



fee to PERS, \$2,445.58 for the Hood River forest Collaborative facilitator, \$9,100 for the Kobayashi OWEB small grant irrigation improvement project, \$70 for website maintenance, and \$561.75 for workers compensation insurance.

### **Old Business –**

Jordan updated the group on the **SWCD bank account changes**. Larry, John and Brian are now signers on the new Key Bank account. Jordan and Anne will be able to access the account only to view transactions. They have gotten direct deposits re-established with both the state and federal governments. She explained that Key Bank misinformed her initially about account fees. They have subsequently learned that because the District is a public entity, it will be required to use an online banking system that costs \$99 each month and phone banking is not an option. Because Key Bank had misinformed Jordan, they agreed to waive the monthly online banking fees for two years and allow the district to call a bank employee to be updated on transactions. The group discussed banking options. Jordan felt that this account is likely to be similar to what other banks would offer due to the type of account necessary for public entities. The group agreed to stay with Key Bank for now but revisit options in the future if it is likely to be costly and inaccessible.

Jordan distributed and reviewed the **2016-2017 budget versus actual** to the group. She reported that it has been a good year. Significant unexpected income included DID's contribution of \$1,500 for HRWG support, Farmers Irrigation District's (FID) increase in HRWG support from \$5,000 to \$8,000, and other income due to new projects or the timing of project payments and implementation. Jordan reported that interest income totaled \$234.81. With regard to expenses, there was also variability due to the timing of project implementation and billing. The Odell dam removal project came in well under budget, but constituted a significant portion of the SWCD income and expenses last year. The Forest Collaborative facilitator's contract was extended so some funds were not captured last year. Operational expenses tracked very closely and came in slightly under budget due to the staffing adjustments made during Kris' maternity leave. For the FY2016-17, the district had a net income of \$26,724.91 and an ending fund balance of \$134,826.67. Jordan pointed out that Anne did a good job of budgeting and that the district is building back their financial reserve. Rick thanked the group for a good budget year. Cindy T. asked about the use of the reserved funds. The group discussed potential goals for maintaining reserves and the need for a policy on reserved funds. Jordan will do some research and draft a policy.

Jordan has arranged for Eric Nusbaum of ODA to provide a micro **training** on the topic of "District as an Employer" before the September board meeting. Eric has asked if the board has specific questions they would like him to address. The group said they would like more information on compensating employees and labor laws. Jordan will pass this along to Eric. The training will begin at 3:30 pm on September 7<sup>th</sup> and the board meeting will begin as usual at 4 pm.

### **New Business**

Cindy reviewed the draft **Water Bank Feasibility Study Request for Proposals (RFP)** that was sent to the board earlier this week. Brian asked if the study would look at the complete irrigation season or a split season. Cindy thought that it will be a thorough analysis of the complete season. Cindy will edit the language in the RFP to clarify that point. Brian asked if the contractors will look at what other water banks in the state are doing and see what examples are out there. Cindy said yes, and she thought that a contractor who is experienced with this type of study would likely be awarded the contract. Cindy will send the RFP to several recommended contractors as well as distribute it via the HRWG listserve. Chuck asked about the water savings potentially being reallocated to other farms. Cindy explained that because it is a feasibility study, she would like the contractor to assess all of the options. She also said the outcomes may depend on the funding source for a potential program. Cindy will finalize the RFP and release it on July 17<sup>th</sup>. Proposals will be due by August 11<sup>th</sup>. Cindy and Jordan will review proposals on August 22<sup>nd</sup> and invited the board to participate. The board would like to have the proposals forwarded to them. Cindy agreed to do so.

Jordan reported that the **Odell Strategic Implementation Area (SIA) project** was funded by OWEB. The \$27,943 grant was written to address the two properties identified by ODA as significant concerns. Jordan explained that most of the work will not begin until next spring. The group asked about what the projects entailed. Jordan explained that both properties had cattle in tributaries to Odell Creek. Activities included: fencing, water gaps, a shallow well development for off channel watering, and riparian restoration. Chuck asked if a water right or permit was needed for the shallow well development. Jordan said she was checking with Bob Wood. Larry moved and Rick seconded to approve entering into the agreement for the Odell SIA project. The motion passed unanimously.

Jordan explained that the district needs a **public records policy**. She received a request from an advocacy group requesting documentation of all vendors the District paid in 2016 including amounts, check numbers, addresses, purpose for payment, and much more. Gathering this information would have taken staff a significant amount of time. Jordan contacted Manette Simpson at ODA for guidance. Manette said that we had 10 days to respond and could not charge for the staff time unless the district had a public records policy with that provision. Jordan worked with Anne and the

advocacy group to fulfill the request to their satisfaction. However, the experience highlighted the need for a public records policy that allows for the District to charge for staff time required to fulfill a request. Jordan briefly reviewed the draft policy that she had sent to the group prior to the meeting. Rick moved and Larry seconded to adopt the new public records policy as written. The motion passed unanimously.

**Informational Reports –**

**Carly** traveled to various trainings during the month of June. She has been working to get irrigation designs and installations completed. She also received three applications for the recent EQIP deadline. This month she ran into a couple problems with irrigation system installations that will need to be redone. In the fall, Carly will help with spot checks in the upper Willamette and mid-coast regions.

**Kris** thanked the group for approving her four months of maternity leave. She did board meeting minute and groundwater monitoring last month.

**Megan** reported that the forestry tour went well and had 12 people in attendance. The geology tour will happen in September. The HRWG picnic will be on the 25<sup>th</sup> of July. She has also been busy with small grants, monitoring, and assisting CTWS.

**Cindy** reported that she drafted and submitted the OWEB partnership capacity grant. Cindy asked for \$100,000. She should know if the HRWG will receive funding in September. Cindy reported that she developed and hosted a training day on rivers for the Master Naturalist program participants. There were about 20 people in attendance and the CTWS and ODFW also presented. Ann Harris, the program coordinator, would like to repeat this training next year. Cindy also updated the group that Columbia Land Trust has formed an East Cascade Oaks Partnership comprised of many local natural resource partners. Cindy attended a meeting and intends to stay abreast of the group's activities. Cindy mentioned that she and Jordan presented to the Board of Commissioners on HRWG and SWCD activities.

**Jordan** Attended six compliance inspections with ODA and Odell SIA landowners. She has continued responding to Odell landowners with low or moderate concerns. She and Brian spent a lot of time getting the Key Bank account set up. She thanked Brian for his extraordinary input of time on this effort during the past month. She has also been compiling reports for both the end the biennium and start of the new fiscal year. Jordan noted that there is an OACD Board and management staff training in Portland on August 31<sup>st</sup> that she plans to attend and invited others who are interested.

**Rick, Cindy, Larry, and Brian** had nothing to report.

**Chuck** said that he has been working on trail construction at Punchbowl Falls. There will be several trail building opportunities in July.

**Permits** – Jordan commented on floodplain setbacks, maintaining native vegetative buffers, and storm water management for the proposed 8-unit apartment building at the former Kemp IOOF Lodge at the corner of Ehreck Hill Rd. and Odell Hwy. The lot is bordered by Odell Creek on two sides.

**Other** – The next meeting will be held at 4 p.m. on Thursday, August 3<sup>rd</sup> at the OSU Extension office meeting room.

**Summary of Actions Taken:**

- ✓ Consent agenda moved, seconded and approved.
- ✓ Moved, seconded and approved to approved to enter into the agreement for the Odell SIA project.
- ✓ Moved, seconded and approved to adopt the new public records policy as drafted.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the \_\_\_\_\_ meeting of the Hood River SWCD.

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John Joyer, Secretary