

**Hood River Soil & Water Conservation District  
Minutes from January 3, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Rick Ragan, Ben Saur, and Pete Siragusa  
Associate Directors: Chuck Gehling and Richard Larson  
District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Megan Saunders, and Carly Heron  
Visitors: John Keith, Anna Freitas (phone), Dan Ball, and Matthew Barmann

John Keith (with Anna on the phone) talked about OACD's work. They are trying to do a better job communicating and connecting with districts. Legislative issues include: funding for the Agricultural Heritage Program, farm to school funding, etc. Dan asked about the farm to school program. The program supports locally-grown food in school cafeterias, as well as nutrition education. Anna asked about Hood River SWCD's policy concerns or opportunities. Cindy mentioned the SWCD's goal to help farmers stay in farming and asked if the Heritage Program would work in Hood River. The issue in Hood River is the high land costs, which create a huge barrier to entry. Conservation easements don't do much on EFU land because the development rights aren't there. Anna suggested reaching out to local representatives to explain these issues. John mentioned an NACD grant opportunity.

Heather administered the **Oath of Office** to Ben Saur and Rick Ragan.

John Joyer has formally resigned as the **Zone 1 Board Director**. Pete Siragusa was willing to step into the open position. Rick moved and Ben seconded to appoint Pete Siragusa to be the Zone 1 Board Director. The motion passed unanimously.

Brian discussed **election of officers** with the Board. Brian was willing to be Chair again, unless anyone else wanted to step up. Larry had been Vice Chair and John had been Secretary/Treasurer, so those positions need to be filled. Cindy had said she is willing to be Secretary/Treasurer. Rick was willing to be Vice Chair. Pete moved and Rick seconded to accept Brian Nakamura as Board Chair, Rick Ragan as Vice Chair, and Cindy Collins as Secretary/Treasurer. The motion passed unanimously.

Richard and Chuck were both interested in serving as **Associate Directors** again. Larry had said he would be interested before stepping down as Director, but the group decided to confirm his interest before moving forward. Rick asked if anyone else would be interested in being an Associate. No one knew anyone. Rick moved and Pete seconded to reappoint Chuck Gehling and Richard Larson as Associate Directors. The motion passed unanimously.

Heather asked if anyone had any comments on the annual report. Carly mentioned that the wording on the NRCS air quality program had confused some folks into thinking there was still money available. The audit review was completed in September by Friend & Reagan. It generally looked good, though the auditors made a couple recommendations for improvement. Heather is now doing reconciliations in QuickBooks. Rick moved and Pete seconded to accept the **annual report and audit for FY 2017-2018**. The motion passed unanimously.

**Consent agenda** – Rick moved and Pete seconded:

- To approve the minutes of December 6, 2018 with the correction to who moved/seconded the consent agenda.
- To accept the December 2018 Profit & Loss statement and the December 2018 Balance Sheet as distributed. As of December 31<sup>st</sup>, the balance in the bank accounts (including the CD) was

\$159,555.43. Income of \$26,654.89 included: OWEB billing for the HRWG strategic action plan and water bank feasibility study, Swyers small grant, and OWRD water bank feasibility study.

- Expenses were those authorized at the December meeting.
- To approve payment of bills #5375-5391 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Check No.	Payee	Account	Amount
5375	Cindy Thieman	Watershed Coordinator wages	\$3,530.55
5376	Heather Hendrixson	District Manager wages	\$3,554.86
5377	Kris Schaedel	Conservation Technician wages	\$1,758.21
5378	Megan Saunders	Watershed Project Manager wages	\$2,667.43
5379	MCAREC	office rent	\$975.00
5380	Mid-Columbia Janitorial	office cleaning	\$69.50
5381	Century Link	Office phone service	\$169.01
5382	US Bank	google, clicktime, web hosting	\$91.96
5383	Pacific Office Automation	copy meter charges (#732784 and #759148)	\$18.25
5384	Megan Saunders	misc. expenses reimbursement	\$143.50
5385	Kris Schaedel	misc. expenses reimbursement	\$26.27
5386	Cindy Thieman	misc. expenses reimbursement	\$129.71
5387	Heather Hendrixson	misc. expenses reimbursement	\$44.46
5388	AMP Insights	invoice # 605	\$1,560.00
5389	Swyers Orchard Inc	small grant # 14-18-002	\$8,175.32
5390	Found and Rewound	Dec work with Jordan Kim #180084	\$100.00
5391	D&S Klindt	OWEB small grant # 14-18-006	13,685.42
EP	Pacific Office Automation	copier lease #61770075	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,415.34
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$905.88
EP	OR Dept. of Revenue	transit tax	\$29.30
EP	Vanguard IRA	Simple IRA	\$906.02
		Total	\$42,029.43

The motion passed unanimously. Heather mentioned that the SWCD will be doing a lot of billing in the next month. Rick will talk with Heather about ways to highlight or underline categories in the P&L sheet to make it easier for Directors to review.

### Old Business –

Cindy updated the group on the **Bear Creek Fish Passage Project**. There has been no change in status since the last meeting. Cindy will be modifying the scope-of-work, have the revised RFP reviewed by the USFS, and re-release the RFP in the next month. Cindy hopes to accept a contractor in March. After hydrologic and geotechnical work, more funding would be needed for installation. Rick mentioned it was good to help the USFS with their capacity.

Megan updated the group on the **website RFP** process. The RFP was released about December 10<sup>th</sup> and proposals are due January 10<sup>th</sup>. She has received a few proposals so far and expects at least a few more. Staff and Sam Doak will review proposals. If there is agreement, Megan would like to be able to move forward with the contract asap to get them started before she leaves. Richard asked if the RFP was sent to many people. Megan sent it to about 40-50 firms in the Gorge and Portland area. Ben moved and Rick seconded approval to select a website contractor and enter into a contract not to exceed \$8,000. Chuck suggested if the proposals varied much from the RFP to send it out to Directors for review. Megan would

do so. Rick asked if there were clear minimums or ranking criteria. There are some criteria in the RFP. The motion passed unanimously.

Cindy updated the group on the **Outreach and Restoration Project Manager position**. The position was released December 10<sup>th</sup> and applications are due January 10<sup>th</sup>. Cindy has received 5 application so far and expected more closer to the due date. The hiring committee consists of Rick, Chuck, Cindy, and Heather. Cindy is hoping the committee can conduct interviews January 22-24 to give the selected person time to start and overlap with Megan. Rick will be gone after the 21<sup>st</sup>. He and Cindy will talk.

#### **New Business –**

**Resolution 18-19/1** sets the next annual meeting for January 2, 2020 at 4pm. Brian moved and Rick seconded approval of Resolution 18-19/1. The motion passed unanimously.

#### **Informational Reports –**

**Carly** caught up on year-end stuff. She wrapped up the long-range plan and posted it to the website. The local working group meeting will be January 30<sup>th</sup> at the Hood River Ranger Station. Carly has been talking with a couple folks in the Eastside and Central CIS regions. She has one new application. Carly is also investigating a high tunnel question. There has been a flush of forestry landowners. Carly is working on a pollinator training for this spring. She is also interested in a pollinator demo area around the USFS office. Cindy suggested EFM share their pollinator list. Chuck suggested developing a prescription for bioswales that could inform developers.

Chuck asked about the future focus areas mentioned in **Kris'** report. The SWCD will go to Whiskey Creek next. Theresa DeBardelaben is upgrading some of the maps. Heather reported that the LAC met in December to review the Ag Water Quality Management Plan. The SWCD provided updates from the last two years. Theresa is wrapping up the plan now. None of the management recommended actions have changed.

**Megan** has been working on exit stuff, such as staff training and how-to guides. She completed and sent out the MFID temperature data. She has been working on small grant applications and wrapping up a couple small grant projects. Megan has also been spending a lot of time with the website.

**Cindy** has spent a lot of time on the position description and release. She worked on the strategic action plan, including a progress report, collecting feedback from MFID and FID on the conceptual model, and 2 day-long ATLAS meetings. The ATLAS group will meet again in January to finish the process. There has been progress on the water bank feasibility study, with a presentation from David Pilz. If the plan is feasible, there will need to be funding secured for a design and pilot project. Cindy had a call with the Eastside Lateral review team and a pre-bid meeting. Bids are due January 8<sup>th</sup>. Cindy toured the OWEB regional review team around the West Fork LWD project and participated in the DID call.

**Heather** is taking on a small grant application and will be leading the small grant meeting January 23<sup>rd</sup>. She met with Ben to discuss the SWCD. Heather toured MFID with Craig and Ben. She also met with OACD. Heather participated in the water bank feasibility meeting, a meeting with an interested water bank landowner, and the ALTAS meetings. She has been working on grant management and financials. She will be working with Anne next week to complete year-end tax reporting. Chuck explained to John that Hood River has been looking at groundwater levels for the last few years to learn how the aquifers interact. He thought it was important to pay attention to these water resources, so they can be conserved.

## **Directors' reports –**

**Richard** has been attending the four regional collaborative stewardship group meetings.

**Pete** reported that FID is still working through several issues with the reservoir project. They are running out of time, but Les is working hard to get things started for May. Pete also reported that there is very little snow compared to averages at the SNOTEL sites.

**Rick** reported that the Stew Crew is making headway and getting things worked out. They hope to have their recommendations prepared soon.

**Chuck** attended the ATLAS meetings. The Punchbowl trail is moving forward with the County. Chuck reported that there will be an OWEB public hearing on the WRC land acquisition grant application (for riparian easements on Weyerhaeuser land) on January 10<sup>th</sup> at 1pm at the Parkdale Fire Hall. Chuck will attend for the HRWG, which has written letters of support for this project. The comment period runs through April 9<sup>th</sup>.

**Ben** introduced himself. He had nothing to report.

**Brian** reported that EFID is getting bids for the Eastside lateral pipeline design soon.

**Permits** – Heather reviewed the Guignard Road property permits. They put in for a major partition this summer, but Heather didn't receive notice. They have now applied for a minor variance to move the roadway further from the wetland on the property. Chuck wondered if they would be moving the storm pipe that daylight in the wetland. Rick had concerns about fill and encroachment. Heather will provide comment about wetland protection.

## **Other –**

The mileage reimbursement rate is now \$0.58/mile. Hood River County has released the Evans Creek/Hutson Road RFP. Proposals are due January 15<sup>th</sup>. The SWCD office lease expires in March. Heather is working with Steve, but rent will most likely increase. Steve is creating new MCAREC signage and the SWCD may want to create 1-2 more (for by the cattle guard, etc.). The SWCD signs further within the complex are still good. Rick mentioned that Steve has been struggling to fill positions. It would be good to have someone from MCAREC attend the Board meetings like Steve used to. The next meeting will be on February 7<sup>th</sup> at 4 p.m. at the OSU Extension meeting room.

As there was no further business, the meeting was adjourned.

## **Summary of Actions Taken:**

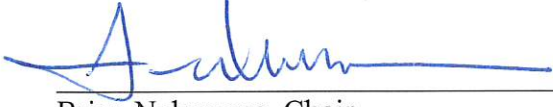
- ✓ Moved, seconded, and approved appointment of Pete Siragusa as Zone 1 Board Director.
- ✓ Moved, seconded, and approved new slate of officers – Brain Nakamura as Chair, Rick Ragan as Vice Chair, and Cindy Collins as Secretary/Treasurer of the Hood River SWCD.
- ✓ Moved, seconded, and approved reappointment of Chuck Gehling and Richard Larson to serve as Associate Directors of the Hood River SWCD.
- ✓ Moved, seconded, and approved to accept the annual report and audit for FY 2017-2018.
- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved website RFP contractor selection and entering into a contract not to exceed \$8,000.

- ✓ Moved, seconded, and approved to pass Resolution 18-19/1 setting the next annual meeting for January 2, 2020.

Respectfully submitted,

Megan Saunders, Watershed Project Manager

Approved at the 2/7/19 meeting of the Hood River SWCD.



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Brian Nakamura, Chair



**Hood River Soil & Water Conservation District**  
**Minutes from February 7<sup>th</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Rick Ragan, Ben Saur, Cindy Collins, and Pete Siragusa  
 Associate Directors: Chuck Gehling  
 District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Megan Saunders, and Carly Heron  
 Visitors: Steve Castagnoli

The group welcomed Steve to the SWCD board meeting. Steve suggested the group reach out to Ashley Thompson, the current Extension Agent, and encourage her to attend the monthly board meetings. He acknowledged that she was working in both Hood River and Wasco counties and her schedule is full. He offered to attend meetings periodically and update the group on happenings at MCAREC. Steve said the SWCD lease expires in March and he researched the OSU policy regarding leasing to another entity. Steve suggested that the District sign a three-year lease with OSU with a starting rent of \$1,004.25 and a 3% increase each subsequent year. The group felt that was fair and agreed to it. Steve explained the OSU lease agreement with Hood River County. Steve felt that it was mutually beneficial to have the SWCD housed at MCAREC and would like the District to stay. Steve provided an update of MCAREC and the research positions. Steve also gave an update for the OSU extension office and their County funding. The group thanked Steve again for coming.

