt out of insurance. Eric said we would need to talk with the insurance companies. Jordan said that she would like to wait on deciding on health insurance, but recommended adopting the reserves policy if there were no further changes. Cindy moved and Rick seconded to adopt the district’s reserves policy as drafted. The motion passed unanimously

New Business – Cindy T. reported that the District needs a **change order for the Neal Creek Denton-Doherty Large Wood project**. The landowners would like to know on whose property the large wood structure will be constructed. However, a survey is needed to clarify the property boundary. Cindy got three quotes from surveyors to do this work. Interfluve would subcontract the surveyor. The change order it is needed to add the survey to the contract and add up to \$3,000 for this purpose. The group discussed the project details. Cindy C. moved and Rick seconded to approve the change order not to exceed an additional \$3,000 to delineate the property boundary between the Denton and Dohertys. The motion passed unanimously.

Jordan has been working with Cindy T., Chris Brun, and Blayne Eineichner to work out the details of the **2017-2018 HRWG support contract with CTWS**. CTWS is proposing their usual \$36,000 in support for HRWG activities. There had been discussion of including an additional \$30,000 in the contract to assess the potential for further restoration projects in the Neal Creek watershed. Jordan explained that the CTWS want the deliverables clearly defined. We can do this for HRWG support, but is harder to do for the Neal Creek assessment because no projects have been developed yet. CTWS is concerned about providing that much money for a project that has yet to identify willing landowners. The Neal Creek work will likely have to be split into several phases. Cindy said this would also involve conducting a hydrologic model to see where there is potential for restoration work. Jordan requested permission to sign the \$36,000 contract with the CTWS for HRWG support only. Jordan will send it to the board for review once it is finalized. Rick moved and John seconded to approve Jordan signing the 2017-18 contract with the CTWS for HRWG support. The motion passed unanimously.

Jordan and Cindy provided the group **updates on new grants**.

i: Jordan reported that she would like the SWCD to apply for OWSB funding again for 2018 garlic mustard abatement. The application deadline is in December. Jordan reminded the group that last year the district used Title II funds for garlic mustard abatement.

ii: Cindy reported that the HRWG will not be applying for a technical assistance grant for Neal Creek for this application window per the previous discussion.

iii: Jordan reported that OWEB currently has grant funds available to counties with active weed boards. Given that Hood River County recently decided to no longer fund its weed and pest program, this may be a good opportunity to continue weed work in the county. The funds could either go directly to the County to manage a program or could be funneled to the SWCD to continue work if the SWCD was designated the county's official "weed entity". Jordan expressed an unwillingness to be involved in any enforcement actions. The group discussed ways to utilize the funding. The application would be due at the beginning of December. The group agreed that it would be worth pursuing the funds. Jordan will speak with the County Administrator Jeff Hecksel and report back.

iv: Cindy updated the group on the series of grants she would like to pursue to assist DID with their distribution pipeline. Grants will be written to OWEB, WaterSMART and OWRD and will total about \$3 million. Cindy also mentioned that DID was approved for a DEQ loan to help pay for the project.

Informational Reports – Carly reported that she has been working on wrapping up documentation for the end of their fiscal year. She toured some areas of the Eagle Creek fire and showed the group pictures and burn severity maps. NRCS had the public affairs office put together a flyer on what to expect after the fire.

Kris has been busy with various technical assistance calls and site visits. She did some spawning surveys for the CTWS. She also assisted with Salmon Days. She has been helping landowners put together OWEB small grant projects. A potential irrigation pipeline project on Phelps Creek has taken up a fair amount of time. She has also been working to keep the Odell SIA Livestock Improvement project moving forward.

Cindy T. and Jordan updated the FID board on HRWG and SWCD activities. Cindy received an inquiry from EcoTrust Forest looking for collaboration opportunities with local partners for forest restoration. She recommended that they connect with Stew Crew and Western Rivers Conservancy. She reported that there was an interesting presentation from ODFW at the last HRWG meeting about new instream water rights in Hood River. The geology field tour was a success and very informative and the Neal Creek large wood project will go in the ground next summer. She has purchased 1,400 trees for the Whiskey Creek project. Cindy reported that she submitted the EFID RCPP proposal to NRCS and that the Coe Branch Pipeline project was recommended for funding.

Jordan has been working on the Annual Report and hopes to have it out by the end of the month. She has spent a lot of time on a compliance investigation from a landowner who cleared vegetation along Griswell Creek. She has been working with the County code enforcement officer and the landowner to mitigate the impact to the cleared riparian area. Jordan tried to set up a PSP meeting with right-of-way managers but had too few responses to do so. Jordan reported that she got the district's files back from the auditor and hopes to have the final report by the next meeting.

Directors' reports – Cindy C. left the meeting early. **Rick, John and Brian** had nothing to report.

Chuck reported that the CTWS moved the fish at Moving Falls due to the fire. There will be a trail-building work party at Punch Bowl Falls this Saturday and October 21st. Chuck reported that through much perseverance he was able to get ODOT to post two signs denoting the Indian Creek crossing under 12th Street.

Permits – None of note.

Other – None.

Summary of Actions Taken:

- ✓ Consent agenda moved, seconded, and approved.
- ✓ Moved, seconded, and approved the SWCD Reserves Policy as drafted.

- ✓ Moved, seconded, and approved to sign the change order to the contract with Interfluve for up to an additional \$3,000 to conduct a survey to delineate the property boundary between the Denton and Dohertys.
- ✓ Moved, seconded, and approved Jordan signing the 2017-18 contract with the CTWS for HRWG support.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the _____ meeting of the Hood River SWCD.

John Joyer, Secretary