**Consent agenda – Cindy moved, and Pete seconded:**

- To approve the minutes of January 3, 2019 as written.
- To accept the January 2019 Profit & Loss statement and the January 2019 Balance Sheet as distributed. As of January 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$172,348.04. Income of \$54,749.26 included: \$8,000 for HRWG support, \$17,789.97 from OWEB for HRWG council support, \$10,612.96 from the CTWS for HRWG support, \$1,351.50 from plant sale, \$1,994.83 from OWEB for the Water Bank Implementation Plan, and \$15,000 from OWEB for the Klindt Irrigation Improvement Project.
- Expenses were those authorized at the January meeting.
- To approve payment of bills #5392-5411 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

	Bills to be Paid	Feb 7 2019	
Check No.	Payee	Account	Amount
5392	Cindy Thieman	Watershed Coordinator wages	\$3,530.35
5393	Heather Hendrixson	District Manager wages	\$3,782.29
5394	Kris Schaedel	Conservation Technician wages	\$1,757.95
5395	Megan Saunders	Watershed Project Manager wages	\$2,666.77
5396	MCAREC	office rent	\$975.00
5397	Mid-Columbia Janitorial	office cleaning	\$69.50
5398	Century Link	Office phone service	\$160.17
5399	US Bank	google, clicktime, postage, supplies	\$184.56
5400	Pacific Office Automation	copy meter charges (#799909)	\$7.86
5401	OSU Extension	3 SWCD mtgs, 6 HRWG mtgs @\$25 each	\$225.00
5402	Megan Saunders	misc. expenses reimbursement	\$45.27
5403	Kris Schaedel	misc. expenses reimbursement	\$44.25

5404	Cindy Thieman	misc. expenses reimbursement	\$53.94
5405	AMP Insights	OWRD Waterbank Feasibility, invoice # 623	\$2,154.60
5406	SDIS	2019 general liability insurance	\$1,232.00
5407	Hood River News	publication notice	\$32.00
5408	NACD	2019 annual contribution	\$50.00
5409	Oregon Dept of Agriculture	temporary nursery license	\$5.00
5410	Carol Trejo	Odell SIA - fence materials	\$485.24
5411	Hood River County	4 land use form approvals	\$87.50
EP	Pacific Office Automation	copier lease #61816949	\$77.44
EP	Internal Revenue Service	federal employment taxes	\$3,395.36
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$902.61
EP	OR Dept. of Revenue	state unemployment underpayment in 2018	\$11.12
EP	Vanguard IRA	Simple IRA	\$906.02
		Total	\$22,841.80

The motion passed unanimously. Heather explained that in the P&L this month there are two credits from Key Bank for service charges in the amount of \$99 each. This is due to the credit from December not going through in time and was credited to the District in January. Heather will make a correction to a mileage charge that was incorrectly billed to an OWEB small grant.

#### **Old Business –**

Cindy reported that she has formally hired Alix Danielsen for the new **Outreach and Restoration Project Manager position**. She received 13 applications and interviewed four people for the job. Chuck, Cindy and Heather interviewed the four candidates, and all agreed that Alix would be the best person to fill the position. Cindy provided some background information on Alix. Alix has signed a letter accepting the position and the terms and will start Friday, March 1<sup>st</sup>, but will come into the office during the week of February 25<sup>th</sup> for some onboarding and overlap with Megan. There will be a going away potluck for Megan prior to the HRWG meeting on the 26<sup>th</sup> at 5:30 at the OSU extension meeting room.

Megan updated the group on the **website RFP** process. She reported that she received 15 proposals. Staff and Sam Doak narrowed that down to the top four candidates, and Heather and Megan held interviews. Gorge Web design was chosen, with a not to exceed \$8,000 contract for both the HRWG and SWCD websites. Staff will meet with the designer on Tuesday February 26<sup>th</sup> to discuss plans for the websites. The communications subcommittee will continue to guide the development of the HRWG website. Heather and Kris will be the ones to primarily work on the Districts website. Heather will report back to the board as the new website progresses.

Cindy updated the group on the **Bear Creek Fish Passage Project**. Cindy modified the scope-of-work in the RFP. The revised RFP was reviewed by the USFS, and she will re-release it in the next week. Cindy hopes to accept a contractor in March. After hydrologic and geotechnical work, more funding would be needed for project installation.

Cindy reported that a contractor was chosen by the county for the installation of the **Evans Creek culvert project**. There will be a preconstruction meeting coming up and any tree removal will need to happen before nesting season.

Cindy reported to the group on several grant applications. The **West Fork Hood River Large Wood Project at Jones Creek** was ranked first by OWEB and will complement the CTWS and USFS led



project. Funds will be used for the excavation and log placement portion of the large wood project. Cindy explained the timeline of project implementation. Cindy explained that she also applied for a technical assistance grant to pay for the **Eastside Lateral pipeline design and the cultural resource assessment**. Megan also mentioned that the OWEB grant to help DID pay for their distribution system was ranked 4 out of 5. DID is also now contributing \$10,000 to the SWCD.

#### **New Business –**

Heather reported that she has been reading SWCD board meeting minutes from 2016 as well as Jordan's research on pursuing a **tax base for the district**. Heather wanted to check in with the group to gauge the interest in continuing this effort. The group discussed the idea of pursuing a tax base and next steps/timing. The timing is not ideal due to other entities that are currently pursuing tax measures. The group agreed that more ground work and research was needed before they could move forward. The group agreed that they would not immediately pursue a tax base but will revisit the idea in the future.

#### **Informational Reports –**

**Carly** hosted the Local Working Group (LWG) meeting which was well attended and productive. The LWG agreed to continue efforts on irrigation upgrades in the Central Lateral area of EFID. The Eastside Lateral RCPP has EQIP funds for irrigation improvements. She reported that there is still an East Cascades Forest Health CIS that has support for pollinators and other practices. Farmers Conservation Alliance has agreed to draft a CIS for seeding and planting pollinator habitat over buried irrigation pipe for irrigation districts. It will be written for local irrigation districts but will be a flexible plan to be utilized across the state. Mace Vaughn with Xerces Society has agreed to write a CIS for the county for beneficial insect projects for orchards and vineyards. Carly is looking into installing a pollinator garden at the USFS office.

**Kris** spent the month working on logistics for the Odell SIA planting project, as well as organizing the garlic mustard abatement work and plant sale logistics. She worked with several landowners on technical assistance questions and spent time reviewing web design RFPs.

**Megan** led the OWEB small grant team meeting and reported that the rest of the funds in the biennium have been allocated. Three irrigation upgrades projects and a livestock improvement project were funded. She has also been working on exit material, such as staff training and how-to guides, and has been spending a lot of time with the website.

**Cindy** reported that the group has already discussed much of what she has been busy with. She reported that the HRWG Work Plan is due to OWEB this month as part of the Council Capacity grant proposal. She already has it drafted and got first consensus at the last HRWG meeting. She completed the Odell Dam Removal Project monitoring report and the MFID progress report to OWRD.

**Heather** has been busy getting the contract finalized for the web designer as well as working on how to update the SWCD website. She completed an OWEB small grant application for an irrigation improvement project. She spent time this month preparing invoices for ODA, OWEB, OWRD, CTWS, DID, and FID. She also attended a CWMA quarterly meeting. She reported that John Keith of OACD resigned and does not know what the plans are for filling his position.

#### **Directors' reports –**

**Rick** reported that he has been participating in the Steering committee for Stew Crew. He reported that they are making good progress.

**Chuck** reported that there may be some changes to the OACD bylaws that relate to staff participating in the board. Chuck also discussed that wetlands and other watershed issues are becoming more pressing in Hood River County as evidenced by several recent land use permit applications from the county and DSL.

**Cindy** reported that she enjoyed attending the Local Working Group meeting.

**Pete** reported that FID is still working through several permitting issues with the Kingsley Reservoir Expansion Project. FID is running up against deadlines and are working hard to keep the project moving forward as scheduled.

**Ben** had nothing to report.

**Brian** reported that EFID selected the contractor for the Eastside Lateral Pipeline Design Project.

**Permits** – Heather reported that a building permit that was reviewed in a prior meeting had been denied by the county. She also reported that the development of a storage unit facility adjacent to a wetland has been approved with stipulations, including that the wetland remain intact. The group discussed the ongoing development in, and mitigation of, wetlands.

As there was no further business, the meeting was adjourned.

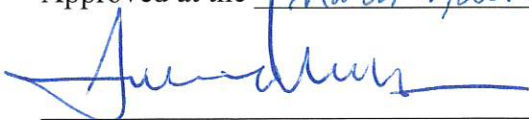
**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the March 7, 2019 meeting of the Hood River SWCD.



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Brian Nakamura, Chair

## Hood River Soil & Water Conservation District Minutes from March 7<sup>th</sup>, 2019 District Board Meeting

Present: Directors: Brian Nakamura, Cindy Collins, Rick Ragan, and Ben Saur

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Megan Saunders, Alix Danielsen, and Carly Heron

Visitors: Amber Thompkins (Lyle High School)

The group introduced themselves and welcomed Amber to the SWCD board meeting. Amber explained that she was attending the meeting as part of a journalism class at Lyle High School and was interested in natural resource conservation.

**Consent agenda** –Rick moved, and Cindy seconded:

- To approve the minutes of February 7, 2019 as written.
- To accept the February 2019 Profit & Loss statement and the February 2019 Balance Sheet as distributed. As of February 28<sup>th</sup>, the balance in the bank accounts (including the CD) was \$ 174,783.94. Income of \$ 25,103.00 included: \$ 13,735.50 from ODA for quarterly SWCD support, \$10,000 from DID for HRWG support, and \$ 1,367.50 from plant sale.
- Expenses were those authorized at the February meeting.
- To approve payment of bills #5412-5426 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		March 7 2019	
Check No.	Payee	Account	Amount
5412	Megan Saunders	Watershed Project Manager wages	\$3,025.43
5413	Cindy Thieman	Watershed Coordinator wages	\$3,530.63
5414	Heather Hendrixson	District Manager wages	\$3,782.67
5415	Kris Schaedel	Conservation Technician wages	\$1,758.21
5416	MCAREC	office rent	\$975.00
5417	Mid-Columbia Janitorial	office cleaning	\$69.50
5418	Century Link	Office phone service	\$167.11
5419	US Bank	google, clicktime, postage, seed, mtgs	\$1,078.85
5420	Pacific Office Automation	copy meter charges (#799909)	\$17.07
5421	Megan Saunders	misc. expenses reimbursement	\$105.99
5422	Kris Schaedel	misc. expenses reimbursement	\$20.30
5423	Heather Hendrixson	misc. expenses reimbursement	\$40.27
5424	Cindy Thieman	misc. expenses reimbursement	\$190.32
5425	AMP Insights	OWRD Waterbank Feasibility, invoice # 646	\$8,132.50
5426	OSU Extension	PSP meeting - OSU Extension room charge	\$25.00
EP	Pacific Office Automation	copier lease #61816949	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,168.36
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$904.54
EP	OR Dept. of Revenue	state transit tax	\$15.10
EP	Vanguard IRA	Simple IRA	\$936.78
		Total	\$28,017.07

The motion passed unanimously. Heather explained that there was a charge on the credit card because the district went over their \$1,000 spending limit. The group discussed raising the limit; Brian and Heather will investigate the options.

### **Old Business –**

Cindy introduced Alix Danielsen, the new **Outreach and Restoration Project Manager**. Alix provided the group background on her professional life. The group welcomed Alix. Cindy described the projects Alix will begin working on.

Heather explained that the district has hired Dee Holzman to construct the **SWCD and Watershed Group's websites**. Kris and Heather met with Dee to discuss their goals for the new website and critique the existing website. Cindy, Megan, and Alix met with Dee to go through the Watershed Group design ideas. Megan has purchased a domain name for the Watershed Group - hoodriverwatershed.org. Bluehost will host the two sites for about \$17/ month. Cindy and Alix's emails will change to use their name and @hoodriverwatershed.org. Cindy and Alix will meet with the communications subcommittee to discuss website content.

Cindy reported that she will be submitting the application for the **OWEB Council Capacity grant soon**. It funds two years of operational expenses. Heather reported that she will be submitting the application to ODA for District operational funds in July.

Cindy reported that she sent an **RFP to several prospective consultants for the Bear Creek bridge design** project and is waiting to receive quotes back. The group discussed the project location and logistics.

Cindy reported that she has not yet released the **RFP for the West Fork Large Wood Project**. She will send it to three companies to receive bids.

Cindy also reported that funding for the **Eastside Lateral Pipeline Design Project** was ranked second by OWEB. She is hoping to get the project moving forward so that the archaeological survey can be completed before the canal is charged for the season.

Heather reported that she has the new **three-year lease agreement with OSU MCAREC** ready for approval and signature. The agreement will go through March of 2022. The District will agree to pay MCAREC \$1,004.29 per month through the first year, increasing to 3% each year after that. Cindy moved and Rick seconded to sign the three-year lease agreement with OSU MCAREC. The motion passed unanimously.

Heather reminded everyone that OSU Extension is now charging \$25 for the use of their conference room. She suggested moving the meeting to another location. The Watershed Group may look for different locations as well. No decisions were made to move the meeting location at this time.

### **New Business –**

Heather stated that she wanted to **check in with the board** to make sure they are getting what they need and have the participation they want. She will check-in with each board member individually. Cindy C. mentioned that she enjoys going on project tours. Cindy suggested a few ideas for possible tours. Heather and Cindy T. will work to plan some tours.

Kris solicited **help from the board for the plant sale**. She will need help on Friday 12-5 and Saturday 9-1. Rick and Cindy said they were available to help. She also mentioned garlic mustard surveys were starting soon, and the board would be more than welcome to participate, and she could use the help. Rick and Cindy also expressed interest in helping with garlic mustard. Kris will keep them informed as the surveying schedule emerges.

Heather reported that OACD was revising their bylaws and were asking member Districts to cast their vote to approve the revised bylaws. Cindy moved and Rick seconded to approve a positive response to the changes in OACD bylaws. The motion passed unanimously.

There is proposed legislation (HB 2958) to make changes to the eligibility requirements for becoming a SWCD director. The bill changes the process of SWCD elections so that anyone within the boundaries of a district can run for election; zones and land ownership or management would no longer apply in any county with a population of 50,000 or more. Chuck updated the group on the status of the bill and mentioned he wrote a letter in opposition to the House Agriculture and Land Use Committee. The group discussed the proposed legislation.

#### **Informational Reports –**

**Carly** reported that the EQIP deadline has been extended due to the month-long furlough. She reported low numbers of applicants in the Eastside and Central Lateral Pipeline areas. She is organizing a pollinator training in May and reported that Xerces is working on a CIS for pollinators in Hood River and Wasco counties for 2020. Farmers Conservation Alliance is also writing a CIS for pollinator habitat on buried pipelines.

**Kris** spent the month working on logistics for the Odell SIA planting project, as well as organizing the garlic mustard abatement work and plant sale logistics. She worked with several landowners on technical assistance questions. She also worked writing her annual self-evaluation.

**Cindy** reported that much of what she has been working on has been discussed. She has been busy with getting Alix on board. She worked with a PhD student from Purdue to help her plan to present her research on isotopes of glacial melt and groundwater connections. She also wrote a support letter for the Regional Solutions program. They awarded about \$50,000 for flow meters in the Dee Irrigation District. Cindy reported that the Watershed Group will host an invite-only open house to broaden community engagement for their action plan. It will be held May 9<sup>th</sup> at 4pm.

**Alix** reported that she has spent time this month training with Megan and reviewing the HRWG action plan. She spent time compiling numbers on restoration projects throughout the basin for Cindy. She reviewed the Neal Creek conceptual design put together by Interfluve. She also met with Interfluve to prepare for applying for an OWEB grant. She has been reviewing the communications strategy and will begin working on the new website.

**Heather** worked this month to set up the agenda for the spring Pesticide Stewardship Partnership meeting. She has been working to finalize the Garlic Mustard Abatement project budget for the USFS to access Retained Receipts funds. She met with Rick and Chuck to construct a letter regarding a wetland fill application to DSL. She conducted an exit interview with Megan, generated her final paycheck, and has been working on onboarding Alix. She attended the Winter Horticultural meeting.

#### **Directors' reports –**

**Rick** reported that he has been participating with the Stew Crew on the roads and riparian sub-committee. He reported that they are making good progress. He also mentioned an email scam that appeared in his SWCD email.

**Chuck** reported that he wrote a letter to OACD regarding HB2958. He also met with Rick and Heather to compose a letter responding to a proposed development of wetlands. He has continued to work on the Strategic Action Plan and the Atlas meetings. He also attended the Parks and Recreation Department joint meeting regarding the Parks District Master Plan.

**Ben** reported that the late snow and cold weather has delayed planting and put his farm operations behind.

**Cindy** had nothing to report.

**Brian** reported that EFID is continuing to move forward on the Eastside Lateral Pipeline Design Project.

**Permits** – Heather reported that a building permit that was reviewed in a prior meeting and denied by the county has been appealed. She reported that the letter drafted by Chuck, Rick and herself regarding development of a wetland was sent to DSL. The group discussed efforts to assess wetlands and wetland mitigation across the state.

As there was no further business, the meeting was adjourned.


**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to sign the three-year lease agreement with OSU MCAREC
- ✓ Moved, seconded, and approved to approve a positive response to the revised OACD bylaws

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the April 4th, 2014 meeting of the Hood River SWCD.



Brian Nakamura, Chair

**Hood River Soil & Water Conservation District  
Minutes from April 4th, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Cindy Collins, Rick Ragan, and Ben Saur

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielsen, and Carly Heron

Visitors: No visitors

**Consent agenda** –Rick moved, and Cindy seconded:

- To approve the minutes of March 7, 2019 as written.
- To accept the March 2019 Profit & Loss statement and the March 2019 Balance Sheet as distributed. As of March 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$162,679.97. Income of \$16,022.43 included: \$198 from Key Bank from reimbursed expenses, \$9,008.41 from OWEB for Water Bank Implementation Plan, \$2,824.52 from OWRD for the Water Bank Feasibility Study and \$3,991.50 from plant sale.
- Expenses were those authorized at the March meeting.
- To approve payment of bills #5427-5441 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		April 4 2019	
Check No.	Payee	Account	Amount
DD	Alix Danielsen	Watershed Project Manager wages	\$3,175.07
DD	Cindy Thieman	Watershed Coordinator wages	\$3,530.87
DD	Heather Hendrixson	District Manager wages	\$3,782.48
DD	Kris Schaedel	Conservation Technician wages	\$1,758.01
5427	MCAREC	office rent	\$1,004.25
5428	Mid-Columbia Janitorial	office cleaning	\$69.50
5429	Century Link	Office phone service	\$165.34
5430	US Bank	google, clicktime, postage, watershed camp reg.	\$423.81
5431	Pacific Office Automation	copy meter charges (#799909)	\$6.88
5432	Kris Schaedel	misc. expenses reimbursement	\$58.97
5433	Heather Hendrixson	misc. expenses reimbursement	\$69.50
5434	Cindy Thieman	misc. expenses reimbursement	\$91.05
5435	AMP Insights	OWRD Waterbank Feasibility, invoice # 663	\$9,662.02
5436	OSU Extension	SWCD brd mtg - OSU Ext fee (May, Jun, Jul)	\$75.00
5437	WA Assoc. Cons. Districts	trees for plant sale	\$616.59
5438	Champoeg Nursery	shrubs for plant sale	\$2,284.00
5439	Scholls Valley Nursery	trees for plant sale	\$278.00
5440	NOWC	invoice # HRWG18.5	\$4,595.80
5441	Hood River Supply	plant sale buckets	\$59.85
EP	Lease Direct	copier lease #62535973	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,306.74
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$941.65
EP	OR Dept. of Revenue	state transit tax	\$15.61
EP	Vanguard IRA	Simple IRA	\$692.52
		Total	\$36,736.95

The motion passed unanimously. Heather explained that pay checks are now paid by direct deposit.

### **Old Business –**

Heather updated the group on the **SWCD and Watershed Group's websites**. Kris and Heather provided comments back to Dee on the work she has done thus far. She is working to migrate content onto the new website. Heather mentioned that Bluehost will be sharing the hosting of both the SWCD and the Watershed Group sites. Cindy and Alix are continuing to work on developing content and will do so before the contract ends on July 31<sup>st</sup>. Alix has also created Facebook and Instagram accounts for the Watershed Group. Kris mentioned that the SWCD and Watershed Group should discuss a social media policy.

Cindy reported that she received one proposal from River Design Group for pre-construction work on the **Bear Creek Fish Passage Project**. She reported that she worked with River Design Group on the Odell Dam Removal Project. She is familiar with their work and comfortable with the proposal. The group discussed the project location and logistics. River Design Group will provide the information necessary for the bridge to be designed and built. Cindy moved and Rick seconded to accept and sign the contract with River Design Group. The motion passed unanimously.

Cindy reported that she received one bid for the construction contract for the **West Fork Large Wood Project**. She will have John Davies from Columbia River Insurance, our insurance agent, review the release of liability and indemnification for the contractors to enter and pass through Ecotrust owned land on their way to the project site. Cindy expects that the liability insurance requirements are similar to those on the Odell Dam removal project. Rick moved and Cindy seconded to accept and sign the contract with Aquatic Contracting for the West Fork Large Wood project. The contract will be executed upon grant approval from OWEB. The motion passed unanimously.

Cindy also reported that she released the RFP for the archeological assessment on **Eastside Lateral Pipeline Design Project**. Proposals are due April 12<sup>th</sup> and include a not to exceed amount. She would like to ask the board to preapprove the signing of the contract so the project can continue moving forward. She would like the archeologist to do the work before the canal is full. Rick asked how she will select a contractor if she receives more than one proposal. Cindy explained her ranking criteria. Cindy, Heather and Rick will make the selection based on the ranking criteria. Cindy moved and Rick seconded to preapprove signing the contract for archeological work on the Eastside Lateral Pipeline Design Project. The contract will be executed upon grant approval from OWEB. The motion passed unanimously.

Kris provided the group with an update on the **plant sale**. She reported that sale numbers are similar to previous years. Some logistics have been challenging due to the late snow. She asked the board for their help on sale days.

Heather shared that Cindy Collins will now host the **Soil Moisture Monitoring Workshop** planned for May 16<sup>th</sup> 1-4pm in conjunction with Ashley Thompson at OSU. There were unknown conflicts at the OSU location.

Heather updated the group that she does not yet have a contract from the USFS for the **Retained Receipts funding for garlic mustard work**. The month-long furlough delayed their contracting. Garlic mustard work will take place end of April through beginning of May so she would like to pre-approve signing the contract. Rick moved, and Cindy seconded to preapprove signing the contract for Retained Receipts contract with the USFS for garlic mustard abatement. The motion passed unanimously.

### **New Business –**

Heather reported that she and Alix met with Heidi Hartman from DSL regarding **wetlands in Hood River County**. There are currently about 3.5 acres of mitigation credits in Hood River County. DSL is rolling



out new guidelines for wetland mitigation that focus more on ecological function rather than a ratio-based system. Heather mentioned that DSL is also rolling out a new Stream Functional Assessment Method (SFAM) and Alix will be attending the trainings in Roseburg later this month. This may impact some permitting requirements, or the assessments required on various projects. They also discussed legislative items at the state level. The group discussed the potential for wetland mitigation and the Port's response to the SWCD's letter. Chuck would like to be updated on HB2348 progress.

Heather has begun working on the **Annual Work Plan and Budget**. She will meet with Jordan to review the process and will have drafts to share at the next board meeting.

Alix reported to the group that she will be applying for an **OWEB Technical Assistance grant and to the Pacific Power Blue Sky Habitat Restoration Fund** for the full design and permitting of the Neal Creek Restoration Project. Alix hopes to implement the project in 2020. Cindy explained the sites identified are on Neal Creek and have ecological potential and supportive landowners. The group was supportive of moving forward with the applications.

Heather reported that the **Weed of the Month** campaign has started. The program will be similar as in years past. Both Jordan and Anne have agreed to continue helping on this project. This month is Italian arum. The group made some suggestions on where to post flyers and how to improve the messaging.

Cindy reported that she would like to apply for an OWEB restoration grant in April for the next phase of the **West Fork Large Wood Project at Red Hill**. She explained the OWEB grant cycle and project timelines. The group was supportive of moving forward with the application.

#### **Informational Reports –**

**Carly** reported that she has been busy with EQIP applications. She is organizing a pollinator training in May and reported that Xerces is continuing to work on a CIS for pollinators in Hood River and Wasco counties for 2020. Farmers Conservation Alliance is also continuing to write a CIS for pollinator habitat on buried pipelines. She has also been working with the plant materials center to assist in developing plant lists for the area.

**Kris** reported that she has been busy with plant sale. She reported that flagging and bundling went well this week and she is ready for the sale. She has continued to work on logistics for the Garlic Mustard Abatement Project. She has also completed two technical assistance site visits involving meadowscaping and small creek restoration.

**Alix** reported that she has spent time this month working on the Neal Creek grant applications. She has also been working on the Watershed Group Action Plan and preparing for the stakeholder event scheduled for May 9<sup>th</sup> 4-6 pm at the Ruins. She assisted the SWCD with cutting and installing willow stakes on the tributary to Odell Creek and with plant sale. There will be a cooperative mulching event with the Columbia Land Trust and the Watershed group at Whiskey Creek on April 20<sup>th</sup>.

**Cindy** reported that much of what she has been working on has been discussed. She has been busy with getting Alix on board. She has been looking at the ground water monitoring program, its goals, and the remaining available funding from the county.

**Heather** worked this month to host the spring Pesticide Stewardship Partnership meeting. She reported that DEQ has funds for writing a PSP Action Plan, which would likely take place in 2020. She has been working to finalize the Garlic Mustard Abatement project budget for the USFS Retained Receipts funds.

She also met with Kris to complete her annual evaluation. She also mentioned recent changes in OACD bylaws to the group.

**Directors' reports –**

**Rick** reported that he has been participating with the Stew Crew and that they are making good progress. He expressed frustration on the state of wetlands in the valley (wetland loss through development and mitigation projects to offset the loss).

**Chuck** reported that trail building is continuing at Punchbowl Falls and described the location of the planned trails.

**Ben** reported that he has been busy with farm operations.

**Cindy** had nothing to report.

**Brian** reported that EFID is continuing to move forward on the Eastside Lateral Pipeline Design Project.

**Permits** – There were no permits of note.

As there was no further business, the meeting was adjourned.

**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to accept and sign the contract with River Design Group for the Bear Creek Fish Passage Project
- ✓ Moved, seconded, and approved to accept and sign the contract with Aquatic Contracting for the West Fork Large Wood Project
- ✓ Moved, seconded, and approved to sign the contract for archeological work on the Eastside Lateral Pipeline Design Project
- ✓ Moved, seconded, and approved to sign the contract (once finalized) with the USFS for garlic mustard abatement work

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 5/2/19 meeting of the Hood River SWCD.



Brian Nakamura, Chair

**Hood River Soil & Water Conservation District  
Minutes from May 2<sup>nd</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Cindy Collins, Rick Ragan, Pete Siragusa, and Ben Saur

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielsen, and Carly Heron

Visitors: No visitors

**Consent agenda** –Cindy moved, and Rick seconded:

- To approve the minutes of April 4, 2019 as written.
- To accept the April 2019 Profit & Loss statement and the April 2019 Balance Sheet as distributed. As of April 30<sup>th</sup>, the balance in the bank accounts (including the CD) was \$152,369.13. Income of \$26,550.21 included: \$15,671.03 from OWEB for Council Support, \$1,842.50 from plant sale, \$99.33 from reimbursed expenses and \$8,937.35 from OWEB for the HRWG action plan.
- Expenses were those authorized at the April meeting.
- To approve payment of bills #5442-5458 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		May 2 2019	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,245.26
5442	MCAREC	office rent	\$1,004.25
5443	Mid-Columbia Janitorial	office cleaning	\$69.50
5444	Century Link	Office phone service	\$181.92
5445	US Bank	google, clicktime, Rosours	\$219.53
5446	Pacific Office Automation	copy meter charges (#799909)	\$29.15
5447	Kris Schaedel	misc. expenses reimbursement	\$92.80
5448	Heather Hendrixson	misc. expenses reimbursement	\$321.17
5449	Alix Danielsen	misc. expenses reimbursement	\$516.54
5450	Cindy Thieman	misc. expenses reimbursement	\$474.07
5451	AMP Insights	OWRD/OWEB Waterbank Feasibility, invoice # 687,678	\$6,235.00
5452	Champoeg Nursery	Serviceberry Invoice # 4150	\$45.00
5453	Level Excavating	Odell SIA - water well bond fee reimbursement	\$100.00
5454	Found and Rewound	invoice # 190042	\$50.00
5455	Gorge Web Design	Invoice # 755	\$2,465.00
5456	Ethel Reeves	plant sale refund - overpaid	\$120.00
5457*	Ahi's Ohana Catering	Watershed 2040 catering	\$462.00
5458*	Wildwood Events	Watershed 2040 facilities rental	\$250.00
EP	Lease Direct	copier lease #63261450	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,141.14
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$914.22
EP	OR Dept. of Revenue	state transit tax	\$15.46
EP	Vanguard IRA	Simple IRA	\$692.52
		Total	\$29,717.97

The motion passed unanimously. Heather explained that staff salaries will be lumped in expenses to increase privacy.

### **Old Business –**

Kris provided the group with a **financial summary of this year's plant sale**. She reported that this year's sale was comparable to years past in terms of both finances and number of plants sold. This year the sale was complicated by late snow as well as sourcing plants from nurseries. She reported that the logistics went well and was a successful sale.

Heather reported that the District will not have the USFS contract in time to do the **garlic mustard abatement** work. This year there were some additional contracting requirements to access Retained Receipts funding and the month-long furlough delayed the process. The district will not be able to hire a hand-pulling crew this year. The district will use USFS and ODA staff to do surveys as well as hand-pull what they can.

Cindy reported that she released the RFP for the **EFID cultural resource survey** and received two proposals. Cindy, Heather and Rick reviewed the proposals. They chose Archeological Investigations NW to do the work. AINW has already begun work and will likely finish the cultural resource surveys in the next couple of weeks.

Cindy reported that about 30 people have RSVP'd to the **Watershed 2040** event. The time has been changed to 5-7pm so that more people will be able to attend.

Heather reported that the **Soil Moisture Monitoring Workshop** will be located at Cindy Collins' barn on May 16 from 1-4pm. There will be four representatives from different soil moisture monitoring technology companies presenting. This will be the final event for the IWM grant. Heather has also been working on the final report and billing.

### **New Business –**

Cindy reported that she submitted a proposal to OWEB for the **West Fork Large Wood Project at Red Hill, Phase III**. She asked for about \$88,000 in OWEB funds that will be matched with funds from both the USFS and the CTWS. The goal is to implement this project in the summer of 2020. Cindy further explained project logistics. She also reported that she received the grant agreement for the West Fork Large Wood Project at Jones Creek.

Cindy reported that the **Strategic Action Plan** is moving forward. They will need a new facilitator and Cindy suggested that Andrew Spade might do it. She explained that he is currently facilitating the Stew Crew and is familiar with the Watershed Group and attends meetings on a regular basis. Cindy asked how the board felt about a sole source contract that would be for less than \$5,000. The board was supportive of hiring Andrew as the Watershed Groups SAP facilitator. Cindy will ask the Watershed Group for their input.

Heather passed out copies of the **2019-2020 workplan**. She reviewed the plan for the group. She pointed out that some discrepancies in the hours may be due to inconsistencies of how time was tracked in Clicktime. Pete asked how staff estimated future hours. Heather explained that it is often based on previous years and adjusting estimates from actual hours worked on a specific task. Chuck asked if Megan's tasks were incorporated into Alix's job. Heather said they were, there will be some additional changes to Alix's time. The group will review the work plan and provide feedback and questions. Heather will make any necessary changes and she would like to approve it at the June board meeting. The group agreed.

Heather passed out copies of the **2019-2020 budget**. Heather gave an overview of the budget. She highlighted that ODA may increase funding to the district by \$11,000, DID is also providing \$5,000 in funds, and OWEB council capacity funding may also increase. She highlighted the new projects for the

upcoming year and the projects that will be finishing up. Heather proposed three scenarios for changing staff salaries. Cindy pointed out that there are some grants that were unanticipated from last fiscal year that came in and are in the ending fund balance. Heather reminded the group that last year the board voted to retain four months of reserves. Heather also explained that she has been looking at the possibility of offering health insurance but has some more research to do. She also mentioned that district managers statewide have been sharing salary ranges, job descriptions, and whether or not they offer health insurance. The group discussed health insurance and the budget concerns. Heather recommends giving both Cindy and Kris a 5% salary increase, prorating Alix's 2.5% salary increase, and increasing her salary by 2.5%. She would like the board to review the proposed budget and provide feedback and questions to her before the next board meeting. She will finalize the budget and create a budget message and she would like to approve it at the June board meeting.

Heather reported that the **Clackamas SWCD would like to have a Intergovernmental Agreement (IGA) with the SWCD** to do weed abatement work on the Mt Hood National Forest in Hood River County. Clackamas SWCD would like to treat orange hawkweed as a long term and ongoing project on Mt Hood. Heather passed around the agreement. Pete suggested running it by the legal department of SDAO. Heather will have SDAO review the agreement and report back.

#### **Informational Reports –**

**Carly** reported that she has been busy with EQIP applications. She is organizing a pollinator training in May and reported that Xerces is continuing to work on a CIS for pollinators in Hood River and Wasco counties for 2020. She reported that the CIS for pollinator habitat on buried pipelines has turned into a CIG. The SWCD may become the official applicant. She has also been working with the plant materials center to assist in developing plant lists for the area.

**Kris** reported that she has been busy with plant sale and clean-up. She has continued to work on logistics for the Garlic Mustard Abatement Project as well as the soil moisture monitoring workshop. She has also completed some technical assistance site visits and OWEB small grant in-progress inspections.

**Alix** reported that she has spent time this month working on the SWCD plant sale, the HRWG Strategic Action Plan, and MFID monitoring. She assisted the CTWS with the NOAA fish sampling. Alix reported that she has created an Instagram and Facebook profile for the HRWG. She is working on a draft social media policy and will share it with the district. She also helped organize an Earth Day mulching work party with the Columbia Land Trust at Whiskey Creek. She submitted a technical assistance grant application to OWEB for Neal Creek restoration design and attended a site visit to the potential restoration site. Alix attended a DSL Stream Function and Assessment Methodology (SFAM) training in Roseburg. The assessment will be required by DSL in some scenarios. She is also continuing to work on the HRWG website.

**Heather** updated the group on the complaint regarding fill placed adjacent to Neal Creek on Fir Mountain Rd. The county has issued a cease and desist letter to the landowners and Heather will accompany Heidi Hartman on a site visit later in the month. Heather attended the CONNECT conference in Sunriver and a Columbia Gorge Fisheries conference in The Dalles. She has worked on the garlic mustard contract and plant sale as well as the Odell SIA projects.

#### **Directors' reports –**

**Rick, Ben and Cindy** had nothing to report

**Chuck** expressed frustration on the process of statewide wetlands bills conflicting with conservation.

**Pete** reported that FID is still waiting on a report of dam options so it can go out for public comment. FID might miss their timeline which would push the reservoir expansion project out another year.

**Brian** reported that EFID is continuing to move forward on the Eastside Lateral Pipeline Design Project. He is also busy with orchard operations.

**Permits** – There were no permits of note.

As there was no further business, the meeting was adjourned.

**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the June 6th, 2019 meeting of the Hood River SWCD.

  
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Brian Nakamura, Chair

**Hood River Soil & Water Conservation District  
Minutes from June 6<sup>th</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Cindy Collins, Rick Ragan, Pete Siragusa, and Ben Saur

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielsen, and Carly Heron

Visitors: Eric Nusbaum, ODA

The group welcomed Eric and introduced themselves. Eric announced that John Beyers is retiring, and it is unknown when they will fill the position. ODA will receive funding to hire two more positions dedicated to the SIA program across the state. Eric mentioned that ODA did not do an annual spring training with the district due to lack of staff time. If the group is interested in a topic, he would be willing to facilitate a training. He is currently doing some trainings on "maintaining a continuity of work" during times staff change over, unforeseen catastrophes, etc.

**Consent agenda** –Pete moved, and Rick seconded:

- To approve the minutes of May 2<sup>nd</sup>, 2019 as written.
- To accept the May 2019 Profit & Loss statement and the May 2019 Balance Sheet as distributed. As of May 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$ 144,476.12. Income of \$ 21,933.96 included: \$ 13,735.50 from ODA for quarterly district support, \$ 8,099.46 from CTWS for HRWG support, and \$ 99.00 from reimbursed expenses
- Expenses were those authorized at the May meeting.
- To approve payment of bills #5459-5473 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Check No.	Bills to be Paid	June 6, 2019	Amount
DD	staff	staff wages	\$12,245.25
5459	MCAREC	office rent	\$1,004.25
5460	Mid-Columbia Janitorial	office cleaning	\$69.50
5461	Century Link	Office phone service	\$174.71
5462	US Bank	google, clicktime, IWM meeting port-a-potty rental	\$122.98
5463	Pacific Office Automation	copy meter charges (#032846)	\$19.48
5464	Kris Schaedel	misc. expenses reimbursement	\$179.82
5465	Heather Hendrixson	misc. expenses reimbursement	\$175.04
5466	Alix Danielsen	misc. expenses reimbursement	\$381.39
5467	Cindy Thieman	misc. expenses reimbursement	\$297.54
5468	Archaeological Investigations NW	Invoice 8067 for EFID cultural resource survey	\$7,505.25
5469	Oregon PERS	2019-2020 Administrative Fee	\$15.00
5470	Cascade Vegetation Mgmt	Odell Cr. Dam removal plant establishment	\$350.00
5471	Lava Nursery	noble firs	\$224.00
5472	OSU Extension	HRWG room rental (May 10, June 21)	\$50.00
5473	River Design Group	invoice # 8583, Bear Creek Fish Passage	\$16,506.22
EP	Lease Direct	copier lease #63261450	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,141.20
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$916.50
EP	OR Dept. of Revenue	state transit tax	\$15.46
EP	Vanguard IRA	Simple IRA	\$692.52

		Total	\$44,159.55
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The motion passed unanimously. Heather explained that two checks had been signed mid-month by Brian for the Watershed 2040 event.

#### **Old Business –**

Heather passed out copies of the updated **2019-2020 workplan and budget**. She reviewed the highlights of both for the group. Heather mentioned that the workplan categories correlate with the Clicktime software. The staff hours estimated are based on actual hours from past years. Heather said Chuck had provided some comments that were also incorporated into the workplan. Heather also mentioned that she had emailed the board the budget message in case there were additional comments. She will send the workplan and budget to ODA. Cindy moved, and Rick seconded to adopt the 2019-2020 budget and work plan as submitted. The motion passed unanimously.

Heather reported that she has received the **garlic mustard stewardship agreement** from the USFS. This will allow the district to continue garlic mustard abatement work for the next three years. The funds will be used to pay for Heather and Kris's time, as well as the contracted hand-pulling crews. Heather reported that the stewardship agreement needs to be signed. The group was supportive of signing the stewardship agreement.

Cindy provided the group a review of the **Watershed 2040** event held at Spring House Cellars last month. She felt the event was successful and well attended. The speakers were well received and there were some new faces representing different agencies and user groups in attendance. Cindy said there were some new ideas generated and funding opportunities recognized. The group complimented Cindy and Alix on their efforts.

#### **New Business –**

Heather explained that Farmers Conservation Alliance had been working on a **pollinator habitat CIG (NRCS Conservation Innovation Grant)** with Farmers Irrigation District. However, there was a conflict with having the applicants implementing the project. The SWCD is now the formal applicant and Heather, Cindy and Alix worked to complete and submit the application. The project is to plant about 2.7 miles of buried pipelines with pollinator and beneficial insect plants. If awarded, the SWCD would be the fiscal manager of the CIG and Alix will manage the project implementation. FID will implement the project, Xerces Society will contribute plant recommendations, and OSU and the Bee Project will do the monitoring. Heather further explained the financial aspects of the CIG application. The group was supportive and further discussed project details; the district hopes to hear if the project is funded in June.

Heather passed around the **new contract with Friend & Reagan**. The contract is to do financial reviews for the SWCD for three years. Heather went over the costs of the review. Pete asked about a provision to cancel the contract if unsatisfied. Heather will reexamine the language in the contract and make any necessary changes. Rick moved, and Pete seconded to approve signing a three-year contract with Friend & Reagan to do the SWCD financial review with the added provision to cancel the contract if unsatisfied with the work. The motion passed unanimously.

Heather passed out a copy of the **Hood River Basin Partnership MOU**. Cindy explained that the HRWG has never had a MOU with existing partners in the Hood River Basin outside of the SWCD. The HRWG Strategic Action Plan has identified core partners and recognized the need to outline the roles and responsibilities of both the partners and HRWG staff. Cindy explained the components of the MOU. The HRWG will review and vote on the MOU in July. Heather mentioned there will be no changes to how the SWCD and HRWG work together. Cindy C. asked why the CTWS were not included in the core partner list. Cindy explained the issues with getting tribal approval on such documents. Cindy also discussed the



need for a MOU with partners to be eligible to receive FIP funding. The group will review the document and provide Cindy with any comments.

Heather passed out a draft of the SWCD **social media policy**. She explained that she referenced other district's social media policies. Alix drafted the policy and incorporated additions from other districts. Heather reviewed the highlights of the policy for the group. The group will review the document and vote in July.

#### **Informational Reports –**

**Carly** reported that she has been busy with RCPP applications. She has also been occupied with EQIP designs and inspections. She organized and facilitated the pollinator training with Xerces and other NRCS staff. She also reported that the CIS for pollinators in Hood River and Wasco counties has been approved. She passed around the flyer and announced there will be a workshop coming up.

**Kris** reported that she helped host the soil moisture monitoring workshop and will wrap up the IWM grant. She reported that funding became available through the DEQ 319 grants to move forward with the Phelps Creek Pipeline Project. She spent some time reworking the budget and project implementation with Heather and the landowners. She spent much of the month working on the garlic mustard abatement project. She reported the district did not get a contract with the USFS in time to fund the project this year. However, between district staff, board members, USFS staff, and ODA staff they were able to complete surveys and hand-pull flowering plants throughout almost the entire infestation area. She was pleased with the progress on this project. She also spent some time on technical assistance site visits and putting together a project proposal for improvements on a larger cattle operation along Baldwin Creek. She worked with Blayne from the CTWS on developing the project. She also attended the NRCS pollinator workshop.

**Alix** reported that she attended Watershed Management Camp with Cindy. She also attended the NRCS pollinator workshop and began the MFID water temperature monitoring. She also submitted an application to Pacific Power's Blue Sky Program for the Neal Creek Instream Habitat Project design. She hopes to find out this month if the application was successful.

**Cindy** reported that she is making progress on the Bear Creek Fish Passage project. She reported that River Design Group has finished up the survey work and analysis and will go through the design proposal with the HRWG. Cindy and Alix led the OSU Master Naturalist course on watersheds and stream ecology. This was Cindy's third time hosting this class and it was well received. Cindy also reported that she is close to wrapping up the Water Bank Feasibility study. Cindy reported that OWEB has funds available for groups developing a SAP to assist with making a financial plan for how to fund proposed work over the next 20 years. She will likely apply for these funds.

**Heather** reported that she and Cindy gave an update on District and HRWG activities to the Board of Commissioners. She has been working on the ODA funding application for the biennium. She also reported that the OWEB small grant program is beginning their new biennium as well. She accompanied Heidi Hartman on a site visit to Neal Creek.

#### **Directors' reports –**

**Ben** had nothing to report

**Rick** reported that assisting on the garlic mustard project was a good experience. He has also been participating in Stew Crew and planning a field trip.

**Cindy** reported that she attended the NRCS pollinator training and found it helpful. She also reported that she went to Humble Roots to purchase plants and complimented the owners on their knowledge of native plants and establishment.

**Chuck** reported that an Eagle Scout will be making directional signs at Punch Bowl Falls and they will be installed soon. Trail building is continuing to move forward as well.

**Pete** reported that FID has noticed less water entering Kingsley Reservoir and that Hood River's precipitation is at about 80% of normal. The group discussed the effects of a potential drought.

**Brian** reported that EFID is continuing to move forward on the Eastside Lateral Pipeline Design Project.

**Permits** – Heather reported that there is a permit application for the airport expansion. The expansion will have some impact on existing wetlands. The CTWS commented on the application. Heather will review it and comment if relevant. She provided the group with some updates on previous permits.

In accordance with ORS 192.660(2)(i), the board moved into executive session to conduct employee evaluations.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Wednesday July 3<sup>rd</sup> 4 p.m. at the OSU Extension office meeting room.

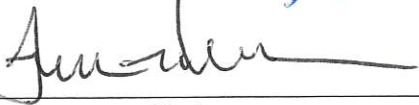
**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved signing a three-year contract with Friend & Regan to do the SWCD financial review
- ✓ Moved, seconded, and approved adopting the 2019-2020 budget and work plan as submitted

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the July 3, 2019 meeting of the Hood River SWCD.



Brian Nakamura, Chair

**Hood River Soil & Water Conservation District  
Minutes from July 3rd, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Cindy Collins, and Rick Ragan

Associate Directors: Richard Larson

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel, Alix Danielsen, and Carly Heron

Visitors: Theresa DeBardelaben, ODA

The group welcomed Theresa. Theresa updated the group on her work at ODA. She has been busy with end of the biennium tasks and reporting. She mentioned that the Hood River SWCD had submitted their Scope of Work and Focus Area documents and complimented the group on getting those completed. She reported that ODA did not receive funding to hire two more positions dedicated to the SIA program. However, some other programs got funded, such as a water quality monitoring program in the Klamath Basin.

**Consent agenda** –Cindy moved, and Rick seconded:

- To approve the minutes of June 6<sup>th</sup>, 2019 as written.
- To accept the June 2019 Profit & Loss statement and the June 2019 Balance Sheet as distributed. As of June 30<sup>th</sup>, the balance in the bank accounts (including the CD) was \$117,787.81. Income of \$17,580.24 included: \$2,307.98 from OWEB for the Water Bank Implementation Plan, \$15,173.98 from OWRD for the Water Bank Feasibility Study, and \$ 99.00 from reimbursed expenses.
- Expenses were those authorized at the June meeting.
- To approve payment of bills #5474-5485 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

	Bills to be Paid	July 3, 2019	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,245.25
5474	MCAREC	office rent	\$1,004.25
5475	Mid-Columbia Janitorial	office cleaning	\$69.50
5476	Century Link	Office phone service	\$177.07
5477	US Bank	google, clicktime, payroll	\$47.98
5478	Pacific Office Automation	copy meter charges (#090024)	\$26.49
5479	Cascade Vegetation Management	invoice # 1989 - Odell Ck restoration	\$125.00
5480	Kris Schaedel	misc. expenses reimbursement	\$120.79
5481	Alix Danielsen	misc. expenses reimbursement	\$95.53
5482	Cindy Thieman	misc. expenses reimbursement	\$233.30
5483	AMP Insights	invoices # 693, 705, 712	\$10,645.69
5484	Adaptive Computers	invoice # 800089, computer for Alix	\$833.00
5485	SDIS	Workers Comp Insurance	\$595.35
EP	Lease Direct	copier lease #63611787	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,141.18
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$916.54
EP	OR Dept. of Revenue	state transit tax	\$15.46
EP	Vanguard IRA	Simple IRA	\$692.52
		Total	\$31,058.34

The motion passed unanimously. Heather explained that Alix purchased a new computer, the old one was slow and not functional. The group was supportive.

### **Old Business –**

Heather reported that she has discussed the **Friend & Reagan contract** with board members to address any concerns. The contract can be cancelled at any time if we are dissatisfied with Friend & Reagan's work. The contract was approved at the last meeting, Brian will sign it.

Cindy reported that she is continuing to work on the **Hood River Basin Partnership MOU** with partners. She invited the Board to review the document and provide comments. Carly asked for a version of the latest copy; Cindy will email that to her. Heather highlighted that the MOU will not change the nature of the SWCD and HRWG partnership or the SWCD's fiscal management of the HRWG. Cindy said the HRWG reached second consensus at the last HRWG meeting and hopes to have it approved and signed at the next board meeting. The group will review the document and provide Cindy with any feedback.

Heather reviewed the highlights of the **Social Media Policy** and reported that she received no changes from the group. The group discussed the guidelines for inappropriate posts. The group agreed that the policy looked good and will adopt it with a motion at the next meeting. The group thanked Alix for her work on developing the policy.

Heather explained that the new **SWCD website** is almost complete. The HRWG will cancel their contract with Gorge Web Design. They will contract with a new web designer with a proven track record and a lower hourly rate. The contract will not exceed \$5,000. Heather showed the group the new SWCD website. She will send the web address to the group for review of the website's structure. Kris and Heather will get a final training from Gorge Web Designs and then work to update the content. They hope to launch the new website within the next month and disable the old one and close out the contract.

### **New Business –**

Heather explained that she has been informally invited to participate in the **Columbia River Basin Toxins Reduction Working Group**. She explained that the Clean Water Act Section 123 directs the EPA to develop the working group and create a grant program aimed at reducing toxins in the Columbia River. Brian asked what the time commitment would be from Heather. She explained that it would be a couple meetings a year. Heather shared the letter with the group, and they were supportive of her participating. Heather will share the formal invitation with the group when she receives it.

Cindy explained that she will not pursue the **powerline pollinator project using USFS Retained Receipt funds**. She explained that the project dropped in priority for the landowner, Eco Forest Management, as well as the USFS. Cindy felt the funds could be better spent on a different project. The group was supportive of withdrawing from the application.

Heather explained that in years past the SWCD and HRWG have shared a space with the Master Gardeners at the **County Fair**. The Master Gardeners are not doing their display in the floral building this year and the county fair organization charges \$150 for a table. Heather explained that Kris has searched for other options and organizations to partner with, but to no avail. The group discussed the benefits and limitations of the Hood River County Fair. The group agreed that the SWCD will not participate in the county fair this year. Staff members who attend the fair on their own time will assess if the SWCD should pay for a table at the fair in future years. The group discussed potential alternate events to participate in.

Heather mentioned on the **Budget vs Actual statement** the ending fund balance is under the amount of funds that would require a full audit. She also mentioned that approximately \$30,000 worth of checks have been paid out and not reimbursed as of June 30<sup>th</sup>.

Cindy C. mentioned that she would like the staff and board to have **name tags** for public events. Heather will investigate options and report back.

#### **Informational Reports –**

**Carly** reported that she has been busy getting the last EQIP contracts approved and obligated. She has been facilitating interviews for the new District Conservationist in the Sherman County and Jefferson/Deschutes regions. She has also been working with Corrin from NRCS and Xerces Society on the “Bee Better” certification program.

**Kris** reported that she has been working on some OWEB small grants and a completion report. She conducted the summer groundwater monitoring as well as some PSP sampling. She conducted a couple technical assistance site visits to homeowners. Kris reported that she and Heather assessed the planting project on the tributary to Odell Creek and the plants are doing well. She has also been participating in developing the new SWCD website.

**Alix** reported that she has been working on the new HRWG website content and the contract for the new web designer. She reported that funding was awarded from Pacific Power’s Blue Sky Program for the Neal Creek project. She is still waiting to hear about the OWEB grant. She completed a year-two report for an OWEB small grant and assisted the CTWS with vegetation removal. Alix reminded the group that the annual picnic will be on the 23<sup>rd</sup> of July, 5pm at Toll Bridge Park.

**Cindy** reported that the Water Bank Feasibility study has been completed and the report will be publicly available soon. She will send it out to the group and invited them to read through it and discuss next steps. Cindy reported that the West Fork Large Wood Project will begin later this month. She also conducted a site visit to Evans Creek culvert replacement project for photo point monitoring.

**Heather** reported that she submitted the Scope of Work to ODA and completed the Irrigation Water Management Grant completion reporting. She held the OWEB small grant team meeting and sent the paperwork for the new biennium to OWEB. Heather also mentioned that she had good conversations with DSL and the County about wetlands and development. She would like to host a workshop with DSL and invite developers and realtors to learn about wetland regulations.

#### **Directors’ reports –**

**Rick and Cindy** had nothing to report

**Richard** reported that he attended a workshop in June at the OSU School of Forestry on the NW Forest Plan.

**Brian** reported that EFID is continuing to move forward on the Eastside Lateral Pipeline Design Project and will host a patrons meeting for landowners along the eastside lateral ditch.

**Permits** – Heather reported that she provided a comment to the county on a permit application for the airport expansion. The expansion will have some impact on existing wetlands. She also commented on a land partition in Parkdale with an expired wetland delineation. She also reported that a landowner on Thieman creek received a cease and desist letter for land clearing along the Creek.

In accordance with ORS 192.660(2)(i), the board moved into executive session to conduct employee evaluations.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday August 1<sup>st</sup> 4 p.m. at the OSU Extension office meeting room.

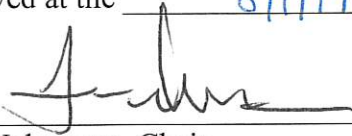
**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 8/1/19 meeting of the Hood River SWCD.

A handwritten signature in black ink, appearing to read 'Brian Nakamura', written over a horizontal line.

Brian Nakamura, Chair

**Hood River Soil & Water Conservation District  
Minutes from August 1<sup>st</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Cindy Collins, Pete Siragusa, Ben Saur, and Rick Ragan  
Associate Directors: Chuck Gehling  
District and NRCS Staff: Heather Hendrixson, Cindy Thieman, and Kris Schaedel  
Visitors: Tessa Edelen (DEQ)

The group welcomed Tessa and introduced themselves for her benefit. Tessa explained that she just wanted to introduce herself and observe the group. She is also the contact person for the DEQ 319 grant but had no update on the status of the grant.

**Consent agenda** –Rick moved, and Pete seconded:

- To approve the minutes of July 3<sup>rd</sup>, 2019 as written.
- To accept the July 2019 Profit & Loss statement and the July 2019 Balance Sheet as distributed. As of July 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$116,853.84. Income of \$25,538.44 included: \$8,000 from EFID for Watershed Council support, \$8,000 from MFID for Watershed Council support, \$9,439.44 from the CTWS for Watershed Council support, 8,255.77 from OWEB for the Eastside Lateral Pipeline design, 3,530.65 from OWEB for the IWM training grant, \$5,037.75 from OWRD for the Water Bank Feasibility Study, and \$ 99.00 from reimbursed expenses.
- Expenses were those authorized at the July meeting.
- To approve payment of bills #5486-5500 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Check No.	Bills to be Paid	Account	Amount
DD	staff	staff wages	\$12,493.41
5486	MCAREC	office rent	\$1,004.25
5487	Mid-Columbia Janitorial	office cleaning	\$69.50
5488	Century Link	Office phone service	\$168.55
5489	US Bank	google, clicktime, payroll, waders, office supplies	\$127.97
5490	Pacific Office Automation	copy meter charges (#148978)	\$20.69
5491	Heather Hendrixson	misc. expenses reimbursement	\$41.79
5492	Kris Schaedel	misc. expenses reimbursement	\$156.82
5493	Alix Daniels	misc. expenses reimbursement	\$282.96
5494	Cindy Thieman	misc. expenses reimbursement	\$295.40
5495	OSU Extension	SWCD board mtg room rental Aug - Dec	\$125.00
5496	OACD	annual dues	\$1,000.00
5497	Carol Trejo	expense reimbursement for Odell SIA fencing	\$311.96
5498	Greg Short	HRWG picnic food - fish	\$158.00
5499	AIN, Inc	EFID archaeology contractor	\$229.15
5500	Margery Loomis	OWEB SG #14-18-001 completion	\$9,867.42
EP	Lease Direct	copier lease #	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,127.16
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$905.42
EP	OR Dept. of Revenue	state transit tax	\$15.46
EP	Vanguard IRA	Simple IRA	\$927.52

		Total	\$31,401.87
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The motion passed unanimously. Heather explained that Direct Deposit Liabilities on the balance sheet were double the usual amount because staff wages were sent to Quickbooks in July so that staff could receive their paychecks on August 1st.

#### Old Business –

Heather passed out **the funds balance comparison chart** with the past fiscal year. She explained that the decrease in available funds is explained by the number of outstanding bills when the fiscal year ended.

Heather passed out copies of the **Hood River Basin Partnership MOU**. She reported that she has not received any comments or questions from the board. Pete asked what the impetus for the MOU was. Cindy explained that the Strategic Action Plan required a partnership agreement, and that the need was also identified by the Watershed Group. The group was supportive of the document. Pete moved and Cindy seconded entering a Partnership Memorandum of Understanding as written. The motion passed unanimously.

Heather explained that the group reviewed the highlights of the **Social Media Policy** at the last board meeting and recommended adopting the policy. The group had no changes to propose. Cindy moved and Rick seconded to accept the social media policy. The motion passed unanimously.

Heather explained that both she and Kris have been working on the new **SWCD website** and it is almost ready to launch. Cindy explained that she and Alix had a phone meeting with Brent, the new web designer for the Watershed Group. A version of the new site should be done soon, and Cindy will share with the group when she can. Cindy reported that the HRWG is looking to update their logo to look more modern.

Heather showed the group the new **name tags** she ordered for SWCD staff. Cindy Collins would like the board to have name tags as well. Heather will place an order for name tags for board members. The HRWG will wait until they have a finalized logo before purchasing name tags.

Cindy passed out copies of the **RFP for the Financial plan for the Strategic Action Plan (SAP)**. Cindy explained that the HRWG received additional funds from OWEB to create a financial plan for the basin partnership. The HRWG is looking to hire a contractor to create a financial/ fund raising plan to accomplish the identified goals over the next twenty years. The RFP is for an amount not to exceed \$9,600. Cindy reiterated the details of the SAP grant and the RFP. The group discussed the financial plan and the roles of partners. Pete asked if any of the work could be done internally. Cindy explained that the HRWG does not have the capacity to do so and the contractor would have a specialized set of skills. Pete suggested some other entities to check in with about finding a contractor and alternate funding sources. The group agreed that the RFP should be reworded to highlight the financial plan benefiting the partnership not solely the HRWG. Cindy agreed and will update the language. Heather suggested extending the timeline. Cindy will extend the contract end date to the end of January. The group also wanted to expand the language on what the product developed will be from the contractor. Cindy will make the suggested edits and will send out an updated copy to the group. She wants to send the RFP out early next week and would appreciate additional feedback promptly.

Cindy reported that the **Pollinator CIG** with NRCS has tentatively been approved. Alix will manage the project and hopefully work will begin this fall and continue for the next 3-4 years. The group was supportive.

#### New Business –



Heather reported that she has a **letter of engagement with Friend & Reagan** to complete fiscal year 2018-19 financial review. The group was supportive, and Brian will sign the letter of engagement. Heather explained that **the district's bank account** with Key Bank will now start charging the District \$50 a month for the kind of account services we need. US Bank will charge about \$20 a month, Heather recommended switching back to US Bank and closing the Key Bank account. The group was supportive.

Cindy passed out a copy of the change order for the archeological survey on the **Eastside Lateral Pipeline Project**. Cindy explained that the contractors completed surveying the proposed pipeline route earlier this spring. However, Watershed Professionals Network identified places the pipeline could shortcut the proposed route. There will be an additional 4,400 feet of survey work needed. The contract will be for a not to exceed amount. Cindy explained that the survey should be simple and inexpensive unless they find items of significance. The group discussed the details of the contract. Rick moved and Cindy approved entering a change order for the archeological contractor. The motion passed unanimously.

Heather explained that the USFS is looking to have the district submit a **letter of support for the USFS Aquatic Restoration Programmatic NEPA**. This is an effort to get projects on the ground quicker and more efficiently. Jordan had submitted a previous letter of support, so the USFS would like the district to comment again. Pete moved and Cindy seconded to sign the letter of support for the USFS Aquatic Restoration Programmatic NEPA. The motion passed unanimously.

#### **Informational Reports –**

**Carly** was not in attendance, but copies of her staff report were passed out.

**Kris** reported that she has been working primarily in the field assisting the CTWS with their seasonal field work as well as some PSP monitoring. She has also been spending time learning and updating the new website.

**Alix** was not in attendance, but Cindy mentioned that Alix applied to be a "Sense of Place" presenter and was accepted. The presentation will be on the watershed and restoration work being done within it.

**Cindy** reported that the West Fork Large Wood Project at Jones Creek is underway and is going well. The West Fork Large Wood Project at Red Hill was recommended for funding by OWEB. Cindy asked if the board would be interested in a tour of the large wood project. The group expressed interest. She reported that the Evans Creek Culvert Replacement project is making progress. Cindy also mentioned that she had a meeting with the Port of Hood River and NOAA on potential habitat improvement projects at the mouth of the Hood River.

**Heather** reported that she assisted with a planting plan for a Neal Creek landowner. She had a site visit with a landowner who had concerns with his well water levels and had wetlands on his property.

#### **Directors' reports –**

**Pete** reported that FID has been told that they should have final approval by the end of August to move forward with the Kingsley Reservoir project. They will restart work next spring. He also mentioned that water availability is tight, but they hope to make it through the end of the season.

**Chuck** mentioned that he will attend a freshwater mussel workshop at Steve Stampfli's house on Rattlesnake Creek in Washington.

**Rick** reported that he went on a site visit to the West Fork Large Wood Project and was impressed.

**Ben, Cindy and Brian** have been busy with farm work.

**Permits** – Heather mentioned that the BLM has proposed adding a couple rivers to the Wild and Scenic Status. Heather felt she didn't not know enough background information to comment but passed around the information in case the board was interested.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday September 5<sup>th</sup> 4 p.m. at the OSU Extension office meeting room.

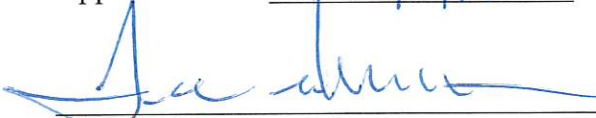
**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved entering the Hood River Basin Partnership Memorandum of Understanding as written.
- ✓ Moved, seconded and approved to adopt the new social media policy.
- ✓ Moved, Seconded, and approved signing a change order for the archeological contractor on the Eastside Lateral Pipeline Project.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 9/5/19 meeting of the Hood River SWCD.

  
\_\_\_\_\_  
Brian Nakamura, Chair

**Hood River Soil & Water Conservation District**  
**Minutes from September 5<sup>th</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Rick Ragan, and Pete Siragusa (via telephone)  
 Associate Directors: Chuck Gehling and Larry Martin  
 District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Alix Danielson, and Kris Schaedel  
 Visitors: None

**Consent agenda** –Rick moved, and Pete seconded:

- To approve the minutes of August 1<sup>st</sup>, 2019 as written.
- To accept the August 2019 Profit & Loss statement and the August 2019 Balance Sheet as distributed. As of August 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$218,345.18. Income of \$98,051.08 included: \$39,574.75 from ODA for district operations support, \$505.00 from ODA for PSP sampling, \$40,683.50 from OWEB for the Large Wood Project at Jones Creek, \$6,417.83 from OWEB for the Water Bank Feasibility Study, and \$10,870.00 from OWEB for the Loomis Irrigation Improvement project.
- Expenses were those authorized at the August meeting.
- To approve payment of bills #4751-4771 and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		September 5, 2019	
Check No.	Payee	Account	Amount
4751-4754	staff	staff wages	\$12,494.68
4755	MCAREC	office rent	\$1,004.25
4756	Mid-Columbia Janitorial	office cleaning	\$69.50
4757	Century Link	Office phone service	\$178.31
4758	US Bank	google, clicktime, payroll	\$47.98
4759	Pacific Office Automation	copy meter charges (#148978)	\$13.86
4760	Heather Hendrixson	misc. expenses reimbursement	\$44.98
4761	Kris Schaedel	misc. expenses reimbursement	\$86.78
4762	Alix Danielsen	misc. expenses reimbursement	\$55.78
4763	Cindy Thieman	misc. expenses reimbursement	\$142.10
4764	OSU Extension	HRWG conference room rental Sept/Oct/Nov	\$75.00
4765	Lee Lage	OWEB small grant #14-18-012 completion	\$10,888.13
4766	River Design Group	Bear Creek Fish Passage	\$14,284.97
4767	Aquatic Contracting	West Fork Hood River @ Jones Creek	\$50,920.00
4768	NOWC	OWEB Strategic Action Plan/FY2020 dues (\$500)	\$2,699.28
4769	Brent Barkley	website development Invoice dated 8/29/19	\$1,900.00
4770	Superior Stamp & Sign Co.	staff and board nametags	\$87.50
4771	Weatherly Printing	Quickbook checks for US Bank account (500 checks)	\$121.00
EP	Lease Direct	copier lease #	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,254.30
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$944.72
EP	OR Dept. of Revenue	state transit tax	\$15.95
EP	Vanguard IRA	Simple IRA	\$956.60
EP	Vanguard IRA	Megan's final IRA payment made on 8/8/19	\$213.50
		Total	\$100,359.11

The motion passed unanimously. Heather explained that she closed out the Key Bank account and has reinstated the US Bank account. Direct deposit has not yet become active, so staff will receive paper checks this month.

### **Old Business –**

Heather reiterated that she has switched to **US Bank** and closed out the Key Bank account. The group discussed putting additional funds into a money market account or a CD. Heather will research the options and report back to the group.

Heather explained that both she and Kris have been working on the new **SWCD website** and it should be ready to launch in the next week. There is additional content that needs to be developed but they are continuing to work on it. Heather and Kris are working with Brent Buckley the new designer for the **HRWG website** to fix the glitches and make the SWCD website more aesthetically pleasing. Alix reported that Brent will have a draft of the new HRWG website ready for review by the end of the month.

Heather reported that the **NRCS CIG for pollinator habitat along buried pipelines** was awarded to the District. Both FCA and staff worked on the project application and Alix will be the project manager. Alix gave an interview about the project to a Portland radio station. The group suggested doing an interview with a local Hood River radio station. Alix reported that work will start with the consultants this fall or winter. The group congratulated staff. Carly explained that this project may act as a prototype for similar projects across the state. Group discussed details and timelines of the project.

Cindy explained that as part of the Strategic Action Plan there is about \$30,000 to hire a **science contractor**. Cindy is working to get quotes from contractors to do some GIS mapping tasks. Cindy is continuing to explore ideas and is hoping to have additional contractor needs identified by next month. The group further discussed mapping needs within the basin. Brian asked about the potential of a wetland inventory. The group discussed previous work done on wetlands in the Hood River Basin.

Alix explained that she released an RFP to complete a **financial plan for the Hood River Basin Partnership**. She received one proposal. Alix and Cindy reviewed the proposal and checked references. The references gave positive reviews and described work as relevant and a good experience. Alix further explained the goals of the financial plan to the group. Heather agreed that the proposal looked good. The group was supportive of Heather signing a contract with the financial plan contractor.

Heather reported that the district has a grant agreement for the **Blue Sky Grant** and needs to have Brian sign it. The funds will go toward the Neal Creek restoration design. The group was supportive.

### **New Business –**

Heather reported that it is time to review the **2020 contract with the CTWS**. She will revisit contract after communications with CTWS staff considering staff change over at the Parkdale office.

Heather reported that **OACD updated their bylaws**. She sent the document to the group. The group will review the updates and provide comments if necessary.

Heather reported that there is a **grower workshop** in the Dalles next month. It will cover pollinator plantings and other practices covered by the NRCS CIS. There will also likely be a workshop in Hood River in the Spring.

**Informational Reports --**

**Carly** reported that she has been busy with system installations and payments to growers. She reiterated that the CIG had been approved. She was acting team leader for over a week in The Dalles and has had various groups express interest in utilizing the burn box. Carly reported that there have been several calls regarding forestry projects for fire suppression. She is continuing to work with Xerces Society on a Bee Better certification for pear growers.

**Kris** reported that she has been working primarily in the field assisting the CTWS with their seasonal field work as well as some technical assistance with landowners. She has also been spending time working on the new website. She also took two weeks of vacation.

**Alix** reported that she assisted the CTWS with a spawning survey on Green Point Creek. She has been working on logos for the HRWG and submitted a description for the Sense of Place presentation on January 15<sup>th</sup>. She has been continuing to work on the Communications Strategy and finished up an OWEB small grant. She is also working on the DID Distribution Pipeline Project.

**Cindy** reported that she has also taken some vacation time this month. She has been working to support the Eastside Lateral Pipeline Project as well as the West Fork Large Wood Project at Jones Creek. Construction on the large wood project has been completed and the access roads to the creek have been ripped. She reported that the project looks good. Cindy reported that the Bear Creek Design is almost completed. She also attended a site visit to a wetland landowner with Heather.

**Heather** reported that Alix and Heather met with FID on a video production on farmers and water management. She spent time this month on transferring bank accounts and preparing files for the audit. She also mentioned that staff has begun work on the annual report.

**Directors' reports --**

**Chuck** mentioned that he attended a freshwater mussel workshop at Steve Stampfli's house on Rattlesnake Creek in Washington and found it fascinating. He shared some information with the group.

**Rick** reported that he has been busy working on repairs to a spring box for a US Forest Service cabin. He expressed concerns over the Weyerhaeuser logging practices in the West Fork Hood River drainage.

**Brian** has been busy with farm work and said the Eastside Pipeline Project is continuing to move forward.

**Permits** -- Heather reported that they are grading and rocking a road within the floodplain of Thieman Creek. She will submit standard comments regarding the protection of water quality.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday October 3<sup>rd</sup> 4 p.m. at the OSU Extension office meeting room.

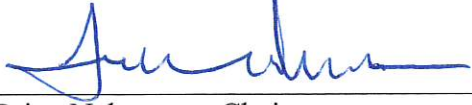
**Summary of Actions Taken:**

✓ Moved, seconded, and approved consent agenda.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the October 3, 2019 meeting of the Hood River SWCD.

A handwritten signature in blue ink, appearing to read "Brian Nakamura", written over a horizontal line.

Brian Nakamura, Chair

**Hood River Soil & Water Conservation District  
Minutes from October 3<sup>rd</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, and Pete Siragusa

Associate Directors: Chuck Gehling

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Alix Danielson, Kris Schaedel and Carly Heron

Visitors: None

**Consent agenda** –Pete moved, and Ben seconded:

- To approve the minutes of September 5<sup>th</sup>, 2019 as written.
- To accept the September 2019 Profit & Loss statement and the September 2019 Balance Sheet as distributed. As of September 30<sup>th</sup>, the balance in the bank accounts (including the CD) was \$167,798.30. Income of \$ 49,817.23 included: \$ 13,750.00 from Freshwater Trust/Blue Sky for the Neal Creek Restoration Project Design, \$ 9,782.26 from OWEB for the HRWG Action Plan, \$12,000.00 from OWEB for the Lage Irrigation Improvement Project, and \$14,284.97 from USFS Retained Receipts for the Bear Creek Fish Passage Project.
- Expenses were those authorized at the September meeting.
- To approve payment of bills #4773-4783 (check # 4772 was voided) and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		October 3, 2019	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,494.73
4773	MCAREC	office rent	\$1,004.25
4774	Mid-Columbia Janitorial	office cleaning	\$69.50
4775	Century Link	Office phone service	\$182.30
4776	US Bank	google, clicktime, payroll, website cloud hosting	\$239.86
4777	Pacific Office Automation	copy meter charges (#273892)	\$13.87
4778	Heather Hendrixson	misc. expenses reimbursement	\$348.09
4779	Kris Schaedel	misc. expenses reimbursement	\$90.41
4780	Alix Danielsen	misc. expenses reimbursement	\$567.43
4781	Cindy Thieman	misc. expenses reimbursement	\$723.84
4782	Gorge Web Design	invoices # 772, 777	\$1,535.00
4783	Brent Barkley	website invoice 471 and 474	\$1,412.50
EP	Lease Direct	copier lease # 64697061	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,254.32
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$932.78
EP	OR Dept. of Revenue	state transit tax	\$15.95
EP	Vanguard IRA	Simple IRA	\$956.60
		Total	\$23,914.87

The motion passed unanimously. Heather noted that US Bank will likely charge us \$5 per month for our account type. She also mentioned that her staff reimbursement was high this month due to using her personal credit card for renewing the annual Quickbooks Payroll subscription.

**Old Business –**

Heather reported that she had sent the group the updates to the OACD bylaws for review. Heather pointed out some updates she found noteworthy. The group discussed these updates, and accepted the

changes made. Pete moved, and Ben seconded to approve Heather voting on behalf of the Board to accept the proposed changes to the OACD bylaws as written. The motion passed unanimously.

Heather explained that she needs a formal motion to approve and accept signing the grant agreement for the Neal Creek Restoration Project Blue Sky Grant, being administered by The Freshwater Trust. Pete moved and Ben seconded to approve signing the grant agreement as written. The motion passed unanimously.

Alix reminded the group that she applied for an OWEB Technical Assistance Grant for the Neal Creek Restoration Project last spring. It was recommended for funding but not awarded funds. Alix will address the feedback she received from the OWEB Review Team and will update and resubmit the grant application. The group discussed the project and the timelines. The proposal is due October 28<sup>th</sup>, the group was supportive of Alix resubmitting the grant application with the changes she outlined.

Cindy explained that as part of the Strategic Action Plan, the HRWG is looking to hire a science consultant to do some work identified by the HRWG and partners. Cindy sent the Request for Proposal to three local organizations. Heather, Cindy T., Chuck and an ATLAS team participant will decide which contractor to hire. The contract will be for no more than \$25,000 and amended in the future if needed. Given the timeline of the SAP, Cindy would like permission to sign the contract with the chosen contractor prior to the next board meeting. The group was supportive.

#### **New Business --**

Heather explained that Larry would like to serve as an Associate Board Member for the SWCD. Pete moved, and Ben seconded to accept Larry as an Associate Board Member. The motion passed unanimously.

Heather reported that the audit review is complete and needs to be approved. She sent it to the group and the group had no additional comments or questions. Pete moved, and Ben seconded to approve signing the Letter of Review and sign the Management of Fiscal Affairs Letter. The motion passed unanimously.

Heather reported that the SWCD's CD with Washington Mutual will expire in November. If the group takes no action the CD will roll over. Brian and Heather will go to Washington Mutual Bank to discuss rates and options. Heather would also like to add a signatory onto the account and will check in with Cindy Collins. The group was supportive.

Heather reported that the District can receive a discount on the District's SDIS liability insurance policy if the group adopts updated language on handling public records requests. Heather reviewed the updated language. Pete moved, and Ben seconded to update the language to the District's policy (OP-20) on public records requests as suggested. The motion passed unanimously.

Cindy T. reported that she would like to apply for an OWEB Restoration Grant for approximately \$300,000 to partially fund EFID Eastside Lateral Pipeline Project Implementation. The group discussed the project timeline and materials needed. The group was supportive depending on the decision of the EFID Board. Pete moved and Ben seconded to approve applying for the OWEB Restoration Grant, contingent of EFID Board approval. The motion passed unanimously.

Heather explained that she received a new contract from the Confederated Tribes of the Warm Springs. The contract is similar to year's past and for the same amount - \$36,000. Cindy reviewed the Scope of Work for the group. Pete moved and Ben seconded signing the annual contract with the CTWS. The motion passed unanimously.



Cindy explained that there are additional funds from the CTWS to implement the Red Hill Large Wood Project on and adjacent to EcoTrust Forest Management land. Cindy expects to have a contract in the next couple weeks. The group was supportive.

Heather reported that OACD sent out a draft Position Statement(s) to members for comment. Heather passed out copies; the group will review the document and discuss it at the next board meeting.

#### **Informational Reports –**

**Carly** reported that she has been busy with system installations and payments to growers. She has been working with an engineer on irrigation water management policy changes. She provided the SWCD with numbers and accomplishments for their annual report. She has also been following up with calls from various groups who have expressed interest in utilizing the burn box.

**Kris** reported that the plants for the upcoming plant sale have been ordered. She did some technical assistance with landowners and assisted the CTWS with field work. She also conducted PSP and groundwater monitoring. She has continued to work on the SWCD website and the annual report.

**Alix** reported that the HRWG signed the contract with Fresh Take, the financial plan contractor. The contractor will begin work this month. She has been trying to recruit volunteers for a planting on November 2<sup>nd</sup> at the Odell Dam removal site and the EFID fish salvage on October 25<sup>th</sup>. She also conducted water temperature monitoring at MFID and worked on the new website and logo design. Alix reported that the Pollinator Pipeline Project CIG has officially been signed and the DID Pipeline Project will begin construction soon. She attended a pre-project design site visit to Red Hill and did some post-project monitoring at Evans Creek.

**Cindy** reported that she conducted a site visit to investigate water quality on Neal Creek. It seemed as if it was coming from an EFID overflow and heavy rain event. She reported that she decided not to submit a temperature and fish monitoring proposal for work at the mouth of the Hood River at this time. There are still many details to work out and partners to coordinate.

**Heather** reported that ODA is now requiring that the Local Advisory Committee only meet once every four years and that a small update will happen to the Area Plan and Rules every two years. She has received a new PSP contract from ODA. Heather reported that she is making progress putting together a workshop for realtors on wetlands. She also reiterated that there is funding available for OWEB small grant applications and to send anyone interested her way.

#### **Directors' reports –**

**Pete** reported that FID is still waiting on permit approval to begin work on Kingsley Reservoir.

**Chuck, Ben and Brian** had nothing to report.

**Permits** – There were no permits of note.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday November 7<sup>th</sup> 4 p.m. at the OSU Extension office meeting room.

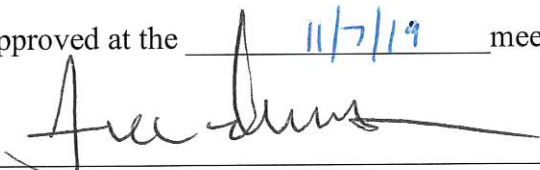
**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved Heather voting to accept the proposed changes to the OACD bylaws as written.
- ✓ Moved, seconded, and approved signing the Blue Sky grant agreement as written.
- ✓ Moved, seconded, and approved to accept Larry Martin as an Associate Board Member of the Hood River SWCD.
- ✓ Moved, seconded, and approved to approve Brian signing the letter of review and management of fiscal affairs letter for the audit review.
- ✓ Moved, seconded, and approved to update the language to the SWCD policy on public records requests as suggested.
- ✓ Moved, seconded, and approved to apply for an OWEB Restoration Grant for work on the EFID pipeline project, contingent of EFID Board approval.
- ✓ Moved, seconded, and approved signing the annual contract with the CTWS.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 11/7/19 meeting of the Hood River SWCD.



Brian Nakamura, Chair

**Hood River Soil & Water Conservation District**  
**Minutes from November 7<sup>th</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, Cindy Collins, and Rick Ragan

Associate Directors: Chuck Gehling and Larry Martin

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Kris Schaedel and Carly Heron

Visitors: None

**Consent agenda** –Cindy moved, and Rick seconded:

- To approve the minutes of October 3<sup>rd</sup>, 2019 as written.
- To accept the October 2019 Profit & Loss statement and the October 2019 Balance Sheet as distributed. As of October 31<sup>st</sup>, the balance in the bank accounts (including the CD) was \$200,886.14. Income of \$57,028.09 included: \$33,383.82 from OWEB for the HRWG Council Support, \$4,545.00 from ODA for the PSP sampling, and \$19,099.27 from OWEB for the Jones Creek Large Wood Project.
- Expenses were those authorized at the October meeting.
- To approve payment of bills #4786-4808 (checks 4784-4785 were misprinted and subsequently voided) and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		November 7, 2019	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,494.73
4786	MCAREC	office rent	\$1,004.25
4787	Mid-Columbia Janitorial	office cleaning	\$69.50
4788	Century Link	Office phone service	\$180.41
4789	US Bank	google, clicktime, payroll, office supplies	\$258.55
4790	Pacific Office Automation	copy meter charges (#331719)	\$7.80
4791	Heather Hendrixson	misc. expenses reimbursement	\$129.93
4792	Kris Schaedel	misc. expenses reimbursement	\$114.17
4793	Alix Danielsen	misc. expenses reimbursement	\$298.03
4794	Cindy Thieman	misc. expenses reimbursement	\$97.89
4795	Humble Roots	Odell dam removal restoration planting	\$507.00
4796	Mary Kate Dick	HRWG logo development	\$400.00
4797	Brent Barkley	HRWG website development	\$1,562.50
4798	Friend and Reagan	audit review invoice # 142068	\$5,495.00
4799	Christopher Brun	Brun Livestock Improvement OWEB small grant	\$4,456.13
4800	Archaeological Investigations NW	invoice#8293 (EFID eastside lateral project)	\$7,333.76
4801	River Design Group	Invoice#8725 (Bear Creek Fish Passage Project)	\$8,533.75
4802	Weatherly Printing	Invoice #19793 (annual report printing)	\$1,299.00
4803	SDAO	annual membership dues	\$135.00
4804	Government Ethics Commission	Gov Ethics Assessment FY20	\$329.32
4805	Andrew Spaeth	OWEB Action Plan facilitation invoice #01	\$1,200.00
4806	WA Assoc. of Cons. Districts	plant sale deposit	\$32.25
4807	Secretary of State	state audit filing fee	\$150.00
EP	Lease Direct	copier lease # 64697061	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,254.30
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$937.59
EP	OR Dept. of Revenue	state transit tax	\$15.95

EP	Vanguard IRA	Simple IRA	\$956.60
EP	OR Dept. of Revenue	Q3 SUI payment	\$9.38
4808	Carol Trejo	Odell SIA project supplies	\$649.62
		Total	\$51,985.85

The motion passed unanimously. Heather explained that Friend & Regan charged the District one fee for the audit review and one for preparing the financial statement. It was unclear in the contract that the preparation of the financial statement would be a separate and additional charge. In light of the discrepancy, Friend & Regan charged the District half of the additional cost. Heather also explained that the District had accidentally been underpaying unemployment insurance to the state and upon discovery the District owed additional funds this month.

#### **Old Business –**

Heather reported that she met with Chuck to discuss the **OACD position statements**. OACD is taking comments until mid-November. The group discussed the language of the statements. The group supported OACD having position statements and understood the documents need to be general and encompassing.

Heather explained that she received a letter from **Washington Federal** explaining that the CD will expire November 18<sup>th</sup>. Heather, Brian, and Cindy Collins will go to the Bank between the 18<sup>th</sup> and 28<sup>th</sup> to renew the CD. Cindy Collins has agreed to be an additional signatory on the account.

Cindy explained that as part of the Strategic Action Plan, the HRWG has been looking to hire a **science consultant** to do work identified by the HRWG and partners. Cindy sent the Request for Proposal to three local organizations. She received proposals from all three groups. Cindy, Heather, Chuck and Kathryn Arndt reviewed and discussed the proposals. They decided to hire Watershed Professionals Network for a not to exceed amount of \$8,000 and Cramer Fish Sciences for a not to exceed amount of \$30,000. The group discussed the scope of work for both contractors. The group was supportive in this decision. Brian will sign the contract with Cramer Fish Sciences and Heather will sign the contract with WPN. Cindy moved and Rick seconded to enter contracts with Cramer Fish Sciences and WPN. The motion passed unanimously.

Cindy reminded the group that last month she discussed applying for an OWEB grant to help East Fork Irrigation District pay for pipe for the **Eastside Lateral Pipeline Project**. She attended an EFID board meeting and they were supportive of Cindy applying for OWEB funds. Cindy explained the logistics of the pipeline project and strategy in applying for various funds. She reported that she will also pursue additional funding in the spring.

Cindy updated the group on the **HRWG website**. She reported that they are continuing to add content and are hoping to have a draft available for review at the end of the month.

#### **New Business –**

Heather passed out copies of the final version of the **audit review**; she reported that it is not different than the draft version. Cindy moved, and Ben seconded to accept the final version of the audit review. The motion passed unanimously.

Heather passed out the **SWCD's 2020 board meeting schedule**. She is planning on holding all meetings at the OSU Extension office. If OSU is not open, she will explore other options. The annual meeting will be held January 2, 2020. The group will review the meeting schedule and vote in January on a Resolution setting the annual meeting for 2021.

Heather explained that she met with Cindy Collins to discuss orchardist's current **water sampling requirements** and the potential for additional requirements through the Food Safety Modernization Act (FSMA). Cindy C. explained her current requirements and what the proposed testing through FSMA would look like. She also explained what kind of monitoring the irrigation districts and some packing houses are already doing. Cindy discussed the potential of the SWCD to assist growers in a variety of potential capacities. The group would like to continue the discussion and explore options for the SWCD to assist. Cindy will continue to gather information.

#### **Informational Reports –**

**Carly** reported that she helped host the Pollinator CIS training in The Dalles. She is continuing to work with Xerces Society and OSU on how to implement the integrated pest management portion of the CIS. She has continued to process payments and work on the air quality, irrigation efficiency, and pollinator applications. Carly updated the group on progress at the pollinator garden at the USFS building.

**Kris** reported that she has been working on the Whiskey Creek focus area mapping for ODA. She has also been accepting plant sale orders. She wrapped up PSP monitoring for the year, did a round of ground water monitoring, and assisted the CTWS with Salmon Days.

**Cindy** reported that **Alix** presented for the Clean Waters Collation at the last HRWG meeting. Alix has also been working with the financial plan consultant to set up interviews with partners in the near future. She did temperature monitoring and was the primary author on the HRWG portion of the annual report. Alix has continued to develop content for the website. She also coordinated volunteers for the Evans Creek monitoring and the Odell Creek tree planting. Alix has been working with the Neal Creek Restoration Design project engineer and has continued to move forward with the DID piping project. Cindy reported that she, herself, has been working on the annual report for the RCPP as well as the OWEB grant for EFID. She also organized the tree planting at the West Fork at Jones Creek Large Wood Project. Cindy reported that the Bear Creek Bridge Project is moving forward, and the design should be completed by the end of the month. The Neal Creek habitat surveys will happen in the upcoming week and Cindy is working to get the science contractors on board.

**Heather** reported that she assisted with the EFID fish salvage, where about 700 fish were captured. She attended a Columbia River Toxics Reduction workshop in The Dalles. She is continuing to pursue a wetlands training for realtors which will likely happen later in the spring. She updated the group on the Odell Creek SIA projects.

#### **Directors' reports –**

**Larry and Cindy** had nothing to report.

**Rick** reported that he has continued to be involved in the Stew Crew planning projects. He also updated the group on USFS staffing changes.

**Ben** reported that he planted SWCD plant sale plants in his existing hedge row and expressed interest in touring some of the SWCD and HRWG projects. The group discussed plans for a board field trip.

**Chuck** reported that he assisted with replanting an area of Barrett Park and reiterated that fall is a much better time to plant native bare root trees and shrubs.

**Brian** reported that the EFID Eastside Lateral Pipeline project is continuing to move forward.

**Permits** – Heather reported that Crystal Springs will install a new water conveyance pipe across a tributary to Odell Creek in a place where a pipe already exists. Heather will provide comments on taking measures to protect water quality.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday December 5<sup>th</sup> at 4 p.m. at the OSU Extension office meeting room.

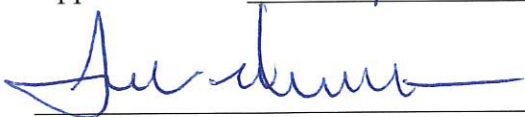
**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved to enter contracts with Cramer Fish Science and Watershed Professionals Network.
- ✓ Moved, seconded, and approved to accept the final version of the audit review.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 12/5/2019 meeting of the Hood River SWCD.



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Brian Nakamura, Chair

**Hood River Soil & Water Conservation District**  
**Minutes from December 5<sup>th</sup>, 2019 District Board Meeting**

Present: Directors: Brian Nakamura, Ben Saur, Cindy Collins, and Rick Ragan

Associate Directors: Chuck Gehling and Larry Martin

District and NRCS Staff: Heather Hendrixson, Cindy Thieman, Alix Danielson, Kris Schaedel and Carly Heron

Visitors: None

**Consent agenda** –Cindy moved, and Rick seconded:

- To approve the minutes of November 7<sup>th</sup>, 2019 as written.
- To accept the November 2019 Profit & Loss statement and the November 2019 Balance Sheet as distributed. As of November 30<sup>th</sup>, the balance in the bank accounts (including the CD) was \$180,515.22. Income of \$45,071.28 included: \$14,580.00 from ODA for the SWCD quarterly support, \$7,848.14 from the CTWS for HRWG Support, \$656.00 from plant sale sales, \$8,319.20 from OWEB for the Eastside Lateral Pipeline Design, \$4,923.00 from OWEB for the Brun Livestock Improvement Project, and \$8,533.75 from Retained Receipts for the Bear Creek Fish Passage Project
- Expenses were those authorized at the November meeting.
- To approve payment of bills #4810-4821 (Check 4809 was used to make a \$21,364.66 bank transfer from US Bank to a new Washington Federal CD account) and bank transfers to Pacific Office Automation, the Internal Revenue Service, Oregon Dept. of Revenue, and Vanguard as follows:

Bills to be Paid		December 5, 2019	
Check No.	Payee	Account	Amount
DD	staff	staff wages	\$12,494.73
4810	US Bank	google, clicktime, payroll	\$47.98
4811	Century Link	Office phone service	\$175.83
4812	MCAREC	office rent	\$1,004.25
4813	Mid-Columbia Janitorial	office cleaning	\$69.50
4814	Pacific Office Automation	copy meter charges (#393984)	\$13.17
4815	Heather Hendrixson	misc. expenses reimbursement	\$77.31
4816	Kris Schaedel	misc. expenses reimbursement	\$151.73
4817	Alix Danielson	misc. expenses reimbursement	\$119.30
4818	Cindy Thieman	misc. expenses reimbursement	\$68.54
4819	River Design Group	Bear Ck Fish Passage - invoice # 8784	\$4,475.06
4820	OSU Extension	HRWG and SWCD meeting room rental	\$175.00
4821	Columbia Gorge Fruit Growers	Annual report mailing	\$385.42
EP	Lease Direct	copier lease # 65466571	\$73.44
EP	Internal Revenue Service	federal employment taxes	\$3,254.32
EP	OR Dept. of Revenue	state employment/withholding/WBF	\$945.27
EP	OR Dept. of Revenue	state transit tax	\$15.95
EP	Vanguard IRA	Simple IRA	\$956.60
		<b>Total</b>	<b>\$24,503.40</b>

The motion passed unanimously.

### **Old Business –**

Alix reported that she presented the new **HRWG website** to the Watershed Group. Alix has been working with Brent to update the site based on feedback from the Watershed Group. They are hoping to have a finalized draft by mid-December. The group was supportive.

### **New Business –**

Heather reported that the **Columbia Gorge Cooperative Weed Management Area (CGCWMA)** would like the district to sign an updated MOU. Heather explained the relationship of the district and the CGCWMA and further explained the scope of work of the CWMA. There are no new changes to the current MOU from the previous one. Brian pointed out an error in the name “Hood River County SWCD” and requested it be changed to “Hood River SWCD”. Heather will make the change. Rick moved and Cindy seconded re-signing the MOU with the CGCWMA. The motion passed unanimously.

Heather reported that it is time to **renew the liability coverage** for the district. The district can receive a discount if they sign a rate lock agreement for two years. Heather explained the conditions of signing the rate lock agreement. The group discussed details of the insurance coverage. Cindy moved and Ben seconded to renew the SDIS liability insurance and sign the rate lock agreement. The motion passed unanimously.

Heather reported that **Columbia Riverkeeper is applying for a grant from the EPA’s Columbia River Restoration Program**. The grant would involve K-12 education and some restoration work at Nichols Boat Basin. Columbia Riverkeeper requested a letter of support from the SWCD. Heather felt positive about the project and would like to contribute a letter of support. She will send out a draft letter to the group and the group will provide feedback and comments. The group supported heather signing a letter of support.

Alix explained that the **Clean Rivers Coalition (CRC) will also be applying for the same EPA funds** to implement a statewide outreach campaign on toxics in waterways. The group discussed details of the CRC efforts. Alix will send out a letter of support to the group and the group will provide feedback and comments. The group supported Heather signing the letter of support.

Heather presented the group with a summary of details pertaining to the **Department of Environmental Quality’s new 303d listings and methodology**. The group discussed their concerns. Heather and Cindy will follow up with Smita Mehta at DEQ to get clarity on the new process. Heather will draft a letter to DEQ outlining the groups concerns and send it out to the group for feedback. The group was supportive.

Heather mentioned to the group that both she and Kris attended an **ODA Specialty Crop Block Grant Program training**. These grants can address food safety and regulatory burden. She has been working with Cindy Collins to develop a proposal for a water quality monitoring plan that would reduce redundancy in sampling and relieve cost to growers. The application is due January 31<sup>st</sup>. Heather and Cindy will continue to work together developing the project and update the group on their progress. The group was supportive

### **Informational Reports –**

**Carly** reported that she has been training on the new conservation desktop tool and organizing trainings and events. She has been processing applications for the pollinator CIS and the air quality CIS.

**Kris** reported that she has started taking plant sale orders. She has been conducting initial site visits and has started writing OWEB small grant applications. She did a completion inspection and finished a completion report for a livestock improvement project. She assisted the CTWS with dissection lessons at



Parkdale Elementary. She has done some technical assistance with landowners. She attended the Garlic Mustard Working Group, the East Cascades Oak Partnership, and met with folks regarding the ground water monitoring program in Hood River County.

**Alix** reported that she has been working with the consultants on the fundraising plan for the Action Plan; all partners have met with the consultants. She has been working with Neal Creek landowners who have potential for restoration on their property. The LiDAR and ground surveys on Neal Creek have been completed. She resubmitted the OWEB Technical Assistance grant for Neal Creek Restoration Design. She accompanied Cindy and Rick and the USFS on a scouting effort on the West Fork Hood River by Red Hill Creek for a large wood project. She also conducted a site visit to the FID pipeline for the Pollinator CIS project. Alix also mentioned that the DID pipeline project is currently being installed.

**Cindy** reported that she has been finalizing the scope of work and contracts with the science contractors for the Action Plan. She has also been assisting MFID with their special use permit on Laurence Lake. She attended Oregon's 100Year Water Vision workshop in Salem and updated the group on goals of the workshop.

**Heather** reported that she put together and sent out the winter eNews. She also mentioned that she will try to reschedule the field trip with the board to showcase projects staff has been working on. It was cancelled due to snow. She also sent the county a proposal for future groundwater monitoring efforts and is awaiting a response.

#### **Directors' reports –**

**Ben** had nothing to report.

**Cindy** reported that she has been working to further understand the water quality sampling efforts currently being done for food safety requirements, as well as trying to understand potential improvements to sampling efforts to reduce redundancy and regulatory burden.

**Rick** reported that he went on a site visit to the West Fork with Cindy and Alix to look at potential large wood sites. He also identified potential for a wood project in Red Hill Creek. Rick mentioned he was impressed with the size of plants at the Whiskey Creek restoration site. He also expressed concerns about building along waterways in the Neal Creek watershed.

**Chuck** reported that a county resident had surveyed a tributary to Trout Creek for mussels several years back and found some.

**Larry** expressed appreciation for Oregon water law and related problems in other areas of the country.

**Brian** reported that he attended the Oregon Water Resources Congress annual conference. He reviewed the highlights from the conference.

**Permits** – There were no permits of note.

As there was no further business, the meeting was adjourned.

Other - The next meeting will be on Thursday January 2<sup>nd</sup> at 4 p.m. at the OSU Extension office meeting room.

**Summary of Actions Taken:**

- ✓ Moved, seconded, and approved consent agenda.
- ✓ Moved, seconded, and approved re-signing the MOU with the Columbia Gorge Cooperative Weed Management Area
- ✓ Moved, seconded, and approved to renew the SDAO liability insurance and sign the rate lock agreement.

Respectfully submitted,

Kris Schaedel, Conservation Technician

Approved at the 1/02/2019 meeting of the Hood River SWCD.



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Brian Nakamura, Chair